



Department of Computer Science

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

Lab # 02

Objective:

The goal of this lab is to introduce students to the advanced features of MS Word 2016, including paragraph writing and formatting, designing professional reports, utilizing the format painter, setting up pages effectively, adding headers and footers, managing page numbers, and creating a well-structured curriculum vitae.

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

Student Name: _____

Roll No: _____

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Lab 02: Getting Started with MS Word 2016

Lab Activity 1: Paragraph Writing and Alignment

Objective:

- Introduce students to writing and aligning paragraphs effectively in MS Word 2016.

Activities:

1. Open MS Word 2016 and create a new document.
2. Create Write three short paragraphs on a topic of your choice (e.g., your favorite hobby).
3. Practice aligning each paragraph differently: left, center, right, and justify.
4. Adjust line spacing and paragraph spacing to 1.5 and 12 pt respectively.
5. Use bulleted and numbered lists to organize content within one of the paragraphs.

Lab Activity 2: Paragraph Formatting and Indentation

Objective:

- Learn students how to format paragraphs and apply indentation in MS Word 2016.

Activities:

1. Open MS Word 2016 and create a new document.
2. Write a descriptive paragraph about a memorable day.
3. Apply different font styles, sizes, and colors to emphasize key sentences.
4. Experiment with first-line, hanging, and left/right indentations to structure the paragraph neatly.
5. Use the "Borders and Shading" feature to highlight the entire paragraph.

Lab Activity 3: Using Styles and Format Painter

Objective:

Enable students to use pre-defined styles and the format painter for efficient paragraph formatting.

Activities:

1. Open MS Word 2016 and create a new document.
2. Write two paragraphs about a current event or news story.
3. Apply built-in styles (e.g., Title, Heading 1, Normal) to format your text consistently.
4. Use the format painter to copy and apply formatting from one paragraph to another.
5. Modify an existing style and observe how it updates throughout the document.

Student Name: _____

Roll No: _____

Section: _____

Lab Activity 4: Designing Professional Reports

Objective:

- Learn to design a well-structured and formatted professional report using MS Word 2016.

Activities:

1. Create a new document and set the title as "Annual Project Report."
2. Insert a cover page using the available templates and customize it with your name, date, and project details.
3. Add a table of contents using the built-in feature and format it for clarity.
4. Insert a "Summary" section, write a sample paragraph, and format it using justified alignment.
5. Apply styles to headings and subheadings, ensuring consistency throughout the report.

Lab Activity 5: Inserting Setting Up Pages Effectively

Objective:

Understand and apply effective page setup techniques to organize documents professionally.

Activities:

1. Open a new document and adjust the page layout by setting the margins to 1 inch on all sides.
2. Change the page orientation to landscape and back to portrait to see the difference.
3. Set up a custom page size for a unique report requirement (e.g., 8.5 x 14 inches). Apply different page colors and borders, experimenting with design variations.
4. Divide the document into multiple sections and apply different margin settings for each section

Lab Activity 6: Adding Headers and Footers

Objective:

- Master the use of headers and footers to enhance document presentation and navigation.

Activities:

1. Open a new document and add a header with your name and a footer with the current date.
2. Use the "Design" tab to insert a different header and footer for the first page and subsequent pages.
3. Add a logo or image to the header, resizing it to fit appropriately.
4. Insert a footer that includes a horizontal line and the file path of the document.
5. Customize the header and footer with page-specific text using the "Different First Page" and "Different Odd & Even Pages" options.

Student Name: _____

Roll No: _____

Section: _____

LAB Assignments**Lab Assignment: Creating a Professional Curriculum Vitae (CV)****Objective:**

This lab assignment is designed to guide you through creating a professional CV that effectively presents your skills, qualifications, and experience. A well-structured CV can significantly improve your chances of making a positive impression on potential employers.

Learning Outcomes

Upon completion of this lab, you will be able to:

- Understand the components of a professional CV.
- Organize and format your information effectively.
- Tailor your CV to meet specific job requirements.
- Use MS Word (or any similar software) to design a clean and professional layout.

Assignment Instructions**1. Gather Personal Information**

Start by gathering the essential details needed for your CV. Ensure accuracy, especially in your contact information.

- Full Name
- Contact Information: Phone number, professional email address
- LinkedIn Profile (if applicable)
- Personal Website/Portfolio (if applicable)

2. Choose a CV Format Select a suitable format for your CV. You may choose from the following popular formats based on your experience:

- Chronological (best for individuals with a continuous work history)
- Functional (ideal for emphasizing skills over experience)
- Combination (a blend of both chronological and functional formats)

3. Structure Your CV Content

Structure your CV with the following sections. Use bullet points, concise sentences, and professional formatting.

Student Name: _____

Roll No: _____

Section: _____

- **Personal Statement / Objective**

Write a brief summary of your career goals, skills, and what you aim to bring to the prospective employer. This section should be 2–3 sentences long.

- **Education**

Include details of your academic background, starting from the most recent degree:

- Degree, University Name, Location
- Graduation Date or Expected Graduation Date
- Any relevant coursework, awards, or projects

- **Work Experience**

List your work experience in reverse chronological order, including:

- Job Title, Company Name, Location, Dates of Employment
- 2–4 bullet points describing your responsibilities, achievements, and skills used in each role

- **Skills**

Highlight relevant skills, such as technical skills, languages, certifications, or soft skills that match the job description.

- **Projects / Achievements**

Include any significant projects or achievements that demonstrate your expertise and accomplishments.

- **Certifications and Training**

List any relevant certifications or training courses, including the name, institution, and completion date.

- **References (Optional)**

You may write "Available upon request" or include references if requested in the job listing.

4. Formatting

Use a professional font (e.g., Times New Roman, Arial, or Calibri) and maintain a consistent font size for headings and body text.

Organize sections with clear headings, bold text for section titles, and a consistent format for dates and titles.

Student Name: _____

Roll No: _____

Section: _____

Limit the CV to 1–2 pages, ensuring it's clean and easy to read.

5. Proofreading and Final Review

Review your CV for spelling and grammatical errors.

Ensure consistency in formatting and alignment.

Ask a peer or mentor to review it for feedback.

Submission Guidelines

File Format: Submit your CV in PDF format.

File Naming: Use the following format for the file name: YourName_CV.pdf

Additional Tips

Tailor your CV for each job application by highlighting the most relevant experience and skills.

Keep your CV updated with new experiences and accomplishments.

Use action words like "managed," "developed," "created," etc., to describe your responsibilities and achievements.