**Practical**

**Text Editor**

Q1. Prepare a grocery list having four columns (Serial number, The name of the product,  quantity and price) for the month of April, 06.

• Font specifications for Title (Grocery List): 14-point Arial font in bold and italics.  • The headings of the columns should be in 12-point and bold.

• The rest of the document should be in 10-point Times New Roman.

• Leave a gap of 12-points after the title.

***GROCERY LIST (april, 6)***

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| --- | --- | --- | --- |
| **S.No** | **Name of the product** | **Quantity** | **Price** |
| 1. | Tomato Ketchup | 500g | ₹250 |
| 2. | Milk | 5L | ₹550 |
| 3. | Mango Pickle | 200gm | ₹100 |
| 4. | Eggs | 12 | ₹80 |
| 5. | Sugar | 2kg | ₹250 |
| 6. | Rice | 1kg | ₹90 |
| 7. | Marconi | 500gm | ₹40 |
| 8. | Spinach | 1kg | ₹99 |
| 9. | Mangoes | 3kg | ₹250 |
| 10. | Sweets | 250gm | ₹300 |