Lab 1 Activity 1 - Microsoft Word Basic Operations
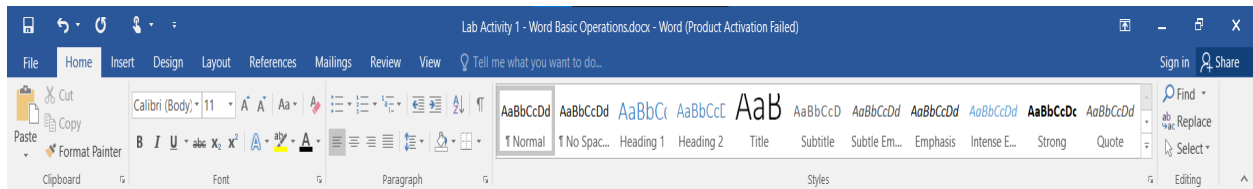
Objective - Introduction to the MS Word 2016 interface and basic operations.

1. Open MS Word 2016 and explore the Ribbon and different tabs.
2. Create a new document and enter text.
3. Save the document in both .docx and .pdf formats.
4. Open, edit, and save an existing document.
5. Explore and customize the Quick Access Toolbar

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Solutions:

Task 1:

Ribbon & Tabs:

Task 2:

To create a new document, open MS Word:

- Go to file tab.
- Then click on "New".
- Select a template or start with blank document.
- Enter some text of your choice.
- Click "Save" icon or press Ctrl + S to save the document.
- Type a name, and choose a location and press enter.

Task 3:

By default, MS Word saves the document in .docx format, if you want to save the document as .PDF follow the steps below:
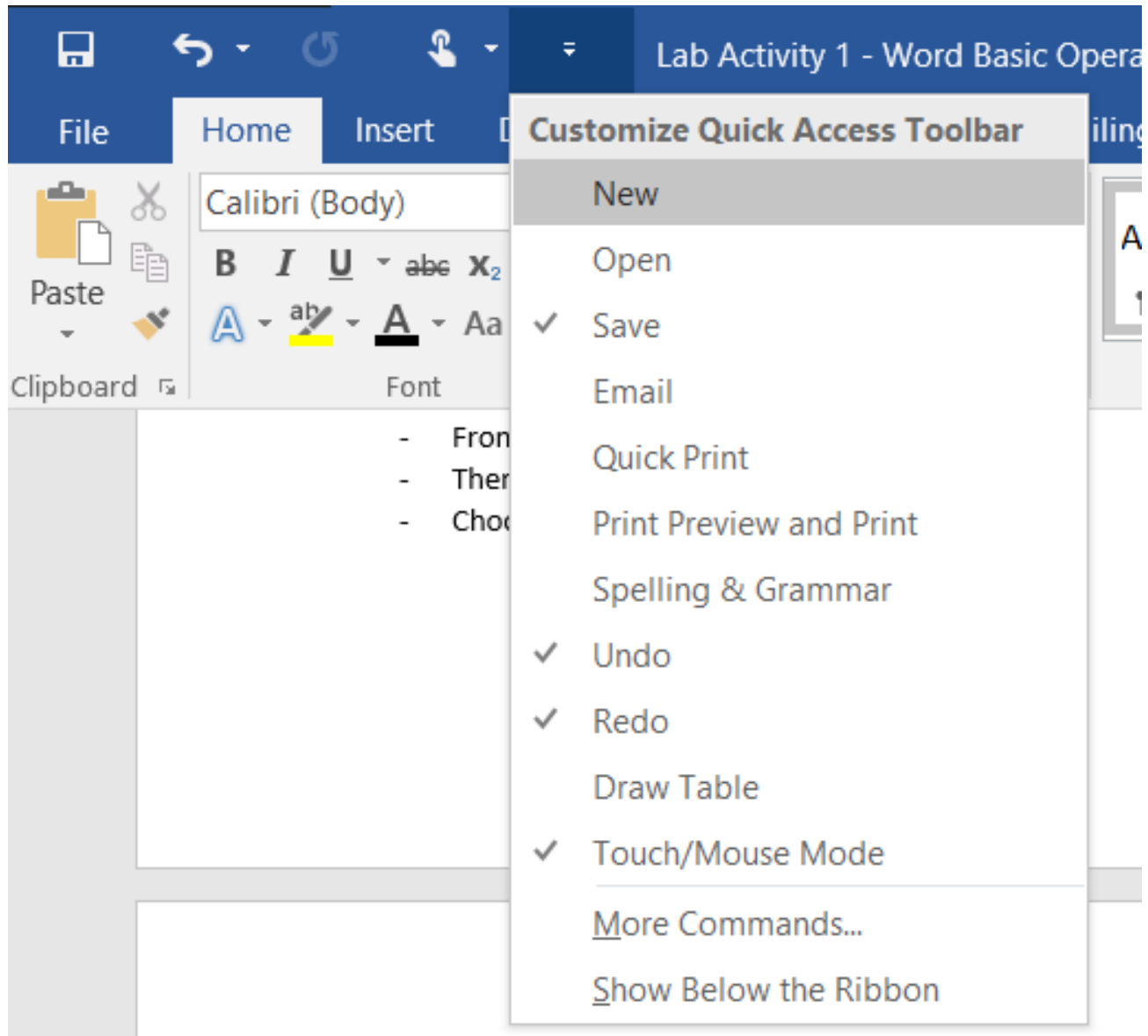
- After working on the document, click on the "File" tab.
- From the menu select "Export".
- Then click "Create PDF/XPS".
- Choose a location and name, and press enter.

