

New Era High School, Panchgani	
Assignment 1	Class VII
Subject	Information and Technology
UNIT	Ms Word (creating a report)
Time Line	Total 1 week (27 th April to 2 nd May 2020)
TOPIC	<ul style="list-style-type: none"> • Creating a report using Ms Word
Objective	<ul style="list-style-type: none"> • Creating a file in Word • Saving it ,editing and formatting • Inserting tables pictures and images
Learning Outcomes	<ul style="list-style-type: none"> • Is able to write a report • Is able to use different formatting features. • Is able to understand how to save and present a report. • Is able to use creative ideas.
Activity	<p><u>Activity 1.</u></p> <ol style="list-style-type: none"> Create a report in Microsoft Word how you spend you 21 days of lock down period positively. Mention the activities and any two new skills to learner. Insert table to mention each day activities. Click and Insert live pictures of lock down in your report. The report should be of 2 to 3 pages. Use formatting features to make it look beautiful and presentable.
Submission	<p>Students should complete the project mentioned in the Activity and submit by 2nd May 2020. Kindly send your project on mail. email ID- cmane9@gmail.com</p> <p>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</p> <p>Please note the above activities are part of your Internal Assessment and is mandatory.</p>
Resources	<p>Ms word https://www.youtube.com/watch?v=S-nHYzK-BVg 5:56 / 18:27</p> <p>Beginner's Guide to Microsoft Word</p>

Subject Teacher: Ms. Chaya Mane
