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| Name | jonayed al ratul | Batch No. | EUR3B17 |

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| Q1. | How will you create a table of content in MS Word? |
| Ans. | References > Table of Contents + Use heading styles insert via References, update as needed. |
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| Q2. | Write the formula for adding numbers in cells A1 and A2 in MS Excel to be stored in cell C1. |
| Ans. | C1 |
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| Q3. | Which function returns the current date in MS Excel? |
| Ans. | = TODAY() |
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| Q4. | If you want to insert your name and current date at the bottom of each page in a MS Word document, what tool needs to be used? |
| Ans. | Footer with Date & Time feature |
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| Q5. | How an image can be inserted at any place of a MS word document? |
| Ans. | Insert > Pictures |
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| Q6. | What does the function =MAX (10, 20, 30) will return in MS Excel? |
| Ans. | = MAX ( 10, 20, 30) |
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| Q7. | In MS Excel, which symbol is used to start a formula? |
| Ans. | Press = |
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| Q8. | Explain about bullet point and it’s usage in MS word document |
| Ans. | Select text or place cursor. Then Go to Home > Bullets or type \* + space (AutoFormat).  Press Enter for new bullets, twice to stop. |
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| Q9. | How do you set a caption for a figure and create a list of figures at the beginning of an MS word file? |
| Ans. |  |
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| Q10. | Explain about hyperlink, its shortcut to add from keyboard and write the process to inset it? |
| Ans. | Ctrl + K |
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