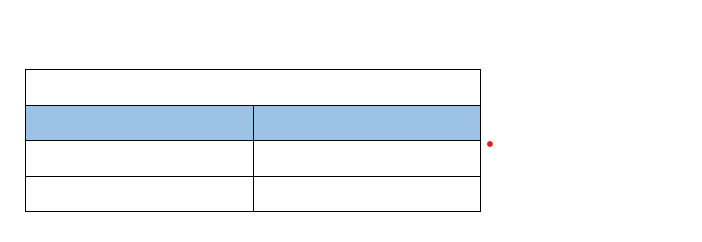
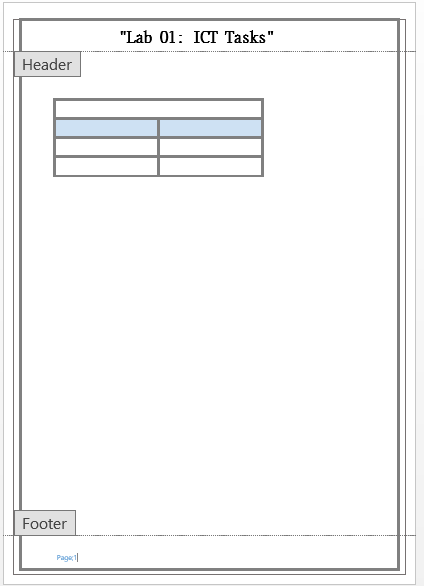
**Name:- Yash Raj**

**Roll Number:- 24k-0737**

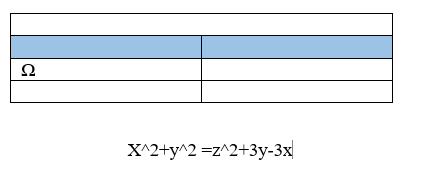
**Task#1:- Creating and Formatting a Table in MS Word**

****

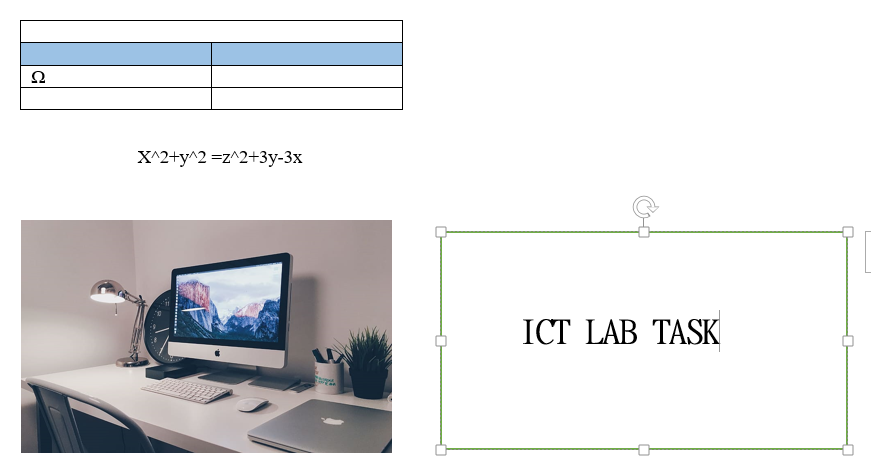
**Task#2:-** **Applying Borders and Page Layout**



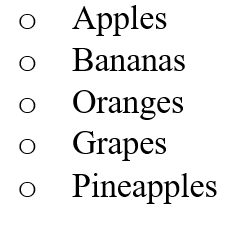
**Task#3:-** **Inserting Symbols and Equations in MS Word**

****

**Task#4:- Inserting Images and Shapes**

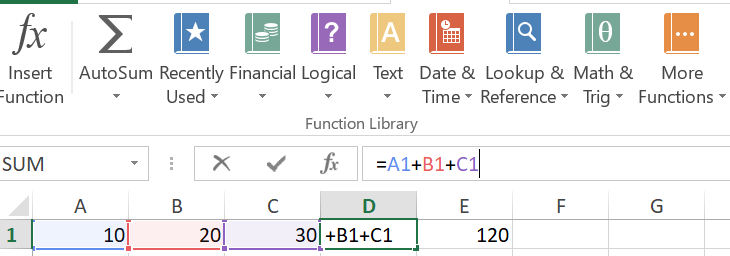
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**Task#5:-** **Insert Bullet Points**

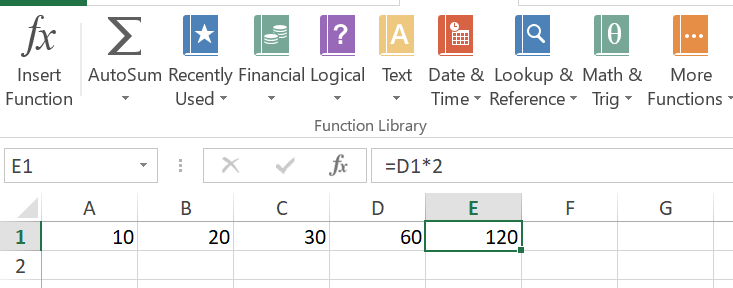
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**Task#6:-** **Introduction to Formulas in MS Excel**

