- (f) Define Autofill feature.
- (g) What is the short cut key for new slide in MS-PowerPoint?
- (h) Define design template in MS-PowerPoint.
- (i) Mention redirection operators.
- (j) List the names of text alignment in MS-Office. 1×10=10
- 2. (a) Differentiate between internal and external DOS commands.
 - (b) Explain automating information with fields feature.
 - (c) Describe coal seek feature of Excel.
 - (d) Differentiate between master and normal slide in relation to MS-PowerPoint.
 - (e) Describe the find and replace feature.

$4 \times 5 = 20$

Part-B

- 3. List syntax for the following DOS commands, along with options and examples explaining the command:
 - (a) FIND
 - (b) FORMAT

10

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M Tight

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