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S. No	Particulars	Page No.	T. Sig.
1.	**MS-Word:** Write MS Word shortcut commands.		
2.	Write the steps to open a MS word file by different ways.		
3.	Write the steps to create & save a MS word file.		
4.	Write the steps to search a MS word file.		
5.	Write the steps to copy the content of one file and create another file.		
6.	Write the steps to save a MS Word document as a web page.		
7.	Write a program to set up the page for taking printouts. Use page margins, size, indenting, ruler etc.		
8.	Write a text and use toolbar for cut, copy, and paste operation.		
9.	Write a program to show the usage of different font formatting. Change font size to 18, font face= "Arial", Font color="Blue".		
10.	Do underline and double underline a selected text?		
11.	Write a steps to apply different font formatting on a given text. Like bold, italic, underline, strikethrough.		
12.	Write a steps to highlight a given text.		
13.	Write a steps to make all characters in capital format when a text is written in small letters.		
14.	Write a program to show the usage of subscript and superscript variable.		
15.	Write a paragraph and aligned it left, right, centre and justify.		
16.	Write a paragraph with points and use different bullets and numbering like a, A, 1,I etc.		
17.	Write the steps to show the usage of page break.		
18.	Write a program to add page numbers and date & time in a page.		
19.	Write a program to change the case of first paragraph to upper case, second to lower case & and third to toggle case.		
20.	Write the steps to insert header and footer in a word document.		
21.	Write a steps to insert endnote, footnote in a document.		
22.	Write a program to show the usage of Comment in Ms-Word document.		
23.	How to insert a clip art in MS Word?		
24.	Change the shape of a text into different shapes using word art.		
25.	Give a hyperlink in a document.		
26.	Draw a picture of a human being using various autoshapes.		
27.	Draw a hut using autoshapes.		
28.	Create a table of 4 rows and 3 columns and fill students data in the cells of the table. Use different styles for table.		
29.	Create a table and perform following operations like: merge two cells,		

	partition a cell, inserting a new row and deleting a row.		
30.	Insert a bar chart and pie chart in a word document by taking a hypothetical example.		
31.	Write the different equations using symbols.		
32.	Show the usage of Find and Replace in a given document.		
33.	Write a Newspaper heading using Drop cap feature.		
34.	Write a program to show the usage of spell checker.		
35.	Change the background of a page by mixing two colors.		
36.	A paragraph and perform following functions: 1. Display statistics of the document using Word count. 2. Check the meaning of the word statistics.		
37.	Open a new file and write both paragraphs in two columns.		
38.	Use mail merge feature to create a data of 4 people. Key in the letter and data file, save both the files and merge the files.		