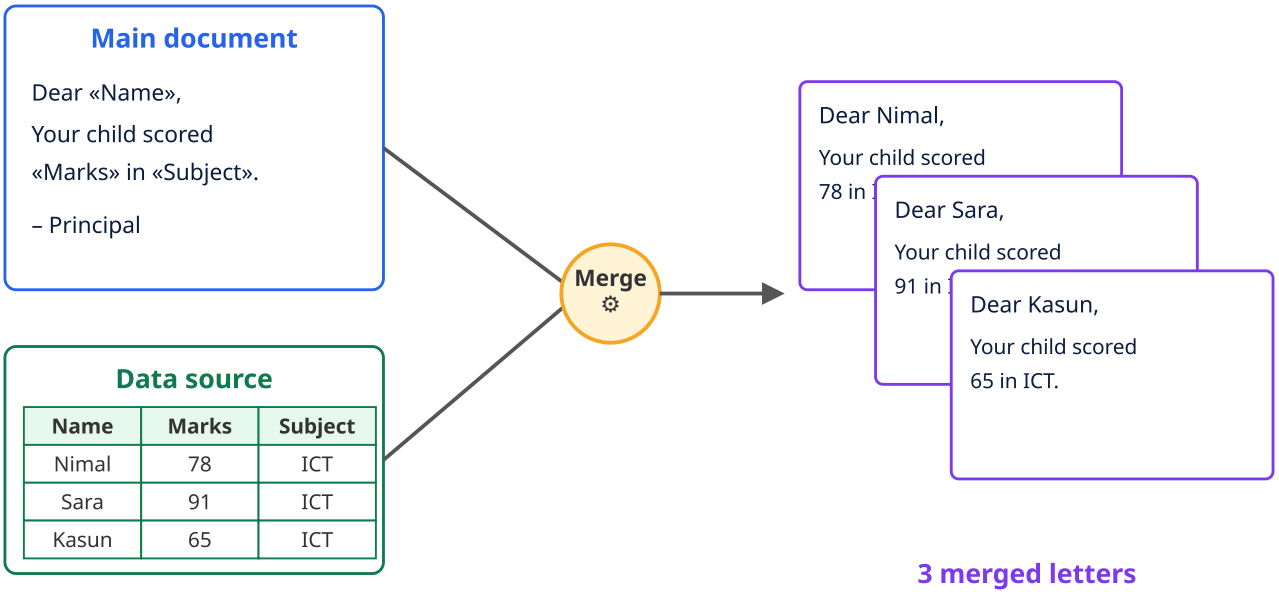
G.C.E. O/L Grade 10 ICT · Lesson 6

6.6 Mail Merge

Imagine the principal must send the same letter to **400 parents**, each with the parent's own name and the child's marks. Typing 400 letters would take days. **Mail Merge** does it in minutes: it combines one **main document** (the letter) with a **data source** (a list of names and details) to make many **personalised** letters, envelopes or labels. In this note you will learn the document types, the main document, the data source, **merge fields**, the **steps** of Mail Merge, and its **outputs**.

1. What is Mail Merge?

Mail Merge is a word processor feature that **combines a main document with a data source** to produce **many personalised documents** automatically. The common text is typed **once**; only the changing details (name, address, marks) come from the data source.



Main document (with merge fields) + data source (one record per row) → one merged letter for each record.

2. The three parts

Main (common) document
Holds the text that is the **same** for everyone, plus **merge fields** where details will go.

Data source
A table of the **changing** details: each **column is a field** (Name, Address, Marks) and each **row is a record** (one person). Can be a Word table, Excel sheet (.xlsx), CSV file, Outlook contacts or an Access database.

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Merge fields
Placeholders such as «Name» or «Marks» in the main document. During the merge each one is replaced with data from a record.

Name	Address	Marks
Nimal Perera	12, Lake Rd, Kandy	78
Sara Fernando	5, Temple St, Galle	91
Kasun Silva	8, Main St, Matara	65

This data source has **3 fields** (columns) and **3 records** (rows), so the merge makes **3 letters**.

