SHREE VASISHTHA VIDHYALAYA

(English Medium, CBSE affiliated, Member-NPSC, Recipient-International School Award)

PA-III Assignment: 2025 26

Class-XI Commerce

DATE OF SUBMISSION: 18th November, 25 (TUESDAY)

1.	**ENGLISH**

Level 1

1. Who was Professor Gaitonde and what happened to him after the collision on the road?
2. What difference did Professor Gaitonde notice in the history books of the new world he entered?
3. How was the Battle of Panipat different in the world Gaitonde visited?
4. Who helped Professor Gaitonde understand what had happened to him after his strange experience?
5. How did the city of Bombay appear different when Professor Gaitonde reached there in the alternate world?
6. What question does the poet ask again and again in the poem "Childhood"?
7. What change does the poet feel when he starts thinking for himself?
8. Why does the poet say that adults are not always truthful?
9. What doubt does the poet have about God as he grows up?
10. Where does the poet say his childhood now lives?

Level 2

1. How does Professor Gaitonde realize that he has entered an alternative history of India, and what clues make him aware that the events around him do not match his own world
2. What role does the Battle of Panipat play in the story, and how does its different outcome change the course of Indian history in the alternate world Gaitonde visits?
3. How does Rajendra Deshpande help Professor Gaitonde understand his strange experience scientifically? Explain briefly how the concept of the 'Catastrophe Theory' is used in this context.
4. Describe Professor Gaitonde's reaction when he finds no mention of himself as a historian in the alternate reality. How does it affect his sense of identity?
5. What was different about the public meeting that Professor Gaitonde attended in the alternate Bombay, and what does this reveal about the political system in that version of India?
6. What realization marks the poet's discovery of childhood's end, and how does he express his loss of innocence and growing sense of reason?
7. How does the poet question the difference between what adults say and what they do? What does this tell us about his understanding of hypocrisy?
8. Explain the poet's doubts about the existence of God in the poem "Childhood." What change in thinking does this reflect in him?
9. How does the poet use repetition in the line "When did my childhood go?" to emphasize his confusion and search for answers?
10. Where does the poet finally conclude that childhood still exists, and what is the significance of this realization in the context of growing up?

Level 3

1. How does Jayant Narlikar blend the concepts of history and science fiction in The Adventure to question the idea of a single, absolute reality?

2. Discuss the significance of the "Catastrophe Theory" in explaining Professor Gaitonde's experience. How does it connect science with philosophical questions about alternate realities?

3. In what way does the different outcome of the Battle of Panipat reflect the theme of chance and destiny in shaping historical events?

4. Examine the character of Professor Gaitonde as a rationalist and historian. How does his scientific outlook help him accept his extraordinary experience?
5. What message does the story convey about the coexistence of multiple realities and the limits of human understanding?
6. How does Markus Natten's poem "Childhood" explore the tension between innocence and experience through the poet's introspective questioning?
7. Analyze how the poet uses rhetorical questions to express his loss of faith, innocence, and wonder in the poem.
8. Discuss the poet's realization about hypocrisy in adult behaviour. How does this realization mark the end of childhood for him?
9. How does the poem "Childhood" portray growing up as both a gain in rationality and a loss of emotional purity?
10. What is the significance of the poet locating his childhood in "some forgotten place"? How does this symbolize the irreversible nature of growing up?

2. ACCOUNTANCY

LEVEL 1:

1. Tushar purchased a machine for Rs 90,000. Expenses incurred on its cartage and installation are Rs.10,000. The residual value at the end of its expected useful life of 10 years is estimated at Rs.20,000. Calculate the amount of depreciation by Straight Line Method for the first year ending 31st March 2025, if the machine is purchased on: 1st April 2024, 1st July 2024 & 1st October 2024.
2. Calculated the Amount of annual Depreciation and Rate of Depreciation under Straight Line Method (SLM) from the following: Purchased a second-hand machine for Rs 96,000, spent Rs 24,000 on its cartage, repairs and installation, estimated useful life of machine 4 years. Estimated residual value Rs 72,000.
3. Which accounting principle is followed when depreciation is charged?
4. Why is depreciation not charged on land?
5. Which accounting concept supports the creation of provision for doubtful debts?
6. Provision for doubtful debts is created on which type of asset.
7. Asset disposal Account is prepared ----------

8. A machine is bought for Rs 5,40,000 plus Rs 90,000 installation costs. It is to be depreciated on a reducing balance basis using a rate of 60% p.a. What is the depreciation to be charged in the second year of the asset ownership ?

