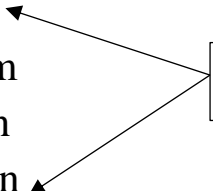# *Assignment – 1*

❖ **Open Word by steps (as written in Copy) and do the following :-**

1. Choose the **Template** of Resume.
2. Create the Resume by making some change in the template.
3. **Save** this Resume in a Folder in **docx**. Format.
4. Again Convert this document in **PDF** by Using **Save As** option.
5. Now **Create** a New document without closing the previous document.
6. Add **20 New Page** in the document by Pressing **Ctrl + Enter.**
7. Create a Blank **New** document by Pressing **Ctrl + N.**
8. Create a **New document** with Template (any one) using **New** option from File Menu.
9. **Close** the document of Resume by pressing **Ctrl + W.**
10. **Close All document** and again open the document of Resume using **open recently** option from **File Menu**.
11. Make some change in the Resume such as Name , Contact Number etc and Save with other name using **Save As** option.
12. Press **Ctrl + P** to Print the document and then see the following :-
(a)   Printer Name (b) No. of Copy (c) Page Per Sheet (d) Odd / Even Page
13. Convert the document in PDF using **Export / Publish** option.
14. Convert the document in PDF using '**Ctrl + P'** Command.
15. Now Create a New Blank document and make the following document.

My Friends List (Apply Size – 40, Style – Cooper, Color – Red, Bold, Italic)
(a)   Ram
(b)   Shyam
(c)   Rohan
(d)   Mohan

Size – 20 , Style – Times New Roman, Color Blue.

My Family Member
(a)   Suman
(b)   Aman
(c)   Banti
(d)   Vikash

1. Apply the same style of My Friend in My Family using Format Painter option.

2. Also apply the style of Ram in all the family member using Format Painter Tools.

16. Now copy all the text and paste in Page Number 20.

Assignment – 2

❖ **Open Word and do as directed :-**

1. Write the text **"Vedanta"** as shown below :-
   (a)   Apply Size – 45 , Style – Elephant , Effect – Bold and Italic, Color – Gradient, Case – Upper.
   (b)   Set Outline with Red Color.
   (c)   Apply Double Underline and change the color of Underline.
   (d)   Increase Font Size 1 Point by Pressing **'Ctrl +]'**

2. Write the Sentence **" Ram is smarter than me."** And change it in –
   (a)   Upper Case :-
   (b)   Lower Case :-
   (c)   Sentence Case :-
   (d)   Capitalise Each Word :-
   (e)   Toggle Case :-

3. Write the following with Numbering and change the color and style of applied numbering.
   101. Rahul Kumar
   102. Santosh Kumar
   103. Sushil Kumar

4. Create a New Bullet style and applied it with any text.

5. Create the following document as shown as below –

Vedanta Computer Training Centre
Behind Girl's High School, Paliganj
Notice

All students are informed that you must open your sleepers and shoes outside the lab room and keep lab room neat and clean.

Seal & Signature

Hint :- 1. Apply Justify alignment in the above paragraph.
         2. Apply the same style of Vedanta in Notice.

Assignment – 3

1. Open Word and create the following document as shown below-

<u>RESUME</u>

Niraj Raj Nirala

S/O – Birendra Prasad
At – Makhmilpur,
Paliganj, Patna
Mob – 6525545454

Personal Details

Father's Name   :- Birendra Prasad
Mother's Name   :- Shanti Devi
Religion   :- Hindu
Caste & Category:- Yadav (BC – 2)
Date of Birth   :- 15/05/2000

Educational Details

- ❖ Matric from BSEB in 2012 with 74% Marks.
- ❖ Inter from BSEB in 2014 with 68% Marks.
- ❖ Graduate from Magadh University in 2018 with 62% Marks.

Extra Skills

- ❖ ADCA from Vedanta Computer in 2020 with 84% Marks.
- ❖ English Typing @ 30 WPM & Hindi Typing @ 25 WPM.
- ❖ Web Page Designing course in Arcade Computer.

Place :- ………………   Date :- ……………..

2. Write the following as do as directed –

1. Rakesh
2. Amit
3. Sushil
4. Banti
5. Chandan
6. Firoz

1. Arrange the following name in Ascending order.
2. Fill different Shading Color in each line.
3. Set Border in all the line with thick Red Color.

