



Holiday Assignments

Revision – MS Word

ADVANCED LEVEL

Subject: General Information Technology Grade 12

Medium: English



MICROSOFT WORD EXERCISES

EXERCISE NO 1

TO WHOM IT MAY CONCERN

This is to certify that Mr.K.L.Ronald of 2nd Lane, Wellawette, Colombo 6 Worked in our academy as Manager from 1st January 2011 to 28th December 2011.

During this period, I found him very hardworking and punctual person. He was always respected to his superiors and ever willing to shoulder responsibility.

I wish him the very best for all his future endeavours.

.....

Mr. MMM Mohamed
Director

Do the Following

1. Type the Paragraph.
2. Justify the paragraph.
3. Center, Underline, Bold and give to font Color Blue the heading.
4. Give the page size A4.

EXERCISE NO 2

In today's media driven world, the ability to create dynamic multimedia presentation is key to your success. Whether you are giving a simple presentation using a few bullet points on overhead transparencies, or is going all out with animation, sound and photographic images within an on screen slide show. Your presentation can be made more professional and more exciting by using the features available in PowerPoint.

Do the following (Don't type it)

1. Cut the word multimedia presentation
2. Paste them at the end of the paragraph
3. Undo the cutting and pasting

Select the second line and third line and copy and paste at the end of the paragraph.

EXERCISE NO 3

Type the following

Saturday, 01st January 2020

Dear: Mr./Mrs./ Miss.....

Re: Exam Certificate

CONGRATULATIONS ON YOUR SUCCESSFULLY THAT YOU HAVE
COMPLETED THE DIPLOMA IN COMPUTER STUDIES OF YOUR
CERTIFICATE ACHIEVEMENTS ARE READY TO WILL BE PICKED
UP AFTER 01st JANUARY 2020

Do the following

- A) Save this letter in **My Documents, (Type your name)**
- B) Change the **Font = Comic Sans MS, Font Size = 14**

EXERCISE NO 4

Type the following

“Nightingales?” I asked, breathlessly.” ‘Aye, but it’s quiet down here!’ my companion sighed. ‘Maybe when start broadcasting is listening-in the old place will wake up a bit and life will become tolerable!’

“You are a thousand years ahead of some of us in that respect,’ I said, with enthusiasm. ‘I mean I at broadcasting...’

1. Change the Font = Arial Black, font size = 16

EXERCISE NO 5

Formatting Text

Enter the following

Father’s Name:

Mother’s Name:

Brother’s Name:

Sister’s Name:

Pet’s Name:

Do the following

1. Father’s Name should be **bold**, Font-Arial, Font size-**24**
2. Mother’s Name should be **Italic**, underline, Font-**Arial Narrow**, Font size-**20**
3. Brother’s Name Change the font to **Impact and alignment right**
4. Sister’s Name Change the style to **Heading 2**
5. Pet’s Name Change the Font to **Bookman Old Style**