9.If depreciation increases, profit will:
a) Increase
b) Decrease
c) Stay Same
d) None of these

10. If depreciation is under-charged:
a) Profit will increase
b) Profit will decrease
c) Assets will be understated
d) Cash will decrease

LEVEL -2:

1. Distinguish between Straight Line Method and Written Down Value Method. (Any 3 points)
2. Explain the concept of obsolescence in depreciation.
3. State three distinctions between Revenue Reserve and Capital Reserve.
4. A firm bought two machines — Machine A Rs 60,000, Machine B Rs 40,000 — on 1 Jan 2022. Machine A sold on 30 June 2023 for Rs 45,000. Depreciation @10% p.a. on WDV.
Find profit or loss on sale.
5. A business purchased machinery Rs 80,000 on 1 Jan 2021 and sold it for Rs 55,000 on 1 July

	2023. Depreciation @10% WDV. Find gain/loss. 6. Machine purchased Rs 80,000 on 1 April 2020. Depreciation @10% p.a. (SLM). On 1 Oct 2022, the machine sold for Rs 60,000. Find profit or loss on sale. 7. On July 1, 2024, a business purchased office equipment for₹ 50,000. The annual depreciation rate is 10% using the Straight-Line Method. The company closes its books on December 31st every year. Pass the Journal Entry to record depreciation for the year ending December 31, 2024. 8. Differentiate between depreciation, depletion, and amortisation, providing one example of an asset to which each applies. 9. What is Provision for Depreciation Account? How does it differ from charging depreciation directly to the asset account? 10. Prepare Provision for Depreciation Account for three years from the following information: Machine purchased on 1st April 2022 for Rs 80,000. Depreciation charged @20% p.a. on Reducing Balance Method. **LEVEL 3:** 1. A vehicle costs Rs 30,000. The vehicle was later sold for Rs 9,000 and profit on sale was Rs 1,500. What is the accumulated depreciation of vehicle on the date of sale ? 2. On 1st April 2021, ABC Ltd. purchased a machine for Rs 2,00,000. On 1st October 2022, another machine was purchased for Rs 1,50,000. On 1st July 2023, the machine purchased on 1st April 2021 was sold for Rs 1,20,000. Depreciation is charged @10% p.a. on Straight Line Method. The accounting year ends on 31st March. Prepare: (a) Machinery Account (b) Provision for Depreciation Account (c) Machinery Disposal Account for the years 2021-22, 2022-23, and 2023-24. 3. XYZ Company purchased machinery on 1st January 2020 for Rs 5,00,000. Depreciation is charged @20% p.a. on Diminishing Balance Method. On 31st December 2023, the machinery was sold for Rs 2, 00,000. Prepare: (a) Machinery Account (b) Provision for Depreciation Account (c) Machinery Disposal Account Show your workings clearly. 4. Mohan Industries purchased a machine on 1st April 2022 for Rs 4,50,000. Additional expenses incurred were: • Transportation charges: Rs 15,000 • Installation charges: Rs 35,000 • Trial run expenses: Rs 20,000 Depreciation is charged @12% p.a. on Straight Line Method. Prepare Machinery Account for 2022-23 and 2023-24. (Books close on 31st March) 5. A machine was purchased on 1st April 2021 for Rs 8,00,000. Depreciation is charged @20% p.a. on Diminishing Balance Method. The machine was sold on 30th September 2023 for Rs 4,00,000. Books close on 31st March. Prepare Machinery Account for 2021-22, 2022-23, and 2023-24. 6. Ram Enterprises purchased machinery for Rs 5,00,000 on 1st January 2021. Depreciation @10% p.a. on original cost. The machinery was sold for Rs 3,60,000 on 31st March 2024. Books closes on 31st December. Prepare Machinery Account for all the years. 7. A company purchased machinery on 1st April 2021 for Rs 2,00,000 and spent Rs 20,000 on installation. On 1st Oct 2023, part of the machinery costing Rs 50,000 was sold for Rs 28,000. Depreciation @10% p.a. on Straight-Line Method. Calculate depreciation for each year, prepare Machinery Account & Find gain or loss on sale 8.On 1st April 2021, A Ltd. purchased machinery for Rs 1,00,000.On 1st October 2022, a new machine was purchased for Rs 40,000.On 1st October 2023, the first machine (purchased in 2021) was sold for Rs 58,000.Depreciation is provided at 10% per annum on Straight Line Method. Accounts are closed on 31st March each year. Provision for Depreciation Account is maintained. Prepare: 1Machinery Account 2Provision for Depreciation Account 3Machinery Disposal Account 9.1 Apr 2021 → Machine A was purchased Rs 1,00,000, 1 Oct 2021 → Machine B was purchased Rs 40,000&1st Jul 2022 → Machine C was purchased Rs 30,000. On 1 Jan 2023, Machine B sold for Rs 35,000. Prepare Machinery Account .Books are closing on 31st March every year . 10.On 1 Apr 2022, a firm purchased machinery for Rs 1,00,000. On 1 Jan 2023, half of the machinery was sold for Rs 55,000.Prepare Machinery Account for 3 years.
3.	**BUSINESS STUDIES**
	LEVEL 1:

