

<b>New Era High School, Panchgani</b>	
<b>Assignment 1</b>	<b>Class VI</b>
Subject	Information and Technology
Unit	Microsoft Office Word
Time Line	27 <sup>th</sup> April to 2 <sup>nd</sup> May 2020
Topic	<ul style="list-style-type: none"> <li>• Using Word</li> <li>• Using SmartArt Graphics</li> </ul>
Objective	<ul style="list-style-type: none"> <li>• To make use of SmartArt Graphics</li> </ul>
Learning Outcomes	<ul style="list-style-type: none"> <li>• Is able to make use of SmartArt graphics</li> </ul>
Activity	<p>Project- Use of SmartArt Graphics</p> <ol style="list-style-type: none"> <li>1. Open Word Document.</li> <li>2. Refer to English Assignment 1 and copy the data from “Text” option</li> <li>3. Complete the Activity I from “Activities” option.</li> <li>4. Make use of SmartArt Graphics to complete following chart.</li> <li>5. Save the file using your Class name followed by your name and assignment no. (e.g. - 6.Rohan1)</li> </ol>
Submission	<p>Students should complete the project mentioned in the activity and submit by 2<sup>nd</sup> May 2020. Kindly send your project by an email to <b>pooja.jadhav@nehs.in</b></p> <p>For any queries you may contact me on my email.</p> <p>The hard copy of Worksheet is to be 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	-
Questions	<ol style="list-style-type: none"> <li>1. Write the use of Word document.</li> <li>2. State the use of SmartArt Graphics.</li> <li>3. Write the extension to save Word file.</li> </ol>

**Subject Teacher: Ms. Pooja Jadhav**

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