



Insert Tab + Home Tab Review

Part 1: Home Tab Review (Practice Tasks)

1. Insert a title called "Insert Tab" apply 'title' style to the first line.
2. Type a short paragraph using =rand(2,4) and press Enter.
3. Change the font of the first sentence to Times New Roman, size 14.
4. Make the second sentence bold and underlined.

Part 2: Insert Tab – Page Group (Practice Tasks)

5. Insert a Blank Page after the current one.
6. Insert a Page Break between two paragraphs.
7. Add a Cover Page with your name and today's date.

Part 3: Insert Tab – Table Group (Create These Tables)

Table 1: Student List

Name	Age	Grade
Sara	21	A
Miki	20	B+
Tola	22	A-



Table 2: Price List

Item	Price (Birr)
Notebook	45
Pen	10
Bag	250

Table 3: Weekly Schedule

Day	Morning	Afternoon	Evening
Monday	Math	English	Self-study
Wednesday	Science	Computer	Rest
Friday	Lab	Quiz	Group Study

Table 4: Contact List

Name	Phone Number	Email
Abel	0912xxxxxx	abel@example.com
Liya	0911xxxxxx	liya@example.com