CIS 11042 – Practical for Essential of ICT and PC Applications

Information and communication Technology

Faculty of Technology

South Eastern University of Sri Lanka
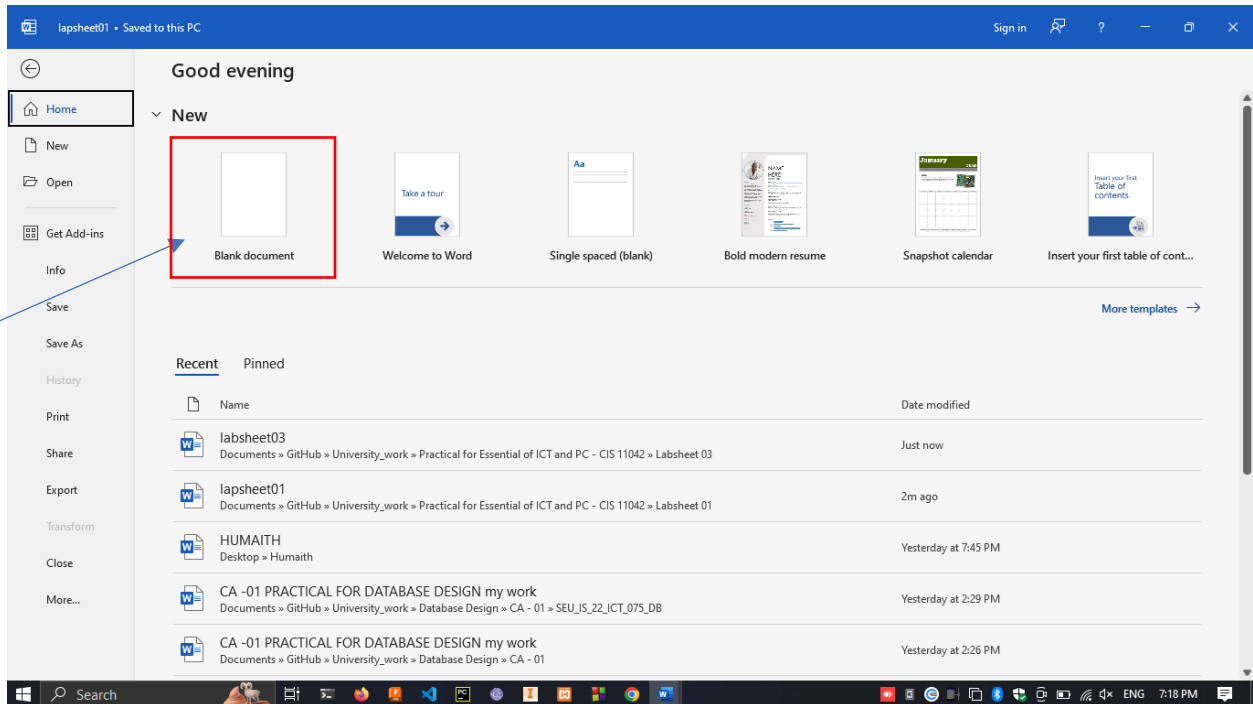
Registration Number: SEU/IS/22/ICT/075

