



# INDIAN SCHOOL NIZWA - WORKSHEET

## COMPUTER SCIENCE

### CH:6 MAIL MERGE IN MS WORD and CH : 7 MS EXCEL

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Class: VII Sec: \_\_\_\_

#### I. Choose the correct option.

- Mail merge has \_\_\_\_\_ main components
  - 1
  - 2
  - 3
  - 4
- Information that varies in merged document is called:
  - Data List
  - Merged documents
  - Main document
  - None of these
- Merged documents can be
  - Printed
  - Saved
  - Any of first two
  - None of these
- \_\_\_\_\_ are letters obtained after merging the main document with the data source
  - Main document
  - Data Source
  - Merged Document
  - None of these
- Mail merge feature is available on \_\_\_\_\_ tab
  - Home
  - Insert
  - Mailings
  - View
- In Excel \_\_\_\_\_ function returns serial number of the current system date.
  - Today()
  - Day()
  - Month()
  - Year()
- Formula in Excel start with a sign of:
  - 
  - +
  - =
  - \*
- In MS Excel sort option is available on \_\_\_\_\_ tab
  - Insert
  - View
  - Review
  - Data
- We can search for text and numbers in a selected range using the \_\_\_\_\_ option in Sort and Filter group of Data tab
  - Sort
  - Filter
  - Hide
  - Unhide
- \_\_\_\_\_ feature of Excel is used to Quickly fill a logical series of numbers, labels or formulae



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- a. AutoSum    b. Autofill    c. Fill    d. Sort

## II. Write True or False:

1. We cannot re open merged document.
2. Merged letters cannot be saved for future use.
3. The current document opened in MS Word can be used as main document.
4. Microsoft Excel is used to create text documents.
5. Cell address cannot be used in a formula
6. We cannot hide columns in a worksheet

## III. Fill in the blanks:-

1. In \_\_\_\_\_ dialog box, we can give a choice to print the whole document, current document or specify a range in Mail merging.
2. For creating the main document, Use \_\_\_\_\_ option to select the source which you created first.
3. The \_\_\_\_\_ document stores name , postal address,, email address etc
4. Each file in Excel is called a \_\_\_\_\_.
5. \_\_\_\_\_ function counts the number of values in the range
6. \_\_\_\_\_ feature is used for quickly summing the data values in a row or column
7. The currently selected cell is known as \_\_\_\_\_.
8. \_\_\_\_\_ are built in Formulae
9. By default \_\_\_\_\_ worksheets are there in a Workbook
10. \_\_\_\_\_ function calculate the product of all numbers in the range.