Take a print out of the worksheet. Write the answers in the sheet.
 Paste the sheets in your language copy
Complete the sentence with the correct preposition from the choices given.
1. We are very excited _____ our trip to Spain next week. (at, with, about, over)
2. I am very fond _____ drinking green tea. (for, of, about, at)
3. Almost all politicians were involved _____ the scandal. (in, at, with, from)
4. I am looking forward _____ having a meeting with you next week. (with, at, to, from)
5. At the moment, she is recovering _____ her injuries. (at, of, from, with)
6. I'm dreaming _____ becoming a famous scientist one day (for, with, about, into)
7. My cousin is married _____ a famous American (with, for, to, from)
8. I am responsible _____ training the new recruits. (at, about, with, for)
9. Many people took advantage _____ the low prices offered by the new shop (of, for, with, to)
10. I was not quite satisfied _____ the exam results. (at, for, with, about)
11. The president was thankful _____ everyone who helped in the campaign (to, with, for, at)
12. Everyone in this town will benefit _____ the new hospital (from, with, at, into)
13. For two full days, the man was fighting _____ his life. (up, with, at, for)
14. My dad shouted _____ me because I didn't do what he said (to, at, with, towards)
15. She insisted _____ helping me with the dishes. (on, with, for, about)
16. Almost all car companies care _____ the environment (for, at, about, with)
17. Wearing a seat belt can protect you _____ being killed in a car. (with, of, about, from)
18. Ten people were killed when a bus collided _____ a car (into, with, at, towards)
19. The customers came to the shop to complain _____ their service (about, at, on, for)
20. Our atmosphere consists _____ oxygen, nitrogen and carbon dioxide (into, of, with, for)
21. We decided _____ buying the new car. (against, with, at, of)
22. Many children depend _____ their parents for money. (on, at, with, to)
23. He graduated _____ Oxford university (on, from, out of, with)
24. The advertising campaign resulted _____ hundreds of new customers for the company. (to, for, up, in)
25. As a scientist, I specialize _____ marine biology (at, in, for, with)
Complete the following sentences with one of the following determiners.
Anywhere,   somehow,   something ,   some time,   anything,   any more
Nothing,   someone,   sometime,   somewhere,   any time,   anyone
1. Your driver will take you _____ you wish to go on the island.
2. Come up and see me _____.
3. "Is there _____ you want to tell me, George?" said Elizabeth.
4. You can put the books _____ you like.
5. Despite the excellent qualifications and experience of several candidates, we couldn't find
_____ who we thought would be the right man for the job.
6. Hurry up! We haven't got _____ to waste.
7. I would really like to return to that island _____.
8. _____ seemed to go smoothly, from the time we started rehearsing to the last night.
9. The storm prevented us from continuing the climb for quite _____.
10. The bandits are believed to be hiding _____ in the hills.
11. _____ has cut the telephone wires.
12. _____ I said would cheer him up.

13. These donkeys cannot carry _____ goods.

14. _____ you say will be taken down and may be used in evidence against you.

15. I'm afraid it will take _____ before Diana can leave hospital.

16. In his present serious condition, I think that the doctors would be willing to try _____ that might improve matters.

17. Sandra is really ambitious and there is _____ she wouldn't do to get into the national team.

18. Would you like _____ to help you carry your shopping to your car?

Choose the correct form of the verb.

1. (I'll meet / I'm meeting) Jane in town tonight.

2. Louise can't come. She (is taking / will take) the car to the garage at 5 p.m.

3. What time (does your train leave / will your train leave) tomorrow?

4. 'I'm very thirsty.'('I'll get / I get) you something to drink. Coke or tea?'

5. This bus (is stopping / stops) at every village, so it's very slow!

6. 'Did you buy some butter?' 'Oh, I forgot. (I'll get / I'm getting) some now.'

7. I think it (rains / will rain) later today.

8. 'Have you chosen a new car yet?' 'Yes, (we are going to buy / we will buy) a Ford Focus.'

9. 'Why have you put the TV on?' (I'm going to watch / I will watch) the news.'

10. 'Frank, I can't go out because I haven't got any money.' 'Don't worry. (I lend you / I'll lend you) some.'

