

1. Which are the different animations used in Power Point?
 - Entrance
 - Emphasis
 - Exit
 - Motion Paths

2. Type of Change Case in Ms Word?
 - Sentence Case
 - Lowercase
 - Uppercase
 - Capitalize Each Word
 - Toggle case

3. How to find sum of two numbers in Excel?
 - =sum (A1:D2)
 - =sum (A1, A2, A3)

4. Types of Software
 - Application Software
 - System Software

5. Storage Devices Example
 - Hard Drive
 - **RAM (Random Access Memory)**
 - **ROM (Read Only Memory)**
 - USB
 - Memory Card
 - SD Card

6. Output Devices
 - Monitor
 - Printer
 - Speaker
 - Projector

7. Input Device
 - Mouse
 - Keyboard
 - Scanner
 - Joystick

8. List out tabs in Ms Word?

- Home
- Insert
- Page Layout
- Reference
- Mailings
- Review
- View

HARDWARE

The physical components or parts of a computer that you can see or touch or feel are known as hardware. The parts of computer that you see in the computer lab like keyboard, monitor, CPU and printer are examples of hardware.

Application Software

An application program is a computer program designed to carry out a specific task other than one relating to the operation of the computer itself, typically to be used by end-users.

This software often is important because it allows you to perform activities that express creativity, fulfil productivity and improve communication.; Ms Word, Ms Excel, Ms Power Point, Adobe Photoshop, YouTube, Facebook, Instagram.