**ICT Lab Task**

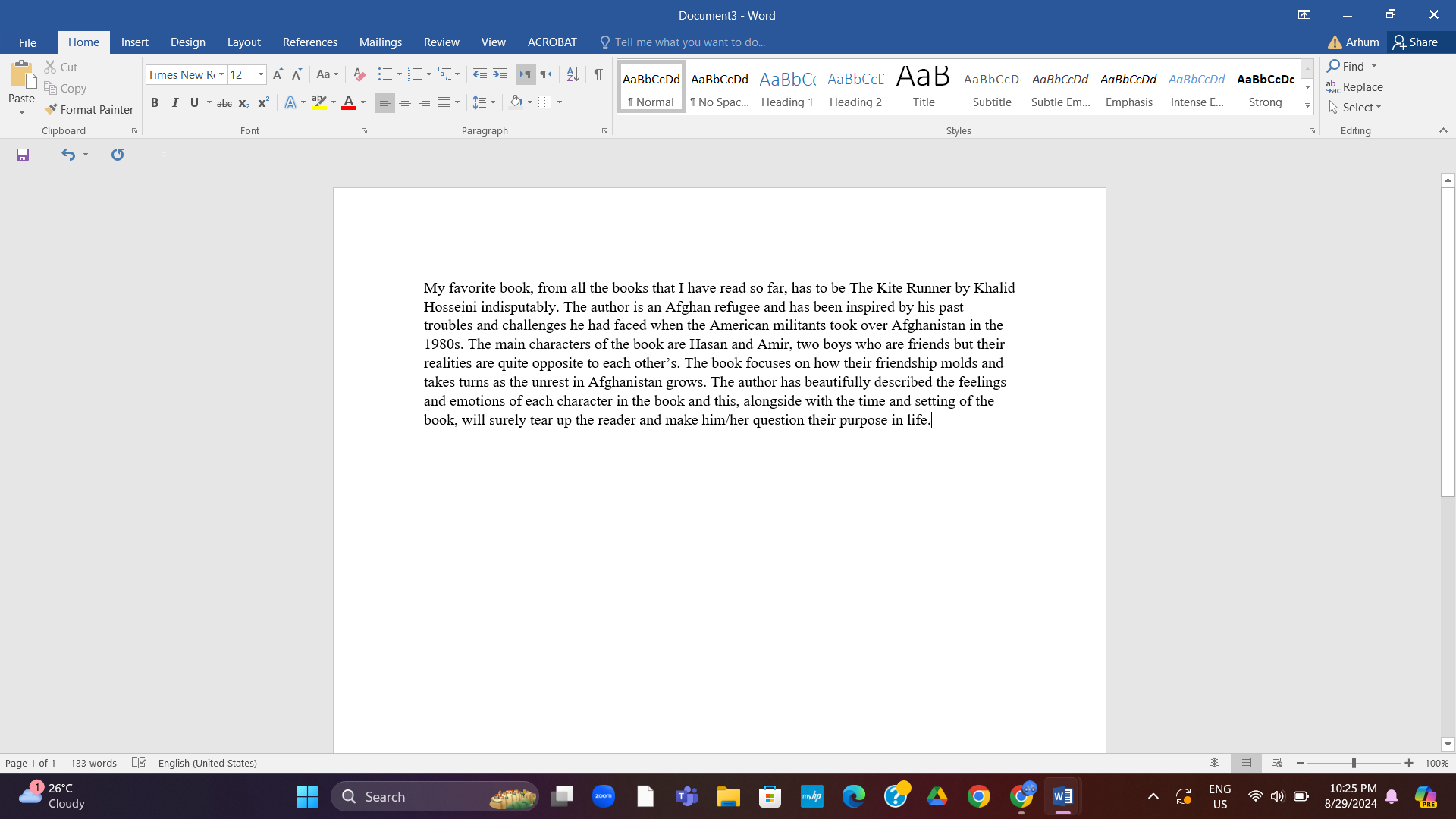
**MS WORD**

**Question No. 1:**

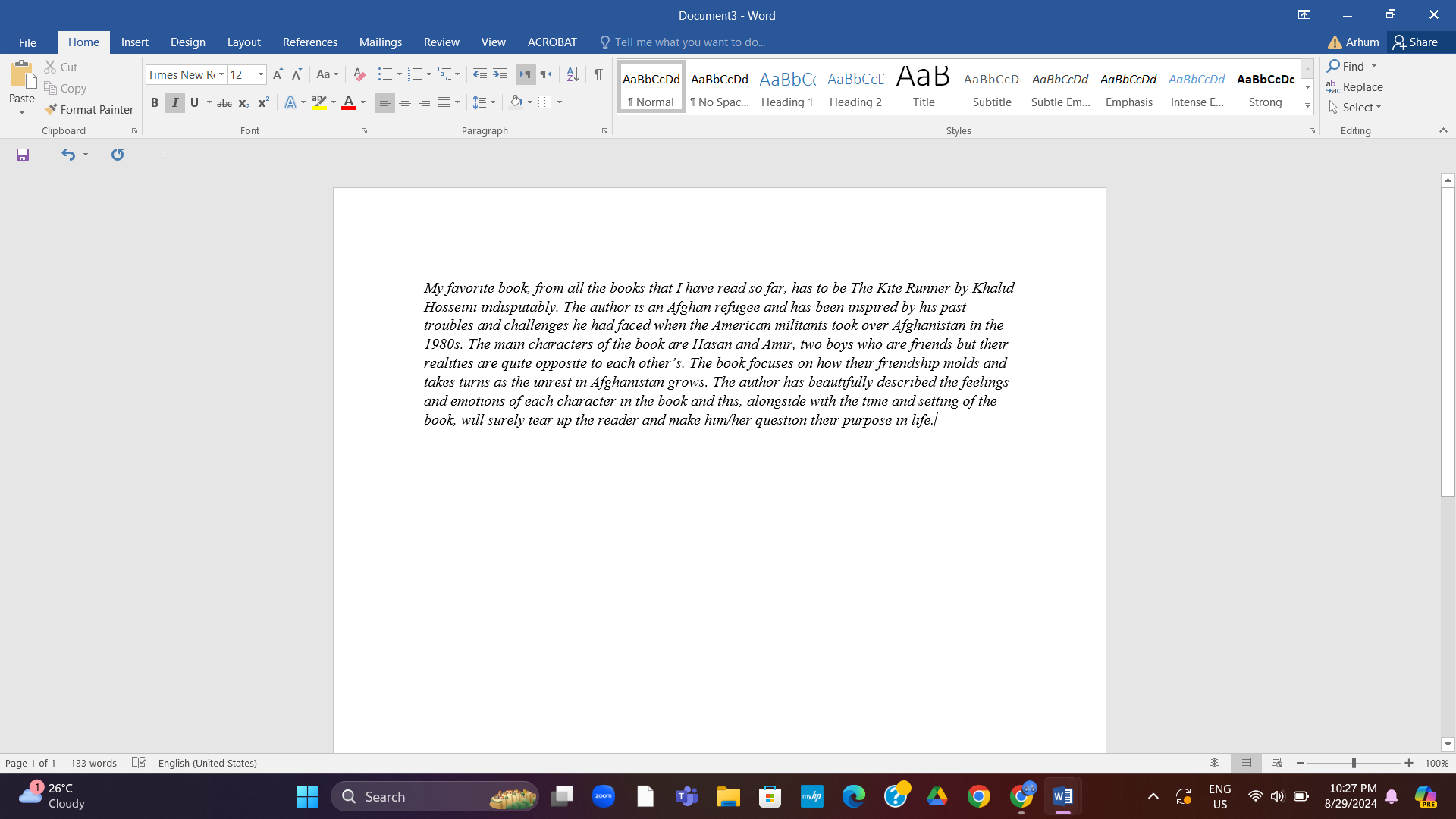
Step 1

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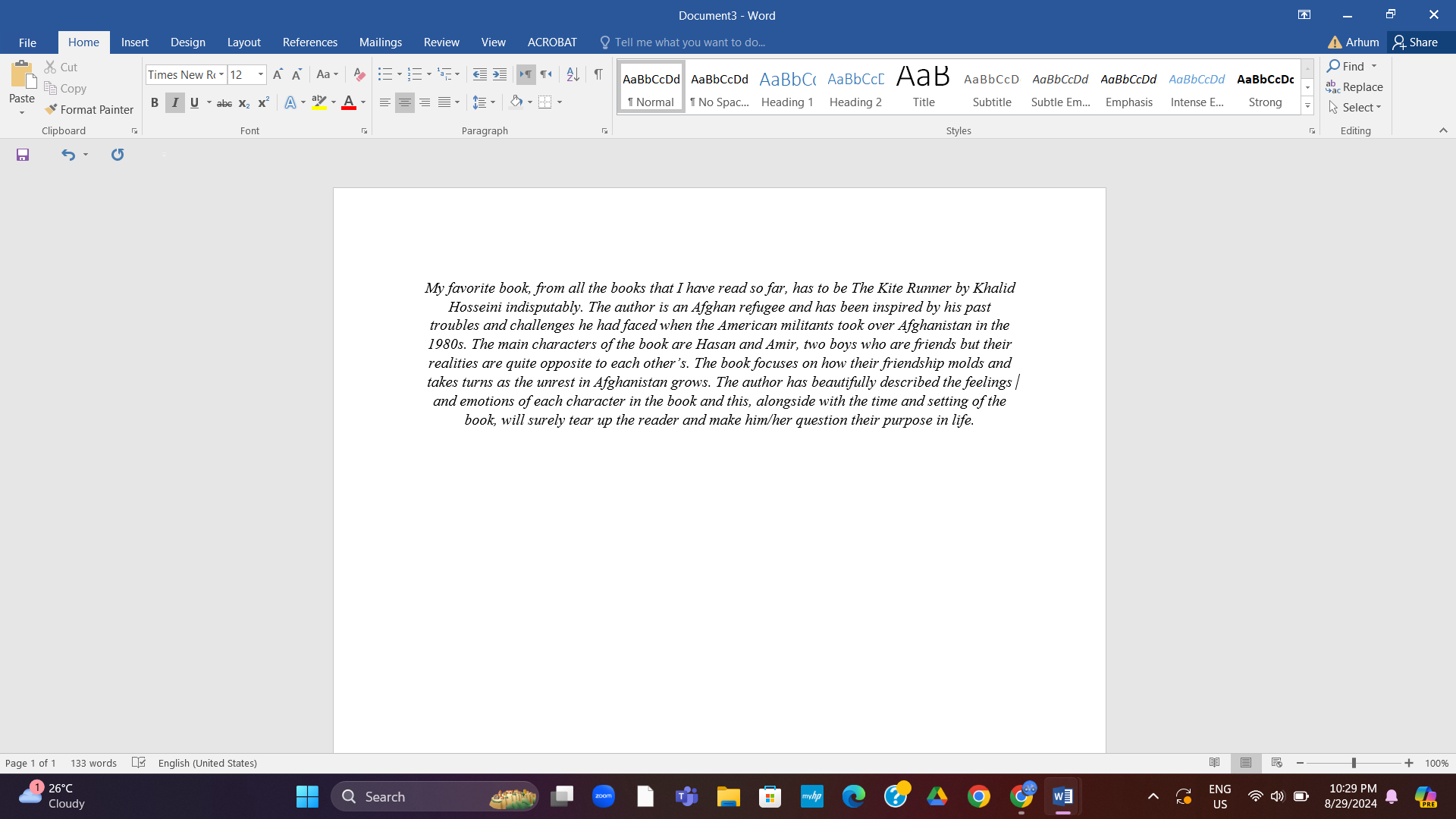
Step 2



