

# Assignment 1: Resume (CV) Creation

**Objective:** Learn document formatting and professional typing

**Task:**

Create your own Resume using MS Word.

**Instructions:**

- Add:
  - Name, Address, Contact Details
  - Career Objective
  - Educational Qualification (table format)
  - Skills
  - Hobbies
- Use:
  - Bold headings
  - Proper alignment
  - Bullet points

**Skills Learned:**

- Text formatting
- Alignment
- Table creation
- Professional document design

# Assignment 2: Leave Application Letter

**Objective:** Learn formal letter writing

**Task:**

Write a leave application to a company manager.

**Instructions:**

- Include:
  - Sender Address
  - Date
  - Receiver Name & Designation
  - Subject line
  - Proper letter format
- Use:
  - Left alignment
  - Proper spacing

**Example Topic:**

“Leave for 3 days due to personal reasons”

**Skills Learned:**

- Official letter format
- Paragraph spacing
- Formal writing

## Assignment 3: Notice / Circular Design

**Objective:** Create office-style notices

**Task:**

Design a NOTICE for a company.

**Instructions:**

- Topic: “Office will remain closed on Sunday”
- Include:
  - Company Name (center, bold, large font)
  - NOTICE heading
  - Body text
  - Signature

**Formatting:**

- Center alignment for heading
- Use borders

**Skills Learned:**

- Text alignment
- Font styling
- Borders & design

## Assignment 4: Data Entry Table (Employee Record)

**Objective:** Learn table handling (very important for jobs)

**Task:**

Create a table with employee details.

**Columns:**

- Employee ID
- Name
- Department
- Salary
- Contact Number

**Instructions:**

- Minimum 10 records
- Apply:
  - Table design (colors)
  - Bold header row

**Skills Learned:**

- Table creation
- Data organization
- Formatting tables

# Assignment 5: Simple Report (1 Page)

**Objective:** Learn report writing and formatting

**Task:**

Write a report on:

☞ “Importance of Computer in Daily Life”

**Instructions:**

- Add:
  - Title (center, bold)
  - 2–3 paragraphs
  - Bullet points (advantages)
- Use:
  - Page border
  - Header/Footer (your name)

**Skills Learned:**

- Paragraph formatting
- Page setup
- Header/Footer usage

## **Bonus (Optional for fast learners)**

### **Assignment 6: Invoice/Bill Format**

- Create a simple bill with:
  - Shop Name
  - Item list (table)
  - Total amount

SMART