Short Answers

1. How can we insert header/footer in the document in MS-Word?
2. What is text formatting in MS-Word? Write 10 shortcut keys of MS-Word?
3. Write basic operations of Worksheet in excel
4. Explain addressing, autosum & lock option in MS-excel.
5. What are formulas & functions in excel?
6. Write difference between animation & transition in PowerPoint?
7. How can you insert an audio on video in PowerPoint?
8. Explain auto text option in MS-PowerPoint.
9. Explain domain name.
10. Write short note on protocol.

Long Answers

1. Explain various features of MS-Word.
2. Explain insert, page layout option in MS-Word.
3. Explain various features of MS-Excel. Also explain relative and absolute addressing.
4. Explain insert formula option with example.
5. Explain features of PowerPoint & slide master with example.
6. Write steps for preparing a presentation which has some slide design, automatic slide transition & some pictures.
7. How to add animation in presentation? What do you mean by rehearse timing?
8. How do add header & footer in presentation & also explain notes, handout option in PowerPoint.
9. Explain various types of internet connection.
10. Explain it –
    - E-mail
    - Web Browser
    - Virus & Antivirus
    - Internet Ethics
    - VSAT

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