Q1. Make a project file on the following topics-

1. Styles
2. Inserting images
3. Working with Templates
4. TOC
5. Mail Merge

Q2. What is data consolidation?

Q3. Explain the use of Scenarios.

Q4. What is Goal Seek?

Q5. What is the basic difference between 'Goal Seek' and 'Solver' tools?

Q6. How can you name a range of cells?