

**CIS 11042 – Practical for Essential of ICT and PC Applications**

Information and communication Technology

Faculty of Technology

South Eastern University of Sri Lanka

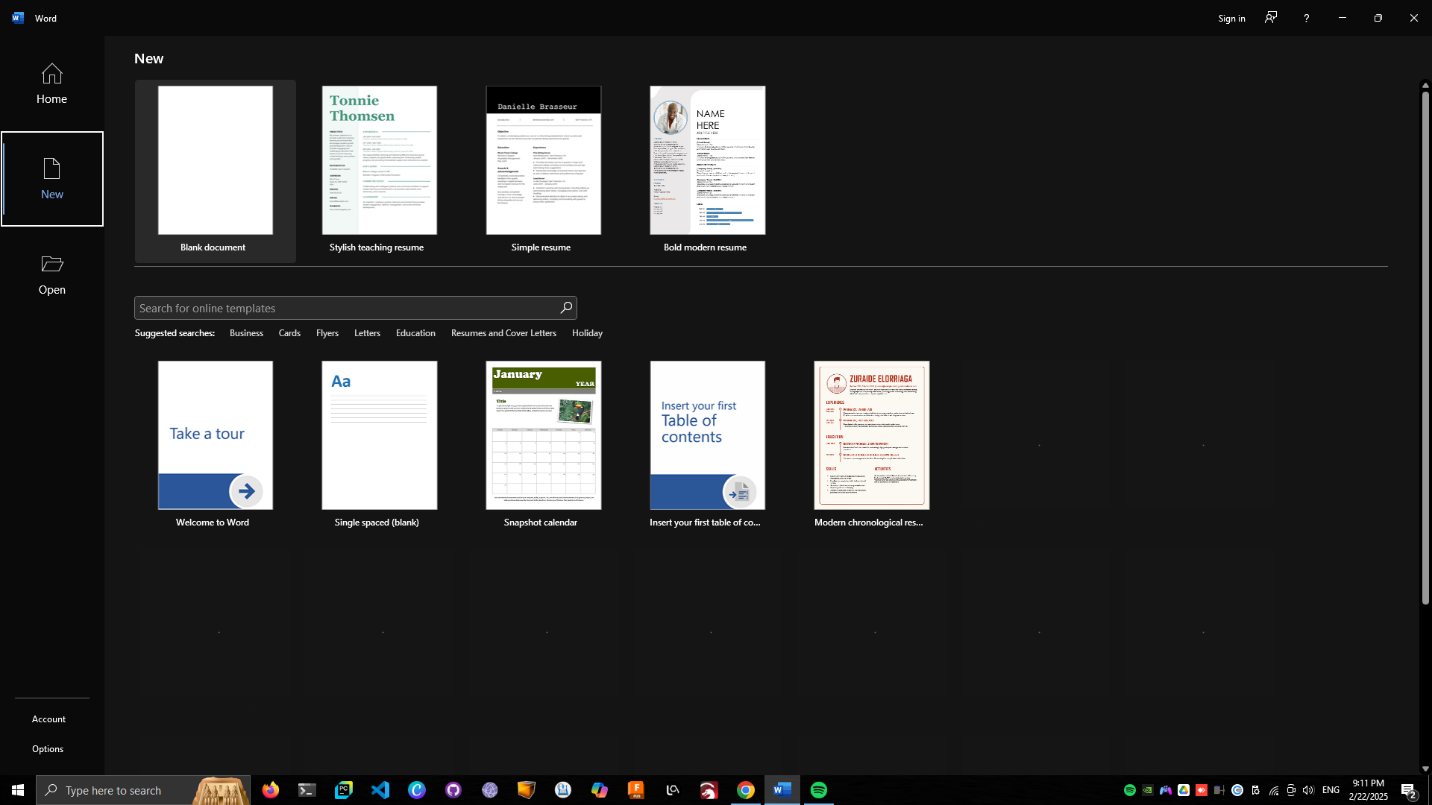
Registration Number: SEU/IS/22/ICT/075

Academic year: 22/23

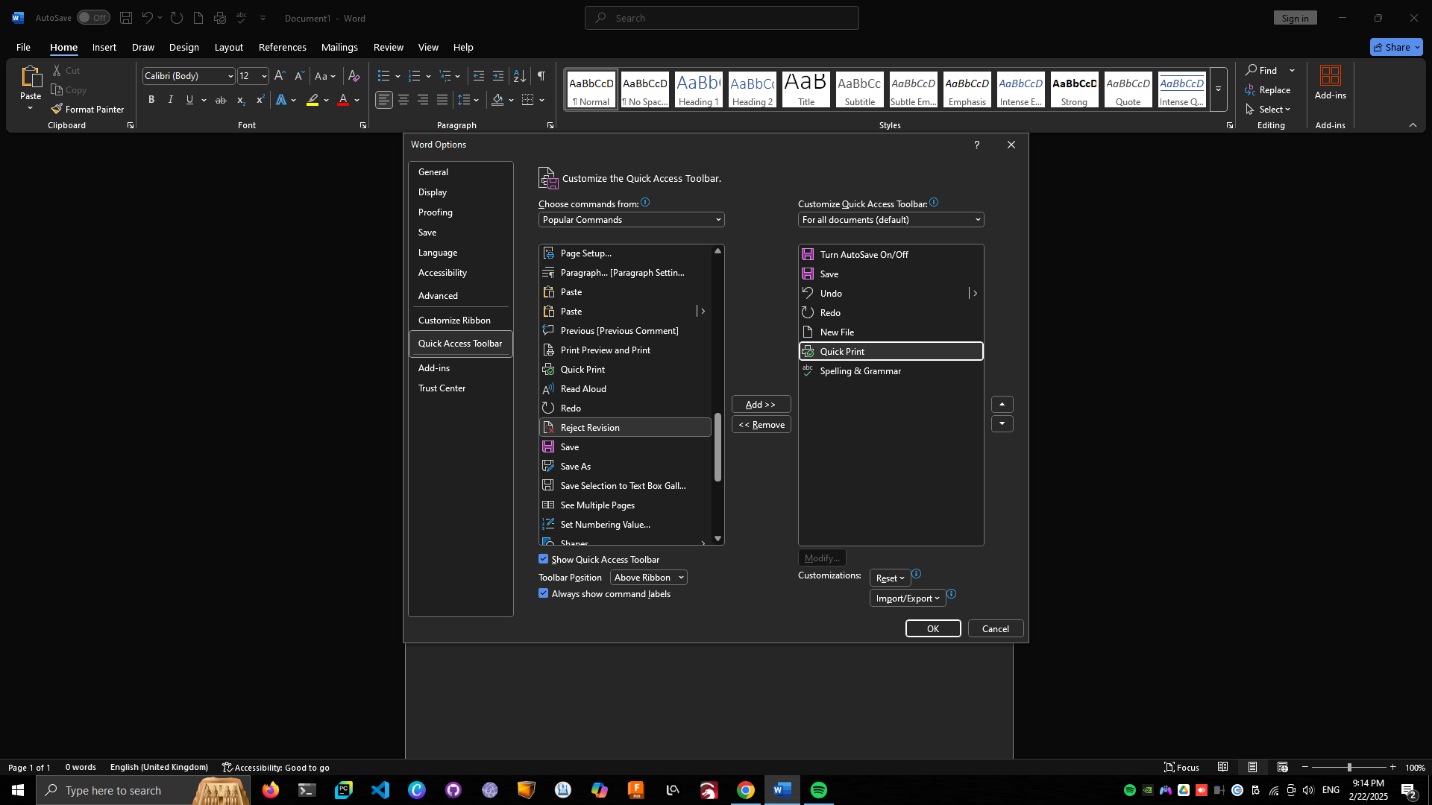
Date: 22.02.2025

