PERFORM ANY TWO
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1. Prepare your resume which includes the following information in a clear and organized format. Once completed, save the file as a PDF using your enrolment number as the file name:

1. Full Name
2. Contact Information
   Mobile Number
   Email Address
   Residential Address
3. Career Objective
   A brief statement summarizing your professional goals.
4. Educational Qualifications (In table format)
   Degree
   Institution Name
   Board/University
   Year of Passing
   Percentage/CGPA
5. Technical Skills
   Programming Languages
   Tools/Software
   Other relevant skills
6. Project Details
   Project Title
   Description
   Technologies Used
7. Achievements & Certifications
   Academic or extracurricular achievements
   Online certifications or workshops
8. Co-curricular / Extra-curricular Activities
   Events, competitions, volunteering, etc.
9. Strengths and Weaknesses
   Personal qualities and areas of improvement
10. Languages Known
    List of languages you can read, write, or speak
11. Personal Details
    Date of Birth
    Gender
    Nationality
    Marital Status
12. Declaration
    A statement that all information provided is true to the best of your knowledge
    Place and Date
    Signature (if submitting in print)

OR

1. Prepare Master Letter as per your requirement.

To,
{First Name} {Last Name}
{City}, {State}, {Pin Code}.
{Email Address}
Dear {FirstName},
We are pleased to invite you to our annual conference held at {Location} on {Date}. We hope to see you there!
Sincerely!
{Your Name}

1. **Prepare a Data sheet or database of 7 people (recipients) for the above letter data.**
2. **Create letters using mail merge.**

2. Prepare Pivot Table on Company Sales with the fields like Sales ID, Region, Product Name, Category, Sales per Year, Sales Person. Summarize the sales by product.

1. **Drag the Product field to the Rows area.**
2. **Drag the Sales field to the Values area.**

OR

2. Prepare a presentation on Result analysis of the previous semester of your division. Use charts for student-wise analysis subject subject-wise analysis.

- Prepare a presentation analysing the results of the previous semester for your division.

Task: Student-wise Analysis

1. **Collect the marks/grades of each student for all subjects.**
2. **Use a bar chart or line chart to represent the data.**