**List of Practical Documents Related to MS-Word**

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| **S.No.** | **Document Detail** |
| **1.** | **Prepare a document in MS word where font size of text , type , headings are suitably edited .( any document )** |
| **2.** | **Prepare an assignment in MS-Word for Input & output devices including following features**   * **Header & Footer** * **Suitable Cover page** * **Text with Pictures** |
| **3.** | **Prepare an assignment in MS-Word for Storage Devices including following features**   * **Header & Footer** * **Suitable Background on Page** * **Text with Pictures** |
| **4.** | **Prepare an advertisement for SALE on Christmas/New Year.** |
| **5.** | **Prepare a Letter Head for your Organization using features of header & Footer** |
| **6.** | **Prepare Resume in MS Word** |
| **7.** | **Prepare a Cover Letter for a technical job in XYZ organization ( Create letter Head of organization also) also** |
| **8.** | **Prepare a certificate of appreciation using following features**   * **Page must be in landscape** * **Using background & boarders** |
| **9.** | Prepare a poster for Sports EVENT in your College**.** |
| **10.** | **Prepare time table using table feature of MS word.** |
| **11.** | **Prepare BCA1st Semester Subject Scheme ( Refer Syllabus)** |
| **12.** | **Prepare Front Page of LAB FILE / Prepare First Page of syllabus Scheme** |
| **13.** | **Prepare the step of mail merge using print screen of each step ( refer notes provided for MAIL MERGE TOPIC)** |
| **14.** | **Prepare Invitation letter to clients for LOHRI EVENT in your organization where the database of clients should be created at the time of mail merge steps** |
| **15.** | **Prepare invitation letter to parents for PTM informing marks of all subjects individually in UT-3 USING MAIL MERGE (Use MS EXCEL database of YOUR CLASS shared by college)** |
| **16.** | **Prepare a simple documents for implementation of followings**   * **Mathematical Symbols** * **Subscripts & superscripts** * **Two Column format** * **Paragraph Setting( INDENTS & Line spacing )** |
| **17.** | **Prepare a Document with implementation of BULLETS NUMBERED LIST & SMART ART** |
| **18.** | Prepare attractive INDEX for a book. |