	1. Define the term social responsibility. 2. State any two social responsibilities of business towards employees. 3. What is meant by business ethics? 4. Mention any two elements of business ethics. 5. State any two arguments against social responsibility. 6. Define business finance. 7. What is trade credit? 8. State any two features of equity shares. 9. Give two examples of long-term sources of finance. 10. What is public deposit? LEVEL 2: 1. "A business should not only aim for profit but also consider its impact on society." Explain with two suitable examples. 2. Explain the importance of business ethics in modern business practices. 3. Differentiate between legal responsibility and ethical responsibility of a business. 4. How can a business show responsibility towards the environment? 5. "The concept of social responsibility is broader than legal responsibility." Discuss. 6. Explain the advantages and limitations of debentures as a source of finance. 7. Compare preference shares and equity shares. 8. Distinguish between owner's funds and borrowed funds. 9. A company needs funds for a period of 6 months to meet working capital needs. Suggest suitable sources of finance. 10. Explain how leasing and hire purchase help in acquiring fixed assets. LEVEL 3: 1. "Business enterprises can no longer afford to ignore their social responsibilities." Evaluate this statement in the light of today's business environment. 2. Design an ethical code of conduct for a company of your choice. 3. Critically examine the arguments for and against social responsibility. Which side do you support and why? 4. As a business manager, how would you integrate ethics into the day-to-day functioning of your company? 5. Propose innovative ways by which businesses can contribute to sustainable development. 6. Evaluate the suitability of retained earnings as a source of finance for expansion projects. 7. Suppose you are the finance manager of a newly established company. Which sources of finance would you prefer in the initial stage and why? 8. "Foreign capital can be both a boon and a bane for developing countries." Discuss. 9. A company is planning a major expansion project. Evaluate whether it should go for equity financing or debt financing. 10. Design a financial plan for a start-up requiring ₹10 lakh, mentioning the mix of sources you would choose and justify your selection.
4.	**ECONOMICS**
	Level 1 Q1. What is Market Q2. What do you mean by cost? Q3. Define Perfect competition. Q4. What is meant by average cost? Q5. What is meant by AFC? Q6. Why AC curve is U-shaped in short run? Q7. Define Variable cost. Q8. How is total variable cost derived from a MC schedule? Q9. Explain Homogeneous product in perfect competion. Q10. What do you mean by median. Level 2 Q1. Explain any 2 features of Perfect competition Market.