11. (Shall / Will) I carry that for you?

Match the two halves of the sentences.

1. If I were rich	a) I'll drink a glass of white wine with it.
2. If I hadn't eaten so much	b) I may arrive on time.
3. If I had won the competition	c) I wouldn't smoke so much!
4. If I don't miss the train	d) I'd invest in property.
5. If I could swim	e) I can have a shower before the meeting.
6. If I move house	f) I wouldn't feel so sick now!
7. If I hadn't lost the keys	g) I would have got a new sports car!
8. If I arrive on time	h) I would be watching TV by now!
9. If I eat fish for dinner tonight	i) I'll buy an old cottage in the countryside.
10. If I were you	j) I would go to a Greek island.

Correct the following sentences.

1. The man which lives next door is very friendly.

2. Everything what he said was correct.

3. The person which I wanted to see was not available until Monday.

4. Yesterday I met Mario who told me he was getting married. .

5. Mr Smith is going to go to Moscow where his daughter has been living for some time now.

6. Mr Carlisle, whom I spoke last night, is very interested in our new project.

7. She couldn't come to the conference that was a pity.

8. Suzanna has many friends, most of which she went to school with.

9. She tried on several jackets, none of whom fit her.

10. Melanie, that has just bought a house near Gatwick, is getting married.

Choose the correct form of the verb: (must/have to/mustn't/ needn't/don't have to.)

1. You _____ pay a month's rent in advance. The landlord always insists on it.

2. You _____ complete and return the completed form before Friday, 10th March.

3. In Britain, motorcyclists _____ wear crash helmets.

4. You _____ drink alcohol while taking these tablets.

5. You _____ have a licence to have children.

6. You _____ put out the rubbish. I can do that later.

7. Mr Brown _____ work late in the office since he changed his job.

8. Mary has a weight problem. She knows she _____ give up fried food if she wants to lose weight

9. During the Antarctic expedition the explorers _____ melt the snow to get drinking water.

10. You _____ all remember to lock the door when you leave.

These sentences are wrong. Correct them.

1. I don't know who gave me this CD. It should have been my uncle.

2. She shouldn't be out so late. Look at her. She mustn't be more than fifteen.

3. They didn't want to come with us at first, but finally we could persuade them to come.

4. Will you like a cup of tea with your cake?

5. Mary hasn't to work on Saturdays any more.

6. 'You must have been Anthony's brother. Hello, I'm Roger.'

7. I phoned yesterday and they said he's just left for a two day trip to Malibu.

8. We mustn't have booked seats for the show because the theatre is half empty.

9. I can't have to go to work yesterday so I stayed in bed till lunchtime.

10. You mightn't have cooked all that food.

Correct the following sentences.

1. We don't have much boxes to carry.

2. I'm afraid I have a bad news.

3. Four persons were injured in the car crash.

4. We had a very good travel across Europe.

5. I love to eat some bananas when I am really hungry.

6. Jane's parents are some very nice people.

7. Thank you very much. That was very nice dinner.

8. French are famous for their culinary talents.

9. He was told to go in the bed and stay there until he was better.

10. I have visited United States on many occasions and I really enjoyed it.

11. The half of the money I gave to my sister so that she could buy a dress.

12. Most of tourists come to this part of Germany for the outdoor activities.

13. Both us were extremely tired after our walking holiday in Greece .

14. I didn't see nothing.

15. We spent much money on things we will never need.

16. Mr Elliot knows all on his street.

Complete the story using either the active or passive voice.

This building, which is the oldest surviving example in the country,(l) ………………………… (say) to be the most expensive house in Canada. Currently the house (2) ………………………… (sell) by the international auctioneers, Mc Phersons. The house-(3) ………………………… (report) to be haunted and many people down the centuries (4)………………………… (hear) strange footsteps and noises in the dark of night. The building(5) ………………………… (build) in 1123 by Michel Davidson, and it (6)………………………… (have) a remarkable history ever since then. Many famous peopleare said (7) …………………………(stay) in the house on many occasions including Oliver Cromwel1. Henry Reede (8) …………………………(live) in the house for the past ten years. While the house (9) ………………………… (restore) some years ago, Mr Reede conducted some research into the history of the house. 'I (10) ………………………… (read)that there are secret chambers somewhere' he said. 'We (11) …………………………(look)for them for quite some time now but (12) …………………………(not find) them. However, we do hope to find them some day.

