

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

Information and communication Technology

Faculty of Technology

South Eastern University of Sri Lanka

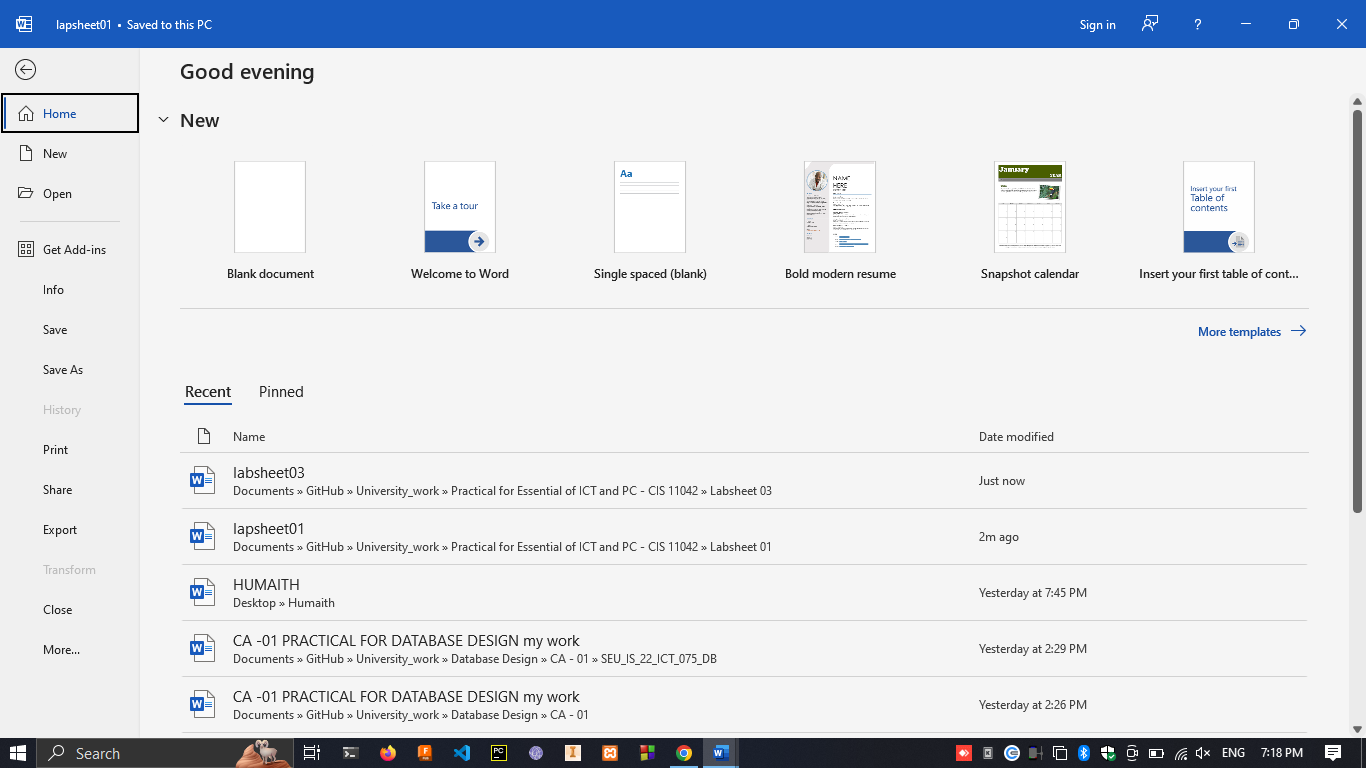
Registration Number: SEU/IS/22/ICT/075

