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

 A) Data sheet

 B) Source

 C) Data source

 D) Sheet

***Câu 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

***Câu 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

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

 A) Create

 B) Modify

 C) Sort

 D) all of the above

***Câu 5.*** *Which is not a data source component?*

 A) mail merge toolbar

 B) header row

 C) data fields

 D) data records