

Lab 1 Activity 1 - Microsoft Word Basic Operations

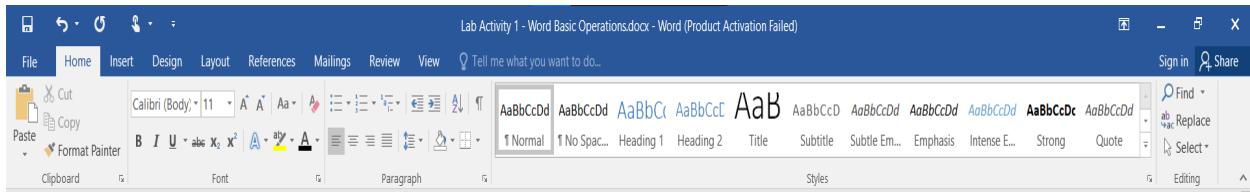
Objective - Introduction to the MS Word 2016 interface and basic operations.

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
-

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:

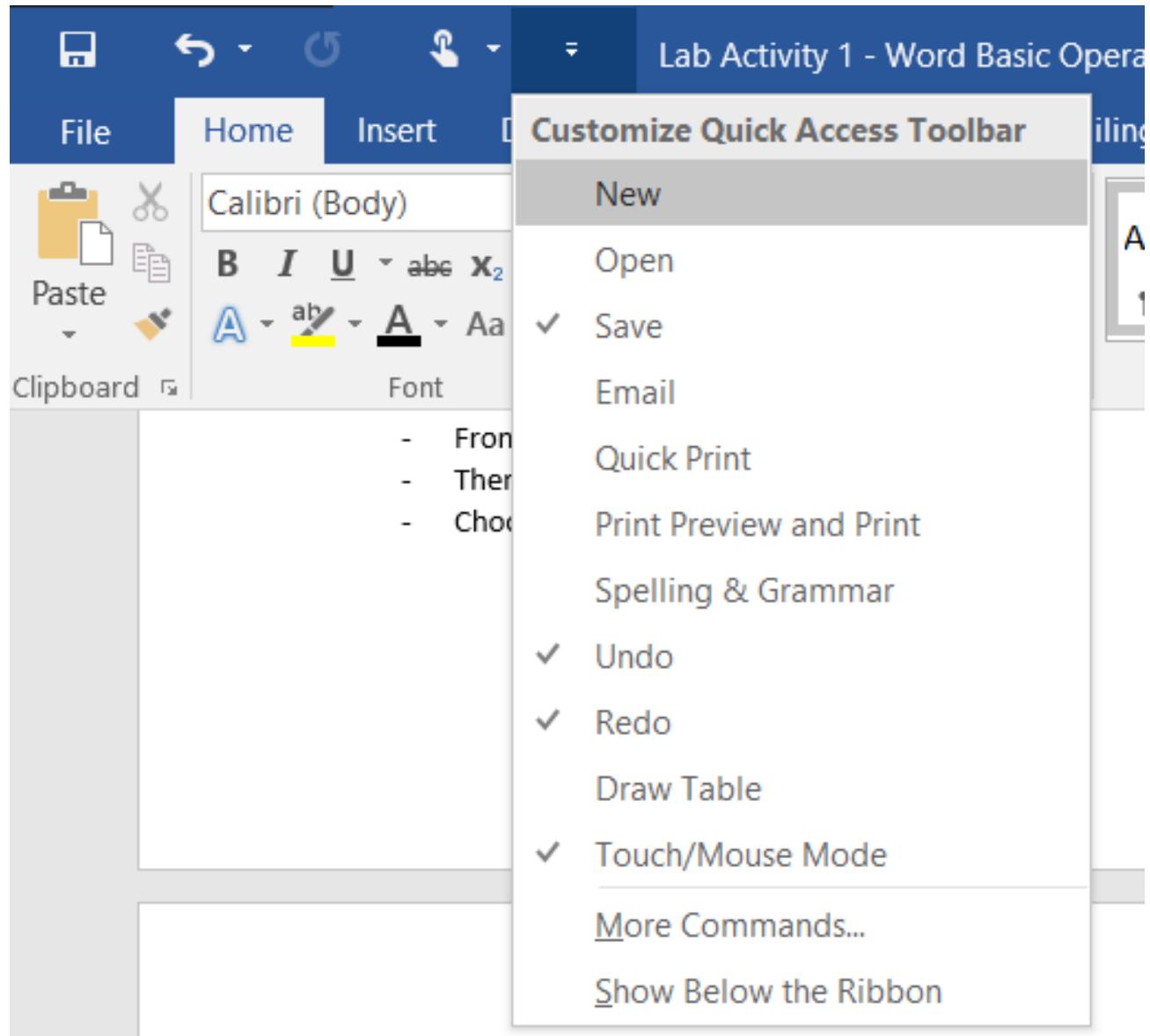
- After working on the document, click on the “File” tab.
- From the menu select “Export”.
- Then click “Create PDF/XPS”.
- Choose a location and name, and press enter.

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.
-

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 is a very easy task 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 nice.

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

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

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

This is another 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.
-

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.

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
-

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
-

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

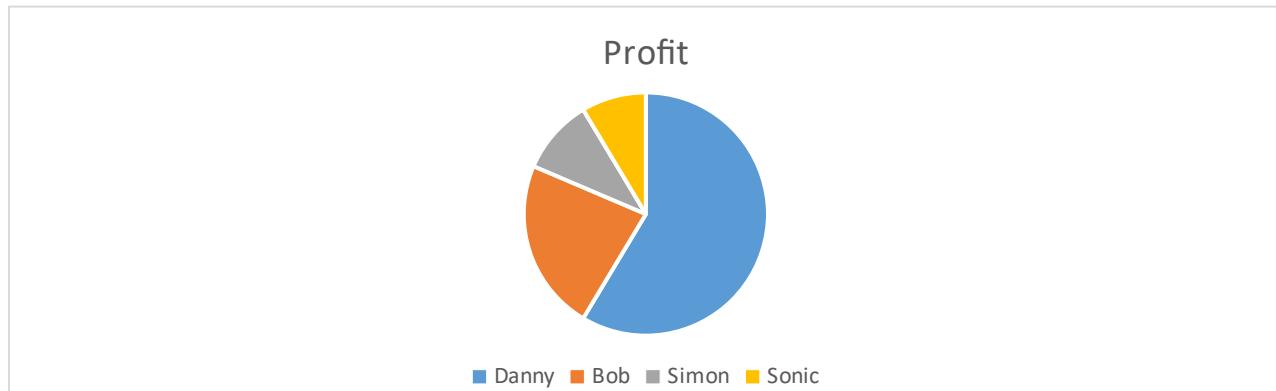
Task 2:

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
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
-

Solutions:

Task 1:

To insert image:

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



Task 2:

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



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.
-

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
-

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

Bibliography.....	1
-------------------	---

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.

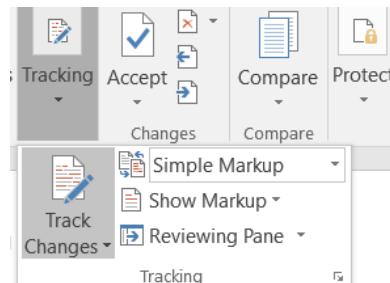
1. Turn on "Track Changes" and make edits.
 2. Accept or reject changes made by others.
 3. Add comments to specific parts of the document.
 4. Review comments and resolve or delete them
-

Solutions:

Task 1:

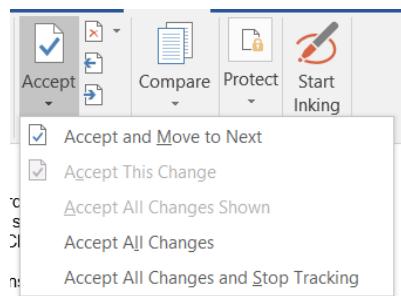
To open track changes:

- 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.



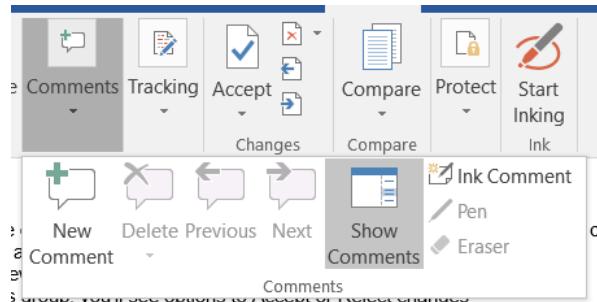
Task 2:

- 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.

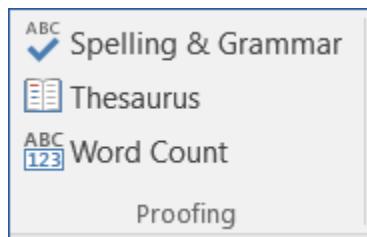
1. Run the spell and grammar check.
 2. Add document properties (title, author, keywords).
 3. Protect the document with a password.
 4. Inspect the document for hidden metadata before sharing.
-

Solutions:

Task 1:

To run a spell check:

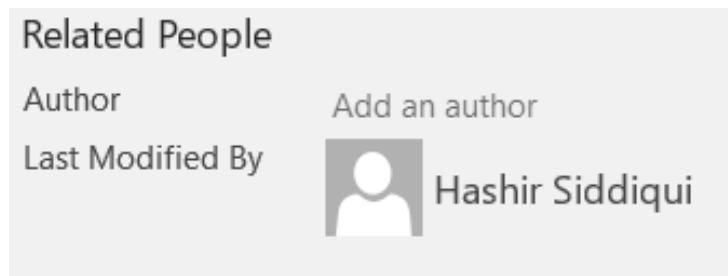
- Go to the “Review” tab at the top of the screen.
- In the Proofing group, click Spelling & Grammar.
- Word will scan the document for spelling and grammar errors. If it finds any, it will display a dialog box where you can choose to Ignore, Ignore All, Change, or Change All depending on the issue.



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	

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:

- Gym
- Labs
- 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.

Lab 2 Activity 1 - Paragraph Writing and Alignment

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

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.
-

Solutions:

Task 1 - 5:

One of my favorite hobbies is reading. There's something incredibly calming about immersing myself in a good book and escaping into different worlds. Whether it's fiction or non-fiction, each story or subject teaches me something new and sparks my imagination. I particularly enjoy reading mysteries and science fiction, as both genres keep me on the edge of my seat, always wondering what will happen next.

Another reason I love reading is how it allows me to unwind after a busy day. When I get lost in a book, I can forget about any stress or distractions around me. It's a great way to relax before bed, and it often helps me fall asleep with ease. The feeling of finishing a book and reflecting on its themes or characters can also bring a sense of accomplishment.

Lastly, reading helps me broaden my perspectives. Through books, I can explore diverse cultures, historical events, and different viewpoints that I might not encounter in everyday life. It's a way for me to stay curious, constantly learning and evolving. Whether I'm reading about the latest advancements in technology or a story set in a distant past, it keeps my mind engaged and eager to know more. Some of the books I have read are:

- Harry Potter
- Lords of The Rings
- Matilda

Steps:

Task 1:

- Open Microsoft Word 2016 on your computer.
- Once the program opens, click on Blank Document to create a new file.

Task 2:

Type the text into the document:

Task 3:

Highlight the first paragraph.

- In the Paragraph group, click on the Align Left button (this is the default alignment).
- In the Paragraph group, click on the Center button to center-align the text.
- In the Paragraph group, click on the Align Right button to right-align the text.
- In the Paragraph group, click on the Justify button to justify-align the text. This will make the text spread evenly across the page.

Task 4:

- Go to the Home tab and click on the Line and Paragraph Spacing button (the icon with up and down arrows).
- Select 1.5 from the list of options for line spacing.
- To adjust the paragraph spacing to 12 pt:
- In the Paragraph group, click the small arrow in the bottom right corner to open the Paragraph dialog box.
- In the dialog box, go to the Spacing section.
- Set Before and After to 12 pt. Click OK.

Task 5:

In Paragraph 3, organize the content using a bulleted list:

- Highlight the sentence starting with "I like trying out..."
- Go to the Home tab and click on the Bullets icon in the Paragraph group to convert the list to a bulleted format.

Lab 2 Activity 2 - Paragraph Formatting and Indentation

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

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.
-

Solutions:

Task 1:

- Open MS Word from the start menu.

Task 2:

One of the most memorable days I can recall was a sunny afternoon spent at the beach with close friends. The sky was a perfect shade of blue, with not a cloud in sight, and the sound of waves crashing gently against the shore filled the air. We set up our spot under a large umbrella, the sand warm beneath our feet, and the salty breeze tangling our hair. We spent hours playing beach volleyball, swimming in the cool water, and laughing together. As the sun began to set, the sky transformed into a brilliant mix of oranges, pinks, and purples, casting a soft glow over everything. We sat in awe, watching the horizon change before us, feeling both at peace and incredibly thankful for that perfect, simple day.

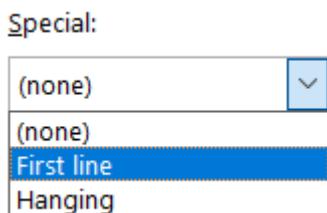
Task 3:

One of the most memorable days I can recall was a sunny afternoon spent at the beach with close friends. The sky was a perfect shade of blue, with not a cloud in sight, and the sound of waves crashing gently against the shore filled the air. We set up our spot under a large umbrella, the sand warm beneath our feet, and the salty breeze tangling our hair. We spent hours playing beach volleyball, swimming in the cool water, and laughing together. As the sun began to set, the sky transformed into a brilliant mix of oranges, pinks, and purples, casting a soft glow over everything. We sat in awe, watching the horizon change before us, feeling both at peace and incredibly thankful for that perfect, simple day.

Task 4:

Highlight the paragraph you want to format.

- To create a First-Line Indentation:
- Go to the Layout tab
- In the Paragraph section, find the Indent options.
- Under Special, select First Line and set it to 0.5". This will indent the first line of the paragraph, creating a neat, traditional indent.



For Example:

One of the most memorable days I can recall was a sunny afternoon spent at the beach with close friends. The sky was a perfect shade of blue, with not a cloud in sight, and the sound of waves crashing gently against the shore filled the air.

We set up our spot under a large umbrella, the sand warm beneath our feet, and the salty breeze tangling our hair. We spent hours playing beach volleyball, swimming in the cool water, and laughing together. As the sun began to set, the sky transformed into a brilliant mix of oranges, pinks, and purples, casting a soft glow over everything. We sat in awe, watching the horizon change before us, feeling both at peace and incredibly thankful for that perfect, simple day.

Task 5:

- Go to the **Design** tab in the top menu (in Word 2016).
- In the **Page Background** group, click on **Borders**.
- From the drop-down menu, select **Borders and Shading**.