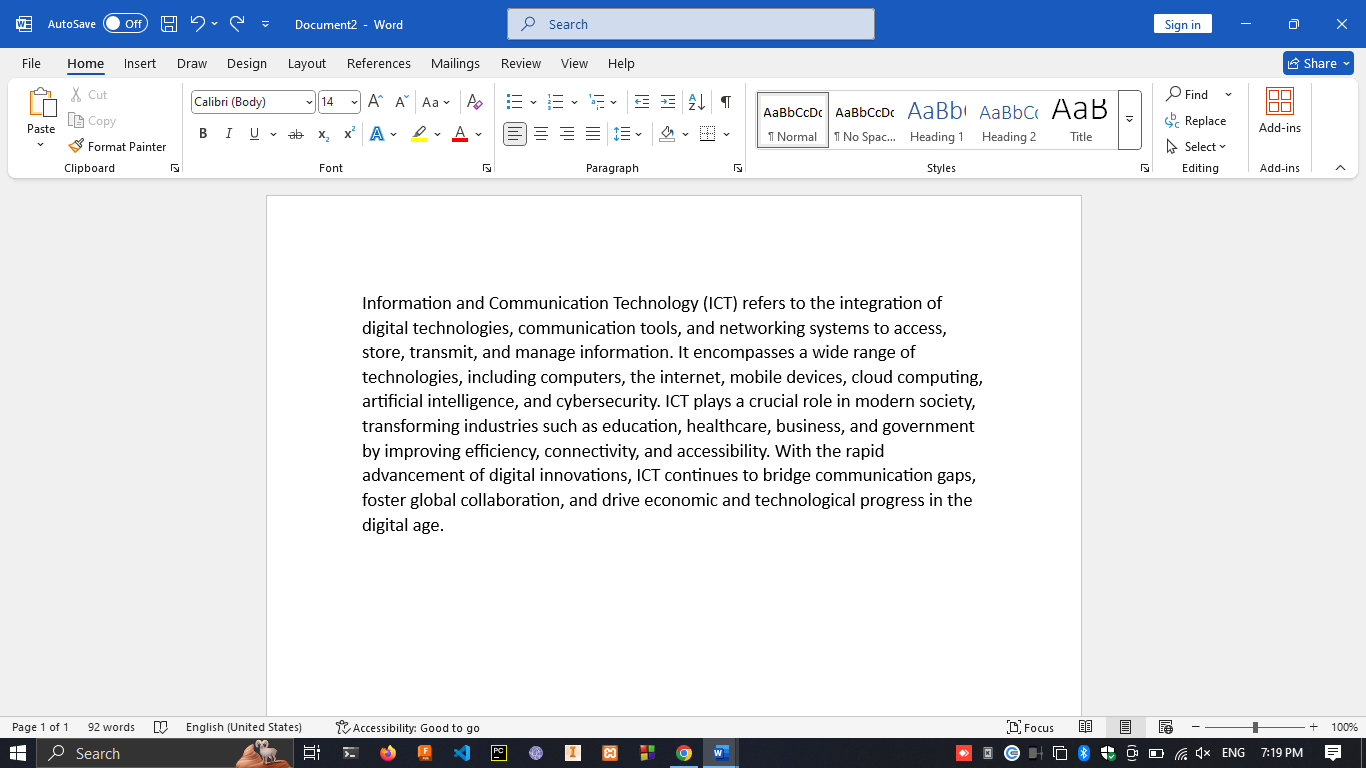
Academic year: 22/23

Date: 06.03.2025

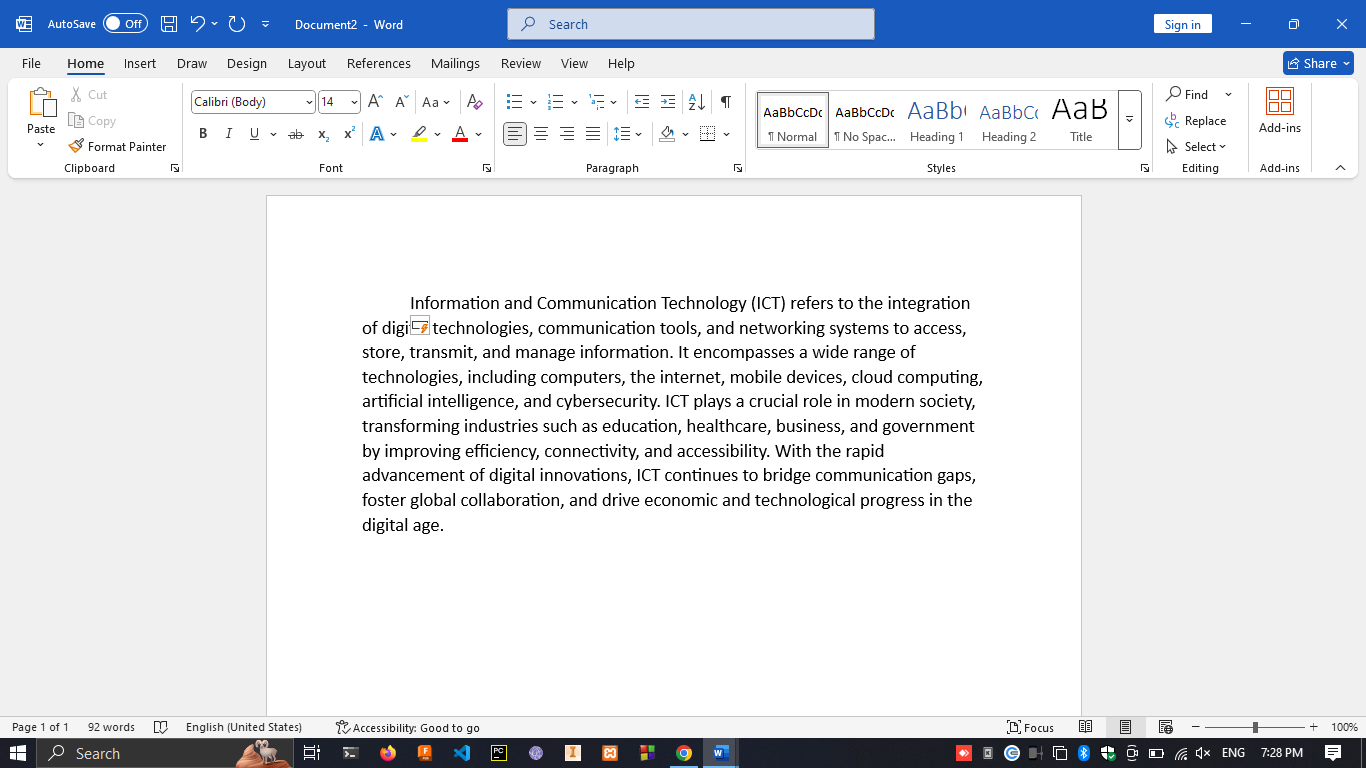
Lab Sheet 03

**Exercise 01**

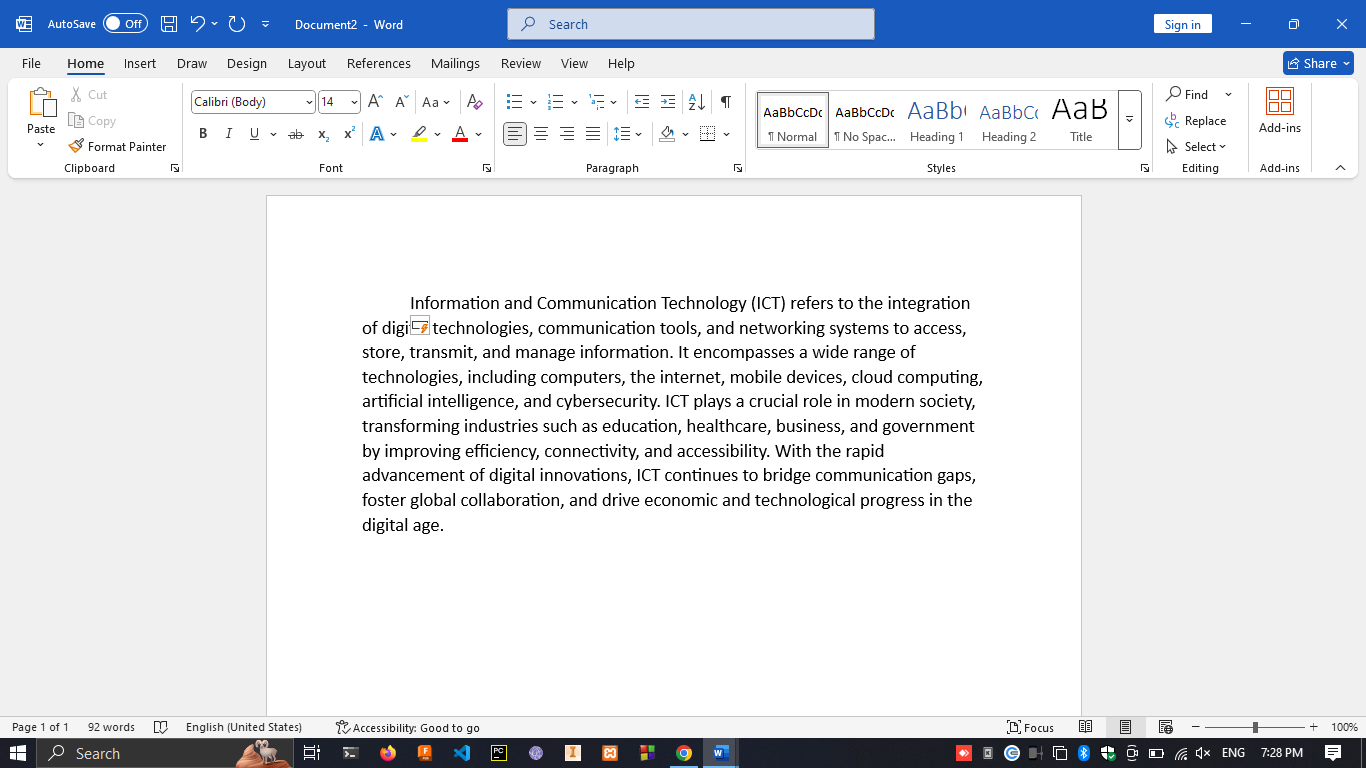
**1.** Opening a new blank document. ****

