

# WORD : MAIL MERGE

## ❖ Word Meaning:

Consider	विचार करना	To think about carefully
Convenient	सुविधाजनक	Easy and suitable to use
Merge	विलय करना / मिलाना	To combine into one
Exist	अस्तित्व में होना	To be present or real
Recipient	प्राप्तकर्ता	A person who receives something
Prepare	तैयार करना	To make ready
Insert	डालना / सम्मिलित करना	To put something into something else
Preview	पूर्वावलोकन	A view before the final version
Label	लेबल / नाम-पट्ट	A tag that gives information
Source	स्रोत	The place where something comes from
Appear	प्रकट होना / दिखाई देना	To become visible

## A. Fill in the blanks :

1. Mail Merge is widely known as Print Merge.
2. Mail Merge is a feature of MS Word that helps in sending the same letter to a number of people.
3. The Data Source contains fields of information such as names, addresses, phone numbers, etc.

4. The main document is linked to the data source by common fields called Merge Fields.
5. In the Mailings tab, the envelopes and labels feature can be found in the same place.

### **B. Write true or false :**

1. You cannot create personalised letters, envelopes and labels in Word. — **False**
2. The Mail Merge process involves four steps. — **True**
3. A data source file can be of many forms, such as an Excel sheet, a Database or even another Word document. — **True**
4. Mail Merge is widely known as Data Merge. — **False**
5. There are two types of labels you can print in Word. — **True**

### **C. Answer the following questions in brief :**

#### **1. Define Print Merge.**

Print Merge (Mail Merge) is a feature of MS Word that combines a main document with a data source to create multiple personalised documents such as letters, envelopes, and labels.

#### **2. What do you understand by data source?**

A data source is a file that stores information about recipients, such as names, addresses, phone numbers, etc., which is used during Mail Merge.

#### **3. Name the two types of files required while performing Mail Merge.**

1. Main Document
2. Data Source

#### **4. List the two types of label features provided by Mail Merge.**

1. Address Labels
2. Name Tags

### **D. Answer the following questions in detail**

#### **1. Write the steps to create labels with different addresses.**

1. Open MS Word.
2. Click the Mailings tab.
3. Select Start Mail Merge → Labels.
4. Choose the label vendor and product number.
5. Click Select Recipients and choose or create a data source.
6. Insert the required merge fields (Name, Address, City, etc.).
7. Click Update Labels.
8. Select Preview Results to check the labels.
9. Click Finish & Merge and print the labels.

## **2. Write the steps to create and use an envelope.**

1. Open MS Word.
2. Go to the Mailings tab.
3. Click Envelopes.
4. Type the delivery address and return address.
5. Choose envelope options if required.
6. Click Add to Document.
7. Print or save the envelope.

## **3. Write the steps to insert recipient data.**

1. Open the Mail Merge document.
2. Go to the Mailings tab.
3. Click Select Recipients and connect the data source.
4. Place the cursor where data is required.
5. Click Insert Merge Field.
6. Select the desired field (Name, Address, City, etc.).
7. Repeat for other fields.
8. Click Preview Results to check the inserted data.