[redacted]

Topic: Prepare the following assignment.	**Date:**

To,

The Manager,
Human Resources,
Milkpak Limited,
308-309 Upper Mall Lahore.

Subject: **APPLICATION FOR THE POST OF COMPUTER OPERATOR/ OFFICE ASSISTANT**

Respected Sir,

In response to your advertisement in daily "The Jang" dated 27th February 2000, I enclose my resume as a first step in exploring the possibilities of employment with your organization. I have completed my Computer Operator/Office Assistant Course from LIGHT FOR ALL, Shujabad. I am also ready to work as a trainee. I hope you will consider my case favorably. If selected I, assure you that I shall do my best to give you full satisfaction with my work and behavior.

Thank You,

Yours truly,
Ali Haider
LFA

(Signature)

Topic: Prepare the following assignment. **Date:**

INSTITUTE OF COMPUTER SCIENCE

Activity

I

Assignment

n Windows NT Explorer, you can see both the hierarchy of folders on your computer and all the files **and folders in** each selected folder. This is especially useful *for copying* and moving files. You can open the folder that contains the file you want to move or copy, and then drag it to the folder you **want** to put it in.

To find Windows NT Explorer, click Start, and then point to Programs.

Name: _____ Reg.: _____

Total: _____ Obtained: _____

Examiner:_____

Remarks:_____

LIGHT FOR ALL

Instructor Computer

SYED ALI SAQLAIN

ali@hotmail.com

Vocational Training Institute

Green Town Lahore.

Activities: No 1

Makkah Town Shujabad

S

electing the close menu item in the file menu closes the topmost document. If some changes were made to the document then a prompt asking you to save the document appears. If some changes were made to the document then a prompt asking you to save the document appears. If some changes were made to the document then a prompt asking you to save the document appears. If some changes were made to the document then a prompt asking you to save the document appears. If some changes were made to the document then a prompt asking you to save the document appears.

Activity No. 2

RESULT SHEET

S.NO	Name	Eng	Urdu	Math	Pak	Islamic	Obtain	Total
1	Asif	45	78	57	24	41	245	450
2	Shan	47	58	58	54	24	241	450
3	Shah	48	68	69	65	54	486	450
4	Khan	25	98	14	54	36	227	450
5	Noor	14	45	25	51	41	176	450

LIGHT FOR ALL SHUJABAD MAKKAH TOWN

Computer Operator Office Assistant

Chine Attaches Importance to Information and Service Industry

- *The Proposal of the Communist Party of China (CPC) Central Committee for Formulating the 10th Five-Year Plan (2001-2005) for national Economic and Social Development, which was released today attached great important to speeding up the development of the information industry and service industry.*

- *The Proposal, approved at the 5th Plenary Session of the 15th CPC-Central Committee last week, noted that the promotion of application of information technology is the trend in current world economic and social development and the key link to upgrading China's industrial structure and realizing industrialization and modernization.*

- The proposal listed the construction of information infrastructure as a preferential task for national economic and social development and urged the promotion of structural innovation so as to ensure that the information industry strides forward.

- Information technology should be used extensively in all circles of society and the use of computers and the Internet should be wide-spread, said the proposal.

SCHOOL/COLLEGES IN DIFFERENT CITIES OF PAKISTAN

City Name	Karachi		Lahore		Faisalabad		Rawalpindi		Multan	
	Urban	Rural	Urban	Rural	Urban	Rural	Urban	Rural	Urban	Rural

Colleges	**112**	**215**	**89**	**245**	**38**	**244**	**37**	**233**	**18**	**331**
Schools	**345**	**346**	**464**	**345**	**356**	**352**	**234**	**234**	**244**	**522**

FIRST CLASS PLAYERS IN DIFFERENT GAMES

Game	**Cricket**		**Hockey**	**Football**	**Tennis**
	One-day	Test			
Pakistan	**344**	**344**	**343**	**233**	**222**
India			**234**		**443**

CROPS POSITION SOUTH ASIAN COUNTRIES

Category	**Pakistan**	**India**	**Sri Lanka**	**Bengla Desh**	**Nepal**	**Maldives**	**Bhutan**
Wheat	**363633**	**3546745**	**3456**	**3455**	**354**	**333**	**344**
Rice	**3534533**	**3534534**	**4353**	**3455553**	**345**	**3444**	**321**

Sugarcane	**34535**	**35345**	**34534**	**345345**	**345**	**344**	**324**
Tea	**345**	**35345343**	**345344**	**353535**	**345**	**3444**	**334**
Cotton	**35345**	**3454**	**3534**	**35345**	**345**	**344**	**33**
Corn	**34534**	**3444**	**345**	**3555**	**345**	**344**	**33**

