

VIII Circuit diagram / Experimental set-up / Work Situation

-Not Applicable-

IX Resources required

Sr. No.	Name of Resource	Specification	Qty.	Remarks
1	Computer System	Any desktop or laptop computer with basic configuration	One computer system for each student	
2	Office software Package	Open office, Star office, Libre office, MS office or any other such software		

X Procedure

1. Use bullets, numbering and page formatting-
Create a document file and Apply operations to perform following tasks:
 - a. Apply bullets in list.
 - b. Apply numbering in list.
2. Use different options to set bullets and number styles and format it.
3. Apply following page formatting features to a document file –
 - a. Adjust page margins
 - b. Change page orientation
 - c. Create headers and footers
 - d. Set and change indentations
 - e. Insert and clear tabs.

XI Precautions

1. Handle computer system with care.
2. Margin shall be set as per page size.
3. Appropriate uses of Header Footer as and when require.

XII Actual procedure followed

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XIII Resources used (with major specifications)

Computer System Any desktop or laptop with basic configuration
Office software package MS office or any other software

XIV Precautions followed

1. Handle computer system with care.
2. Margin shall be set as per page size.
3. Appropriate uses of Header and Footer as required.

XV Observations and Calculations

-Not Applicable-

XVI Results
This came to know more about bullets and numbering.

XVII Interpretation of results
Came to know about Headers and Footers when and where to use.

XVIII Conclusions and Recommendations (if any)
This came to know more about use of bullets, numbering, page formatting in WORD.

XIX Practical Related Questions
Note: Below given are few sample questions for reference. Teachers must design more such questions so as to ensure the achievement of identified CO.

1. Explain the significance of **Gutter** in page setting?
2. Demonstrate procedure to create multilevel list.
3. Demonstrate the procedure to mark starting page number as 10.

XX Exercise
Note: Below given are few sample questions for reference. Teachers must design more such questions so as to ensure the achievement of identified CO.

1. Open any file available on system, add some points and mark them as bullets, change bullets styles and verify the results of all bullet styles.
2. Create new document and make following setting.
 - a. Page Size : A4
 - b. Orientation : Landscape
 - c. Margin : Top: 1.25" , Bottom 1.5" , Left 1.5" Right 1.0"
 - d. Page Border: Box

XXI References / Suggestions for further Reading

- <http://jan.ucc.nau.edu/lrm22/technology/wpbasics/wpbasics.htm>
- https://www.webopedia.com/TERM/W/word_processing.html

XXII Assessment Scheme

Performance indicators		Weightage
Process related (10 Marks)		40 %
a.	Tool Selection Ability.	20%
b.	Use of Appropriate tool to perform the identified task(s)	20%
Product related (15 Marks)		60 %
a.	Performed/completed the identified task(s)	20%
b.	Correctness of output achieved	20%
c.	Completed the practical in stipulated time	10%
d.	Correctness of question asked	10%
Total (25 Marks)		100 %

Question 3) Demonstrate the procedure to mark starting page number as 10.

- Answer) Steps to mark starting page number as 10.
- 1) Open word 2010 software and click on the insert.
 - 2) Click on Page number and then go to page no 10.
 - 3) And then click format page number.
 - 4) Then start from the number needed i.e. Page 10.

List of Student Team Members

1.
2.
3.
4.

Marks Obtained			Dated signature of Teacher
Process Related(10)	Product Related(15)	Total(25)	

(Space for Answer)

XII Actual Procedure followed.

Answer) i) Use bullets, numbering and page formatting create a document file and Apply operations to perform following tasks.

(a) Apply bullets in list (b) Apply numbering in list.

ii) Use different options to set bullets and number styles and format it.

iii) Apply following page formatting features to a document file.

(a) Adjust page margin (b) Change page orientation

(c) Create headers & footers (d) change and set Indentation.

(e) Insert and clear tabs.

XIX Practical Based Questions

Question 1) Explain the Significance of Gutter in page setting.

Answer) Significance means viewing in further types, examples I → I 1, I 2 → I 1 i) Thus we can create.

Question 2) Demonstrate procedure to create multilevel list

The gutter margin is a typographic term used to designate an additional margin. For example you can increase page layout, medium or small.

PRACTICAL NUMBER 4

- **Indian Army**
- **3003 | 69.61%**
- **Indian Navy**
- **134 | 3.11%**
- **Indian Air Force**
- **424 | 9.83%**
- **Para-Military**
- **50 | 1.16%**
- **BRO**
- **242 | 5.61%**
- **State Police**
- **63 | 1.46%**
- **Civilian**
- **398 | 9.23%**

