🛠 How to do: Step-by-Step Lab Task Guide

Lab 03: Using MS Word for Professional Documentation

 Objective

To learn how to create a professional document in MS Word with cover page, table of contents, structured body text, and proper formatting.

Step 1: Open MS Word (2 minutes)

- Start Microsoft Word.
- Create a new blank document.

Step 2: Create a Cover Page (8–10 minutes)

1. Go to **Insert → Cover Page** OR manually create one.

2. Add the following details:

    - Title of the document (e.g., *ICT – Lab 03 Report*)
    - Your full name
    - Registration number
    - Course title (ICT)
    - Date (e.g., 04/10/2024)
    - Instructor's name (e.g., *Waqar Azeem*)

3. Apply formatting:

    - Center align the title.
    - Use **WordArt** (Insert → WordArt) OR insert a **header image**.
    - Ensure text looks neat and professional.

Step 3: Insert a Table of Contents (6–8 minutes)

1. Go to **References → Table of Contents** → choose an automatic style.
2. Later, headings from your document will appear here automatically.
3. Leave one blank page for now.

Step 4: Write the Body Text (15–20 minutes)

1. Use **dummy text** (e.g., type `=rand(4,3)` and press Enter to generate random text in Word).

2. Structure your text:

    - Apply **Heading 1** for main sections.
    - Apply **Heading 2** for sub-sections.
    - Keep body text in **Times New Roman, size 12, 1.5 line spacing, justified alignment**.

3. Add at least:
   - 2 main headings
   - 2 sub-headings under each

Step 5: Add Header and Footer (5 minutes)

1. Go to **Insert → Header**:
   - Write: *Batch BSCYS-1A | Lab 03*.

2. Go to **Insert → Footer**:
   - Write: *Your Name – Roll Number*.

Step 6: Update Table of Contents (2–3 minutes)

1. Go back to the Table of Contents page.
2. Right-click → **Update Table** → *Update entire table*.

Step 7: Final Formatting Check (5 minutes)

- Ensure entire document is in **Times New Roman, size 12, line spacing 1.5**.
- Check alignment and spacing.
- Proofread quickly for typos.

Step 8: Save and Export (3 minutes)

1. Save as **YourName_ICT LAB3.docx**.
2. Also save as PDF: **File → Save As → PDF**.
3. Upload both files to GCR before the deadline.