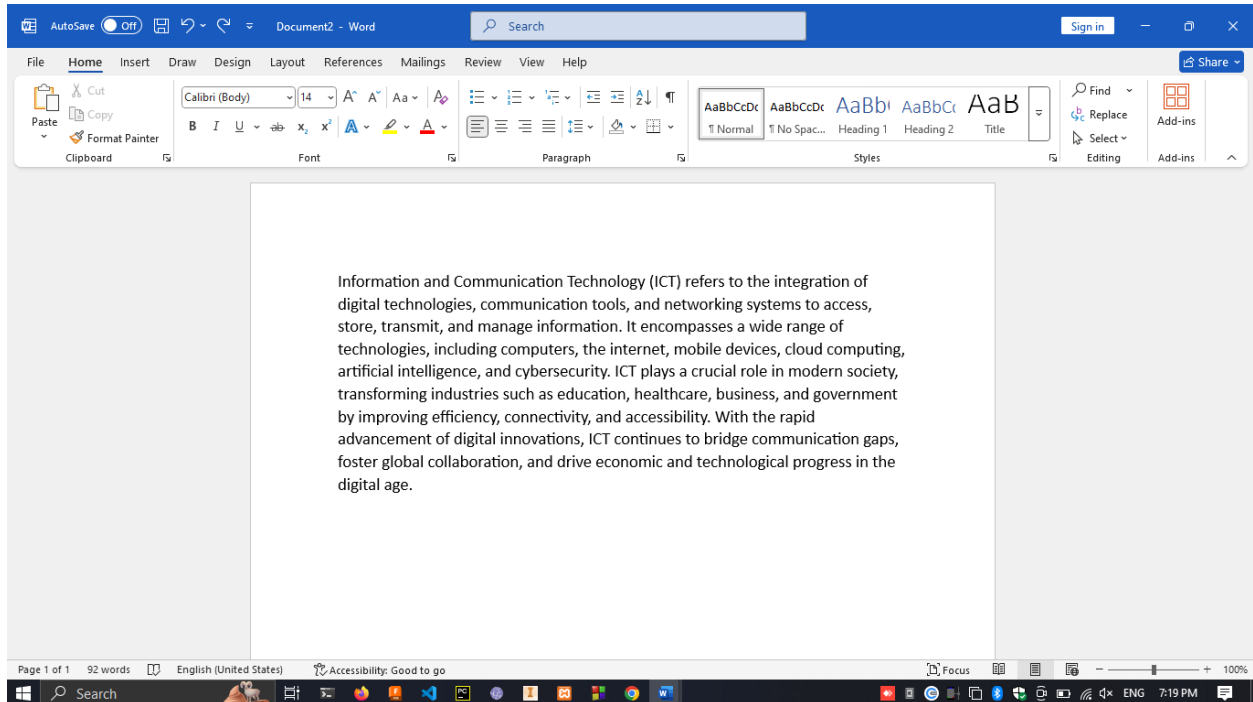Academic year: 22/23

Date: 06.03.2025
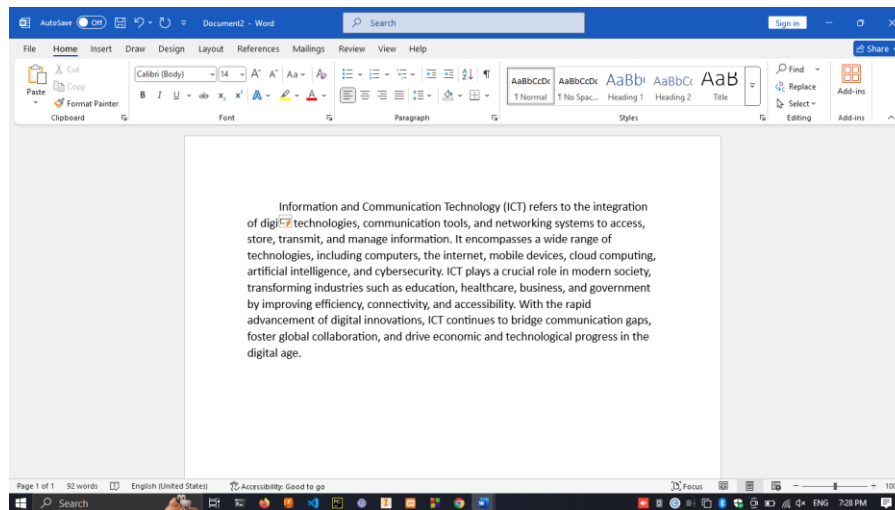
Lab Sheet 03

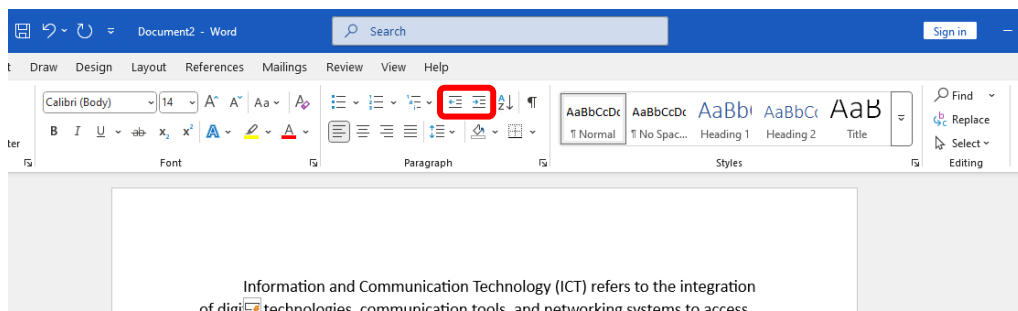# Exercise 01

