Comsats Institute of Information Technology

Lab Manual

Introduction to Information & Communication Technologies

Course Instructor	Zaheer Ahmad Gondal
Lab Instructor(s)	Zaheer Ahmad Gondal
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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:

1. Header with the following information:

Comsats Lahore   **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.
2. 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.
3. Insert page number in the bottom of each page to the center.
4. Page one should contain the following:
    a. Title centered across the page with Times New Roman font type, black color, size is 14, underlined and bold face. As shown below:

<u>Mathematical Report</u>

    b. 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)		*Distance*
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

5. 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
6. 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.
7. 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.