**2.** Typing the paragraph 

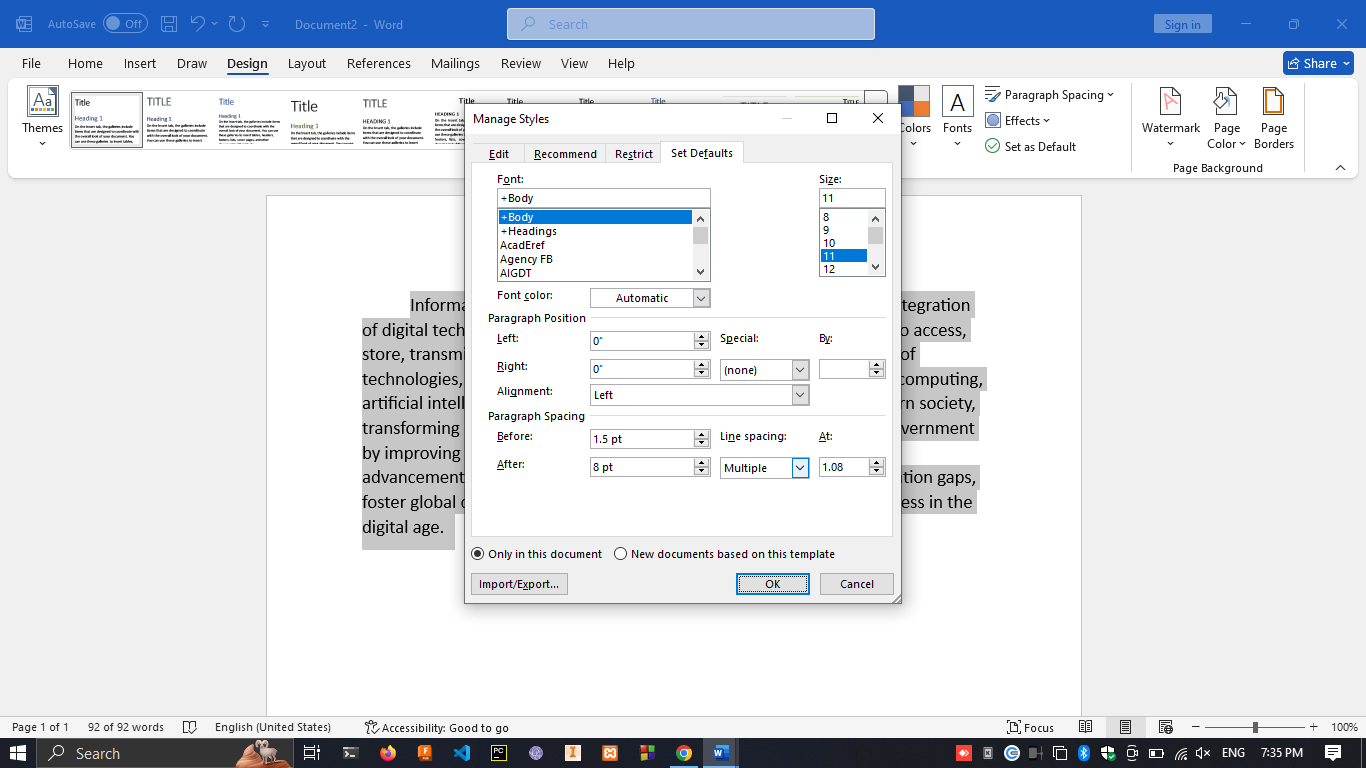
1.



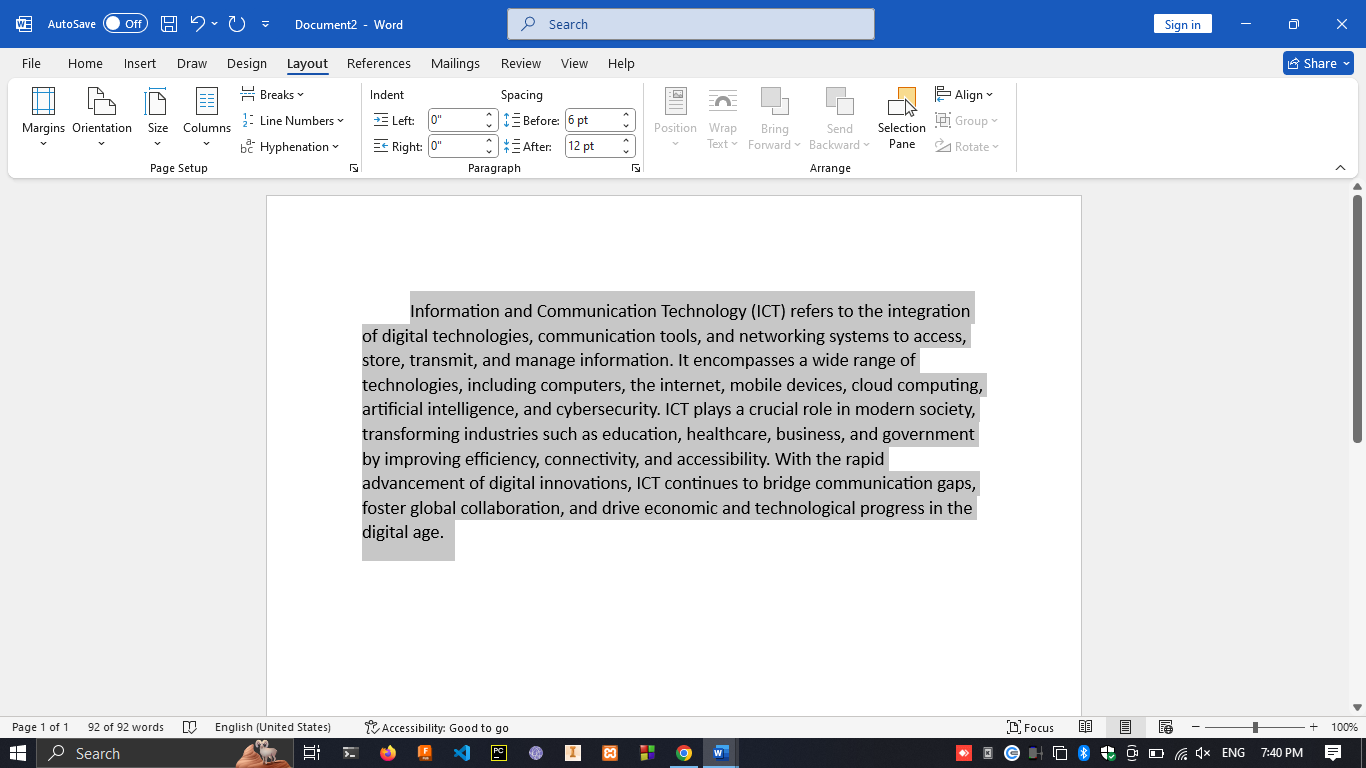
1. Using the indent command in the tool bar.



