

## IMP questions of PC Package

1. Explain different page views and layouts in MS-Word.
2. Write the advantages of Word processing
3. Write short notes on the following : (i) My Computer (ii) Recycle Bin (iii) Toolbars (iv) Dialog Boxes
4. How to insert tabs and indents in the word document ?
5. Explain- 1. Header & footer 2. Macros
6. Explain page layout in detail?
7. What do you mean by mail merge ? How can we apply mail merge ? Explain with example.
8. Explain Workbook, Worksheet and Spreadsheet in detail.
9. How are charts useful in Excel ? Compare any three chart types available in Excel.
10. Write the proper syntax for the following functions in excel : (i) MIN (ii) MAX (iii) ROUND (iv) COUNT.
11. Describe process of column freezing, hiding, splitting ?
12. Discuss the characteristics of the following : (a) MS-Word (b) MS-Excel.
13. Define the following terms in relation to MS-Excel : (a) Cell and cell range (b) Relative and Absolute address
14. What do you mean by functions ? Describe any four functions with examples.
15. Write short notes on the following : (i) Adding animations (ii) Sounds and movies to a slide.
16. What is slide master view? Explain in detail.
17. What is handout Master and Explain its different parts?
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