CIS 11042 – Practical for Essential of ICT and PC Applications

Information and communication Technology

Faculty of Technology

South Eastern University of Sri Lanka

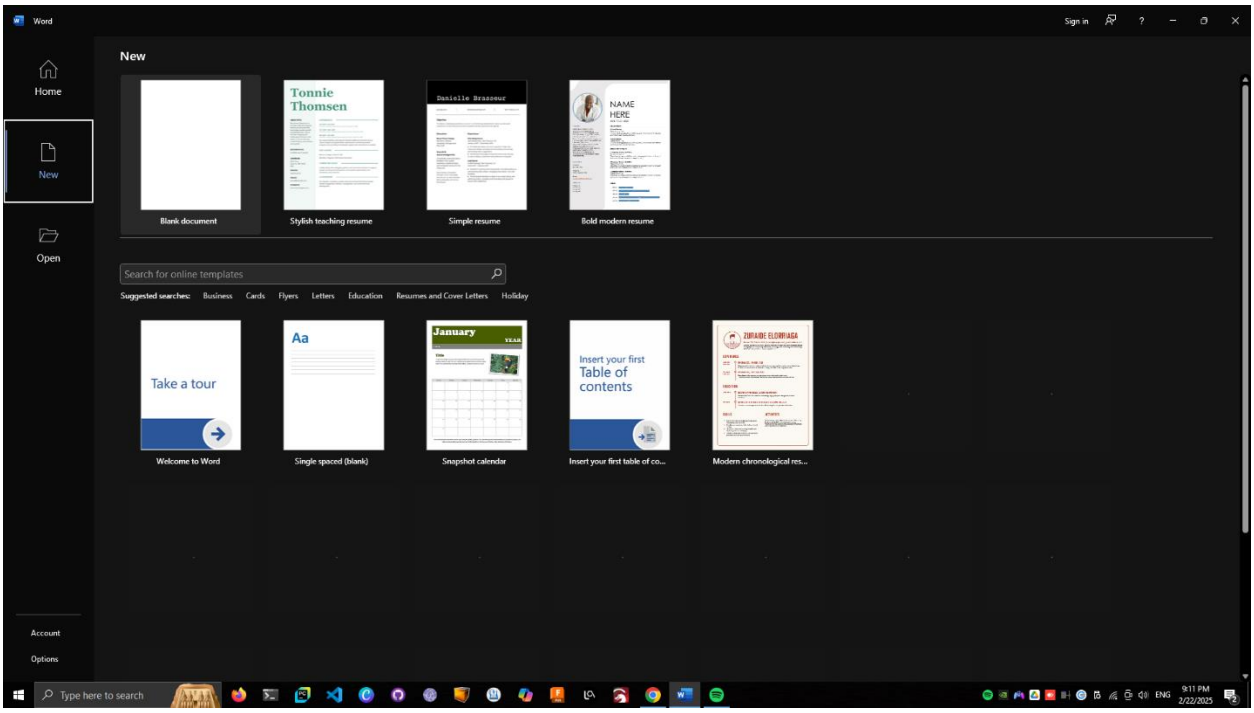
Registration Number: SEU/IS/22/ICT/075

Academic year: 22/23

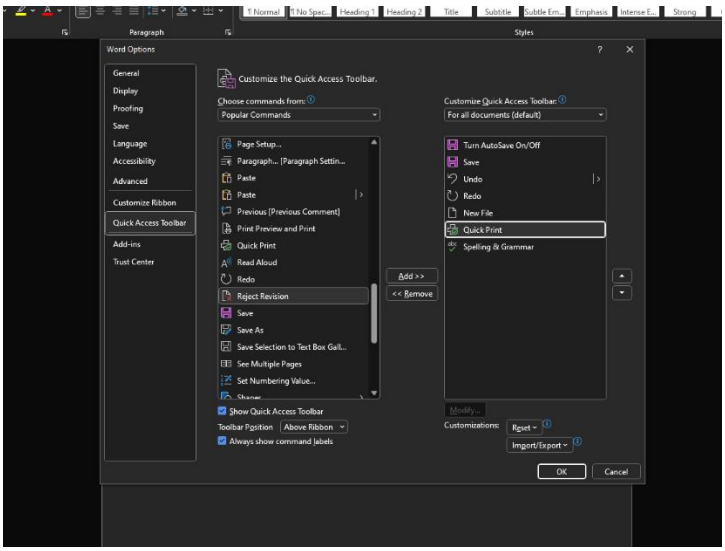
Date: 22.02.2025

Exercise 01

