MICROSOFT WORD

PRACTICAL ASSIGNMENT

STUDENT INFORMATION

- Student Name: _____
- Father Name: _____
- Course Name: _____
- Roll Number: _____
- Assignment Date: _____
- Submission Date: _____

Section A – Basic MS Word Practical

Assignment 1–10

1. Create a new document and type your introduction.
2. Type one page on "My Computer".
3. Create a document on "Importance of Education".
4. Type a paragraph in Hindi and English.
5. Change Font Name, Font Size and Font Color.
6. Apply Bold, Italic and Underline formatting.
7. Apply Left, Right, Center and Justify alignment.
8. Use Bullets and Numbering.
9. Set Line Spacing and Paragraph Spacing.
10. Save the document with the name `Basic_Assignment.docx`.

Section B – Page Layout & Formatting

Assignment 11–20

11. Set Page Size to A4.
12. Set Page Margins to Normal.
13. Apply Page Border to the document.
14. Insert Page Color.
15. Create Header and Footer.
16. Insert Page Number.
17. Insert Date and Time.
18. Create a document with two columns.
19. Insert a Watermark with your institute name.
20. Create a professional Cover Page.

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Section C – Table & Data Management

Assignment 21–30

21. Create a Student Information Table.

Roll No.	Student Name	Course
101	Rahul	ADCA
102	Priya	DCA
103	Amit	CCC
104	Neha	O Level
105	Rohit	ADCA

22. Create a Student Marks Sheet with 5 subjects.

23. Create a Monthly Attendance Sheet.

24. Create an Employee Salary Sheet.

25. Create a Computer Course Fee Structure.

26. Create a School Time Table.

27. Create a Student Admission Form.

28. Create a Product Price List.

29. Apply Table Borders and Shading.

30. Merge and Split Table Cells.

Section D – Advanced MS Word Practical

Assignment 31–40

31. Create a Professional Resume / Bio-data.

32. Create a Job Application Letter.

33. Create a Leave Application.

34. Create a Business Letter.

35. Create a Birthday Invitation Card.

36. Create a School Certificate.

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37. Create a Computer Institute Advertisement.

38. Create a Newspaper Layout using Columns.

39. Insert Pictures, Shapes and WordArt.

40. Create a Project Report of 5 Pages.

Section E – Advanced Tools & Features

Assignment 41–50

41. Create a Mail Merge Letter for 10 Students.

42. Create an Automatic Table of Contents.

43. Insert SmartArt Graphics.

44. Insert Hyperlinks in a Document.

45. Insert Footnotes and Endnotes.

46. Use Find and Replace.

47. Use Spelling and Grammar Check.

48. Insert Symbols and Equations.

49. Protect a Word Document with a Password.

50. Export the Final Document as PDF.

Section F – MS Word Shortcut Keys

Shortcut	Function
Ctrl + N	New Document
Ctrl + O	Open
Ctrl + S	Save
Ctrl + P	Print
Ctrl + A	Select All
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + B	Bold

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Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + E	Center Align
Ctrl + J	Justify
Ctrl + F	Find
Ctrl + H	Replace
Ctrl + Enter	Page Break
Ctrl + K	Hyperlink
F7	Spelling & Grammar

Section G – Practical Examination

Final Practical Test

Time: 2 Hours | Maximum Marks: 100

Task	Marks
Resume Creation	15
Table Creation	15
Business Letter	15
Page Formatting	15
Mail Merge	20
Final Project Report	20
Total	**100**

Teacher's Remarks: _____

Student Signature: _____

Teacher Signature: _____

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