

## **PROGRAM-1**

**Objective:** Program to prepare biodata using MS-Word.

**Description:** MS-Word is a popular word processing program primarily used for creating program primarily used for creating documents such as letters, brochures, learning activities, tests etc. There are many simple features available in Microsoft Word to make it easier for study and work.

### **Output:**

Sachin Kumar Pal

[palsachin209@gmail.com](mailto:palsachin209@gmail.com)

Yamuna nagar,  
Haryana, 135001.

### **Skills Summary**

- Team Management
- Leadership
- Good communication skill
- Hard working
- Disciplined

### **Hobbies and Interest**

- Listening music
- Reading Books and Articles
- Playing Badminton
- Programming
- Explore new things