<u>Class 6</u>

1) Draft a Birthday invitation letter and by using mail merge tool of MS Word create 10 invitation letters with 10 different name, address, landmark, city, state, phone as data source. Merge the letter with data source. print the letters and data source. Document it in Ms Word. (Max Pages: 5)(5 marks)

**2.** Prepare a Computer magazine "IT ERA" which includes 5 mobile technologies, 5 laptops, 5 Digital Gadgets and 5 Application Software by pasting paper cuttings, writing technical specifications, features etc. (Max Pages: 5)(5 marks)