

**Course
&
Test Series**

 **CBSE**

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Self-Made Assignment - MS Word

Merging, Splitting and Sorting of Tables in MS Word

Make this table and save file with the name “French Revolution”

<u>The French Revolution</u>			
SUBJECT	TEACHER	GRADE	DATE
World History	Andree Rocher	12	12/1/23

Instruction for Table 1:

- The French Revolution is written as “Merge and Centre”
- Subject, Teacher, Grade, Date have font size = 11 and color= Dark Blue.
- World History, Andree Rocher, 12, 12/1/23 have font size = 11 and color = Dark Green.
- All Cells are Centre Aligned.
- Add table border = “No Border” as shown.

OVERVIEW

- Improves knowledge and understanding
- Boosts Confidence
- Enhances Performance
- Time Management

Make table by using “Convert Text to Table – Columns = 4” and do the formatting as shown below:

<u>Importance of Exam Preparation</u>			
Improves Knowledge and Understanding	Boosts Confidence	Enhances Performance	Time Management

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Instruction for Table 2:

- Importance of Exam Preparation is written as “Merge and Centre”
- Improves knowledge and Understanding, Boosts Confidence, Enhances Performance, Time Management have font size = 12 and color = Red.

Phases	Teacher Guide	Room No.
Quality Planning	Anu Aga	204
Quality Assurance (QA)	Anjali Gopalan	207
Quality Control (QC)	Anand Kumar	412
Quality Review	Sangita Sethia	565
Continuous Improvement	Mitali Saini	315
Customer Focus	Manisha Gupta	413
Improvement	Gita Rani	322
Risk Management	Monika Sharma	321
Engagement of People	Divya Saini	216
Process Approach	Lovepreet Kaur	202

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Instruction of Table 3:

- Create this table and use “Merge Cells”. Also Use Cell Shading. The resulting Table is given below.
- And Use Font Color Red and black as shown below.

Phases	Teacher Guide	Room No.
Quality Planning	Anu Aga	204
Quality Assurance (QA) Quality Control (QC)	Anjali Gopalan	207
	Anand Kumar	412
Quality Review Sangita Sethia 565		
Continuous Improvement	Mitali Saini	315
Customer Focus	Manisha Gupta	413
Improvement Gita Rani 322		
Risk Management	Monika Sharma	321
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Process Approach Lovepreet Kaur		202