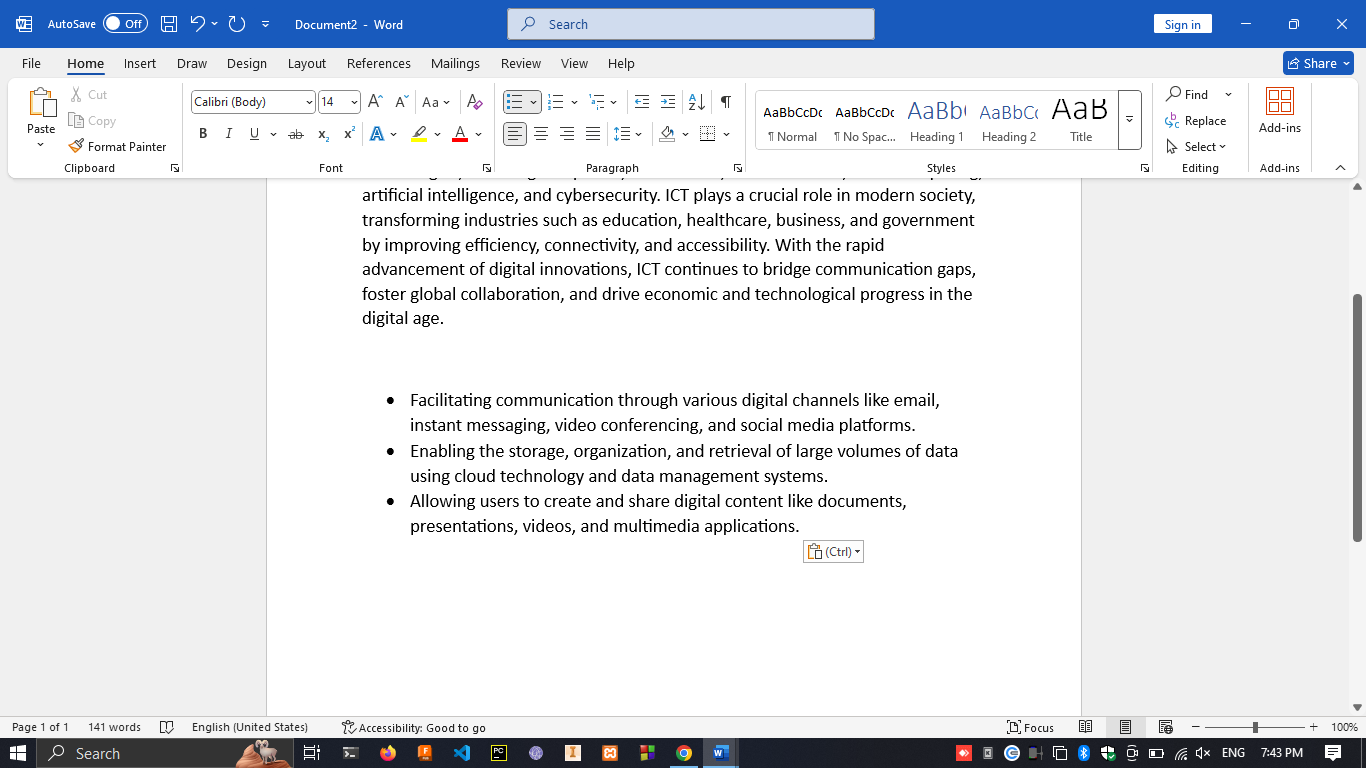
1. Open word -> Design -> Paragraph Spacing



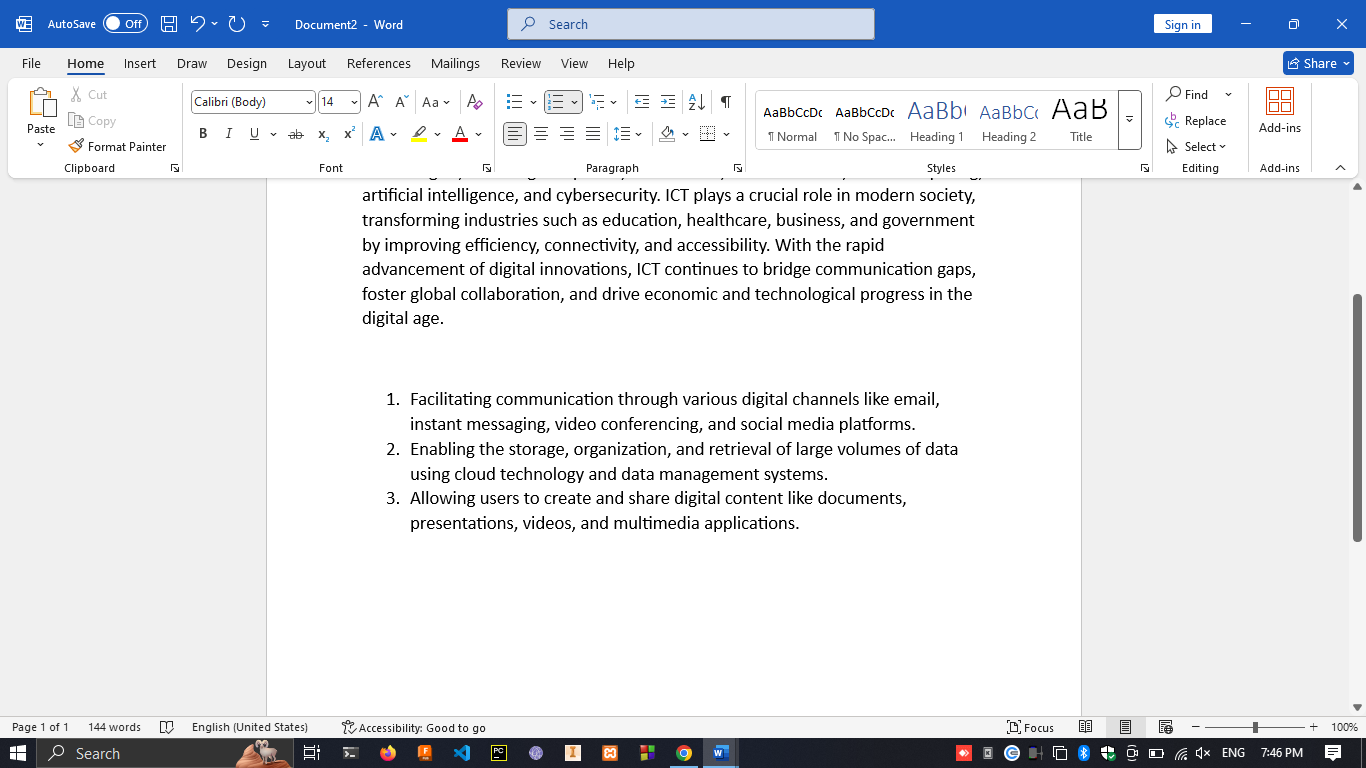
1. Layout tab -> spacing section -> setting before as 6pt after as 12pt