**Exercise 01**

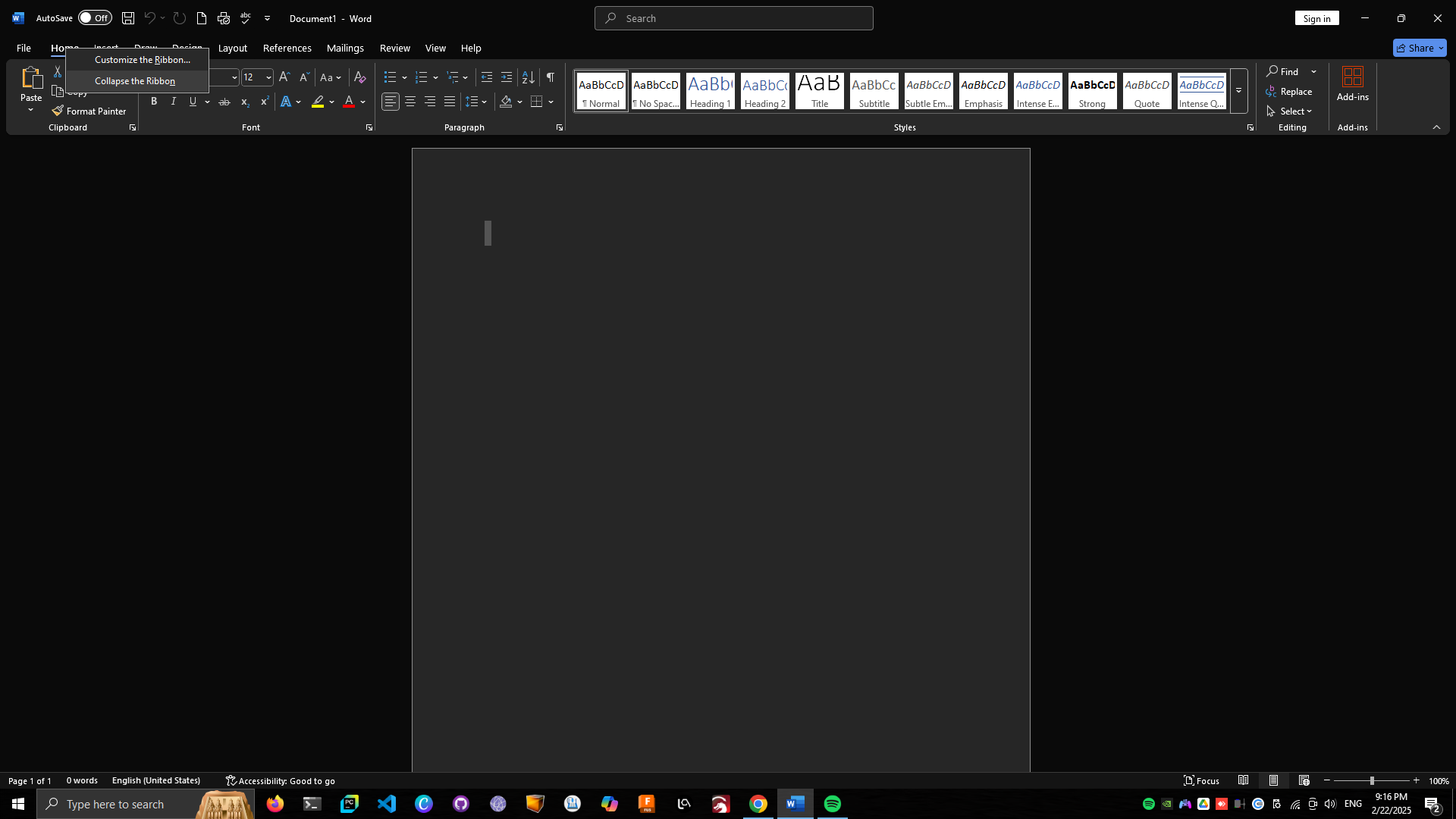
1. Open Microsoft Word -> Click **“File”** -> Select **“New”**  -> Click on **“Blank document**



