

PART A UNIT-II, UNIT IV

Self management skills -

- Define stress and types of stressors, various factors that cause stress.
- Importance of stress management
- Meaning of an Independent person, Advantages of working Independently.
- Explain the Keys to become self-reliant - (page 61)

PART BUNIT 1

• Style and style categories - ^{Page} (114)

creating and applying styles - 115, 116

Inserting Images - 120

Modifying and grouping objects
122 125

Positioning images in the text - 126
127

what are templates

what is TOC, characteristics of
good TOC.

what is mail merge. Benefits of
mail merge, differentiate between
main document and data
source.

Part B UNIT II

- Explain • Consolidation
 - subtotals
 - Scenarios
 - Goal Seek
 - Solver
- Hyperlinks - Types of Hyperlinks
page 174
- Recording changes - 182
- Comments — 182
- What is macro, write syntax to define a macro as a function.
- Which library loads in calc, by default?

Date _____

Page _____

Unit III

- Define database, advantage of DBMS, Elements of a Table, RDBMS.
- Concept of Keys - (203)
- Database objects / elements - (209)
- Data Types - (209)
- Views in LibreOffice Base - 213
- Referential Integrity - 218
- Relationship - 219
- Field Properties - 222