Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

**Microsoft Office 2013: Word Chapter 6**

**True and False: Circle/highlight T if the statement is true or F if the statement is false.**

1. Typical installations of Word support five types of main documents: letters, email messages, envelopes, labels, and a directory.   
   T  
   F
2. A data source can be an Access database table, an Outlook contacts list, or an Excel worksheet.   
   T  
   F
3. A field is simply a row in a table, and a record is a column.   
   T  
   F
4. Field names must be in ascending order in a data source, and must contain no spaces.   
   T  
   F
5. You can use a Microsoft Outlook Contacts list, an Access database table, an Excel table, or a Word table as a data source in a mail merge.   
   T  
   F
6. Word places an underscore character in place of the space in merge fields.   
   T  
   F
7. The expression in a condition can be a merge field, a number, a series of characters, or a mathematical formula.   
   T  
   F
8. When you are viewing merged data in the main document, you can display a specific record by clicking ‘Search Record Now’, then pressing the ENTER key.   
   T  
   F
9. When a document is in portrait orientation, the long edge of the paper is the top of the document.   
   T  
   F
10. You can convert text to a table by selecting the text, displaying the INSERT tab, then clicking the ‘Add a Table button’ to display the Add a Table gallery.   
    T  
    F

**Multiple Choice: Circle/highlight the correct answer**

1. The first row of a data source is called the \_\_\_\_\_ because it identifies the name of each column.
   1. name header
   2. header record
   3. title row
   4. Building Block
2. The \_\_\_\_\_ document contains the constant, or unchanging text, punctuation, spaces, and graphics, as well as references to data in the data source.
3. access
4. title
5. main
6. options
7. Word surrounds the field name with merge field characters, which are \_\_\_\_ that mark the beginning and ending of a merge field.
8. asterisks (\* \*)
9. quotation marks (“ “)
10. chevrons (<< >>)
11. exclamation points (! !)
12. To turn off field codes so they are not displayed, press \_\_\_\_\_.
13. End
14. the plus sign
15. CTRL+M
16. ALT+F9
17. A \_\_\_\_\_ consists of an expression, followed by a comparison operator, followed by a final expression.
18. condition
19. merge field
20. control
21. data source record
22. The \_\_\_\_\_ field would be used to test If a condition is true, then perform an action: otherwise perform a different action.
23. If…Then…Do
24. Do If True…Else Do If False
25. If True…Else False
26. If…Then…Else
27. Word, by default, evaluates the IF field using the current record and displays the results, called the \_\_\_\_\_, in the main document instead of displaying the IF field instructions.
28. IF text
29. field results
30. comparison operator
31. data source
32. The \_\_\_\_\_ field prompts the user to enter data for each record in the data source.
33. ADD
34. ENTER
35. APPLY
36. FILLIN
37. To lock a field so that its field results cannot be changed, click the field and press \_\_\_\_\_.
38. ALT+F9
39. CTRL+Shift+F11
40. CTRL+F11
41. Lock
42. A \_\_\_\_\_ is a listing, together in a single document, from the contents of the data source.
43. directory
44. merge field
45. column
46. content control

**Short Answer: Type/Write out the correct answer**

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a file that contains the variable, or changing, values from one merged document to the next.
2. Each column in a data source is called a (n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Each row in a data source is called a (n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Word, by default, saves a data source in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ folder.
5. Field names linked to the data source are called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ merge field contains several fields related to an address.
7. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ merge field contains text and fields related to a salutation.
8. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ consists of an expression, followed by a comparison operator, followed by a final expression.
9. The instructions of an IF field are called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the process of combining the contents of a data source with a main document.