For Example:

One of the most memorable days I can recall was a sunny afternoon spent at the beach with close friends. The sky was a perfect shade of blue, with not a cloud in sight, and the sound of waves crashing gently against the shore filled the air. We set up our spot under a large umbrella, the sand warm beneath our feet, and the salty breeze tangling our hair. We spent hours playing beach volleyball, swimming in the cool water, and laughing together. As the sun began to set, the sky transformed into a brilliant mix of oranges, pinks, and purples, casting a soft glow over everything. We sat in awe, watching the horizon change before us, feeling both at peace and incredibly thankful for that perfect, simple day.

Lab 2 Activity 3 - Using Styles and Format Painter

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

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
-

Solutions:

Task 1:

- Open MS Word from the start menu.

Task 2:

- Write two paragraphs.

Task 3:

- Go to the Home tab.
- In the Styles group, select the preferred style.

Task 4:

- First, select the text that has the formatting you want to copy (e.g., the second paragraph with Normal style applied).
- On the Home tab, in the Clipboard group, click on the Format Painter (paintbrush icon).
- Now, highlight the text in the paragraph where you want to apply the formatting. The formatting from the copied text (e.g., font style, size, color) will be applied to the selected paragraph.

Task 5:

- In the Styles group, right-click on the Normal style (or another style you want to modify, such as Heading 1).
- Choose Modify from the context menu.
- In the Modify Style window, you can change the font, size, color, line spacing, and more
- After you make the desired changes, click OK.

For Example:

Current Affairs

Opening

Recently, the world has been closely following the ongoing developments surrounding the climate change summit. Held in December 2024, leaders from around the globe gathered to discuss the urgent actions needed to address the growing environmental crisis. World leaders presented new commitments to reduce greenhouse gas emissions, while scientists underscored the importance of immediate action. Although significant progress was made, many environmental activists argue that the pledges made are not enough to avoid catastrophic climate impacts, pushing for bolder commitments and quicker action.

Conclusion

Another major point of discussion at the summit was the transition to renewable energy sources. Many countries are beginning to commit to large-scale projects aimed at reducing reliance on fossil fuels. Nations like the United States and China, historically major polluters, have committed to increasing the adoption of solar and wind energy. Experts agree that this shift is crucial for achieving long-term environmental goals, although challenges remain in infrastructure and investment. As the world moves forward, the outcome of these commitments will likely determine the pace of global environmental recovery.



Annual project report

30 January 2025



DEPARTMENT OF COMPUTER SCIENCE

Lab 2 Activity 4 - Designing Professional Reports

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

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.
-

Solutions:

Task 1:

- Open Microsoft Word 2016. Click on Blank Document to start a new document.
- Type the title "Annual Project Report" at the top of the page. Highlight the title and apply the Title Style:
- Go to the Home tab. In the Styles group, click Title. This will apply a larger, bold font to your title

Task 2:

- Go to the Insert tab. In the Pages group, click Cover Page.
- Choose a cover page template that suits your report (for example, the "Professional" or "Grid" template).
- The cover page will appear at the beginning of your document. Customize the cover page.

Task 3:

- Place your cursor where you want the Table of Contents to appear (usually after the cover page).
- Go to the References tab. In the Table of Contents group, click Table of Contents.
- Choose one of the built-in automatic tables (such as Automatic Table 1 or Automatic Table 2).

Task 4:

- Place the cursor where you want to add the Summary section (typically after the table of contents).
- Type "Summary" and press Enter.
- Format the heading using Heading 1 or Heading 2 style (for consistency with the rest of the document).

Task 5:

- Apply headings via styles pane.
- Proof read and spell check it for accuracy.

Annual Project Report

Contents

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Background

The Annual Project Report provides a comprehensive summary of the project's progress over the past year. This document highlights the key achievements, challenges encountered, and strategies implemented to ensure project success. Over the course of the year, the team successfully completed several milestones, including the design and initial testing phases. However, there were also significant challenges, such as delays in the procurement of materials and unforeseen technical issues. Despite these setbacks, the team remained committed to meeting the project's objectives, employing creative solutions to keep everything on track. Looking ahead, the focus will be on scaling the project and addressing any remaining issues to ensure full implementation by the next year.

Summary

The project was initiated with the goal of enhancing operational efficiency through the development and implementation of new technology systems. Over the past year, the project team has worked diligently to meet key objectives, including system design, testing, and deployment phases. Significant progress was made despite facing challenges such as budget constraints and unexpected technical difficulties. Key milestones were achieved, including the successful deployment of the system to a select group of users for initial feedback and refinement.

Results

The outcomes of this project are promising, with early feedback indicating an improvement in operational workflow and time management. The system has also been well-received by users, with many reporting a smoother experience compared to previous processes. However, some issues were identified in terms of scalability, which will require further attention in the next phase of the project. Going forward, the team will focus on addressing these challenges and expanding the system's capabilities to ensure it meets the growing needs of the organization.

Lab 2 Activity 5 - Inserting Setting Up Pages Effectively

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

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).
 4. Apply different page colors and borders, experimenting with design variations.
 5. Divide the document into multiple sections and apply different margin settings for each section.
-

Solutions:

Task 1:

- Open a new document in Microsoft Word 2016.
- Go to the Layout tab in the top menu. In the Page Setup group, click on Margins.
- From the dropdown menu, select Normal. This will set the margins to 1 inch on all sides (top, bottom, left, and right).

Task 2:

- Go to the Layout tab. In the Page Setup group, click on Orientation.
- Choose Landscape. This will change the page orientation to landscape mode.
- To switch back to Portrait mode, go to the Orientation dropdown again and select Portrait.

You'll notice that in Landscape orientation, the page becomes wider (horizontal), and in Portrait, it's taller (vertical).

Task 3:

- Go to the Layout tab. In the Page Setup group, click on Size.
- Select More Paper Sizes at the bottom of the list.
- In the Page Setup window, under the Paper tab, enter 8.5 inches for the Width and 14 inches for the Height.
- Click OK to apply the custom page size.

Task 4:

Page Color:

- Go to the Design tab. In the Page Background group, click on Page Color.
- Choose a color from the theme colors, or click on More Colors to select a custom color.

Page Borders:

- Stay in the Design tab. In the Page Background group, click on Page Borders.
- In the Borders and Shading window, select the Borders tab.
- Under Setting, choose Box to apply a border around the page.
- You can adjust the style, color, and width of the border to match your design preferences. Click OK to apply the border.

Task 5:

- Place your cursor where you want the new section to begin (for example, at the end of a paragraph or page).
- Go to the Layout tab. In the Page Setup group, click Breaks and select Next Page under the Section Breaks options. This creates a new section on the next page.

Now, to apply different margins for each section:

- Click anywhere in the new section.
- Go to the Layout tab. In the Page Setup group, click on Margins.
- Select a different margin option (e.g., Narrow or Custom Margins). You can also manually set different values for the top, bottom, left, and right margins.

Repeat these steps to add more sections and apply different margin settings for each one.

Lab 2 Activity 6 - Adding Headers and Footers

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

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.
-

Solutions:

Task 1:

- Open a new document in Microsoft Word 2016.
- Go to the Insert tab. In the Header & Footer group, click on Header or footer, then select a simple header or footer style.
- Type your name in the header.

Task 2:

- In the Insert tab, click on Footer in the Header & Footer group, and select a simple footer style.
- Click inside the footer area and type "Current Date:" or something similar.
- To insert the actual current date, click on the Date & Time button in the Header & Footer Tools design tab. Choose the date format you prefer and click OK.

Different First Page:

- Double-click in the header or footer area to open the Header & Footer Tools.
- On the Design tab, in the Options group, check the box that says Different First Page.
- This allows you to set a custom header or footer for the first page and a different one for the rest of the pages.
- After checking Different First Page, you can now modify the header and footer of the first page separately from the rest of the document. You can add your name, project title, or any unique details here.

Customizing Subsequent Pages:

- Scroll to the second page and click into the header or footer. The settings will now be different for the rest of the pages, and you can add other content like page numbers, document titles, etc.

Task 3:

Insert an Image:

- Go to the Insert tab and click on Pictures.
- Choose the image file (logo or other image) from your computer and insert it into the header.
- Resize the Image:

Task 4:

Horizontal Line in Footer:

- Double-click in the footer area to open the Header & Footer Tools.
- On the Design tab, in the Insert group, click on Shapes.
- From the shapes options, choose the Line and draw a horizontal line across the footer.

Insert the File Path:

- Place your cursor in the footer where you want the file path to appear.
- Go to the Insert tab and click on Quick Parts, then select Field.
- In the Field dialog box, choose FileName and check the box next to Add Path to Filename.

Task 5:

Different Odd & Even Pages:

- While in the Header & Footer Tools, go to the Design tab.
- In the Options group, check the box labeled Different Odd & Even Pages. This will allow you to set distinct headers and footers for odd and even pages.

Odd Pages Customization:

- Go to an odd-numbered page (e.g., page 1, 3, 5, etc.) and modify the header or footer. You can add specific content, such as the document title, a page number, or a unique section header.
- Even Pages Customization:
- Go to an even-numbered page (e.g., page 2, 4, 6, etc.) and modify the header or footer for those pages. This can be different from the odd pages and may include additional information, such as section titles or a custom design.

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.

On the next page...

Muhammad Hashir

Siddiqui

Red Team Operations

ABC, 123 on Street beside
park.
+92 000 00000
dummy@dummy.email

Army Public School,

Marketing
Project Management
Budget Planning
Social Media
Planning

Experience
Fresh
Looking for internship

Communication
Very good

Leadership skills I would like to gain in me.

Lab 3 Activity 1 - Adding references effectively using Reference Management Tool

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

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.
-

Solutions:

Task 1:

- Open MS Word from the start menu.
- Type the content.

Task 2:

- Write introduction.

Task 3:

- Insert a heading 1 named "References" from the styles pane.

Climate Change Impact

Climate change has become one of the most pressing global challenges of the 21st century. It refers to the long-term alteration of temperature and typical weather patterns in a place, with significant consequences for ecosystems, human societies, and economies. The primary driver of climate change is the increased concentration of greenhouse gases such as carbon dioxide (CO₂), methane (CH₄), and nitrous oxide (N₂O) in the atmosphere due to human activities like burning fossil fuels, deforestation, and industrial processes. This document explores the various impacts of climate change, including rising temperatures, sea-level rise, changing weather patterns, and their effects on biodiversity and human health.

Rising Temperatures:

One of the most noticeable effects of climate change is the steady increase in global temperatures. According to NASA, the average global temperature has increased by approximately 1.2°C since the late 19th century. This rise in temperature leads to more frequent heatwaves, higher energy demand for cooling, and severe droughts in many regions. The agricultural sector, in particular, suffers from unpredictable temperature fluctuations, reducing crop yields and leading to food insecurity in vulnerable regions. Furthermore, extreme heat is linked to increased mortality rates, especially among the elderly and those with preexisting health conditions.

Sea-Level Rise:

The rise in global temperatures has led to the melting of glaciers and ice sheets, particularly in the Arctic and Antarctic regions. As these massive ice structures melt, the water runs into the oceans, causing global sea levels to rise. According to the Intergovernmental Panel on Climate Change (IPCC), global sea levels have risen by about 20 centimeters since 1900, and they are projected to rise by another 30 to 110 centimeters by 2100, depending on emissions scenarios. This rise in sea levels threatens low-lying coastal communities, leading to flooding, property loss, and displacement of populations. Major cities like New York, Mumbai, and Jakarta are at significant risk of coastal inundation.

References:

1. NASA, "Global Climate Change: Vital Signs of the Planet," NASA, <https://climate.nasa.gov>, accessed January 2025.
2. Intergovernmental Panel on Climate Change (IPCC), "Climate Change 2021: The Physical Science Basis," IPCC, <https://www.ipcc.ch>, accessed January 2025.
3. World Health Organization (WHO), "Climate Change and Health," WHO, <https://www.who.int>, accessed January 2025.

Lab 3 Activity 2 - Add citation using Zotero

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

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. Example citation style: APA.
 3. Add an in-text citation at the end of a sentence discussing a specific fact
-

Solutions:

Task 1:

- Install zotero.
- Go to <https://www.zotero.org/download/>

Task 2:

When you install Zotero, the **Zotero Word plugin** should be installed automatically. It adds a **Zotero** tab to your Word ribbon, making it easy to insert citations and create bibliographies.



- Open your Microsoft Word 2016 document.
 - Place your cursor where you want to insert the citation.
 - Go to the Zotero tab in the Word ribbon.
 - Click on the "Add/Edit Citation" button.
 - A pop-up box will appear, allowing you to search for the reference you want to cite.
-
- Type part of the reference's title, author's name, or keywords in the search box.
 - Select the appropriate reference from the list.
 - Zotero will insert the citation in your document in the APA format (or another style if specified).

Task 3:

This book was very nice until I try to read it. (Jail, n.d.)

Lab 3 Activity 3 - Creating Bibliography

Objective - Enable students to create bibliography using Zotero.

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.
-

Solutions:

Task 1:

- Open your document in Microsoft Word 2016.
- Place your cursor at the location where you want the bibliography to appear (typically at the end of the document).
- Go to the Zotero tab in the Word ribbon.
- Click on the "Add/Edit Bibliography" button.
- Zotero will automatically create and insert the bibliography for you at the end of the document based on all the citations you've inserted throughout your document.
- Zotero will format the bibliography according to the citation style you have chosen (e.g., APA, MLA, Chicago, etc.).

Task 2:

Zotero formats citations and the bibliography according to the style you select. To ensure the citations and bibliography match the **APA format**, you need to set **APA style** in Zotero.

Set the Citation Style to APA:

- Open Zotero (the Zotero desktop application).
- Go to Edit in the menu bar, then select Preferences.
- In the Preferences window, click on the Cite tab.
- Under the Styles section, make sure APA is selected. If it's not, you can select it from the list or click Get More Styles to download it from the Zotero repository.
- After selecting APA, click OK to apply the settings.

An Example of Climate Change

Efforts to improve the climate have become essential as the world confronts the consequences of climate change. Transitioning to renewable energy sources, such as solar, wind, and hydroelectric power, plays a crucial role in reducing greenhouse gas emissions and mitigating global warming. In addition to adopting cleaner energy alternatives, improving energy efficiency in industries, homes, and transportation systems can significantly reduce carbon footprints. Reforestation and afforestation initiatives are also vital in combating deforestation, as trees act as natural carbon sinks, absorbing large amounts of CO₂. Furthermore, advancing sustainable agricultural practices, such as precision farming, reduces the environmental impact of food production. (*Game of Wars*, n.d.) Governments, businesses, and individuals must collaborate to support policy changes, innovations in green technologies, and lifestyle shifts that prioritize environmental sustainability, (*Good But Best*, n.d.) ensuring a healthier planet for future generations. (Jail, n.d.)

Bibliography

Game of Wars. (n.d.).

Good But best. (n.d.).

