University of Mianwali(UMW)

Lab Manual
Introduction to Information & Communication Technologies

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Semester	BS 2ND

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Week-01

Objectives

After performing this lab, students shall be able to:

- Use university's intranet for different tasks such as how to make assignment submissions, access of university server.
- Open internet explorer and compose an email.
- Use of Google sites.
- Introduction to using basic commands in MS office Word

Task List

Task-1 Open internet explorer & check UMW Website

https://umw.edu.pk/ Check your semester courses and semester calendar.

Task-2 Open internet explorer & check your email

If don't have an account then create. Here compose an email and send to the person sitting next to you.

Task-3 Open MS word and experiment with basics

Open MS Word and write a paragraph to introduce yourself. Experiment with the following:

Cut (ctrl X), paste (ctrl v), copy (ctrl c), save (ctrl s), save as, bold (ctrl b), italic (ctrl i), underline (ctrl u). Use the basic formatting commands, such as change font size, paragraph spacing.

Save:
Save your file as a Word Document with the name "your Registration number-Lab1". (Use your actual registration number; don't just type 'your Registration number'!)

Copy, Cut & Paste:
Create this table in your file (or draw a table)

Left Side	Right Side
Copy this sentence and paste it in the box to the right.	
Cut this 2nd sentence and paste it in the box to the right.	
Highlight this 3rd sentence and drag it into the box to the right.	

Aligning Text:
Align this sentence to the right.
Align this sentence in the center.
Align this sentence to the left.

Line Spacing:
This is the first paragraph. Change the spacing for this paragraph to 2.0. This is the first paragraph. Change the spacing for this paragraph to 2.0. This is the first paragraph. Change the spacing for this paragraph to 2.0. This is the first paragraph. Change the spacing for this paragraph to 2.0.

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Header & Footer:
In the header, type your name, class and date on three separate lines. Align all three lines to the right. Use the 'Blank' style header. In the footer, write the name of your favorite food. Use the 'Alphabet' style footer. Do not erase the page number.

Deleting Text:
Delete above table that you created in copy, cut and paste. Your final document should start with Aligned text.

Format Borders and Shading:
Before you add borders and shading, notice what you have selected on your document. If the picture is selected, then you will be adding borders to it. If you have text selected, then the border will be added to your word(s). To add Borders and shading to an entire page, make certain you have NOTHING selected!

Print Preview & Print:
Look at the Print Preview. In the print preview, click the 'Shrink One Page' button. Your final document will have really small print, but that's okay! Close the print preview. You're now ready to print.

Task-4 Open MS word and experiment with Clip Arts & pictures

Open new document. Insert a picture from ClipArt. Select the picture and copy and paste it five times. Copy and Paste to a different document

Copy and Paste into a different program: Insert a picture in Microsoft Word and copy it. Start the program Microsoft Excel. Paste the picture into Excel.

Download a picture of your choice from Google and use it in your document. Adjust it and format it.

Insert a picture of a sun or sunset.
Use Format->Size to resize the picture to 1.5" wide
Use In-Line Text Wrapping
Next to the picture type: The weather is great!

Insert a picture of a camera.
Change the Text Wrapping to Tight
Resize the picture to be 2.5 inches tall
Place the picture to the bottom of the page

Insert a picture of a beach.
Format Text Wrapping to Tight
Place the picture into the center of the page
Add a thick BLUE border around the picture
Crop the picture .5 inches from the left

Task-5 Open MS word and create a Business Letter and then flyer or broucher.

A "Corporate Stripe" is a set of documents that have the company logo, fonts, and styles. This exercise allows you to practice formatting text and pictures while you create a business letter.

Open a blank Microsoft Word document. Type the following information:

Computers Are Us
555 Main Street
Brighton, MI 48116
(810) 555-1212
Select All of the text and use the Font options to format the type: Tahoma, 12 point, bold, centered, and dark red

Select the first line of type and make it 14 point.

Insert a Picture from ClipArt:

Go to Clips Online, the Microsoft Design Gallery. Search for a photo or cartoon of a computer. Select two or three images and Download them. Use one of the pictures for a company logo. Resize the picture. Center it above the Company name and address

Insert the Date and Time:

Remember, the default Date and Time updates automatically. This option is not appropriate for medical or legal documents that must be date/time stamped, but is fine for this exercise. Type a sample business letter:

Dear Sir,
Thank you for your order, yesterday. We will be shipping your parts by FedX ground.
Sincerely,
Your Name