**Submitted to : SIR ZAKIR RAHIM**

**ROLL NO : 14614**

**SUBMITED BY : pir shafqat khan**

**COURSE : COMPUTER APPLICATION TO BUSINESS**

**Q1:INSERT A MULTILEVEL LIST**

**ANS1:**

1. **CANINES** 
   1. SHEHPHERDS
   2. COLLIES
   3. TERRIES
      1. FOX
      2. SCOTTISH
2. **FELINES** 
   1. LOINS
   2. TIGERS
      1. SUMATRAN
      2. SIBERIAN
   3. DOMESTIC

Q2:insert a heading and draw an outside border around that heading ?

Ans2: inventory a complete list of items such as property, goods in stock, or the contents of a building

3:Insert a heading , apply a heading style from home ribbon and customize that heading style. Insert a screen shot of customizing heading style ?

4: Insert a hyperlink in the same document

ANS 3,4:

# [CRYSTAL MATHISON](dpsojas)

# PROFESSOR HARRIR

# Written communication

|  |
| --- |
| 15 june 2020 |

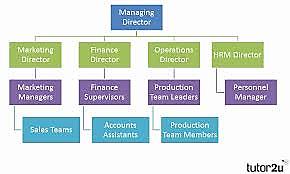
Inventory or stock is the goods and materials that a business holds for the ultimate goal of resale. Inventory management is a discipline primarily about specifying the shape and placement of stocked goods

5. **Insert a table of 3 columns ( heading are Roll Number, Name, Address) and 20 rows. Set table property to repeat header rows**

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| Roll number | name | Address |
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**6Use header and footer of your choice in your exercise file.**

**7Draw the following hierarchy chart using shapes in Insert Ribbon.**



**8;Insert a bookmark**

Ans : the purpose of the thirteenth edithion of fundmental of financial management is to enable you to understand the financial decision-making to interpret the impact that financial decision will have on value creation . the book therefore introduce you to the three major decision –making area in financial management .the investment .financing and asset management decision

**9: Change the page color of your exercise file and insert page border.**

**10:Use a watermark in your document.**

**11:Insert table of contents in your document**

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Q12:insert few comment and enable track changes ?

Ans : financial management continues to change at a rapid pace .advancement are occurring not only in the theory of financial management but also in the real world practice one result has been for financial management to take to focus on greater strategic focus as a manager rally struggle to create value in the corporation setting .