



Course on Computer Concepts



Project Report on

Project Title

CCC

Academic Year 2021-22

Stusentname By:

Your Name.

Bhago khatpatiya

Q-1 નીચેના પેરેગ્રાફ માથાં **ONLINE** શબ્દ ને **BOLD** કરો: (2)

Q-2 નીચેના પેરેગ્રાફ માંથી **video** શબ્દ ની **font size 27** કરવી: (2)

Q-3 નીચેના પેરેગ્રાફ માથાં થી સ્પેલિંગ **error** ચેક કરો: (2)

Q-4 નીચેના **document** માં **page border set** કરવી: (2)

Q-5 નીચેના પેરેગ્રાફ માથાં થી **reading is easier** શબ્દ નો ક ર (2)

change કરી **અને green color** કરવો:

Video provides a powerful way to help you prove your Point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your dokument. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where

Q-A ઉપર આપેલ પેજ બનાવું **Insert menu** નો ઉપયોગ કરી (5)

Q-B નીચે આપેલ ટેબલ બનાવી ટેબલ ને **save** કરી **pdf** બનાવી (5)

COMPANY NAME HERE				
Department Name:			Logo Here	
Department Incharge:				
Date:				
Total Sales \$			Manager Signiture	
Weekly Sales Report Template				
	From To.....			
WEEK DAYS	ITEM	QTY	Department	Amount
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Total				

Q-C નીચે આપેલ logo બનાવો

(4)



Q-D નીચે આપેલ લખાની index બનાવી (4)

Computer

A computer is a digital electronic machine that can be programmed to carry out sequences of arithmetic or logical operations automatically. Modern computers can perform generic sets of operations known as programs. These programs enable computers to perform a wide range of tasks.

Internet

The Internet is a vast network that connects computers all over the world. Through the Internet, people can share information and communicate from anywhere with an Internet connection.

Q-Eનીચે આપેલ 6 નામે ની મદદ થી smartart નો (2)

ઉપયોગ કરવો

Computer fundamental

Operating system

Word

Excel

PowerPoint

Internet

Q-F નીચે sales Activity Report ત્યાર કરવો (10)

Sales Activity Report

For December 2013

Salesperson _____

Territory _____

Date _____

	FORECAST	ACTUAL
Gross Sales	\$1,00,000	\$1,80,000
Gross Profit	25,000	50,000
% Gross Profit to Gross Sales	25.0%	27.8%
Net Profit	15,000	24,000
% Net Profit to Gross Sales	15.0%	13.3%
Salary	7,000	7,000
Commission	3,500	4,000
Expense: Auto	1,000	1,100
Travel	500	600
Entertainment	1,000	1,200
Other	100	500
Total Days Worked	22.00	21.00
Number of Calls Made	100	110
Average Calls Per Day	4.5	5.2
Number of New Accounts	10	12
Number of Accounts Lost	3	4
Number of Accounts at Period End	96	97
Number of Potential Accounts	43	1,500

Q-G નીચે આપેલ Recelved order letters**(10)**

TOBI

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Thanks for shopping with Tob! You'll find a summary of your recent purchase below.

Please allow up to 2 business days (excluding weekends, holidays, and sale days) to process and ship your order. You will receive another email when your order has shipped.

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