

Q.2 A)

Q. 2. 4+2=6

How to generate a link in Google Meet

Step 1: Open a browser in your laptop or PC.

Step 2: Go to ~~me~~ www.meet.google.com from your browser.

Step 3: Click on the option that ~~dis~~ shows New meeting.

Step 4: A There, you can see 3 options, that shows

- Create a meeting for later: This is used to share the meeting details to the participants of the meet.

- Start an instant meeting: This option creates a new meeting that you can join directly.

- Schedule in Google calendar: This option will schedule a meeting in the google calendar for later.

Q.2B)

Suyash Shinde.
Pillai college of,
Engineering,
Navi Mumbai - 410218.

To,
Sales Manager,
Bhagwati Book Dept.
Panvel - 410218.

Sub- Replacement of Depective book.

Respected Sir.

My name is Suyash Shinde, studying in pillai college of Engineering.

Sir / A, Recently our college some books from your book Dept, the book name Yugandhar, 100 Copies with receipt no-111. Sir out of 1000 books lacking Chapter no-5.

So, I request you to please replace the defective books, we have attal attached monetary receipt to letter, waiting for your positive response.

Yours faithfully,
Suyash Shinde.