

Microsoft word

1. What is word processor? Make your identity card in attractive format.
2. List the feature of word processor. Prepare a Newspaper format with two columns, drops cap, water marks.
3. Write down the steps: How to protect document with password.
4. Prepare an (any) advertisement from a national daily newspaper.
5. Prepare any certificate include border, bullet and numbering, symbol, color, and picture.
6. Create CV(with photo/image)

Microsoft excel

7. What is spreadsheet? Prepare bill for a sales transaction.
8. List the feature of spreadsheet. Prepare a mark sheet for NEB.
9. Describe cell reference with its types. Prepare an age group (child/ young/ old) with your own condition.
10. What is conditional formatting? Illustrate with example.
11. Prepare a telephone bill.
12. Create salary sheet.
13. Create pivot table (using any data of your own).
14. Create pivot chart (using any data of your own).
15. Create sorting and filtering with suitable example.
16. Prepare an excel sheet including different mathematical functions.
17. Create electricity bill with your own condition.

Presentation

18. What is presentation? Create an attractive presentation about generation of computer.
19. Write some feature of presentation. Create any attractive presentation include animation.

HTML

20. What is HTML? Describe the major features of HTML.
21. Develop a simple login page having username, password and submit button.
22. Create a table including rowspan & colspan.
23. Create an ordered list & unordered list of different fruits.
24. What is hyperlink? Give an example of hyperlink.(internal & external)
25. Create a frameset with 4 frames having equal columns.
26. What is CSS? Illustrate with example.
27. What is java script? Illustrate with example.
28. Insert image and apply marquee effect to it.