

Course  
&  
Test Series



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ICSE



NTSE



Banking &  
Insurance



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Service



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Services



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Entrance



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Entrance



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Self-Made Assignment - MS EXCEL

Inserting Clipart in MS Word

1. Create a Cover Page

- Open **Microsoft Word** and insert a **Cover Page** (Go to **Insert** → **Cover Page**).
- Choose a cover page style and add a title: "**The Importance of Clean Water**".
- Add your **name, date, and school name** on the cover page.

2. Insert and Format the Paragraph

- Type the following paragraph inside the document.

**The Importance of Clean Water**

Clean water is essential for all living beings. It is used for drinking, cooking, and sanitation. Polluted water can cause diseases and harm the environment. Many people in different parts of the world still lack access to safe drinking water. Governments and organizations work to provide clean water through filtration plants and awareness programs. Rainwater harvesting and water conservation help in saving this precious resource. Reducing industrial waste and plastic pollution can also keep water bodies clean. Everyone must take responsibility to protect water resources for future generations. Sustainable practices can ensure clean water availability for all.

3. Insert an Image and Apply Word Wrapping

- Insert a **related image** (e.g., a water drop, river, or clean water source).

4. Apply Page Border

- Go to **Design** → **Page Borders** and choose a decorative **border** for the document.

5. Format the Text

- Change the **font style, size, and color** of the heading "**The Importance of Clean Water**" to make it stand out. Example: Georgia font and color should be red and size should be 16.

