


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.

|  |  |   |
|--|--|---|
|   | <p>Dharampeth Education Society's</p> <p><b>DHARAMPETH PUBLIC SCHOOL</b></p> | <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> |
| <p>Registration No. _____</p> <div style="display: flex; justify-content: center; gap: 5px;"><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div></div> <p>(for office use only)</p> |  |   |
| <p>FORM No. _____ Date of Issue :    /    /</p>  |  |   |
| <div style="border: 2px solid red; padding: 5px; display: inline-block;"><b>ADMISSION FORM</b></div>   |  |   |
| <p>Particulars of student (IN BLOCK LETTERS)</p>   |  |   |
| <p>Surname : _____</p>   |  |   |
| <p>Name : _____</p>  |  |   |
| <p>Father's Name : _____</p>   |  |   |
| <p>Mother's Name : _____</p>   |  |   |
| <p>Aadhar Card No. : _____</p>   |  |   |
| <p>Date of Birth : ____/____/____ Format (DD/MM/YY) e.g. 07/12/2001</p>  |  |   |
| <p>(IN WORDS) : _____</p>  |  |   |
| <p>Attach Photostat copy of the date of birth certificate issued by the Municipal Corporation.</p>   |  |   |
| <p>Place of Birth _____ City _____ Dist. _____ State _____</p>   |  |   |
| <p>Physical problems/Disability (if any) : _____</p>   |  |   |
| <p>Caste : _____ Mother Tongue : _____</p>   |  |   |
| <p>Category : _____ Religion : _____</p>   |  |   |
| <p>Name of the School Last Attended : _____</p>  |  |   |
| <p>Standard to which admission is sought : _____</p>   |  |   |
| <p>Residential Address : _____</p> <p>_____</p> <p>_____</p>   |  |   |
| <p>City : _____ State : _____ Pin Code : _____</p>   |  |   |
| <p>Medical Information (is compulsory)</p>   |  |   |
| <p>A) Blood Group : _____ B) Identification Mark : _____</p>   |  |   |

## 2. Create bills/leaflets/brochures. See the sample below.

|   |                    |                               |      |              |
|---|--------------------|-------------------------------|------|--------------|
| GSTIN : 222222222222<br>(Under Composition)   | Cash & Credit Memo | Mob. ....                     |      |              |
| <h1 style="margin: 0;">PRADEEP HARDWARE</h1>  |                    |                               |      |              |
| <div style="border: 1px solid black; padding: 2px; display: inline-block;">Authorised Dealers in <b>Asian Paints, KSR, Ashirvad Pipe Fittings</b></div> |                    |                               |      |              |
| Ply, Paint, Sunmica, Sanitary Fitting & Hardware items<br>Sai Complex, Indore (M.P.)  |                    |                               |      |              |
| Invoice No. ....  |                    | Date : .....                  |      |              |
| M/s. ....   |                    |                               |      |              |
| Address.....  |                    |                               |      |              |
| S.N.  | DESCRIPTION        | QTY                           | RATE | AMOUNT       |
|   |                    |                               |      |              |
| Rupees (in words) .....<br>.....  |                    |                               |      | Total Amount |
| Bank Details : SBI, Bishrampur<br>A/c No. ....<br>IFSC Code : .....   |                    | For - <b>Pradeep Hardware</b> |      |              |
| * All subject to .....Jurisdiction.<br>* E & O E.   |                    | <b>Authorised Signatory</b>   |      |              |

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



# Computer

5



Activity Sessions

Lab Sessions

Project Works

Online Links

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



#### 5. Use smart art and create organization charts