Q2. Define cost function.
Q3. Write the formulae for MC.
Q4. Explain TVC with the help of diagram.
Q5. Difference between Variable cost and Fixed cost.
Q6. Compute Median 2,5.7,4,3,2,5,9,11,5.
Q7. Calculate mode 2,5.7,4,3,2,5,9,11,5.
Q8. Explain the relationship between TC and MC with diagram.
Q9. Give two examples of Explicit cost.
Q10. Calculate TFC and TVC

Output	0	1	2	3	4
TC	80	100	115	125	130

Level 3:
Q1. What do you mean by perfect competition with any 2 characteristics.
Q2. Show the relationship between AC and Mc.
Q3. What is general shape of AFC curve?
Q4. Why AC curve lies above the AVC curve?
Q5. Why AFC curve never touches the X- axis.
Q6. Explain the relationship between TFC and TC.
Q7. Explain the relationship between TVC and TC.
Q8. Draw MC curve and explain the reason for its shape.
Q9. Calculate median

Size of item	7	13	11	19	9	17	15
Frequency	4	30	14	6	8	12	12

Q10. Calculate Mode

Marks	Less than 10	Less than 20	Less than 30	Less than 40	Less than 50
Students	2	6	21	27	34

5. INFORMATICS PRACTICES

Q1. How is pop() different from popitem()?
Q2. Discuss the working of copy() if
(i) The values are of immutable types, (ii) The values are of mutable types.
Q3. The following code is giving some error. Find out the error and correct it.

```
d1 = {"a" : 1, 1 : "a", [1, "a"] : "two"}
```

Q4. What is the output produced by above code:

1.
```
d3 = {"x": 10, "y": [20, 30], "z": (40, 50)}
```
   a. `print(list(d3.keys()))`
   b. `print(list(d3.values()))`
2.
```
d6 = {10: 100, 20: 200, 30: 300}
for k, v in d6.items():
    print(k, v)
```
3.
```
d7 = {"p": [1, 2], "q": [3, 4]}
print(d7["p"][1])
```
4.
```
d8 = {"name": "Alice", "age": 25}
d8["city"] = "Paris"
print(d8)
```

Q5. Consider the following dictionary

```
fruitColor = {"Apple": "Red", "Banana": "Yellow", "Grapes": "Green", "Orange": "Orange"}
```

Find the output of the following statements:
a) print(fruitColor.get("Apple"))
b) print(fruitColor.keys())
c) print(fruitColor.values())
d) print(fruitColor.items())
e) print(len(fruitColor))
f) print("Banana" in fruitColor)
g) print(fruitColor.get("Mango", "Not Found"))
h) del fruitColor["Grapes"]
i) print(fruitColor)

Q6. Write a Python program to display all keys in a dictionary having values greater than 40.

```
D = {'A': 23, 'B': 56, 'C': 29, 'D': 42, 'E': 78}
print("Keys with values greater than 40 are:")
for k, v in D.items():
   if v > 40:
      print(k)
```

Q7. Write a NumPy program to-

(i) Create an array of 1D containing numeric values 0 to 9
(ii) Extract all odd numbers from NumPy aran.
(iii) Extract all even numbers from NumPy array.
(iv) Copy the content of an array A to another array B, replacing all odd numbers of array A wit without altering the original array A.
(v) Replace all even numbers in NumPy array with -1.
(vi) Perform basic arithmetic operations on 1D array.

Q8. Write a program to store student names and their percentage in a dictionary and delete a particular student name from the dictionary. Also display the dictionary after deletion.

Q9. Write a Python program to input book details such as title, author, price, and ISBN, store them in a dictionary, and display all details in while loop.

