

Information Technology (402)

Class X

Assignment 9

Part A: Employability Skills:

(Basic ICT Skills : Documentation Using Word Processing Application)

Note: - Solve the following in classwork copy:-

(A) Answer the following questions.

1. What are the steps to assign password to open the document ?
2. How can you apply page numbering to the pages of a document?
3. How can you apply a particular font style to the text in Word 2010?
4. What is the use of Find and Replace option?