Task 4:

- Double click on any existing Word file, which you want to open in MS Word.
- Make any changes you want.
- Click "Save" icon or press Ctrl + S to save the document.

Task 5:

Quick Access Toolbar Customization:

- Check or uncheck to add or remove any options.

Lab 1 Activity 2 - Formatting Text

Objective - Learn how to format text using different font styles and paragraph settings.

1. Apply various font styles, sizes, and colors to the text.
2. Use bold, italic, underline, and strikethrough options.
3. Change text alignment (left, center, right, justify).
4. Adjust line spacing and paragraph spacing.
5. Apply bullet points and numbering to lists.

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Solutions:

Task 1:

THIS IS A DUMMY TEXT GENERATED BY A STUDENT OF BSCS OF AL KAWTHAR UNIVERSITY, THIS MEANS NOTHING BUT ONLY TEXT FOR FORMATTING AND CHANGING FONT SIZES. AND YES, THE FONT NAME IS COPPERPLATE.

Comparatively this font size is larger than the previous one and the size is 16, check by yourself.

Now this text is red, in color… If it is printed by a black and white printer, you will see it a bit light. Well never mind.

Task 1 demonstrated successfully.

Task 2:

This is a dummy paragraph in which **some text** is bold, and some is not bold. Many *words* in this *sentence* can be *italic*. And underlining <u>is a very easy task</u> to do. And if I did ~~anything wrong~~, just strike through it. Thank you.

Task 3:

Left - This is also a dummy paragraph but it is written in left aligned mode, and yes the shortcut for it is Ctrl + L.

Center - This is also a dummy paragraph but it is written in center aligned mode, and yes the shortcut for it is Ctrl + E. I hope it worked.

Justified - This is also a dummy paragraph but it is written in justified mode, and yes the shortcut for it is Ctrl + J. I hope it worked.

Right - This is also a dummy paragraph but it is written in right aligned mode, and yes the shortcut for it is Ctrl + R. I hope it worked.

Task 4:

Line spacing in this is very high, because these lines have too many words in it. It is too much, very very

very very very very very very very very very very very very very very very very very very very very

very very very very very very very very very very very very very very very very very very very very very

very very very very very very very very very very very very very very very very very very very very very

very very very very very very very very very very very very very very very very very very very very very nice.

Paragrapgh spacing - This is a very very very very very very very very very very very very very very very very very very very very very very very very long paragraph.

This is another very very very very very very very very very very very very very very very very very very very very very very very very long paragraph.

This is another very very very very very very very very very very very very very very very very very very very very very very long paragraph.

