

- Q.1. B. Answer in one Sentence (Any 5) (10)**
1. Define Word
 2. Name three tabs of M.S. Word
 3. Name two memories
 4. Define slideshow
 5. Name three parts of Page layout Toolbar
 6. Define Scanner
 7. Define Printer
- Q. 2) Write Short Note (Any 4) (20)**
1. Find and Replace Option in MS Word
 2. Smart art Option in MS Word
 3. Keyboard
 4. Status Bar
 5. Quick Access Toolbar
 6. Mouse
- Q. 3) Answer the following question in 150 words. (any 3) (30)**
- 1 Explain the Formatting option in MS Word
 - 2 Explain various types of Chart
 - 2 Explain any three formulas in MS excel.
 - 4 Explain Steps in creating new document in MS Word
 - 5 Explain Page Layout tab in MS word
- Q. 4) Answer the following question in 300 words. (any 2) (30)**
- 1 What are the uses of Microsoft Word?
 - 2 Explain Formula toolbar in MS Excel
 - 3 What are the uses of Microsoft Excel?
 - 4 Explain Insert Tab in MS word
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