

Govt. College for Women Nawakadal Srinagar

Department of Computer Applications

Paper : ELEMENTARY COMPUTER APPLICATIONS (Skill Paper)

BG 3rd Semester Batch 2018

Q1. Explain various features of MS Word.

Q2. Write down the steps for inserting charts in MS Excel.

Q3. Write down the steps for performing Mail Merge in MS Word.

Q4. Write down any 10 different formulas of MS Excel with the help of example.