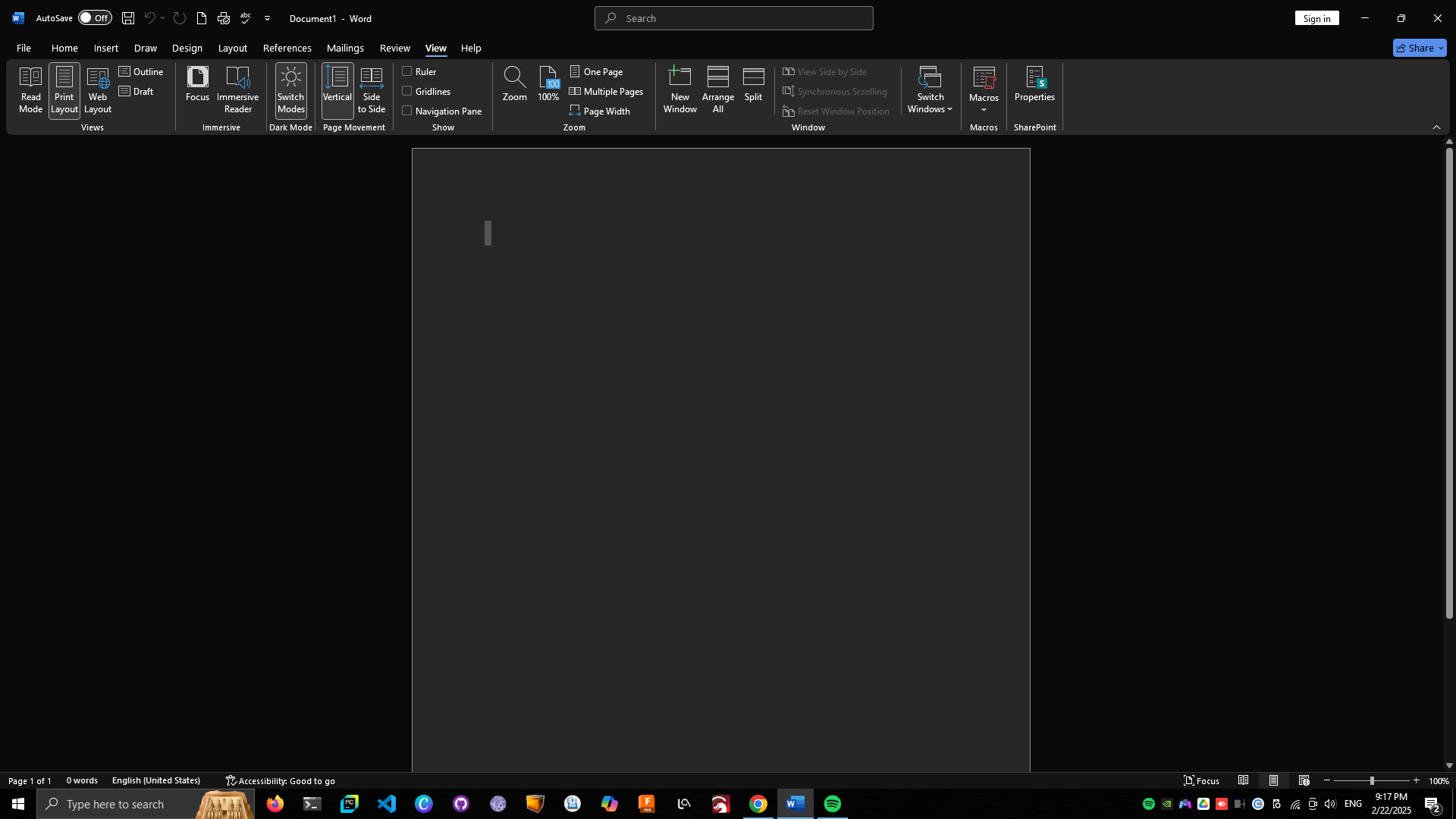
1. Click on **“Customize quick access toolbar”** -> **“More Commands”** -> In the list select N**ew, Spelling & Grammar , Quick Print** -> click on **“Add”** -> click on **“ok”**

