

## Quiz: Lesson 5, quiz 1

Quizzes are designed to give you a chance to test your knowledge.

Please feel free to take this quiz again. We will update your score.

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**1. In which publication would you insert a field code such as <<City>> for a mail merge?**

- A.  Main document
- B.  Data source
- C.  Record source
- D.  Field source

**2. Which of these is a valid data source type for a mail merge in Publisher? (Check all that apply.)**

- A.  Excel (.xls)
- B.  Plain text (.txt)
- C.  Access (.mdb)
- D.  Word table (.doc)
- E.  JPEG graphic (.jpg)
- F.  Outlook Contacts list
- G.  MP3 music file (.mp3)

**3. When you insert a default <<AddressBlock>> field for a mail merge, which individual fields from an address list are included?**

- A.  Name, Address, City, State, ZIP, and Phone
- B.  Address, City, State, and ZIP
- C.  Name, Company Name, Address1, Address2, City, State, and ZIP
- D.  Name, Company Name, and Phone

**4. Suppose you create a publication called Main.pub and use it as the basis for a mail merge with a data file named Data.xls. After performing the merge, you save Main.pub. What gets saved?**

- A.  The main document and the codes for the merge fields, along with a link to **Data.xls**.
- B.  The merged version of the publication, with each record's copy as a separate page.

**5. Suppose you create a new Excel workbook and enter the data for a mail merge in it. You save it as**

**Data.xls, and then select it as the data source for a mail merge in Publisher. When prompted to select which sheet to use, which one should you select?**

- A.  Sheet1
- B.  Sheet2
- C.  Sheet3
- D.  It does not matter