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Dept. of Mechanical Engineering, SUST

A CLASS TEST ON ITS

**Instructions**

*You are required to answer the following questions in detail. Provide examples where necessary and ensure your responses are well-organized and comprehensive.*

**Questions**

**1. Overview and Functions**

**a. Describe the primary functions of the following Microsoft Office applications: Word, Excel, PowerPoint, and Outlook.**  
*Your response should include at least three distinct functions for each application.*

**2. Advanced Features**

**a. Discuss three advanced features of Microsoft Word that can aid in document creation and formatting.**  
*Examples might include styles, mail merge, and collaboration tools.*

**b. Identify and explain three advanced functions in Excel that can be used for data analysis from below.**

1. Sum()
2. If()
3. Count()

**3. Talk about these symbols given below.**



**4. Fill Up the table below.**

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| --- | --- | --- |
| Name | Roll | Phone Number |
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**5. Go to this website and find out something interesting.**

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