



Syllabus :
Chapter - V

CLASS - 5 REAL LIFE LEARN COMPUTERS

Time : 1 hour]

[Max. Marks : 25

Name :

Section : Roll No.....

25

1. Answer the following questions :

5 × 3 = 15

1. Write the steps to merge the data.

Ans :
.....
.....

2. Write the steps to creat mail-merge.

Ans :
.....
.....

3. What is mail merge ?

Ans :
.....
.....

4. Write the steps to create Main Document.

Ans :
.....
.....

5. Write the steps to create Data Source.

Ans :
.....
.....

II. Choose the correct answer :

5 × 1 = 5

1. To delete the field name.....option is used.
(a) Add field name (b) Delte Entry
2.option is used to find recipients in the currentlist.
(a) Customize column (b) Find
3.group used to add place holders.
(a) Write & Insert (b) Merge group
4.option is used to preview the merge results.
(a) Print Document (b) Preview Results
5.option helps us to send a letter to many people at the same time
(a) Mail Merge (b) Print

III. Match the following :

5 × 1 = 5

- | | | |
|--------------------|------------|--------------------------------|
| 1. Mail merge | () | (A) Body of the letter |
| 2. Main Document | () | (B) To find recipients list |
| 3. Find | () | (C) To detele recipients Entry |
| 4. Preview Results | () | (D) To send letters to many |
| 5. Delte Entry | () | (E) To view the merge results |