1. Opening a new blank document.
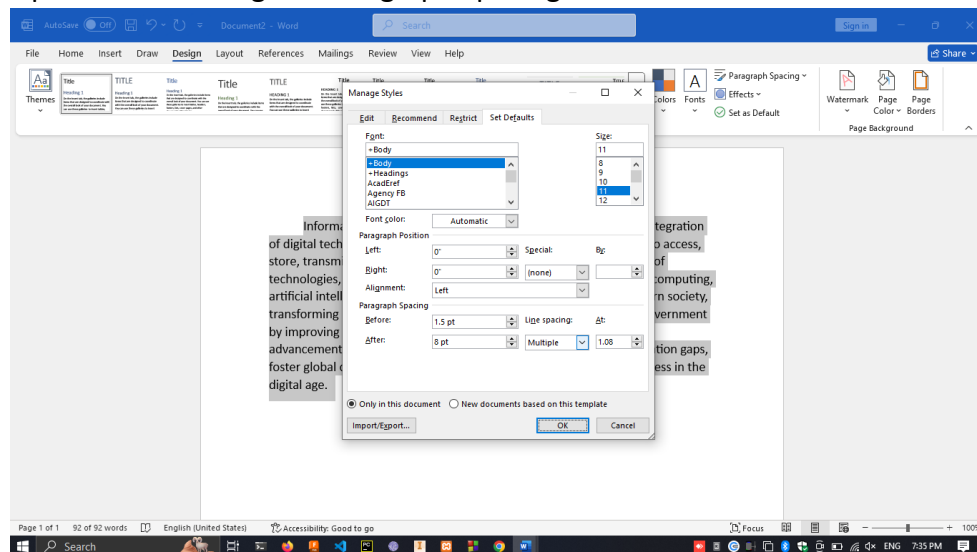

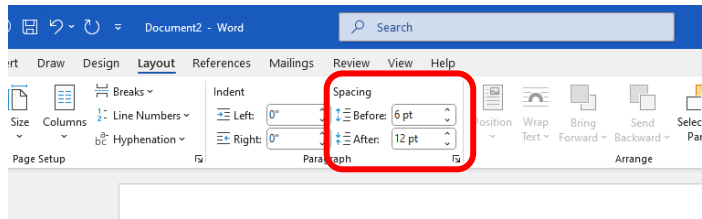
2. Typing the paragraph

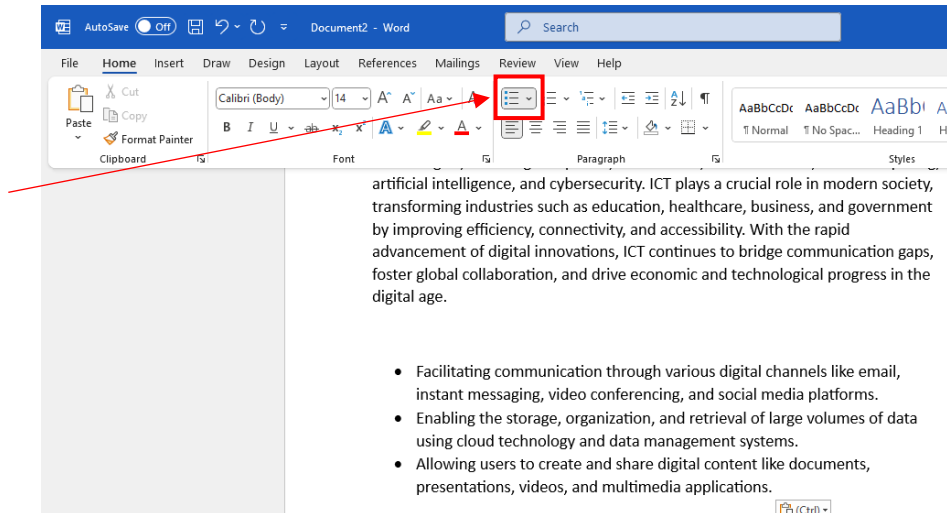1.

