MAIL MERGE

① What is mail merge?

Mail merge, a popular tool for personalizing printing letters, is nowadays also available for emails. Google mail, Google sheets make it happen for all Google domain-based emails.

② What are the uses of mail merge?

- writing letter to a customer to tell them about upcoming offers or inform about some changes in business settings.

- Mailshot for sending out a survey to a large number of people.

- Invoices
- School names on the certificate
- Personal.

③ Give the advantage of mail merge
- Once the merge has been found out, thousands of letters are often produced very quickly.
- Easier to check for spelling errors as we need to check and correct at one place only; all letters will show the changes.
- Letter can be personalized.
- A standard letter can be saved and reused.
- In mail-merge, we can reuse the same data source, and it reduces the risk of errors.

⑤ components of mail merge:
- main document.
- data source
- merged document

⑥ How many files are created in mail merge?
There are 2 files created in mail merge.
a) The first file is called the source file that contains the content of the main document.

b) The second file is known as the data source file that contains the name, address and other important details of the beneficiary.