

# **Assignment-1**

(Microsoft Word Assignment)

## **Office Automation Tools - (2302DU004)**

Department of Computer Engineering

4<sup>th</sup> Semester

(Darshan Institute of Engineering & Technology  
for Diploma studies)

### **SUBMITTED BY**

**Student Name**

**Roll Number**

Name of The Student

101



योग: कर्मसु कौशलम्

**Darshan**  
UNIVERSITY

# 1. DIFFERENT GENERATIONS OF COMPUTERS

## 1.1 SECTION HEADING

### 1.1.1 Subsection Heading

    Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

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## Structure of the Assignment:

- **Cover Page:** Add your name and roll number in the cover page.
- **Table of Contents (TOC):** Use the "Table of Contents" feature in Word (References > Table of Contents) for content index.
- **Table of Figures:** Use the "Table of Figures" feature in Word (References > Table of Figures) for the image index.
- **Content Structure (Min. 5 Pages of Total content)**
  - **Formatting Guidelines:**
    - Use Times New Roman, font size 12 for the main content.
    - Line spacing should be 1.5.
    - Use Title style for the main Title of the topic with font size 18 bold and underline.
    - Use proper headings and subheadings styles (H1 (font size 16 Bold), H2 (font size 14 Bold), H3 (font size 12 Bold)).
    - Add a single-line border to all pages except the first page.
    - Use bullets, and numbers for proper content points and subparts list in content.
- **Images and Smart Art:**
  - Add **2-3 images related to IT** trends (use the "Insert Caption" feature for labelling).
  - Include **a SmartArt diagram** (Insert > SmartArt) with Center alignment.
- **Chart:** Create a chart representing IT adoption rates or growth trends (Insert > Chart) with Center alignment.
  - Chart contains axis, axis title, chart title, legends, and data labels, with proper chart structure.
- **Table:** Insert a table with a border and proper alignment. Give a caption to the table with Center alignment.
- **Additional Elements:**
  - **Header:** Include a header with your topic name on the top right side except the first page.
  - **Footer:** Include a footer left side name (enrollment number), middle-Assignment-1, and right side-Page number except the first page.
  - **Page Numbers:** Use "Insert > Page Number" to number pages starting from the second page.
  - **Captions:**
    - Add captions to your images, chart, and tables (right-click on the image/table > Add Caption).
- **File Submission:**
  - Save the document as “**RollNo\_IT\_Trends\_YourName.docx**”.
  - Convert the document into PDF format.
- **Note: Topic must be IT-related Trends, Charts, Tables, SmartArt, and Images must be related to topics with proper formatting.**