

1. Define object embedding and linking.
2. What are the various advantages of mail merge? Explain them in brief.
3. What is track change? Explain with example.
4. How we can secure our word document.
5. What are the advantages of spread sheet?
6. Write steps to insert chart in spread sheet.
7. What are the advantages of presentation tool?
8. What are the points to be kept in mind for preparing a presentation?
9. Define the following tags
 - (i) HTML,
 - (ii) HEAD
 - (iii) TITLE
 - (iv) BODY
 - (v) P
10. Define the following attributes of BODY tag
 - (i) BACKGROUND,
 - (ii) BGCOLOR,
 - (iii) TEXT
 - (iv) LINK
 - (v) ALINK
 - (vi) VLINK
 - (vii) LEFTMARGIN
 - (viii) TOPMARGIN

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