

**NOIDA PUBLIC SCHOOL**

**SUBJECT:IT**

**CLASS IX**

**ASSIGNMENT 2**

**Short Answer Type Question**

1. What is upper case & lower case?
2. What are the 2 ways of inserting the table in word?
3. What are the two benefits of print preview?
4. What is mail merge?
5. What is the use of quick access toolbar?
6. what is data source?
7. Name the popular word processing applications?