

Answers

Ans: 1 (a)
Ctrl + A

Ans: 1(b)
Cis

Ans: 1(c)
CD - Compact Disk
DVD - Digital Versatile Disc

Ans: 1 (d)
Click of the Insert button on the Tool bar and then click the option Row
Click of the Insert button on the Tool bar and then click the option Columns
Or
Alt + I then Alt + R
Alt + I then Alt + C

Ans: 1(e)
Bold Ctrl + B
Italic Ctrl + I
Underline Ctrl + U

Ans: 3

	URBAN	RURAL	TOTAL	RURAL %age	URBAN %age
DOMESTIC	15674	9932	25606	61.21	38.78
COMMERCIAL	19232	1578	20810	92.41	7.58
LS	11952	232	12184	98.09	1.9
MS	3652	756	4408	82.49	17.15
AGRICULTURE	11872	25942	37814	31.39	68.6