



AL-KAWTHAR

U N I V E R S I T Y

Department of Computer Science

GE 113 L – Information and Communication Technology Skills (ICTs)

Lab # 03

Objective:

The objective of the lab is to familiarize students with Zotero, a powerful citation management tool, which significantly streamlines the often-cumbersome referencing process. Zotero enables students to collect, organize, and manage bibliographic information with ease. It simplifies the task of adding citations into documents, thereby reducing the risk of errors and saving valuable time. The tool automatically generates citations in various styles, such as APA, MLA, and Chicago, ensuring compliance with academic standards and making the writing process more efficient.

Name of Student	
Student ID	
Date of Lab Conducted	
Marks Obtained	
Remarks	
Signature	

Student Name: _____

Roll No: _____

Section: _____

Lab 03: Getting Started with MS Word 2016

Lab Activity 1: Adding references effectively using Reference Management Tool

Objective:

- Introduce students to add references effectively in MS Word 2016.

Activities:

1. Create a sample research document with a title: "Climate Change Impacts."
2. Write a short introduction of at least 100 words.
3. Insert a heading "References" using the "Heading 1" style.

Lab Activity 2: Add citation using Zotero

Objective:

- Students would learn to use citation utilizing Zotero application in MS Word 2016.

Activities:

1. Install Zotero and set up a library with at least 3 references (books, articles, or websites).
2. Insert citations into the document using Zotero's Word plugin.
3. Example citation style: APA.
4. Add an in-text citation at the end of a sentence discussing a specific fact.

Lab Activity 3: Creating Bibliography:

Objective:

- Enable students to create bibliography using Zotero.

Activities:

1. Generate a bibliography at the end of the document using Zotero.
2. Ensure to format all citations correctly and match the chosen citation style.

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Section: _____

LAB Assignments**Lab Assignment: Creating a Professional Report Using MS Word 2016****Objective:**

The goal of this lab assignment is to enable students to apply advanced MS Word 2016 features, including designing a professional report, effective page setup, adding headers and footers, managing page numbers, and citation with the bibliography. This hands-on experience will enhance students' skills in structuring and formatting documents professionally.

Assignment Topic:

Students will select their own topic for this report. Suggested topics include:

- "The Importance of Technology in Education"
- "Exploring Environmental Sustainability"
- "Innovations in Artificial Intelligence"

Assignment Instructions:**1. Designing Professional Report**

- Create a new document and give it an appropriate title for your chosen topic.
- Insert a cover page using MS Word templates, customizing it with your name, date, and other necessary details.
- Include a table of contents for easy navigation.
- Add a "Summary" section and write an introductory paragraph for the topic, formatting it with justified alignment.
- Apply consistent styles to headings and subheadings.

2. Page Setup

- Adjust page layout by setting margins to 1 inch on all sides.
- Experiment with both portrait and landscape orientations for certain sections of the report.
- Apply a custom page size if needed and add page colors and borders to make the report visually appealing.
- Divide the document into multiple sections and assign different margin settings for each.

3. Headers and Footers

- Add a header with your name and a footer with the current date.
- Insert a logo or symbol in the header, resizing it as needed.

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- Apply different header/footer settings for the first page and subsequent pages.
- Include a horizontal line and file path in the footer for easy reference.

4. Page Numbers

- Insert page numbers at the bottom of each page, experimenting with different placements (e.g., right, center).
- Use Roman numerals for the first section (e.g., cover page, table of contents) and Arabic numerals for the main content.
- Restart page numbering in a new section of the document if needed.
- Ensure to display page numbers across the entire document.

Assignment Requirements:

- Minimum word count: 500 words.
- Follow the specified structure and complete all four activities.
- Submit the final document as both .docx and .pdf files.

This assignment encourages students to integrate various MS Word features, creating a well-organized, professional report on a topic of their choice.