Correct the following sentences.

1. This room is cleaning every day.

2. Gregory get liked by everyone.

3. All his money were stolen and he couldn't fly home to London.

4. Everything possible is doing to solve the problems in other countries.

5. Brian are having the roof repaired finally.

6. The hunted killer is believe to be living in Boston.

7. Mr Gregory doesn't like being keeped waiting.

8. Gold was discovering in California some years ago.

9. The picture got painted by Anabella last year.

10. The car needs being repaired.

Fill in the blanks with the correct form of the verb

1. They _____ in Chicago for 20 years (be).

2. I _____ a wonderful film in the cinema last night. (see)

3. The sun _____ at 6:38 yesterday morning (rise)

4. The sun _____ when the climber reached Mount Everest. (shine)

5. I promise that I _____ this secret to anyone (not tell)

6. Unfortunately, just as we got to the airport their plane _____ off (take).

7. They _____ to the movies only once in a while (go)

8. I was tired yesterday because I _____ well the night before (not sleep).

9. Sh! Someone _____ to our conversation (listen)!

10. When I left the house this morning, it _____ (already rain)

11. I think Bob _____ for London this very moment.(leave)

12. The plane _____ off in a few minutes. (take)

13. I _____ up at 7 every morning but this morning I _____ long and I _____ up until 8. (get, sleep, not get)

14. I _____ my watch because it is being fixed (not wear).

15. This _____ an easy quiz so far (be).

16. They _____ in an apartment right now because they can't find a cheap house. (live)

17. Everyone _____ when the earthquake hit the small town. (sleep)

18. He _____ by herself since her divorce (live)

19. I was angry that I _____ such a stupid mistake (make).

20. I predict that by 2020, man _____ on Mars (land)

21. He _____ his job a couple of years ago. (quit)

22. Our daughter _____ from the university yet (gradate).

23. They _____ any Christmas cards last year (not send)

24. She _____ to a doctor once a year for an examination (go)

25. They _____ about me when I interrupted their conversation. (talk)

26. Nothing much _____ when I got to the meeting (happen).

27. My parents _____ in New York two weeks from today (be).

28. I _____ two mistakes in the last quiz. (make)

HINDI

१ – किसी भी एक रस का उसके अंगों सहित सचित्र वर्णन करें । (चार्ट पर किसी एक रस का काव्य पंक्ति में लेखन कार्य ,उसके

अंगों का भली प्रकार लेखन करके चित्र भी बनाएँ)

२ – पाठ ३ (कृतिका) के आधार पर अपनी यात्रा का यात्रा वृतांत लिखिए एवं चित्र चिपकाइए ।

३ – दिए गए विषयों पर विज्ञापन तैयार कीजिए । (चार्ट पर)

१ ' बैटरी चालित रिक्शा ' के लिए विज्ञापन।

२ ' मोहनी ' चाय का विज्ञापन।
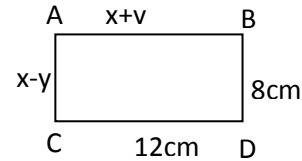
४– कक्षा कार्य की पुनरावृति कीजिए ।

MATHS

Solve the following assignment in a separate notebook.

1. The LCM of two numbers is 14 times their HCF. The sum of LCM and HCF is 600. If one number is 280, find the other number.

2. Find zeroes of $p(x) = 4x^2 - 16$.

3. Find the values of x and y,   if ABCD is a rectangle.

4. Find the largest number which divides 615 and 963 leaving remainder 6 in each case.

5. If the polynomial $x^4 + 2x^3 + 8x^2 + 12x + 18$ is divided by polynomial $x^2 + 5$, the remainder comes out to be $px + q$, find the values of p and q.

