**INDIAN SCHOOL AL WADI AL KABIR**

**COMPUTER SCIENCE**

**CLASS VI Holiday Homework 2017-2018**

Create following table in MS Word using insert table Option.

1. Arrange Employee names in alphabetical order (A-Z) using Sort Option.
2. Insert Header and type Holiday Assignment for Computer science and Insert Footer and type Happy Holidays.

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYEE INFORMATION** | | | |
| **SL.NO** | **EMP CODE** | **NAME** | **SALARY** |
| 1 | 290 | TARUN | 9140 |
| 2 | 296 | SOHAIL | 32450 |
| 3 | 275 | REKHA | 19115 |
| 4 | 256 | MITHUN | 16900 |
| 5 | 153 | MALIK | 29100 |
| 6 | 199 | JOSEPH | 22850 |
| 7 | 84 | JENNIFER | 12650 |
| 8 | 240 | JAMES | 23780 |
| 9 | 151 | HUSSAIN | 25950 |
| 10 | 300 | GUNJAN | 13990 |
| 11 | 61 | GOWTHAM | 9800 |
| 12 | 255 | ARAVIND | 34450 |

**Remark: Holiday Homework Practice at Home. Evaluation will be done after holidays during the regular practical session.**

**☺ HAPPY HOLIDAYS ☺**