3. Create a New Style in Style Gallery.

Assignment − 4

❖ **Open Word and do as directed :-**

1. Add Twenty New Page in the document.
2. Use Go to option to go to the any particular page.
3. Add a Cover Page in the document and design it.
4. Insert the following Table and create the Data.

S.N	NAME	ADDRESS	MOBILE	PAID	DUES

(a) Adjust the size of Column and Row.
(b) Fill Shading Color in the Table.
(c) Apply colorful Border in the Table.
(d) Set Custom Border in the Table using Border Painter.

5. Select all the text of Table and apply :-

    (a)   Font Size – 12
    (b)   Font Style – Times New Roman
    (c)   Effect – Bold and Italic to the heading of Table.

6. Again Insert a Table of 7 x 9 and design it using Table style option.
7. Save it in your folder and change it in PDF.

Assignment − 5

1. Create the following Table as shown below :-

Day	Periods								
	1st	2nd	3rd	4th	LUNC	5th	6th	7th	8th
Mon	Math	S.St	Sc.	Hindi		Eng.	Comp	GK	Gram
Tues	Math	S.St	Sc.	Hindi		Eng.	Comp	GK	Gram
Wed	Math	S.St	Sc.	Hindi		Eng.	Comp	GK	Gram
Thurs	Eng.	Comp	GK	Gram		Math	S.St	Sc.	Hindi
Fri	Eng.	Comp	GK	Gram		Math	S.St	Sc.	Hindi
Sat	Eng.	Comp	GK	Gram		Games			

(a)   Now Insert a New Row to the top of the Table and write "Time Table of Class – 5th " in it.

(b)   Fill Different color in the cell of Table.

(c)   Apply Thick Red Border in the Table.

(d)   Add Ten New Page and Copy the Table.

(e)   Paste the Table in Page No. 7.

(f)   The size of text of Table is – 13 , Color is Dark Blue , Style – Times new roman, Bold and Italic Effect in Heading of the Table.

2. Again Create the Following Table as shown below :-

SN	NAME	FATHER	MOTHER	ADDRESS	MOBILE
1.	RAM	AJAY	RITA	PALIGANJ	9855454544
2.	SHYAM	VIJAY	SEETA	BIKRAM	6565656565
3.	MOHAN	VIKASH	SIMA	BIHTA	8541000251
4.	SOHAN	SUDHIR	SHILA	PALIGANJ	7870002515

(a)   Delete the Column of Mother from Table.

(b)   Add a New Column after Mobile and Write 'Fee Paid'.

(c)   Add Four New Row after Shyam and fill the details.

(d)   Arrange the name in Ascending order.

(e)   Use Border Painter to Apply custom border in the table.

1. Create the following Table as shown below: -

NAME	CLASS	Subject						TOTAL
		SST	SCIENCE			MATH	ENG	
			P	C	B			

(a) Fill at least five students Data and also Find Total Using Formula option.
(b) Also Apply Middle Centre Alignment in the Table.
2. Create a Table of 5 x 15 and write SN, NAME, FATHER, ADDRESS, MOBILE.
(a) Fill Name and Address in all the Row of Table.
(b) Arrange all the Address in Ascending order.
(c) Now Split Table according to the Address.
(d) Add New Row to the Top of Each Table and Copy Paste the Table Heading.
(e) Set Serial Number in The Row of Table using Bullet and Numbering.
3. Insert a Table of 5 x 200. And do the following
(a) Write SN, Name, Fee Paid, Dues Amount, Mobile Number.
(b) Fill Shading Color in the heading of Table.
(c) Repeat the Data of First Row in All the Page using "Repeat Header Row".
4. Revise all the Tool of Layout Menu using Theory Copy.

Assignment − 7

1. Insert the following objects in the page of document :-

    (a) Picture

    (b) Smart Art

    (c) Shape

    (d) Picture from Screen Shot.

    (e) A Graph.

2. Insert a Picture and a Circular Shape in New Document and do the following :-

    (a) Increase Brightness of Picture and change the color.

    (b) Apply Artistic Effect in the Picture.

    (c) Change the Picture in its Original Form.

    (d) Fill Picture in the created shape and change the shape in 3D.

3. Now Design the Picture using Picture Border and Picture Effect and Create three Copy of Picture by dragging the mouse with Ctrl Key.

4. Change the Picture of copied Picture.

5. Now Insert a Picture and change the Picture in Heart Shape. Also apply 3D Effect , Glow Effect and Reflection in the Picture.