Jail, S. (n.d.). *Very nice book* (3th ed., Vol. 2).

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.

On the next page...

Assignment Instructions:

Designing Professional Report

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

Page Setup

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

Headers and Footers

1. Add a header with your name and a footer with the current date.
2. Insert a logo or symbol in the header, resizing it as needed.
3. Apply different header/footer settings for the first page and subsequent pages.
4. Include a horizontal line and file path in the footer for easy reference.

4. Page Numbers

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

Assignment Requirements:

1. Minimum word count: 500 words.
2. Follow the specified structure and complete all four activities.
3. 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.

Exploring Environmental Sustainability

Environmental sustainability refers to the practice of meeting the needs of the present without compromising the ability of future generations to meet their own needs. It encompasses a broad range of actions and principles aimed at reducing the human impact on the planet and ensuring that natural resources are available for the long term. The core idea is to create a balance between economic, social, and environmental factors to foster a healthy, sustainable world for both humans and wildlife. With the rising threats of climate change, biodiversity loss, and ecosystem degradation, environmental sustainability has become one of the most urgent challenges of our time.

One key component of environmental sustainability is the efficient use of natural resources. This involves reducing waste, conserving water, and utilizing renewable energy sources such as solar, wind, and hydropower. The goal is to reduce reliance on non-renewable resources like fossil fuels, which contribute significantly to global warming and environmental degradation. Transitioning to a circular economy is another vital strategy in this regard, where products are designed to be reused, recycled, or repurposed, reducing the need for raw materials and minimizing waste. For instance, recycling materials such as metals, plastics, and paper helps conserve resources, reduces pollution, and saves energy.

Sustainable agriculture is another important aspect of environmental sustainability. Traditional farming methods often deplete soil nutrients, pollute water sources, and rely on chemical fertilizers and pesticides that harm ecosystems. In contrast, sustainable farming practices aim to minimize environmental damage by promoting soil health, reducing pesticide use, and conserving water. Techniques such as crop rotation, agroforestry, and organic farming help maintain biodiversity, reduce carbon footprints, and create a more resilient food system.

Biodiversity preservation is an essential factor in environmental sustainability. Ecosystems rely on a wide variety of species to maintain their functions and health, but human activities such as deforestation, pollution, and habitat destruction are pushing many species to the brink of extinction. Protecting natural habitats and restoring damaged ecosystems through conservation efforts and habitat restoration is critical to preserving biodiversity. In addition, reducing pollution, especially plastic waste, and protecting marine ecosystems from overfishing are necessary to maintain the health of our oceans.

One of the major challenges in achieving environmental sustainability is the need for collective action. Governments, businesses, and individuals all play a role in creating a more sustainable future. Governments can implement policies and regulations that incentivize sustainable practices, such as carbon pricing, emissions reduction targets, and the promotion of green technologies. Businesses can invest in cleaner production methods, reduce their carbon footprints, and adopt sustainable supply chains. Individuals, too, can contribute by making conscious decisions in their daily lives, such as reducing energy consumption, supporting sustainable brands, and minimizing waste.

Education and awareness are also crucial for fostering environmental sustainability. By understanding the environmental challenges we face and the steps we can take to address them, people are more likely to adopt sustainable practices and advocate for policies that protect the planet. Sustainability should not just be an abstract concept, but a guiding principle for how we live and interact with the world around us.

Summary

In conclusion, environmental sustainability is a multifaceted issue that requires global cooperation, innovation, and commitment. By making changes in how we produce, consume, and live, we can create a sustainable future that benefits both the planet and future generations. The time to act is now, and every effort counts in protecting the Earth's resources for the long term.

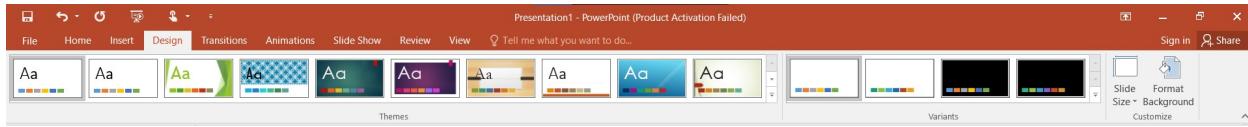
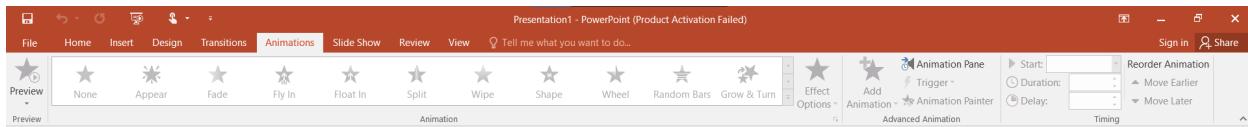
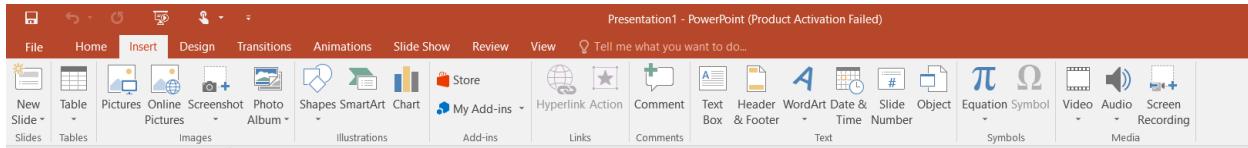
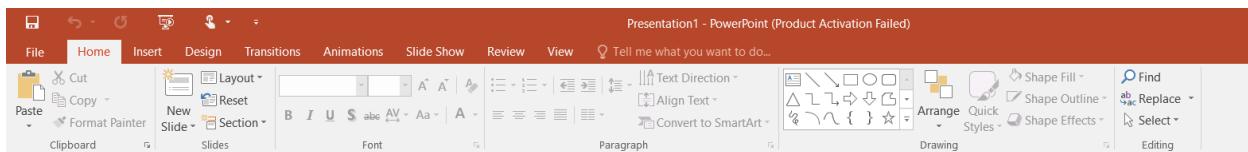
Lab 4 Activity 1 - Exploring the Interface

Objective - Familiarize students with the MS PowerPoint interface and basic functions, including navigating the Ribbon, using slide layouts, and customizing the Quick Access Toolbar.

1. Open MS PowerPoint and familiarize yourself with the Ribbon, exploring the functionality of each tab (e.g., Home, Insert, Design, Transitions, Animations, SlideShow).
2. Explore the slide layouts by creating a new presentation and adding different layouts (e.g., Title Slide, Section Header).
3. Customize the Quick Access Toolbar by adding frequently used options such as Save, Undo, Redo, and Print.
4. Save the presentation as .pptx and export it as a .pdf. Explore the differences between the two formats and their use cases.

Solutions:

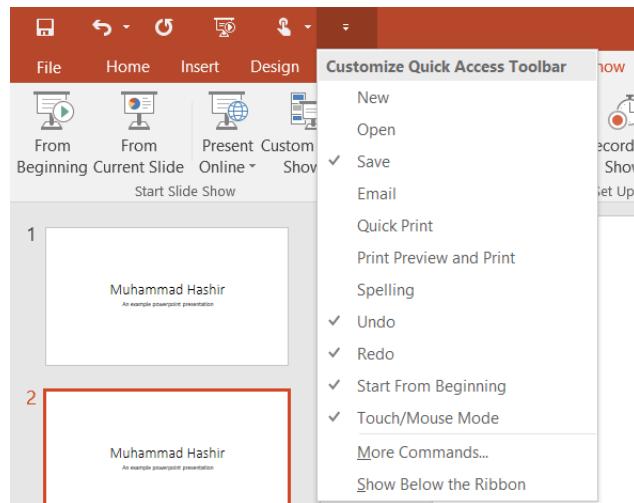
Task 1:



Task 2:



Task 3:



Task 4:

- Press Ctrl + S to save.
- To export as PDF, click file, then click export.
- Select PDF.
- Write the name of file and enter.

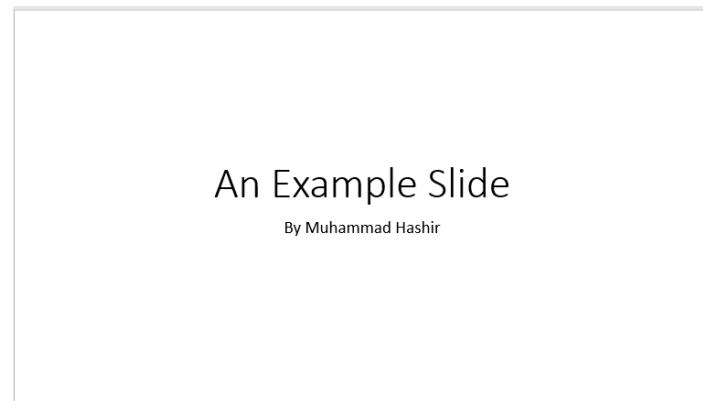
Lab 4 Activity 2 - Slide Basics

Objective - Develop students' ability to create slides with varying layouts, format text, and adjust alignment to improve readability and visual hierarchy

1. Add at least three slides with the following layouts: Title Slide, Content Slide, and Comparison.
 - a. Title Slide: Add a presentation title and a subtitle.
 - b. Content Slide: Add a bulleted or numbered list with at least five points.
 - c. Comparison Slide: Use two content placeholders to compare two topics.
2. Insert and format text on each slide using the following:
 - a. Font styles (e.g., Bold, Italic, Underline).
 - b. Font sizes and colors for headings and body text.
3. Add visual hierarchy by using different font sizes and colors to distinguish headings from content.
4. Experiment with alignment (e.g., left, center, right, justify) for slide text to observe its effect on readability.

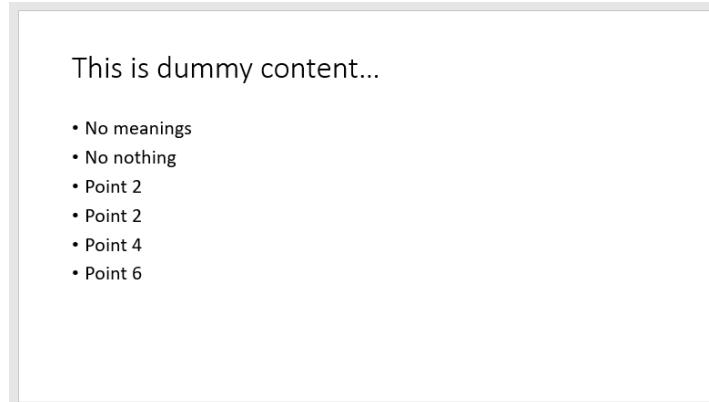
Solutions:

Task 1:



An Example Slide

By Muhammad Hashir



This is dummy content...

- No meanings
- No nothing
- Point 2
- Point 2
- Point 4
- Point 6

Comparing two Slides

Value One

- It is same.

Value Two

- It is different.

Task 2:

This is dummy content...

- No **meanings**
- **No nothing**
- Point 2
- Point 2
 - Point 4
 - *Point 6*

Task 3:

This is dummy content...

- No **meanings**
- **No nothing**
- Point 2
- Point 2
 - Point 4
 - *Point 6*

Task 4:

This is dummy content...

- No **meanings**
- **No nothing**
- Point 2
- Point 2
 - Point 4
 - *Point 6*

Lab 4 Activity 3 - Working with Themes

Objective - Develop students' ability to create slides with varying layouts, format text, and adjust alignment to improve readability and visual hierarchy

1. Apply a built-in theme to your presentation from the Design tab. Explore and discuss the impact of themes on slide aesthetics and consistency.
2. Customize the theme by Changing the theme colors to align with a given topic (e.g., blue for technology, green for sustainability). Modifying theme fonts to suit the presentation tone (e.g., Serif fonts for formal topics, Sans Serif for modern or casual themes).
3. Apply different background styles (e.g., gradient, solid fill, picture) to individual slides and evaluate how they affect readability.
4. Save the presentation with the updated theme as a new file. Revert changes on specific slides to the default theme to learn theme management.

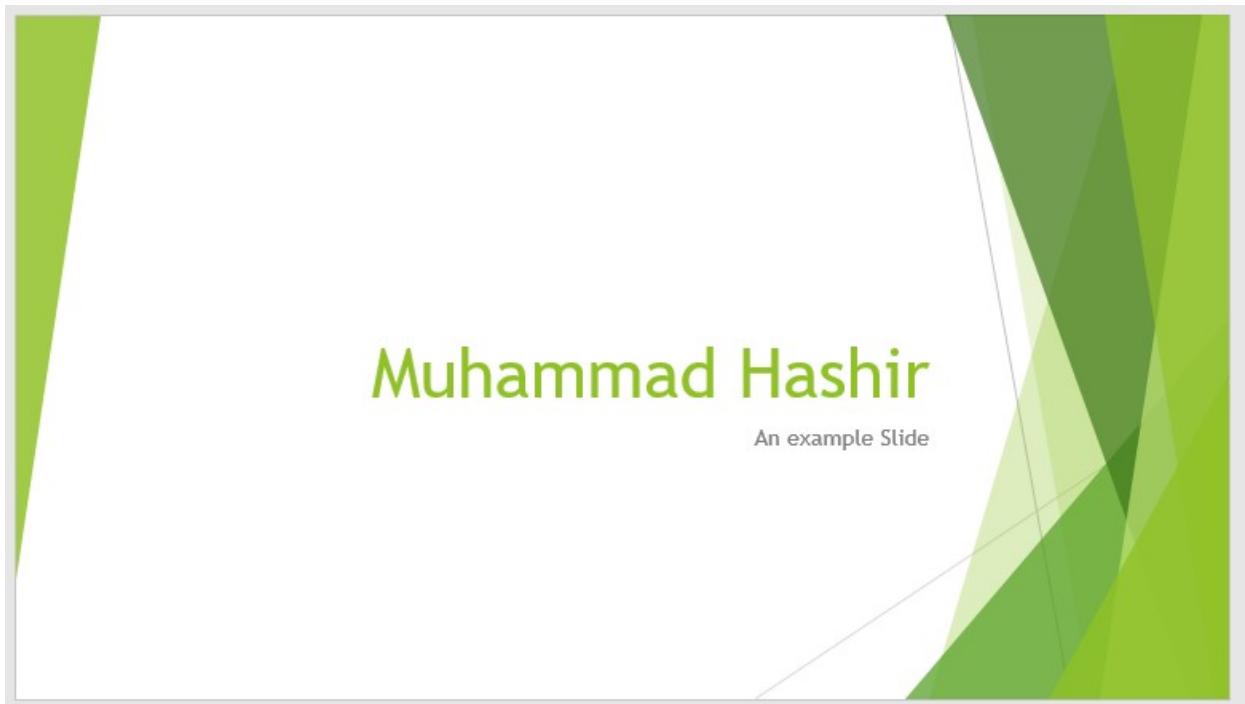
Solutions:

Task 1:

Themes play an important role to the viewer, allowing them to like or dislike the pattern of the presentations.

