

Little Star Hr. Sec. School

Class - IX

Foundation of Information Technology

Total Marks - 20

Time- 1 hr

NAME _____ Class _____ Rollno _____

Answer the following questions in about 30-50 words: (4x3=12)

1. What is Mail Merge? What are its uses?

Ans: _____

2. Mention any four benefits of Mail Merge.

Ans: _____

3. Write the steps to use an existing data source file.

Ans: _____

4. Write the steps to print the merge document.

Ans: _____

Answer the following questions in about 50-70 words: (2x4=8)

5. Explain the whole mail merge process.

Ans: _____

6. Explain how you edit an existing recipient list.