Step 3

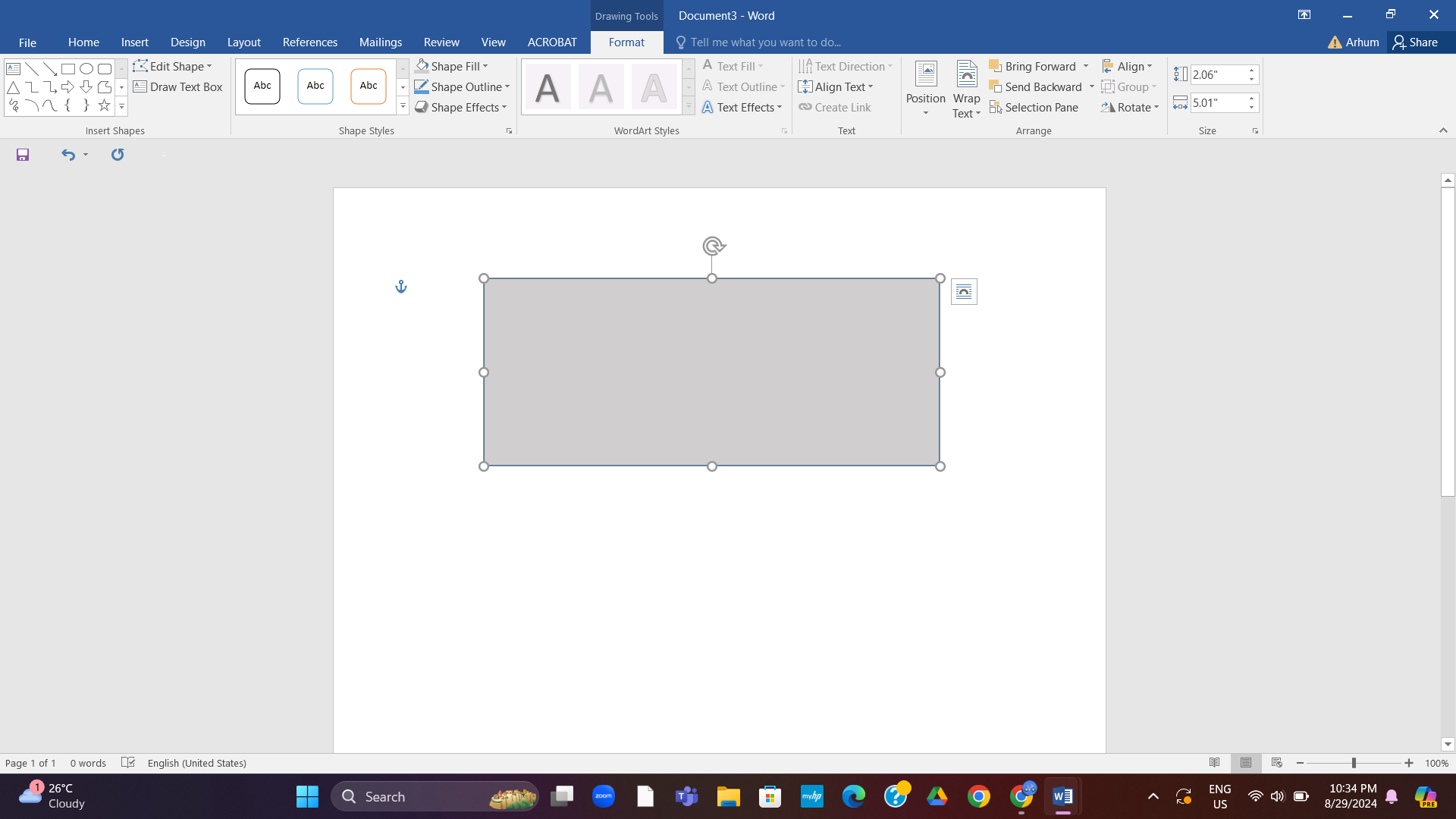


Step 4

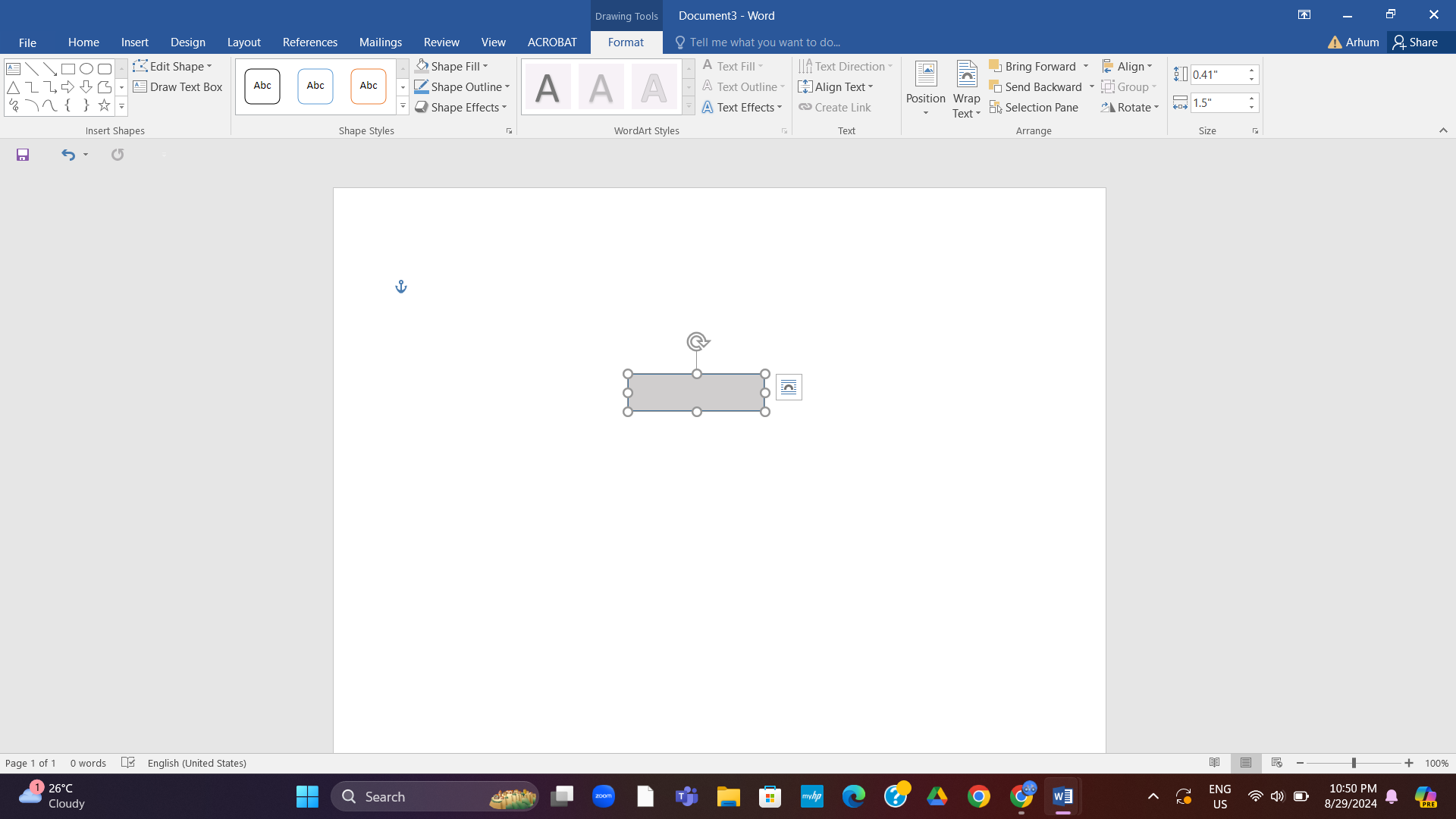


**Question No. 2:**

