

TEST PAPER

MS-Word

1. Create a document and Solve the following question :
 - a. Put Bullets and Numbers
 - b. Apply various Font parameters.
 - c. Apply Left, Right, and Centre alignments.
 - d. Apply hyperlinks
 - e. Insert pictures
 - f. Insert ClipArt
 - g. Show the use of WordArt
 - h. Add Borders and Shading
 - i. Apply header/footers
 - j. Create Hyphenation

OR

2. Create a student table and do the following:
 - a. Insert new row and fill data
 - b. Delete any existing row
 - c. Resize rows and columns
 - d. Apply border and shading
 - e. Apply merging/splitting of cells
 - f. Apply sort
 - g. Apply various arithmetic and logical formulas.
 - h. Table of Content
 - i. Caption
 - j. Index