2. Using the indent command in the tool bar.

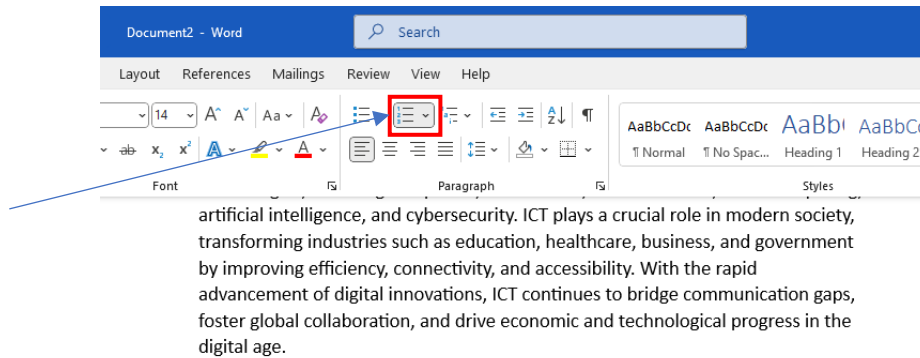3. Open word -> Design -> Paragraph Spacing

4. Layout tab -> spacing section -> setting before as 6pt after as 12pt

5. Home tab -> click on bullet list button

6. While selected on bullet list click on numbering list button

Exercise 02

1. Opening the new word document by clicking **blank Document** and typing following text

2.

1. Press **ctrl + f** -> type "your own"
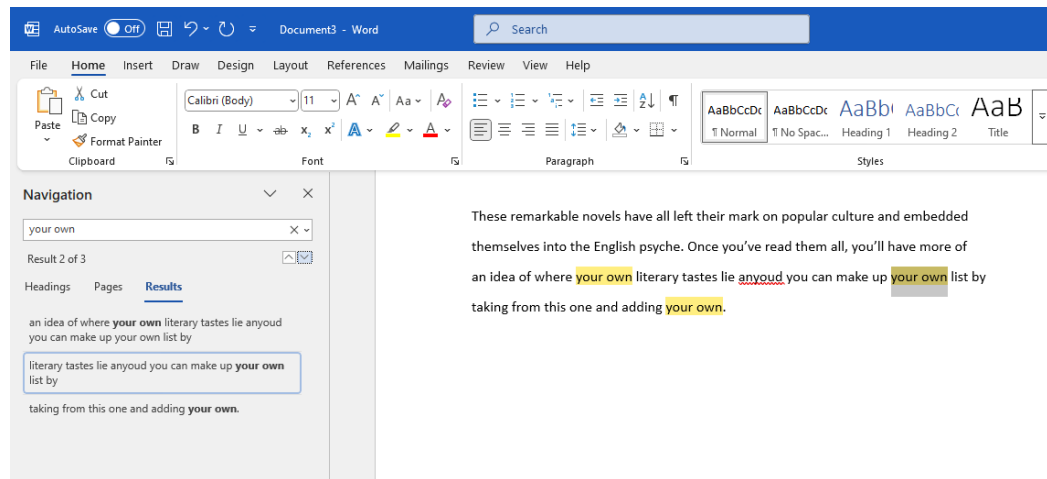
2. Click on **Replace** under in editing type in Home tab > type "your own" in Find what and "your" in Replace with and click replace all.

