Note: Answer five questions to be the fourth question, including

Q1/A- Define the following:
1- Queries  2-Them  3-Drop Cap  4-axis titel  5- RAM

Q1/B- what is the shortcut key that you use to :
1- To top of next page
2- Underline each word
3- To superscript.
4- To remove all formatting( text effect)
5- Remove paragraph formatting (for alignment)

Q2/A- what is the Compatibility Mode?
B- What 's the meaning of the following simple:
1- ####,  2- #REF,  3- #NAME

Q3/A-give the simple command to the following results:
1- \( X_1 \)  2- \( X^2_r \)  3- \( \overline{Y} \)  4- \( X_{1f} \)

Q3/B- Compare between worksheet and workbook.

Q4/ How give your documents a professional appearance? (Explain in details).

Q5/A- How to create an excel chart?

Q5/B- Why the computer is useful?

Q6/A- what are types of filters? ( In details).

Q6/B- how can you create your first slide?

..GOOD LUCK..