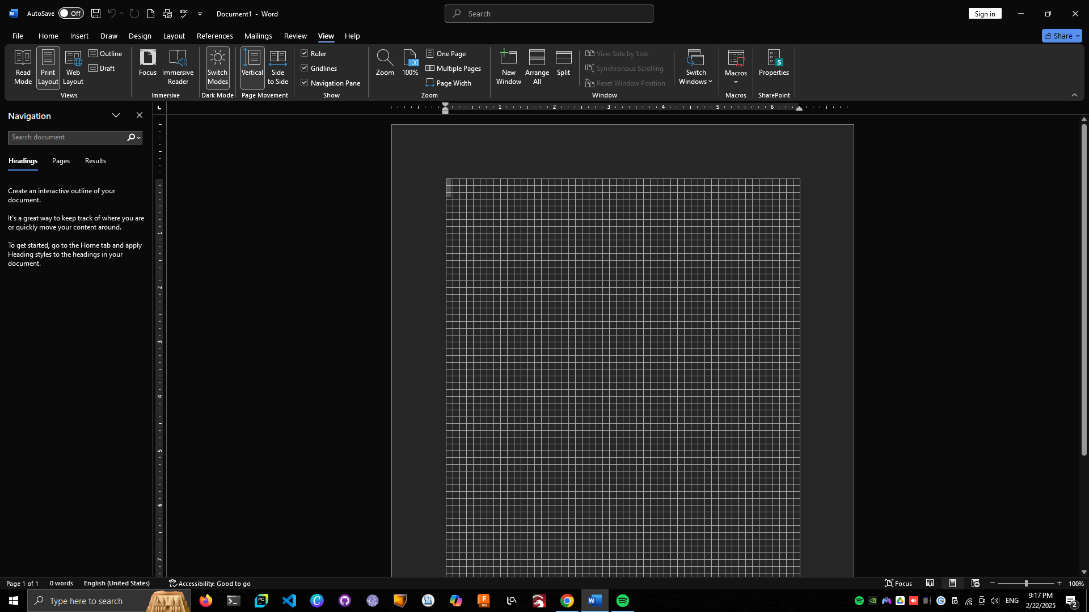


1. Click on any Ribbon menu -> Right click to -> click on Click on **“Collapse the Ribbon”** to hide and switch.

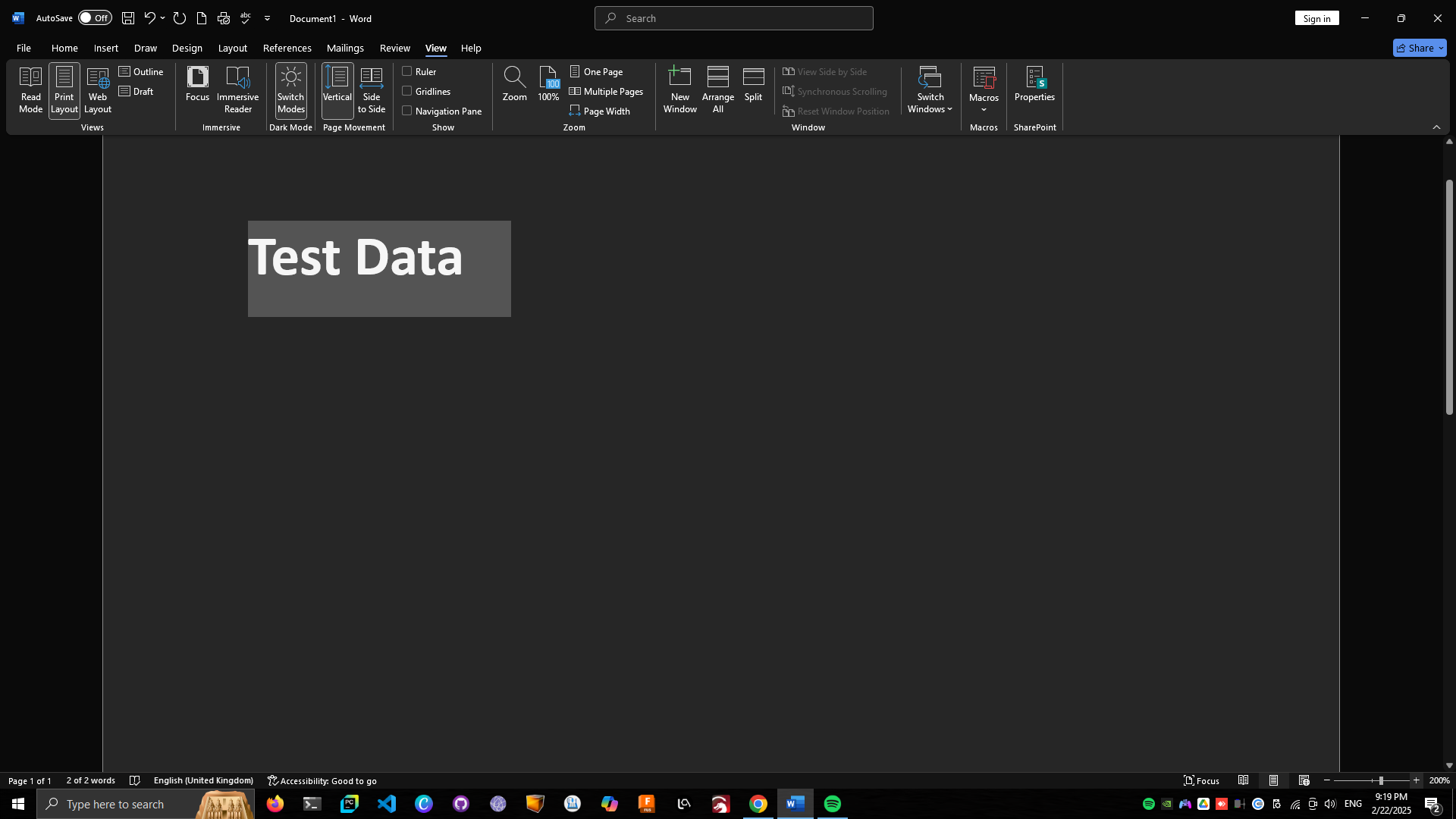