3. Select **Home** word in text document -> in insert tab click on **Link** -> under the address pasting this link "https://en.wikipedia.org/wiki/English_language".
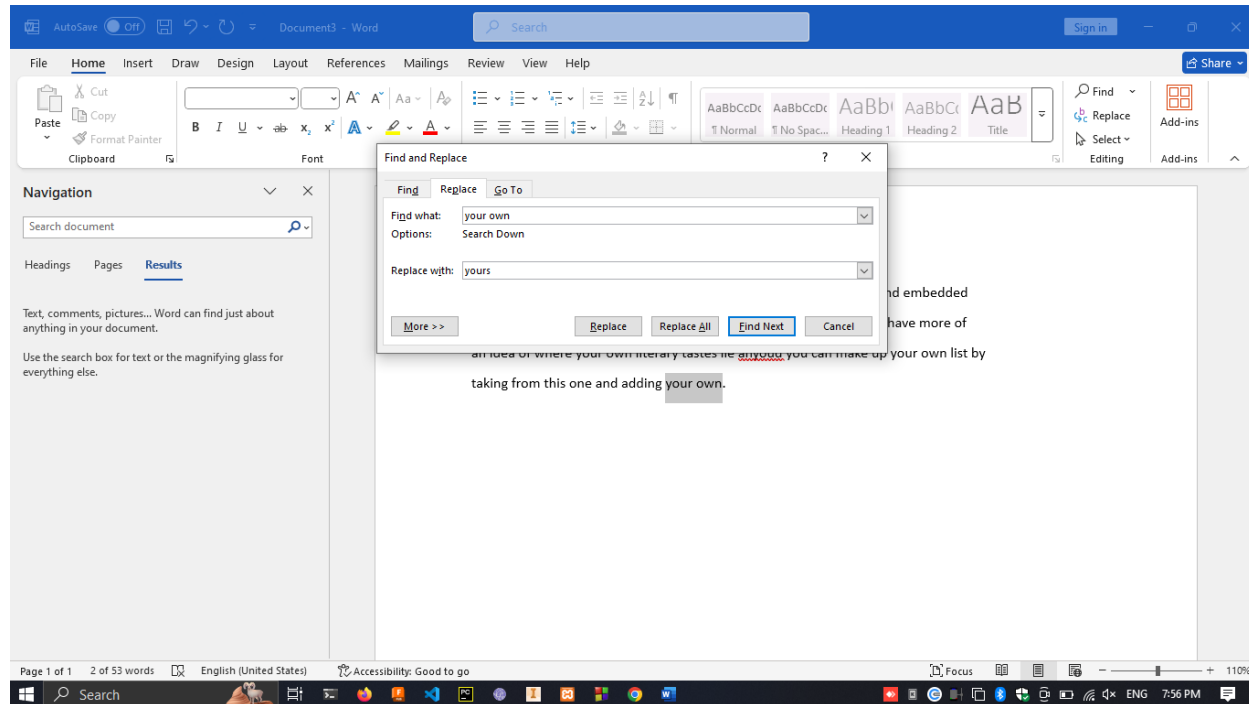
These remarkable novels have all left their mark on popular culture and embedded themselves into the English psyche. Once you've read them all, you'll have more of an idea of where your own literary tastes lie anyoud you can make up your own list by taking from this one and adding your own.
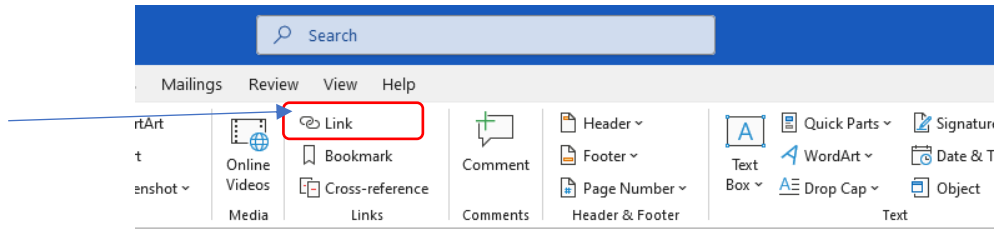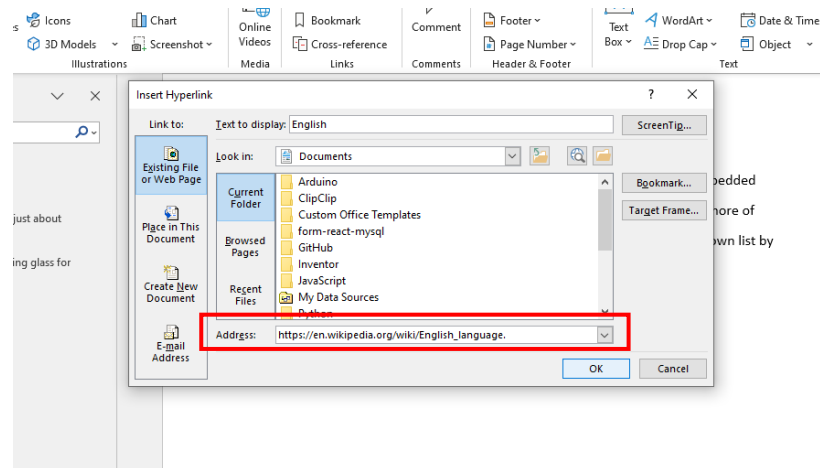

