National University of Computer & Emerging Sciences

Assignment # 01 (MS Word)

Lab Manual
Introduction to Information & Communication Technologies

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Week-02

Task-1

Write an essay of at least 7 pages in **MS-Word** document on any topic/field of computer sciences. List of topics are given to you in a file **"Topics.pdf"**. Essay must contain the followings

- First page will only contain your name, roll no, batch, address, email and photograph on right side.
- Second page will have only two paragraphs on your **objective** and **motivation** for BS(CS)/SE
- Other pages will have all about essay

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

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

Use saved document ESSAY-V1 for this purpose. Make a copy of this document as ESSAY-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 ESSAY-V1 (find **compare** option in review tab).

Task-3:

What is a brochure? Google some sample brochures of universities and get the idea.

Design a tri-fold brochure for **Fast-National University of Computer & Emerging Sciences**, **Peshawar** with its **title**, **logo** and **mission line**. It must contain information about offered degree programs, fee & scholarship's, student's life and job rate etc.

You can use MS Word Template library. Sample brochure is:

Create a new document and it must contain the following:

1. Header with the following information:

Fast Peshawar (On the left)   **Department of Computer Science** (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.

Good Luck ☺