This is another very very very very very very very very very very very very very very very very very very very very very very very long paragraph.

Paragraph spacing is very high here.

Task 5:

A bulleted list:

- Apple
- Banana
- Peach

A numbered list:

1. Potato
2. Onion
3. Mint

Lab 1 Activity 3 - Working with Styles

Objective - Use pre-defined styles and create custom styles for text formatting.

1. Apply heading styles (Heading 1, Heading 2, etc.).
2. Modify existing styles (e.g., change font size, color).
3. Create a new style for specific text formatting.
4. Use the "Format Painter" to copy formatting from one part of the document to another.

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Solutions:

Task 1:

Heading One Example
Some text written here.

Heading Two Example
Some text written here.

Task 2:

This style is known as "Intense Quote", and I changed its color and font size.

Task 3:

To create a new style:

- Go to styles in "Home" tab ribbon.
- Click arrow for more styles, and select "Create a Style".
- Click on "Modify Style" to customize it.
- Set a name and then enter.
- The style is ready to use.

Task 4:

- Select the content you like the formatting.
- Click on "format painter" on the left of the screen under "Clipboard".
- Select something else to apply the formatting you copied. I pasted the **solutions** heading format here.

Submitted by Muhammad Hashir Rafique (BSCS)

Lab 1 Activity 4 - Page Layout and Margins

Objective - Set up page layout options, such as margins, orientation, and size.

1. Change page orientation (portrait, landscape).
2. Adjust page margins using predefined and custom margin settings.
3. Set the page size (A4, Letter, etc.).
4. Add page breaks and section breaks

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Solutions:

Task 1:

- Go to "Layout" tab.
- Select "Orientation"
- Select your orientation.

This page is portrait.

Task 2:

- Go to "Layout" tab.
- Select "Margins"
- Select your margins.

I set the margins to "narrow".

Task 3:

- Go to "Layout" tab.
- Select "Size"
- Select your size.

I set the size to "A4".

Task 4:

Page Break

- Go to "Layout" tab.
- Select "Breaks"
- Select page break.

Section Break

- Go to "Layout" tab.
- Select "Breaks"
- Select section break.

Lab 1 Activity 5 - Inserting Tables and Charts

Objective – Learn to insert and format tables and charts.

1. Insert a table and adjust its rows and columns.
2. Format the table using table styles and borders.
3. Merge and split cells in the table.
4. Insert a chart (e.g., bar, pie chart) and customize its layout

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Solutions:

Task 1:

Dummy Data	Dummy Data	Dummy Data
Dummy Data	Dummy Data	Dummy Data
Dummy Data	Dummy Data	Dummy Data
Dummy Data	Dummy Data	Dummy Data

Task 2:

Dummy Data	**Dummy Data**	**Dummy Data**
Dummy Data	Dummy Data	Dummy Data
Dummy Data	Dummy Data	Dummy Data
Dummy Data	Dummy Data	Dummy Data

Task 3:

Dummy Data	Dummy Data		Dummy Data
Dummy Data	Splitted Cell	Splitted Cell	Dummy Data
Dummy Data	**Two Merged Cells**		
Dummy Data	Dummy Data		Dummy Data

Task 4:
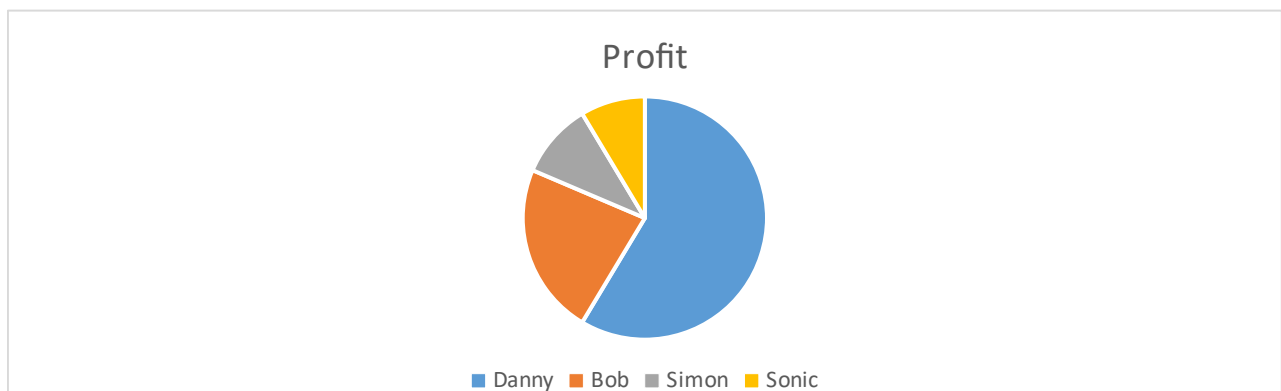
Lab 1 Activity 6 - Working with Images and Shapes

