2. Answer the following briefly :   2×5=10

(a) Mention two functions of operating system.

(b) What is the use of MIN ( ) function in Excel?

(c) What is goal seek?

(d) What is DBMS?

(e) What is spelling and grammar tool in MS-Word?

3. Answer any *three* from the following :   11×3=33

(a) Write the steps for MS-Word Mail Merge.

(b) Write the steps for adding and removing software and hardware in Windows operating system.

(c) Explain the following functions in brief :

(i) SUM ( )

(ii) ABS ( )

(iii) MAX ( )

(iv) RAND ( )

(v) IF ( )

(vi) COUNT ( )

(d) Write briefly about sorting and filtering in MS-Excel.

(e) Write about the views in MS-PowerPoint. Write the steps for inserting animation and sound in a PowerPoint presentation.

(f) Write briefly about macros and tables in MS-Word.

★ ★ ★