

Lab #3
IICT BS DS Fall 2022

Task 01: Formatting Text and Pages

[20 marks]

1. Open a new document and type the following memo.

To: Your name
From: Robert Grauer and Maryann Barber
Subject: Microsoft® Word 2016
Date: Dec 29, 2020
This is just a short note to help you get acquainted with the insertion and replacement modes in Word for Windows. When the editing to be done results in more characters than currently exist, you want to be in the insertion mode when making the change.

On the other hand, when the editing to be done contains the same or fewer characters, the replacement mode is best. And when replacing characters, it is most efficient to use the mouse to select the characters to be deleted and then just type the new characters; the selected characters are automatically deleted and the new characters typed take them place.

2. Make the following changes to the text:

- Select the text “**Your name**” and replace it with your name.
- Replace “**May 31, 1999**” with the current date.
- Insert the phrase “**one or**” in the second line so that the text reads ... “**one or more characters than currently exist.**”
- Delete the word “**And**” from the fourth sentence in the fifth line, then change the “**w**” in “**when**” to a capital letter to begin the sentence.
- Change the phrase “**most efficient to best.**”
- Justify the paragraph.
- Change the typeface of the entire document to 12, point Arial.

3. Create a cover page that precedes the document. Set the title: “**My Memo**”.

4. Save the document as: “**YourName_Memo.docx**” on desktop.

Task 02: Create Table

[20 marks]

Open a new document and create the following tables:

<i>Title of Subject</i>	<i>Subject Code</i>	<i>Status of Subject</i>	<i>Credit Hours</i>
Intro to ICT	GE-161	In Progress	3
Calculus	MA-151	In Progress	3
Writing Workshops	GE-62	Complete	3
Statistics	MA-64	Complete	3

Add the borders and shading as shown.

Insert 1 row in between “**Calculus**” and “**Writing Workshops**”.

Discrete Mathematics	MA-67	In Progress	3
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Save the document as: “**YourName_Tables.docx**” on desktop.

Task 03: Insert Image**[10 marks]**

Insert an image into the shape. Take and draw a shape from the Illustration menu, and then add a picture inside a shape.



You can take any image for this task.