Task 2:

- Open powerpoint, select any theme.



Task 3:



Task 4:

- Save the file
- And quit.

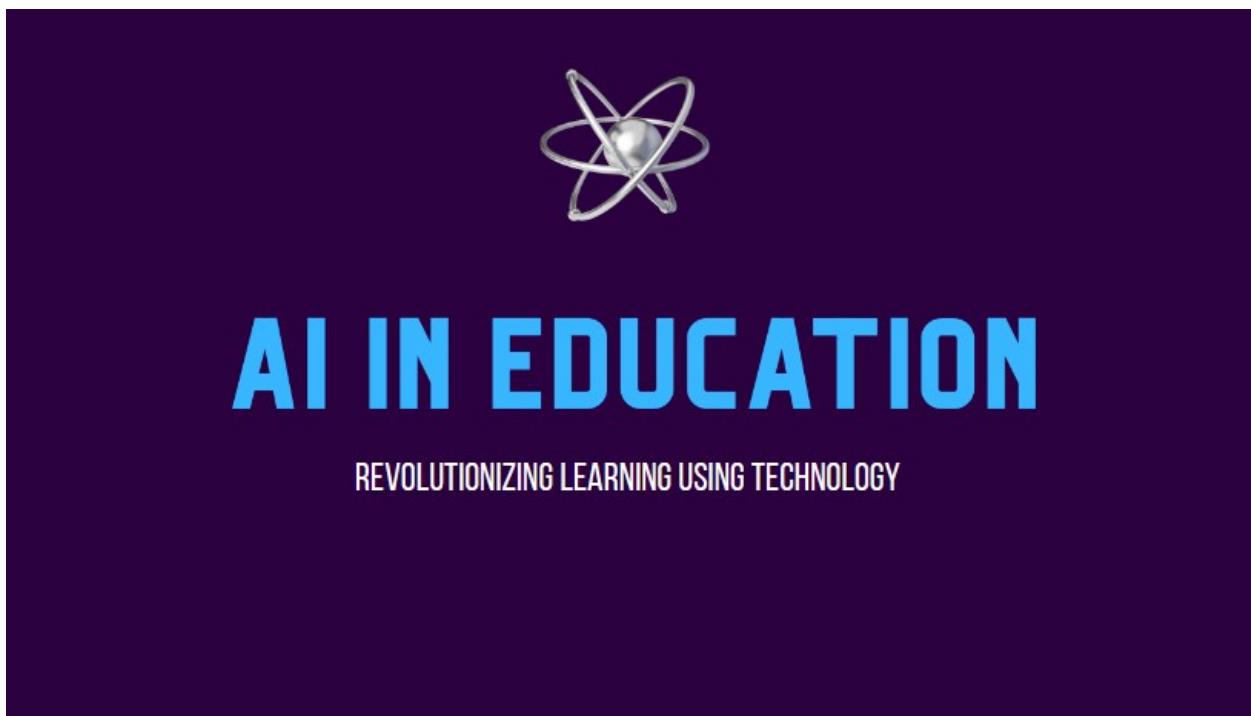
Lab 4 Assignment

Objective - Practice creating, formatting, and customizing slides.

1. Create a 5-slide presentation on the topic "The Impact of Technology on Education."
2. Include the following slides:
 - o Title Slide: Add a title, subtitle, and your name.
 - o Content Slide: Add a bulleted list with at least five points.
 - o Comparison Slide: Compare two educational technologies using two content placeholders.
 - o Image Slide: Insert an image related to technology and add a caption.
 - o Closing Slide: Add a summary or call to action.
3. Apply a theme, customize the colors to suit the topic, and format text using bold, italics, and appropriate font sizes.
4. Save the presentation as both a .pptx and a .pdf file. Submit both formats.

Solutions:

Below are some screenshots of the pptx file.



WHO AM I?

MUHAMMAD HASHIR (BSCS)

I'm a first-semester Computer Science student with a strong interest in technology, problem-solving, and the impact of computing on the world around us. As I begin my journey in computer science, I'm excited to explore foundational topics like programming, data structures, and algorithms, and I look forward to applying what I learn to real-world projects.

AL-KAWTHAR UNIVERSITY

A university, newly opened in front of Safari Park, Karachi. I am enrolled in Computer Science (Bachelors) Program.

WEB DEVELOPMENT

A basic, front-end website developer with 2+ years of experience with languages HTML, CSS and JS.

TEACHING

Like to teach students the concepts easily which I learnt a hard way.

SPORTS

Also love sports, like Football, Archery, Chess and others.

SUBMITTED TO DR SYED SAOOD ZIA BY MUHAMMAD HASHIR RAFIQUE (BSCS)

ETHICAL CONSIDERATIONS AND CHALLENGES



DATA PRIVACY AND SECURITY

Protecting student data is paramount, ensuring responsible use and preventing misuse.

ALGORITHMIC BIAS

AI systems must be designed to be fair and unbiased, preventing discrimination against certain groups.

TEACHER TRAINING AND SUPPORT

Teachers need adequate training and support to effectively integrate AI into their classrooms.

HUMAN CONNECTION

AI should not replace human interaction, maintaining a balance between technology and personal relationships.

SUBMITTED TO DR SYED SAOOD ZIA BY MUHAMMAD HASHIR RAFIQUE (BSCS)

Lab 5 Activity 2 - Adding Transitions and Animations

Objective - Explore how to use transitions and animations effectively to improve slide flow and emphasize key points.

1. Apply transitions to all slides, experimenting with different effects. Learn how to apply consistent or varied slide transitions to enhance the presentation's flow and maintain audience engagement.
2. Add animations to text and images, adjusting the timing. Understand how to animate slide elements to emphasize key content and create dynamic, visually engaging presentations.

Solutions:

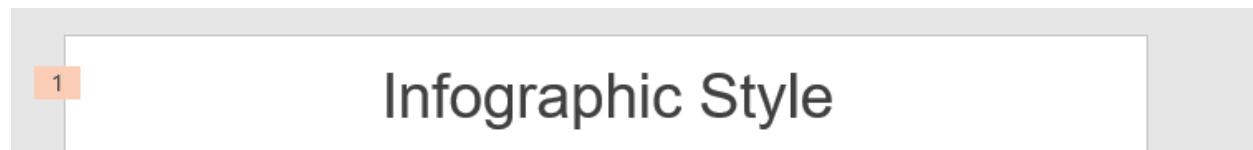
Task 1:

- Go to Transitions tab and select any transition you want.
- Make sure to watch preview of how the transmission works.
- A star before slide indicates the transition is applied.



Task 2:

- To add animations to text and images, select your desired text.
- Go to Animations tab, and select any animation you want
- A number would be shown if the animation is applied.



Lab 5 Activity 3 - Using SmartArt and Charts

Objective - Develop skills to visually organize information and represent data effectively using SmartArt and charts

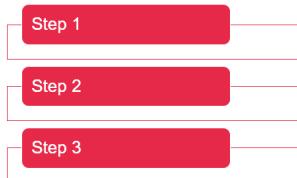
1. Insert a SmartArt graphic to represent a process or hierarchy. Learn to use SmartArt for illustrating processes, workflows, or organizational structures in a clear and professional manner.
 2. Add a chart (e.g., bar or pie chart) and input sample data. Practice creating and customizing charts to represent data visually, improving comprehension and impact during presentations
-

Solutions:

Task 1:

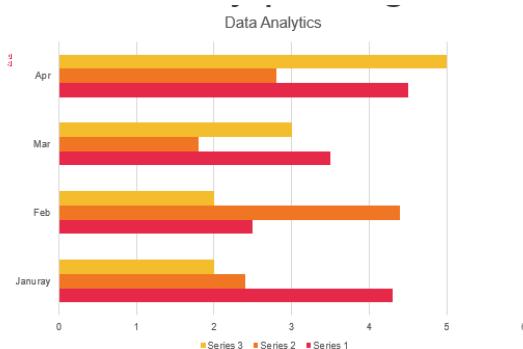
- Select the content you want to convert into smart art.
- Go to Insert tab, then Smart Art in the illustrations pane.
- Select your preferred design.
- Enter

A dummy package...



Task 2:

- Select the data you want to convert into a chart.
- Go to Insert tab, then Chart in the illustrations pane.
- Select your preferred design.
- Enter
- You can also add data manually in excel sheets.



Lab 5 Activity 1 - Adding Images and Shapes

Objective - Learn how to incorporate and customize visual elements like images and shapes to make slides visually appealing and professional.

1. Insert an image from your computer and resize it to fit the slide. Understand the process of inserting images and resizing them to maintain proportion and enhance slide aesthetics.
 2. Add at least two shapes and customize their styles. Practice inserting shapes, modifying their styles (e.g., colors, borders, shadows), and utilizing them for slide decoration or information representation.
-

Solutions:

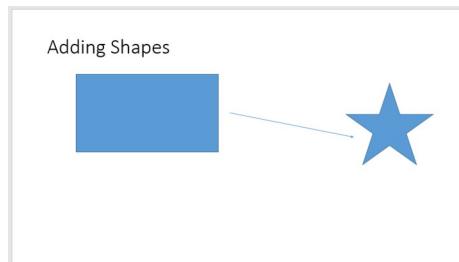
Task 1:

- Go to Insert tab.
- Select Picture from there.
- Once the picture is added, resize it by handles at the pictures corners and fit to page.



Task 2:

- Go to Insert tab.
- Select Shapes from there.
- Once the shape is added, resize it by handles at the shapes corners.



Lab 6 - Open-Ended Presentation Design

Instructions for Students:

1. Design a lab activity based on your understanding of MS PowerPoint and its features.
 2. Define the Objective of the lab in your own words.
 3. Provide at least four learning outcomes that students should achieve.
 4. Develop at least three lab activities with clear objectives and activities.
 5. The lab should follow the same format as the other provided labs.
 6. You may refer to the YouTube links, that are already being shared in the lab session regarding Presentation design, for guidance.
-

Solutions:

Powerpoint Lab Activity:

Creating a slideshow of the mountain pictures you took on the vacation.

Objective:

- To introduce students to add and manage pictures in PowerPoint.

Activities:

1. Insert pictures in MS PowerPoint.
2. Use editing and formatting tools in PowerPoint.
3. Applying effects on PowerPoint presentation.

Outcomes:

- ✓ Discover the features of PowerPoint to manage pictures.
- ✓ Using animations to animate the pictures.
- ✓ Creating pictorial slideshows.
- ✓ Using timings to manage the slide show.

Videos:

- https://www.youtube.com/watch?v=G-qyX_Ri17M

Lab 7 Activity 1 - Understanding the Excel Interface

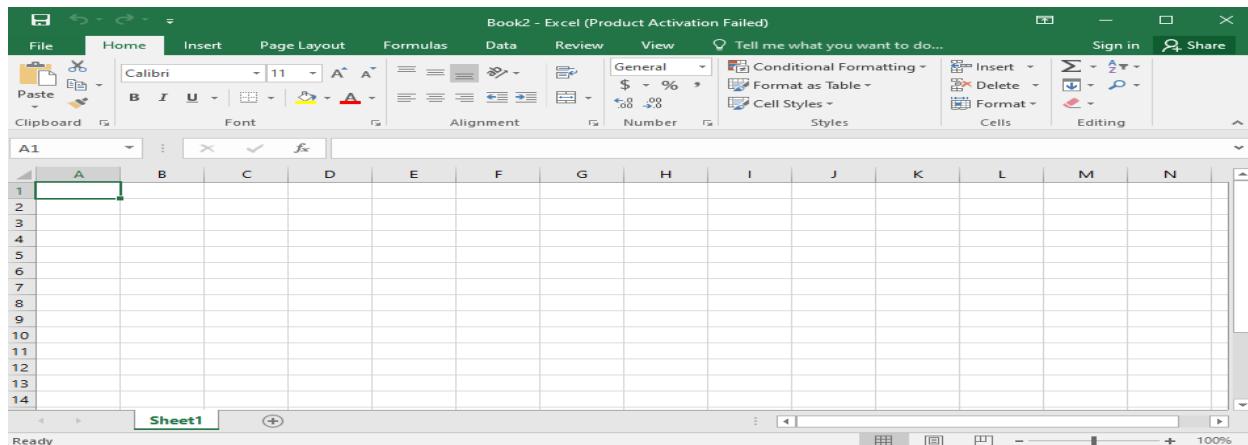
Objective: Learn the essential components of MS Excel and basic cell operations.

1. Open MS Excel and create a new workbook.
 2. Identify and explore the Ribbon, Formula Bar, Cells, Rows, and Columns.
 3. Enter sample data into a few cells and experiment with resizing columns and rows.
 4. Save the file with an appropriate name.
-

Solutions:

Task 1:

- Open Microsoft Excel on your computer.
- Click on Blank Workbook to create a new spreadsheet.



Task 2:

Familiarize yourself with the key components:

1. Ribbon – Located at the top, contains tabs like Home, Insert, Page Layout, Formulas, Data, Review, View.
2. Formula Bar – Found below the Ribbon, used to enter and edit data/formulas in a selected cell.
3. Cells – Small rectangular boxes where you enter data (e.g., A1, B2, C3).
4. Rows – Numbered (1, 2, 3 ...) along the left side.
5. Columns – Labeled with letters (A, B, C ...) at the top.

Task 3:

1. Click on Cell A1 and type: Name
2. Click on Cell B1 and type: Age
3. Click on Cell C1 and type: City
4. Move your cursor to the line between Column A & B (at the top).
5. Click and drag to widen or narrow the column.
6. Similarly, adjust row height by dragging the line between two row numbers.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Name	Age	City											
2	Johon	25	New York											
3	Sarah	30	London											
4	Mike	28	Sydney											
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														

Task 4:

1. Click File > Save As.
2. Choose a location (e.g., Documents or Desktop).
3. Name the file, e.g., **Excel_Practice.xlsx**.
4. Click Save.

Lab 7 Activity 2 - Creating and Formatting a Table

Objective: Learn to create and apply formatting to tables in Excel.

1. Enter sample student data, including names, roll numbers, and marks.
 2. Highlight the data and click "Format as Table."
 3. Apply a predefined table style and adjust column width.
 4. Use bold, italic, and font color features to enhance readability.
 5. Save and close the file.
-

Solutions:

Task 1:

- Open **Microsoft Excel** and create a new workbook.
- In **Cell A1**, type: Roll Number
- In **Cell B1**, type: Name
- In **Cell C1**, type: Marks

The screenshot shows a Microsoft Excel spreadsheet titled "Book3 - Excel (Product Activation Failed)". The table has three columns: "Roll Number", "Name", and "Marks". The data rows are 101 through 105. The "Marks" column is currently selected, indicated by a green border around the cells. The Excel ribbon is visible at the top, showing the Home tab is selected. The status bar at the bottom right shows "Ready" and "100%".

