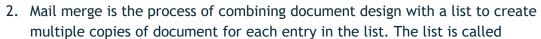# MCQ Questions and Answers related to

Mail Merge Operation

Here I collect and compose the multiple choice questions related to Mail Merge operation of MS Word. Hope they will be helpful on your exam preparation.

Questions

1. What tab in MS Word you'll use to access Mail Merge options?
   a. Home tab
   b. Insert tab
   c. References tab
   d. Mailings tab

2. Mail merge is the process of combining document design with a list to create multiple copies of document for each entry in the list. The list is called
   a. Main Document
   b. Data Source
   c. Form Label
   d. Database

3. The button temporarily merges your main document and data source so that you can view and test
   a. Merge to PDF
   b. Finish & Merge
   c. Insert Merge Field
   d. Preview Results

4. When the Edit Individual Documents option is selected, how does each letter appear in the new document created after the merge?
   a. Separate documents for each letter
   b. Separate sections for each letter
   c. One letter following another without starting a new page for each letter
   d. One letter displaying the information from the first record

5. Which of the following features is used to arrange the records in a data source before merging?
   a. Filter
   b. Sort
   c. Auto Check for Errors
   d. Match Fields

6. Which of the following mail merge terms lists the specific information to be inserted in a mail merge document?
   a. Main document
   b. Data source

c. Mail merge
d. Merge field

7. Which button on the Mailings tab is used to correlate fields from a data source to fields in a main document that have different field names?
    a. Find Recipient
    b. Match Fields
    c. Compare Fields
    d. Auto Check for Errors

8. Which of the following is not a default field name?
    a. Last Name
    b. City
    c. E-mail Address
    d. Social Security Number

9. Which of the following is not a default document type for a mail merge?
    a. Letters
    b. Envelopes
    c. Memos
    d. Directory

10. How is the information in a data source organized?
    a. Chart
    b. Matrix
    c. Table
    d. Paragraphs

11. What is the name of the column heading for each category in a data source?
    a. Data field
    b. Field
    c. Field name
    d. Record

12. When a field name has a space in its title, such as Last Name, how is the merge field displayed in the mail merge document?
    a. LastName
    b. Last-Name
    c. Last_Name
    d. Last\Name

13. Which of the following mail merge terms combines a document with a list of names and addresses to produce individualized documents?
    a. Main document
    b. Data source
    c. Mail merge
    d. Merge field

14. Which of the following contains the variable data to be merged with the unchanging data?
    a. control document
    b. data source
    c. main document

d. master letter

15. After launching the Mail Merge task pane, the first step is to:
   a. identify the data source
   b. specify the letter size
   c. identify the main document
   d. specify the envelope size

16. Which of the following does not appear as a default field in the New Address List dialog box?
   a. Title
   b. Apartment Number
   c. Address Line 1
   d. Last Name

17. You have purchased a specific brand of labels to use for a mailing project. During which step of the Mail Merge task pane would you specify that brand of labels?
   a. one
   b. two
   c. three
   d. four

18. To launch the Mail Merge Help dialog box, what option should you select using the Microsoft Word Office Assistant?
   a. Begin Setup
   b. Continue Setup
   c. Complete Setup
   d. Tell me more about Mail Merge

19. The four types of mail merge main documents are ...
   a. Form letters, directories, catalogues and envelope
   b. Form letters, envelops and mailing labels, directories and lists
   c. Basic letters, envelops, labels and list
   d. Form letters, envelops, mailing labels and catalogue

20. Which of the following is not a step of the merge process?
   a. Preview the merge results
   b. Format a main document
   c. Format data source
   d. Identify the main document

Answers

1-d	2-b	3-d	4-b	5-b	6-b	7-b	8-d	9-b	10-c
11-c	12-c	13-c	14-b	15-c	16-b	17-b	18-c	19-d	20-c

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