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S#	Description	Date	Remarks
1	(a) **MS-Word** Type the given phrase: Area of circle = $2tR^2$ Arithmetic mean = Ex/m $Sin^20 + Cos^20 = 1$ Formula of water = H2O Give a border to the phrase. Copy it and Paste three times with different Font size. Give a suitable header and footer. Save and also print the document. (b) **MS-Excel** Create and print a salary sheet of employees of XYZ superstore as follows:		
2	(a) **MS-Word** Write a letter to your friend telling her about the academic atmosphere of your college. Insert a graphics from the shape category from clip gallery. Resize and move the graphic at the top of page. (b) **MS-Excel** Create and print a utility bill of telephone by the following given instructions:		
3	(a) **MS-Word** Create the award certificate. Choose land skip for orientation use a page border and insert a graphics form the sports and leisure category. (b) **MS-Excel** Create and print attendance register page showing 10 days attendance. Determine eligibility to appear in exam.		
4	(a) **MS-Word** Using "word processor" create a Pamphlet A4 size paper/letter. Use Complete drawing menu, fonts and borders. Save and also print. (b) **MS-Excel** Create and print House Building Loan statement according to the instructions:		
5	(a) **MS-Word** Write an application to the librarian requesting him to issue you some books from lending library. Insert a table containing S No., Book Name, Author Name & Edition. Save and print it. (b) **MS-Excel** Create and print Saving Certificate using spread sheet.		
6	(a) **MS-Word Create** any document using Header and Footer. (a) Automatically insert Date/Time at top-left of **page(Header)** (b) Automatically insert page number in Footer. (c) Convert the Source document into two columns. (d) Use the drop Caps. (e) Insert Clip Art. (f) Save and print it. (b) **MS-Excel** Create and print pay roll of employees according to the instructions:		
7	(a) **MS-Word** Write a letter to your father requesting him to send you 9000 Rs. for hostel expenditure. Insert a table containing hostel charges, mess charges, washing cloths, Bus Fair and Daily expenditure.		

	(b) **MS-Excel** Create and print a spreadsheet of Isuzu Motors according to the given instructions:		
8	(a) **MS-Word** Write an application to your principal, asking him/her for your leaving certificate. Change the typeface of the entire document to 14 point Monotype consiva. Change the page background using Fill effects with Texture Save and print(without background) your document. (b) **MS-Excel** Create and print Marks sheet of internal exams using spread sheet.		
9	(a) **MS-Word** Write a Letter to your uncle thanking him for sending birthday gift. Give a Page border to your letter. Use double line spacing, left alignment and typeface of the entire document as 11 point Tahoma. Automatically insert date at top-center and time at the bottom-center (the page. Save and print your letter. (b) **MS-Excel** Create and print a spread sheet of Pakistan Printing Press with the given data and instructions:		
10	(a) **MS-Word.** Using "word processor" create the vertically dotted line representing left and right margin on the paper for different paragraph alignment. Use a paragraph for the justification and also use borders & shading. Save and print the document. (b) **MS-Excel** Create and print a utility bill of Sui Gas using spread sheet according to the instructions:		
11	(a) **MS-Word** Write an invitation to a friend invite her to your birthday party. Give a page border to your invitation, Insert graphics from event category. set land scape as orientation. Save and print your document. (b) **MS-Excel** Create and print Marks sheet of internal exams using spread sheet.		
12	(a) **MS-Word** Draw a 3D box in your document. Write computer science in it using Word art. Insert a circle in this box and an arrow form auto shapes with dashed lines. (b) **MS-Excel** Create and print a spread sheet of different provinces with the given data and instructions:		
13	(a) **MS-Word** Write an application to principal requesting to sanction 3000 Rs for the purchase of sports item. Insert a table containing S.No, Item, Quantity and Price. Save and print your document (b) **MS Excel** Create and print a provinces data in spread sheet and calculate:		
14	(a) **MS Word** Write an application to your principal, requesting him/her to grant you leave for 7 days. Use single spacing and left alignment. Change the type face of the entire document to 12 point *Arial.* Save and print your document. (b) **MS-Excel** Create and print a utility bill of electricity		
15	(a) **MS-Word** Create a simple .txt file using Word pad. Type some text then, copy one time and paste five times. Also apply text formatting including Font-Name, Font-Style, and Font-Size to each line, Save and also print. (b) **MS-Excel** Create and print a spread sheet with the given data of provinces and instructions:		