6. Find the value of k for the following equations to have infinitely many solutions :

    $kx + 4y = k - 4$; $16x + ky = k$

7. Solve the following equations by cross multiplication method : $7x - 9y - 19 = 0$; $4x + 5y - 21 = 0$

8. Prove that $\sqrt{5}$ is an irrational number.

9. Find all zeroes of the polynomial $2x^4 + 7x^3 - 19x^2 - 14x + 30$ if two of its zeroes are $\sqrt{2}$ and $-\sqrt{2}$.

10. Solve the following equations graphically : $4x - y - 8 = 0$; $2x - 3y - + 6 = 0$

11. Given that HCF(306, 657) = 9, find LCM (306, 657).

12. Can (x -2) be the remainder on division of a polynomial p(x) by (2x+3)? Justify your answer.

13. Write a pair of linear equations which has a unique solution x = -1,   y = 3.

14. Use Euclid's division algorithm to find the HCF of 12567 and 4052.

15. If α and β are the zeroes of the polynomial $f(x) = 4x^2 + 4x + 1$ then form a quadratic polynomial whose zeroes are 2α and 2β.

16. Find the values of α and β for which the following system of linear equations has infinite number of solutions :
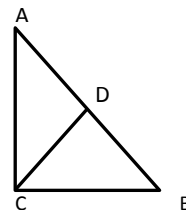
    $2x + 3y = 7$; $2\alpha x + (\alpha + \beta)y = 28$

17. Solve : $37x + 41y = 70$; $41x + 37y = 86$

18. Obtain all zeroes of $x^4 + x^3 - 34x^2 - 4x + 120$, if two of its zeroes are 2 and -2.

19. Solve the following equations graphically :

$$3x - 2y - 1 = 0 \; ; \qquad 2x - 3y + 6 = 0$$

20. Cards are numbered 1 to 20. One card is then drawn at random what is the Probability that the number on the card will be   (i) A Multiple of 4?   (ii) Not a multiple of 6?   (iii) A prime number?

21. A card is drawn at random from a pack of 52 cards. Find the probability that the card drawn is

    (i)   a black king   (ii)   spade or an ace   (iii)   neither a heart nor a king

22. A two digit number is such that the product of its digits is 18. When 63 is subtracted from the number, the digits interchange their places. Find the number

23. A two-digit number is seven times the sum of its digits and is also equal to 12 less than the three times the product of its digits. Find the number

24. Out of cards numbered from 1 to 20, which are mixes thoroughly, a card is drawn at random. Find the probability that the card bears a number which is a multiple of 3 or 7.

25. If two positive integers are written as $p = a^3b^2$ and $q = a^2b^3$; where a and b are prime numbers , then verify :

    $LCM_{(p,q)} \; X \; HCF_{(p,q)} \; = \; pq$

26. Marbles of diameter 1.4 cm are dropped into a cylindrical beaker of radius 7 cm containing some water. How many marbles must be dropped so that the water in the beaker rises by 28 cm?

27. A copper rod of diameter 1 cm and length 8 cm is drawn into a wire of length 18 m of uniform thickness. Find the thickness of the wire.

28. Due to sudden floods, some welfare associations jointly requested the government to get 100 tents fixed immediately and offered to contribute 50% of the cost. The lower part of the tent is of the form of a cylinder of diameter 4.2 m and height 4 m with the conical upper part of same diameter and height 2.8 m and the canvas to be used in making the tent costs □ 100 per sq. m. Find the amount the association will have to pay.

29. An aluminium wire, when bent in the form of a square encloses an area of 484 cm^2. If the same wire is bent in the form of a circle, then find the area enclosed by it.

30. Diagonals of a trapezium PQRS intersect each other at the point O,   PQ || RS and PQ = 3RS. Find the ratio of areas of $\triangle POQ$ and $\triangle ROS$.

31. In a $\triangle ABC$, $\angle ABC = 45°$, prove that $(AC)^2 = (AB)^2 + (BC)^2 - 4 \, ar \, (\triangle ABC)$.

32. A building is in the form of a cylinder surmounted by a hemispherical dome. The base diameter of the dome is equal to $\frac{2}{3}$ of the total height of the building. Find the height of the building, if it contains $67\frac{1}{21} m^3$ of air.

33. If the sum of zeroes of the polynomial $5x^2 - (3 + k)x + 7$ is zero, then find the zeroes of the polynomial $2x^2 - 2(k + 11)x + 30$.

