CREATE A DOCUMENT USING MS OFFICE

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**CONTENT**

This experiment is to create a document file using MS Office, we can use text, image, tables and try learning

1. Open MS office
2. Create new file
3. Save
4. Rename
5. Write a paragraph line
6. Page setup
7. Page boundary
8. Table
9. Figure

**OBSERVATION**

I learned using MS office and how one can create a word document.

* NAME : Yash Gupta
* ADDRESS : Agra , Uttar Pradesh
* Academic Qualifications:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification | Subjects/Courses | School/College name | Board | Obtained marks(%/CGPA) |
| 10 | * Maths * Science * SST * English * Hindi * Computer | Dr. MPS World School | CBSE | 90.5% |
| 10+2 | * Maths * Chemistry * Physics * English * Physical Education | Boston Public School | CBSE | 87.5% |

**HOBBY**

* Writing
* Reading
* Chess
* Cricket