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Dept: BSCS

Subject: ICT

Submitted To:

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Lab Assessment No. 02

Introduction To Google Docs:

Google Docs is an online, free, web-based software which offers word processing, spreadsheets, presentations and forms etc. Besides that, it also allows us to collaborate with friends in real-time, we can easily work together to make projects, reports and more.

Some advantages include:

- It is available online and can be used without downloading any software.
- It consumes less ram.
- You just need a web browser and an internet connection to access google docs.
- Real-time collaboration with friends.

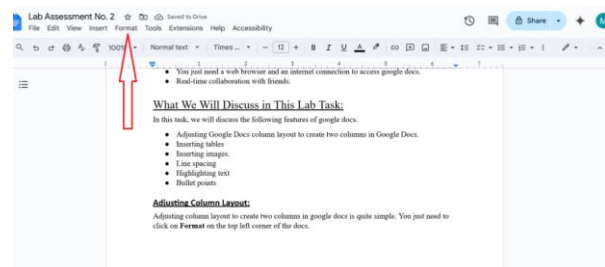## What We Will Discuss in This Lab Task:

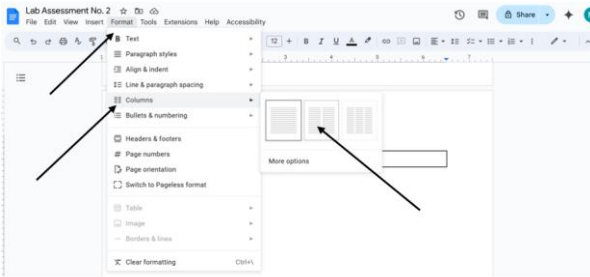In this task, we will discuss the following features of google docs.

- Adjusting Google Docs column layout to create two columns in Google Docs.
- Inserting tables and images.
- Line spacing
- Highlighting text

Adjusting Column Layout:

Adjusting column layout to create two columns in google docs is quite simple.

You have to click on the **Format** button on the top right section. **(Also navigated in the picture).**

After you click the **format** button, a **menu** will open. In the menu, go to the columns option and click on the two **column icon.**

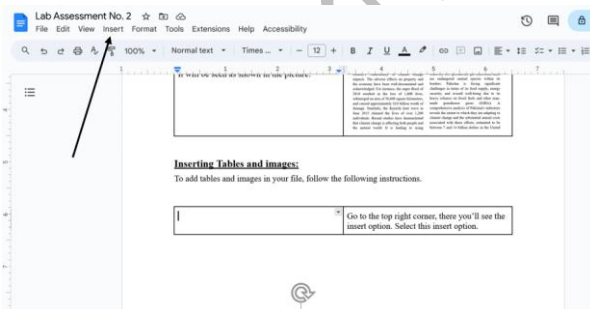It will be seen as shown in the picture.

INTRODUCTION:

Over the last ten years, Pakistan has experienced recurring episodes of extreme weather events, such as floods, droughts, glacial lake outbursts, cyclones, and heat waves. These events have had devastating consequences on both human life and the country's vulnerability to climate change impacts. The adverse effects on property and the economy have been well-documented and acknowledged. For instance, the super flood of 2010 resulted in the loss of 1,600 lives, submerged an area of 38,600 square kilometers, and caused approximately $10 billion worth of damage. Similarly, the Karachi heat wave in June 2015 claimed the lives of over 1,200 individuals. Recent studies have demonstrated that climate change is affecting both people and the natural world. It is leading to rising

limited knowledge on adaptation and protection measures. Pakistan has faced numerous natural disasters in the past, including prolonged droughts, floods, glacier melting, lake formation, earthquakes, hurricanes, avalanches, and other snow and ice-related events. These events have hindered the country's ability to adapt to new circumstances. Despite Pakistan's relatively low greenhouse gas emissions, there are endangered animal species within its borders. Pakistan is facing significant challenges in terms of its food supply, energy security, and overall well-being due to its heavy reliance on fossil fuels and other man-made greenhouse gases (GHGs). A comprehensive analysis of Pakistan's industries reveals the extent to which they are adapting to climate change and the substantial annual costs associated with these efforts, estimated to be between 7 and 14 billion dollars in the United

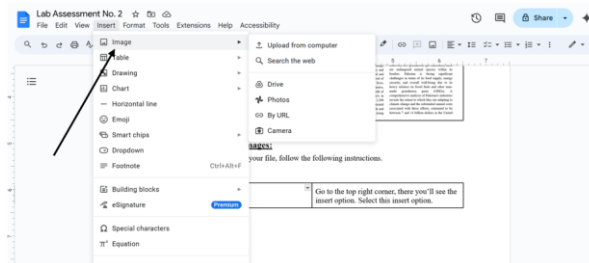## <u>Inserting Tables and images:</u>

To add tables and images in your file, follow the following instructions.

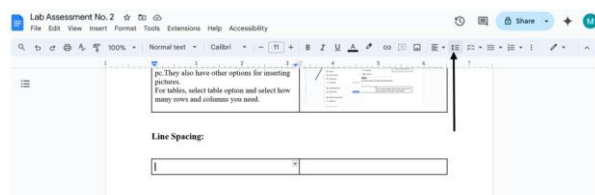Go to the top right corner, there you'll see the insert option. Select this insert option.

Just like before, a menu option will open.
select image option and upload from your pc.They also have other options for inserting pictures.
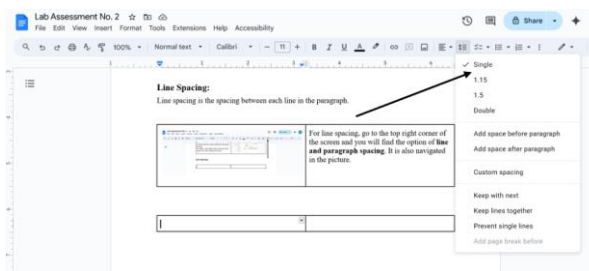For tables, select table option and select how many rows and columns you need.

Line Spacing:

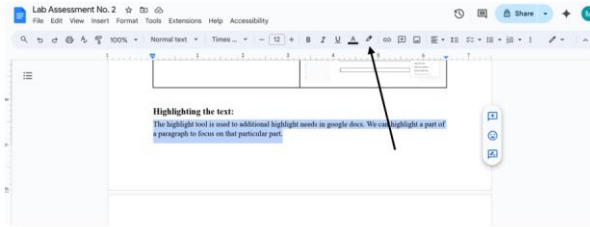Line spacing is the spacing between each line in the paragraph.

For line spacing, go to the top right corner of the screen and you will find the option of **line and paragraph spacing**. It is also navigated in the picture.

As you can see, there are multiple options for line spacing. You can choose spacing size for example 1.15 and 1.5 or double etc.

Highlighting the text:

The highlight tool is used to additional highlight needs in google docs. We can highlight a part of a paragraph to focus on that particular part.

To highlight the text, you need to select particular area and just click on the highlight **text** button shown in the picture.

THE END