34. Diagonals of a trapezium PQRS intersect each other at the point O, PQ ||RS and PQ = 3RS. Find the ratio of areas of ∆POQ and ∆ROS.

35. In the figure ∠ ACB = 90° and CD⊥ AB. Prove that $\frac{BC^2}{AC^2} = \frac{BD}{AD}$

I. Make a working/still model on the following :
a) Mensuration (Group - 1)
b) Geometry (Group - 2)
c) Algebra (Group - 3)
d) Mathematics in daily life   (Group – 4)
e) Numbers (Group – 5)
f) Statistics (Group – 6)
   Note : Choose a topic of your class level. You can also make mathematical games of your own or Quiz board on mathematical formulae, puzzles and riddles can also be made.
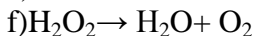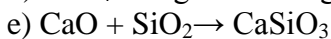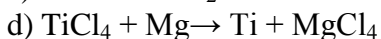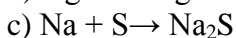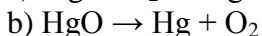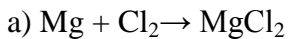
SCIENCE

1) Make a magazine on journey of life of given scientists with pictures and cuttings (any five)
   a) J.J Thomson
   b) Robert Brown
   c) Michael Faraday
   d) Rutherford
   e) Mendel
   f) Louis Pasteur
   g) James Watt.
2) Prepare a working model for science exhibition on any of the following topics and prepare a report on it on white chart or A-4 sheets.
   a) Energy production- conservation efficient methods- Biofuels, waste fermentation, water energy, magnetic electricity.
   b) Water conservation techniques in agriculture (Smart fields, drip irrigation, modern irrigation techniques to save water or any other technique.
   c) I.T controlled gadgets- any type- car, smart phone.
   d) Conservations of resources in industries- Gasifier, paper industry, automobile industry, aviation industry or any other.
   e) Energy conservation- designs of furniture/ buildings/ machines- Green buildings.
   f) Any other relevant topic of your choice.
   Read the text book and answer the questions:-
   1. What happens to the food in the mouth?
   2. Which step is common to both aerobic and anaerobic respiration?
   3. Valves are present in between auricles and ventricles. What is its use?
   4. What do you mean by the term translocation? How is it different from transpiration?
   5. Write a note about blood pressure? What is the normal blood pressure in a human being? What do the two readings in a blood pressure test denote?
   6. 'Oxidation and reduction processes occur simultaneously"? Justify the statement with the help of an example.
   7. What do you mean by rancidity? Suggest two methods to prevent rancidity.
   8. Write balanced chemical equations for each of the following reactions and also classify them.
   a) Lead acetate solution is treated with dilute hydrochloric acid to form lead chloride and acetic acid solution.
    b) Piece of sodium metal is added to absolute ethanol to form sodium ethoxide and hydrogen gas.
   c) Iron (III) oxide on heating with carbon monoxide gas reacts to form solid iron and liberates carbon dioxide gas.
    d) Hydrogen sulphide gas reacts with oxygen gas to form solid sulphur and liquid water.
    9. Why do we store silver chloride in dark-coloured bottles?

. 10. Balance the following chemical reactions and identify the type of chemical reaction.

a) $Mg + Cl_2 \rightarrow MgCl_2$

b) $HgO \rightarrow Hg + O_2$

c) $Na + S \rightarrow Na_2S$

d) $TiCl_4 + Mg \rightarrow Ti + MgCl_4$

e) $CaO + SiO_2 \rightarrow CaSiO_3$
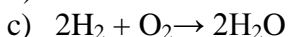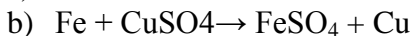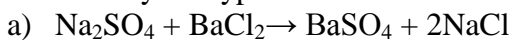
f) $H_2O_2 \rightarrow H_2O + O_2$

11. A magnesium ribbon is burnt in oxygen to give a white compound X accompanied by emission of light. If the burning ribbon is now placed in an atmosphere of nitrogen, it continues to burn and forms a compound Y

a) Write the chemical formula of X and Y

b) Write a balanced chemical equation, when X is dissolved in water.

