

NEW ERA HIGH SCHOOL, PANCHGANI
IT ASSIGNMENT-2 Class V

UNIT	Creating a Well Formatted Report using Microsoft Office Word										
Time Line	Total 1 week (3 rd May to 10 th May 2020)										
TOPIC	<ul style="list-style-type: none"> • Inserting Images • Using Tables 										
Objective	<ul style="list-style-type: none"> • To insert images. • To create tables. 										
Learning Outcomes	<ul style="list-style-type: none"> • Is able to insert images • Is able to create table. 										
Activity	<p>Project- To create well formatted report on Daily schedule for a Week during Lockdown using Table.</p> <p>1. Create table of your Daily Schedule for a Week during Lockdown as given below</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Date</th> <th>Day</th> <th>Time</th> <th>Activities</th> <th>Improvements you want to add to your schedule</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>2. You can click some images of your schedule and add to your word file.</p> <p>3. Save the file using your Class name followed by your name and assignment no. (e.g. - 5.Rohan2)</p>	Date	Day	Time	Activities	Improvements you want to add to your schedule					
Date	Day	Time	Activities	Improvements you want to add to your schedule							
Submission	<p>For Activities: Please ensure that your child completes the activities given in the time allotted and submit the file by 10th May 2020. Kindly send your project on mail. email ID- pooja.jadhav@nehs.in</p> <p>The marks indicated will be included for internal assessment.</p> <p>For Assignments: Kindly ensure your child completes the given assignment in the same week mentioned. These assignments have to be solved in their own handwriting on a separate new sheet and after completion the scanned copy or an image (clear picture taken on a mobile) to be mailed to the teacher. Kindly take note of the date of submission.</p> <p>The Assignment needs to be completed by 10th May 2020. For any queries you may contact me on pooja.jadhav@nehs.in Contact number- 7507908578</p>										
Moral Value	Use time wisely or make prayer a part of your daily schedule										
Resources	-										

Worksheet 2

1. Write steps to add table in Word document.
2. Write steps to add images to your word document.
