**STEPS FOR CREATING A MARK SHEET**

1. Launch MS Word and start from a blank document.
2. At first, type the name of your school and its address and also, type the name, date of births and other required information.
3. Put the required number of rows and columns for subjects and their marks.
4. By adding the table, give the required information fill-up for status, performance and signatures for officials.
5. By finishing up this, you can give a background text by copying the first page, adding a page on it and writing required background text and increasing its transparency by left clicking it.
6. After your all tasks are completed, save your file by going to file menu and selection of save option and putting proper name of file.