

Course
&
Test Series

Self-Made Assignment - MS Word

Using Different Views and Windows Option in MS Word

Tasks:

Task 1: Create a Table for OMR Answer Sheet

Steps to Follow:

1. Click on **Insert** → **Table** and select **5 columns × 12 rows** (adjust as needed).
2. In the Second row, enter the headings:
 - **Q. No.**
 - **Option A**
 - **Option B**
 - **Option C**
 - **Option D**
3. Merge the first row and write "**OMR Answer Sheet**" in **bold** and **centered**.
4. Fill in the **Question Numbers** (1 to 10) in the first column in **bold** and font size 12.

Task 2: Insert Circular OMR Bubbles

Steps to Follow:

1. Select the Third row of the table and **adjust the column width** so options fit properly.
2. Click on **Insert** → **Shapes** → **Oval** and draw a small circle inside one cell.
3. Copy and paste this circle in all option cells (A, B, C, D) for each question.
4. Ensure that the circles are evenly aligned.
5. Go to format tab and choose No fill from shape fill and change the outline to black color and weight of the outline to $\frac{3}{4}$.

Task 3: Apply Borders and Formatting

Steps to Follow:

1. Set **border thickness** to **1.5pt** for better visibility.
2. Use **Arial** or **Times New Roman** for font.

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Resultant Output

OMR Answer Sheet				
Q. No.	Option A	Option B	Option C	Option D
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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