1. Home tab -> click on bullet list button

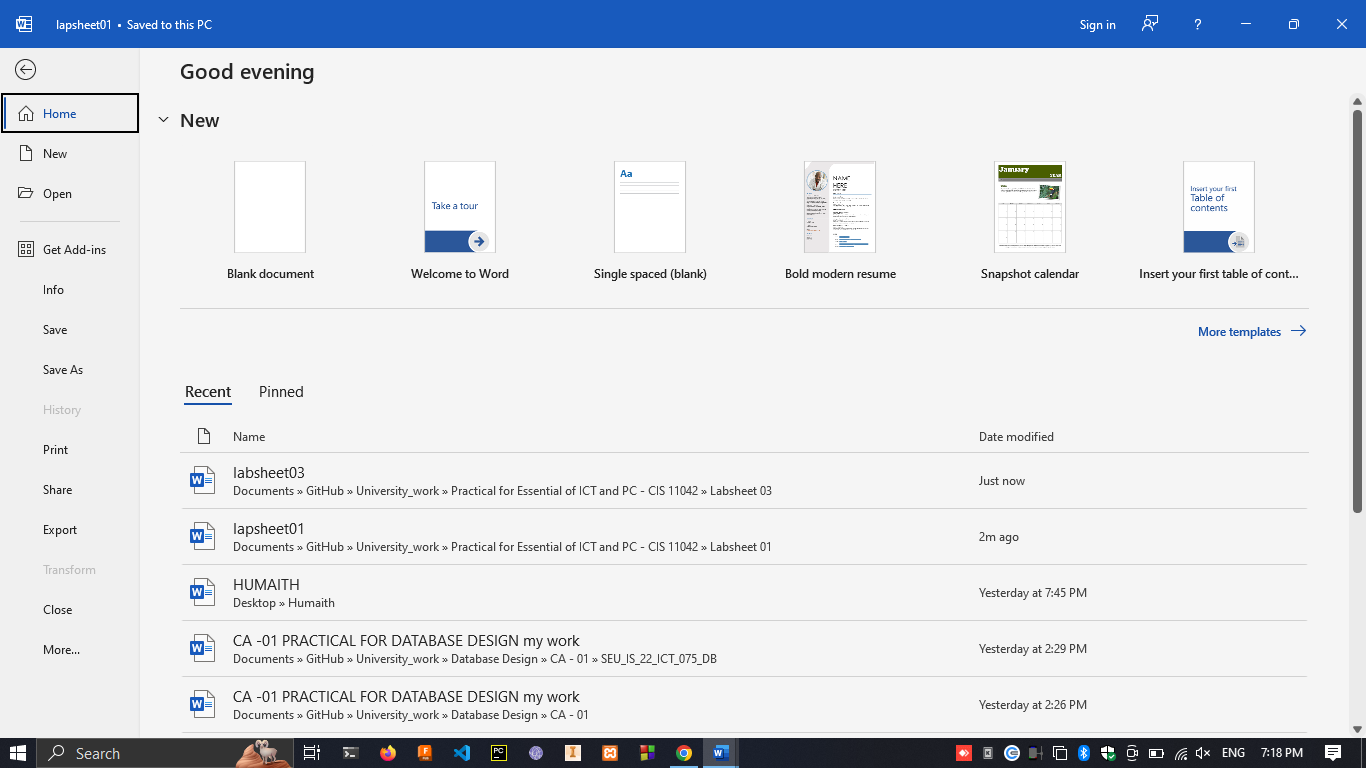


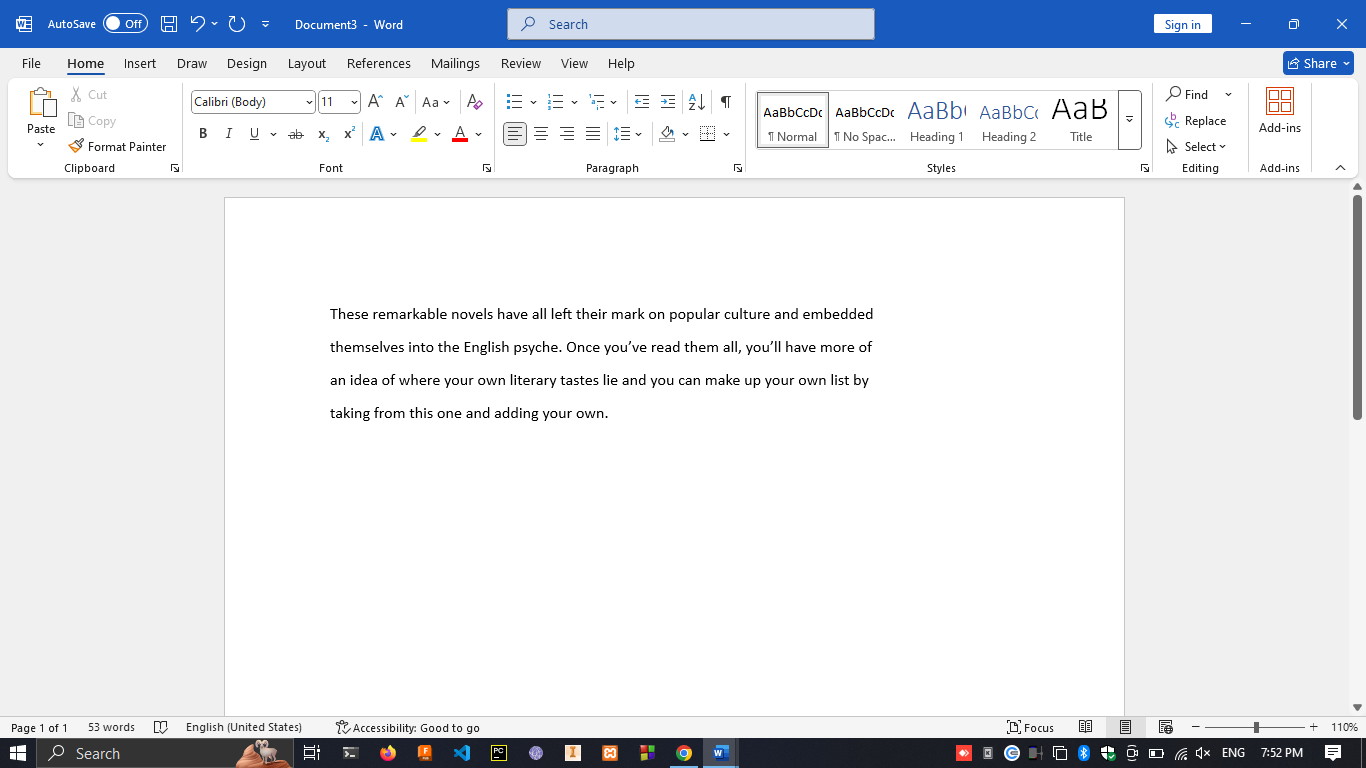
1. While selected on bullet list click on numbering list button