3. Document types (outputs)

Type	Example
Letters	Results letters to parents, invitations, certificates
Envelopes	Each envelope printed with a different address
Labels	Address labels, name tags, book labels on one sheet
E-mail messages	Personalised e-mails sent through Outlook
Directory	One list of all records, e.g. a class phone list

4. Steps of Mail Merge (MS Word)

- **1. Select document type**: Mailings → Start Mail Merge → Letters / Envelopes / Labels.
- **2. Type the main document** (the common text).
- **3. Select recipients** (data source): Type a New List, Use an Existing List (Excel/CSV) or Outlook Contacts.
- **4. Insert merge fields**: Insert Merge Field → «Name», «Marks», or Address Block / Greeting Line.
- **5. Preview results** to check each letter (use the arrows to move between records).
- **6. Finish & Merge** → Edit Individual Documents (new file), Print Documents, or Send Email Messages.

> 💡 Word also has a **Step-by-Step Mail Merge Wizard** (Mailings → Start Mail Merge). LibreOffice Writer: Tools → Mail Merge Wizard. Google Docs needs an add-on (or Gmail ‘mail merge’ in Google Workspace).

5. Advantages

- Saves time – type the letter once.

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- Fewer mistakes – details come straight from the list.
- Each letter looks personal.
- The same data source can be reused for letters, envelopes and labels.

NEW 2026 Data sources contain **personal data** (names, addresses, marks). Keep them private, share only with permission, and check every merged letter before sending.

Key Words

Mail Merge – Combining a main document with a data source to make many personalised documents.

Main document – The document with the common text and merge fields.

Data source – The list of changing details used in the merge.

Merge field – A placeholder like «Name» replaced by data.

Field – One column of the data source, e.g. Address.

Record – One row of the data source – details of one person.

Merged document – The final output with one copy per record.

Recipients – The people in the data source who receive the documents.

Preview Results – Shows real data in place of the fields before finishing.

Finish & Merge – Final step: edit, print or e-mail the merged documents.

Labels – Small stickers printed many per sheet, e.g. address labels.

Envelope – Mail Merge output with an address printed on each envelope.

Sample Q&A

1. What is Mail Merge?

Answer: A feature that combines a main document with a data source to produce many personalised documents.

2. Name the two documents needed for Mail Merge.

Answer: The main (common) document and the data source.

3. What is a merge field? Give an example.

Answer: A placeholder in the main document that is replaced by data from each record, e.g. «Name».

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4. Difference between a field and a record?

> **Answer:** A field is one column (one type of detail); a record is one row (all details of one person).

5. Give three outputs of Mail Merge.

> **Answer:** Letters, envelopes, labels (also e-mails, directories).

6. Give two advantages of Mail Merge.

> **Answer:** Saves time; fewer typing mistakes; letters look personal; data source can be reused.

MCQ

1. Mail Merge combines a main document with a...

A. Printer driver
B. Spell checker
C. Data source
D. Template

2. The text that is the same in every letter is in the...

A. Main document
B. Label
C. Record
D. Data source

3. «Name» in a letter is a...

A. Record
B. Header
C. Template
D. Merge field

4. In a data source, one row is called a...

A. Cell range
B. Record
C. Margin
D. Field

5. In a data source, one column (e.g. Address) is a...

A. Envelope
B. Page
C. Record
D. Field

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6. A data source has 25 records. How many letters does the merge make?