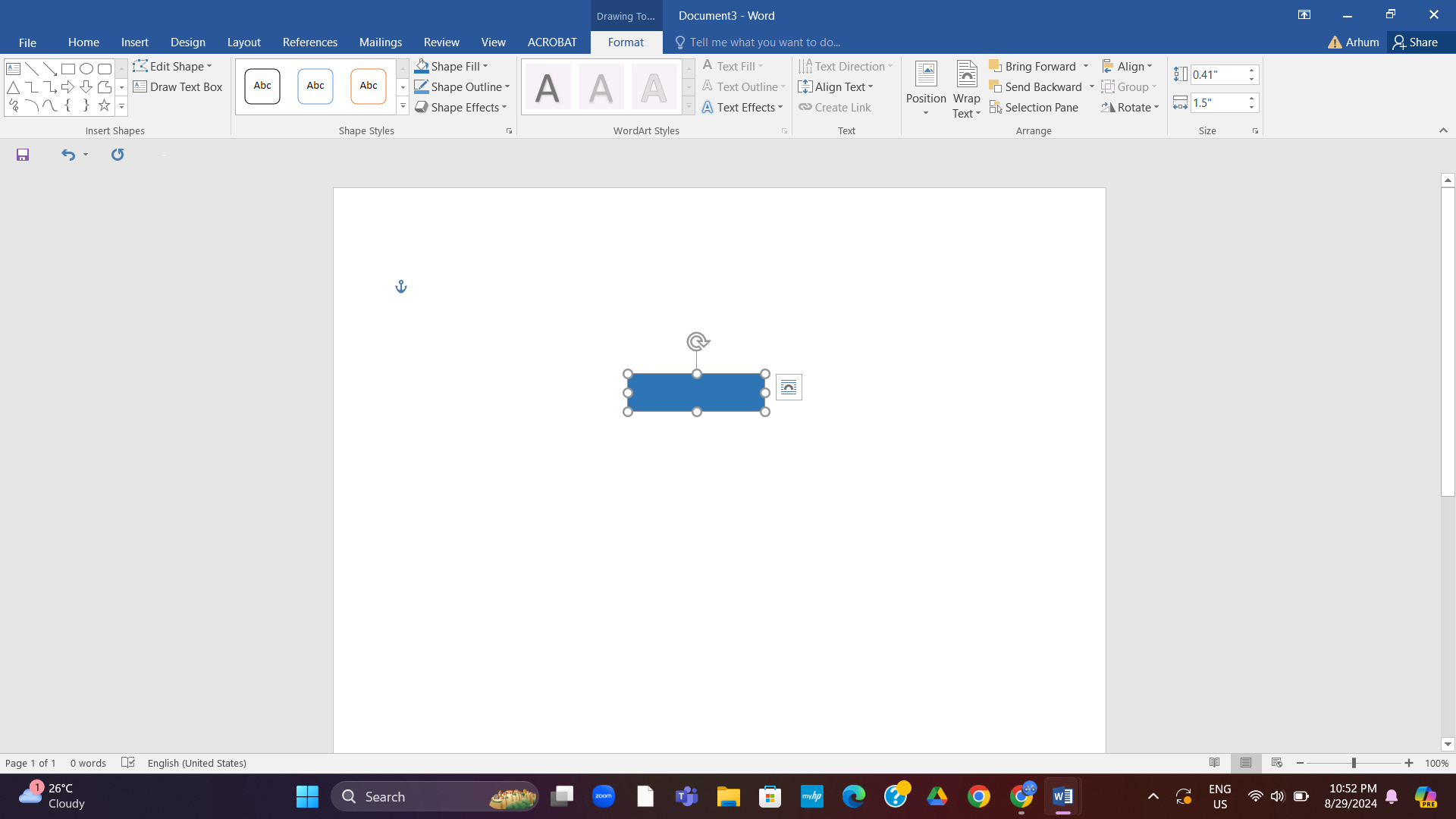
Step 1



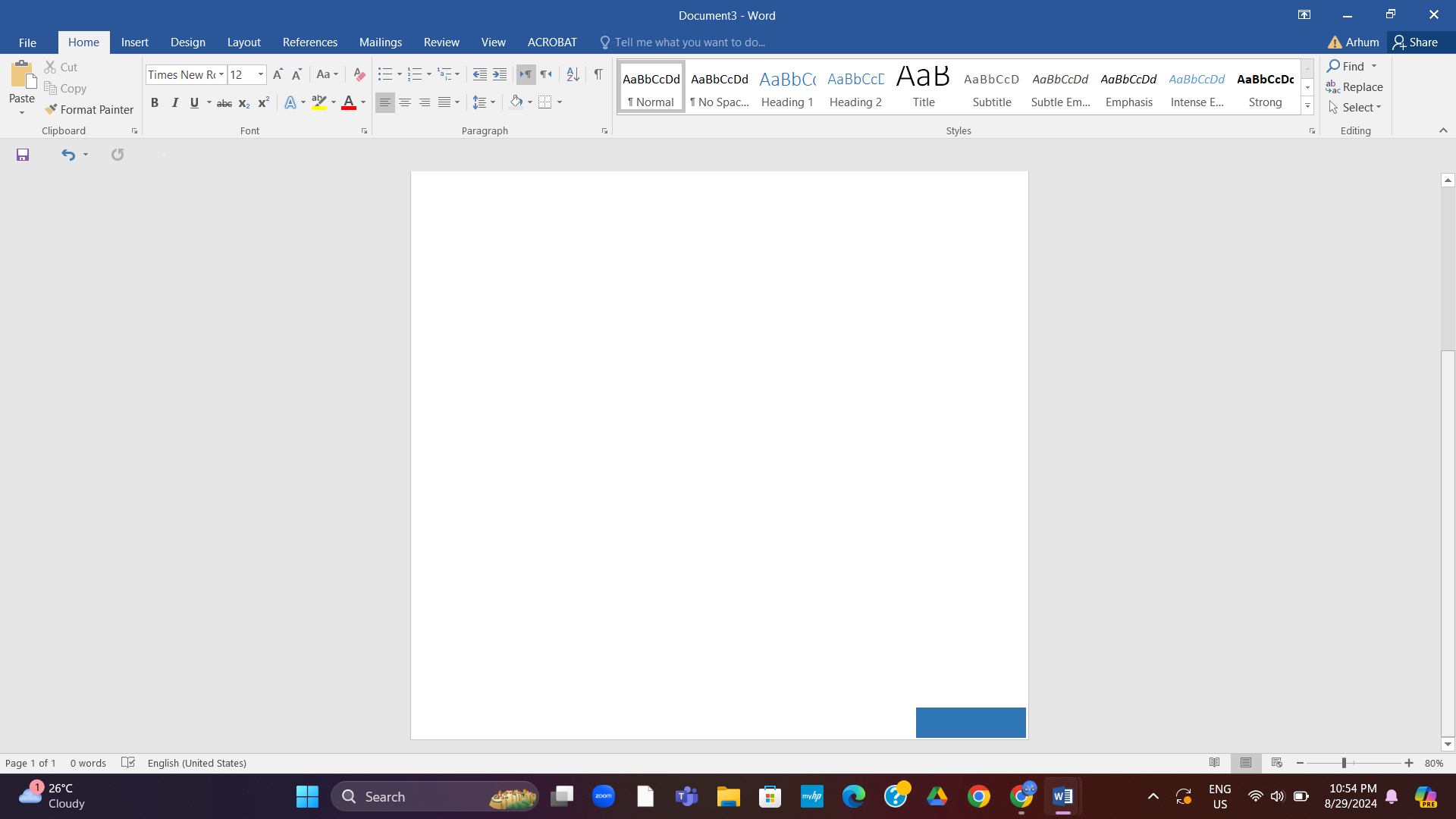
Step 2



Step 3

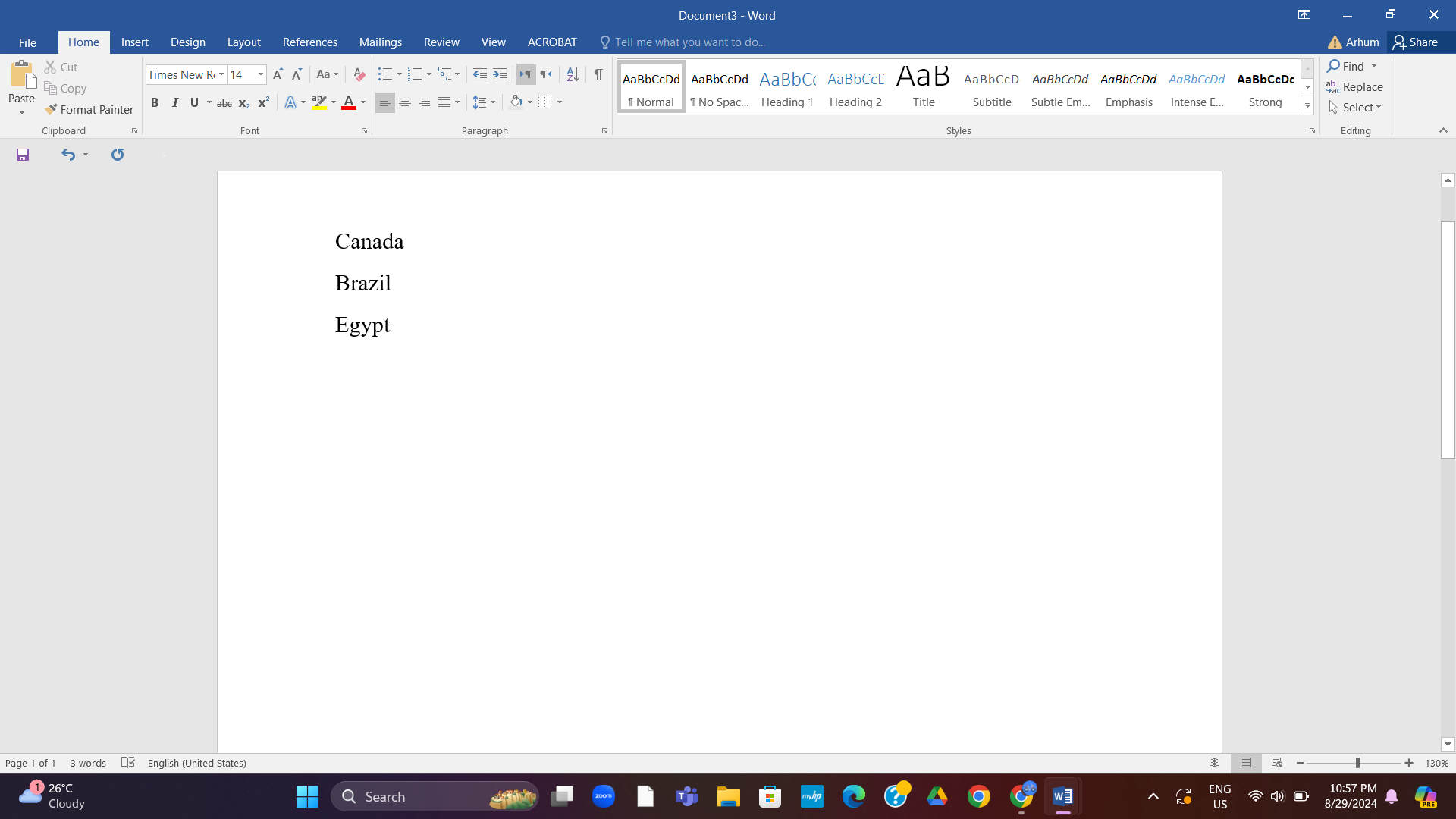