Roll Number	Name	Marks
101	John	85
102	Sarah	90
103	Mike	78
104	Emma	92
105	David	88

Task 2:

1. Select the entire data range, including headers (e.g., A1:C6).
2. Go to the Home tab.
3. Click on Format as Table in the Styles group.
4. Choose a predefined table style (e.g., blue, green, or any preferred style).
5. Ensure "My table has headers" is checked and click OK.

The screenshot shows the "Format as Table" dialog box in Microsoft Excel. It lists the table's columns: "Roll Number", "Name", and "Marks". The "My table has headers" checkbox is checked. The "Format as Table" button is highlighted. The background shows the same table data as the previous screenshot.

Task 3:

1. Move your cursor to the line between Column A & B (at the top).
2. Click and drag to widen the column for better visibility.
3. Repeat this for Columns B and C as needed.

Task 4:

1. Select the header row (A1:C1) and apply:
 1. Bold (Ctrl + B).
 2. Italic (Ctrl + I).
 3. Font Color: Click Font Color (A with a color bar) and choose a color (e.g., black).

Roll Number	Name	Mark
101	John	85
102	Sarah	90
103	Mike	78
104	Emma	92
105	David	88

Task 5:

2. Click File > Save As.
3. Choose a location (e.g., Desktop or Documents).
4. Name the file "Student_Data.xlsx".
5. Click Save and close Excel.

Lab 7 Activity 3 - Sorting and Filtering Data

Objective: Use Excel's sorting and filtering options to manage data efficiently.

1. Click on any column header in the table.
 2. Use the "Sort & Filter" option to sort alphabetically or by numerical value.
 3. Apply filters to display only specific rows based on conditions.
 4. Clear the filter and save the workbook.
-

Solutions:

Task 1:

- Open your Excel workbook containing the student data table.
- Click on any column header, such as "Name" or "Marks".

Task 2:

1. Go to the Home tab or Data tab.
2. Choose Click on Sort & Filter.
3. a sorting option:
 1. Alphabetically (A → Z or Z → A) for text-based columns (e.g., "Name").
 2. Numerically (Smallest to Largest or Largest to Smallest) for number-based columns (e.g., "Marks").

The screenshot shows a Microsoft Excel spreadsheet titled "Book3 - Excel (Product Activation Failed)". The ribbon is visible at the top with tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Tell me what you want to do... The Home tab is selected. The toolbar below the ribbon includes buttons for Paste, Font, Alignment, Number, Styles, Cells, and Editing. The main area displays a table with columns labeled "Roll Number", "Name", and "Mark". The data rows are as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Roll Number	Name	Mark										
2	104	Emma	92										
3	102	Sarah	90										
4	105	David	88										
5	101	John	85										
6	103	Mike	78										

The cell D11 is currently selected. The status bar at the bottom left shows "Ready" and the bottom right shows "100%".

Task 3:

1. Click on the dropdown arrow in any column header (appears after formatting as a table).
2. Uncheck "Select All" and choose specific values to filter.
3. Click OK to display only rows matching the selected condition.

The screenshot shows a Microsoft Excel spreadsheet titled "Book3 - Excel (Product Activation Failed)". The ribbon menu is visible at the top, with the "Home" tab selected. The main area displays a table with three columns: "Roll Number", "Name", and "Mark". The first row contains the column headers. The data rows are: Row 2 (104, Emma, 92), Row 3 (102, Sarah, 90), and Row 4 (105, David, 88). The "Roll Number" column has a dropdown arrow icon next to the header cell. The "Mark" column also has a dropdown arrow icon. The status bar at the bottom left indicates "Ready 3 of 5 records found".

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Roll Number	Name	Mark										
2	104	Emma	92										
3	102	Sarah	90										
4	105	David	88										
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													

Task 4:

1. Click on Sort & Filter > Clear to remove filters.
2. Go to File > Save to update the workbook.
3. Close Excel.

Lab 7 Assignment

Objective: Create a structured student attendance sheet with at least 10 entries. Format it neatly and apply sorting and filtering to demonstrate learned concepts.

Instructions:

1. Open a new Excel workbook and create an attendance table.
 2. Enter student names, roll numbers, and attendance status (Present/Absent).
 3. Apply table formatting and use sorting to organize the list.
 4. Use filtering to display only absent students.
 5. Save the workbook and submit as per instructor guidelines.
-

Solutions

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Lab 7												
2	AL-Kawthar University												
3	Objective: Create a structured student attendance sheet with at least 10 entries. Format it neatly and apply sorting and filtering to demonstrate learned concepts.												
4	Roll numb	Name	Attendance										
5	101	Ali	Absent										
6	102	Ahmed	Present										
7	103	Bisma	Absent										
8	104	Bushra	Present										
9	105	Daniya	Present										
10	106	Sahar	Present										
11	107	Samir	Present										
12	108	Tayyba	Present										
13	109	Usama	Present										
14	110	Waniya	Present										
15													

Lab 8 Activity 1 - Creating a Grocery Inventory Table

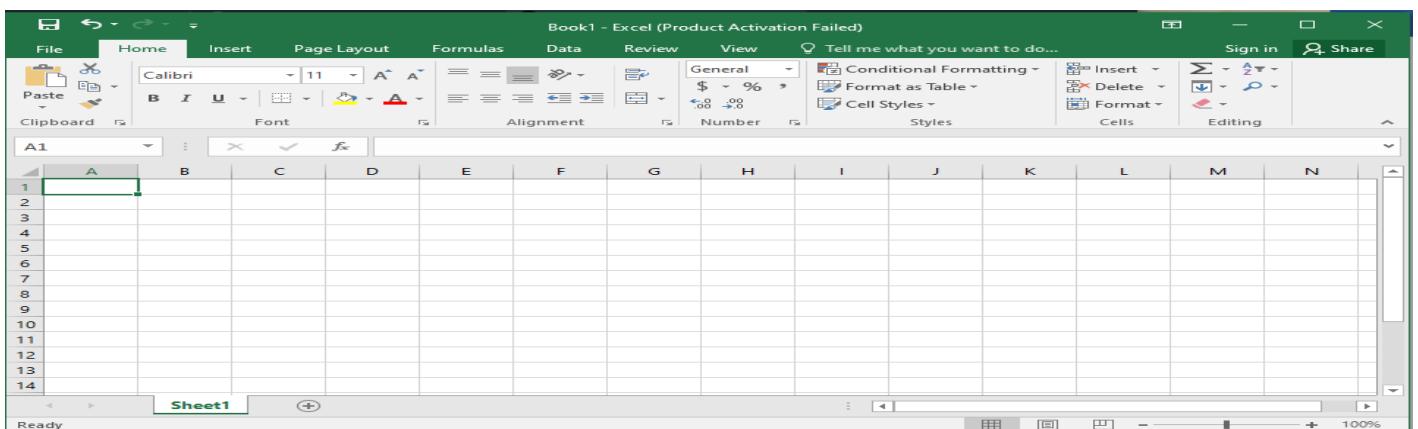
Objective: Set up an inventory table with key columns for quantity, price, and total cost.

1. Open a new Excel workbook.
 2. Create column headers: Item Name, Quantity, Price per Unit, and Total Price.
 3. Enter at least five grocery items with sample values.
 4. Save the workbook.
-

Solutions:

Task 1:

- Open Microsoft Excel
- Click on **Blank Workbook** to start with a new sheet.

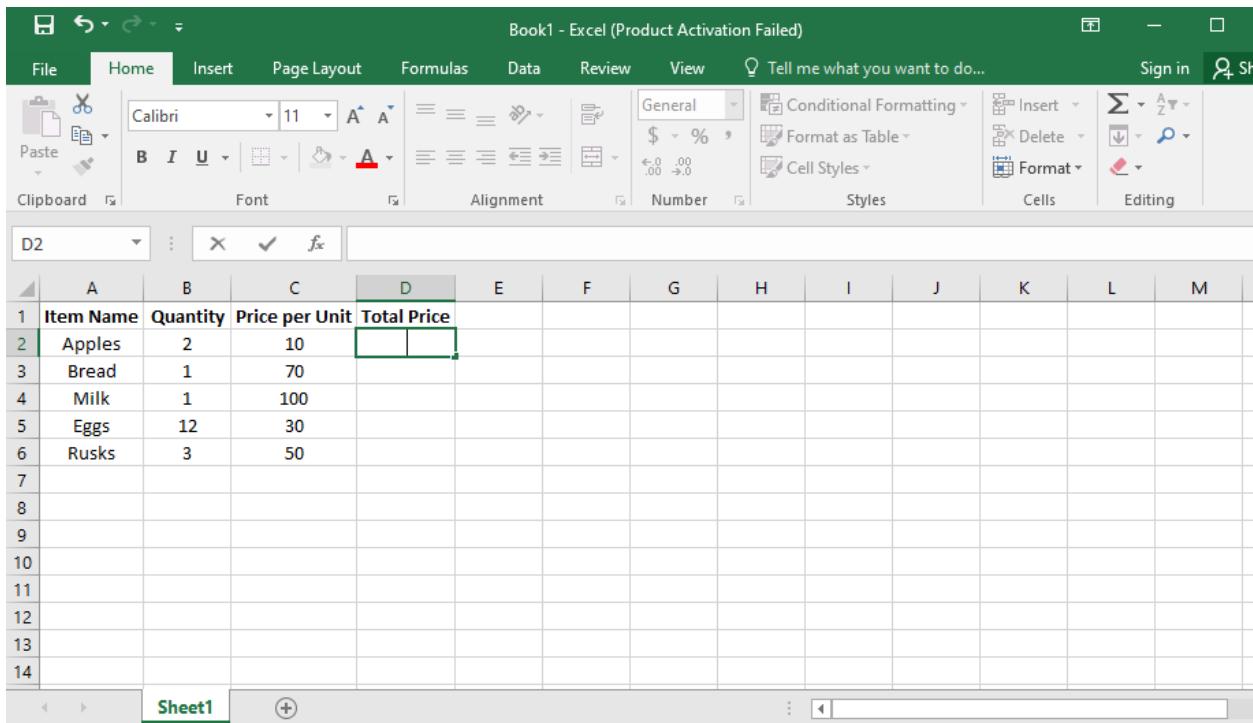


Task 2:

1. Click on Cell A1 and type: Item Name
2. Click on Cell B1 and type: Quantity
3. Click on Cell C1 and type: Price per Unit
4. Click on Cell D1 and type: Total Price

Item Name	Quantity	Price per Unit	Total Price

Task 3:



A screenshot of Microsoft Excel showing a table of grocery items. The table has columns for Item Name, Quantity, Price per Unit, and Total Price. The Total Price column is currently empty. The table is selected, and the formula bar shows D2.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Item Name	Quantity	Price per Unit	Total Price									
2	Apples	2	10										
3	Bread	1	70										
4	Milk	1	100										
5	Eggs	12	30										
6	Rusks	3	50										
7													
8													
9													
10													
11													
12													
13													
14													

Task 4:

1. Click on File > Save As.
2. Choose a location
3. Enter a filename (e.g., Grocery List.xlsx).
4. Click Save.

Lab 8 Activity 2 - Using Formulas for Total Price Calculation

Objective: Apply formulas to compute total cost based on quantity and unit price

1. Select the first empty cell under "Total Price."
 2. Type $=B2*C2$ (assuming B2 is Quantity and C2 is Price per Unit) and press Enter.
 3. Use the fill handle to copy the formula to the remaining rows.
 4. Verify the results and save the file
-

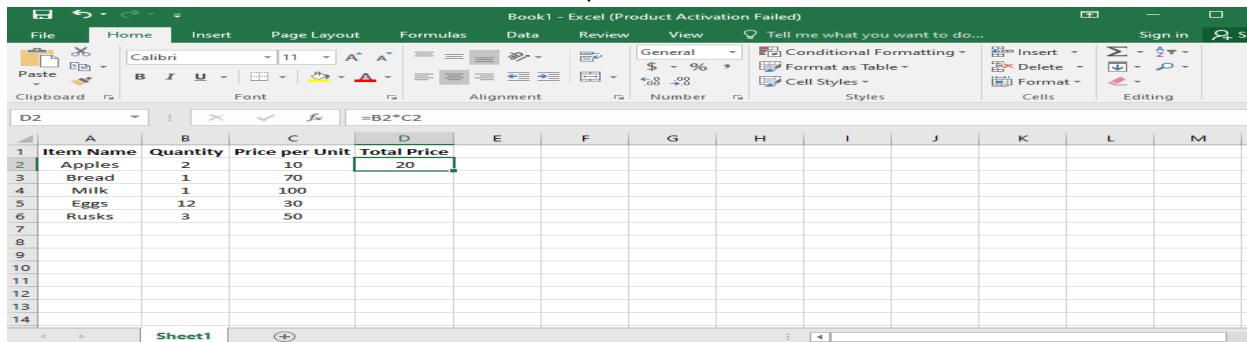
Solutions:

Task 1:

- Click on Cell D2 (assuming row 2 is the first row with data).

Task 2:

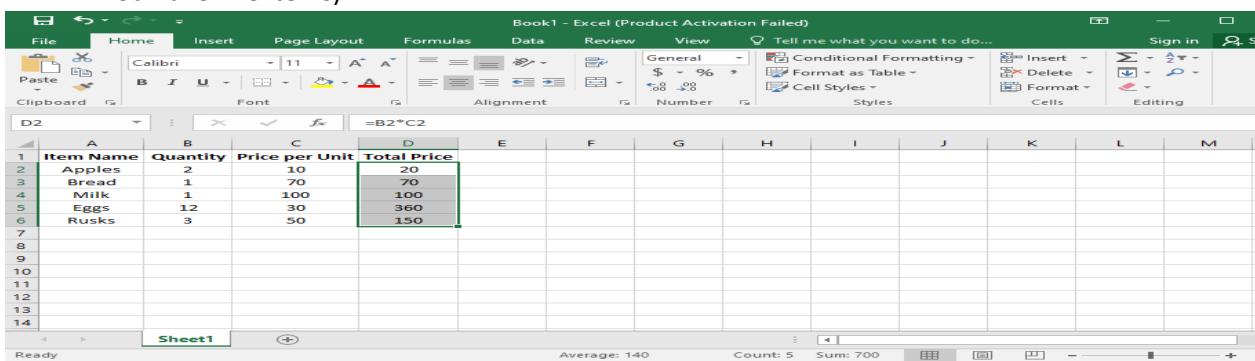
- Type the formula: $=B2*C2$
- Press Enter. Excel will calculate the total price for the first item.



A	B	C	D
Item Name	Quantity	Price per Unit	Total Price
Apples	2	10	20
Bread	1	70	70
Milk	1	100	100
Eggs	12	30	360
Rusks	3	50	150

Task 3:

1. Click on Cell D2 (where you just entered the formula).
2. Move your cursor to the bottom-right corner of the cell. It will turn into a small plus sign ($\square +$).
3. Click and drag the fill handle down to cover all rows with data (e.g., D6 if Release the mouse).
Excel will automatically copy the formula for all items.
4. You have five items).



