

WORD PROJECT

Answer The Following:

1. Open Mail Merge Wizard and create 5 addresses and letters.
2. Type a Paragraph and the following
 - a) Apply the Drop Cap
 - b) Apply the Borders with Selected Paragraph.
 - c) Apply the Page Border.
 - d) Give the Background Color.
 - e) Give the Background Theme.
3. Create a Table with the following Rows And Columns.
 - a) Create 5 Rows and Columns.
 - b) Type values
 - c) Apply Shading to the table.
 - d) Find the Total using Formula.
 - e) Apply the Table Auto Format.
4. Do the Following:
 - a) Apply the Bullets & Numbering.
 - b) Split the page with 2 columns.
 - c) Insert any Chart.
 - d) Apply the Word Art with Shadow effects.
 - e) Protect the Document.