1. Click on **“View”** -> select **“Ruler, Gridline and Navigation Pane”**

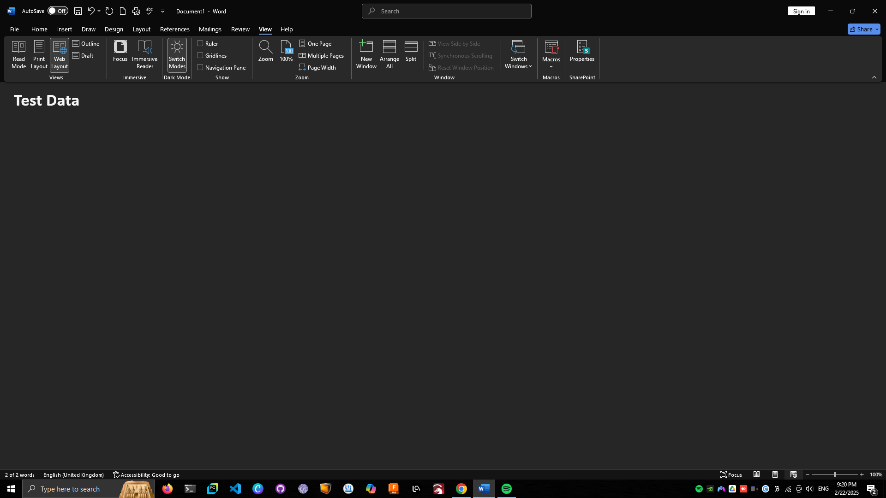
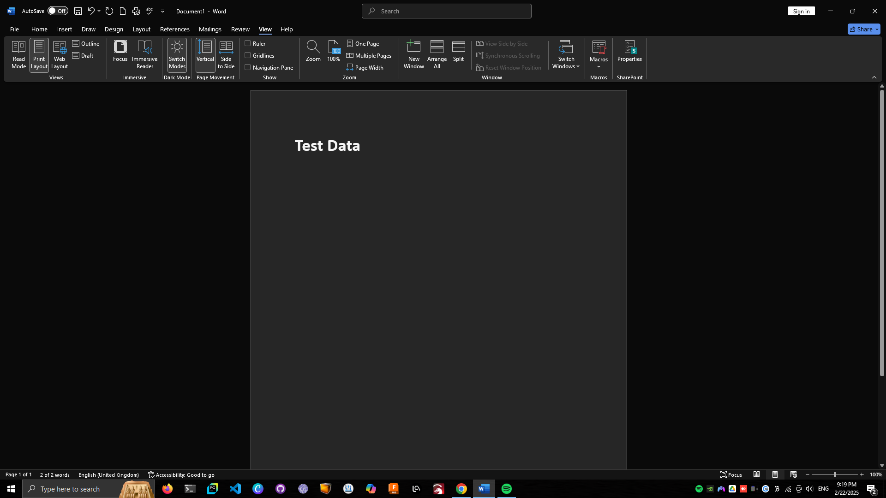




