Aror University of Art, Architecture, Design & Heritage Sukkur

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Lab 04: Reference , Review and View Tabs and Design Tabs in MS Word
Date: Sep 25, 2023

Subject: Application of Information & Communication Technologies

Instructor: Abdul Ghafoor

References Tab

1. **Table of Contents**
   - *Description*: The Table of Contents option allows you to create and customize a table of contents for your document, making it easy for readers to navigate.
   - *Steps*:
     1. Place your cursor where you want the table of contents to appear.
     2. Go to the "References" tab.
     3. Click "Table of Contents."
     4. Choose a predefined style or customize it.
2. **Footnotes**
   - *Description*: Footnotes are used to provide additional information, citations, or explanations at the bottom of the page.
   - *Steps*:
     1. Click where you want to insert a footnote.
     2. Go to the "References" tab.
     3. Click "Insert Footnote."
3. **Citations and Bibliography**
   - *Description*: This option is used for managing citations and creating a bibliography in various citation styles.
   - *Steps*:
     1. Go to the "References" tab.
     2. Click "Insert Citation" to add a citation.
     3. Click "Bibliography" to insert a bibliography.
4. **Captions**
   - *Description*: Captions are used for labeling tables, figures, or other objects within your document.
   - *Steps*:
     1. Select the object you want to caption.
     2. Go to the "References" tab.
     3. Click "Insert Caption."

5. **Index**
   - *Description*: You can create an index that lists specific terms along with the page numbers they appear on.
   - *Steps*:
     1. Select the text you want to index.
     2. Go to the "References" tab.
     3. Click "Mark Entry" to mark the selected text.
     4. Create the index using the "Insert Index" option.
6. **Table of Authorities**
   - *Description*: This option is used for creating a table of legal authorities and references.
   - *Steps*:
     1. Go to the "References" tab.
     2. Click "Insert Table of Authorities."

Review Tab

1. **Proofing**
   - *Description*: Proofing options help you check spelling and grammar, as well as access the thesaurus and word count.
   - *Steps*:
     1. Go to the "Review" tab.
     2. Click "Spelling & Grammar" to check spelling and grammar.
     3. Click "Word Count" to count words.
2. **Language**
   - *Description*: You can set the language for your document and access language-related options.
   - *Steps*:
     1. Go to the "Review" tab.
     2. Click "Language" to set the document language or access language preferences.
3. **Comments**
   - *Description*: Comments are used for collaborative editing and providing feedback within the document.
   - *Steps*:
     1. Select the text you want to comment on.
     2. Go to the "Review" tab.
     3. Click "New Comment."
4. **Tracking**
   - *Description*: Tracking allows you to review and accept or reject changes made to the document.
   - *Steps*:

1. Go to the "Review" tab.
2. Click "Track Changes" to enable tracking.
3. Review and manage changes using the options in this tab.

5. **Changes**
   - *Description*: This option allows you to accept or reject changes made during the review process.
   - *Steps*:
     1. Go to the "Review" tab.
     2. Use "Accept" or "Reject" to manage changes.

6. **Compare**
   - *Description*: You can compare two documents to see the differences between them.
   - *Steps*:
     1. Go to the "Review" tab.
     2. Click "Compare" to select and compare documents.

7. **Protect**
   - *Description*: Protecting a document involves restricting editing, adding passwords, and controlling document access.
   - *Steps*:
     1. Go to the "Review" tab.
     2. Click "Protect Document" to set protection options.

View Tab

1. **Views**
   - *Description*: Change the document view mode, such as Print Layout, Read Mode, or Web Layout.
   - *Steps*:
     1. Go to the "View" tab.
     2. Click on different view options to switch between them.

2. **Show**
   - *Description*: Customize what is displayed in the document, including rulers, gridlines, and document map.
   - *Steps*:
     1. Go to the "View" tab.
     2. Click "Show" to toggle different elements on or off.

3. **Zoom**
   - *Description*: Adjust the document's zoom level for a better view.
   - *Steps*:
     1. Go to the "View" tab.
     2. Use the zoom slider to adjust the zoom level.

4. **Window**
   - *Description*: Manage multiple document windows or arrange them side by side.
   - *Steps*:
     1. Go to the "View" tab.
     2. Use options like "New Window" or "Arrange All" to manage document windows.
5. **Macros**
   - *Description*: Macros are used to automate repetitive tasks in Word.
   - *Steps*:
     1. Go to the "View" tab.
     2. Click "Macros" to record or run macros.

<ins>End of the Lab</ins>

Assignment : Create the following Time Table in MS word

Day	10:00 AM to 11:00 AM (SECTION-A)	11:00 AM to 12:00 PM (SECTION-A)	3:00 PM to 4:00 PM (SECTION-B)	4:00 PM to 5:00 PM (SECTION-B)
Monday	**C++ (WIJESH KUMAR)**		**C++ (Wijesh Kumar)**	
Tuesday	**C++ (Wijesh Kumar)**		**ICT (Abdul Ghafoor)**	**C++ (Wijesh Kumar)**
Wednesday	**ICT (Abdul Ghafoor)**		**C++ (Wijesh Kumar)**	
Thursday	**C++ (Wijesh Kumar)**	**ICT (Abdul Ghafoor)**	**ICT (Abdul Ghafoor)**	**C++ (Wijesh Kumar)**
Friday	**C++ (Wijesh Kumar)**		**ICT (Abdul Ghafoor)**	**C++ (Wijesh Kumar)**
Saturday	**English (Khalil Ur Rehman)**		**English (Khalil Ur Rehman)**	