	NEW ERA HIGH SCHOOL, PANCHGANI IT ASSIGNMENT-3 Class VIII						
UNIT	Ms Word (creating a report) and Class Time Table						
Time Line	3rd week (11th May to 15th May 2020)						
TOPIC	• Creating a report using Ms Word • Creating a Class Time Table						
Objective	• Creating a file in Word • Saving it, editing and formatting • Inserting tables, pictures and images						
Learning Outcomes	• Is able to write a report • Is able to use different formatting features. • Is able to save and present a report. • Is able to insert and work in a table • Is able to use creative ideas.						

Activity

Activity 1.
a) Create a report in Microsoft Word, how did you spend your 21 days of lock down period positively.
b) Mention any two activities and any two new skills which you learnt during this period.
c) Insert table to mention each day activities.
d) Insert live pictures of your house during lockdown in your report.
The report should be of 2 printed pages
e) Use formatting features to make it look beautiful and presentable.

Activity 2.
Create a class Time Table as given below:

Time	Period	Mon	Tue	Wed	Thur	Fri	Sat
9:05	1	Math	Eng	Math	Sci	Sci	Hin
9:40	2	Eng	Math	Eng	JPSEP	JPSEP	Eng
10:15	3	Sci	Hin	Hin	JPSEP	JPSEP	Sci
10:50	4	SL	Sci	SL	Math	SL	Math
11:25	B r e a k						
11:45	5	IT	Math	Math	IT	Sci	SS
12:20	6	SS	Eng	IT	PE	Sci	Sci
1:00	7	PE	lib	SS	Music	Math	IT
1:30	L u n c h B r e a k						
2:25	8	Hin	SS	EVS	Hin	SS	------
3:00	9	EVS	SS	Eng	Sci	SS	------

a) Insert a table with 8 column and 12 rows.
b) Enter the details as given in the above time table
c) Use different font colour and font style
d) Merge the cells if it is required
d) Save the table as class 8 your name assignment 3 (acti-2)

Submission	Complete both the projects mentioned in the Activities and submit by 16th May 2020. Kindly send your project on mail. email ID- **cmane9@gmail.com** For any queries you may contact me on my mail.

	Print The hard copy and file on a paper and submitted as and when you report to the school Please note the above activities are part of your Internal Assessment and is mandatory.
Resources	Ms word https://www.youtube.com/watch?v=S-nHYzK-BVg Beginner's Guide to Microsoft Word https://www.youtube.com/watch?v=CLCkdtP1iIE https://www.youtube.com/watch?v=2y-HY10SBPQ learn more about working with tables in Word

Worksheet-3

1. How did you insert a table ?
2. How do you save a word document?
3. How do you give border to your table?
4. How many types of alignment are their?
5. How do you change the font size and colour of the text ?