

- (f) Define Autofill feature. 12
- (g) What is the short cut key for new slide in MS-PowerPoint ? Ctrl + M
- (h) Define design template in MS-PowerPoint.
- (i) Mention redirection operators. E.g. /
- (j) List the names of text alignment in MS-Office. 1×10=10
2. (a) Differentiate between internal and external DOS commands. 6
- (b) Explain automating information with fields feature.
- (c) Describe goal seek feature of Excel.
- (d) Differentiate between master and normal slide in relation to MS-PowerPoint.
- (e) Describe the find and replace feature. 4×5=20

Part-B

3. List syntax for the following DOS commands, along with options and examples explaining the command :
- (a) FIND 3
- (b) FORMAT 10

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