6. PHYSICAL EDUCATION

LEVEL – 1 (Low Order Thinking Skills Questions)

1. Define the term Test in Physical Education.
2. What do you mean by Measurement?
3. Define Evaluation in the context of Physical Education.
4. Write any two importance of Test, Measurement, and Evaluation in sports.
5. What is the formula to calculate BMI?
6. Write the ideal BMI range for a healthy adult.
7. Mention the three sites used for skinfold measurement in males.
8. Name the three somatotypes according to Sheldon's classification.
9. Define Kinesiology in one sentence.
10. What is Biomechanics?

LEVEL – 2 (Mediocre Thinking Skills Questions)

1. Differentiate between Test and Measurement with suitable examples.
2. Explain how Evaluation helps in improving athletic performance.
3. State four major objectives of conducting Tests and Measurements in sports.
4. Explain the procedure to calculate BMI with an example.
5. Write short notes on:
   a) Waist–Hip Ratio
   b) Skinfold Measurement
6. Describe Endomorphy and Mesomorphy with physical characteristics.
7. Define Kinetics and Kinematics in the context of sports.
8. Explain any two principles of Biomechanics with examples.
9. Differentiate between Flexion and Extension.
10. Define Axis and Plane and mention one example of each in body movement.

LEVEL – 3 (Higher Order Thinking Skills Questions)

1. Discuss the interrelationship between Test, Measurement, and Evaluation in sports training.
2. Analyze the importance of physical fitness assessment using BMI and Waist–Hip Ratio.
3. Explain the procedure and interpretation of the 3-site skinfold measurement for females.
4. How does understanding Somatotype help a coach in designing a training program?

5. Describe the role of Kinesiology and Biomechanics in improving sports techniques.
6. Evaluate how Biomechanical principles help in preventing sports injuries.
7. Compare Kinetics and Kinematics with suitable sports examples.
8. Explain the types of body movements (Flexion, Extension, Abduction, Adduction, Rotation, Circumduction, Supination & Pronation) with relevant diagrams.
9. Illustrate with examples the application of axis and planes in body movements during sports activities.
10. "A coach's understanding of biomechanics enhances athlete performance." — Justify this statement with examples from sports.

7. APPLIED MATHS

Level 1

1.Let $f(x) = x^2$ and $g(x) = 2x + 1$ be two real functions. Find

$(f + g)(x), (f - g)(x), (fg)(x), (f/g)(x)$

2.Find the domain and range of the real function $f(x) = x/1+x^2$.

3.In each of the following cases, find a and b.

(i)$(2a + b, a - b) = (8, 3)$

(ii) $\{a/4, a - 2b) = (0, 6 + b)$

4.Let $A = \{1, 2, 3\}$, $B = \{4\}$ and $C = \{5\}$

- (i) Verify that: $A \times (B - C) = (A \times B) - (A \times C)$
- (ii) Find $(A \times B) \cap (A \times C)$.

5.Find x and y if: (i) $(4x + 3, y) = (3x + 5, -2)$ (ii) $(x - y, x + y) = (6, 10)$

6.Find the domain for which the functions $f(x) = 2x^2 - 1$ and $g(x) = 1 - 3x$ and check whether they are equal.

7.Find the value of $lim_{x\to 0} \frac{\log(1+x)}{x}$

.

8.Find the value of

$lim_{x\to 0} \frac{e^x-1}{x}$

9.Evaluate the limit $lim_{x\to 1} \frac{2x-3}{x-1}$

10.Continuity at a point

- Check the continuity of the function $f(x) = 3x + 4$ at x=5

.

LEVEL 2

1.Given the function, find the value of $f(x) = \begin{cases} \frac{x^2-4}{x-2} & \text{if} x \neq 2 \\ a & \text{if} x = 2 \end{cases}$

2.Find the points of discontinuity for the function

$f(x) = \frac{1}{(x-6)(x-7)}$

3.Evaluate $\lim_{x\to 2}(3x^2 - 5x + 1)$

4.Evaluate $\lim_{h\to 0} \frac{(6+h)^2-36}{h}$

5.Evaluate $\lim_{x\to -5} \frac{x^2-25}{x^2+2x-15}$

6. Evaluate $\lim_{z\to 4} \frac{\sqrt{z}-2}{z-4}$

7.Determine if the function

$f(x) = \frac{x^2-4}{x-2}$ is continuous at x=2

LEVEL 3

1.Differentiate x^5 with respect to x

2. Differentiate $10x^2$ with respect to x.

3. Differentiate $20x^{-4} + 9$.

4.Differentiate w.r.t.x.(x+1)/x

5. .Differentiate w.r.t.x (x-a)(x-b)

6. Differentiate (3x – 7)(x2 + 4x) with respect to x.

7.Differentiate $(a^2 – x^2)/(a^2 + x^2)^{1/2}$ with respect to x.

