Unit-1: Word Processing

1) How a table is created in MS Word?

2) What is a Bibliography? How is created in Word processing software?

3) What is mail merge? Explain the purpose of Mail Merge? Explain the steps for creating mail merge in MS Word?

4) What are headers and footers? How can these be inserted in word document?

5) Write the steps to create bullets and numbering in a document?

6) What is Spell Check feature in MS Word?

7) How a picture or clip art is inserted in the documents?

8) What are the various ways in which table is inserted in MS Word?

Unit-2: Preparing Presentation

1) How to create a new presentation in Power Point?

2) Explain different views in Power Point Presentations?

3) What is slide transition? How slide transition is added to the presentation?

4) What is slide animation? How animations are applied to the presentation?

5)"Animation can be removed from the presentation". Comments.

6) How audio and video files are added to the Power Point Presentation?

7) What is the difference between Animation and Transition? Which view can be used to insert and test the Animation effects and Transition effects?

8) What is the role of design template in creating the Power Point Presentation?

9) What is Slide Master? How do we use it?

10) How animation is useful in context of Slide show?

11) Difference between Slide Master and Handout?

Unit-3: Spreadsheet and its Business Applications

1) What do you understand by a spreadsheet?
2) Differentiate between workbook and worksheet.
3) Explain the difference between VLOOKUP and Hook Function.
4) Difference between computational and logical function?
5) Explain the IPMT and PPMT function with an example.
6) What is logical function? Explain any four logical functions with examples.
7) What do you mean by statistical functions? Explain any four functions with the help of a suitable example.

Unit-4: Creating Business Spreadsheet

1) Discuss the creating loan and lease statement.
2) What do you understand by Ratio Analysis?
3) Describe the creating Payroll Statement.
4) Write a short notes on Capital Budgeting.
5) What do you understand by Correlation and Regression.

Unit-5: Database Management System

1) State main categories of data models.
2) What do you understand by database. How does it differ from DBMS.
3) What is ER model? How ER model is translated into relational model? Explain.
4) Explain different types of relationship which can be set between two or more tables in database.
5) Discuss the steps you would take to transform an ER Model into various relations of Relational Data Model. Give suitable examples.
6) What do you mean by entity integrity? How is it different from referential integrity?
7) Discuss the issues that are involved while deciding on RDM implementations.
8) What do you mean by SQL?
9) State clearly the purpose for which SQL is used.

10) What are the advantages of SQL?
11) What is the purpose of group functions in SQL? Explain with examples five aggregate functions.
12) State what do you understand by accounting report.
13) What do you mean by programmed or casual report?
14) Briefly state the purpose of functions in SQL environment.
15) Discuss the concept of accounting reports? Explain the three steps involved in creating such reports.
16) Describe in steps the design view method of creating a query?
17) Discuss the SQL view method of creating a query?
18) Describe the series of SQL, statements to produce trial balance using Model –II database.