1. In Word, the mailing list is known as the \_\_\_\_\_\_\_\_\_\_\_\_.

 A) Data sheet

 B) Source

 C) Data source

 D) Sheet

2. Which of the following is not one of the three ‘Mail Merge Helper’ steps?

 A) Merge the two files

 B) Create the main document

 C) Set the mailing list parameters

 D) Create the data source

3. Which of the following button will allow you to add, delete, or change records in your Data Source?

 A) ‘Data Source’ button

 B) ‘Edit’ button

 C) ‘Edit Data Source’ button

 D) ‘Data editing’ button

4. It is possible to \_\_\_\_\_\_\_ a data source before performing a merge.

 A) Create

 B) Modify

 C) Sort

 D) all of the above

5. Which is not a data source component?

 A) mail merge toolbar

 B) header row

 C) data fields

 D) data records