

Practice sheet of MS Word

Q1 – Create a folder in D Drive with the name “Practice”.

Q 2-Write the letter given below and follow the instructions given in this letter-

To

Ms. Surabhi Srivastava

Head of E-Learning Department,
CMS

BOLD, Font Size (14), Font Style (Arial Black)

Respected Ma’am,

This is to inform you that in CMS Indira Nagar branch senior teachers IT Assessment Level 1 training is going on.

Please send the ILP’s of Level 1 Teaching Staff.

Thanking You

Warm Regards

Akansha Nigam

IT Assistant

CMS Indira Nagar

BOLD, Font Size (14), Font Style (Arial Black)

Q 2- Make a list of 10 students in your class and apply arrow shape bullet in it also apply ‘Remove Paragraph Spacing’.

Q3- Create a table including 3 rows and 5 columns and fill the records of your choice.

Q 4- Insert page number in your word document.

Q 5- Set the green background of the document.

Q 7- Save the file in to the folder which you have created in the 1st question.