**1# Open a new document and type the following letter.**

From

**VENKATESH. P**

Sri Ranga Apartments,

No: 120, II Avenue,

T. Nagar. Chennai-17

July 15, 2020,

Chennai

To

Ms Jyoti Parmar

Sector 16, New Building

Gurugram

Respected Respected Ms Parmar,

With the current slowdown in hiring within the high- tech field, you

must be flooded with resumes from out-placed software engineers such

as me. ***Please take*** a moment to consider my qualifications. I believe in

particular is highly marketable in this tight market:

I worked on the team that pioneered the technology that put the Palm

Pilot ***on the map2***.

In today's increasingly mobile society, this technology has places to go,

and I have ideas that could take us to the next step in office

independence.

Please call me with prospective job opportunities. I am interested in a

project management position in the Rs. 9K range.

**Thank you!**

**Venkatesh.**

**Enclosure: Resume (the format given below):**

i) Save the document as "Letter.doc."

ii) Send the document to 3 recipients using Mail merge. (Use 3

different addresses)

iii) Define a Macro 'Decorate' which makes the text bold, Red in

color and italic, font size Assign a shortcut key Alt + Z to this

macro.

iv) Close the document.

v) The Sample Addresses are:

i) Mr. Amit Tandon

13, New Estate,

Ring Road, Chandigarh

ii) Mr. Rohit Saluja

15, Karol Bagh, New Delhi

iii) Ms. Jyoti Parmar

Sector 16, New Building, Gurugram

**Format of Resume**

Name.:

Father's Name:

Date of Birth.:

Age:

Address:

Educational Qualification:

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. | Qualification | Board/University | Percentage |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Work Experience:

Technical Skills:

Personal Skills:

Hobbies:

Dated…………………. Signature

**2# Create a table in word as shown below:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Roll No** | **Name** | **Marks in Physics** | **Marks in Chemistry** | **Total marks** |
| 1 | Sakhshi | 80 | 70 | 150 |
| 2 | Rohit | 70 | 80 | 150 |
| 3 | Amit | 60 | 50 | 110 |
| 4 | Rakesh | 40 | 60 | 100 |
| 5 | Komal | 30 | 70 | 100 |
| 6 | Garima | 80 | 80 | 160 |
| Grand Total of Marks | | | | 770 |

**Do the following:**

1. In the total marks' column, entries should be calculated using formulas and it is the sum of marks in physics and marks in chemistry.
2. Insert a new row at the end of the table and also find grand total using formula.
3. Sort the table based on total marks.
4. The date and heading should be center aligned.
5. Heading should be in bold and underlined.