

OFFICE EXPERT

MS WORD AND MS POWERPOINT



OFFICE EXPERT MS WORD AND MS POWERPOINT

ASSIGNMENT 1 – BANNER DESIGNING

DISCOVER THE LEADER IN YOU

*Come represent
your college at*





An Initiative of



MIT School of Government
Kindling the flame of Democratic Leadership...

Supported By



Union Ministry of Youth Affairs & Sports, Govt. of India
Ministry of Higher & Technical Education, Govt. of Maharashtra
Ministry of Sports & Youth Welfare Govt. of Maharashtra

The largest classroom of over 10,000 politically active students of India & the World for creating future political leaders

INDIAN STUDENT PARLIAMENT

10 Years of

INSPIRING YOUTH, STRENGTHENING DEMOCRACY

Meet and Interact with Student Leaders from 28 States & 9 Union Territories of India

Chief Patron



Kiren Rijiju
Minister of State (IC), Youth Affairs & Sports, Government of India

Envisaged by



Rahul V. Karad
Executive President, MIT-WPU
Founder, MIT-SOG, BCS NTC, NWP, Sarpanch Sansad

Media Partners



20th-23rd February 2020



Vigyan Bhawan,
New Delhi



REGISTER NOW

bharatiyachhatrasansad.org

8888815421-22-23

OFFICE EXPERT

MS WORD AND MS POWERPOINT

ASSIGNMENT 2 – SECTION BREAK AND COLUMN BREAK

Instructions : Create a new section break and then set no. of columns to be used in each section.

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.

It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum. **Lorem Ipsum** is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley

of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.



Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

OFFICE EXPERT

MS WORD AND MS POWERPOINT

ASSIGNMENT 3 – TABLE OF CONTENTS

Instructions: Create dummy headings using Heading Style 1, 2 and 3 and insert a TOC at the bottom of this page.

DUMMY HEADING 1

DUMMY SUBHEADING 1

DUMMY SUBHEADING 2

DUMMY SUBHEADING 3

DUMMY HEADING 2

DUMMY SUBHEADING 1

DUMMY SUB-SUBHEADING 1

DUMMY SUB-SUBHEADING 2

DUMMY SUBHEADING 2

DUMMY HEADING 3

DUMMY HEADING 1

Table of Contents

DUMMY HEADING 1.....	4
DUMMY SUBHEADING 1	4
DUMMY SUBHEADING 2	4
DUMMY SUBHEADING 3	4
DUMMY HEADING 2.....	4
DUMMY SUBHEADING 1	4
DUMMY SUB-SUBHEADING 1	4
DUMMY SUB-SUBHEADING 2	4
DUMMY SUBHEADING 2	4
DUMMY HEADING 3.....	4
DUMMY HEADING 1.....	4

OFFICE EXPERT

MS WORD AND MS POWERPOINT

ASSIGNMENT 4 – MAIL MERGE

Instructions: You are required to send a Joining letter to all 5 new candidates of a company. You are requested to use the MS Word Mail Merge feature to accomplish this task. The mailing list should include the following columns.

- Title
- FirstName
- LastName
- JoiningDate
- Salary
- Position

Template:

Dear <<LastName>> <<FirstName>>,

We are pleased to inform to offer you the position of <<position>> in our organization.

Your joining date is confirmed at <<JoiningDate>> and your in hand salary will be <<salary>>.

Please send us an acknowledgement of this offer confirming your joining.

For Aptech Ltd.

Ravi Verma

OFFICE EXPERT

MS WORD AND MS POWERPOINT

ASSIGNMENT 5 – TABLE

Instructions: You are required to create following table in your document and to apply formulas to calculate the Tax and Total components.

Item No	Name	Price	Qty	Tax	Total
1	XYZ	100	100	1800	8200
2	PQR	30	200	1080	4920
3	MNC	100	200	3600	16400
4	MNP	50	14	126	574

OFFICE EXPERT MS WORD AND MS POWERPOINT

ASSIGNMENT 6 – RESUME BUILDING

Instructions: You are required to create a Resume (Curriculum Vitae) in your own format using following details.

- Career Summary/Summary
- Educational Details
- Work Details (If Any)
- Achievements
- Certifications
- Personal Info

OFFICE EXPERT

MS WORD AND MS POWERPOINT

ASSIGNMENT 7 – PRESENTATION

Instructions: Create any PowerPoint presentation using 10 slides implementing the following rules.

1. There must be a Title Slide at the beginning of the presentation.
2. The Title Slide should display “Office Expert” as the title and your name as sub-title.
3. The second slide should be a “Section Header” slide.
4. Write “MS Office” as the “Title” of the “Section Header” slide.
5. Insert “Title and Content” slides as 3rd, 4th and 5th slides respectively and write about MS Word, MS PowerPoint and MS Excel in separate slides.
6. Insert another “Section Header” slide as the 6th Slide and write “MIS Advanced” as the section header.
7. Insert “Title and Content” slides at 7th and 8th positions and write about VBA and SQL in separate slides.
8. Insert a “Blank” slide at the end of the presentation and Display “Thank You” word art in it.
9. Use Transitions and Animations to make your presentation appealing.
10. Change the “Slide Master” view for Title, Section Header, Title and Content and Blank slides and include Aptech logo at the bottom of each slide master.
11. Using “Rehearse Timings” create a slide show giving each slide 5s of display time.