Objective – Insert and edit images, shapes, and text boxes in documents.

1. Insert an image from your computer.
2. Resize, crop, and apply styles to the image.
3. Insert shapes (e.g., rectangles, arrows) and format them.
4. Add a text box and format the text inside

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Solutions:

Task 1:

To insert image:

- Go to "Insert" tab.
- Select "Pictures"
- Select your picture and enter.

H45H1RSEC

Task 2:

- Right click on the picture and select "Format Picture".
- You can apply styles, crop and resize from there.

H45H1R

Task 3:

- Go to "Insert" tab.
- Select "Shapes"
- Select your shape and enter.
- Draw your shape anywhere.
- Click on the shape and select formatting from Ribbon.
- Format as you want.

Task 4:

- Go to "Insert" tab.
- Select "Text box"
- Select your text box and enter.

THIS IS A RANDOM TEXT BOX USED FOR QUOTES.

Lab 1 Activity 7 - Header, Footer, and Page Numbering

Objective – Add and format headers, footers, and page numbers.

1. Insert a header and footer with text.
2. Add automatic page numbering to the document.
3. Insert the current date and time in the header.
4. Customize header and footer styles.

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Solutions:

Task 1:

To insert header and footer:

- Go to "Insert" tab.
- Select "Header" or "Footer"
- Select your preferred style.

Task 2:

To add automatic page numbers:

- Go to "Insert" tab.
- Select "Page Number".
- Select location of numbering.
- Select your preferred style.

Task 3:

To add date & time in header:

- Go to "Insert" tab.
- Select "Header"
- Select your preferred style.
- Click "Edit Header"
- Select "Date & Time" from the ribbon.

Task 4:

To customize headers and footers Go to "Insert" > Select "Header" and customize any style you want.

Lab 1 Activity 8 - Using References and Citations

Objective – Work with references, citations, and a table of contents

1. Insert citations using the References tab.
2. Create a bibliography from the list of citations.
3. Insert a table of contents and update it after changes.
4. Use cross-references for figures and tables

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Solutions:

Task 1:

To insert citations:

- Go to "References" tab.
- Select "Insert Citation".
- Add new source.
- Fill the details.
- Once you've added the citation information, click **OK**, and Word will insert the citation at the cursor's location.

For Example:

"A computer is a machine that can be programmed to automatically carry out sequences of arithmetic or logical operations (computation). (Jong, n.d.) Modern digital electronic computers can perform generic sets of operations known as programs. (Hashir, n.d.)"

Task 2:

To create a bibliography from citations:

- Go to "References" tab.
- Select "Bibliography".
- Select the format.
- Click Enter.

For Example:

Bibliography

Hashir. (n.d.). Retrieved from Wikipedia.com.

Jong, K. (n.d.). Retrieved from W3schools.com.

Task 3:

To insert a table of content:

- Go to "References" tab.
- Select "Table of Contents".
- Select the format.
- Click Enter.

For Example:

Contents

Task 4:

To create a cross reference:

- Place your cursor where you want to insert the cross-reference.
- Go to the "References" tab and click "Cross-reference".
- In the dialog box, choose whether you're referencing a Figure or Table.
- Select the specific figure or table from the list, and choose whether you want to reference the whole caption, the only the label and number, or other options.
- Click "Insert", and Word will insert a link to the figure or table.