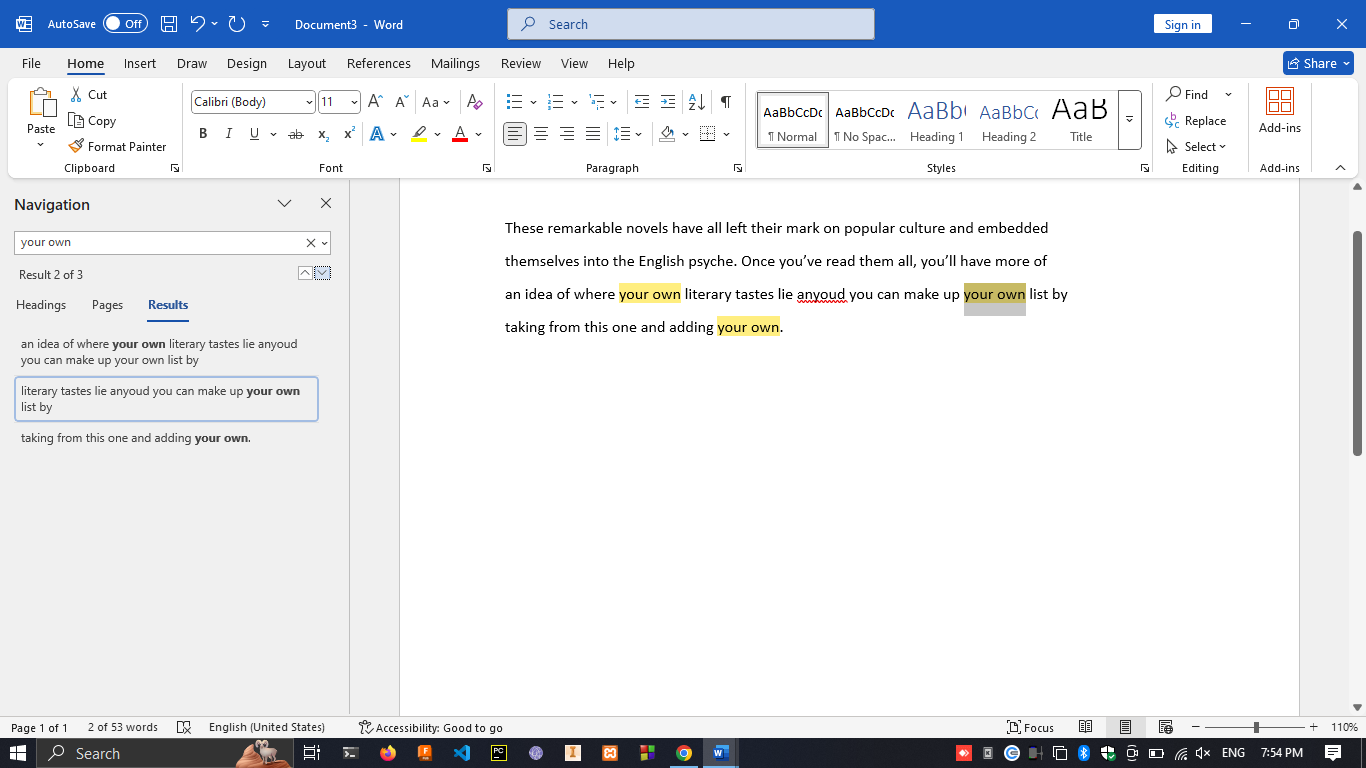
**Exercise 02**

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

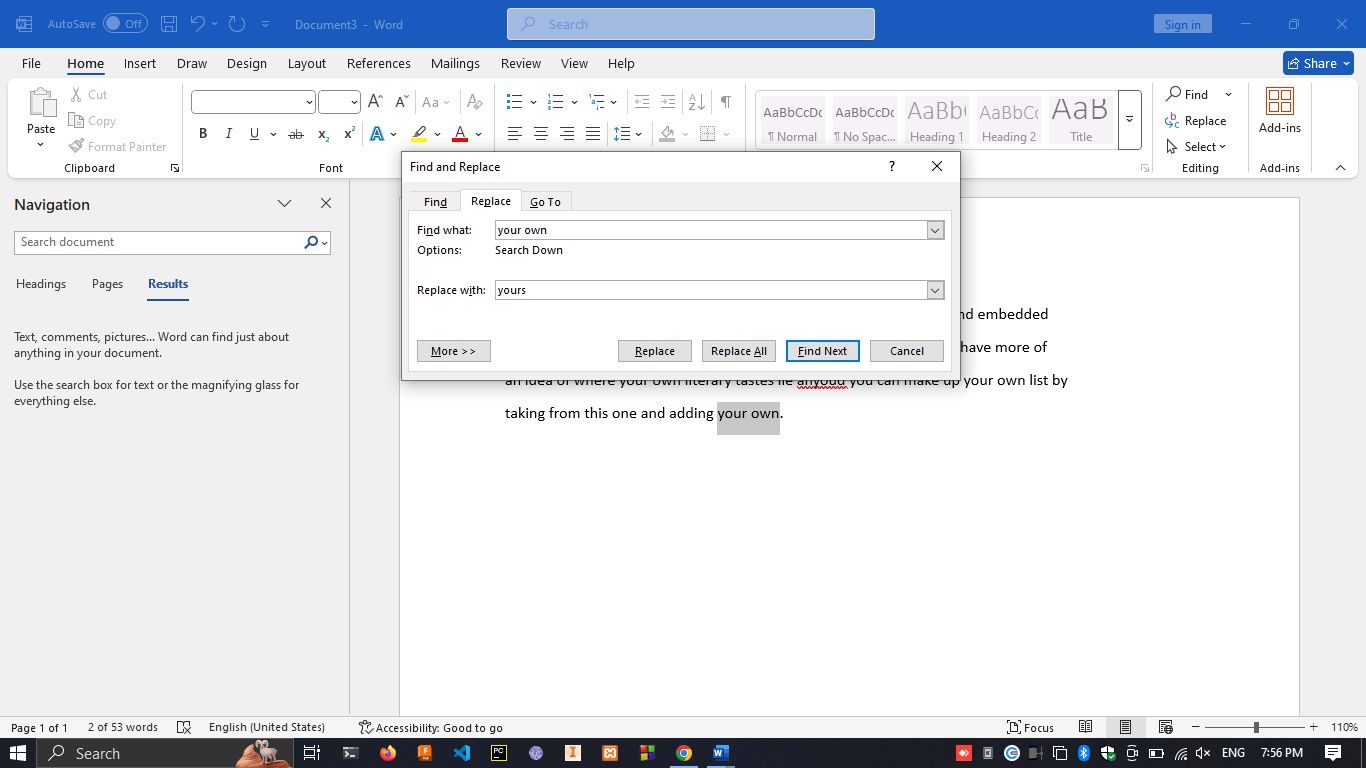
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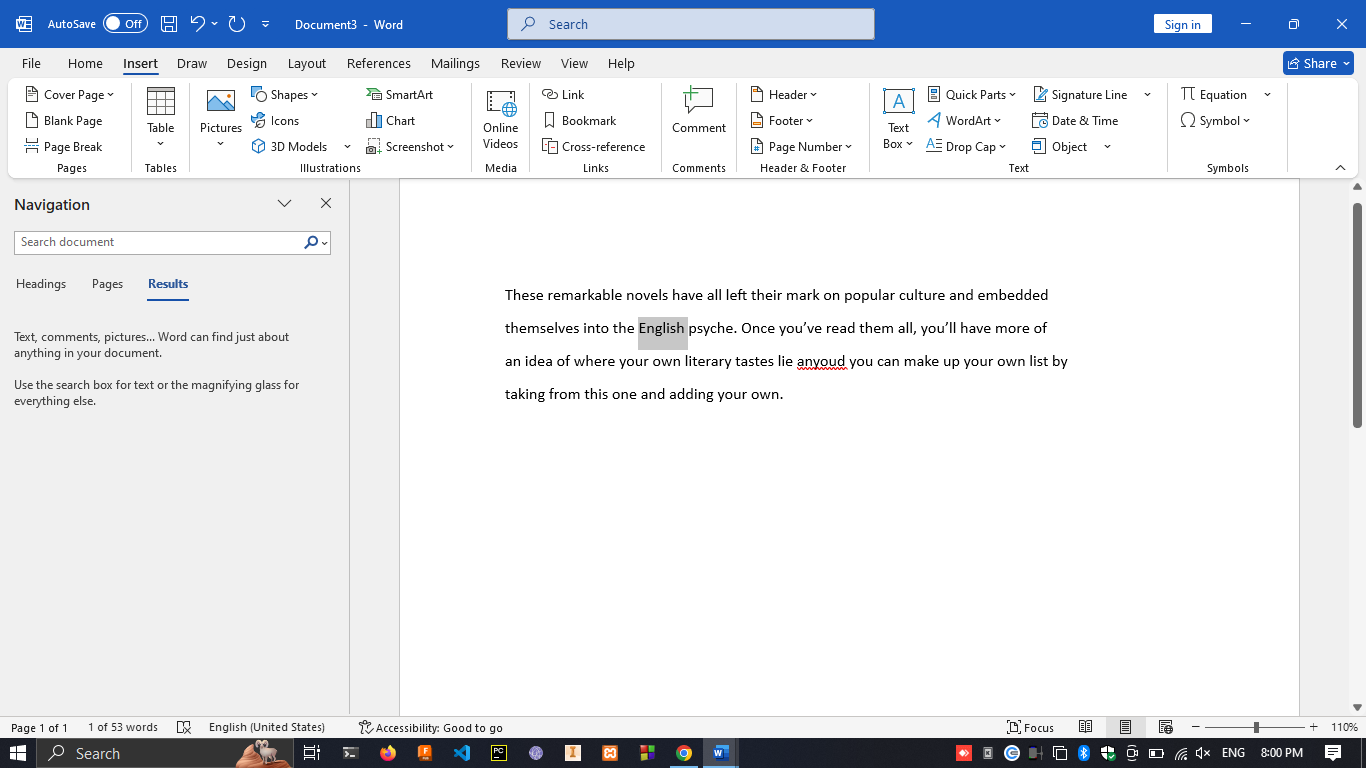
2. Press **ctrl + f** -> type “your own”

