



Assess Yourself

Choose the correct option for each of the following:

1. Which of the following helps you arrange and display data systematically?

☐

Row

☐

Column

☒

Table

☐

Mail

2. The Split Cell option is a part of:

☐

Design tab

☐

Insert tab

☒

Layout tab

☐

View tab

3. Information about recipients is stored in the _____.

☒

Data Source

☐

Merged Document

☐

Main Document

☐

Labels

4. Which tab is used to merge table cells?

☐

Design tab

☒

Layout tab

☐

Insert tab

☐

Help tab

5. _____ button is used to add a merge field to the main document.

☐

Rename Merge Field

☒

Add Merge Field

☐

Insert Merge Field

☐

Merge Field

B. Fill in the blanks with the correct answer.

Formatting Data Source Layout Merging Row

1. The data arranged horizontal in a table is called a row.
2. Data Source is the file where the name, address, and specific information of all the recipients are stored.
3. Layout tab is used to delete rows or columns in a table.
4. Formatting makes a table more meaningful.
5. The process of making a single cell from multiple cells in a row or column is called merging.

C. Read the following statements and write 'T' for True and 'F' for False.

1. Current document cannot be used as the Main Document. ☐ F
2. Main Document is the document that contains the body of the Letter to be merged. ☐ T
3. Multiple copies of the document cannot be printed. ☐ F
4. Splitting a cell provides a way to consolidate data in one cell. ☐ F
5. You can perform calculations on the numeric data entered in a table. ☐ T