4. Right click on the hyperlink -> click on edit hyperlink -> under the address bar replace the link with **https://learnenglish.britishcouncil.org**
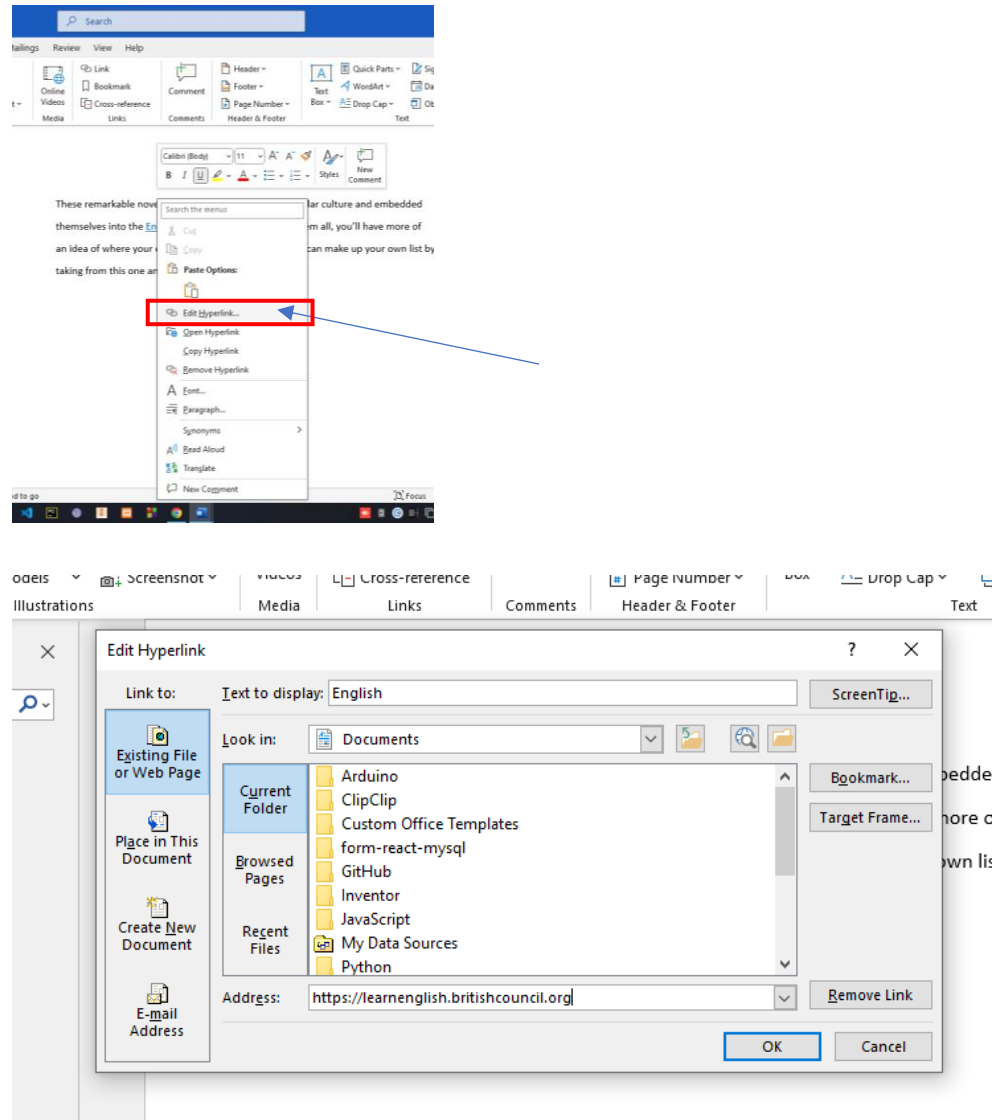
5. Removing the hyperlink by right clicking on the English word click on **Remove hyperlink.**
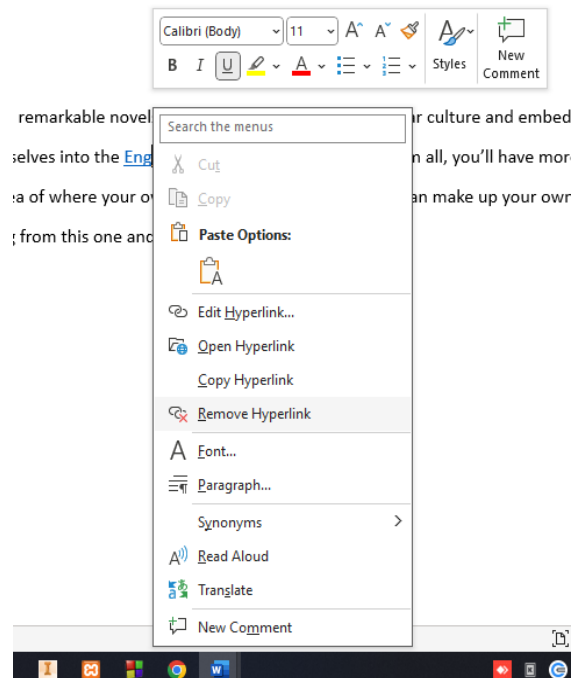
Exercise 03