8.Differentiate $10x^2$ /x+2 with respect to x

9. .Differentiate w.r.t..x y= $1/ax^2+bx+c$

10. .Differentiate $(2x+3)(4x^2+5)/3x$

.

8. MARKETING

Chapter – Marketing Mix

LEVEL 1

1. **Question**: What are the 4Ps of the marketing mix?

* **Answer**: The 4Ps of the marketing mix are Product, Price, Place, and Promotion.

2. **Question**: What does the 'Product' in the marketing mix refer to?

* **Answer**: The 'Product' refers to the goods or services that a business offers to satisfy customer needs or wants.

3. **Question**: In the marketing mix, what does 'Price' determine?

* **Answer**: The 'Price' determines how much a customer will pay for the product or service, affecting its value perception.

4. **Question**: What does 'Place' in the marketing mix involve?

* **Answer**: 'Place' involves the distribution channels and locations where customers can buy the product, ensuring accessibility.

5. **Question**: Which P in the marketing mix focuses on creating awareness about a product?

* **Answer**: The 'Promotion' P focuses on advertising, sales promotions, public relations, and other tactics to raise awareness.

LEVEL 2

1. **Question**: How does 'Product' differentiation help a company in a competitive market?

* **Answer**: Product differentiation helps a company stand out by offering unique features, quality, or design that competitors do not have, creating a perceived value and customer loyalty.

2. **Question**: What factors should a company consider when setting the 'Price' of a product?

* **Answer**: A company should consider production costs, competitor pricing, customer demand, perceived value, and market conditions when setting the price.

3. **Question**: What is the role of 'Place' in a company's marketing strategy?

* **Answer**: 'Place' ensures that the product is available to the target market through the right distribution channels, at the right time, and in the right locations, which can impact the product's success.

4. **Question**: What are the key elements of the 'Promotion' mix in marketing?

* **Answer**: The key elements of the promotion mix are advertising, personal selling, sales promotions, public relations, and direct marketing.

5.**Question**: How does a company determine the optimal balance between the 4Ps of the marketing mix?
* **Answer**: A company should align the 4Ps with customer needs, the competitive environment, and its own capabilities. Adjusting each P in response to market feedback and business objectives ensures the right mix.

LEVEL 3

1. **Question**: How does a company use the concept of 'Price Elasticity of Demand' when setting its pricing strategy in the marketing mix?

* **Answer**: A company uses price elasticity to understand how sensitive customers are to price changes. If demand is elastic, a small price change can significantly affect sales. If inelastic, the company can adjust prices with less impact on demand.

2. **Question**: Explain how 'Place' can create a competitive advantage for a company.

* **Answer**: A company can create a competitive advantage by ensuring efficient and strategic distribution. For example, exclusive distribution in high-end locations, or a strong online presence, makes the product more accessible and appealing to target customers.

3. **Question**: How does the concept of 'Integrated Marketing Communications (IMC)' relate to the 'Promotion' element of the marketing mix?

* **Answer**: Integrated Marketing Communications (IMC) ensures that all promotional efforts (advertising, sales promotions, PR, etc.) are coordinated and consistent across channels, providing a unified message that enhances brand recognition and customer trust.

4. **Question**: How does a company adapt its marketing mix in the 'Product' element to address changing consumer preferences or technological advancements?

* **Answer**: A company can adapt by continuously innovating its product offerings, improving features, updating designs, or incorporating new technologies based on consumer feedback and emerging trends to maintain relevance and demand.