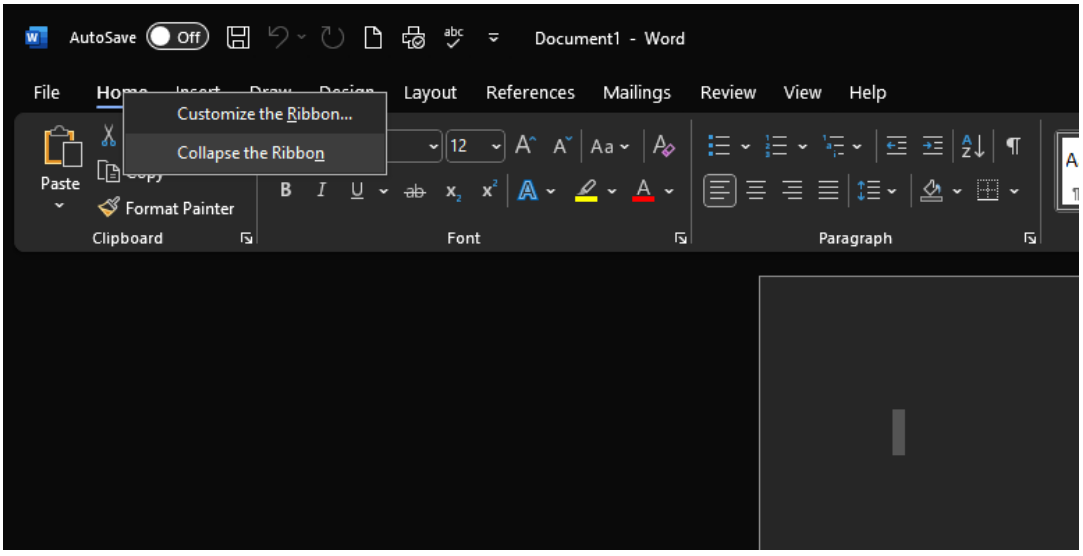
1. Open Microsoft Word -> Click **“File”** -> Select **“New”** -> Click on **“Blank document**



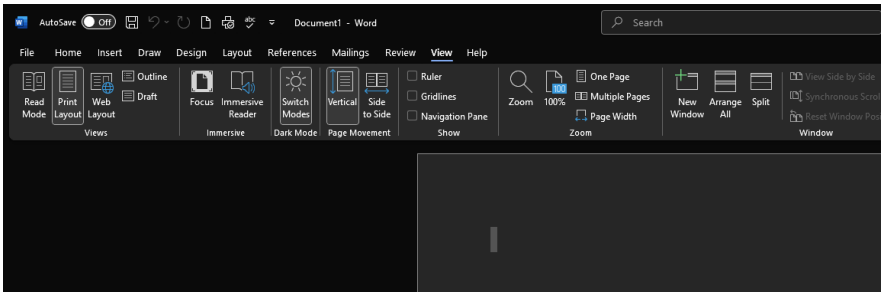
2. Click on **“Customize quick access toolbar”** -> **“More Commands”** -> In the list select N**ew, Spelling & Grammar , Quick Print** -> click on **“Add”** -> click on **“ok”**

