

Web and App Crash Course

Batch - 02 (Module 1) Section B

MICROSOFT WORD

Assignment No 1

Total Marks = 40

Deadline = Sunday 16th July, 2023 11:55pm

- ❖ سٹوڈنٹس یہ آپ کی پہلی اسائنمنٹ ہے جو آپ لوگوں نے 16 جولائی بروز اتوار تک رات 11:55 سے پہلے نیچے دیئے گئے لنک پر مجھے سینڈ کرنی ہے۔ دیئے گئے ٹائم کے بعد لنک خود بخود بند ہو جائے گا۔
- ❖ اگر کوئی بھی سٹوڈنٹ کسی دوسرے سٹوڈنٹ کی کوئی بھی فائل سینڈ کرے گا تو اس صورت میں دونوں سٹوڈنٹس کے مارکس صفر ہوں گے۔
- ❖ دی گئی اسائنمنٹ میں تمام پروجیکٹس کرنا لازمی ہے ایک بھی پروجیکٹ چھوڑنے یا نہ کرنے پر آپ کے مارکس صفر ہوں گے۔
- ❖ اسائنمنٹ سینڈ کرنے کا پورا طریقہ الگ سے وڈیو کی صورت میں سینڈ کیا گیا ہے اس کو غور سے دیکھیں کیوں کہ اگر آپ کی فائل میرے پاس اوپن نہیں ہوگی تو اس صورت میں بھی تمام ترمیم داری سٹوڈنٹ کی اپنی ہوگی اور اس کے مارکس بھی زیر و ہوں گے۔

Send Your File Here: <https://forms.gle/wcYRAvRXVGmUKh8cA>

نوٹ: اس میں جو چیز آپ کو نہیں آتی آنے والی کلاس میں آپ کی کور ہو جائے گی۔

نیچے آپ کو ایک سیمپل لیٹر دیا گیا ہے جو آپ لوگوں نے بالکل ایسا ہی بنانا ہے

Sample Letter

Business Letter Format

Company, Inc.
123 Alphabet Drive
Los Angeles, California 90002

15 October 2016

Mr. John Doe
Customer Service Representative
Widgets Galore, Inc.
987 Widget Street
Miami, Florida 33111

Dear Mr. Doe:

I am writing you concerning a recent purchase of widgets. Approximately two weeks ago, on October 1, I ordered a total of 50 widgets for Company, Inc. via the Widgets Galore client webpage. I received an email notification two days later confirming the receipt of payment and the shipment of the widgets. According to your website, shipments should reach their destination within 3-5 business days of being sent, but I have yet to receive the widgets. Do you have any information on what may have happened to delay the shipment or where the shipment is currently?

I have worked with Widgets Galore, Inc. in the past and have the greatest confidence in your products and customer service. We need the shipment of widgets soon, however, and I hoped you might be able to provide me with an idea of when I can expect them. Thank you in advance for any help you might be able to offer.

Sincerely,

Sam Brown
Vice President of Company, Inc.
555-555-5555
s.brown@companyinc.com

Project No 2.

Marks 10

اس میں آپ لوگوں نے ایک سی وی بنائی ہے جو اس طرح کی ہوگی کلر اس میں آپ لوگ وائیٹ ہی رکھیں گے۔ باقی انفارمیشن آپ لوگوں نے اپنی دینی ہے۔

ALBERT KLEIN

Eyes: Green Hair: Brown
Height: 5'8" Weight: 175 lbs.
Cell Phone: (555)-555-5555

Vocal Range: Baritone
Email: albertklein@gmail.com

Professional Experience

<i>Taming of the Shrew</i>	Petruchio	Studio Theatre
<i>A New Brain</i>	Gordon	Signature Theatre

Undergrad Experience

<i>Bat Boy</i>	Edgar	Klein Theatre
<i>Ordinary Days</i>	Warren	Klein Theatre
<i>Reefer Madness</i>	Jack	Studio 115
<i>Medea</i>	Creon	Klein Theatre
<i>The Zoo Story</i>	Peter	Studio 115
<i>The Drunken City</i>	Frank	Klein Theatre

Related Experience

<i>Avenue Q</i>	Assistant to the Director	Klein Theatre
<i>Merrily We Roll Along</i>	Assistant Music Director	Klein Theatre
<i>Macbeth</i>	Follow Spot Operator	Klein Theatre

Training

BA, Theatre, (2023)	University of Mary Washington
Acting I, II, and Acting Styles	University of Mary Washington
Voice and Body Movement	University of Mary Washington
Musical Theatre Performance I and II	University of Mary Washington
Directing	University of Mary Washington
Beginning Ballet	University of Mary Washington
Beginning Jazz	University of Mary Washington
Acting Workshop	Studio Theatre
Summer Program	Signature Theatre
Musical Master Class	Signature Theatre

Special Skills and Talents

Valid driver's license, singing, songwriting, guitar, riding a bike, whistling, trumpet, juggling, basic piano, conducting, vocal percussion, voiceovers, carpentry, web design, sewing, several vocal styles (i.e. Country, Swing, Punk, Etc.), barbershop, contemporary a capella, and a developed falsetto.

Project No 3.

Marks 10

نیچے دیا گیا کور لیٹر آپ نے بنانا ہے۔

**COMPANY NAME**
TAGLINE HERE

Dear Mrs. Shan Shaw Di
Senior Executive

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eius iusto ipsum. Doming et eos. Sea luptatum consetetur.


Designation Here

 +91-123-456-789  www.example.com
 Address goes here  john@example.com


WEBSITE
www.exampleweb.com


PHONE
 + 123 4567 8901


EMAIL
example@email.com



STONE WEIMANN

Commercial Building Architect

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SKILLS

CAD

Organization

Visualization Skills

Technical Writing

Attention to Details

Creativity

LANGUAGES

English - Mother language

Chinese - Advanced level

German - Advanced level

AWARDS

2015 Architect Design

Project Name

Additional information

HOBBIES

Furniture Renovation

Football

Billiards

Travel

Animals

Photography

EDUCATION BACKGROUND

Maecenas efficitur ultrices nulla

2099-2014

Bachelor of Science: Architecture
 Florida A&M University - Tallahassee, FL

Maecenas efficitur ultrices nulla

1997-2009

Bachelor of Science: Architecture
 Florida A&M University - Tallahassee, FL

WORK HISTORY

Architect

05/2021 to Current

Vestibulum in velit ut felis cursus blandit ut at arcu

- Etiam ac nulla vitae urna condimentum hendrerit.
- Pellentesque ut dolor porta, venenatis tortor a, semper ex.
- Suspendisse tempor orci in sem dapibus pharetra.
- Maecenas ac arcu suscipit, volutpat enim eu, ullamcorper velit.

Junior Architect

02/2016 to 03/2020

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- Pellentesque eu ante in eros pretium vestibulum id nec sem.
- Praesent ut augue nec lorem maximus congue sed vitae ante.
- Praesent ac nisi ullamcorper augue eleifend faucibus.
- Quisque non dui in eros iaculis tristique non et risus.
- Morbi lacinia enim eget nisi tempor, ac pharetra tellus semper.

Architecture Summer Intern

14/2014 to 03/2016

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- Donec tempor nisi id nisl euismod, vitae accumsan magna congue.
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- Aliquam at libero eleifend, mattis nisl nec, tristique lorem.
- Curabitur lobortis lorem in neque aliquam, eget mollis dolor lobortis.
- Pellentesque eu ante in eros pretium vestibulum id nec sem.
- Praesent ac nisi ullamcorper augue eleifend faucibus.