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Section: - K0E11

Roll. Number: - **RKOE11A27Set nbe24829@lpu.inr: Od**

Set number:- Odd Set (Set-B)

Questions: -

1) Create a Google Doc and include:

a) Title using an additional font you have added to Google Docs

b) Image

c) Page numbering

d) Hyperlink to an external weblink

e) Table with some content

2. In Google Drive, a) Upload the file from your computer into it

b) Rename the file as “My Assignment”

c) Move the file to a new folder named “My New Folder”.

d) Share the file with a particular person only and assign permission to edit the file.

Answers/steps/solution:-

a.) Title using an additional font you have added to google docs

Done.

b.) Image:

To add a image in google docs follow these steps

First go to the insert option which is available in the leftmost part of the google docs and then press on image and then select image either from web or else from computer/drive. Select the image as per the location available for it.

Steps:- insert > image > file location

So i am uploading a photo which is from my personal computer

A couple of men pose on a motorcycle

Description automatically generated with low confidence

c.) **Page numbering:**

to add page numbering to a google docs we need to go to the top left options available in google docs options and then press insert option then go to page numbers section and then add

more options now either select the number to be displayed in footer/ header or else as per your requirements.

***Steps:- insert > page numbers > more options > apply.***

Done page numbering steps will be added to the google docs and it will be displayed as per our request/chosen either in header or in footer.

***d.) Hyperlink to an external weblink: -***

Some hyperlinks to an external website are as follows.

<https://www.lpu.in/>

<https://geeksgod.com/tcs-nqt-2022-off-campus-placement-drive/>

<https://lpulive.lpu.in/>

***e.) Table with some content: -***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Company name*** | ***package*** | ***role*** | ***location*** |
| Ernst and young | 6 lpa | Senior Analyst | Hyderabad |
| Cloud analogy | 3.6 lpa | Salesforce Developer | kurukshetra |
| Nobroker.com | 3lpa fixed + 2 lpa variable | Customer Relationship Manager | Bangalore |

2nd question:-

2. In Google Drive,

a) Upload the file from your computer into it

b) Rename the file as “My Assignment”

c) Move the file to a new folder named “My New Folder”.

d) Share the file with a particular person only and assign permission to edit the file.

answer

A screenshot of a computer

Description automatically generated

As a part of 1st step I have created a folder in google docs using new option > new folder

As a part of second step, I have uploaded a file from my computer to drive and renamed it to My-Assignment and also again I have moved the file into a folder named as My New Folder.

***Step- a,b,c :\_***

A screenshot of a computer

Description automatically generated

As a last step I have shared the editor rules with a person only

Graphical user interface, application

Description automatically generated

Yes all steps are resolved:-

Pics with proof:- for 1st assignmentGraphical user interface, text, application

Description automatically generatedGraphical user interface, text, application, email

Description automatically generated

Graphical user interface, application, Word

Description automatically generated

Graphical user interface, text, application, email

Description automatically generated

Table

Description automatically generated