

**NATIONAL UNIVERSITY OF LESOTHO**

**Department of Mathematics and Computer Science**

**CS 1311B – Computer Awareness and Skills**

**Lab Exercise 2 – MS Word**

1. **Prayer**

B

efore we begin, let us take a moment to offer a prayer. Gathering our thoughts and intentions, let us seek guidance, wisdom, and blessings for our time together. In this shared space, may our hearts be open, our minds be clear, and our actions be guided by compassion and understanding. Let us be grateful for this opportunity to come together, and may our words and deeds reflect kindness and goodwill towards one another. Amen.

1. **Tabling of reports**

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| --- | --- |
| **Report** | **Presenter** |
| Report of the Portfolio Committee on the Economic and Development Cluster on Workmen’s Compensation Regulations, 2024 | Hon. Chairperson of the committee |
| Report on the campaign to celebrate the approved 2.5% increase towards NMDS stipend | Hon. Minister of Student Affairs |

1. **Presentation of Bills**
   1. **Hierarchy Bill, 2024**
   2. **Occupational Safety Bill, 2024**

**Questions**

1. Create a new folder on **Desktop** and name it YourStudentNumber\_Lab2.
2. Create new Microsoft Word document, type the passage above and apply the following text formatting:

* Font style: Cambria
* Font size: 13.5
* Line spacing: Double
* Text Alignment: Justify

1. Save your file as YourStudentNumber\_Lab2 in the folder created in a).
2. Change table heading’s case to **tOGGLE cASE**.
3. Change table style to **Plain Table 5**.
4. Identify chapters of your document and separate them with page breaks, leaving out the first page blank.
5. Insert page numbers at the bottom of the page.
6. Insert header showing your student number ® surname.
7. Insert table of contents on the first blank page. *Note: Format chapters and sections appropriately (Chapter headings to Heading 1 and Section headings to Heading 2).*
8. Insert a cover page of your choice and edit all the text appropriately.
9. Apply a 3D page border to the document. The line style must be dashed with dark blue colour and width of 3 points.
10. Change the page colour using fill effects to “***Water droplets***” Texture.
11. Save all the changes.