



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 # 01

Objective:

The goal of this lab is to introduce students to the fundamental features of MS Word 2016, including basic document creation, formatting, and text editing.

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

Student Name: _____

Roll No: _____

Section: _____

Lab 01: Getting Started with MS Word 2016

Lab Activity 1: MS Word Basic Operations

Objective:

- Introduction to the MS Word 2016 interface and basic operations.

Activities:

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.

Lab Activity 2: Formatting Text

Objective:

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

Activities:

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.

Lab Activity 3: Working with Styles

Objective:

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

Activities:

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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Lab Activity 4: Page Layout and Margins

Objective:

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

Activities:

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.

Lab Activity 5: Inserting Tables and Charts

Objective:

- Learn to insert and format tables and charts.

Activities:

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.

Lab Activity 6: Working with Images and Shapes

Objective:

- Insert and edit images, shapes, and text boxes in documents.

Activities:

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.

Lab Activity 7: Header, Footer, and Page Numbering

Objective:

- Add and format headers, footers, and page numbers.

Activities:

1. Insert a header and footer with text.
2. Add automatic page numbering to the document.

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3. Insert the current date and time in the header.
4. Customize header and footer styles.

Lab Activity 8: Using References and Citations

Objective:

- Work with references, citations, and a table of contents.

Activities:

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.

Lab Activity 9: Track Changes and Comments

Objective:

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

Activities:

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.

Lab Activity 10: Finalizing the Document

Objective:

- Finalize the document using spell check, grammar check, and document properties.

Activities:

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.

LAB Assignments

Create a detailed report at least 500 words in MS Word 2016 titled "**How to Feel Al-Kawather University as a Student**" while following all the activities mentioned in the manual above, here's a step-by-step guide. You can apply the features discussed in each session for formatting and structuring the report.