

Textbook exercise of L-3 Word – Table and Mail Merge

A. Tick the correct answer.

- 1) Tab is used for controlling the position of the text.
- 2) Cell refers to the intersection of a row and a column in the table.
- 3) By default, Word aligns your table text to the left inside each cell.
- 4) Superscript will make the text appear above the regular line of text.
- 5) Mail Merge is used to produce a personalized letter for more than one person.

B. State true or false.

- 1) Word is a popular word processing program. True
- 2) Word table are easy to create and manipulate. True
- 3) We cannot insert a present table in the Word document. False
- 4) Superscript and Subscript are used only in mathematical formulas. False
- 5) Mail Merge is useful to send the same document to many people. True
- 6) Mail Merge is done by merging data document with the data source. True

C. Fill in the blanks.

- 1) Format Painter tool is used to copy the formatting that you apply to text.
- 2) By default, Word creates tab stops every 0.5 inch across the page.
- 3) To select everything in the cell, triple-click on it.
- 4) Data Source contains the name and address of each recipient, to whom you want to send the document.
- 5) To start mail merge, click on mailings tab.

D. Differentiate between the following:

1.

AutoCorrect	AutoFormat
• This feature corrects the common spelling errors.	• This feature automatically creates symbols, fractions and ordinal numbers.

2.

Merge Cell	Split Cell
• It is used to combine two or more cells into one cell.	• It is used to split one cell onto two or more cells.

E. Answer the following questions:

Q:1	What is the use of Format Painter?
A:1	• It is used to copy the formatting that we have already applied to a portion of text.
Q:2	How many types of Tab settings are available in Word? Name them.
A:2	5 Types of Tab settings are available: • Left Tab • Right Tab • Center Tab • Decimal Tab • Bar Tab
Q:3	Why do we need Table?
A:3	• We need Tables for organizing information into rows and column.
Q:4	What are the three ways to create a table in Word?
A:4	• Create a blank table and type data in it. • Insert a present table and replace its text with our own text. • Draw a customized table by controlling how rows and columns appear in it.
Q:5	What do you means by Mail merge?
A:5	• Mail Merge feature is a process of a combining or merging the main document with the data source.

F. Application Based Question

The computer teacher asked Ravi to quickly prepare a letter for 50 students with different names and addresses and then take 50 different printouts. For this, he will have to compose all the letters. What should he do to save his time?

Mail Merge