5. **Question**: What is the role of 'Place' in global marketing, and how does it differ from local market distribution strategies?

* **Answer**: In global marketing, 'Place' involves navigating international distribution channels, local regulations, and cultural differences. Compared to local markets, global strategies may include partnerships with international distributors, setting up local warehouses, or choosing global e-commerce platforms to reach diverse markets.

Chapter -Information and communication technology

LEVEL 1

1. **Question**: What is a **word processor**?

* **Answer**: A **word processor** is a software application used for creating, editing, formatting, and printing text documents. Examples include Microsoft Word, Google Docs, and LibreOffice Writer.

2. **Question**: Which of the following is a feature of a word processor?

* a) Spell check
* b) Email
* c) Image editing
* **Answer**: **a) Spell check** is a feature of a word processor.

3. **Question**: How can you **bold** text in most word processors?

* **Answer**: You can bold text by selecting the text and pressing **Ctrl + B** (Windows) or **Cmd + B** (Mac).

4. **Question**: What does **alignment** in a word processor refer to?

* **Answer**: **Alignment** refers to the position of text within a document. Common alignments are **left**, **center**, **right**, and **justified**.

5. **Question**: Which file format is commonly used to save documents in a word processor?

* **Answer**: Common file formats for word processor documents are **.docx** (Microsoft Word), **.odt** (OpenDocument Text), and **.rtf** (Rich Text Format).

LEVEL 2

1. **Question**: How can you insert a **table** in a word processor?

* **Answer**: To insert a **table**, go to the **Insert** tab, select **Table**, and choose the number of rows and columns you want to add.

2. **Question**: What is the purpose of the **Track Changes** feature in a word processor?

* **Answer**: The **Track Changes** feature allows you to record edits and revisions in a

document, making it easier for multiple people to review and approve changes.

3. **Question**: How do you add a **header** and **footer** in a word processor document?

* **Answer**: To add a **header** or **footer**, go to the **Insert** tab and select **Header** or **Footer**. You can then choose from predefined styles or customize your own.

4. **Question**: What is a **mail merge** in a word processor, and how is it used?

* **Answer**: **Mail merge** is a feature that allows you to create personalized documents (like letters or labels) for multiple recipients by merging a template document with a data source (e.g., an Excel spreadsheet with names and addresses).

5. **Question**: How can you insert a **hyperlink** in a word processor?

* **Answer**: To insert a **hyperlink**, highlight the text you want to link, right-click and select **Hyperlink**, or use the **Ctrl + K** shortcut. Then, enter the URL or link destination.

LEVEL 3

1. **Question**: Explain the difference between **Section Breaks** and **Page Breaks** in a word processor.

* **Answer**: **Page Breaks** are used to start a new page within the same section, while **Section Breaks** divide the document into different sections, allowing you to apply different formatting, such as headers, footers, or page numbering for each section.

2. **Question**: What is **Styles** in a word processor, and how do they enhance document formatting?

* **Answer**: **Styles** are predefined combinations of formatting options (such as font size, color, and paragraph spacing) that you can apply to headings, body text, and other elements to ensure consistency throughout the document. They also make it easier to change formatting globally.

3. **Question**: How can you create a **custom template** in a word processor?

* **Answer**: To create a **custom template**, format a document the way you want it (with headers, footers, styles, etc.), then save it as a template file (e.g., **.dotx** for Microsoft Word). This template can then be used to create new documents with the same formatting.

4. **Question**: What is the function of the **Navigator** or **Document Map** in a word processor?

* **Answer**: The **Navigator** or **Document Map** allows you to quickly navigate through a long document by displaying an outline of headings and sections. It helps in jumping to specific sections or headings without scrolling.

5. **Question**: How can you use **Macros** in a word processor, and what are their benefits?

* **Answer**: **Macros** are recorded sequences of commands that automate repetitive tasks in a word processor. You can record a macro for tasks like formatting text, inserting standard text, or applying styles, which can save time when performing the same action multiple times.