**Ans to the Q. No. 1**

|  |  |
| --- | --- |
| This course, “Computer Fundamental and Microsoft Office Applications,” is designed to provide foundational computer skills and mastery of Microsoft Office tools.  **Participants will develop a strong understanding of computer concepts, hardware, and software. This focus on Microsoft Word, Excel, and PowerPoint aims to enhance document creation, spreadsheet management skills.** |  |
| B |  |
| |  |  |  | | --- | --- | --- | | **A** | **B** |  | | **D** | **C** | **Test** | | **Fail** |  | **Cell** | | **E** |  | **F** | |  | **G** |  | | * **A** * **B** * **B1** * **B2** * **B11** * **B12** |