

- 1) How to apply the border in a Table in MS-Word:
 - a) Clicking on Design tab
 - b) Clicking on the Insert tab
 - c) Clicking on the View tab
 - d) Clicking on the Home tab
- 2) Applying colour in a cell of a table is known as _____.
 - a) Coloring cell
 - b) Back colouring a cell
 - c) Shading a cell
 - d) None of these
- 3) To apply in-built style given in ms word we have to 1st click on the design tab then click on _____.
 - a) More button in the table style group.
 - b) Table style button
 - c) Style button
 - d) All of these
- 4) The first stage while doing mail merge is _____.
 - a) Creating main document
 - b) Creating data source
 - c) Mail Merge
 - d) None of these
- 5) The steps in which the recipients name, address, Title etc are saved in the form of database is known as _____.
 - a) Data Source
 - b) Main Document
 - c) Mail Merge
 - d) Existing document
- 6) A place holder in the main document that receives information from the data source during the mergeing process is known as _____.
 - a) Table
 - b) Data Source
 - c) Merge Field
 - d) Main Document.
- 7) A document created during the mail merge process that stores information such as names and addresses of the recipients:
 - a) Data Information
 - b) Data Source
 - c) Data Storage
 - d) Merge Fields