

Practice Set – 1 (Basic Level)

नीचे दिया गया Text Word में टाइप करे:

Sample Text

"Shreyansh Computer Institute provides quality computer education to students. We teach Microsoft Word, Excel, PowerPoint and Internet. Our goal is to make students job ready."

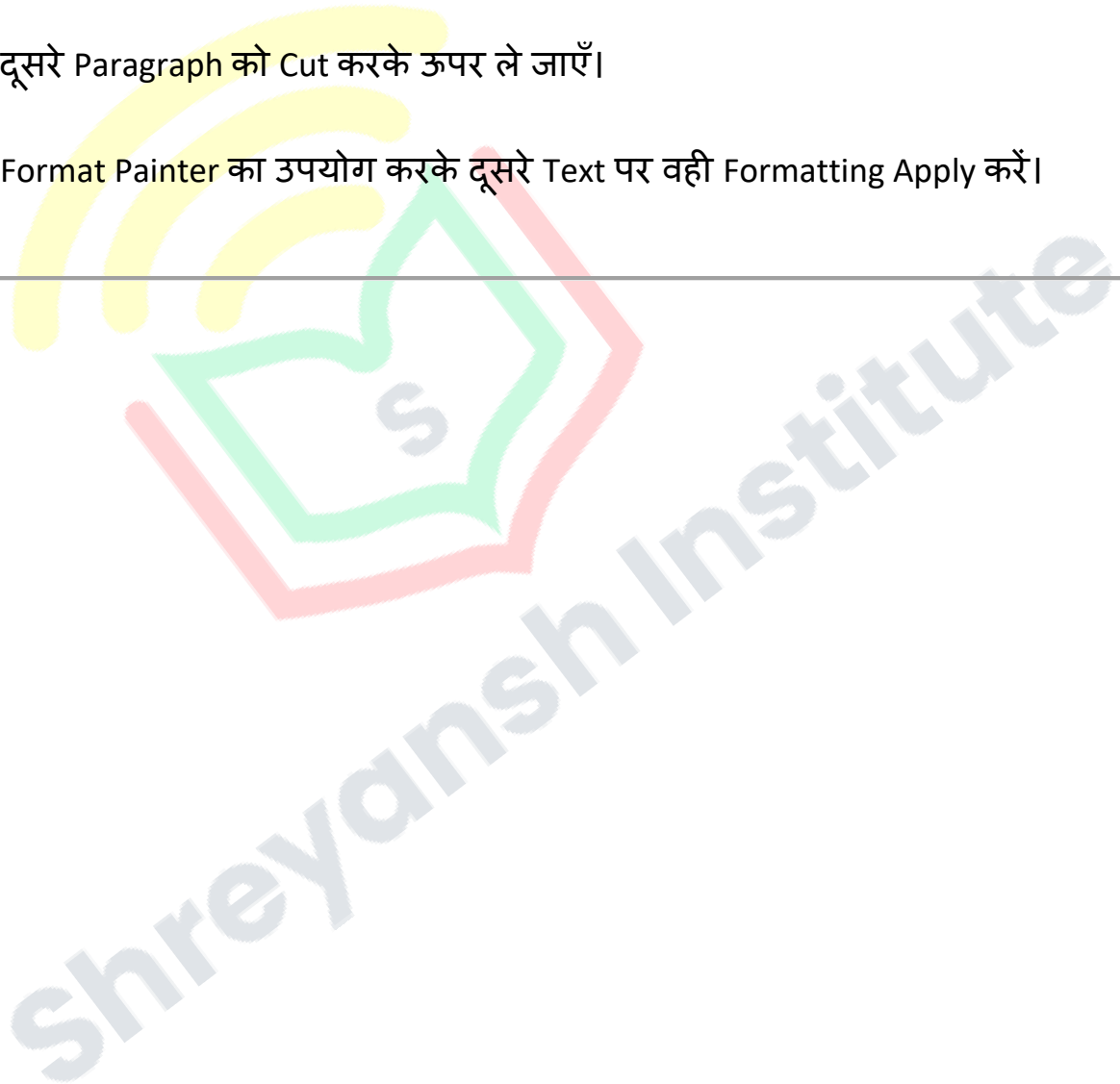
Task

1. Institute का नाम Bold करें।
 2. Computer Education को Italic करें।
 3. Microsoft Word को Underline करें।
 4. Font Size 18 करें।
 5. Text Color Blue करें।
 6. Job Ready को Highlight करें।
 7. पूरा Paragraph Center Align करें।
 8. फिर Left Align करें।
 9. फिर Justify करें।
 10. पूरे Paragraph की Line Spacing 1.5 करें।
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Practice Set – 2 (Clipboard Practice)

Task

1. एक Paragraph टाइप करें।
 2. उसे Copy करके नीचे Paste करें।
 3. दूसरे Paragraph को Cut करके ऊपर ले जाएँ।
 4. Format Painter का उपयोग करके दूसरे Text पर वही Formatting Apply करें।
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Practice Set – 3 (Font Group Practice)

एक Title बनवाइए:

"DIGITAL INDIA COMPUTER TRAINING PROGRAM"

✓ Font Change करें

✓ Size 20 करें

✓ Bold करें

✓ Italic करें

✓ Underline करें

✓ Font Color Red करें

✓ Text Highlight Yellow करें

✓ Change Case से:

- UPPERCASE
- lowercase
- Capitalize Each Word

Practice Set – 4 (Paragraph Group Practice)

निम्न Items टाइप करें:

Computer Basics

MS Word

MS Excel

MS PowerPoint

Internet

Task

1. Bullets लगाइए।
 2. Numbering लगाइए।
 3. Multilevel List लगाइए।
 4. Increase Indent करें।
 5. Decrease Indent करें।
 6. Line Spacing 2.0 करें।
 7. Border लगाइए।
 8. Shading Apply करें।
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Practice Set – 5 (Find & Replace Practice)