**Step#1:SUM**

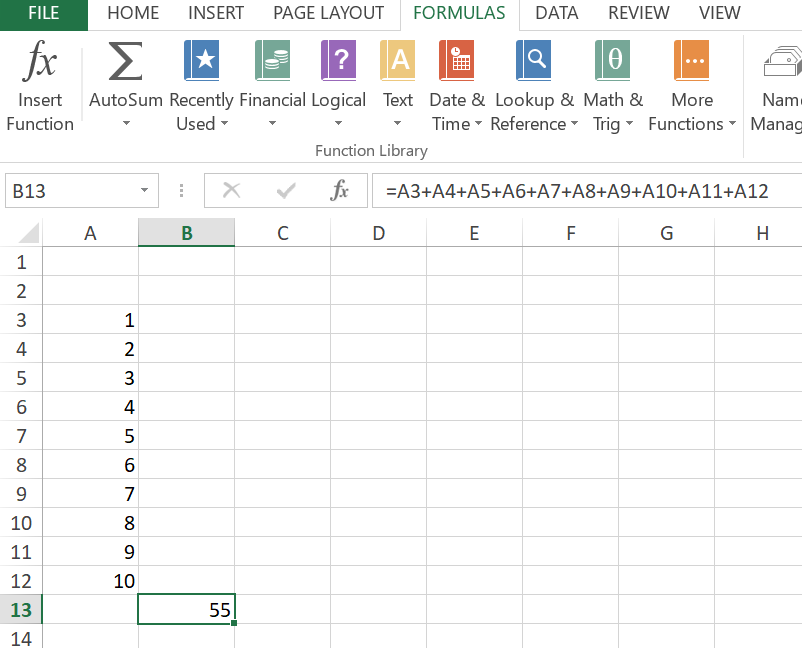
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**Step#2:- Sum multiply by 2**

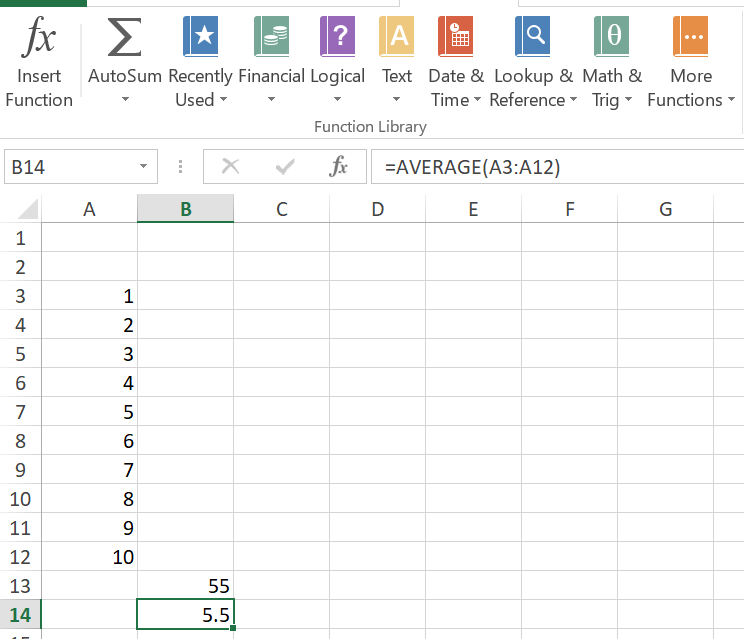
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**Task#7:-** **Creating Functions in MS Excel**

