

**Rampurhat College  
Rampurhat, Birbhum  
Department of computer science  
MDC Assignment Semester-I 2026**

Date:13/01/2026

1. What is MS Word, and why is it used?
2. How can you insert Header and Footer in MS Word?
3. What is MS Excel, and why is it used?
4. How do you use the sum function in MS Excel?
5. How can you change Page Orientation in MS Word?
6. \_\_\_\_\_ is not a valid data type in MS Access.  
(A) Auto number  
(B) Currency  
(C) Memo  
(D) Picture
7. The valid format of MS Word is \_\_\_\_\_  
(A) .exe  
(B) .doc  
(C) .png  
(D) .jpeg
8. To move data from one part of the document to another, following is used.  
(A) Cut and Delete  
(B) Cut and Paste  
(C) Copy and Paste  
(D) Copy and Undo
9. In PowerPoint, the header and footer button can be found on the insert tab in what group?  
(A) Tables group  
(B) Text group  
(C) Object group  
(D) Illustrations group
10. Which PowerPoint view displays each slide of the presentation as a thumbnail and is useful for rearranging slides?  
(A) Slide Master  
(B) Slide Show  
(C) Slide Sorter  
(D) Notes Page

**Date of Submission:**

**21/01/2026 and 22/01/2026 Time 12.30 pm - 1 pm**

  
**HEAD OF THE DEPARTMENT  
COMPUTER SCIENCE  
RAMPURHAT COLLEGE**