1. Change Zoom of the document by clicking on the **“+”** or **“-“**  button on the lower right corner.

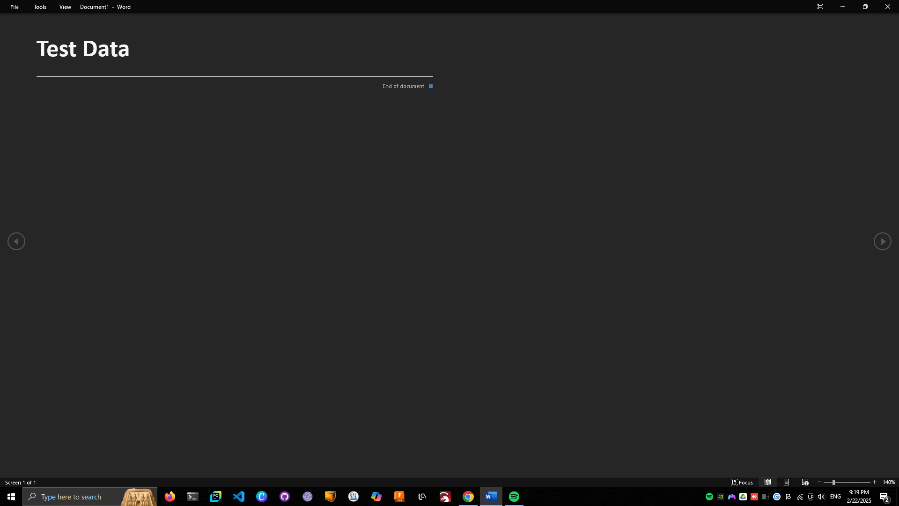


1. Fasdfasdf



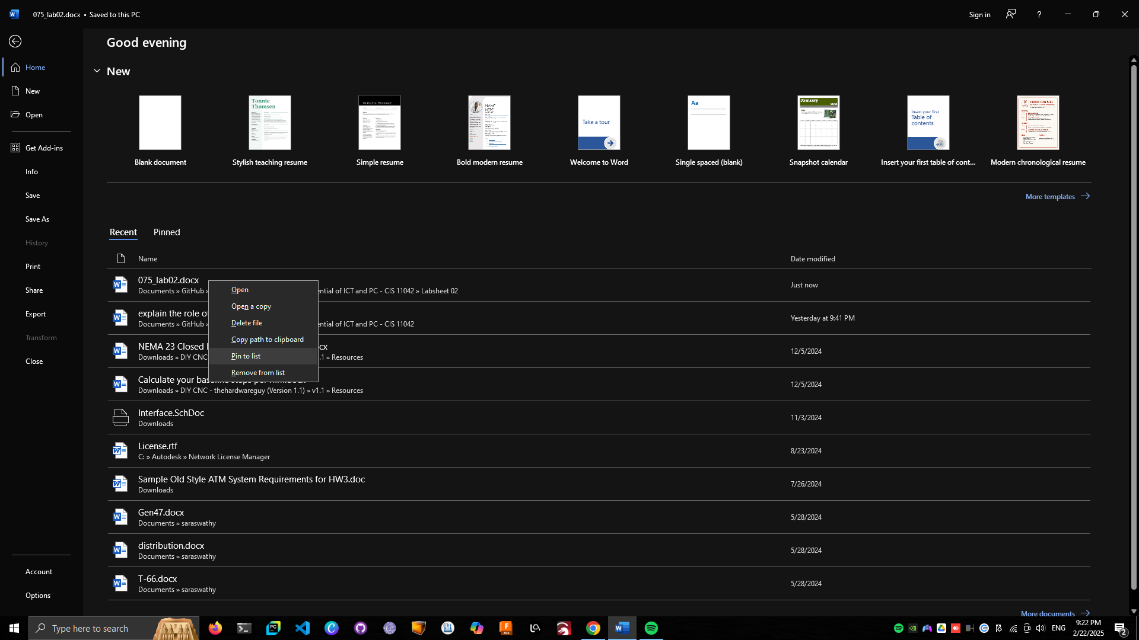
**Print Layout**

**Web Layout**



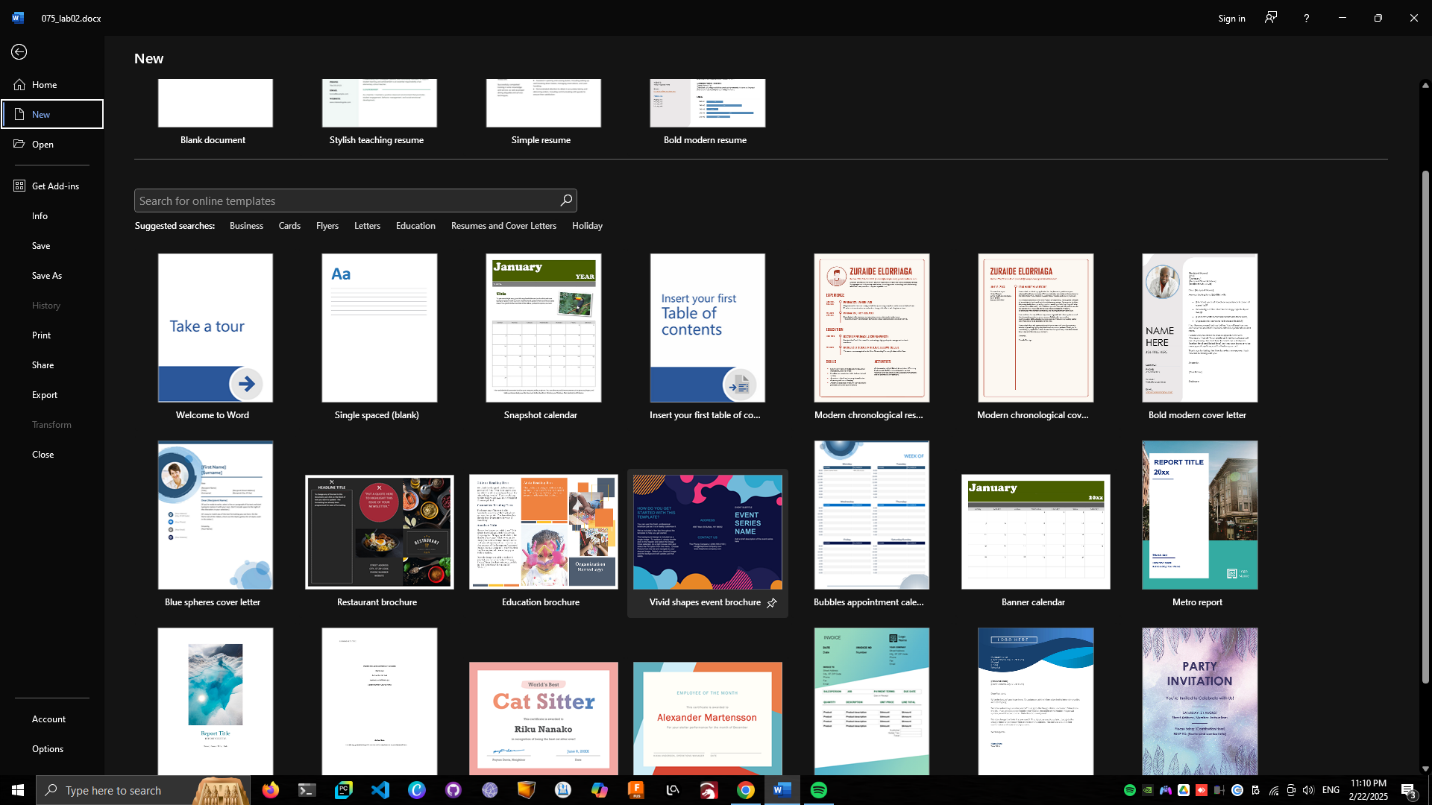
