



## SECTION-B

2. Explain Auto Text and Auto Correct Option in MS-Word.
3. Differentiate between Slide Transition and Slide Animation in MS-Power Point.
4. Explain the steps to split worksheet window.
5. Difference between what-if analysis and goal-seek analysis.
6. What are the different types of graphs that can be created in excel? Explain the steps to create any type of graph.

## SECTION-C

7. Write a detailed note on MS Word. Highlight its usage and main features by taking a project of your choice.
8. Discuss the role and importance of Internet in the Hospitality Industry.
9. What is MS PowerPoint? Highlight its main features.

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