

NOIDA PUBLIC SCHOOL

SUBJECT:IT

CLASS IX

ASSIGNMENT 3

Long Answer Type Question

1. What are the benefits of mail merge?
2. What do you mean by editing the document.
3. what do you mean by formatting a document?
4. what are the steps involved in mail merge?
5. What are non-printing characters?
6. Explain undo & redo command ?
7. What are the main operation that are possible with word?