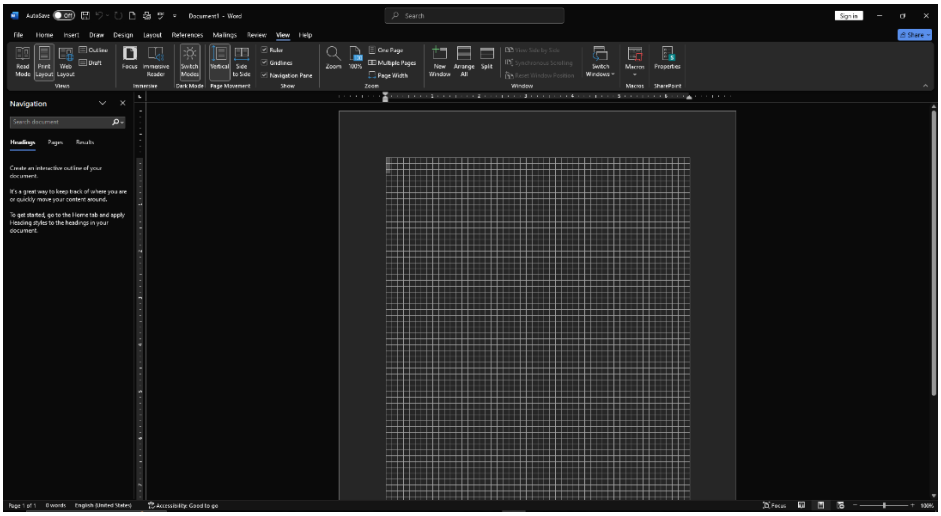


3. Click on any Ribbon menu -> Right click to -> click on Click on **“Collapse the Ribbon”** to hide and switch.



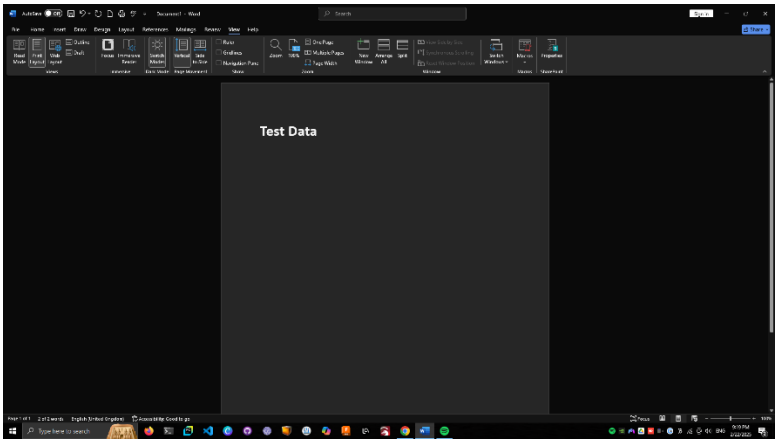
4. Click on **“View”** -> select **“Ruler, Gridline and Navigation Pane”**



