

- (A) Doctor's Symbol (Big Plus)
- (B) Small thin plus icon
- (C) Mouse pointer with anchor at the tip.
- (D) None of above.

(VIII) When you start typing the same value as of some cells on same column, Excel automatically shows that text. This feature is known as

- (A) Auto fill
- (B) Auto correct
- (C) Auto complete
- (D) Auto Format

Unit-1

2. Explain the following icons available on Desktop:
 - (i) My Computer
 - (ii) My Documents
 - (iii) Internet Wxplorer
 - (iv) Network Neighbrohood
3. Explain step of copying, moving, deleting and renaming of any file.

Unit-II

4. Explain following of copying,
 - (i) Web Camera
 - (ii) Scandisk
 - (iii) Changing user password
 - (iv) Disk cleanup.
5. What is control panel? Explain various steps to add/ Remove programs.

Unit-III

6. What is worksheet? Explain step of insert, delete and rename a worksheet.
7. What is formatting? Explain any five formatting command of MS-Excel.

Unit-IV

8. Explain following terms:
 - (i) Absolute reference
 - (ii) Relative reference
 - (iii) Mathematical functions
 - (iv) Statistical Function
9. What is Macro? Describe various step of record and run of Macro.