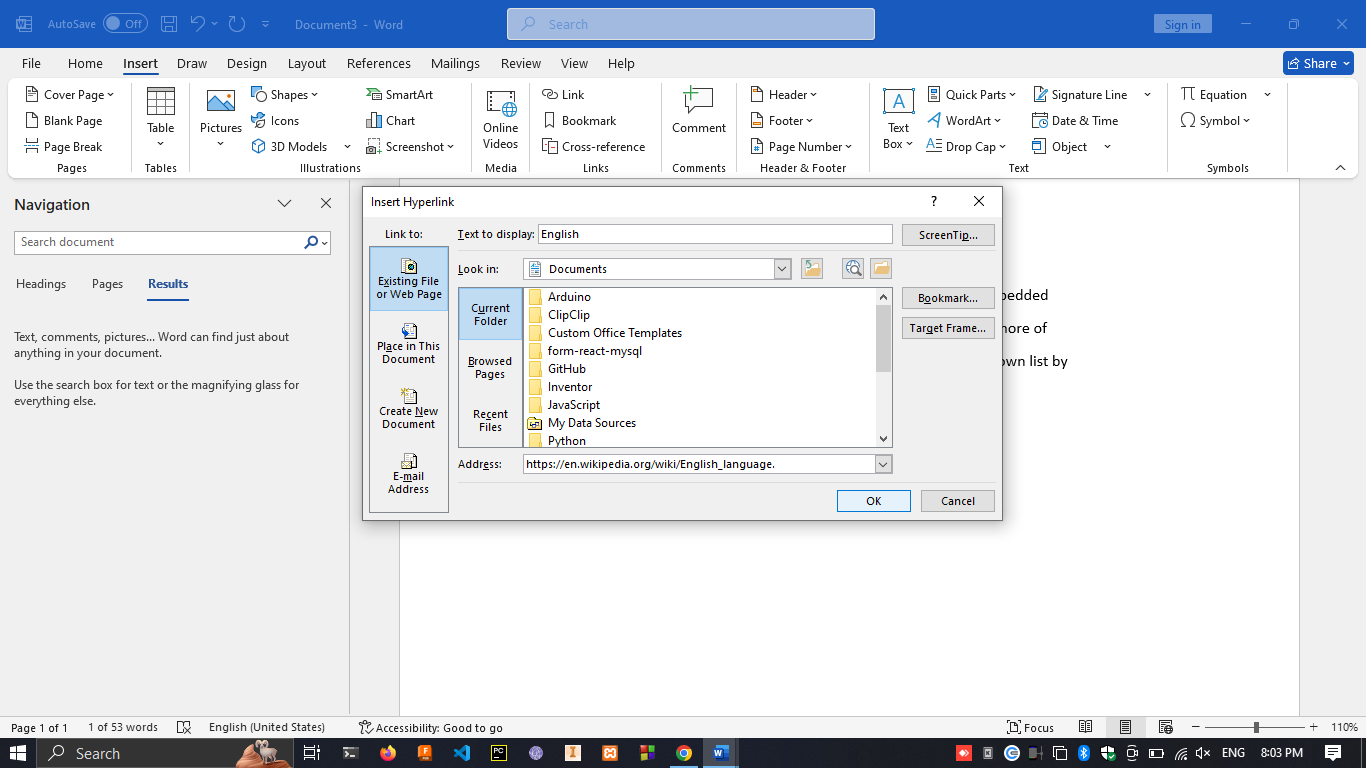


1. Click on **Replace**  under in editing type in Home tab > type “your own” in Find what and “your” in Replace with and click replace all.

