

Write a topic on yourself with your future goals and what improvement will you bring in your field and also explain what you have gained through this course till now...

1: cover page

2: With header and footer on each page except cover page

3: font face: TIMES NEW ROMAN

4: font size: 18

5: heading size: 22

6: paragraph spacing and line spacing: 1.5

7: insert a **smart art** in which you insert your future goal

8: insert a hyper link to **www.google.com**

9: insert a **table** which include 2 column and required row with top most row as a header of your table insert your cnic , gender, nationality, religion and languages there and table must be in style of **"Grid Table 4, Accent 1"**

10: document must include a **word art** heading of your own choice

11: Write your 5 strengths and 5 weakness points in the form of bullet and use **multi list bullets**

12: Text must be **Justify**

13: The First Paragraph of your Document must be **dropped cap up to 4 words.**

14: All the Pages contain **water mark "Skill Development"**

15: Last page contain a border of **"Box Style" Color "Blue , Accent 1, darker 50%" and width "3/4 pt"**

Submission Date: December 24, 2020.