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S. No.	Content	Signature
1.	**Introduction to MS Word**	
2.	**To Practice the use of basic formatting features, Write a paragraph and apply the following (add screenshots)** 1. **All types of Alignment** 2. **Indentation** 3. **Line Spacing** 4. **Background Color** 5. **Find & Replace** 6. **Font Color**	
3.	**To Practice the use of design features, design a poster and apply the following:** 1. **Watermark** 2. **Page Color** 3. **Page Border** 4. **Theme Implementation**	
4.	**To practice the use of layout features, write a paragraph and apply the following: (Add Screenshots)** 1. **Margins** 2. **Orientation** 3. **Column**	
5.	**To Practice the use of Insert features, apply the following: (Add Screenshots)** 1. **Add picture** 2. **Chart** 3. **Smart Art** 4. **Word Art** 5. **Equation Symbols** 6. **Header and Footer** 7. **Page Numbers**	
6.	**Create your Resume using basic formatting features like table, bullets and wordart.**	
7.	**To practice the use of mail merge feature.**	
8.	**Introduction to MS Excel.**	
9.	**Create student database with column chart.**	
10.	**Introduction to MS Powerpoint.**	
11.	**Create a presentation on any topic of your choice using animation and other features.**	
12.	**To explore windows functionalities like create, rename, move, and delete folder and files. (Add Screenshots)**	
13.	**Create a folder by your name in your system; store all the work done in this semester inside that folder. (Add screenshots)**	
14.	**To practice basic DOS Commands. Explain and add screenshots.**	