Q2. Create a telephone directory. • The heading should be 16-point Arial Font in bold  • The rest of the document should use 10-point font size

• Other headings should use 10-point Courier New Font.

• The footer should show the page number as well as the date last updated.

**TELEPHONE DIRECTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Name | Designation | Phone. No |
| 1. | Priyanshu Batham | CEO | 8755401056 |
| 2. | Aastha Gautam | Senior Developer | 7554010568 |
| 3. | Srijan Upadhyay | Data Analyst | 9540105685 |
| 4. | Gaurav Singh | R&D Manager | 9800105685 |
| 5. | Sachin Singh | Member Of R&D | 9854105685 |
| 6. | Abhishek Yadav | Head Of Sales Dept. | 8900105695 |
| 7. | Garima Agnihotri | Senior Developer | 9800105569 |
| 8. | Ravi Pandey | HR | 9889766422 |
| 9. | Harsh Kumar | Charted Accountant | 7898761223 |
| 10. | Pakhi Pandey | Receptionist | 9937512580 |
| 11. | Vaibhav Pandey | Head Of Operations | 8858026511 |
| 12. | Karan Srivastava | Typist | 9779622455 |
| 13. | Himanshu | Charted Accountant | 7898761541 |
| 14. | Adarsh Goswami | Junior Developer | 9897814122 |
| 15. | Vaishali Anand | Junior Developer | 7541326978 |

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Name of the Person | Designation | Phone. No. |
| 16. | Arpit Gupta | Senior Developer | 8755401056 |
| 17. | Vansh Shukla | Senior Developer | 7554010568 |
| 18. | Dia Mirza | Data Analyst | 9540105685 |
| 19. | Vaishnavi Srivastava | R&D Manager | 9800105685 |
| 20. | Arpita Khanna | Member Of R&D | 9854105685 |
| 21. | Surya Kumar | Head Of Sales Dept. | 8900105695 |
| 22. | Rohit Nigam | Senior Developer | 9800105569 |
| 23. | Akhil Nigam | HR | 9889766422 |
| 24. | Ananya Mishra | Charted Accountant | 7898761223 |
| 25. | Prince Kumar Mishra | Receptionist | 9937512580 |
| 26. | Vaibhav Mishra | Head Of Operations | 8858026511 |
| 27. | Dharmendra Singh | Typist | 9779622455 |
| 28. | Anushka Agarwal | Charted Accountant | 7898761541 |
| 29. | Shashank Shukla | Junior Developer | 9897814122 |
| 30. | Sukrati Shah | Junior Developer | 7541326978 |