6. Create a new document and write "=rand()". [Text size – 18, Style – Times New roman]

7. Insert a Picture below the Text and Now Place the Picture behind the Text using "Wrap Text" option.

8. Create any Three Shape from Shape Box in a new document and fill three color effect in the shape using "Shape Fill" option.

9. Minimize word and Open Paint. Now Again Open Word and insert the Picture of paint in Word.

10. Revise all the Topic of Format Menu after inserting a Picture.

Resume

Nandan Raj Keshri

S/O – Binod Prasad.

At :- Paliganj, Patna

Personal Details :-

Father's Name	:- Binod Prasad
Mother's Name	:- Pramila Devi
Date of Birth	:- 17-03-1996
Caste & Category	:- Baniya (OBC)
Hobby	:- Computer
Contact No.	:- 9123235203

Educational Details :-

Exam	Passing Year	Board / Univ.	Percentage Obt.
10th	2012	CBSE	98
I.Sc	2014	CBSE	78
B.Sc	2018	MU	59
PG (Phys)	Appearing from MU		

Extra Skill :-

❖ ADCA from VCTC Paliganj.

❖ Hindi & Eng Typing

❖ Spoken English Class

❖ A bit of French Language.

Experience :-

❖ Teaching of 10 years (Computer)
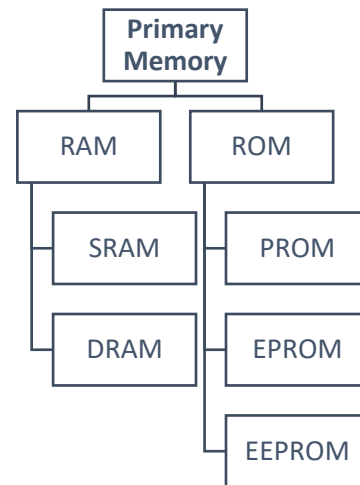
❖ 2 Years Data Entry Operator at Vishal Mega Mart, Patna

Place :- ……….   Date :- ………………..

Assignment – 8

1. Create smart art as shown below and do the following :-

Keep Distance

Wear Mask

Covid - 19

Hand Wash

Sanatise Hand

Primary Memory

RAM — ROM

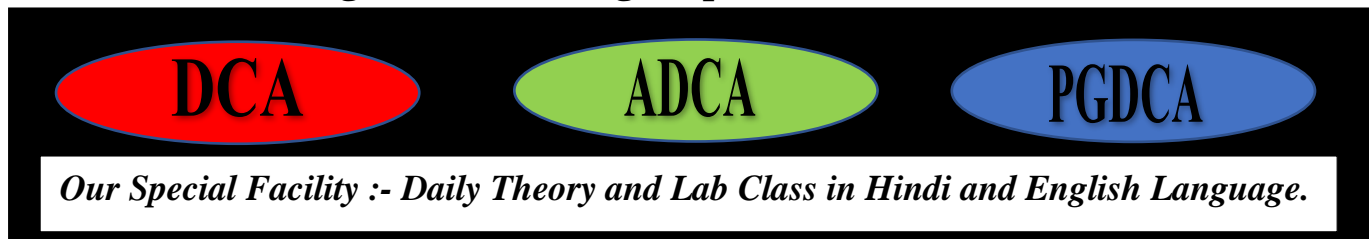SRAM — PROM

DRAM — EPROM

EEPROM

➢ Add One New Shape in First Smart Art and Write "Stay Home".
➢ Fill different types of Gradient , texture , Pattern in the shape of 2nd SmartArt.
➢ Set Outline in both the SmartArt and also change outline color.

2. Draw a Graph according to the given data also do the following in chart.

(a) Fill different color in each bar.
(b) Fill Texture behind the Graph.
(c) Write Chart Title to the top.
(d) Edit the Data of Chart.
(e) Show Legend (subject Indicator) to Right side.

Name	Hindi	Math	Science	S.St
Ramesh	75	85	95	80
Nikki	54	55	70	55
Prince	85	85	55	66
Nagesh	47	54	61	38
Manish	55	65	58	56

3. Draw the following Structure using shape :-

DCA   **ADCA**   **PGDCA**

Our Special Facility :- Daily Theory and Lab Class in Hindi and English Language.

Hint :- (i) Fill different color in shape and Text.
        (ii) Use Shape to Write "Our Special Facility …………"

4. Insert a Hyperlink and Open it using 'Ctrl + Click'.

5. Add Ten Blank Page in a New Blank Document of Word. Now Write "Vedanta Computer Training Centre" in Header and add Page Number in Footer.

