

University of Mianwali(UMW)



Lab Manual Introduction to Information & Communication Technologies

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Semester	BS 2 nd

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Week-02

Objectives

After performing this lab, students shall be able to:

- Introduction to using basic commands in MS office Word
- Describe the undo and redo commands and how they are related to one another.
- Use the Find, Replace, and Go To commands to substitute one character string for another.
- Create a bulleted or numbered list.
- Some basic commands of review tab
- Describe the resources in the Microsoft Clip Organizer; insert clip art and/or photograph into a document.
- Describe various tools on the picture toolbar.
- Use Word Art to insert decorative text into a document.

Task List

Task-1 Create your *curriculum vitae* (CV)

Create 1 page based CV to describe your personal and education skills. Your CV must contain the following

- Your name, phone, address and email credentials.
- Your photograph (passport size)'
- Your objective and motivation
- Your educational background
- Your Professional experience
- Your personal skill set

You must have to use tables (of invisible borders), bullets/numbering (where applicable), different heading styles and text formatting, picture formatting and text wrapping. Save your document with name CV-V1.

A sample design of CV is given on next page, but you may create a design of your choice.

Task-2 Check your document of task 1 for spell checking

Use saved document CV-V1 for this purpose. Make a copy of this document as CV-V2 and find **spelling and grammar** check in review tab. Enable **Track changes** from the same tab, learn how to use track changes, **made some changes** and then compare this document to CV-V1 (find **compare** option in review tab).

Task-3 Mathematical Equation and table

Create a new document and it must contain the following:

- Header with the following information:

University of mianwali Department of Computer Science
(On the left) (On the right)

Format the header to be Arial font type, black color, size is 12 and bold face.

- Footer with your name and section on the right and insert the date (in insert tab Date & Time) on the left. Use the same font attributes used in the header.
- Insert page number in the bottom of each page to the center.
- Page one should contain the following:
 - Title centered across the page with Times New Roman font type, black color, size is 14, underlined and bold face. As shown below:

Mathematical Report

- Title centered across the page with Times New Roman font type, black color, size is 14, underlined and bold face. As shown below:

Table with the following information and format:

Data Table

(x_1, y_1)		(x_2, y_2)		<i>Distance</i>
x_1	y_1	x_2	y_2	
1	2	5	10	8.94
2	4	3	6	2.24
3	6	4	8	2.24
4	8	1	2	6.71
5	10	2	4	6.71

Table 1

- Page two should list some mathematical formulas, use bullets to separate the formulas and format the paragraph to 1.5 lines spacing, write distance and midpoint formulas along with definitions
- Insert a cover page for your report showing the report title and your name. Make sure that no page number appears at the cover page.
- Use spelling and grammar checking tool to make sure you do not have any spelling mistake.

Task-4 Clip art, shapes, pictures and hyperlink

Use task 3 document for this task.

1. Insert 3 different clip art with 3 different text wrapping option. Use one to two line to describe each of the clip art.
2. Insert 2 pictures of your own choice with 2 different text wrapping options. Write down a paragraph about each picture. Use **Drop Cap** for both paragraphs.
3. Insert a shapes to create a tree and a house. Color the drawing.
4. Insert screen shot of desktop.
5. Insert hyperlink of your course website.