A	B	C	D
Item Name	Quantity	Price per Unit	Total Price
Apples	2	10	20
Bread	1	70	70
Milk	1	100	100
Eggs	12	30	360
Rusks	3	50	150

Task 4:

1. Click on each Total Price cell (D2 to D6) and check that the formula references the correct row.
2. Ensure the calculated values are correct.
3. Click File > Save As.
4. Choose a location (e.g., Desktop or Documents).
5. Name the file (e.g., Grocery List.xlsx).
6. **Click Save.**

Lab 8 Activity 3 - Calculating Total Inventory Cost

Objective: Learn to apply the SUM function to aggregate total costs.

1. Select an empty cell below the Total Price column.
 2. Type =SUM(D2:D6) (assuming D2:D6 contains total prices) and press Enter.
 3. Format the total cost cell using bold and currency format.
 4. Save and close the workbook.
-

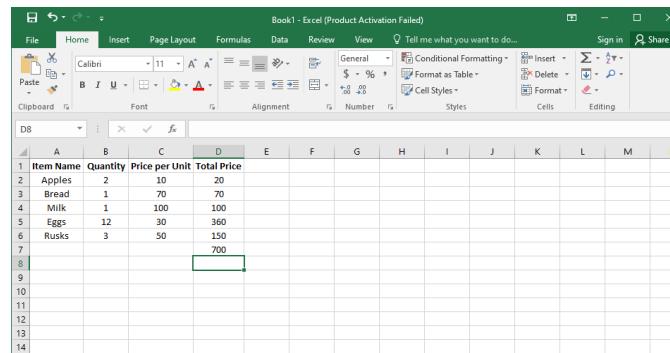
Solutions:

Task 1:

- Click on the first empty cell below your "Total Price" values, e.g., D7.

Task 2:

- Type the following formula:
=SUM(D2:D6)
- Press Enter. This will calculate the total cost of all items.



The screenshot shows a Microsoft Excel spreadsheet titled "Book1 - Excel (Product Activation Failed)". The spreadsheet contains a table with columns for Item Name, Quantity, Price per Unit, and Total Price. The data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Item Name	Quantity	Price per Unit	Total Price									
2	Apples	2	10	20									
3	Bread	1	70	70									
4	Milk	1	100	100									
5	Eggs	12	30	360									
6	Rusks	3	50	150									
7				700									
8													
9													
10													
11													
12													
13													
14													

Task 3:

1. Click on Cell D7 (or the cell where you entered the formula).
2. Bold the text:
 1. Press Ctrl + B or click the Bold (B) button on the toolbar.
3. Apply Currency Format:
 1. Go to the Home tab.
 2. Click the Currency (\$) button in the "Number" section.
 3. Alternatively, right-click the cell, choose Format Cells, select Currency, and click OK.

Task 4:

- Click File > Save to keep the changes.
- Close Excel by clicking the X button in the top-right corner.

Lab 8 Assignment

Objective: Create a structured student attendance sheet with at least 10 entries. Format it neatly and apply sorting and filtering to demonstrate learned concepts.

Instructions:

1. Open a new Excel workbook and create an attendance table.
 2. Enter student names, roll numbers, and attendance status (Present/Absent).
 3. Apply table formatting and use sorting to organize the list.
 4. Use filtering to display only absent students.
 5. Save the workbook and submit as per instructor guidelines.
-

Solutions

A	B	C	D	E	F	G	H	I	J
Lab 8									
AL-Kawthar University									
Food	Transportation and Fuel	Housing and Utilities	Clothing	Accessories	Personal Care	entertainment.	Rent	Total	
40000	15000	5000	20000	2500	5000	3000	15000	105500	

Lab 9 Activity 1 – Setting Up a Marks Sheet

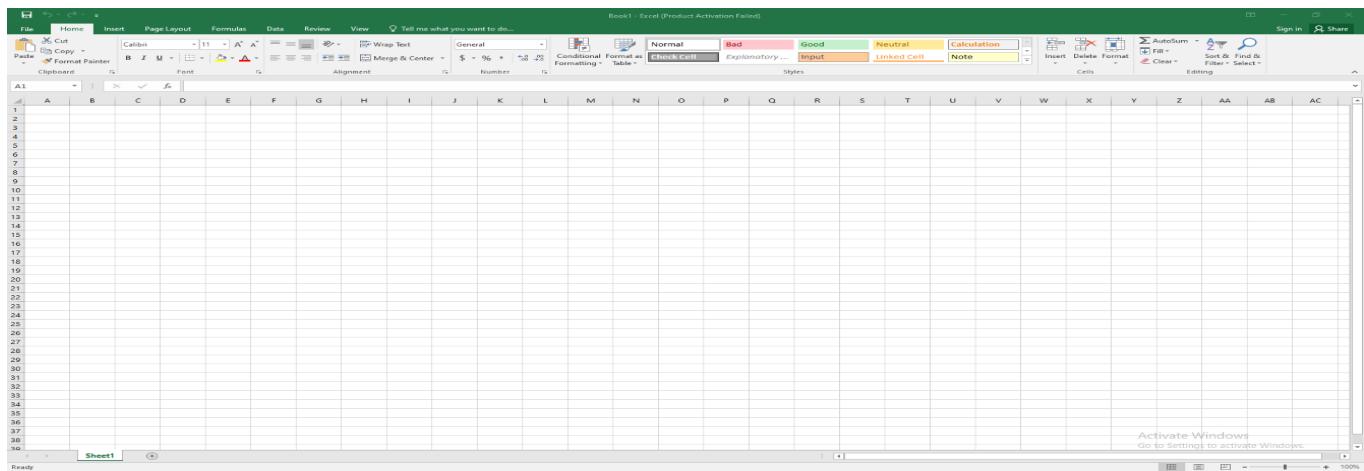
Objective - Organize student marks data in a structured table.

1. Open a new Excel workbook.
 2. Define column headers: Roll Number, Name, Subject 1, Subject 2, Subject 3, Subject 4, Subject 5, Total, Percentage, Grade.
 3. Enter sample student data, ensuring each subject has a maximum of 40 marks.
 4. Save the workbook.
-

Solutions:

Task 1:

New Excel Workbook:



Task 2:

- ✓ Click on Cell A1 and type: **Roll Number**
- ✓ Click on Cell B1 and type: **Name**
- ✓ Click on Cell C1 and type: **Subject 1**
- ✓ Click on Cell D1 and type: **Subject 2**
- ✓ Click on Cell E1 and type: **Subject 3**
- ✓ Click on Cell F1 and type: **Subject 4**
- ✓ Click on Cell G1 and type: **Subject 5**
- ✓ Click on Cell H1 and type: **Total**
- ✓ Click on Cell I1 and type: **Percentage**
- ✓ Click on Cell J1 and type: **Grade**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Roll Number	Name	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Total	Percentage	Grade				
2														
3														
4														
5														
6														
7														
8														
9														

Task 3:

A screenshot of Microsoft Excel showing a spreadsheet titled "Book1 - Excel (Product Activation Failed)". The spreadsheet contains data for student marks. The columns are labeled: Roll Number, Name, Subject 1, Subject 2, Subject 3, Subject 4, Subject 5, Total, Percentage, and Grade. The rows contain data for four students: Ali, Ahamad, Babar, and Farhan, with their respective marks in each subject and calculated totals and percentages.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Roll Number	Name	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Total	Percentage	Grade				
2	101	Ali	36	32	37	31	34							
3	102	Ahamad	28	38	34	36	24							
4	103	Babar	39	31	28	39	29							
5	104	Farhan	25	27	21	22	32							
6														
7														
8														
9														
10														

Task 4:

- ✓ Click File > Save As.
- ✓ Choose a location and select **Excel Workbook (.xlsx)** format.
- ✓ Name it "**Student_Marks.xlsx**" and click Save.

Lab 9 Activity 2 - Calculating Total Marks and Percentage

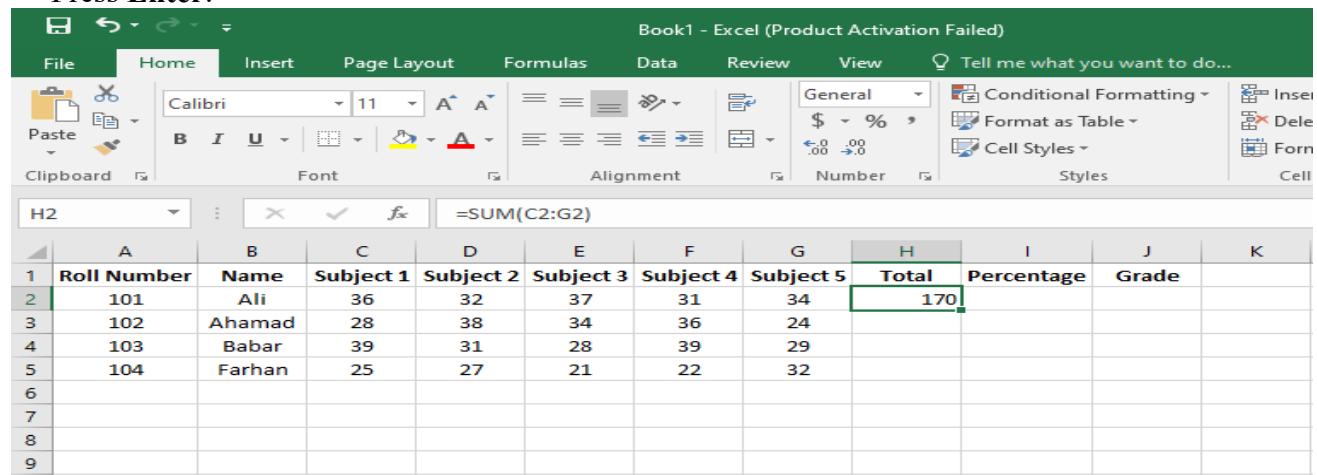
Objective - Use formulas to calculate total marks and percentage automatically.

1. In the Total column, use =SUM(C2:G2) (assuming C2:G2 contains subject marks).
 2. In the Percentage column, use =(H2/200)*100 (assuming H2 contains the total marks out of 200).
 3. Use the fill handle to apply formulas to other rows.
 4. Format percentage values to show up to two decimal places.
 5. Save the file.
-

Solutions:

Task 1:

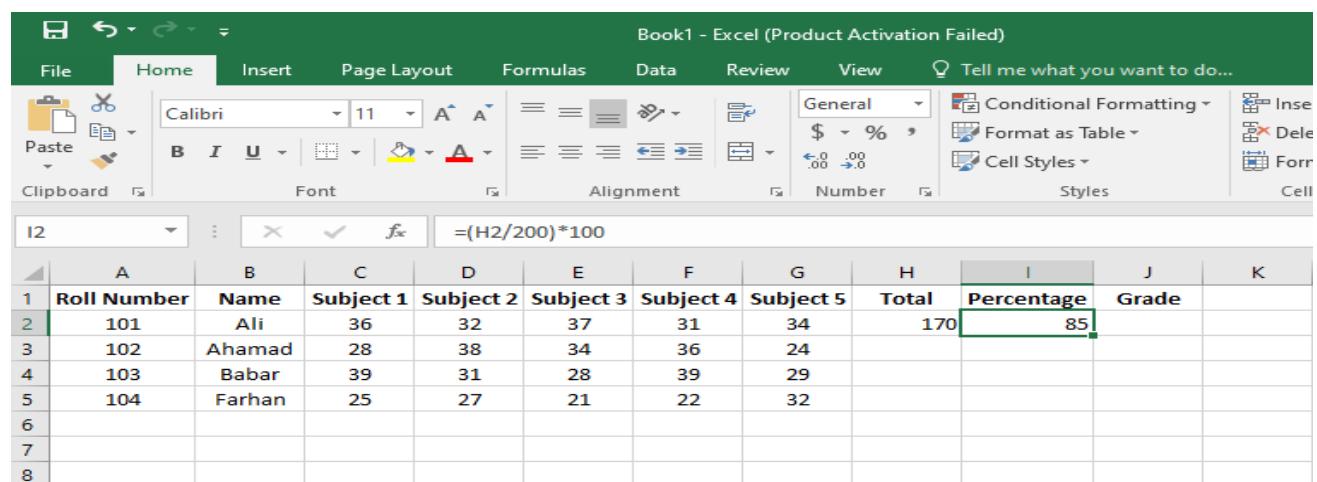
- ✓ Click on Cell H2 (under the "Total" column).
- ✓ Enter the formula: “=SUM (C2:G2)”
- ✓ Press Enter.



	A	B	C	D	E	F	G	H	I	J	K
1	Roll Number	Name	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Total	Percentage	Grade	
2	101	Ali	36	32	37	31	34	170	85		
3	102	Ahamad	28	38	34	36	24				
4	103	Babar	39	31	28	39	29				
5	104	Farhan	25	27	21	22	32				
6											
7											
8											

Task 2:

- ✓ Click on Cell I2 (under the "Percentage" column).
- ✓ Enter the formula: “=(H2/200)*100”
- ✓ Press Enter



	A	B	C	D	E	F	G	H	I	J	K
1	Roll Number	Name	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Total	Percentage	Grade	
2	101	Ali	36	32	37	31	34	170	85		
3	102	Ahamad	28	38	34	36	24				
4	103	Babar	39	31	28	39	29				
5	104	Farhan	25	27	21	22	32				
6											
7											
8											

Task 3:

- Use the **fill handle** (a small square at the bottom-right of the cell) and **drag down** to apply the formula to other rows.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Roll Number	Name	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Total	Percentage	Grade				
2	101	Ali	36	32	37	31	34	170	85					
3	102	Ahamad	28	38	34	36	24	160	80					
4	103	Babar	39	31	28	39	29	166	83					
5	104	Farhan	25	27	21	22	32	127	63.5					

Task 4:

- Select all percentage values (e.g., I2 to I10).
- Click **Home > Number Format > More Number Formats**.
- Select **Number**, set **Decimal places** to 2, and click **OK**.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Roll Number	Name	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Total	Percentage	Grade				
2	101	Ali	36	32	37	31	34	170	85.00					
3	102	Ahamad	28	38	34	36	24	160	80.00					
4	103	Babar	39	31	28	39	29	166	83.00					
5	104	Farhan	25	27	21	22	32	127	63.50					

Task 5:

Click **File > Save As**.

Choose a location and select **Excel Workbook (.xlsx)** format.
Name the file "**Student_Marks.xlsx**" and click **Save**.

