

Course
&
Test Series



CBSE



ICSE



NTSE



Banking &
Insurance



Central Govt.
Service



State Govt.
Services



LAW
Entrance



MBA
Entrance



Railways & Metro
Services

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Self-Made Assignment -MS Word

Using Drop Cap, Quick Parts and Signature Line in MS Word

The Importance of Reading

Reading is one of the most valuable habits a person can develop. It enhances knowledge, improves vocabulary, and strengthens critical thinking skills. Whether reading books, newspapers, or online articles, it allows individuals to explore new ideas and perspectives. In addition to being educational, reading is also a great way to relax and reduce stress. It helps people escape from daily worries by immersing them in different worlds, whether fiction or real-life stories. Regular reading also improves focus, concentration, and comprehension skills, which are useful in both academic and professional life. Furthermore, it stimulates creativity and encourages imaginative thinking. In today's digital age, where people rely heavily on visual media, reading remains an essential skill for personal and intellectual growth. It also enhances communication skills by exposing readers to new words and expressions. Developing a reading habit can truly enrich one's life and open the door to endless possibilities.

Tasks:

- Apply a **Drop Cap** to the first letter of the paragraph.
- Save your name as a **Quick Part** and insert it at the end of the document.
- Add a **Signature Line** at the bottom with your name and title (e.g., Student, Writer, etc.).



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Resultant Output

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{YOUR NAME}

X

Ram
Student, xyz University

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