A. 50
B. 25
C. 5
D. 1

7. Which can NOT be used as a data source?

A. An Excel sheet
B. A Word table
C. A CSV file
D. A JPG photo

8. In MS Word, Mail Merge commands are on the…

A. Insert tab
B. Design tab
C. Mailings tab
D. Review tab

9. The FIRST step of Mail Merge in Word is…

A. Select the document type
B. Preview Results
C. Print
D. Finish & Merge

10. Which step lets you check letters with real data before finishing?

A. Preview Results
B. Select Recipients
C. Insert Picture
D. Start Mail Merge

11. Printing many addresses on one sticker sheet uses Mail Merge for…

A. Directory
B. Letters
C. Labels
D. Tables

12. In LibreOffice Writer, Mail Merge is found at…

A. Table → Merge Cells
B. Tools → Mail Merge Wizard
C. Format → Mail Merge
D. View → Mail Merge

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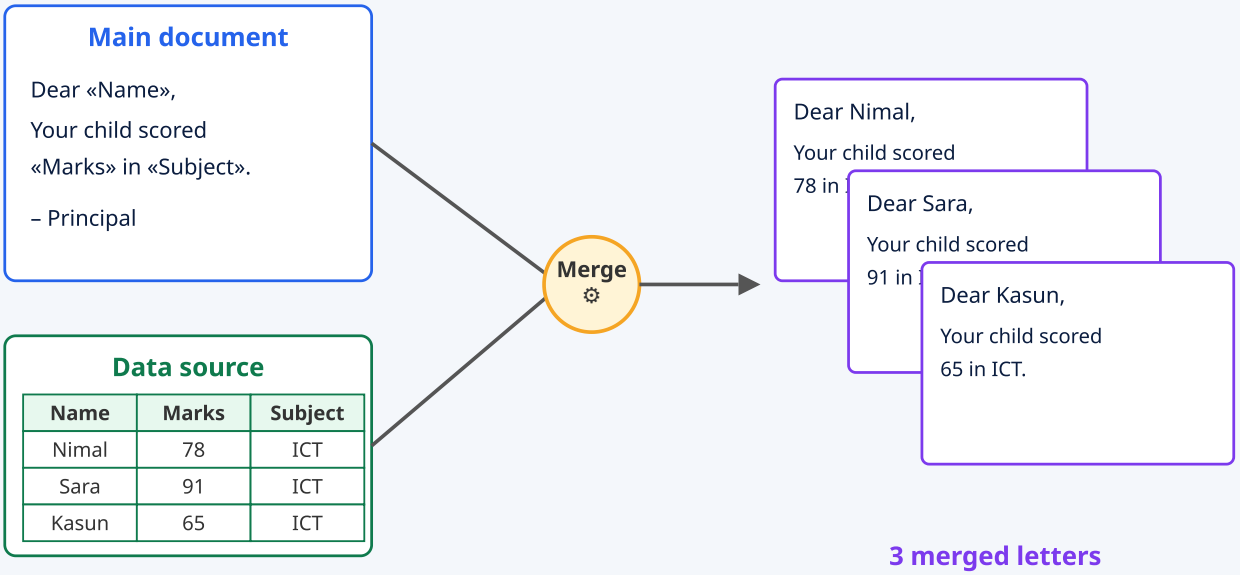
Structured Questions

1. (i) What is Mail Merge? (2 marks)
(ii) Name the two documents combined in Mail Merge. (2 marks) *(4 marks)*

> (i) A word-processing feature that combines a main document with a data source to make many personalised documents. (ii) Main (common) document and data source.

2. Draw a diagram to show how Mail Merge produces letters. *(4 marks)*

> Main document with «Name», «Marks» + data source table (records) → merge → one letter per record.



Model diagram: Mail Merge flow.

3. A data source has the columns StudentName, Grade, Marks and 30 rows. (i) How many fields? (ii) How many records? (iii) How many letters? *(3 marks)*

> (i) 3 fields (ii) 30 records (iii) 30 letters.

4. Write the steps of Mail Merge in MS Word in order. *(5 marks)*

> 1 Start Mail Merge – choose Letters; 2 type the main document; 3 Select Recipients – type or use an existing list; 4 Insert Merge Fields; 5 Preview Results; 6 Finish & Merge – edit/print/e-mail.

5. The school sends sports-meet invitations to 200 parents and needs envelopes too. Explain how Mail Merge helps and one privacy rule. *(4 marks)*

> Type one invitation with «ParentName» fields and one data source; merge gives 200 personalised letters, and the same list makes 200 envelopes – fast and accurate. Privacy: keep the parent list secure and do not share it.

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Summary

- Mail Merge = main document + data source → many personalised documents.
- The main document holds the common text and merge fields.
- Data source: Word table, Excel, CSV, Outlook contacts, Access.
- Column = field; row = record; one output per record.
- Merge fields like «Name» are replaced by data.
- Outputs: letters, envelopes, labels, e-mails, directory.
- Steps: type → main document → recipients → fields → preview → Finish & Merge.
- Saves time, reduces errors; protect personal data.

MCQ answer key – 6.6

1. **C** – Main document + data source.
2. **A** – Common text = main document.
3. **D** – Placeholder for data.
4. **B** – Row = record, column = field.
5. **D** – Column = field.
6. **B** – One letter per record.
7. **D** – Data sources are tables/lists.
8. **C** – Mailings tab.
9. **A** – Start Mail Merge → type.
10. **A** – Preview Results.
11. **C** – Labels.
12. **B** – Tools menu.

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