Lab 9 Activity 3 - Assigning Grades Using IF Function

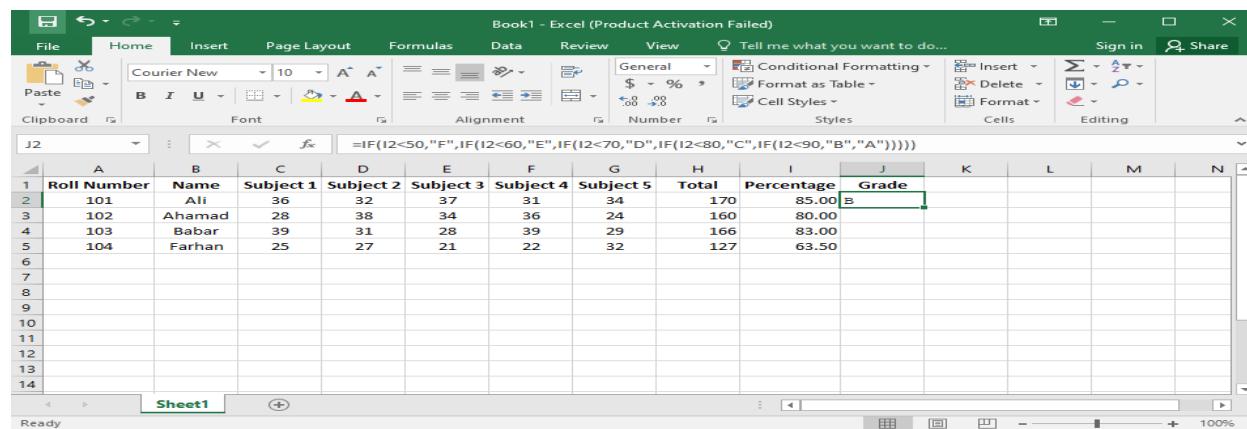
Objective: Implement conditional logic to assign letter grades.

- In the Grade column, use the following IF function:
 $=IF(I2<50,"F",IF(I2<60,"E",IF(I2<70,"D",IF(I2<80,"C",IF(I2<90,"B","A")))))$
 - Press Enter and use the fill handle to apply it to other rows.
 - Apply conditional formatting to highlight failing students in red.
 - Save and close the file.
-

Solutions:

Task 1:

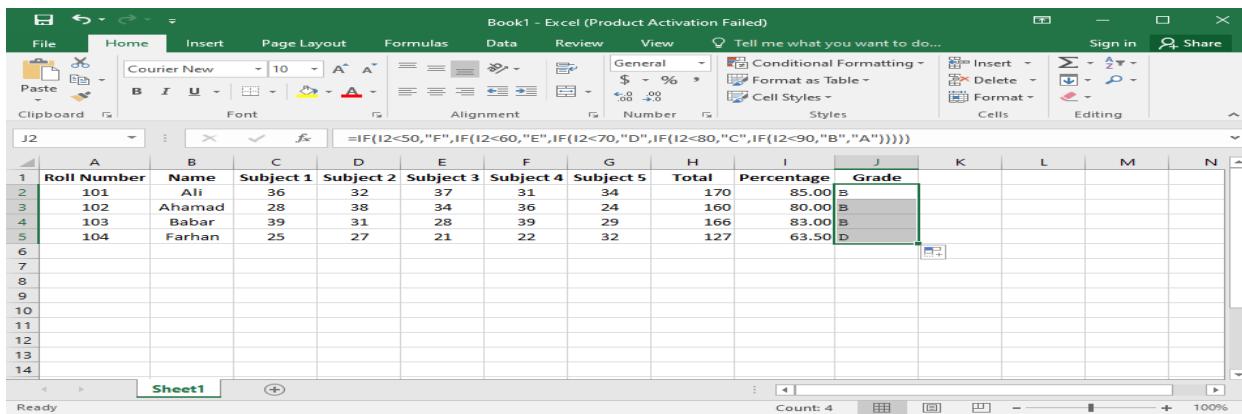
- Click on Cell J2 (under the "Grade" column).
- Enter the following formula:
 $=IF(I2<50,"F",IF(I2<60,"E",IF(I2<70,"D",IF(I2<80,"C",IF(I2<90,"B","A")))))$



A	B	C	D	E	F	G	H	I	J	K	L	M	N
Roll Number	Name	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Total	Percentage	Grade				
101	Ali	36	32	37	31	34	170	85.00	B				
102	Ahamad	28	38	34	36	24	160	80.00					
103	Babar	39	31	28	39	29	166	83.00					
104	Farhan	25	27	21	22	32	127	63.50					

Task 2:

- Press Enter and use the fill handle (drag the small square at the bottom-right of the cell) to copy the formula to other rows.



A	B	C	D	E	F	G	H	I	J	K	L	M	N
Roll Number	Name	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Total	Percentage	Grade				
101	Ali	36	32	37	31	34	170	85.00	B				
102	Ahamad	28	38	34	36	24	160	80.00	B				
103	Babar	39	31	28	39	29	166	83.00	B				
104	Farhan	25	27	21	22	32	127	63.50	D				

Task 3:

- ✓ Select the entire **Grade column** (e.g., **J2:J50**, depending on your data).
- ✓ Click **Home > Conditional Formatting > New Rule**.
- ✓ Choose "**Format cells that contain**".
- ✓ In the **Format Cells dialog**, set the rule:

Format only cells that contain → Cell Value → Equal to → Enter "B"

Click **Format**, go to the **Fill tab**, and select **Light green color**.

Click **OK**.

- ✓ Click **Apply and OK**.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Roll Number	Name	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Total	Percentage	Grade				
2	101	Ali	36	32	37	31	34	170	85.00	B				
3	102	Ahamad	28	38	34	36	24	160	80.00	B				
4	103	Babar	39	31	28	39	29	166	83.00	B				
5	104	Farhan	25	27	21	22	32	127	63.50	D				
6														
7														
8														
9														
10														
11														
12														
13														
14														

Task 4:

- ✓ Click **File > Save**.
- ✓ Close Excel.

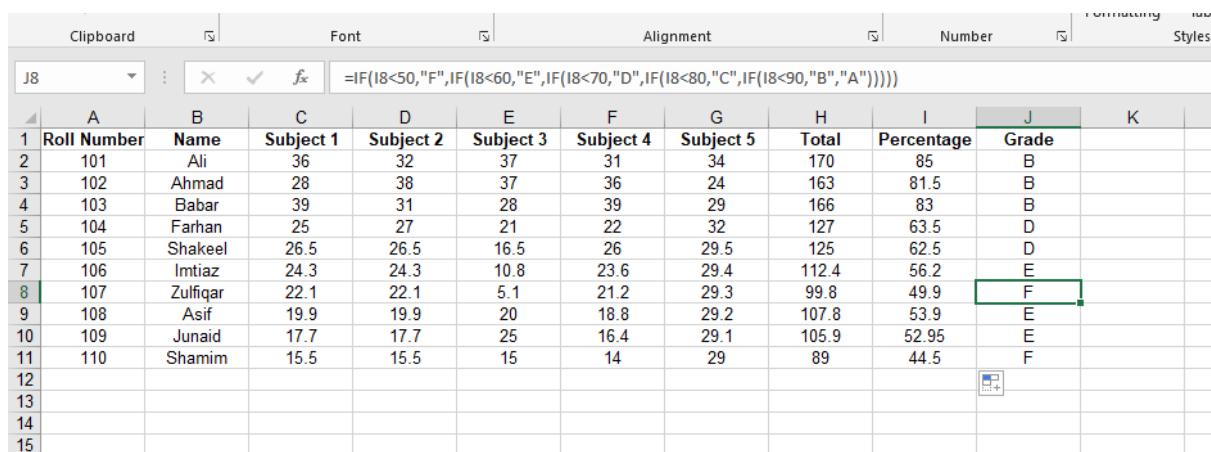
Lab 9 Assignment

Objective: Create a marks sheet for a class of 10 students with at least 5 subjects. Calculate total marks, percentage, and assign grades using Excel functions. Format the sheet professionally and apply conditional formatting to highlight distinctions and failures.

Instructions:

1. Open a new workbook and create a marks sheet.
 2. Enter 10 sample student data with marks for five subjects.
 3. Maximum Marks for each subject is 40.
 4. Use formulas to calculate total marks and percentage.
 5. Implement the grading system using the IF function.
 6. Format and save the file before submission.
-

Solutions



	A	B	C	D	E	F	G	H	I	J	K
1	Roll Number	Name	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Total	Percentage	Grade	
2	101	Ali	36	32	37	31	34	170	85	B	
3	102	Ahmad	28	38	37	36	24	163	81.5	B	
4	103	Babar	39	31	28	39	29	166	83	B	
5	104	Farhan	25	27	21	22	32	127	63.5	D	
6	105	Shakeel	26.5	26.5	16.5	26	29.5	125	62.5	D	
7	106	Imtiaz	24.3	24.3	10.8	23.6	29.4	112.4	56.2	E	
8	107	Zulfiqar	22.1	22.1	5.1	21.2	29.3	99.8	49.9	F	
9	108	Asif	19.9	19.9	20	18.8	29.2	107.8	53.9	E	
10	109	Junaid	17.7	17.7	25	16.4	29.1	105.9	52.95	E	
11	110	Shamim	15.5	15.5	15	14	29	89	44.5	F	
12											
13											
14											
15											

Lab 10 Activity 1 - Creating a Basic HTML Document

Objective - Learn how to structure content using ordered and unordered lists.

1. Open a text editor (e.g., Notepad++ or VS Code) and create a new file named index.html.
 2. Add the basic structure including <!DOCTYPE html>, <html>, <head>, and <body>.
 3. Inside <body>, add a heading (<h1>) and a paragraph (<p>).
 4. Save the file and open it in a web browser to verify the structure.
-

Solutions:

Source Code:

```
<!DOCTYPE html>
<html lang="en">

<head>
    <meta charset="UTF-8">
    <meta name="viewport" content="width=device-width, initial-scale=1.0">
    <title>Simple HTML Page</title>
</head>

<body>

    <h1>Welcome to My Webpage</h1>
    <p>This is a simple HTML page to demonstrate the basic structure of an
HTML document.</p>

</body>

</html>
```

Output:



Lab 10 Activity 2 - Working with Headings

Objective - Learn how to use different heading levels in HTML.

1. Create a new file named headings.html.
 2. Add six different headings (<h1> to <h6>) with unique text content.
 3. Use the style attribute to change the color and font size of each heading.
 4. Save and open the file in a web browser to observe the differences.
-

Solutions:

Source Code:

```
<!DOCTYPE html>
<html lang="en">

<head>
    <meta charset="UTF-8">
    <meta name="viewport" content="width=device-width, initial-scale=1.0">
    <title>Different Heading Levels</title>
</head>

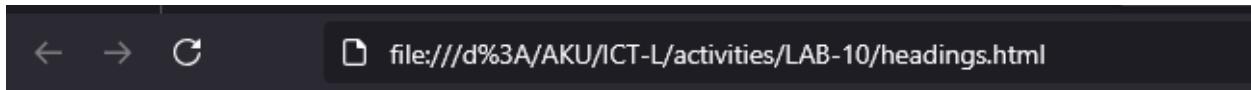
<body>

    <h1 style="color: blue; font-size: 36px;">This is a Heading 1 (H1)</h1>
    <h2 style="color: red; font-size: 32px;">This is a Heading 2 (H2)</h2>
    <h3 style="color: green; font-size: 28px;">This is a Heading 3 (H3)</h3>
    <h4 style="color: purple; font-size: 24px;">This is a Heading 4 (H4)</h4>
    <h5 style="color: orange; font-size: 20px;">This is a Heading 5 (H5)</h5>
    <h6 style="color: brown; font-size: 16px;">This is a Heading 6 (H6)</h6>

</body>

</html>
```

Output:



This is a Heading 1 (H1)

This is a Heading 2 (H2)

This is a Heading 3 (H3)

This is a Heading 4 (H4)

This is a Heading 5 (H5)

This is a Heading 6 (H6)

Lab 10 Assignment

Objective: Create an HTML document that contains a heading, a paragraph, and a brief description of a topic of your choice. Apply inline styling to enhance readability.

Instructions:

1. Open a new file named assignment1.html and add the basic HTML structure.
 2. Inside the <body> tag, create a heading (<h1>), a paragraph (<p>), and a brief description.
 3. Use the style attribute to modify font size, color, and alignment.
 4. Save and open the file in a web browser to verify the output.
-

Source Code:

```
<!DOCTYPE html>
<html lang="en">

<head>
    <meta charset="UTF-8">
    <meta name="viewport" content="width=device-width, initial-scale=1.0">
    <title>Trees Are Love for Nature</title>
</head>

<body>

    <!-- Heading -->
    <h1 style="color: green; font-size: 36px; text-align: center;">Trees Are Love for
Nature</h1>

    <!-- Paragraph -->
    <p style="font-size: 18px; color: darkgreen; text-align: justify; line-height: 1.6;">
        Trees are essential to our planet. They are not just a source of oxygen but also
help maintain the balance of nature by absorbing carbon dioxide and providing shelter for
countless species. Trees create a harmonious environment and are vital for human well-being.
They have been a symbol of love, resilience, and growth, and their presence in forests,
parks, and backyards makes the world a greener and more beautiful place to live.
    </p>

    <!-- Brief Description -->
    <p style="font-size: 16px; color: #555; text-align: center; font-style: italic;">
        In nature, trees are our silent companions. Their beauty and grace make them an
invaluable part of life, offering shade, clean air, and a sense of tranquility. They remind
us of the importance of nurturing our environment.
    </p>

</body>

</html>
```

Output:

The screenshot shows a web browser window with the following details:

- Address bar: file:///d%3A/AKU/ICT-L/activities/LAB-10/assignment1.html
- Toolbar icons: back, forward, search, etc.
- Content area:
 - ## Trees Are Love for Nature
 - Trees are essential to our planet. They are not just a source of oxygen but also help maintain the balance of nature by absorbing carbon dioxide and providing shelter for countless species. Trees create a harmonious environment and are vital for human well-being. They have been a symbol of love, resilience, and growth, and their presence in forests, parks, and backyards makes the world a greener and more beautiful place to live.
 - In nature, trees are our silent companions. Their beauty and grace make them an invaluable part of life, offering shade, clean air, and a sense of tranquility. They remind us of the importance of nurturing our environment.*

Lab 11 Activity 1 - Creating Lists in HTML

Objective - Learn how to structure content using ordered and unordered lists.

