

Total Mar: 15 X2= 30, Time: 40 minutes

Create a folder in desktop and name the name folder with your Roll number and first name.

Save Word and Excel file under Question Nos. 1 and 2 respective with your full name and keep

Q.1 Using MS Word, create the following document with all formatting exactly as given below

Mahatma Gandhi, byname of **Mohandas Karamchand Gandhi**, (born Oct. 2, 1869, Porbandar, India—died Jan. 30, 1948, Delhi), Preeminent leader of Indian nationalism and prophet of nonviolence in the 20th century.

Gandhi grew up in a home steeped in religion, and he took for granted religious tolerance and the doctrine of ahimsa (~~noninjury to all living beings~~). He studied law in England from 1888 to 1891, and in 1893 he took a job with an Indian firm in South Africa. There he became an effective advocate for Indian rights.

In 1906 he first put into action satyagraha, his technique of nonviolent resistance. His success in South Africa gave him an international reputation, and in 1915 he returned to India and within a few years became the leader of a nationwide struggle for Indian home rule. By 1920 Gandhi commanded influence hitherto unattained by any political leader in India.

He refashioned the **Indian National Congress** into an effective political instrument of Indian nationalism and undertook major campaigns of nonviolent resistance in 1920–22, 1930–34 (including his momentous march to the sea to collect salt to protest a government monopoly), and 1940–42. In the 1930s he also campaigned to end discrimination against India's lower-caste "**untouchables**" (Dalits; officially designated as Scheduled Castes) and concentrated on educating rural India and promoting cottage industry.

India achieved dominion status in 1947, but the partition of the subcontinent into India and Pakistan was a great disappointment to Gandhi, who had long worked for Hindu-Muslim unity. In September¹⁹⁴⁷ he ended rioting in Calcutta (Kolkata) by fasting. Known as the Mahatma ("Great-Souled"), Gandhi had won the affection and loyalty of millions. In January 1948 he was shot and killed by a young Hindu fanatic.

1. Type the Question as is well and
2. Change the font design Georgia and Change the Size 13.5.
3. Change the Last Paragraph into two columns.
4. Make the Margin left, Right, Up & down 1.5".
5. Make the line space 1.5 and justify all paragrah

Q.1 Using MS Excel, create the following Table with applying with formula for the calculation the Exact Value.

Sl. No.	Employee Name	Sell in January	Sell in February	Sell in March	Sell in April	Sell in May	Sell in June	Total Sell	Average Sell
1	K Ragbhan	2500	1200	4500	3600	3460	4560		
2	Amitab Thakur	3200	1450	3500	1400	2580	1520		
3	Sunil Kumar	3800	1580	3600	3600	2360	4870		
4	Nitish Herani	2610	1360	5822	2800	1450	6528		
5	Pritam Das	4500	1450	4511	1400	1235	2563		
	Grand Total								

1. Make a Stacked Column Chart the above following table data from employee name to sell in June.