1. Open new work document by click on blank document -> under the layout tab -> click on Orientation -> click on landscape.
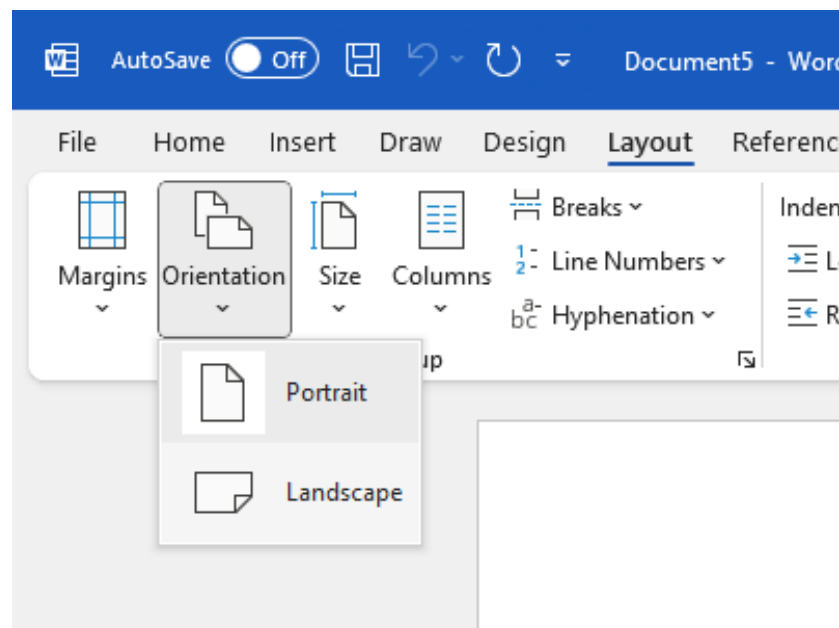
2. Right next to Orientation click on size -> click on A3.

3. right next to Orientation click on margins -> click on narrow

4. click on **multilevel list** in paragraph section under home. -> define new multilevel list