1. Create a new file named lists.html.
 2. Add an unordered list () with five different list items ().
 3. Add an ordered list () with five different list items.
 4. Use the style attribute to modify list styles.
 5. Save and open the file in a web browser to verify the output
-

Solutions:

Source Code:

```
<!DOCTYPE html>
<html lang="en">

<head>
    <meta charset="UTF-8">
    <meta name="viewport" content="width=device-width, initial-scale=1.0">
    <title>HTML Lists Example</title>
</head>

<body>

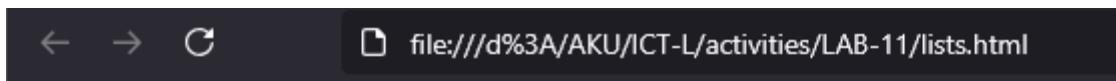
    <h1>Unordered and Ordered Lists</h1>

    <!-- Unordered List -->
    <h2>Unordered List</h2>
    <ul style="list-style-type: square;">
        <li>Apples</li>
        <li>Bananas</li>
        <li>Oranges</li>
        <li>Grapes</li>
        <li>Peaches</li>
    </ul>

    <!-- Ordered List -->
    <h2>Ordered List</h2>
    <ol style="list-style-type: upper-alpha;">
        <li>First item</li>
        <li>Second item</li>
        <li>Third item</li>
        <li>Fourth item</li>
        <li>Fifth item</li>
    </ol>

</body>
</html>
```

Output:



Unordered and Ordered Lists

Unordered List

- Apples
- Bananas
- Oranges
- Grapes
- Peaches

Ordered List

- A. First item
- B. Second item
- C. Third item
- D. Fourth item
- E. Fifth item

Lab 11 Activity 2 - Adding Images to HTML

Objective - Learn how to insert and format images in an HTML document.

1. Create a new file named images.html.
2. Insert an image using the `` tag with the `src` attribute.
3. Add an `alt` attribute to provide alternative text.
4. Use `width` and `height` attributes to resize the image.
5. Save and open the file in a web browser to verify the image.

Learning Outcomes:

- Create and structure unordered and ordered lists.
- Customize lists using the `style` attribute.
- Insert images using the `` tag with relevant attributes.
- Adjust image properties such as size and alternative text.

Solutions:

Source Code:

```
<!DOCTYPE html>
<html lang="en">

<head>
    <meta charset="UTF-8">
    <meta name="viewport" content="width=device-width, initial-scale=1.0">
    <title>Tree Image Example</title>
</head>

<body>

    <h1>Inserting an Image of a Tree</h1>

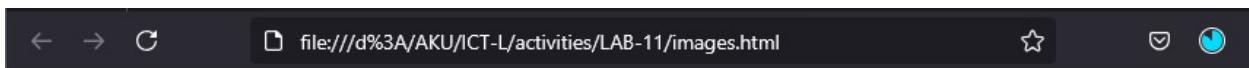
    <!-- Image of a tree -->
    

    <p>This image displays a beautiful ash tree. The dimensions have been
    resized to 500px width and 333px height for better viewing.</p>

</body>

</html>
```

Output:



Inserting an Image of a Tree



This image displays a beautiful ash tree. The dimensions have been resized to 500px width and 333px height for better viewing.

Lab 11 Assignment

Objective: Create an HTML document that includes both an unordered and an ordered list. Also, insert an image and format it appropriately

Instructions:

1. Create a new file named images.html.
 2. Insert an image using the `` tag with the `src` attribute.
 3. Add an `alt` attribute to provide alternative text.
 4. Use `width` and `height` attributes to resize the image.
 5. Save and open the file in a web browser to verify the image
-

Source Code:

```
<!DOCTYPE html>
<html lang="en">

<head>
    <meta charset="UTF-8">
    <meta name="viewport" content="width=device-width, initial-scale=1.0">
    <title>HTML Lists and Image Example</title>
</head>

<body>

    <h1>Unordered and Ordered Lists with an Image</h1>

    <!-- Unordered List -->
    <h2>Unordered List</h2>
    <ul style="list-style-type: square;">
        <li>Mount Everest</li>
        <li>Base Camp</li>
        <li>Climbing Gear</li>
        <li>Snow and Ice</li>
        <li>High Altitude</li>
    </ul>

    <!-- Ordered List -->
    <h2>Ordered List</h2>
    <ol>
        <li>Reach Base Camp</li>
        <li>Begin Ascent</li>
        <li>Climb to Summit</li>
        <li>Return to Base Camp</li>
        <li>Celebrate Success</li>
    </ol>

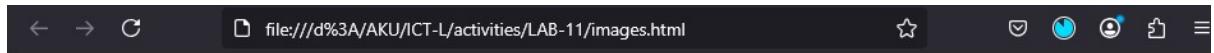
    <!-- Image of Mount Everest -->
    <h2>Image of Mount Everest</h2>
    

        <p>This is an image of Mount Everest, showing the north face towards Base Camp. The image is resized to 500px wide and 333px tall for display purposes.</p>

</body>

</html>
```

Output:



Unordered List

- Mount Everest
- Base Camp
- Climbing Gear
- Snow and Ice
- High Altitude

Ordered List

1. Reach Base Camp
2. Begin Ascent
3. Climb to Summit
4. Return to Base Camp
5. Celebrate Success

Image of Mount Everest



This is an image of Mount Everest, showing the north face towards Base Camp. The image is resized to 500px wide and 333px tall for display purposes.

Lab 12 Activity 1 - Creating Links in HTML

Objective - Learn how to add and customize hyperlinks.

1. Create a new file named links.html.
 2. Add a hyperlink using the `<a>` tag with the `href` attribute.
 3. Use the `title` attribute to add a tooltip for the link.
 4. Use the `target` attribute to specify whether the link opens in a new tab.
 5. Save and open the file in a web browser to test the link.
-

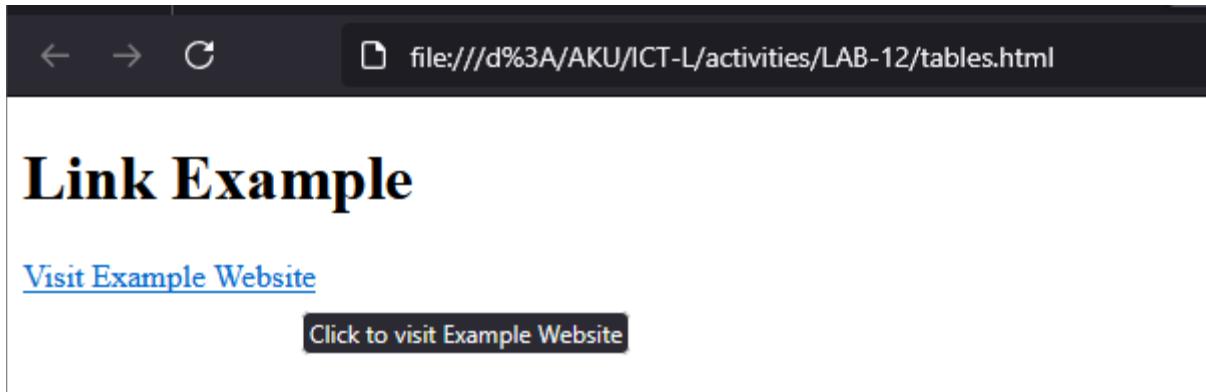
Solutions:

Source Code:

```
<!DOCTYPE html>
<html lang="en">
<head>
    <meta charset="UTF-8">
    <meta name="viewport" content="width=device-width, initial-scale=1.0">
    <title>Hyperlink Example</title>
</head>
<body>
    <h1>Link Example</h1>
    <!-- Hyperlink with title and target attributes -->
    <a href="https://www.example.com"
        title="Click to visit Example Website"
        target="_blank">Visit Example Website</a>

</body>
</html>
```

Output:



Lab 12 Activity 2 - Creating Tables in HTML

Objective - Learn how to structure data using HTML tables.

1. Create a new file named tables.html.
2. Add a <table> element with three rows (<tr>) and three columns (<td>).
3. Use the border attribute to add a table border.
4. Adjust table size using the width and height attributes.
5. Save and open the file in a web browser to verify the table.

Learning Outcomes:

- Use the <a> tag to create hyperlinks.
 - Modify links using attributes such as href, title, and target.
 - Create tables using the <table>, <tr>, and <td> tags.
 - Customize tables using attributes such as border, width, and height.
-

Solutions:

Source Code:

```
<!DOCTYPE html>
<html lang="en">
<head>
    <meta charset="UTF-8">
    <meta name="viewport" content="width=device-width, initial-scale=1.0">
    <title>HTML Table Example</title>
</head>
<body>
    <h1>Basic Table Example</h1>
    <!-- Table with 3 rows and 3 columns -->
    <table border="1" width="300" height="150">
        <tr>
            <td>Row 1, Column 1</td>
            <td>Row 1, Column 2</td>
            <td>Row 1, Column 3</td>
        </tr>
        <tr>
            <td>Row 2, Column 1</td>
            <td>Row 2, Column 2</td>
            <td>Row 2, Column 3</td>
        </tr>
        <tr>
            <td>Row 3, Column 1</td>
            <td>Row 3, Column 2</td>
            <td>Row 3, Column 3</td>
        </tr>
    </table>
</body>
```

```
</html>
```

Output:

A screenshot of a web browser window displaying a basic table. The browser's address bar shows the URL: file:///d%3A/AKU/ICT-L/activities/LAB-12/tables.html. The main content area of the browser shows the heading "Basic Table Example" followed by a 3x3 grid table. The table has three rows and three columns, each containing text describing its position.

Row 1, Column 1	Row 1, Column 2	Row 1, Column 3
Row 2, Column 1	Row 2, Column 2	Row 2, Column 3
Row 3, Column 1	Row 3, Column 2	Row 3, Column 3

Lab 12 Assignment

Objective: Create an HTML document that includes multiple links and a properly formatted table with at least three rows and three columns.

Instructions:

1. Create a new file named tables.html.
 2. Add a <table> element with three rows (<tr>) and three columns (<td>).
 3. Use the border attribute to add a table border.
 4. Adjust table size using the width and height attributes.
 5. Save and open the file in a web browser to verify the table.
-

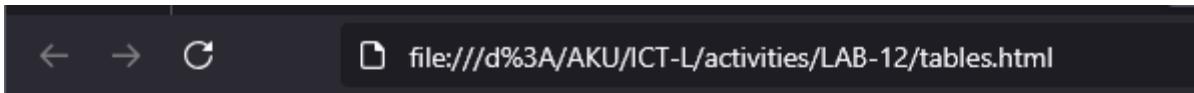
Source Code:

```
<!DOCTYPE html>
<html lang="en">
<head>
    <meta charset="UTF-8">
    <meta name="viewport" content="width=device-width, initial-scale=1.0">
    <title>HTML Table with Links</title>
</head>
<body>
    <h1>Links and Table Example</h1>
    <p>Here are some useful links:</p>
    <ul>
        <li><a href="https://www.example.com" target="_blank" title="Go to Example">Example Website</a></li>
        <li><a href="https://www.wikipedia.org" target="_blank" title="Go to Wikipedia">Wikipedia</a></li>
        <li><a href="https://www.google.com" target="_blank" title="Go to Google">Google</a></li>
    </ul>

    <h2>Sample Table</h2>
    <table border="1" width="300" height="150">
        <tr>
            <td>Row 1, Column 1</td>
            <td>Row 1, Column 2</td>
            <td>Row 1, Column 3</td>
        </tr>
        <tr>
            <td>Row 2, Column 1</td>
            <td>Row 2, Column 2</td>
            <td>Row 2, Column 3</td>
        </tr>
        <tr>
            <td>Row 3, Column 1</td>
            <td>Row 3, Column 2</td>
            <td>Row 3, Column 3</td>
        </tr>
    </table>
```

```
</body> </html>
```

Output:



Here are some useful links:

- [Example Website](#)
- [Wikipedia](#)
- [Google](#)

Sample Table

Row 1, Column 1	Row 1, Column 2	Row 1, Column 3
Row 2, Column 1	Row 2, Column 2	Row 2, Column 3
Row 3, Column 1	Row 3, Column 2	Row 3, Column 3

Lab 13 Activity 1 - Creating Forms in HTML

Objective - Learn how to create a basic form with input fields and a submit button.

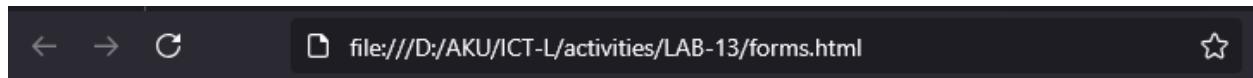
1. Create a new file named forms.html.
 2. Add a <form> element.
 3. Insert two <input> fields for user input.
 4. Add a submit button (<button>).
 5. Use the action attribute to define where the form data is sent.
 6. Use the method attribute to specify how data is sent (GET or POST).
 7. Save and open the file in a web browser to verify the form
-

Solutions:

Source Code:

```
<!DOCTYPE html>
<html lang="en">
<head>
    <meta charset="UTF-8">
    <meta name="viewport" content="width=device-width, initial-scale=1.0">
    <title>Simple Form</title>
</head>
<body>
    <h1>Sample Form</h1>
    <form action="/submit-form" method="POST">
        <label for="name">Name:</label>
        <input type="text" id="name" name="name" required><br><br>
        <label for="email">Email:</label>
        <input type="email" id="email" name="email" required><br><br>
        <button type="submit">Submit</button>
    </form>
</body>
</html>
```

Output:



Sample Form

Name:

Email:

Analysis:

- Open “Developer Tools and navigating the Network tab.
- Click submit in the form and see results.

Lab 13 Assignment

Objective: Create an HTML form that includes input fields for name, email, and message. Implement a submit button with a defined action and method.

Instructions:

1. Open a new file named contact_form.html and add the basic HTML structure.
 2. Inside the <body> tag, create a <form> element with action="submit_form.php" and method="POST" attributes.
 3. Add three labeled input fields: one for name (type="text"), one for email (type="email"), and one for message (<textarea>).
 4. Insert a submit button (<button type="submit">Submit</button>) and ensure the form is properly structured and styled.
-

Solutions:

Source Code:

```
<!DOCTYPE html>
<html lang="en">
<head>
    <meta charset="UTF-8">
    <meta name="viewport" content="width=device-width, initial-scale=1.0">
    <title>Contact Form</title>
</head>
<body>

    <h1>Contact Us</h1>
    <form action="submit_form.php" method="POST">
        <!-- Name input field -->
        <label for="name">Name:</label>
        <input type="text" id="name" name="name" required><br><br>
        <!-- Email input field -->
        <label for="email">Email:</label>
        <input type="email" id="email" name="email" required><br><br>
        <!-- Message textarea -->
        <label for="message">Message:</label>
        <textarea id="message" name="message" rows="4" required></textarea><br><br>
        <!-- Submit button -->
        <button type="submit">Submit</button>
    </form>

</body>
</html>
```

Output:

A screenshot of a contact form displayed in a web browser window. The title of the browser tab is "file:///D:/AKU/ICT-L/activities/LAB-13/contact_form.html". The form has a large blue header "Contact Us". It contains three input fields: "Name" with a placeholder box, "Email" with a placeholder box, and "Message" with a larger text area containing two small diagonal lines. A "Submit" button is located below the message field.

Name:

Email:

Message:
//