**Evidence questions on MS Word**

1. **Create a folder named with your ID in desktop**
2. **Create a word file named paragraph.docx in that folder**
3. **Copy and paste two paragraphs from exercise documents in to paragraph.docx**
4. **Apply various formatting to those paragraphs.**
5. **Create another word document named table.docx**
6. **Create below table on that document**

**Task -2:**

V

ideo 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.*