

**Introduction to Computer Applications**

**Fall 2020**

Assignment 12

TOC, TOF and LOT

By

**Muhammad Ali**

**21994**

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# Chapter 1: Introduction

## Heading 1

### Sub-Heading 1

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

Figure 1: Winter

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

### Sub-Heading 2

To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view.

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## Heading 2

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Figure 2: Family

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# Chapter 2: Background

## Heading 1

### Sub- Heading 1

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Figure 3: Sun Flowers

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## Heading 2

### Sub-Heading 3

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# Chapter 3: Literature Review

## Heading 1

### Sub-Heading 1

Figure 4: Toys

To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document to create a new one for Word and make it easier to read and understand.

Figure 5: Clothes

### Sub-Heading 2

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

Table 1: Students

|  |  |  |
| --- | --- | --- |
| Name | Erp | Marks |
| Ali | 20986 | 10 |
| Basit | 21994 | 7 |

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

## Heading 2

### Sub-Heading 3

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Table 2: Remarks

|  |  |
| --- | --- |
| ERP ID | Remarks |
| **20986** | Good |
| **21994** | Bad |

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

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# Chapter 4: Analysis

## Heading 1

### Sub-Heading 1

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Table 3: Blank Table

|  |  |
| --- | --- |
| ERP ID | Remarks |
|  |  |
|  |  |

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

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Table 4: Possible Remarks

|  |
| --- |
| Remarks |
| Excellent |
| Above avg |
| Average |
| Below avg |

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Table 5: List Of Remarks

|  |  |
| --- | --- |
| Grades | Remarks |
| A | Excellent |
| B | Above avg |
| C | Average |
| D | Below average |

# Chapter 5: Conclusion

## Heading 1

### Sub-Heading 1

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# Appendix : Sales Data for OCT 2020

| **Order date** | **Region** | **Items** | **Unit price** | **Units sold** | **Net Total** |
| --- | --- | --- | --- | --- | --- |
| 10/10/20 | Central | Pencil | 5 | 10 | 50 |
| 10/10/20 | Central | Pencil | 5 | 100 | 500 |
| 11/10/20 | Central | Pencil | 5 | 500 | 2500 |
| 12/10/20 | Central | Pencil | 5 | 1000 | 5000 |
| 13/10/20 | Asia | Pencil | 5 | 600 | 3000 |
| 2/10/20 | Central | Pencil | 5 | 200 | 1000 |
| 5/10/20 | Asia | Desk | 50 | 20 | 1000 |
| 6/10/20 | Central | Desk | 50 | 30 | 1500 |
| 8/10/29 | Asia | Desk | 50 | 40 | 2000 |
| 4/10/20 | Central | Desk | 50 | 50 | 2500 |
| 13/10/20 | Central | Desk | 50 | 60 | 3000 |
| 14/10/20 | East | Desk | 50 | 70 | 3500 |
| 14/10/20 | West | Desk | 50 | 80 | 4000 |
| 16/10/20 | South | Eraser | 2 | 1000 | 2000 |
| 8/10/20 | Central | Eraser | 2 | 2000 | 4000 |
| 20/10/20 | West | Eraser | 2 | 1000 | 2000 |
| 22/10/20 | North | Pencil | 5 | 1000 | 5000 |
| 22/10/20 | South | Eraser | 2 | 2000 | 4000 |
| 25/10/20 | Central | Stapler pins | 3 | 1500 | 4500 |
| 23/10/20 | South | Stapler pins | 3 | 100 | 300 |
| 24/10/20 | Asia | Stapler pins | 3 | 500 | 4500 |
| 21/10/20 | South | Stapler pins | 3 | 200 | 600 |
| 25/10/20 | North | Desk | 50 | 10 | 500 |
| 26/10/20 | East | Desk | 50 | 20 | 1000 |
| 27/10/20 | West | Desk | 50 | 30 | 1500 |
| 20/10/20 | South | Desk | 50 | 40 | 2000 |
| 21/10/20 | Central | Desk | 50 | 50 | 2500 |
| 22/10/20 | North | Desk | 50 | 100 | 5000 |
| 23/10/20 | East | Desk | 50 | 150 | 7500 |
| 24/10/20 | West | Pen | 10 | 1000 | 10000 |
| 25/10/20 | Central |  | 10 | 500 | 5000 |
| 21/10/20 | South | Pen | 10 | 200 | 2000 |
| 22/10/20 | North | Pen | 10 | 700 | 7000 |
| 28/10/20 | East | Pen | 10 | 300 | 3000 |
| 29/10/20 | West | Pen | 10 | 400 | 4000 |
| 30/10/20 | South | Pen | 10 | 150 | 1500 |
| 30/10/20 | Central | Pen | 10 | 1500 | 15000 |