For Example:

Name	Reference
All References	Bibliography

Lab 1 Activity 9 - Track Changes and Comments

Objective – Learn how to track changes and add comments in a collaborative document.

1. Turn on "Track Changes" and make edits.
2. Accept or reject changes made by others.
3. Add comments to specific parts of the document.
4. Review comments and resolve or delete them

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Solutions:

Task 1:

To open track changes:
- Open your document in Microsoft Word.
- Go to the Review tab at the top of the screen.
- In the Tracking group, click on Track Changes. You'll see that it is highlighted to indicate it's turned on.
- Now, any edits you make (deletions, insertions, formatting changes) will be tracked and shown in the document.
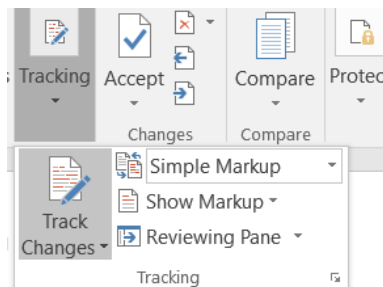

Task 2:

- When someone else has made changes to the document (while "Track Changes" is on), you can review and decide whether to keep or remove those changes.
- Go to the Review tab.
- In the Changes group, you'll see options to Accept or Reject changes
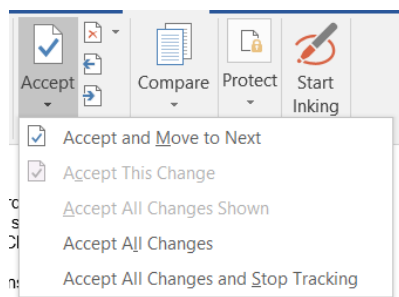
Task 3:

- Highlight the text or place your cursor where you want to add a comment.
- Go to the Review tab.
- In the Comments group, click New Comment.
- A comment box will appear in the right margin of the document where you can type your feedback or notes.
- The comment will be linked to the text you highlighted or selected.
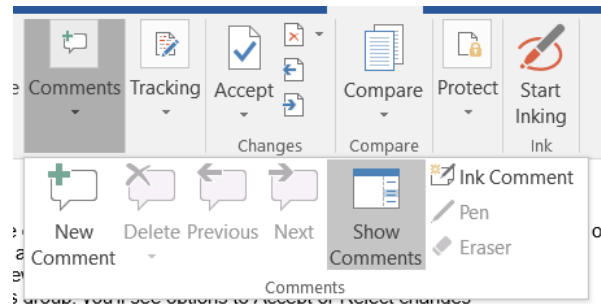
Task 4:

- To review comments, simply click on any comment in the right margin. You can reply to comments or make edits based on the feedback.
- To delete a comment, click on the comment to select it.
- Then, in the Review tab, in the Comments group, click Delete.
- You can choose Delete to remove just that comment, or Delete All Comments in Document to remove all comments at once.
- To resolve a comment (mark it as addressed), click on the comment and select Resolve. This will mark the comment as resolved, and it will no longer be active, though it can still be seen in the document if needed.

Lab 1 Activity 10 - Finalizing the Document

Objective – Finalize the document using spell check, grammar check, and document properties.

1. Run the spell and grammar check.
2. Add document properties (title, author, keywords).
3. Protect the document with a password.
4. Inspect the document for hidden metadata before sharing.

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Solutions:

Task 1:

To run a spell check:

- Go to the "Review" tab at the top of the screen.
- In the Proofing group, click Spelling & Grammar.
- Word will scan the document for spelling and grammar errors. If it finds any, it will display a dialog box where you can choose to Ignore, Ignore All, Change, or Change All depending on the issue.
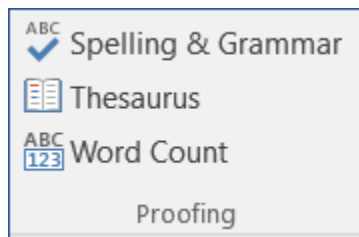
Task 2:

To see document properties:

