

Task 1: Write paragraphs with rand()

Step 1: open a new word page using Ctrl+n.

Step 2: write =rand()

Step 3: press Enter

Task 2: Make Bold, Italics and Underline of 1st and 2nd line of each paragraph

Step 1: select first two line of each paragraph

Step2: select HOME tab

Step 2: on Font command group click on B,I,U for Bold ,Italic, Underline.

Task 3: Write $(X+Y)^2 = X^2+2XY+Y^2$

Step 1: Write (X+Y)

Step 2: click on Superscript button form font command group (Ctrl+shift++)

Step 3: perform step 2 whenever there is superscript.

Task 4: Write $2H_2+O_2=2H_2O$

Step1: write 2H

Step 2: click on subscript button form font command group (ctrl+=), $2H_2$ appear

Step 3: perform step 2 whenever there is subscript.

Task 5: Draw The Following



Step 1: select Insert tab

Step 2: click on Shapes on Illustrations command group

Step 3: click on 5-Point star

Step 4: draw that shape on page

Step 5: now select that shape right click on it

Step 6: select "AddText" option

Step 7: write "This is Test" inside the figure.

Task 6: Take a New Page And write the Following

1. Raja Roy
2. Tapas Dutta
3. Anamika Paul
 - a. Sneha Haldar
 - b. Rajarshi Kundu
4. Bikash Biswas
5. Kaushik Basu

Step 1 : from paragraph command group select "multilevel list"

Step 2: 1 appear in newly open page

Step 3: write the first name , press enter

Step 4: next number appear write next name

Step 5: after writing 3 names press Enter key

Step 6: click on "increase Indent " option from Paragraph command Group

Step 7: a comes , then write next name.

Step 8: press enter

Step 9: press “Decrease Indent” for reappearing the next number

Task 7: Take a New Page And write the Following

- Raja Roy
- Tapas Dutta
- Anamika Paul
- Bikash Biswas
- Kaushik Basu

Step 1:for bullets sequence , click on Bullets from paragraph command group.

Step 2: write names and press enter.

Task 1: Insert Header & Footer in a Document

1. Click on Insert tab
2. Click on “Header “ option from Header & Footer Command Group
3. Write My Name in Header
4. Click on “Footer “ option from Header & Footer Command Group
5. Write My Surname in footer
6. Press Esc Key From Key Board

Task 2: Create a New Document and change its Font name & size

1. Press Ctrl+N for create a New Document
2. Write =rand() and press Enter
3. Select the entire document by Ctrl+A
4. Click on font option and font size option from Font Command group

Task 3: Write a paragraph and change its line spacing into 1.5 lines, left indentation 1”, Paragraph Spacing before 6 point and after 6 point

1. Press Ctrl+N for create a New Document
2. Write =rand() and press Enter
3. Select the paragraph
4. Click on home Tab
5. Click on Paragraph Button
6. Change the line spacing into 1.5 lines, left indentation 1”, Paragraph Spacing before 6 point and after 6 point
7. Click ok

Task 4: Crete a Document with A4 size page & Orientation landscape

1. Press Ctrl+N for create a New Document
2. Click on Page Setup Tab
3. Click on Size from Page setup Command Group
4. Click on orientation from Page setup Command Group
5. Click on Landscape Option

Task 1: Send an invitation letter to your 5 friends, which contain Name, Address, Phone Number and Email Address of your friend.

Step 1: open a new page using Ctrl-N

Step 2: type "To ", provide enough space for name, address, phone number and E-mail address.

Step 3: Write the Body of the letter.

Step 4: click on the "Mailings" tab, select "Start Mail Merge" then select "Letters".

Step 5: now we have to create Recipient list for this do as follows –

Step 6: Click on "Select Recipients" on "Start Mail Merge" task pane

Step 7: click "type a New List"

Step 8: The **New Address List** dialog box appears. In this dialog box, enter the name, address, phone number, email address information for each record. If there is no information for a particular field, leave the box blank.

Step 9: then save this information as an Address List

Step 10: Click on "Insert Merge Field" task pane; from that select your required field.

Step 11: click on "Finish & Merge" task pane

Step 12: this will create all letters with selected recipients

Task 2: Send an invitation letter to your 5 friends, which contain Name, Address, Phone Number and Email Address of your friend the list imported from the Access Data Base

Step 1: open a new page using Ctrl-N

Step 2: type "To ", provide enough space for name, address, phone number and E-mail address.

Step 3: Write the Body of the letter.

Step 4: click on the "Mailings" tab, select "Start Mail Merge" then select "Letters".

Step 5: now we have to create Recipient list for this do as follows –

Step 6: Click on "Select Recipients" on "Start Mail Merge" task pane

Step 7: click "Use Existing List"

Step 8: Select the Pre-Created database and Click Open and Open the specific Table

Step 9: Click on "Insert Merge Field" task pane; from that select your required field.

Step 10: click on "Finish & Merge" task pane

Step 11: this will create all letters with selected recipients

Task 3: Check Spelling and Grammar of a Sentence

Step 1: type a wrong word on newly created word page

Step 2: a RED underline will come for spelling and BLUE underline for grammatical error

Step 3: click on "Review" tab

Step 4: Click on “spelling & Grammar”

Step 5: Change into Right word or ignore if it is a new word.

Task 1:**Create the Following Table in Word:-**

Roll	Name	Section	Accountancy	Cost	Information Technology	Total
1	Rajat	I	87	45	78	210
4	Dipto	I	88	78	32	
5	Amit	II	32	23	47	

Answer:

Step 1 – Click the Insert tab followed by the Table button. This will display a simple grid as shown below. When you move your mouse over the grid cells, it makes a table in the table that appears in the document. we can make our table having the desired number of rows and columns.

Step 2: In our Assignment we create a Table with 7 Column and 4 row\

Step 3: right heading and insert the records specify in the Assignment

Step 4: Select entire table and from Design Ribbon Click on Center (Horizontally and Vertically)

Step 5: Select the heading row and make it Bold

Task 2:**Insert 2 records before Roll 4.**

2	Subhas	I	74	65	54	
3	Pawel	II	65	87	65	

Step 1: Select the 3rd row and click right button on it.

Step 2: then select Insert-> Insert Rows above (Repeat 2 times)

Step 3: insert the records specify in the Assignment

Task 3:**Format the Table any of the Table Style**

Step 3 – Click the Table Styles button to display a gallery of table styles. When you move your mouse over any of the styles, it shows real time preview of your actual table.

Step 4 – To select any of the styles, just click the built-in table style and you will see that the selected style has been applied on your table.

Task 4:**Delete Roll 1**

Step 1: Select the 1st row and click right button on it.

Step 2: Click on Delete Cells

Step 3: Select the Option Entire Row and click on Ok