



FAST

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National University of Computer and Emerging Sciences

Department of Computer Science & Software Engineering

**Introduction to Information and Communication
Technologies**

Assignment -01

ICT Assignment 01

Assignment Dead Line: 04-Oct-2021 11:00 PM

- No late submissions will be entertained.
- All submissions should be made on Google Class Room.
- Emailed assignment are not accepted.
- An individual/group may be assigned a straight-forward **0** if the submitted assessed task is copied/cheated from another individual/group.
- Upload only MS Word File(.docx).

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Task-01

Follow the instructions below:

Open a new document and type the following memo.

To: Your name

From: FAST-NUCES PWR

Subject: Microsoft® Word 2016 or 2019

Date: May 31, 1999

This is just a short note to help you get acquainted with the insertion and replacement modes in Word for Windows. When the editing to be done results in more characters than currently exist, you want to be in the insertion mode when making the change. On the other hand, when the editing to be done contains the same or fewer characters, the replacement mode is best. And when replacing characters, it is most efficient to use the mouse to select the characters to be deleted and then just type the new characters; the selected characters are automatically deleted and the new characters typed take their place.

1. Make the following changes to the text:

- a) Select the text *Your name* and replace it with your name.
- b) Replace *May 31, 1999* with the current date.
- c) Insert the phrase *one or* in the second line so that the text reads ... *one or more characters than currently exist*.
- d) Delete the word *And* from the fourth sentence in the fourth line, then change the *w* in *when* to a capital letter to begin the sentence.
- e) Change the phrase *most efficient* to *best*.
- f) Justify the paragraph.
- g) Change the typeface of the entire document to 12 point Times New Roman.

1. Save the document as: *Memo.doc* on desktop.

Task-02

Follow the instructions below:

1. Open a new document and create the following tables:

<i>Title of Subject</i>	<i>Subject Code</i>	<i>Status of Subject</i>	<i>Credit Hours</i>
Computer Applications	INFOL3002	Core/Major	4
Mathematical Techniques 1	DIM5058	Mathematics	4
English	DEN5018	Uni/LAN	3
Bahasa Kebangsaan A	MPW2113	Uni/LAN	3

2. Add the borders and shading as shown.

3. Insert 1 row in between Mathematical Techniques 1 and English.

Business Management	DBS5018	Core/Major	3
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4. Save the document as: *Tables.doc* on desktop.

THANKS 😊

