Advanced Word Processing Final Exam Study Guide

Completion
Complete each statement.

1. In a main document, codes called _____ mark where variable information will be inserted.

2. A(n) _____ source is a document that contains information that will be inserted into the main document.

3. Inserting information from a data source into a main document produces a final document called a(n) _____ document.

4. During a merge, the merge fields instruct Word to retrieve information from the _____ source.

5. The _____ row is the first row of the data source table.

6. The information below the header row in the data source is called _____.

7. Each row of data in the data source table makes up a complete _____.

8. To open the Mail Merge task pane, click the _____ tab, click the Start Mail Merge button in the Start Mail Merge group, and then click Step by Step Mail Merge Wizard.

9. When selecting a main document, one option is to use the document currently displayed in the _____ window.

10. When selecting a main document, one option is to start a new document from a pre-installed mail merge _____.

11. Creating a data source involves two steps: deciding which fields to include in the _____, and entering address information.

12. When you create a data source, the file is saved as a Microsoft Office _____ Lists file.

13. When you create a new data source from within the Mail Merge task pane, Word provides a number of _____ fields, such as First Name, Last Name, and Company.

14. A(n) _____ field in Word tells Word to provide the current date each time the document is opened.

15. If you see (TIME \@"MMMM d,yyyy") instead of the date, your system is set to display _____ codes.

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Marly Bergerud,Jean Gonzalez

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