

**GOVT. V.Y.T. P.G. AUTONOMOUS COLLEGE, DURG**  
**ASSIGNMENT QUESTION (2024-25)**  
**GEC – I SEMESTER**  
**COURSE CODE – CAGE-01T**  
**GEC- FUNDAMENTAL & MS-OFFICE**

**Max.Marks: 10**

**Note:** Section 'A' & 'B' containing 2 very short-answer-type questions, is compulsory. Section 'C' consists of short-answer-type questions and Section D is long-answer-type questions.

**Section - 'A'**

**Answer the following very short-answer-type questions in one or two sentences:**

**(1×1=1)**

Q.1 What is Word Processing software?

**Section - 'B'**

**Answer the following very short-answer-type questions in one or two sentences:**

**(1×1=1)**

Q.1 Which toolbar has table option in MS-Word Software?

**Section - 'C'**

**Answer the following very short-answer-type questions in one or two sentences:** **(1×3=3)**

Q.1 What is Mail-Merge? Explain step by step procedure of mailing.

**OR**

What are major features of Ms Word? Explain the steps for creating Header and Footer in Ms Word.

**Section – 'D'**

**Answer the following long answer type questions in word limit 150-200:**

**(1×5=5)**

Q.1 How will you create and edit Word document? Explain the steps for adding clip art, word art and flowchart.

**OR**

How do you perform following in MS-Word:

- (i) Inserting image.
- (ii) Inserting page number