

## Assignment II

1. Create a bulleted list like

- ☉ MS word
- ☉ PowerPoint
- ☉ Excel
- ☉ Access

2. Insert header, footer, and page number.
3. Insert a table like this and find out the average of each Mugiware Pirates using formula.

Name	Offensive	Defensive	Agility	Battle Exp	Adaptability	AVG
Luffy	90	80	100	100	100	
Zoro	90	80	90	100	100	

4. Insert a picture in the file, add a thick black border around the picture and insert caption to the picture.
5. Draw any shape using shapes option.
6. Draw any figure using SmartArt option and add some text in the figure.
7. Prepare a report on all the Tabs of MS Word [Home, Insert, Design, Layout, References, Mailing, Review, View, and Help]
8. Write a newspaper article.
9. Create your CV.
10. Insert Table Of Content and Reference.