Q.2 A

Q.2.4+3=7

Step 1: Go to meet.google.com from your browser.

Step 2: Click on the option that says "New Meeting".

Step 3: There you can see 3 options i.e.

1) Create a meeting for later: It is used to share meeting details to the participants of the meet.

2) Start an instant meeting: It creates a new meeting that you can join directly.

3) Schedule in Google Calender: It schedules a meeting in the Google Calender for later use.

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Q.2 B]

Pillai College of Engineering
New Panvel, sector 14,
410201.

To,
Lotus Books Exporters
sector 10, New Panvel
410 201.

Subject : Missing pages from books.

Dear Sir/Madam

Pillai College of Engineering is thankful
to Lotus books Exporters for quick
delivery within five days. But
there are some defects in books
which you exported to us.

Out of the ordered 100 copies of
books there are some missing
pages in all 20 the books i.e.
chapter 3 of these books are
missing the pages and in place
of it, the pages are repeated
from the last pages.

We I request Lotus Books Exporters
to exchange the books which
are defective as soon as possible.
We had a positive relation since

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C-Scheme Rev-19
Computer Engineering

PCE-1

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the past 15 years and we hope to continue this relation in the future. Waiting for your positive reply.

Thanking you
Yours faithfully
Yusuf Ansari

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