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| NAME | Muhammad Arslan Raza |
| ROLL# | 2020-EE-403 |

**Lab 1: INTRODUCTION TO MICROSOFT WORD**

**Objective**: The objective to write this application is how to write on Microsoft word office

To,

The Principle,

KIPS College Multan.

**Subjective:** For Sick Leave

Respected Sir,

Most respectfully I want to say I am sick so; I cannot come to college today. Kindly grant me leave for today.

I shall be very thankful to you for this kindness.

Yours Obediently,

xyz

**Conclusion:** Today I learn how to write application on Microsoft Word Office