## ➢ *Important terms:-*

Words to Know

- **Header:** A block of text or graphics placed at the top of every page in a document.
- **Footer:** A block of text or graphics placed at the bottom of every page in a document.
- **Table:** Arrangement of text in the row and column format.
- **Mail Merge:** A feature in Word that lets you create multiple copies of emails and other documents with more or less similar text.
- **Main document:** A document created during the mail merge process that contains the common text and the merge fields.
- **Merge Fields:** A placeholder in the main document that receives information from the data source during the merging process.
- **Data Source:** A document created during the mail merge process that stores information such as names and addresses of the recipients.

RECAP ZONE
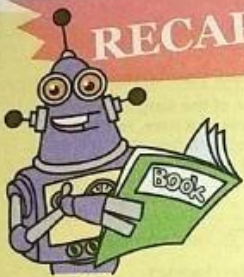
- To insert header or footer, choose the Header or Footer option in the Header & Footer group on the Insert tab.
- A table can be inserted in a Word document by using the Table option in the Tables group on the Insert tab.
- The layout of the table can be changed by inserting new rows/columns, deleting rows/columns, splitting cells, merging cells or changing the row height or column width.
- Splitting cells refers to dividing a single cell into multiple cells.
- Merging cells refers to combining two or more cells in a row or a column into a single cell.
- You can format a table by adding borders, shading or applying an in built table style.
- The Mail Merge option is present on the Mailings tab.
- The three main stages during the mail merge process are creating data source, creating main document and merging the data source with the main document.

Practice Zone

Fill in the blanks with the correct option given in the following table.

OPTION	A	B	C	D	E

1. Option _____ is used for inserting header in the document.
2. Option _____ is used for inserting footer in the document.
3. Option _____ is used for inserting page number in the header or footer.
4. Option _____ is used for inserting date and time in the header or footer.
5. Option _____ is used for inserting picture in the header or footer.
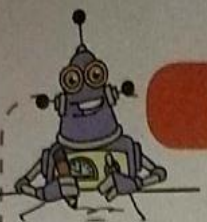
Answers of Practice Zone:-

   (1) B   (2) E   (3) D   (4) A   (5) C

Practice Zone

Fill in the blanks.

1. You can use _____ to present information in an organised manner.
2. The _____ and _____ tabs appear whenever you are working on a table in Word.
3. The _____ option lets you combine two or more cells in a row or a column into a single cell.
4. You can use the _____ option on the Layout tab to change row height or column width.

Answers of Practice Zone:-

   (1)- Table   (2)- Design, Layout   (3)- Merge   (4)- Properties

2.   **BY:- BRAJESH KUMAR (TGT COMPUTER)**

A. Choose the correct answer.

1. Which of the following contains information about recipients like names, addresses and phone numbers in the mail merge process?

   a) Main document
   b) Merged document
   c) Data source
   d) Tables

2. While working on a table, which of the following options lets you combine together two or more selected cells in a table?

   a) Merge cells
   b) Split cells
   c) Table properties
   d) Insert

3. Which feature in Word will help you insert date, time, page numbers or the title of the document, in the top or bottom margins of a document?

   a) Cut and paste
   b) Copy and paste
   c) Mail merge
   d) Header and Footer

4. Creating letters using mail merge involves

   a) Opening or creating the main document.
   b) Opening or creating main document and data source and then merging the data source with the main document.
   c) Opening or creating the data source.
   d) None of these

5. Tables group is present on the _____ tab.

   a) Home
   b) Insert
   c) Page Layout
   d) Review

Answers of Assessment Zone:-

    (1)- c   (2)- a   (3)- d   (4)- b   (5)- b

B. State whether the following statements are True or False.

1. You can insert new rows only at the end of table. _____

2. Mail merge feature is useful when you have to type different letters. _____

3. You can include both text and graphics in the header and footer sections of your page. _____

4. The Home and Layout tabs appear automatically when a table is inserted in a document. _____

5. You can add borders around the table or around a selected group of cells. _____

Answers of "B" Section:-

    (1) False   (2) False   (3) True   (4) False   (5) True

3.   **BY:- BRAJESH KUMAR (TGT COMPUTER)**

C. **Fill in the blanks using the words given in the box.**

| design | cell | mail merge | split cells |

1. The _____ feature of Word lets you create multiple copies of letters or emails with more or less similar text.

2. You can make use of the _____ option on the Layout tab to divide a single cell into multiple cells in a table.

3. Intersection of a row and a column forms a _____.

4. The _____ tab has various table styles that let you format the table quickly.

Answers of Fill in the blanks:-

(1) Mail merge   (2) Split cells   (3) Cell   (4) Design

D. Answer the following questions:-

D. **Answer the following questions.**

1. Give the significance of the Header and Footer option.

2. The Layout tab appears when a table is inserted in the document. List some options that are present on this tab.

3. How can you add borders around a table?

4. Discuss the two ways by which you can change the row height in a table.

5. What are the three main stages of mail merge process?

1. Answer:- The header and footer option is very useful for inserting chapter names, logos or pictures, page numbers, date and time across all the pages of document.

2. Answer:- In the layout tab Table, Draw, Row & Column, Merge, Cell size, Alignment and Data option is present.

4.   **BY:- BRAJESH KUMAR (TGT COMPUTER)**

3. Answer:- **We follow some steps to add borders around the table :-**

Step 1:- Position the cursor in any cell of a table to apply table border.

Step 2:- Click on the design tab

Step 3:- Click on the arrow under the borders option in the borders group. A drop-down list appears.

Step 4:- Click on the borders and shading option. The borders and shading dialog box appears.

Step 5:- Use the various options in the borders tab

Step 6:- Click ok to apply the settings chosen by you.

4. Answer:- **We can change row height in the table by two methods.**

(1) Using the mouse pointer:- Place the mouse pointer on the row border. The pointer shape changes to a double headed arrow, when placed on row's border, then drag the arrow up or down to increase or decrease the row height.

(2) Using the Layout tab:- The row height can be quickly changed to a specific height or width using the Properties option on the Layout tab.

5. Answer:- **Three main stages of mail merge process are –**

1. Create the Data source
2. Create the main document
3. Mail merge.

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