

1. create mail-merge or inviting friends or wedding celebration of your elder brother .(make at list 5 record)
2. Type your bio-data in word file.
 - a. give proper formatting
 - b. use table to store detail about your education
 - c. give page border
 - d. give password
 - e. use bullet or numbering
 - f. give page number
 - g. use bullet list from customize bullet list
3. Write 3 paragraph about your collage & applied the following option on it with proper formatting.
 - a. header & footer
 - b. drop cap
 - c. bullet & numbering
 - d. table option
 - e. font
 - f. page number
 - g. give auto text of your college name
4. Type your bio-data in word.
 - a. Arrange all information in proper formatting.
 - b. Use bullet and numbering to proper details.
 - c. Apply page border.
 - d. Apply shading effect to all details heading.
 - e. Display educational details in tables.
 - f. Apply proper auto format to tables.
 - g. Give protection to the document.
5. Create a form letter using mail merge to send an appointment letter for the post of lecture in BCA to at least 10 candidates.