6. Set Comment in all the Hyperlinked document and also delete all comment using Review Menu.

7. Write Your Name using Word art and Design the text using Text Fill, Text Outline , T

By :- Nandan Sir (Vedanta, Paliganj)

1. Create the following content as given below in word:-

Vedanta Computer Training Centre

Behind Girl's High School, Paliganj

Admission is going on …

Seat is Limited for Offer Period

Name :- …………………………………………………………………………….

Father's Name:- …………………………………………………………………….

Mother's Name:- …………………………………………………………………….

Class :- …………… **Roll No.:-** …………… **Section –** ………….

Address :- ………………………………………………………………………..

---

2. Create the following as shown below :-

1. Ⓐ Ⓑ Ⓒ Ⓓ
2. Ⓐ Ⓑ Ⓒ Ⓓ
3. Ⓐ Ⓑ Ⓒ Ⓓ
4. Ⓐ Ⓑ Ⓒ Ⓓ
5. Ⓐ Ⓑ Ⓒ Ⓓ

3. Insert the given Table as do as shown below :-

Name :- ………………………………………………..	
Roll Code :- …………… Roll No. :- ………………………	
School Name :- ……………………………………….…	

Assignment – 10

1. Start Word and write some paragraph in it.
2. Set Your name as Watermark and design it.
3. Set Art Border in the Page and change the width of border.
4. Remove Border from Top and Bottom of the Page.
5. Now split the page in three Columns.
6. Break some text to the three column of Page by writing Ex – 1 , 2 and 3 respectively.
7. Copy all the text and paste it five times in a new document.
8. Use Line Number option to show line number in all the line separated by page. (Begin in each page)
9. Use Paragraph spacing option to adjust the space of paragraph.
10. Place any two shape in the document and use Group option, Backward and Forward option of Page Layout menu.
11. Use Hyphenation option in the text of document and see the changes.
12. Write Synonyms (any three) of the following words :-
    (a) Building :-
    (b) Girl :-
    (c) Comedy :-
    (d) Parents :-
    (e) Institute :-
13. Write few Incorrect Word and then correct it using Spell check (F7).
14. Set Editing Password in the document of word using 'Restrict Editing option'.
15. Open any saved document of word & set password so that it can't be open by other user.
16. Check the total number of Letter , word , paragraph and page of the document.

WORD PRACTICAL (*UPTO INSERT MENU*)

1. Open MS. Word and Write the Paragraph :-

   Computer is an electronic machine which process raw data and give meaningful information. Generally There are Three Division of Computer on the basis of functions of Computer.

(a) Input Device   (b) Output Device   (c) Processing Unit

2. Copy all the text and Paste it two times.

3. Now , Go to the first line of paragraph, Press Enter and write "COMPUTER" with size :- 30, style :- monotype , color :- red , shading color :- yellow, text effect :- shadow with outline.

4. Select all the text except heading and set font size :- 15 with times new roman style.

5. Replace the word "Division" with "Parts".

6. Now Insert one Cover Page and three Blank Pages in the document .

7. Select all the text and Paste it in the other pages. Design the Cover pages as required.

8. Insert a Table of 5 x 12 and shown below and do the following :-

Name	Father's Name	Mother's Name	Address	Mobile

(a) Centre alignment   (b) shading color :- light green   (c) Font color :- blue

(d) Insert a new row to the top and merge all the cell of first row and write Heading "Personal Details".

9. Insert a Picture and A shape in Third Page. And Fill Gradient in the shape and Change the Picture in Heart Shape. Also set the border of picture and change the picture in 3-D form.

10. Insert a hyperlink and open it.

11. Draw a Text box and Write Your name . Also Fill any Pattern Color in the Text box.

12. Insert a word art and Design the text using Format menu.

13. Apply Drop cap to the First Paragraph.

14. Write the Institute name "VEDANTA" as Header and also insert Page Number in each Page.

15. Now Insert a chart of following Table in a new page and show the following :-

   Legend , Data Label , Data Table , Axis title , Chart Title.

	Math	Eng	Hindi
Ram	75	85	85
Shyam	71	75	75
Manisha	74	55	72
Soni	65	65	90

16. Write all the equation written in the class room copy.

17. Apply Page border , Page Color and watermark in the page and design it using Format Menu.