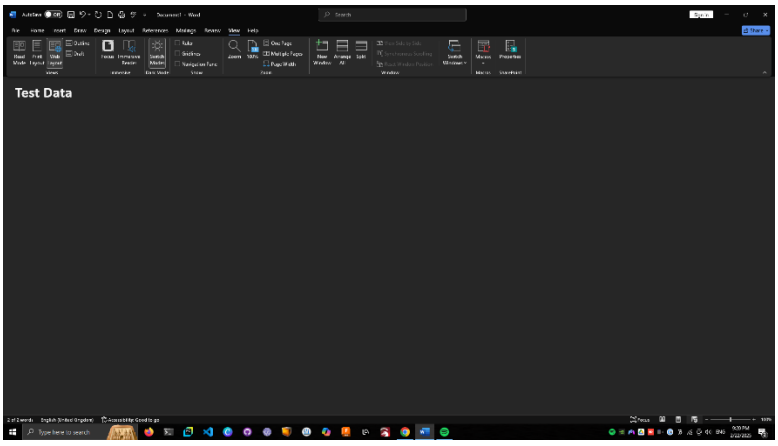


5. Change Zoom of the document by clicking on the **“+”** or **“-“** button on the lower right corner.

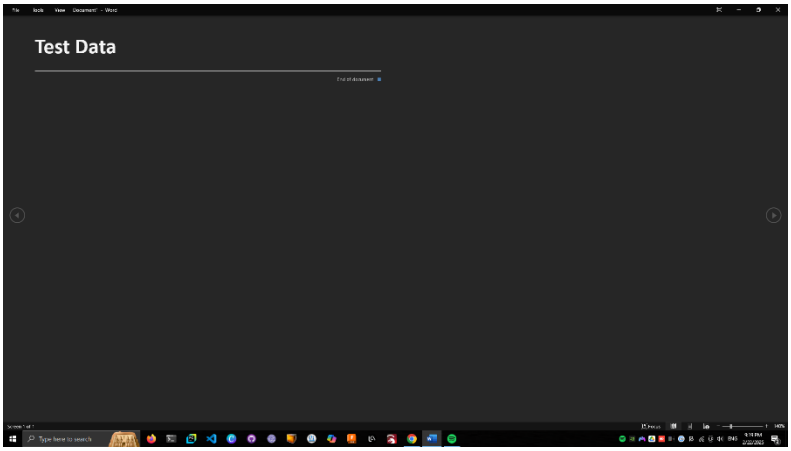
6. Fasdfasdf



Print Layout

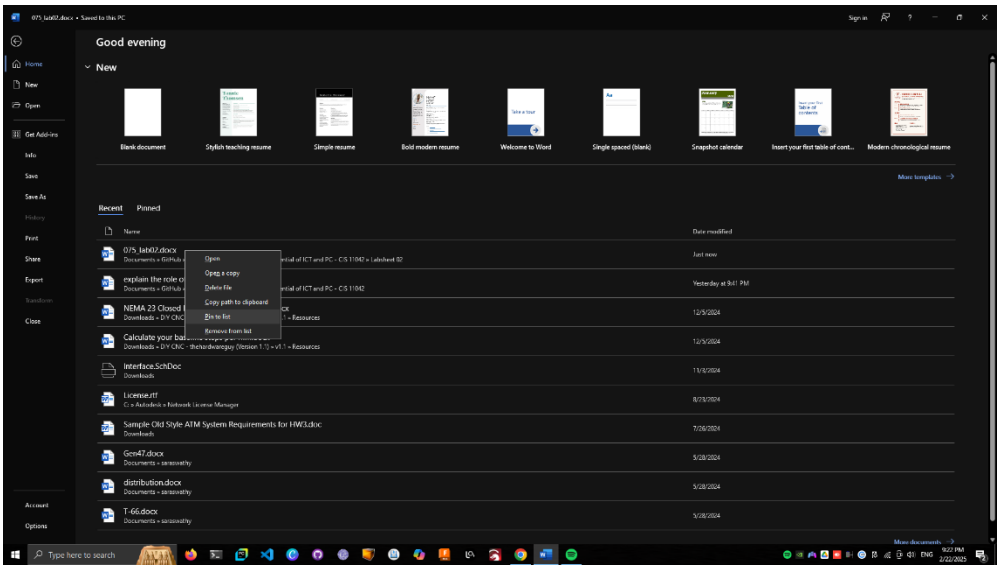


Web Layout



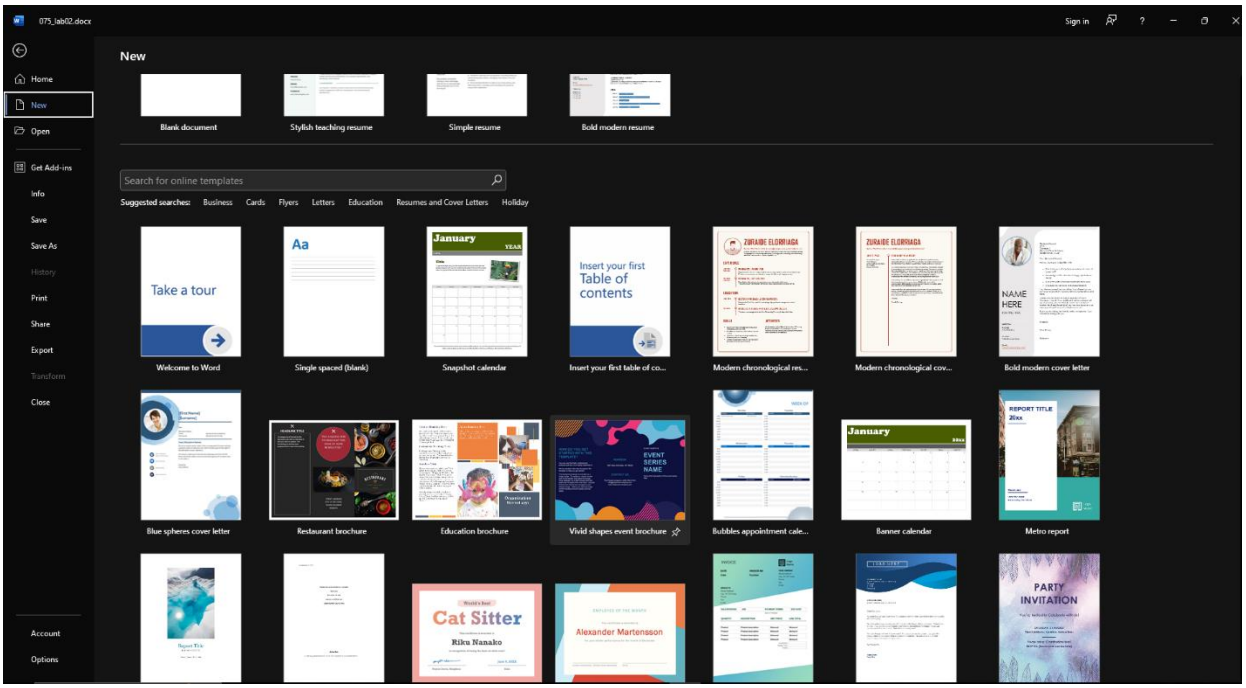
