CLASS - X MS WORD PRACTICAL ASSIGNMENTS DATE: 7/4/2020

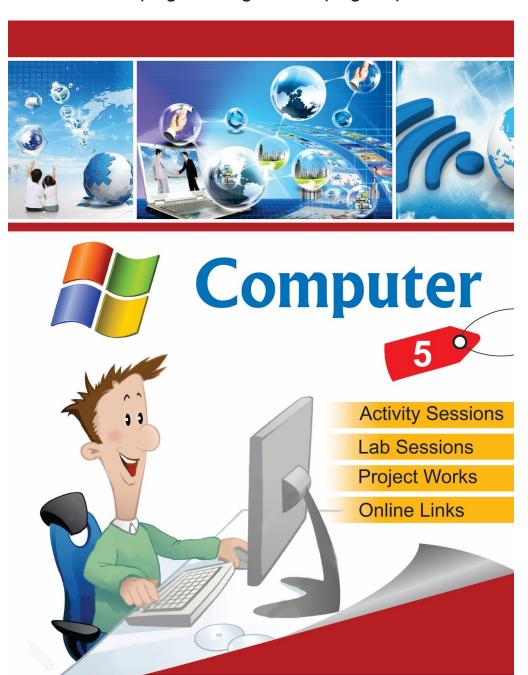
1. Create and Design Admission/Enquiry Forms etc. See a sample in the image below.

Attach Photostat copy of the date of birth certificate issued by the Municipal Corpore Place of Birth City Dist State Physical problems/Disability (if any) : Caste : Mother Tongue : Cabegory : Religion : Name of the School Last Attended : Standard to which admission is sought : Residential Address : City : State : Pin Code :	Particulars of studen Surname: Name: Father's Name: Aadhar Card No.:	ADMISS	Registration No. (for office use only	M
Caste : Mother Tongue : Category : Religion : Name of the School Last Attended : Standard to which admission is sought : Residential Address :				
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2. Create bills/leaflets/brochures. See the sample below.

GSTIN: 222222222222 Cash & C (Under Composition)		Cash & Credit Memo	Credit Memo		Mob				
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				(0-7) 13-0 12-1 N					
Authorised Dealers in Asian Paints, KSR, Ashirvad Pipe Fittings									
Ply, Paint, Sunmica, Sanitary Fitting & Hardware items Sai Complex, Indore (M.P.)									
Invoice No.									
M/s									
Address									
S.N.	DESCRIPT	ION	QTY	RATE	AMOUNT				
Rupees (in words)									
Bank Details : SBI, Bishrampur A/c No For - Pra					p Hardware				
IFSC Code :									
* All subject * E & O E.	toJurisdio	ction.	ä	Authorised	l Signatory				

3.Design E-book cover pages / Magazine front/ books front/back page using cover page option in Insert Menu.



4. Create Business Cards using Shapes, text, and colors.



5. Use smart art and create organization charts

