

Lab #3

AICT BSDS Fall 2023

Task 01: Formatting Text and Pages

[20 marks]

A. Open a new document and type the following memo.

To: Loading Dock Staff

From: Philip Yuen, Director of Shipping

Date: June 30, 2017

So I've got news for you all. We've had a tough year, as you know, but we've been recovering slowly but surely. But, of course, something had to mess up. Because Hank shipped three pallets to the wrong customer last week, the Board has decided to update the shipping procedure for the entire loading dock.

This is just something we'll have to get used to, even if it wastes all of our time in the process. Whenever we get an order ready to go, everyone on the loading dock will need to confirm shipments with me first. Only after I sign off on the details will anything be allowed on the shipping truck. This new change better prevent more careless errors.

1. Make the following changes to the text:

- Select the text “**Loading Dock Staff**” and replace it with your name.
- Replace “**June 20, 2017**” with the current date.
- Change the phrase “**last week to last month**”
- Justify the paragraph.
- Change the typeface of the entire document to 12, point Arial.

2. Save the document as: “**YourName_Memo.docx**” on desktop.

B. Open a new document and type the following.

You come across several documents every day. Some examples of documents are listed below:

Documents that inform

- Letters
- Brochures
- Financial reports

Agendas for meetings

- Research papers
- Magazines and Newsletters

Documents that persuade

- Advertisements
- Invitations
- Press Releases

Save the document as: “**YourName_formatted_text.docx**” on desktop.

Task 02: Create Table**[20 marks]**

Open a new document and create the following tables:

<i>Organic Compound</i>	<i>Molecular Formula</i>
Methane	CH ₄
Ethane	C ₂ H ₆
Propane	C ₃ H ₈
Butane	C ₄ H ₁₀

Add the borders and shading as shown.

Insert 1 row in between “**Ethane**” and “**Propane**”.

Pentane	C ₅ H ₁₂
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Save the document as: “**YourName_Tables.docx**” on desktop.

Task 03: Insert Image**[10 marks]**

- Insert 3 different clip art with 3 different text wrapping option.
- Insert 2 pictures of your own choice with 2 different text wrapping options.
- Insert hyperlink of your course website.