

IN MS WORD Create and Design

1. Full notebook with pages with a Cover Page
2. Admission form
3. Resume
4. Certificate.
5. Enquiry Forms
6. Leaflets/brochures.
7. Business Cards.
8. Menu Card
9. Make book content page or index page.
10. Create a letterhead
11. Identity card.
12. Purchase order
13. Mark sheet
14. Date Sheet
15. Create a Mail Merge File for Ten Students and send them time table/Date Sheet.



STUDENT SOLUTIONS
 Registered Under the Indian Companies Act 1956
Admission Form

Form No. _____ Reg. No. _____ Batch No. _____

☐ Basic Computer Course ☐ Advance Basic Computer Course
☐ Web Designing Course ☐ Computer Teaching Course
☐ Computer Hardware ☐ Customized Computer Course

1. Name of the Applicant

2. Name of Father

3. Nationality

4. Complete Address

5. Qualifying Examination
☐ 1. For 10th ☐ 2. For 12th
☐ 3. For 1st ☐ 4. For degree

6. Course Fee

7. Duration of the Course

8. Mode of Payment
☐ Cash ☐ Cheque ☐ Bank Transfer

9. Signature of the Candidate

10. Place

I declare that above information is true to the best of my knowledge & belief. I agree to abide by the rules & regulation of Student Solutions. I authorize Teacher, staff and Company.

Additional Declaration: _____

Date: _____ SIGNATURE OF THE AUTHORITY

STATEMENT OF CHARGES CP 77

Designated operator of _____ Date _____

Office of exchange of _____

Parcel No. _____

Reason for return
☐ Unknown ☐ Refused ☐ Importation prohibited
☐ Gone away ☐ Unclaimed

SDR _____

Presentation-to-Customs charge
 Storage charge
 Return charge
 Redirection charge
 Non-postal fees
 Explanation: _____
 Miscellaneous
 Explanation: _____

Total _____