

(2)

Unit-II

2. Why do we use 'MS Word' ? Write advantages of using MS Word as word processing software.

OR

Comment on various editing and formatting features of MS Word.

Unit-III

3. Define Electronic Worksheet. Write main advantages of MS Excel and explain how can we insert, delete or move data from cells.

OR

Discuss graphs in MS Excel. Describe how can we move or change the size of a chart.

Unit-IV

4. What is the use of MS PowerPoint ? Write down steps to create a presentation and also to delete slides from presentation.

OR

Comment on slide transition and sound effects in MS PowerPoint.

(3)

Unit-V

5. Discuss main features of Tally.

OR

Explain steps to create new Ledger.