नीचे Text टाइप करे:

"Computer is important. Computer helps in office work. Computer is used in schools."

Task

Find करें:

Computer

Replace करें:

Laptop

Student Result:

"Laptop is important. Laptop helps in office work. Laptop is used in schools."

Mini Project 1 (School Notice)

Title

SCHOOL NOTICE

Content

"All students are informed that computer practical examination will be conducted on 15 July 2025."

Formatting Requirement

- ✓ Title Center
 - ✓ Bold
 - ✓ Font Size 18
 - ✓ Notice Text Justify
 - ✓ Important Date Red Color
 - ✓ Border लगाएँ
 - ✓ Line Spacing 1.5
-

Mini Project 2 (Office Circular)

Title

OFFICE CIRCULAR

Content

"All employees are instructed to submit their monthly work report before 5 PM on Friday."

Student Task

- Title Bold
- Center Align
- Color Blue
- Report Word Highlight
- Justify Text
- Border Add
- Font Size Change

Mini Project 3 (Government Office Letter Format)

Heading

DISTRICT EDUCATION OFFICE

Subject

Computer Training Program

Instructions

- Heading Center
 - Bold
 - Subject Underline
 - Paragraph Justify
 - Important Words Color Change
 - Border Apply
-

Home Tab Final Project (Best Practice)

Create a Complete Institute Advertisement

Heading

SHREYANSH COMPUTER INSTITUTE

Courses

- MS Word
- MS Excel
- PowerPoint
- Tally
- Internet

Facilities

- Experienced Faculty
- Practical Training
- Certificate
- Job Assistance

Contact

Mobile: 9876543210

Formatting Rules

- ☒ Heading Center
- ☒ Heading Size 22
- ☒ Bold
- ☒ Color Blue
- ☒ Courses में Bullets

- ✓ Facilities में Numbering
- ✓ Contact Highlight
- ✓ Border लगाएँ
- ✓ Line Spacing 1.5
- ✓ Important Words पर Format Painter Use करें



Shreyansh Institute