

EVERWIN VIDHYASHRAM
PROGRAM FOR PRACTICAL EXAM

STD: VI

1. Create a file that consists of a paragraph about yourself and also format the text of that paragraph using Bold, Italic, and Underline.

Aim:

To create a file that consists of a paragraph about yourself and also format the text of that paragraph using Bold, Italic, and Underline.

Procedure:

- i) File tab → New → Blank Document → Create.
- ii) File tab → Save → Location → File Name → Save
- iii) Type your name, Standard and section, School Name.
- iv) Select all the text by Ctrl + A (OR) With the Mouse.
- v) Home tab → Click (B, I, U)

Result:

Hence the file is created and the text in it is formatted.

2. Open a word document and type 5 sentences about your school. Save the file in your name and close it. Now open the document that you have created and apply the following options.

- a) Hyperlink b) Bullets and Numbering c) Page Background

Aim:

To create a document and apply

- a) Hyperlink b) Bullets and Numbering c) Page Background

Procedure:

- i) File tab → New → Blank document → Create.
- ii) File tab → Save → Location → File Name → Save.
- iii) Type any two lines about your school.
- iv) File tab → Save.
- v) File tab → Close.

a) Hyperlink:

- i) File tab → Open → Location → Filename → Open.
- ii) Select the text. (ie) Two lines about your school.
- iii) Select Insert tab → Links Group → Hyperlink.
- iv) Hyperlink Window appears.
- v) Select Existing file or Web page → Select File Name → Click OK.

b) Bullets and Numbering:

- i) Select the text.
- ii) Home tab → Font group → Bullets and Numbering Button.
- iii) Page Background:
 - i) Select page Layout + tab.
 - ii) Select page colour, page border, and page background.

Result:

Hence the document is created and the given options are applied.