Step 4



**Question No. 3:**

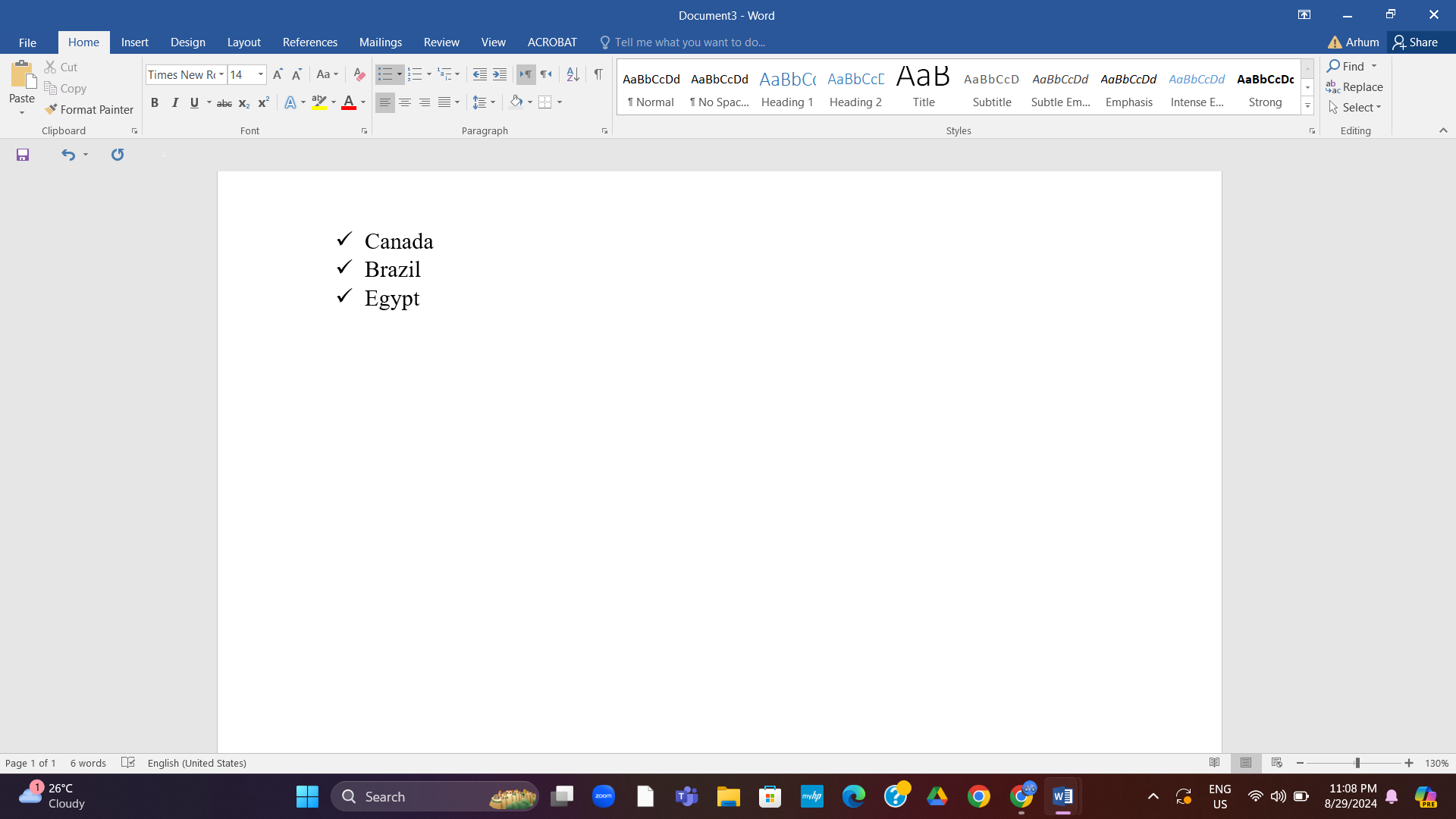
Step 1



Step 2



Step 3



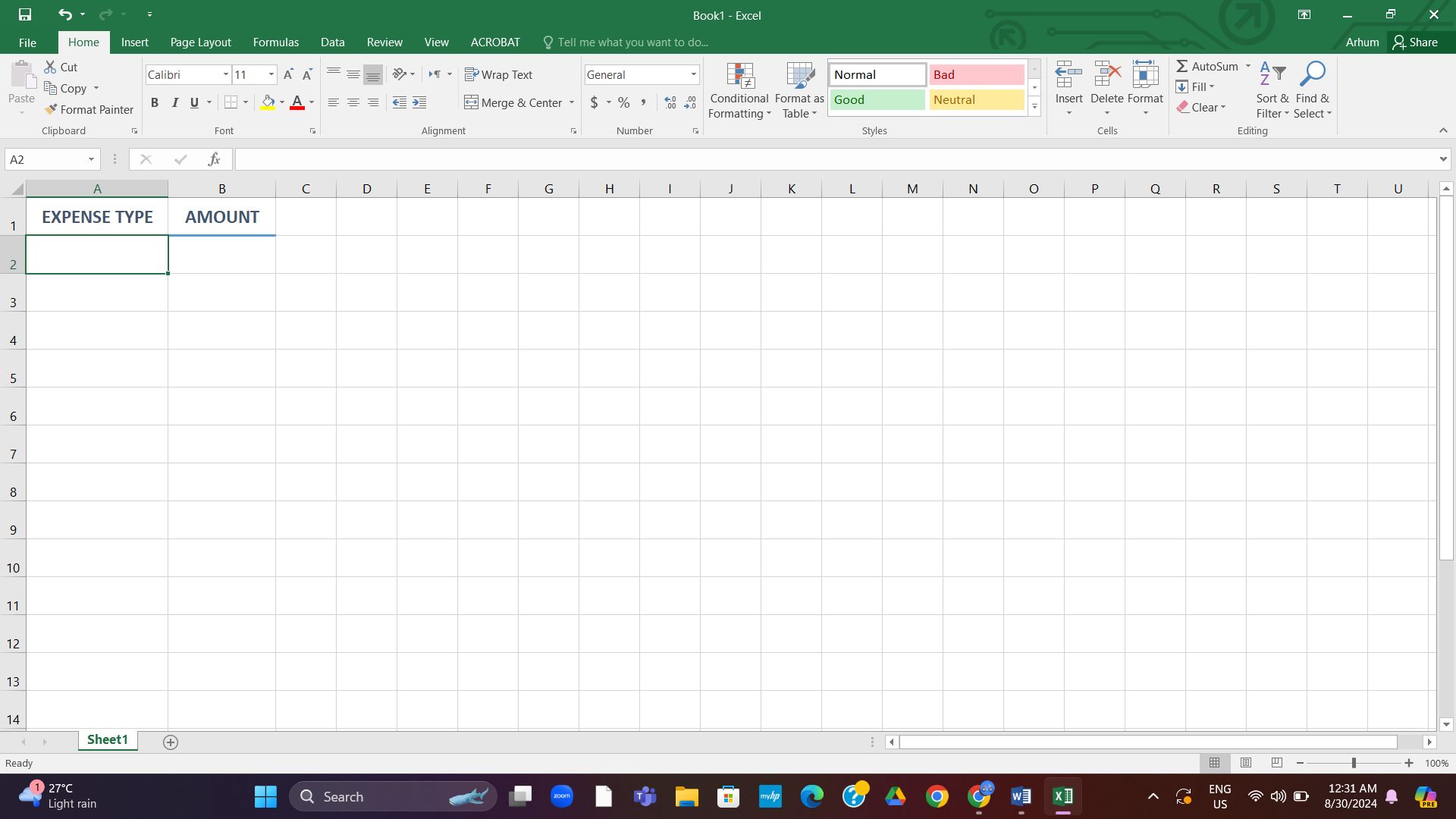
