

Q.1] Explain various features of MS Word?

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Features of Ms-word as following:

- 1: In Ms-word it allows user to create text document i.e. to create the text document in ms-word.
- 2: Ms-word allows user to edit & format the existing document i.e. editing and formatting to the existing text document.
- 3: Ms-word allows user to make a text document interactive, attractive, professional with the different feature & tools of the Ms-word.
- 4: It allows to graphical document creating a graphical document and also for computing image i.e. Graphical document & computing images.
- 5: It used by authors and researcher for their story writing & to their researches.
- 6: it allows the user to change grammatical errors i.e. detect the grammatical errors in the text document.



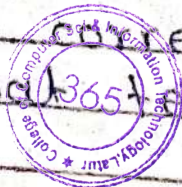


Q2] Explain steps of mail merge?

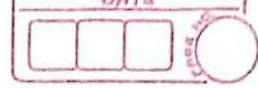
→ Mail Merge :- This is one of the feature of Ms. word which provides us for the mail merging combining the Mails are called mail merging.

steps of mail merging as follows :

1. Select the document type :
  - Select the type of document & the document type is letter.
  - click on starting document.
2. Select the starting document.
  - select the current document under the starting document
  - click on recipients
3. Select the recipients
  - select the recipients means select the name whom want to sent the document
  - 2 means address of the receiver.
4. write your letter
  - write your text on the document means complete the text which you want to send.
5. Preview the document
  - Once check the document before to send is all correct or everything fine in that.







6. complete mail merge :-

- click on the save & save the document.
- click on the 'ok'

Q3] Explain formatting rows & column in Excel.



Formatting rows & columns :

- Combination of rows & column is called cell.
- and to make any changes means formatting.

- In the home tab click on the cell & open the format window which gives us more options for formatting cell like adjust width of column, height of row, hide-unhide the column & row, add protection in rows & column.

1. Formatting column :

- The horizontal series of cell in chart is called column.
- We can change the width of the column.

2. Formatting row :

- The vertical series of cell in chart is called row.

- we can change adjust the height of row.





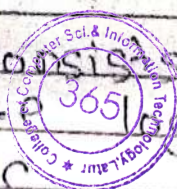
Steps of formatting rows & column:

1. Open the MS - excel firstly
2. Select the cell or group of cell which you want the format
3. Open home tab & then click on cell & open section of format window
4. Set the desired formatting to the cell which you want.
5. Click on the save all and then click the 'ok'.

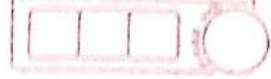
Q57] What are the main features of MS excel?

→ Main features of MS-excel as following

1. it allows to organization, tabulation, search and exploration of data in large size
2. it allows design looking professionally chart, 3-D effects, shadowing and font transparency.
3. Data can be filtered and sorted
4. Formatting in spreadsheets allows to changing the font-style and font colour.
5. A function library consists various & functions groups like logical, conditional and arithmetic etc.







6. The different values in different cells in the spread sheets, formula can be applied and automatically performs the calculation.

These are the main features of the MS-Excel.



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