

CLASS X
SUBJECT – INFORMATION TECHNOLOGY
SESSION – (2020 – 21)

Make a **Practical File** using Microsoft Word (Word Processing) Application.

- Q1.** Create a Poster on “*Sustainable Development*” and apply formatting features.
- Q2.** Type any paragraph from your IT book in the document and apply any Style from Styles feature.
- Q3.** Create a Template “ *Resume*” / “*Letter*” and customize it using Template feature.
- Q4.** Create a News Article on topic “ *Covid -19*”. Take reference form Newspaper.

NOTE

- Take printouts (if possible) and make a Practical File.
- One question should be on One Page only.
- In every question, add Header or Footer (Date / Page Number / Image as a Logo etc.)