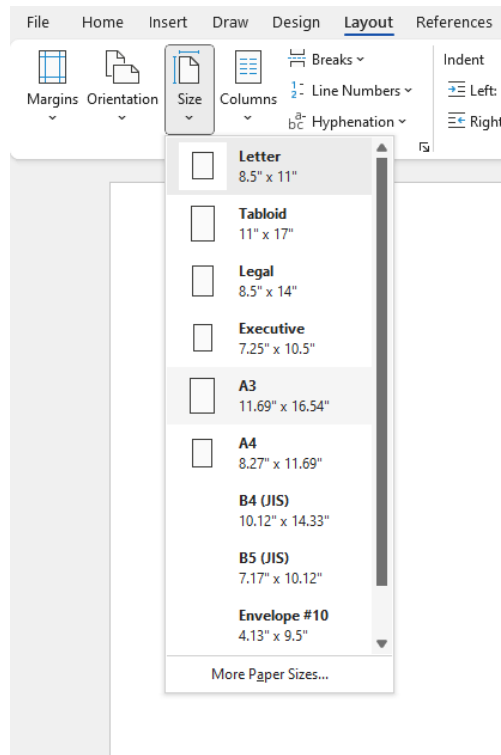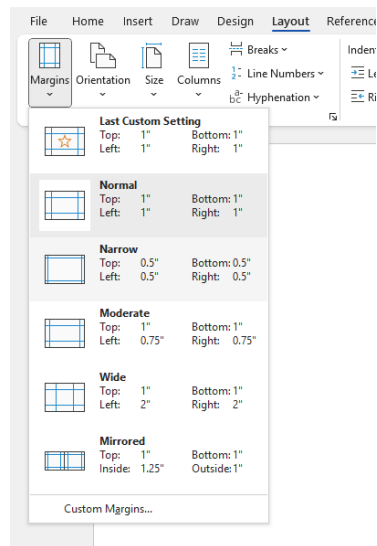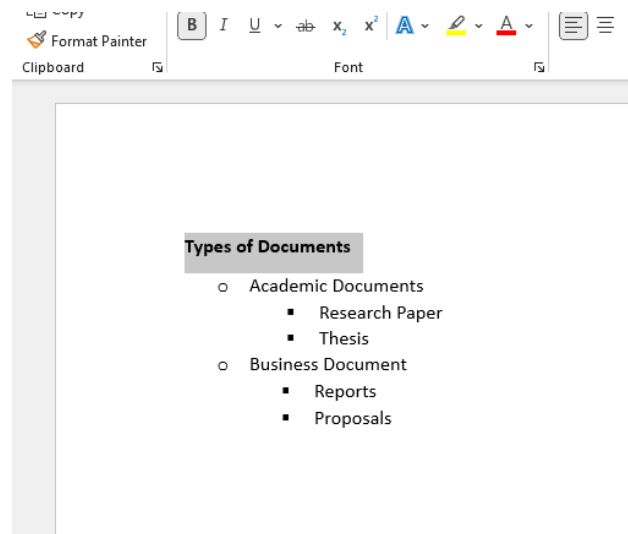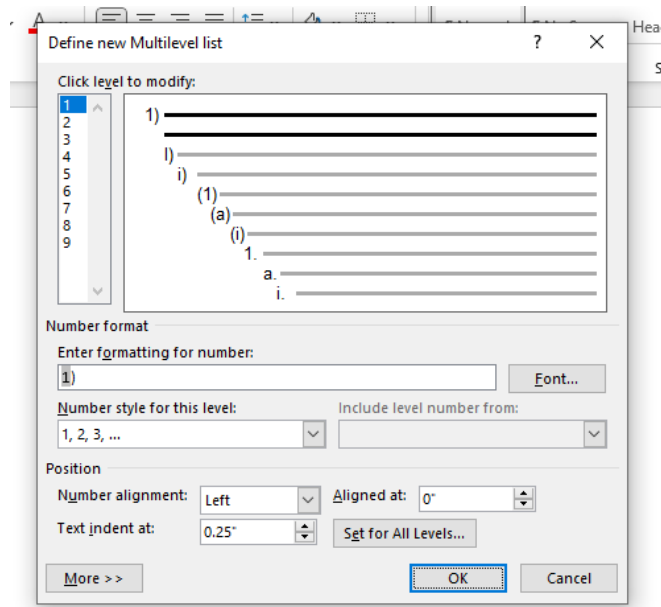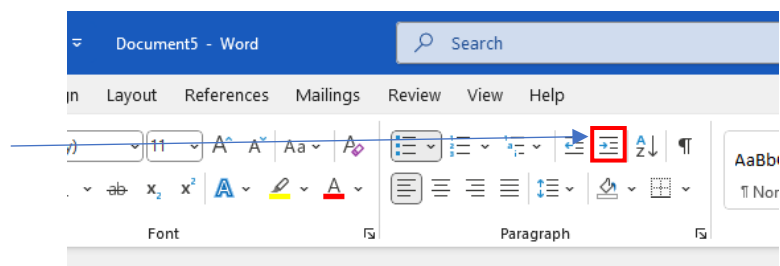**Define new Multilevel list**

Click level to modify:

1)

I)

i)

(1)

(a)

(i)

1.

a.

i.

Number format

Enter formatting for number:

1)

Number style for this level:

1, 2, 3, …

Include level number from:

Position

Number alignment: Left   Aligned at: 0"

Text indent at: 0.25"   Set for All Levels...

More >>   OK   Cancel

Types of Documents

o   Academic Documents
   ▪ Research Paper
   ▪ Thesis
o   Business Document
   ▪ Reports
   ▪ Proposals

5. under the home tab click on increase indent under the paragraph.

6. next to **Increase indent** click **Decrease indent**