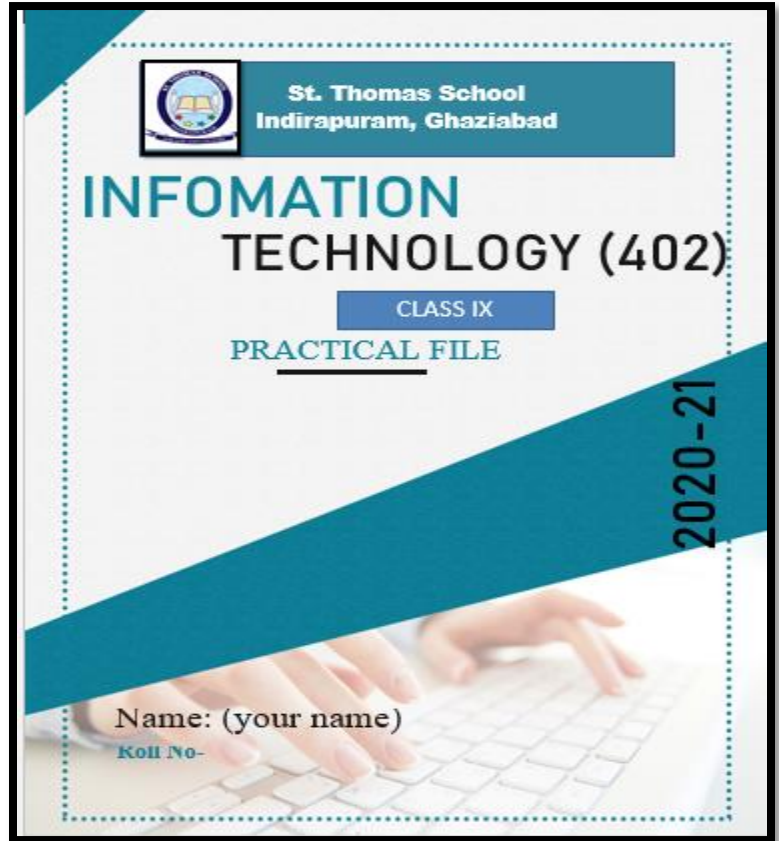


St. Thomas School, Indirapuram
Information Technology Class IX
Holiday Homework
PRACTICAL FILE

1. Designing the front page in Ms Word
(Do not Copy)



2. Table of Contents
3. Practical

TABLE OF CONTENTS

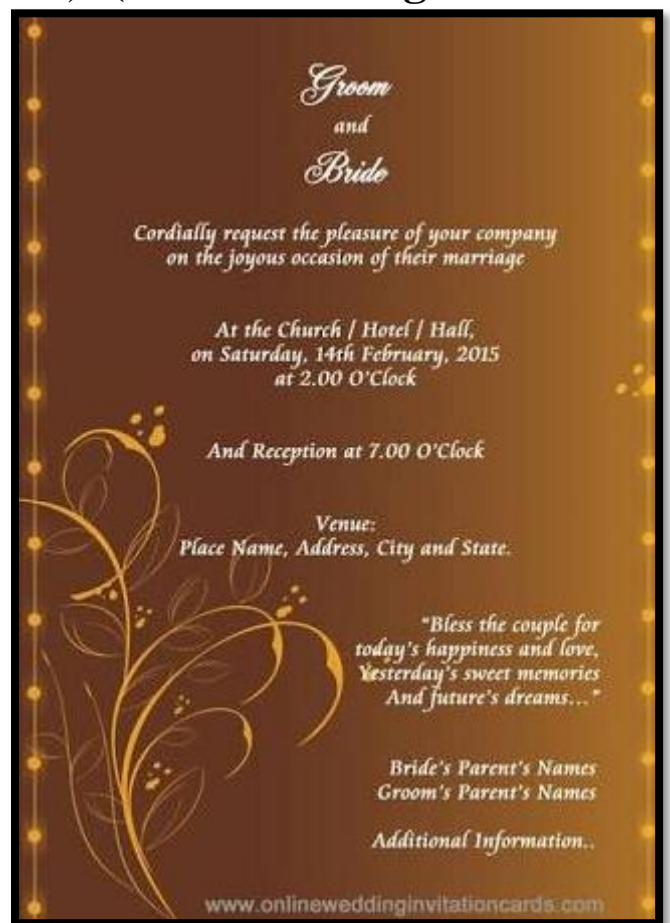
S. No	Practical	Page No
	Ms Word	
1	Card/Certificate/Poster Designing	
2	Implementing Mail Merge	

PRACTICAL -1

DESIGNING A CARD/CERTIFICATE/POSTER

Students , you all are supposed to design a **CARD/CERTIFICATE/POSTER** on the topic given below in Ms Word according to the first letter of your name. (Sample picture is given)

1. Wedding Invitation Card (include the new norms that are applied after the lock down like not more than 50 guests, wear a mask, social distancing etc.) (**Name starting from A to F**)



2. . Your school has organised Annual Sports Day . Design the certificate including the school name, Participant name ,position and the event (format with borders ,pictures etc.) (**Name starting from G to N**)



3. Poster to aware the people against the cruelty done to innocent animals. (Name starting from O to Z)



Instructions-

1. Design it and take the printout. Paste the printout on the left side of Practical file (same as your Science practical file.)
2. On the right hand side of the file, first write the question and then design the given table.

Formatting Feature Used	Tab	Group
For eg. Highlighted the heading	Home	Font

PRACTICAL -2

Implementing Mail Merge

Design an invitation letter to be sent to parents for orientation program of class IX to be held on 2-July-2020 at 9:00 a.m..

Create a recipient list/data source of 10 parents and merge the fields in the letter.

Take the printout of :

- a. Recipient list/data source.
- b. Letter with insert merge field.

Paste the printout of left hand side and steps in brief in right hand side.

Note-Students, please download Libreoffice from the link

<https://www.libreoffice.org/download/download/>

(Version to be downloaded also depends upon the configuration of Your PC.(34 bit or 64 bit))