Lahore Stock Index Limited Lahore

Company Name Year	Year of Incorporation	Paid Capital (Rs. Millions)
Dawood Cotton Mills	**1963**	**77.567**
Burewala Textile Mills	**1960**	**166.570**
Dawood Hercules Chemicals	**1985**	**150.000**
Lawrencepur Woolen Mills	**1988**	**202.870**
Orient Insurance Company	**1993**	**186.000**
Dawood Fibre Limited	**1996**	**185.000**

LIGHT FOR ALL INSTITUTE (Diploma's. &Short Cources)

Makkah Town, Shujabad

Result Sheet Computer Operator

Course #	007	**Instructor**	Syed Ali Saqlain
Duration	8 months	**Lab Assistant**	Waqas

Trainee Name	Roll #	Obtained Marks							Grade
		Window 30	Word 30	Excel 30	P.Point 20	Inpage 20	Behv. 20	Total 150	

INSTRUCTOR **PRINCIPAL**

AUTO TEXT:

LIGHT FOR ALL

The Auto Text is used for inserting different types of words in your documents automatically. For this function you should must insert that word or words once and they are permanently stored in the memory of computer. You can remove them when you want. For add/remove auto text entry you should use same button.

USE OF PICTURE

Insert Clip Art

Opens the Clip Gallery where you can select the clip art images you want to insert in your file or update your clip art collection. In PowerPoint, this command is available only in slide and notes views.

ACKNOWLEDGEMENTS

~~*There is no dearth of physics practical note books in the market but we have adopted entirely different approach in writing this note. Book. This note book is based on the personal experience of the authors.*~~

~~*This note book is designed to cover all the experiments according to new all the experiments according to new syllabus. A very simple language is used though out the note. Book procedures of all the experiments are written in a exercise and simple way so that thudeuts can easily follow it.*~~

This note book over the recommended syllabus of all the boards of intermediate and secondary education through out the Punjab as well as that of Federal Board. It is hoped that this note book will provide all necessary guidance to the students in preparing them selves for their practical work.

The art of formatting a document is more than just knowing definition, but knowing the definition is definitely a starting point. A **typeface** is a complete set of characters with the same general appearance and can be serif (cross lines at the end of the main strokes of each letter) or scan serif (without the cross lines). A **type size** is a vertical measurement, made from the top of the tallest letter in the character set of the bottom of the lowest letter in the character set. **Type style** refers to variations in the typeface, such as boldface and italics.

Several typefaces are shipped with windows including Times New Roman, a serif typeface and Arial, a scan serif typeface, Times new roman should be used for large amounts of text whereas of text whereas

Arial is best used for titles and subtitles. It is the best not to use too many different typefaces in the same document, but rather to use only one or two and then make the document interesting by varying their size and style.

Times New Roman is a best font for titles and subtitles we can normally use this font style.

The art of formatting a document is more than just knowing definitions, but knowing the definitions is definitely a starting point. A typeface is a complete set of characters with the same general appearance, and can be serif (cross lines at the end of the main strokes of each letter) or scan serif (without the cross lines). A **type size** is a vertical measurement, made from the top of the tallest letter in the character set of the bottom of the lowest letter in the character set. **Type style** refers to variations in the typeface, such as boldface and itali.

FIVE STAR Group of Industries

Plot # 90/D Main Bazar Rachna Town Near Rachna Public School Staina Road Fsd.
Ph. # 0300-7999990

Notice is hereby given that in pursuance of section 178 (3) of the companies ordinance 1984, the following persons have filed notice their intention to offer themselves for election as director of the company at annual General Meeting to be held on Saturday the January 27, 2007 at 4:00 P.M at Dr. Abdul Qadeer Khan auditorium, Gate No.1, Abdullah Haron Muslim Gymkhana,. Aiwan-e-Saddar Roiad, Karachi.

- ✔ ***Mr. Ghulam Mohammad A. Fecto***
- ✔ ***Mr. Syed Ali Imran Kazmi***
- ✔ ***Mr. Yhahya Ahmed Bawany***
- ✔ ***Mr. Moin A. Haroon***

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ince the number of persons who have offered themselves for election as director are not more than the number of elected director fixed by the board under section **178 (1)** of the companies Ordinance **1984,** the above persons shall deem to the elected in the forthcoming Annual General Meting for the team of three years commencing for **January 01, 2007.**

According to Liaqat Ali Khan, our freedom makes many demands on us. He says," liberty does not descend upon a people, a people must rise themselves to it. It is a fruit that must be earned before it can be enjoyed". Our first duty is to ourselves it mean that we should maintain our freedom.

We should work for it. Our second duty is to advance our country. Freedom does not mean freedom from forging command. If we fail in this we feel shame

full the fare name of our country. But the maintenance of freedom requires constant attention. We should work for it. Our second duty is to advance our country. Freedom does not mean freedom from forging command.