**LAB 03**

**Objective:**

* The objective of this lab is to familiarize the students with references in office, the importance of references and how to create reference list and bibliography automatically.
* To learn about drawing and creating diagrams using shapes and SmartArt.
* The objective of this lab is to familiarize students with the following concepts
  + Insert table
  + Insert shapes
  + Smart art
  + Page number
  + Header and footer
  + Page colour
  + Page border

**Task:**

1. For your previous lab documents, add proper references where needed. Make sure you at least add 2 journal articles, conference papers and reports.
2. With the help of smartArt draw the following:

**Computers**

1. Using shapes draw the following diagram