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**Unit-II**

2. Write steps to create mail-merge in MS Word.

**OR**

Write notes on the following :

- (a) Table Handling
- (b) Header and Footer

**Unit-III**

3. Write steps to create Pie and Bar charts in MS Excel.

**OR**

Write notes on the following :

- (a) Protecting worksheet
- (b) Autosum

**Unit-IV**

4. Write steps to create effective PowerPoint presentation in MS PowerPoint.

**OR**

Explain the following :

- (a) Slide transition and Animation
- (b) Insert sound and picture in slide

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**Unit-V**

5. Write steps to maintain inventory in Tally package.

**OR**

Explain the following :

- (a) Voucher type  
(b) Trial Balance in Tally