مدرسة أيليت الانجليزية
The Elite English School

1. The mail merge wizard is available under _____ menu.

2. You cannot modify your document contents once the mail merge wizard has been started. (True/False)

3. You can use _____ or _____ type of document in mail merge.

4. Which button is used to create a new address list in the mail merge wizard in the step insert address block?

a) Create Data Source b) Select address List c) More d) None of these

5. Which of the following button is used to delete unwanted fields from the address list?

a) New b) Delete c) Customize & then Delete d) find

6. The mail merge wizard has total _____ number of steps to complete the process.

7. Which of the following is the last step of the mail merge wizard?

a) Select the document b) Edit the document

c) Personalize document d) Save, Print, or send

8. The _____ step of mail merge wizard allows to modify in the document.

a) Select a document type b) Create Salutation c) Adjust layout

d) Edit Document

LIVEWORKSHEETS