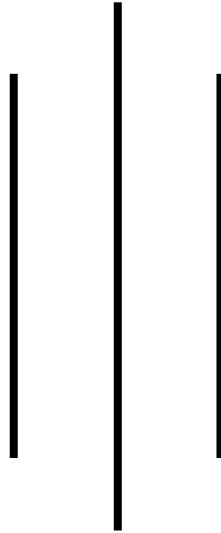


TRIBHUVAN UNIVERSITY

PATAN MULTIPLE CAMPUS



LAB REPORT ON: IIT

LAB REPORT NO: 02

SUBMITTED BY

NAME: SURESH DAHAL

CLASS: BIT – I/I - A

ROLL NO: 23

SUBMITTED TO

DEPARTMENT OF IT

DATE:

TITLE: FAMILIARIZATION OF MS-WORD

THEORY:

INTRODUCTION:

Microsoft Word, a product of Microsoft Office Suite, has revolutionized document processing since its inception in the 1980s. Microsoft Word helps us make all sorts of documents, like letters, reports, CV, identity cards etc. In this lab, we'll look at what Microsoft Word can do. We'll explore its different features, from changing how words look to making documents look nice by making a CV, identity card, text formatting, and equations and symbols.

How to open MS-Word?

Press CTRL + R, type winword and hit enter or search MS-Word from search box and click to open MS-Word.

ADVANTAGES:

- User-friendly interface
- Rich formatting options
- Spell check and grammar check
- Pre-designed templates
- Integration with other programs
- AutoSave and AutoRecover
- Advanced document features
- Continuous updates and support

DISADVANTAGES:

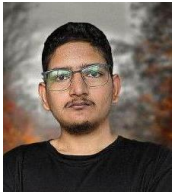
- High cost for full version
- Learning curve for advanced features
- Vulnerability to viruses and malware
- Limited compatibility with non-Microsoft platforms

FEATURES:

- Text formatting (font, size, style)
- Paragraph formatting (alignment, indentation, spacing)
- Bullets and numbering
- Headers and footers
- Spell check and grammar check
- AutoCorrect
- Find and replace
- Tables, charts, images, and shapes
- Export to PDF
- Word and character counting

OUTPUT:

a. CV

Curriculum Vitae				
Name	: Suresh Dahal			
Father's Name	: Hari Dahal			
Address:				
Permanent	: Jhapa, Nepal			
Temporary	: Kathmandu, Nepal			
Gender	: Male			
Marital Status	: Unmarried			
Nationality	: Nepali			
Religion	: Hindu			
Email	: sureshdahal@gmail.com			
Contact	: 9812343235			
Academic Qualification:				
SN	BOARD	PASSED YEAR	LEVEL	GPA
1	HSEB	2075	+2	2.34
2	CTEVT	2080	Diploma	3.35
Experience:				
1. Freelance Web Developer @Betal International 2080 Jestha – Asoj				
2. Freelance Web Developer @Nepal Bar Association 2080 Magh - Chaitra				

b. Identity Card

Patan Multiple Campus	
Student Identity Card	
Name	: Suresh Dahal
Address	: Kathmandu, Nepal
Contact	: 9812343235
Faculty	: Bachelor in Information Technology
Roll	: 23
Expiry Date	: 2084/12/12
Principal's Sign	

3. Text Formatting

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, ~~Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.~~

Themes and styles also help keep your document coordinated. When you click Design and where you want to add a row or a column, and then click the plus sign.

- This is bullet 1
- This is another bullet
- This is last bullet

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device. Video provides a *powerful* way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

1. $\text{Zn} + \text{H}_2\text{SO}_4 = \text{ZnSO}_4 + \text{H}_2$
2. $(a+b)^2 = a^2+2ab+b^2$

CONCLUSION:

In this lab, we have learned to use MS-Word. We got to know that the Microsoft Word is a valuable tool for creating and editing documents, offering numerous features like formatting options and variety of tools. However, it has limitations such as high cost and limited compatibility. Nonetheless, it remains widely used and essential in both personal and professional contexts.