- Go to "File" tab.
- Go to "info" section from the menu list.
- Add or view properties.
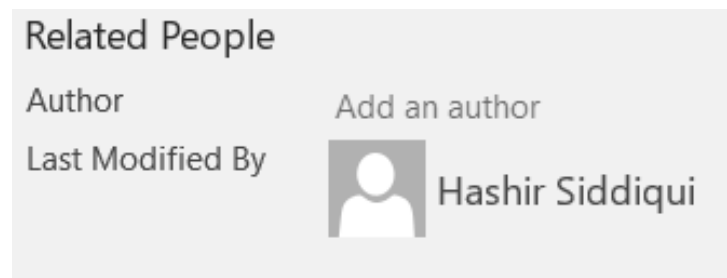
Task 4:

To see meta data of the document:

- Select the document.
- Right click on it. Go to properties.
- Click the details tab.
- You will see the properties there.

Property	Value
Description	
Title	
Subject	
Tags	
Categories	
Comments	
Origin	
Authors	
Last saved by	Hashir Siddiqui
Revision number	45
Version number	
Program name	Microsoft Office Word
Company	
Manager	
Content created	10/20/2024 1:18 PM
Date last saved	1/30/2025 4:27 AM
Last printed	
Total editing time	01:15:00
Content	

Submitted by Muhammad Hashir (BSCS)
(2/16/2025 12:34:00 PM)

Question:

Q. How I feel at Al-kawther University as a student?

AL-KAWTHER UNIVERSITY

Campus life and environment

One of the first things that caught my attention about Al Kawther University was the vibrant and welcoming campus atmosphere. From the moment I stepped on campus, it was clear that the university emphasizes not only academic excellence but also student well-being. The facilities are designed to cater to a wide range of needs, offering both the resources for learning and spaces to unwind.

For example, the dedicated game room is a favorite hangout spot among students. With its comfortable seating, pool tables, and video game consoles, it provides an excellent space for students to relax, bond, and recharge after a long day of classes. It's a popular spot for impromptu gatherings, and it's great for fostering connections and friendships between students from different faculties.

The on-campus gym is another highlight. It's well-equipped with everything from cardio machines to weight training equipment, allowing students to stay active and maintain a healthy lifestyle amidst the stresses of university life. Whether you're into fitness or just looking for a way to de-stress, the gym provides the perfect outlet. The university even organizes fitness classes, such as yoga and Zumba, which are great for both physical health and socializing with peers.

Together, these facilities not only make it easier to balance the pressures of university life but also promote a holistic approach to student development— physically, socially, and academically.

Academic and faculty

Classes at Al Kawther University have proven to be intellectually stimulating and engaging, offering an enriching learning environment. The faculty here is exceptionally supportive and approachable, which is particularly important for me as I begin my studies in Computer Science. Teachers don't just stand at the front of the class and lecture—they foster a dynamic classroom atmosphere where students are encouraged to ask questions, share ideas, and actively participate in discussions.

This not only deepens our understanding of the subject but also makes the learning experience more interactive and enjoyable.

What really stands out is how friendly and approachable the professors are. Whether it's during office hours or informal interactions after class, they are always ready to help students, whether it's with coursework, personal academic advice, or general guidance about career paths. This accessibility has been particularly reassuring for me as I navigate the sometimes complex concepts in Computer Science. Knowing that I can approach a professor with any question—no matter how big or small—helps build my confidence and pushes me to take on more challenging topics without hesitation.

Facilities and overall Experience

The campus facilities extend beyond academic support. The cafeteria offers a range of food options, making it a popular place for students to grab a quick meal or snack in between classes. The mosque on campus also provides a tranquil space for students to pray and reflect, contributing to the overall sense of community and respect for different aspects of student life.

This campus also have:

- o Gym
- o Labs
- o And many other facilities.

Conclusion

In just two weeks, I have felt a strong sense of belonging at Al Kawther University. The supportive environment, coupled with comprehensive academic resources and recreational facilities, makes the university a place where students can excel both personally and academically. I am excited about the possibilities that lie ahead and look forward to making the most of my time here.