

MEWAR UNIVERSITY
PhD Course Work
Computer and Internet Related Methodologies
ASSIGNMENT-1

- Q.1 Explain find and replace in excel.
- Q.2 What is difference between formula's and functions.
- Q.3 Explain the auto sum feature with the help of an example.
- Q.4 What are the various types of charts available in excel
- Q.5 What is spreadsheet and its applications
- Q.6 Explain the concept of absolute &relative addressing
- Q.7 How can worksheet be connected with database? Explain
- Q.8 What are various data types?
- Q.9 Explain the steps to get help from office assistance.
- Q.10 How multiple worksheets can be connected?
- Q.11 Explain the steps to run a macro
- Q.12 How to change view of worksheet, outlining a worksheet, customize workspace using template to create default workbooks, protecting workbook?
- Q.13 How to edit copy, move cells, paste format a worksheet?
- Q.14 What do you understand by character and paragraph format.
- Q.15 Give description of view menu.
- Q.16 Differentiate between save and save as menu.
- Q.17 Give the steps to use thesaurus.
- Q.18 What is use of internet to meet your research requirement?
- Q.19 How can you explain the importance of e-mail for your research work.
- Q.20 Write an e-mail letter to editor of journal, requesting to publish your article for publication.

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