**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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Empno** | Marks | | | |
| Sec A | Sec B | Sec C | Total |
| 1 | 1 | 2 | 3 | 4 |
| 2 | 4 | 5 | 6 | 15 |
| 3 | 7 | 8 | 9 | 24 |