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**Unit-II**

2. (a) What is MS Excel ? Explain its features with example.
- (b) Write the name of different types of charts available in Excel ? Explain the importance of graph.
- (c) Explain any five mathematical functions in Excel with appropriate example.

**Unit-III**

3. (a) What is the MS PowerPoint ? What are the features and use of MS PowerPoint ?
- (b) Describe the process of slide transition in MS PowerPoint.
- (c) Write notes on the following :
- (i) Insert graphics and sound
- (ii) Insert Movies

**Unit-IV**

4. (a) What is RDBMS ? Explain with example.
- (b) How to create table in MS Access ? What is the purpose of creating primary key ?
- (c) Explain the following SQL commands with example :
- (i) selection
- (ii) update
- (iii) delete

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**Unit-V**

5. (a) What is Tally ? Write the advantages and utilities of Accounting in Tally.
- (b) Explain Day book, Sales and Purchase register with example.
- (c) Explain different kinds of voucher in Tally.
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