**Read Layout**

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

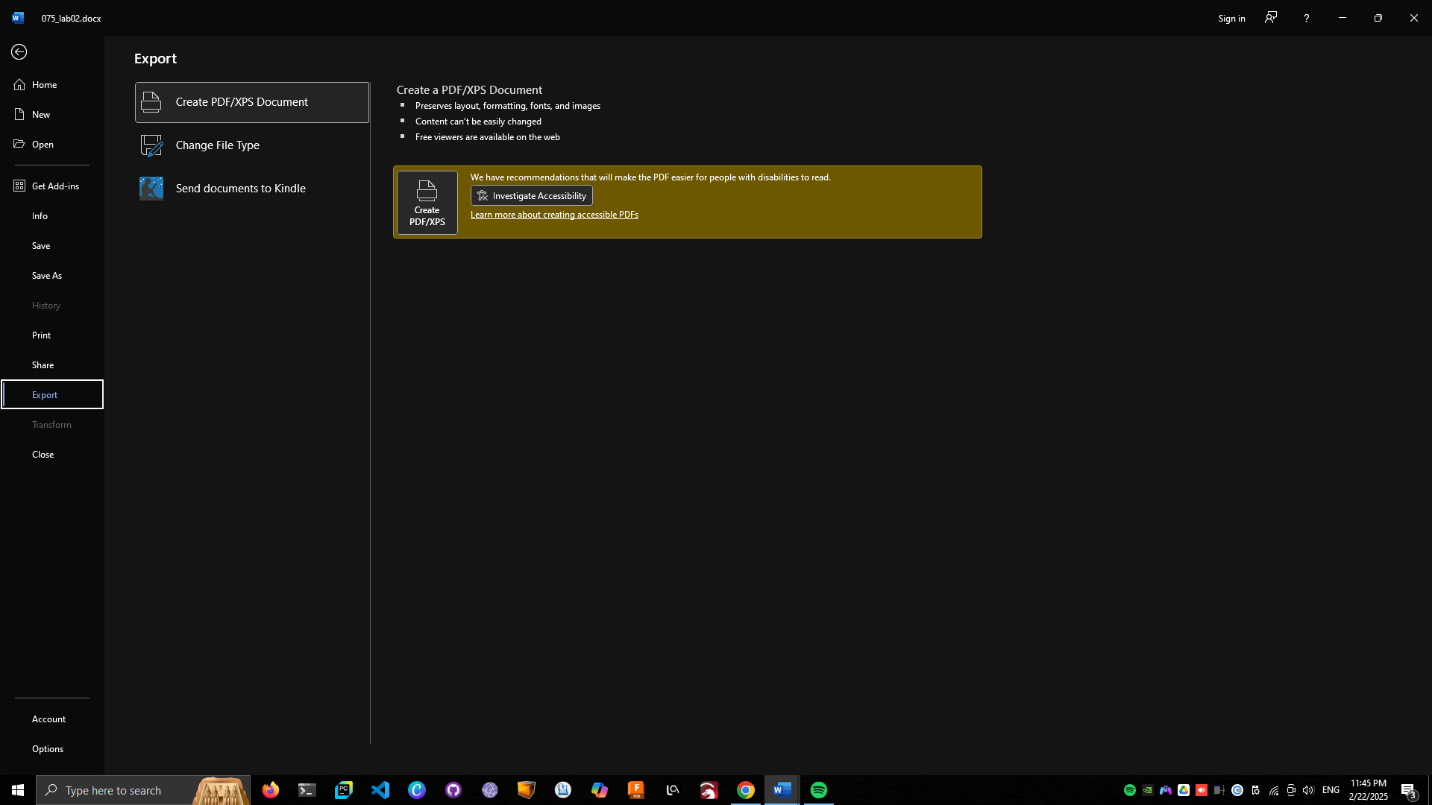


**Exercise 02**

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



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

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**Exercise 03**

1. Open MS word and type text.
2. 