Student Name: Akshit Mangotra

Date: 12th June, 2019

Assignment 11

Make the text Bold:

**Tom and Jerry**

Make this text italic:

*Tom and Jerry*

Underline this text:

Tom and Jerry

Align the text to Centre:

Tom and Jerry

Align the text to Right:

Tom and Jerry

Make this text red:

Tom and Jerry

Change the font style of the text to Arial:

Tom and Jerry

Change the text to 18 points:

Tom and Jerry

A word in this sentence is wrong. Use spell check to fix it:

Tom amd jerry -Tom and Jerry

Insert the Date and Time here: 12th June, 2019 11:45 Am

Copy the text: “Microsoft Word is a lot of fun”

Paste it here: Microsoft Word is a lot of fun

Cut the text:””

Proficiency in Word is just a matter of time

Change the Quote below to 18 points and justify the text (Justify will make slight alterations to the space between the letters and the words so that all the lines are of equal length):

It is not the critic who counts, not the man who points out how the strong man stumbled, or where the doer of deeds could have done better. The credit belongs to the man who is actually in the arena, whose efface is marred by the dust and sweat and blood, who strives valiantly, who errs and comes short again and again, who knows the great enthusiasm, the great devotions, and spends himself I a worthy cause, who at best knows achievements and who at the worst if he fails at least while daring greatly so that his place shall never be with those cold and timid souls who knows neither victory nor defeat.

Highlight this text.

Tom and Jerry

Insert a table on the line below this .The table should have 5 columns and 20 rows .The Auto Fit behavior should be “Fixed Column Width”

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