**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)

1. Insert a Blank Page after the current one.
2. Insert a Page Break between two paragraphs.
3. 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 |