Read Layout

7. Click on **“file”** -> right click on file name and pin then unpin

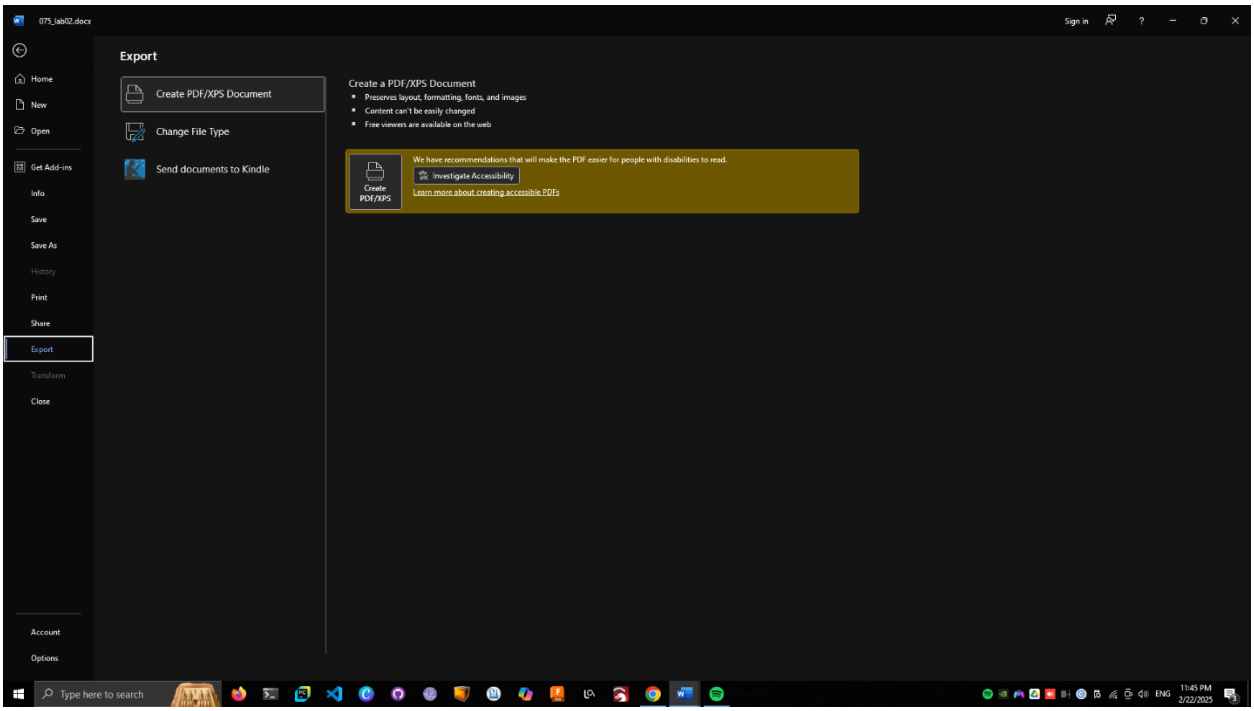


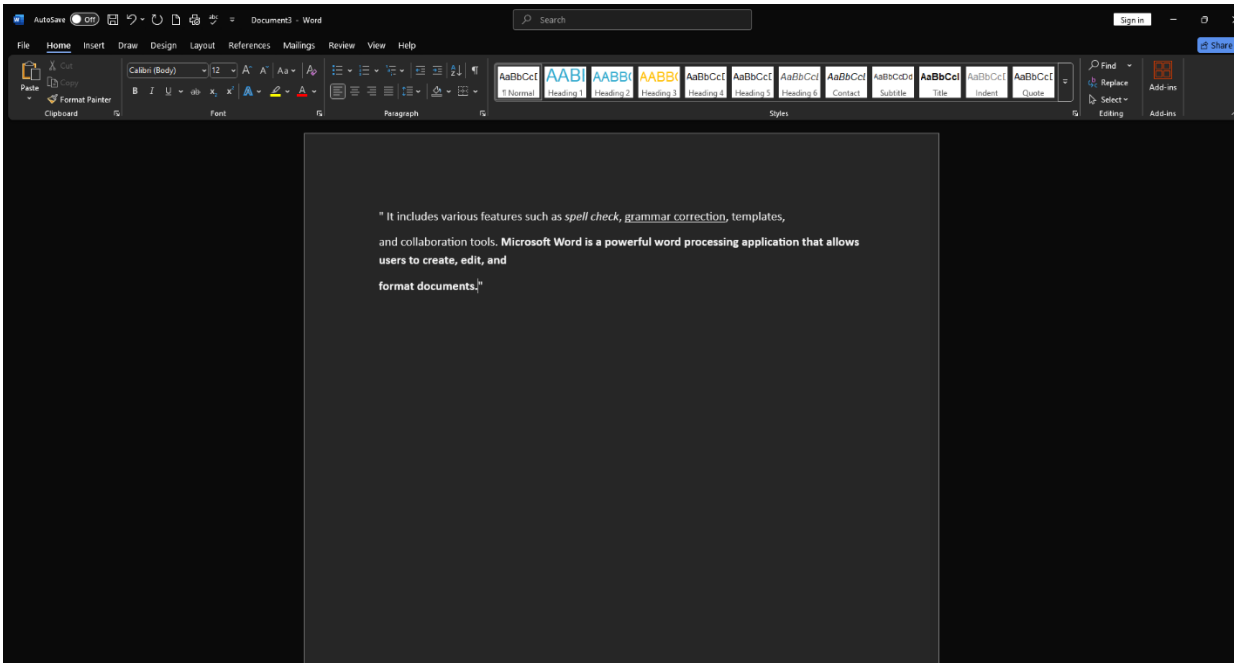
Exercise 02

1. Open Microsoft word -> click on **“New”** -> select any template



2. Type about Hobby of your choice.
3. Click on **“file”** -> **“Save as”** -> name the doc file as “My hobby”.
4. Click on **“file”** -> go **“option”** -> go **“save”** -> default local file location browse location -> click **“ok”**
5. Click on **“file”** -> **“Export”** -> click on **“Create PDF/XPS”**



Exercise 03

1. Open MS word and type text.
2.
3.