12. Identify the type of reactions in the following equations:

a) $Na_2SO_4 + BaCl_2 \rightarrow BaSO_4 + 2NaCl$

b) $Fe + CuSO4 \rightarrow FeSO_4 + Cu$

c) $2H_2 + O_2 \rightarrow 2H_2O$

13. Name the acid present in ant sting and give its chemical formula. Also, give the common method to get relief from the discomfort caused by the any sting.

14. What will be the action of the following substances on litmus paper? Dry HCl gas, moistened NH_3 gas, lemon juice, carbonated soft drink, curd and soap solution.

15. Salt A commonly used in bakery products on heating gets converted into another salt B which itself is used for removal of hardness of water and a gas C is evolved. The gas C when passed through limewater turns it milky. Identify A, B and C

CHAPTER – LIGHT

1. What is the minimum number of rays required for locating the image formed by a convex mirror for an object? Draw a ray diagram to show the formation of a virtual image by a convex mirror.

2. A 4.0cm tall object is placed perpendicular to the principal axis of a convex lens of focal length 20cm. If the distance of the object from the lens is 30cm, find the position, nature and size of the image. Also, find its magnification.

3. (a) 4.5cm needle is placed 12cm away from a convex mirror of focal length 15cm. Give the location of the image and the magnification. Describe what happens as the needle is moved farther from the mirror.

(b) What kind of mirror is used in a solar furnace? Give reason for using this mirror.

(c) One half of a convex lens is covered with a black paper. Will this lens produce a complete image of the object? Justify your answer.

4. (a) When an object is placed at a distance of 60 cm from a convex mirror the magnification produced is 1/2. Where should the object be placed to get a magnification of 1/3?

(b) A small electric lamp is placed at the focus of a convex lens. What is the nature of beam of light produced by the lens? Draw a diagram to show this.

5. The refractive index of a dense flint glass is 1.65 and for alcohol it is 1.36 with respect to air. Find the refractive index of dense flint glass with respect to alcohol.

6. Refractive index of diamond with respect to glass is 1.6 and absolute refractive index of glass is 1.5. Find (i) absolute refractive index of diamond (ii) Speed of light in diamond. The speed of light in air is $3x108$ m/s.

SOCIAL SCIENCE
Geography (make separate project file)

I. Map work

On an outline political map of India locate and label the following:

a) Iron ore mines-Mayurbhanj,Durg,Bailadila,Bellary,Kundremukh.

b) Oilfield-Digboi,Naharkatia,Mumbai High,Bassien,Kalol,Ankaleshwar.

c) Coal Mines-Raniganj,Bokaro,Talcher,Neyveli

1. On an outline political map of India locate and label the following:

a) Nuclear power plants-Narora,Kakrapara,Tarapur,Kalpakam.

b) Thermal power plants-Namrup,Singrauli,Ramagundam.

II.

1. Make any one project on the following topics:
   (a) Consumer awareness (Roll No-1 to 12)
   (b) Social Issues-Indian caste system OR Poverty in India.(Roll No -13 to 22)
   (c) Sustainable Development.(Roll No -23 to35)
   The project Report should be handwritten by the students themselves.

Economics

- Find out the weight and height of four adult persons of different economic backgrounds such as construction workers, domestic servants, office workers etc.
- Calculate their BMI and find the relation between economic backgrounds of persons and their nutritional status.

History

- Write the important dates & events taken place in Europe in the making of Nationalism in Europe.
- Look at the figure 14A, 14B given on Pg.21 (History) and answer the following question.
   (a) Do you think people living in any of these regions thought of themselves as Italians.
   (b) Which was the first region to become a part of Unified Italy? Which was the last region to join, in which year did the largest number of states join?
- Write the meaning of the symbols under the heading attribute and significance (Pg.24 History)
- Learn and write exercise questions and answers of (Ch.1 Page.28)
- Collect the pictures of National Freedom struggle of India and make a collage.
- Write a summary on freedom struggle of India from 1919 to 1947.

Political Science

- Choose any five Political Parties and prepare a chart showing the Party symbols and giving the features of the Political Parties.