Step 4



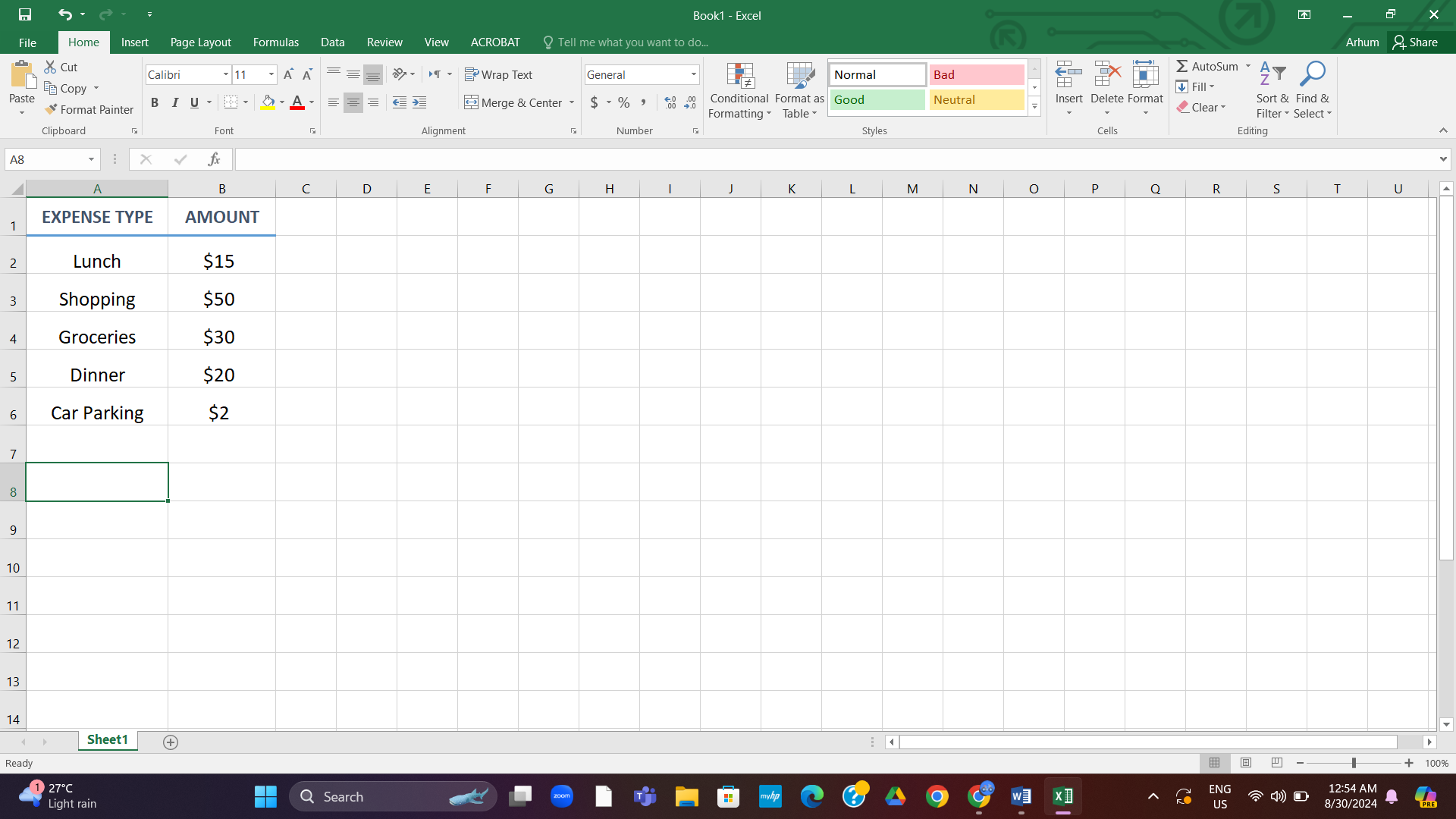
**MS EXCEL**

**Question No. 1:**

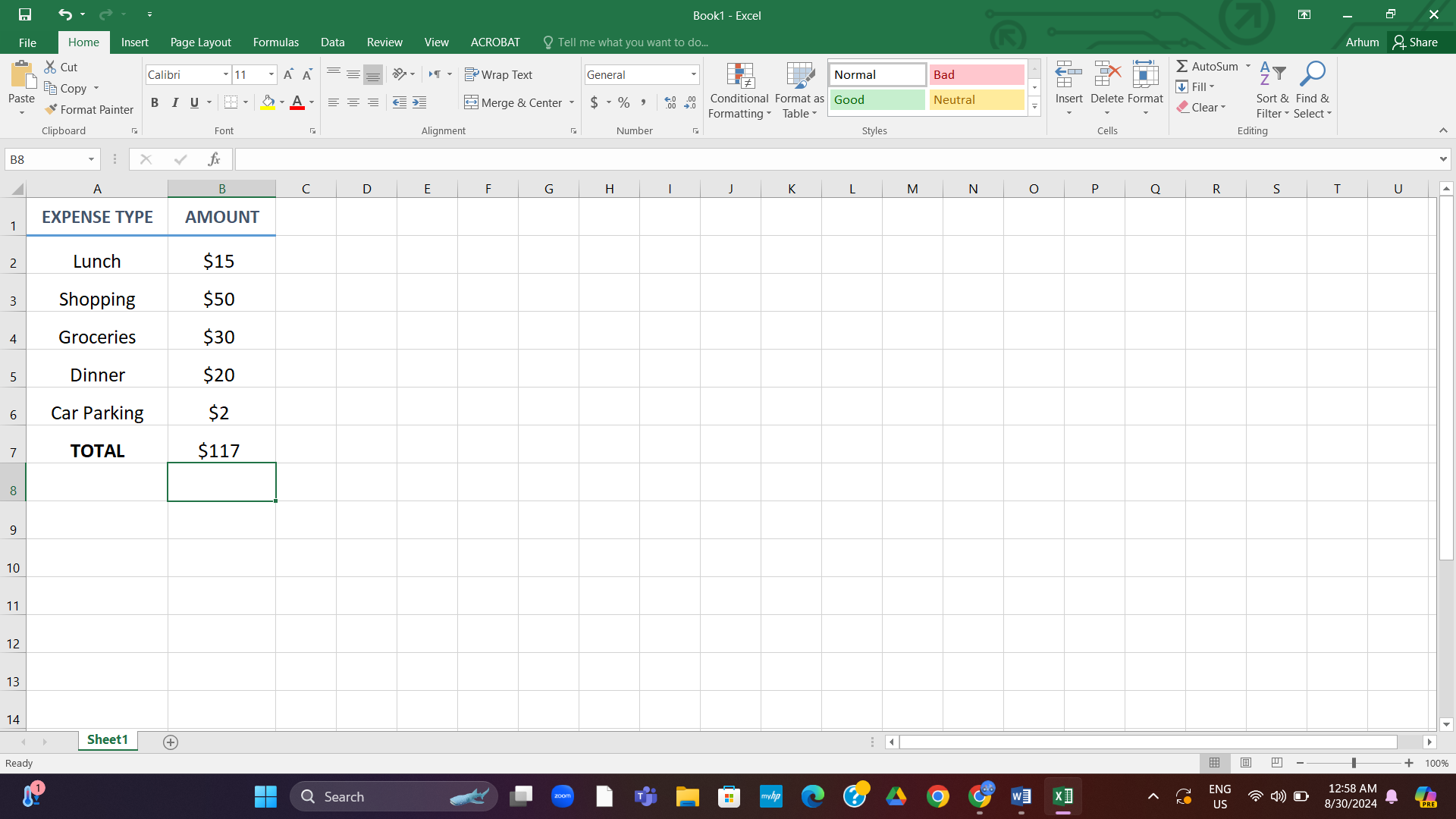
Step 1



