

Dt .22.9.21 Test-1 computer

Q1) fill in the blanks

- A) A ----- is number or letter that appears a little above the normal line of text.
- B) _____ means that the first letter of the first word of a paragraph is display in a large font.
- C) _____ layout tab in the page setup group.
- D) Mail merge wizard has _____ steps.
- E) The intersection of a row and a column is called a _____.
- F) _____ types of alignment of data in a cell.
- G) Merging means _____ cells in a table.
- H) Each excel file is called a_____.
- I) The _____ cells boundary is highlighted.
- J) All formulas entered into a cell must begin with an ----- or ----- sign.
- K) Excel files are saved with the extension _____.