Name_____ Date_____ Class _____

Unit 8 WORKSHEET 8D

Mail Merge

The *mail merge* feature is a very useful integrated application that lets you create one document and send it to many people, automatically changing names and addresses whenever needed. For example, if you want to send a letter to 25 friends in your computer address book, you could use a mail merge instead of individually typing each envelope. To create a mail merge, data from a worksheet table (containing information such as e-mail addresses, fax numbers, names, or addresses) is combined with a word processing document (such as a form letter).

Directions: Search Microsoft Office Help in Word and Excel (two common applications used in a mail merge) for instructions about form letters, mass mailings, and print labels. Use the information to answer the following questions. Circle the letter of the choice that correctly completes the sentence or answers the question.

1. When you use Word for a mail merge, the document that contains the text and graphics that will be copied is called the _____.

a. main document
b. data source
c. blank page
d. envelope

2. The file that contains the information to be merged into a document is called the _____.

a. main document
b. data source
c. new page
d. workbook

3. The following is NOT an instance where a mail-merge could be used:

a. address labels
b. form letters
c. mass e-mailings
d. Web presentation

4. The placeholder for data to be inserted into a main document is called the _____.

a. data field
b. element field
c. recipient field
d. merge field

5. The following is the LEAST likely data to be used in a mail merge:

a. e-mail address
b. address
c. date
d. name

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