Step 2



Step 3

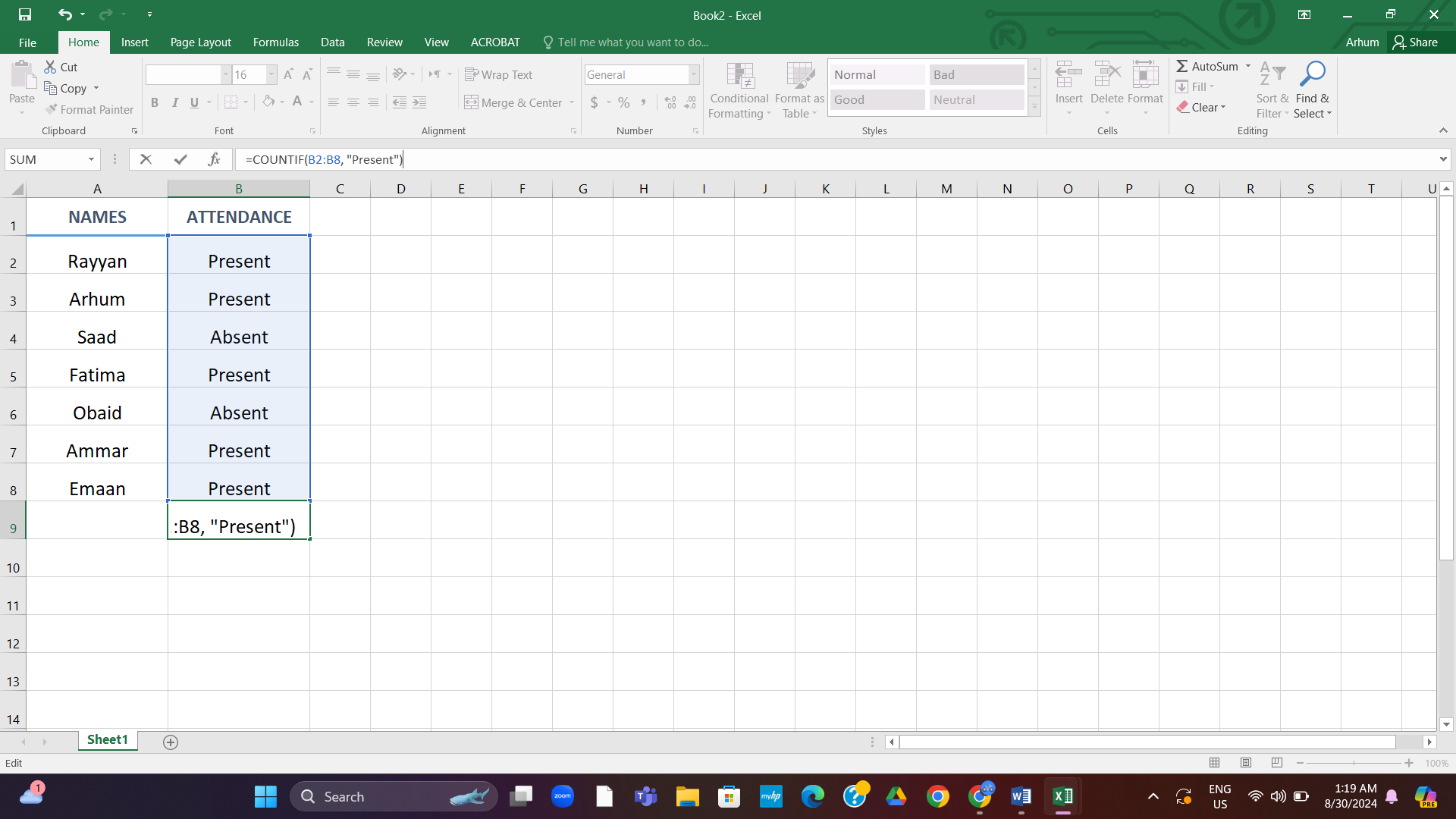


**Question No. 2:**

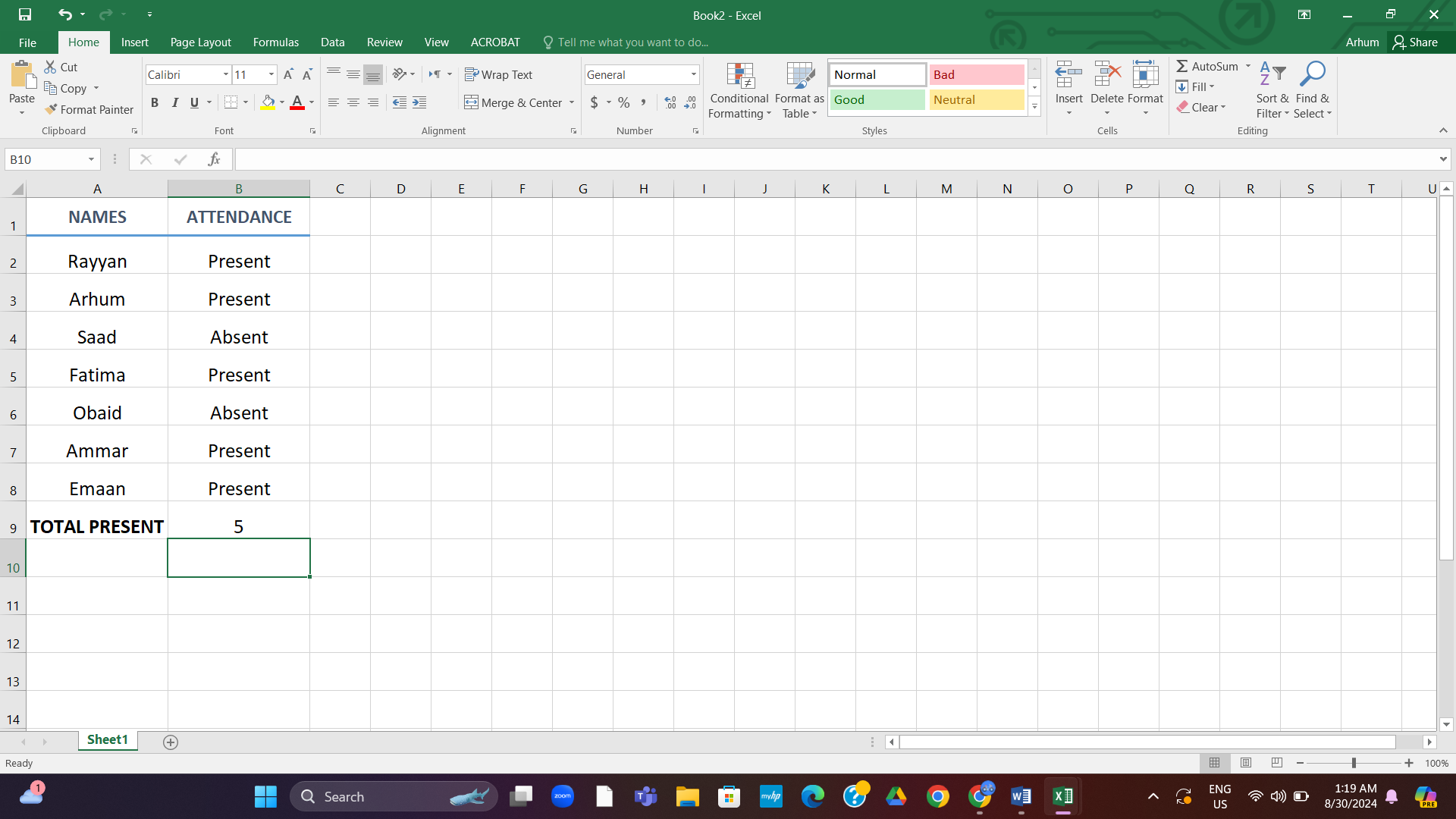
Step 1



Step 2



