DATASOFT
INSTITUTE
Empowering by IT & AI Education

Shaktinagar

Open Microsoft Word and Type the Following Matter in the MS-Word

MS-Word is a powerful application and word processor software. Which is allow to user for perform all type of documentation work such as letter creation, text editing, inserting different contains in any Document and perform Tabulating Works.

1. - Save this File by Name of *Exercise* in the *D* drive of Computer.

2. Type the Following Matter.

→ MS-Word
→MS-Excel
→MS-Power Point
→MS-Access
→MS-Front Page
→MS-Outlook
→MS-Publisher
→MS-InfoPath
Create a New Document and Move the all Matter to create Document by using copy option, short cut.

3. Add *Data Soft Institute of Computer and Electronics* in MS Word using Auto text in Document.

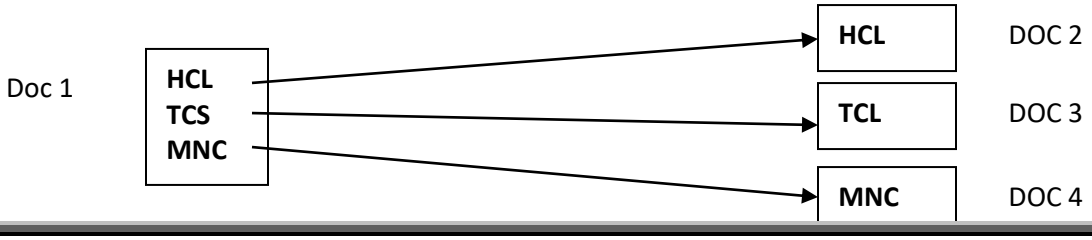
4. Create a new Document and Save the file as Data Soft Name then type the About of Computer and apply Following Formatting with numbering.

Font Size	15
Font Style	Mono type Cursive
Font Color	Magenta
Alignment	Center
Border	3D with Cyan Color
Underline color	Dark Red

5. Type the Following Matter and Perform Highlighted Task.

Page is area where we can Perform Documentation Work (Change into upper Case after typing)
The Set of one or more than One Page is called **Documents (Change into Toggle Case)**

6. Create the Four Documents in which first document is main and link together.



And make these above contents as Table of Contents.

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7. Create the Four Name and Address List to Perform Mail Merge operation.

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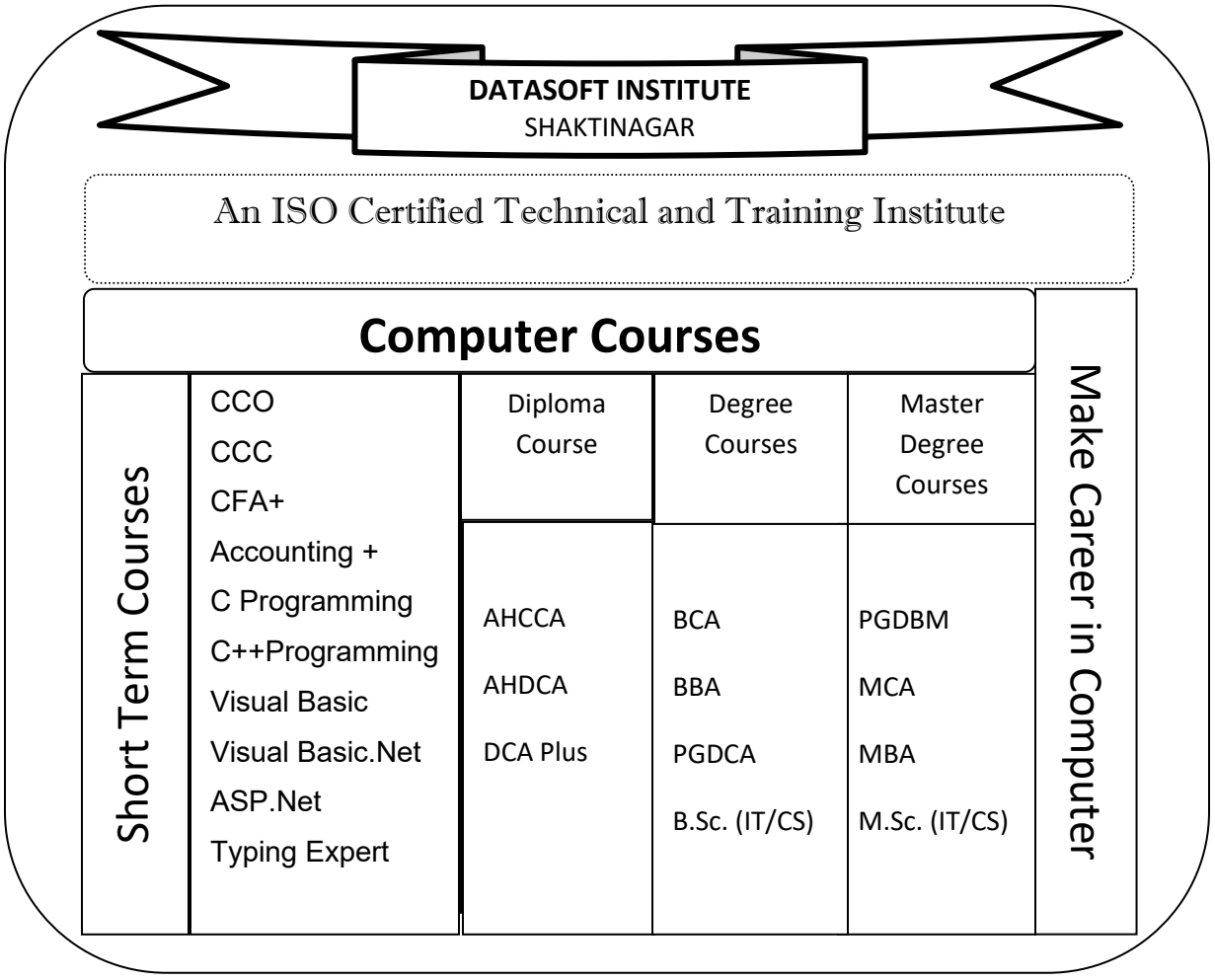
8. Create the Following Table Record as Follow.

SKT Computer accessories

Report

S No	Product Code	Product	Price	Piece	Total Price
1	A1-123	Keyboard	300	20	6000
2	B1-234	Mouse	175	15	2625
3	C1-456	Monitor	4000	10	40000
4	D1-789	Hard Disk	2500	5	12500
Grand Total					61125

9. Draw the Following Contains.



10. Create a Resume Related to you.