**EXPERIMENT NO. 2**

**TITLE :**

To create mark-sheet using Spreadsheets like MS Excel.

**OBJECTIVE :**

* To learn how to create CV.
* To learn how to use MS word.

**THEORY :**

Microsoft Word (MS Word) is a word processing software developed by Microsoft in 1983. It is a key part of Microsoft's Office suite of products and is the most widely-used word processor in the world.

CV stands for curriculum vitae, which is a Latin phrase that means "course of life". A CV is a document that outlines a person's academic and professional history. It is used by job applicants to showcase their academic and professional accomplishments.

**RESULTS AND DISCUSSION :**

The experiment was successful to creating a personal CV using MS word. The CV contains personal details and some extra academic and skills details.

**CONCLUSION :**

This laboratory exercise provided a hands-on experience in creating personal CV using MS word. Students gained practical knowledge of the basic in MS word.