

## **Class- X**

### **Holiday Homework**

Do the following questions in practical file along with step-by-step procedure and its output:

Q.1 Naman wants to apply few formatting features like "font size 14pt, Times New Roman, bold, centred multiple times in his document. Which of the following option will apply all the formatting features at once and how?

Q.2 Sara inserted an image in Writer and now she wants to apply small corrections to the graphic or apply some special effects. Which option will she use to insert and format the picture?

Q.3 Neel is a store manager and many workers are working under him. Which of the method is effective to inform everyone about the change in duty hours and why?

Q.4 Using different types of parts of speech, write a paragraph on a topic "How computers affect our lives."