



Loreto Convent Intermediate College

Lucknow

Summer Vacation Holiday Homework Computer Class VI

Project Title: Exploring Microsoft Word 2016

Project Guidelines:

1. Introduction Page

- What is a word processor?
- Features of MS Word 2016 (at least 5 features)

Do the above question in the Fair Notebook.

2. Create a Document Using MS Word 2016

Students must create a 1page document on “My Favourite Festival” using the following tools:

- Font styles and sizes
- Bold, Italic, Underline
- Text colour and highlight
- Bullets or Numbering
- Paragraph alignment (Left, Center, Right, Justify)
- Insert a picture (from file or internet)
- Use headers and footers
- Add page border

Kindly take out a printout and stick it on the plain side of computer notebook .



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