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| --- | --- | --- | --- |
| Sr. No. | Students Name | Roll No | Contact Number |
| 1 | Rahim | 1111 | 01700001111 |
| 2 | Karim | 1112 | 01700001112 |
| 3 | Shakib | 1113 | 01700001113 |
| 4 | Musfiq | 1114 | 01700001114 |
| 5 | Shohan | 1115 | 01700001115 |
| 6 | Miraz | 1116 | 01700001116 |
| 7 | Shoriful | 1117 | 01700001117 |
| 8 | Mustafiz | 1118 | 01700001118 |
| 9 | Afif | 1119 | 01700001119 |
| 10 | Tamim | 1120 | 01700001120 |

Steps

1. Insert>Table > Draw table
2. Draw a 11\*4 table
3. Write down the information