

Std 6<sup>th</sup>

## Lesson 2 Table and mail merge in word

D. Answer the following questions.

1) How will you insert a new column in a table?

Ans – 1) To insert a new column first select the column 2) Then right click on this column, select either the insert left or insert right.

2) Define data source and main document.

Ans – Data source is a file that stores the name, addresses and other specific information of the recipients. Main document contains the body of the letter to be sent to all the recipients.

3) What is the use of mail merge features in Microsoft word 2019?

Ans – Mail merge is used to send similar documents to multiple recipients simultaneously.

4) How can you merge table cells?

Ans – Select the cell that you want to split. Right click on it and select option merge cell.

5) What are the three basic stages of mail merge?

Ans – 1) creating the main document 2) creating the data source 3) merging the main document and data source

6) Write steps to split a table cell.

Ans - Select the cell that you want to split. Right click on it and select option split cell.

7) How will you insert a table using insert table dialog box?

Ans - Click on the insert tab and then click the table button. Choose the insert table option from the drop down menu. Enter the number of columns and rows required for the table and click the button.