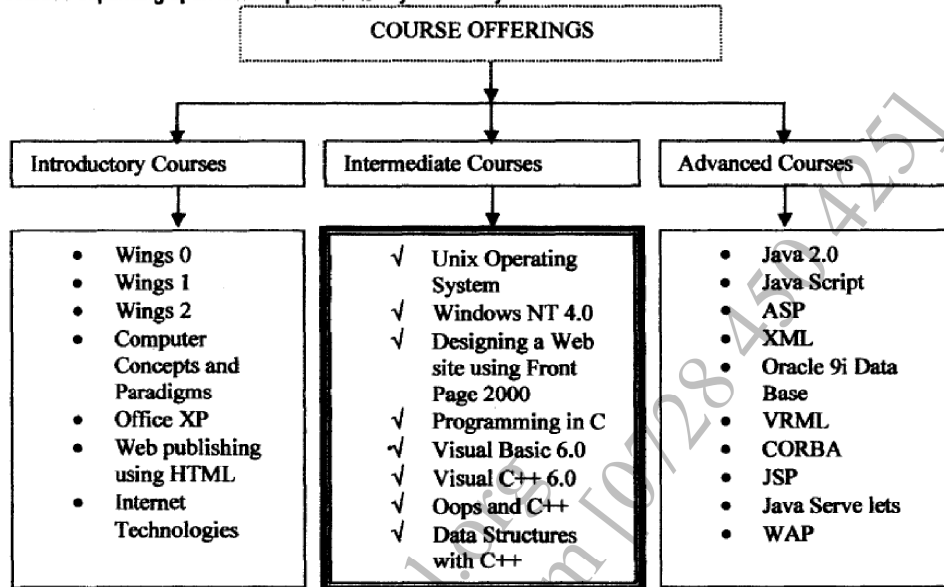


2. a. Type the following document using a wordprocessing application software (32 Mks)

16. Course Offerings

16.1 Off-The-Shelf Contents For Classroom Training

The following is the partial list of courses, which could be made available by Tata Infotech. However, Tata infotech shall propose & finalize course offerings depending upon the actual requirements. Tata Infotech would also provide upgrades and new courses to keep pace with the latest industry trends. In addition, Tata Infotech may design, develop and offer specific customized courses depending upon local requirements in your country.



The outline of IT and Business Skill Titles is given below.

| Information Technology | | | | |
|---------------------------------|--------------------------|--------------------------|-------------------------|---------------------------------------|
| Software Development | OS & Server Tech. | Internet & Network Tech. | Enterprise Data systems | Web Design |
| Software Development Principles | OS & Server Fundamentals | Cisco | Database Principles | Design Site Design Principles & Tools |
| Software Development Tools | Microsoft Windows | Internetworking | Oracle Systems | Database Macromedia Design Tools |
| Generic Languages | Unix & Mainframes | | | |
| Certifications | | | | |
| MCAD | MCSA | CCNA/P | OCA | Macromedia |
| CLS | A+ | CCIE | | |
| CLP | Server+ | INET+ | | |
| JCert | Linux+ | Network+ | | |
| | LPI | CIW | | |
| | CSA | SANS GIAC | | |

- b. Save the file as A:\Courses.doc (2 Mks)
- c. Give the entire document "Arial" font, size 10. (2 Mks)
- d. Adjust your page so that the entire document fits on one page (3 Mks)
- e. Group all the objects in the diagram to make it one (4 Mks)
- f. Remove the row containing "LPI" and "CIW" and add a row above that of "CLS", "A+"... (2 Mks)
- g. Sort the table data as follows: (2 Mks)
 - i.) Section below Information technology ascending
 - ii.) Section below Certifications descending
- h. Print a copy of the document (3 Mks)