COMPUTER

1. Create a PowerPoint presentation on "NOISE POLLUTION" collecting information from different sources (books ,Wikipedia etc and refer page no 408 & 409 of textbook) and mail the ppt to the given email id (projectclassx2020@gmail.com).
   Computer Practical File Assessment Questions (Do the following questions according to the given instructions and paste the output in the file).
2. Create a Word Document and write all the steps to do following instructions.
   a. Set the indentation Left with 1.5 cm and Right with 1 cm.
   b. Set the Portrait orientation and margins values Top = 2.0 cm., Bottom = 2.15 cm., Left = 2.50 cm., Right = 2.50 cm.
   c. Set the paper size A4 (21 cm X 29.7 cm).
   d. Set the document border with double line style, red colour, width = 3 pt.
   e. Set the document with custom watermark "My Content".
   f. Write First line with Font type = "Arial Black" Size = 12 pt., Font Colour="Red", Text highlight colour = "Yellow", Align = Centre.
   g. Write Second line $(x+y)^2$ and H2O and.
   h. Next write 5 bulleted list (Any five fruits) with filled square style.
   i. Next write 5 Numbered list (Any five Shortcut Keys) with using Capital Roman Number Format.
   j. Now change the line spacing of upper written contents with size 1.15 pt.
3. Create a Word Document and write all the steps to done with following instructions.
   a. Save this file with name **Myfile**.
   b. Insert a picture, then wrap text = square, colour=grayscale or black & white, crop it.
   c. Insert a shape=Rectangle, and write in this shape "My Shape".
   d. Create a table with 5 columns and 6 rows, then
   e. Set the Portrait orientation and margins values Top = 2.0 cm., Bottom = 2.15 cm., Left

= 2.50 cm., Right = 2.50 cm.
    f. Set the header with centre aligned text "My Header" and footer with page numbers.
    g. Check the spelling & grammar mistakes.
    h. What is Autocorrect feature in MS Word?
    i. Write any 25 shortcut keys related with MS Word.
    j. How to use equation & Symbols?

4. Create an Excel Workbook and write all the steps to done with following instructions.
    a. Save this file with name **Myexcelfile**.
    b. Rename sheet1 with another name: Example.
    c. Move sheet2 to another excel workbook with name abc.xls.
    d. Increase the Cell Row height=12.65 and width=9.36.
    e. How to use merge and centre feature.
    f. How to use sort and filter feature.
    g. How to use conditional formatting? Give at least three names of conditional formatting.
    h. How to use auto sum feature?
    i. How to freeze rows and columns?
    j. How to hide and unhide rows and columns?
    k. How to apply cell border?
    l. How to define a name to a cell range in a worksheet?
    m. How many types of chart available in ms excel and how to use it?
      n. How to use cell values in another sheet?
    o. How to share worksheet data?

5. Create the following excel worksheet: -

	A	B	C	D	E	F	G	H	I	J	K	L
1	Roll	Name	Hindi	Eng.	Math	Science	Sst	Comp	Total	Percentage	Remark	Grade
2	10201	Rahul	10	10	10	54	78	65	227	37.83	PASS	D+
3	10202	Satish	74	98	55	52	65	69	413	68.83	PASS	C+
4	10203	Reena	52	65	85	24	45	39	310	51.67	PASS	C+
5	10204	Sunita	30	30	28	14	41	33	176	29.33	FAIL	Work Hard
6	10205	Geeta	69	39	96	58	25	56	343	57.17	PASS	C+
7	10206	Devendra	58	85	52	45	45	57	342	57.00	PASS	C+

    a. Write the function to calculate total marks of all subjects (Rahul).
    b. Write the function to calculate Percentage of marks of all subjects (Rahul).
    c. Write the function to calculate Remark of all subjects (Rahul).
    d. Write the function to Grade of total marks of all subjects (Rahul). Criteria of grade:
      $\geq$ 90 A+
      $\geq$ 75 B+
      $\geq$ 50 C+
      $\geq$ 33 D+
      $<$33   Work hard.

6. Revise the syllabus taught for periodic test - 1.

ART & CRAFT

Do Composition in book Page no. 52,58,59