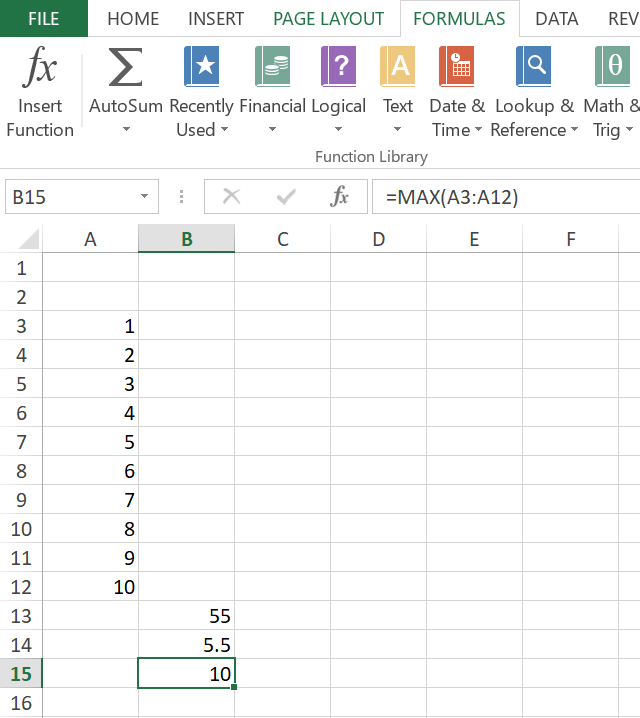
**Part#1: Sum**

****

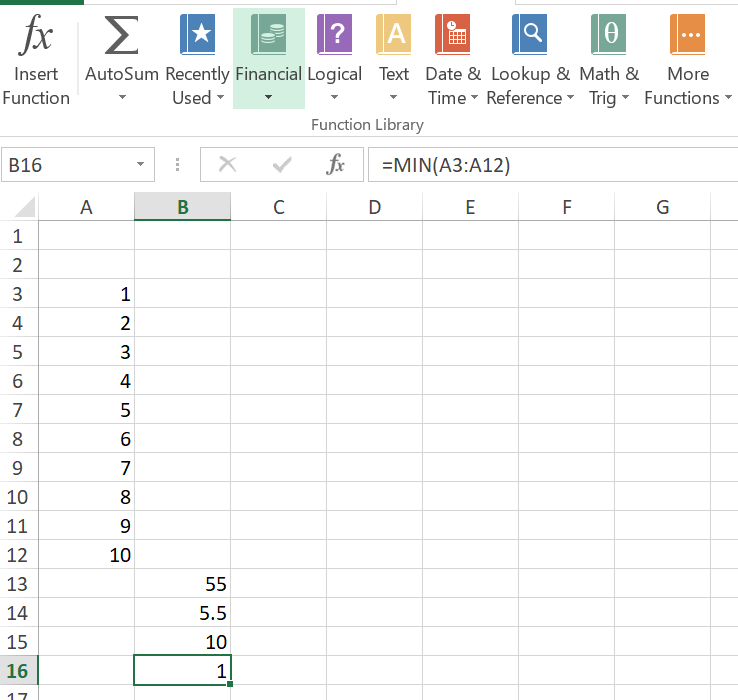
**Part#2: Average**

****

**Part#3: Max**

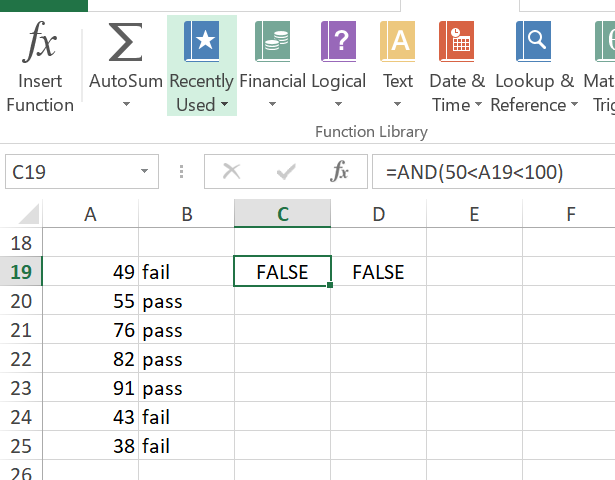
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**Part#4: Min**

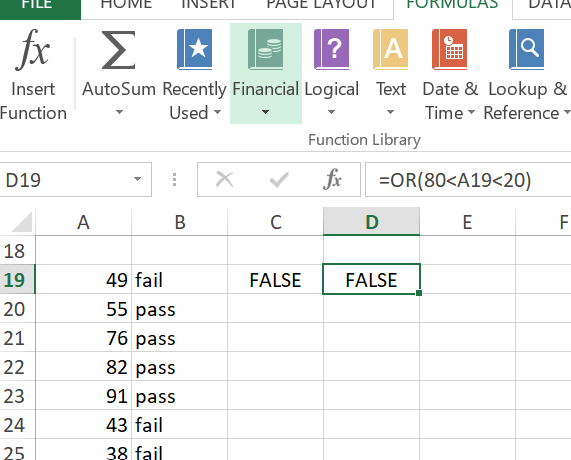
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**Task#8:-** **Logical Functions in MS Excel**

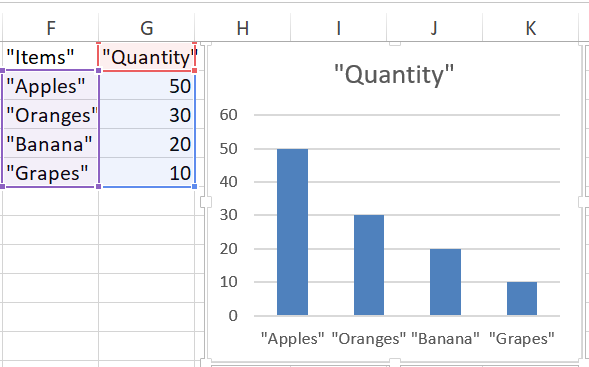
**Part#1:**

****

**Part#2:**

****

**Task#9:-** **Create a Simple Bar Chart in Excel**

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