

Patuakhali Science and Technology University

Course code: CCE-112

Submitted to:

Prof. Dr. Md. Shamsuzzaman

Department of computer and Communication  
Engineering

Faculty of Computer Science and Enginerring

Submitted by:

Md. Sharafat Karim

Id: 2102024,

Registration no: 10151,

Faculty of Computer Science and Engineering

Assignment number: 4,

Assignment title: Lab problem 4

## MS WORD ASSIGNMENT

### Practical-1

*MS Word is a word processor developed by MS. It was first released in 1983 under the name Multi-Tool Word for Xenix systems. MS Word is a popular word-processing program used primarily for creating documents such as letters, brochures, learning activities, tests, quizzes and students' homework assignments. There are many simple but useful features available in MS Word to make it easier for study and work. That's why so many people would prefer to convert the read-only PDF to editable Word and edit PDF in Word.*

### Practical-2

MS Word is a word processor developed by Microsoft.

Multi-Tool<sub>1</sub>

Multi-Tool<sup>2</sup>

### Practical-3

- Page 2 orientation = portrait
- Left margin = 2 cm
- Right margin = 1.2 cm
- Up margin = 1.22 cm
- Down margin = 1 cm

## Practical-4

A red colored text.

Bullet list:

- MS word
- Powerpoint
- Excel
- Access

### Practical-5

Roll no.	Name		Course	Language	OS
	First Name	Last Name			
012	Kapil	Kapil	BCA	HTML	Arch Linux
013	Suresh	Suresh	MCA	ASP.NET	Fedora
015	Shurpita	Jahan	B.COM.	PYTHON	Mac OS
016	Nabil	Islam	B.COM.	TALLY	Windows

### Practical-6

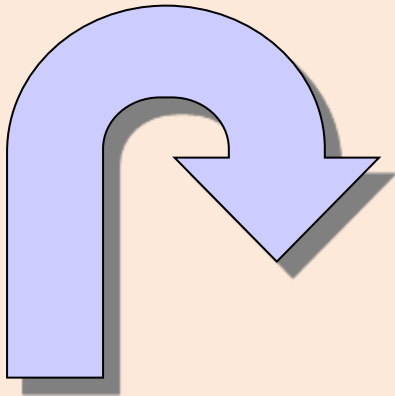


*Image: avatar or profile picture*

A custom header

## Practical-7

Clip art



Shape



Date and time

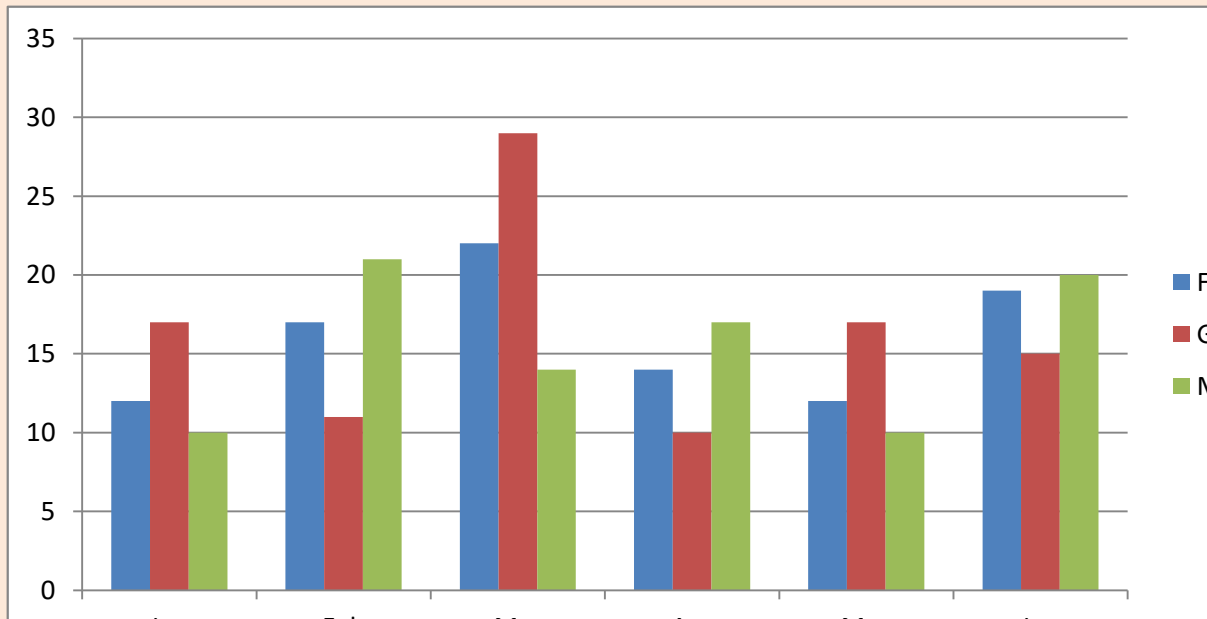
- Thursday, March 16, 2023

WordArt

**THANK YOU**

## Practical-8

Computer is an electrical device that platforms complex calculations only.



- [A hyperlink to a file](#)

- A bookmark added

## Practical-9

Computer is a device.

Computer is a machine.

Computer is an electronic device.

Computer is very useful.

## Practical-10

- Watermark
- Page color = red
- Indents
- Spacing

## Practical-11

### Table of contents

#### **Contents**

Practical-1 .....	2
Practical-2 .....	2
Practical-3 .....	3
Practical-4 .....	4
Practical-5 .....	5
Practical-6 .....	5
Practical-7 .....	6
Practical-8 .....	7
Practical-9 .....	7
Practical-10 .....	8
Practical-11 .....	8
Practical-12 .....	9
Works Cited .....	9

- A footnote<sup>1</sup>
- An endnote<sup>i</sup>

---

<sup>1</sup> Footnote is inserted above footer



A custom header

- An index

contents, 8

- Labels

*No labels found*

## Practical-12

Microsoft Word is a word processor developed by Microsoft. It was first released in 1983 under the name Multi-Tool Word for Xenix systems. MS Word is a popular word-processing program used primarily for creating documents such as letters, brochures, learning activities, tests, quizzes and students' homework assignments. There are many simple but useful features available in Microsoft Word to make it easier for study and work. That's why so many people would prefer to convert the read-only PDF to editable Word and edit PDF in Word.

## **Works Cited**

This is a sample bibliography

---

<sup>i</sup> End note is inserted after footnote