

**MEWAR UNIVERSITY**  
**PhD Course Work**  
**Computer and Internet Related Methodologies**  
**ASSIGNMENT-2**

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- Q.1 Describe table and its parts briefly.
- Q.2 Explain the use of mail merge.
- Q.3 Explain autofit by giving suitable example.
- Q.4 What are advanced features of MSword.
- Q.5 What is purpose of thesaurus? Explain.
- Q.6 How to perform spell check? Explain.
- Q.7 How can you align your text?
- Q.8 Write the steps to adjust line spacing.
- Q.9 Write the steps to create multiple columns of the text.
- Q.10 Describe the steps involved in creating a new presentation using auto content wizard.
- Q.11 Why is timing required between slides in power point.
- Q.12 Differentiate between slide master and handout master.
- Q.13 What is the use of design template.
- Q.14 How many layouts are available for creating slides?
- Q.15 How can image be added to a slide?
- Q.16 Describe the steps involved in entering slide numbers header and footers in slides

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