

Revision

Students, today we will revise some of the important features of Mail Merge.

1. The Mail Merge feature is used to send letters having similar information to a number of people at different addresses. It saves our time and energy and makes our work easier.
2. The Mail Merge feature of MS Word combines two documents, one is Main document and the other is Data Source.
3. Data source consists of a mailing list. The data is organised in tabular form. It contains addresses.
4. The Main document contains the text that you wish to send to the recipients.
5. Merge Field is a data item, such as NAME, CITY, PIN etc., which instructs MS Word about where to insert or add the data source (names, addresses) information in the main document.

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- 6 Field is a column in a data source that contains one type of information.
- 7 Record is a row on a datasheet. Number of fields make one record.
- 8 If you want to move between fields, while typing the information, Press the Tab key.
- 9 The data source which consists of a mailing list can be created in MS Word, MS Excel or MS Access.
- 10 If the list of recipients already exists in your device than you can use the option 'Use an existing list' under Select recipients.
- 11 Mail Merge involves three basic steps:
 - Creating a main document.
 - Specifying a data source.
 - Merging the data source with the main document.

Note For Students

Students, after reading and understanding the given assignment learn Question / Answers of ch- 4.