Q1.Define the following:

a.Goal Seek

b.Templates

c.DBMS

d.Blogs

e.Sustaintable Development

Q2.Write the steps to apply Mail Merge in Writer Document.

Q3.Write the steps to insert Charts in Calc worksheet.

Q4.Name any four features of effective Communication.

Make a Project file of I.T based on the Topics of Part – B (Unit 1, Unit 2, Unit 3)