Step 3

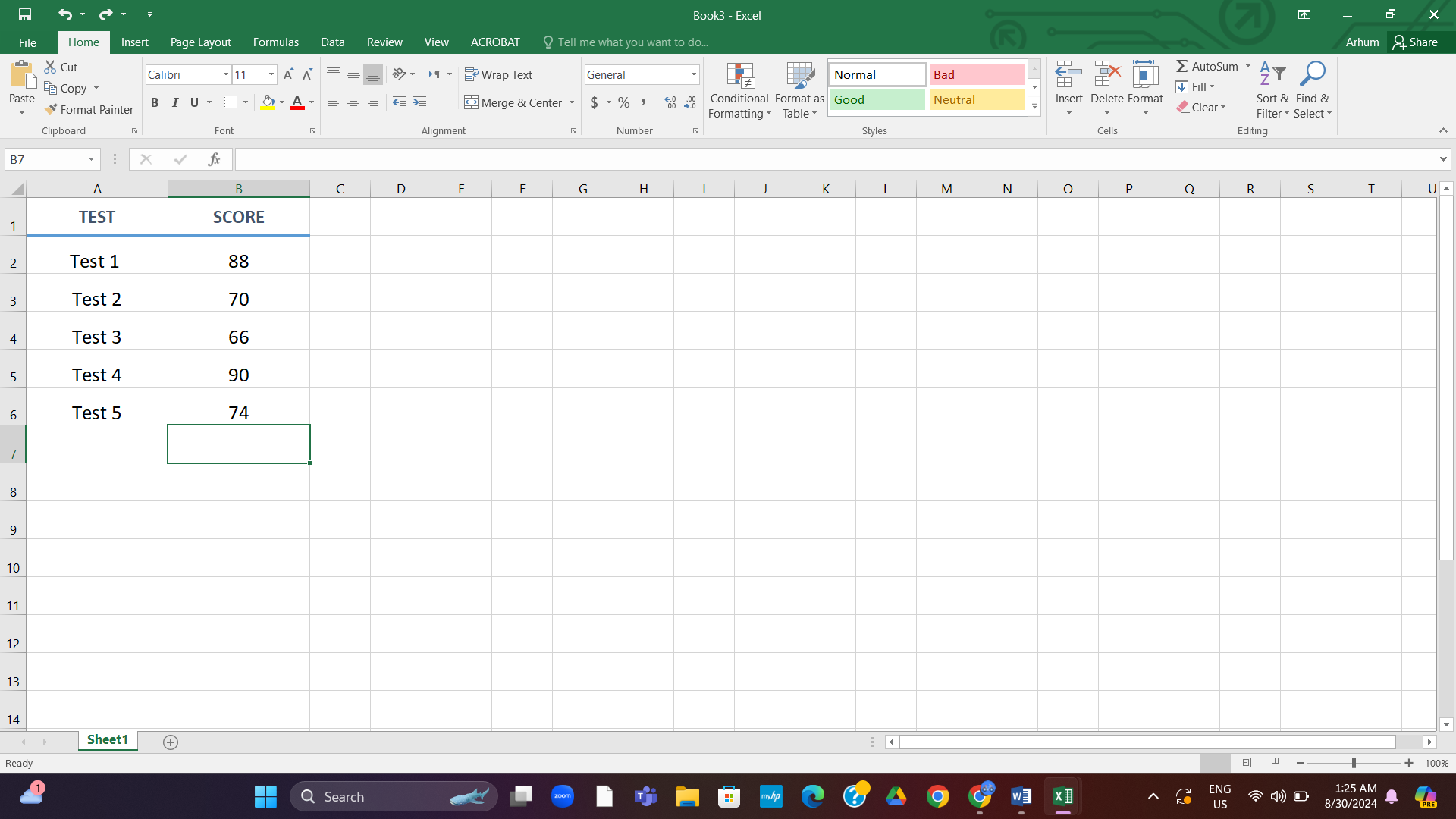


**Question No. 3:**

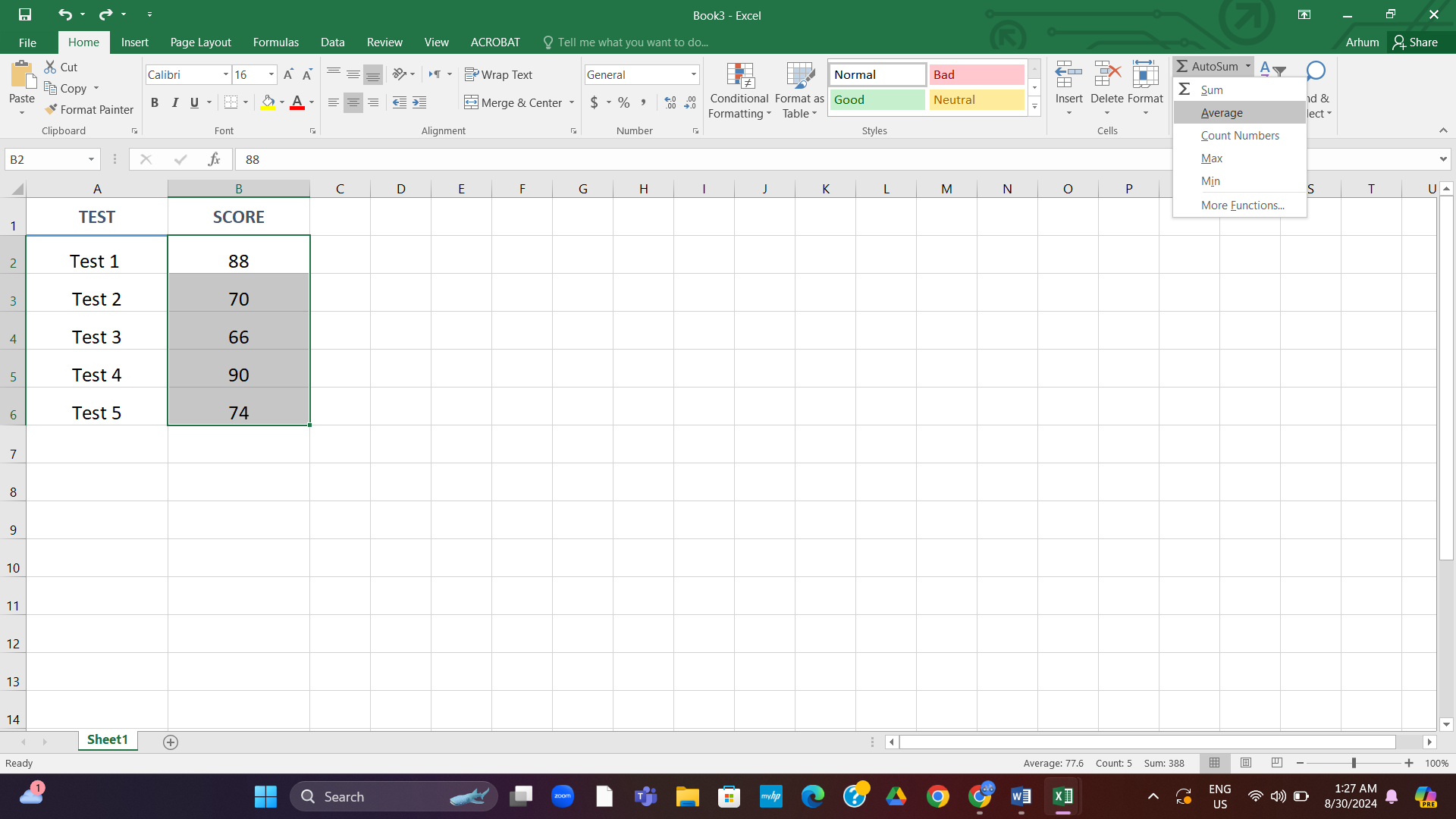
Step 1



