**Answer the following questions no 1 (a)**

VARSITY LOGO

**Omar Faruqe**

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Admission session :2020-21

BBA

Dept. Management studies

Blood Group: O –

OMAR FARUQE

Holder’s Signature

ID Number:

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**STUDENT**

University of Barisal

Barisal-8254,Bangladesh

Photo

**Answer to the question no 1(b)**

**answer to the question : 1(c)**

**Answer to the question no: 1(d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Shopping Bill** | | | | | |
| Customer Name: | | | | | |
| Customer Number:**17CH** | | | | | |
| **S #.** | **Items** | **Brand** | **Price \ Unit** | **Unit** | **Price** |
| 1 | Dress | Oxford | Rs.4500 | 2 | Rs.9000 |
| 2 | Jeans | Dinners | Rs.3300 | 1 | Rs.2200 |
| 3 | Tie | Levis | Rs.5100 | 2 | Rs.1200 |
| 4 | Shirt | Oxford | Rs.5000 | 3 | Rs.1540 |
| Oxford | Rs.6666 | 1 | Rs.3500 |
| Dinners | Rs.4400 | 1 | Rs.1840 |
| Cambridge | Rs.5999 | 1 | Rs.4000 |
|  |  |  |  |
| 5 | Belt | Cambridge | Rs.44400 | 2 | Rs.2700 |
|  |  |  |  |  |  |
| **Total price** | | | | | Rs.27000 |
| **Discount** | | | | | Rs.3350 |
| **Net Bil** | | | | | **Rs.23500** |
|  | | | | |  |

Answer to question no 1(e)

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

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**Answer to the question no 1(f)**

**MY DAILY LIFE ACTIVITIES**

I am a student. A student must follow a definite mode of living. I pass my days according to certain rules and order. Of course, my daily life is nothing exceptional to an interesting one. I get up quite early in the morning. I have some morning work . After taking my tiffin, I go to study for at least three hours.

At about 10 a.m. I got up from my study. I have my bath and lunch and start school at 10.30 a.m. After school hours I return punctually. After taking my tiffin, I go to play for an hour or two. My evening study starts at 7 p.m. After my Dinner, I regularly go to bed at 10 p.m.