**WORD**

**How can u create a table .how many ways are to create a table.**

Three:by drag, by insert, draw

1.open ms word

**How can u create an equation in ms word?**

**How can u create a water mark? How many ways to insert it?**

1. Go to the Page Layout tab.
2. Click the Watermark button in the Page Background group.
3. Select Custom Watermark (at the bottom of the shortcut menu).
4. Select the Text watermark option.
5. Change the Text field to DRAFT.
6. Click OK.

**How can u highlight , bold, and italic and language change?**

Open an Office program, such as **Word**. Click File > Options > **Language**. In the Set the Office **Language** Preferences dialog box, under Choose Display and Help Languages, select the **language** that you want **to** use, and then click Set as Default.

**How many types of alignment? How can u align the txt?**

When you click the **Justify** button, it displays four options, justify, justify low, justify high and justify medium. You need to select only the justify option. The difference between these options is that low justify creates little space between two words, medium creates a more space than low justify and high creates maximum space between two words to justify the text.

**How can u create animation ?**

**powerpoint**

**where can u edit data in powerpoint ?**

slide 🡪 new slide 🡪

**how many types of animations ?**

entrance , enhancing, exit, emphais

**built in , custom 🡪 ways**

**data comes first instead of heading detect error**

change type of animation data and heading

**how can u design simple ppt file?**

**2 ways🡪 editing and data**

Slide

**How to change outline of ms excel.**

**Outline**

**EXCEL**

**Formula of sum of total no of fields ?**

=sum(A1:A17)

**Formula for avg?**

A 72 14

**Meaning of A37, B17**

**ADDRESS OF CELL OF 17 CELL IN C FIELD.**

FORMULA FOR COS?

=COS(cell address)