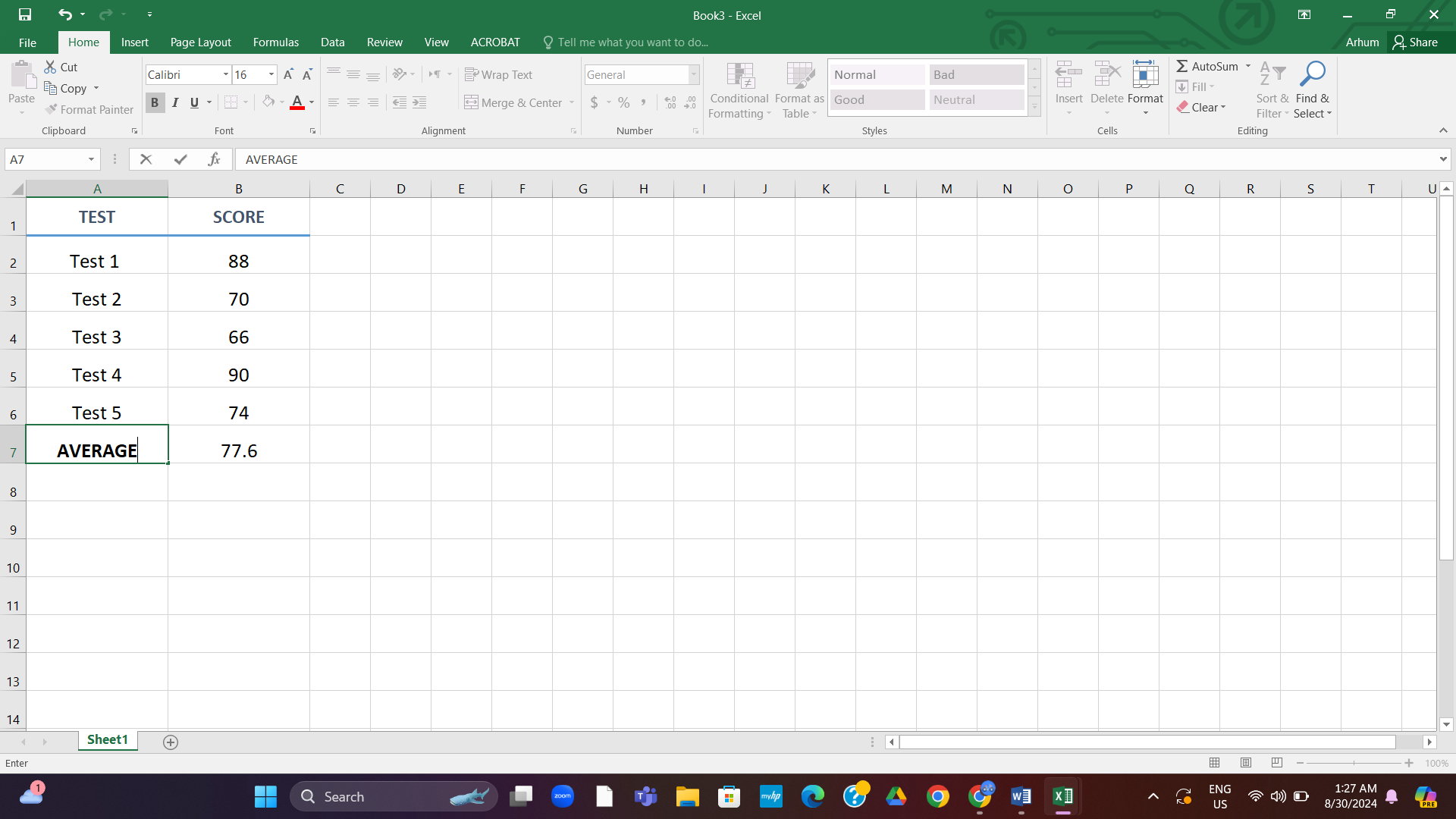
Step 2



Step 3

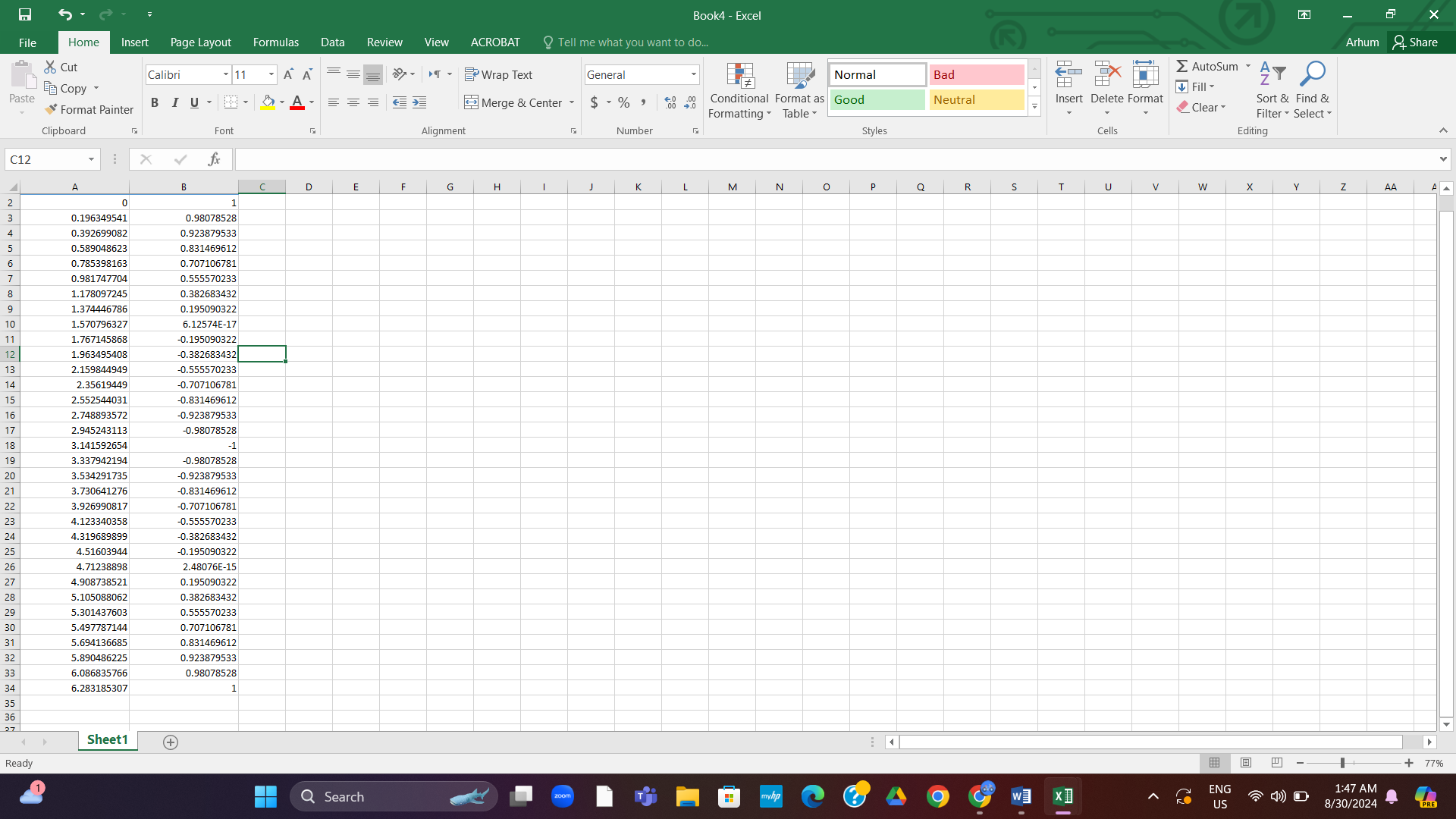


Step 4



**Question No. 4:**

Step 1



Step 2