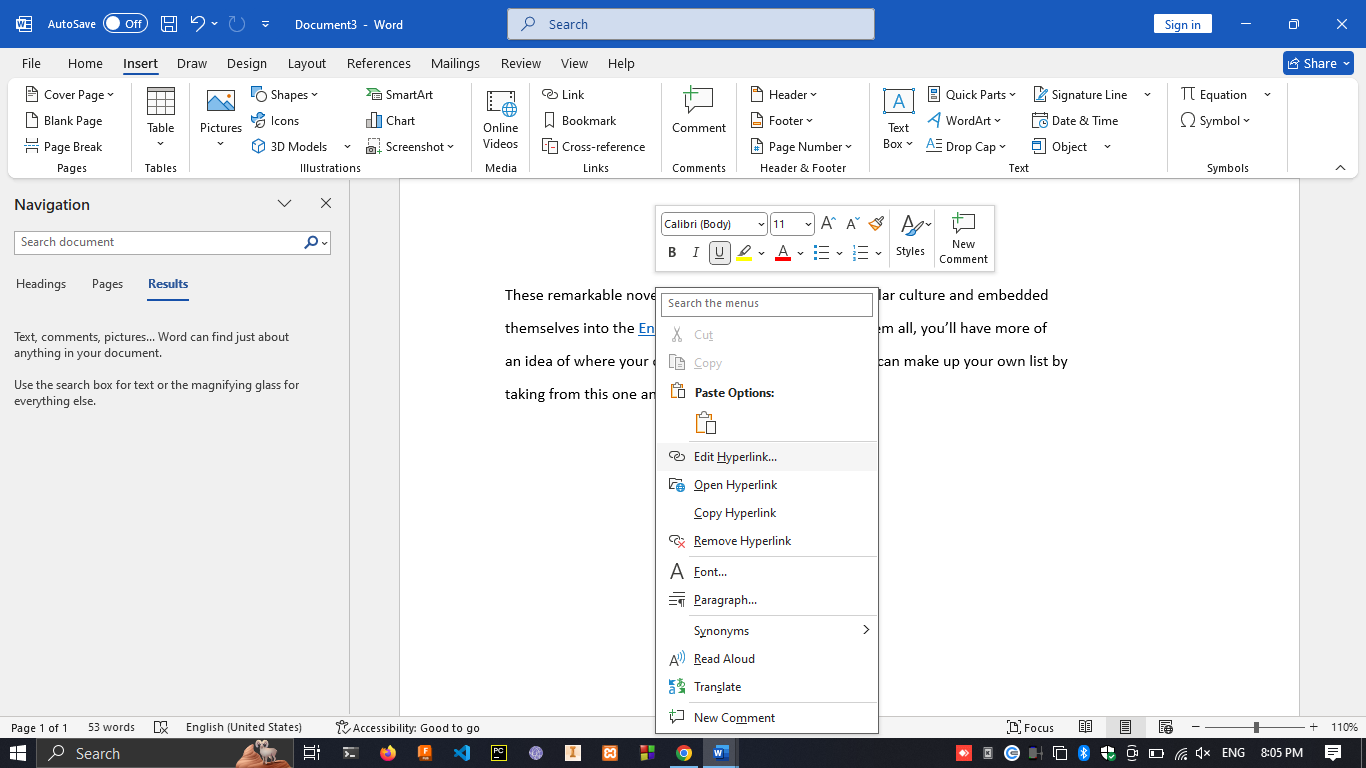


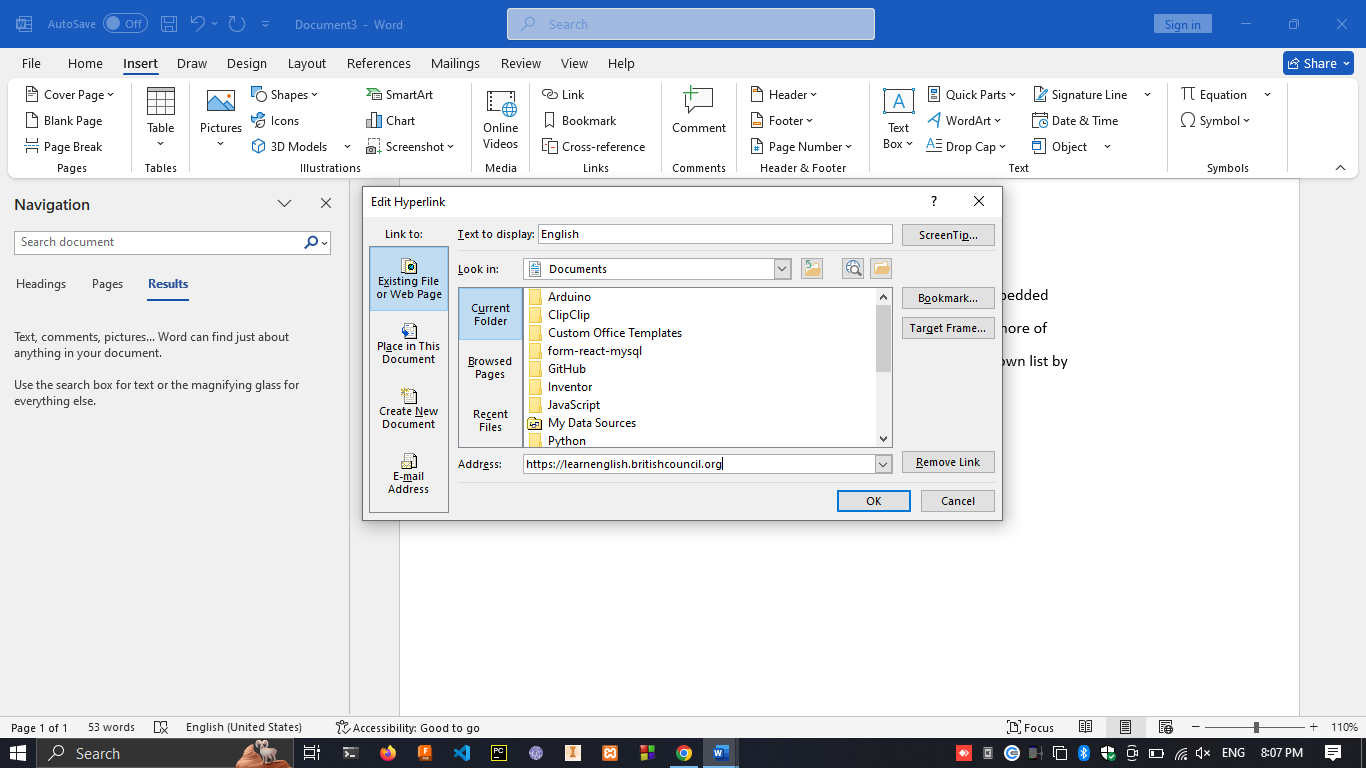
1. Select **Home**  word in text document -> in insert tab click on **Link** -> under the address pasting this link “https://en.wikipedia.org/wiki/English\_language”.



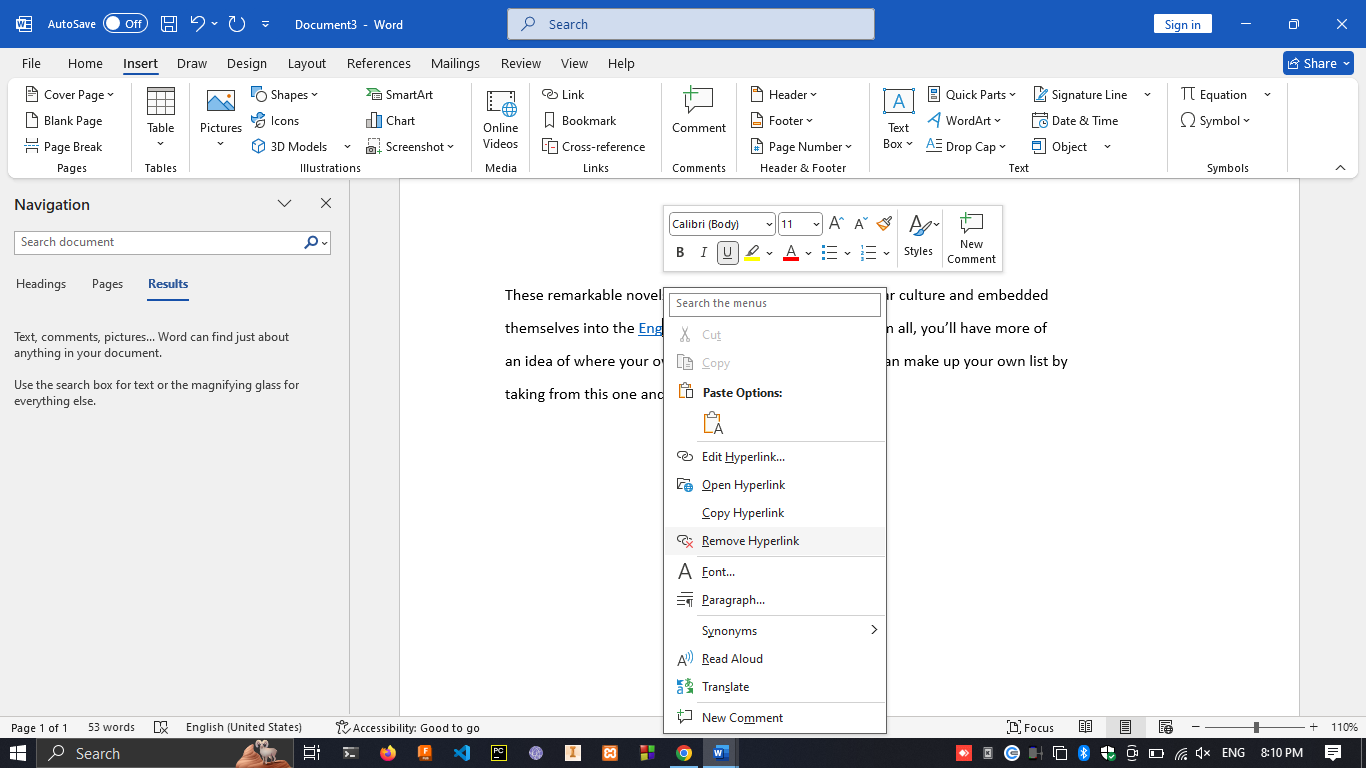


1. Right click on the hyperlink -> click on edit hyperlink -> under the address bar replace the link with **https://learnenglish.britishcouncil.org**



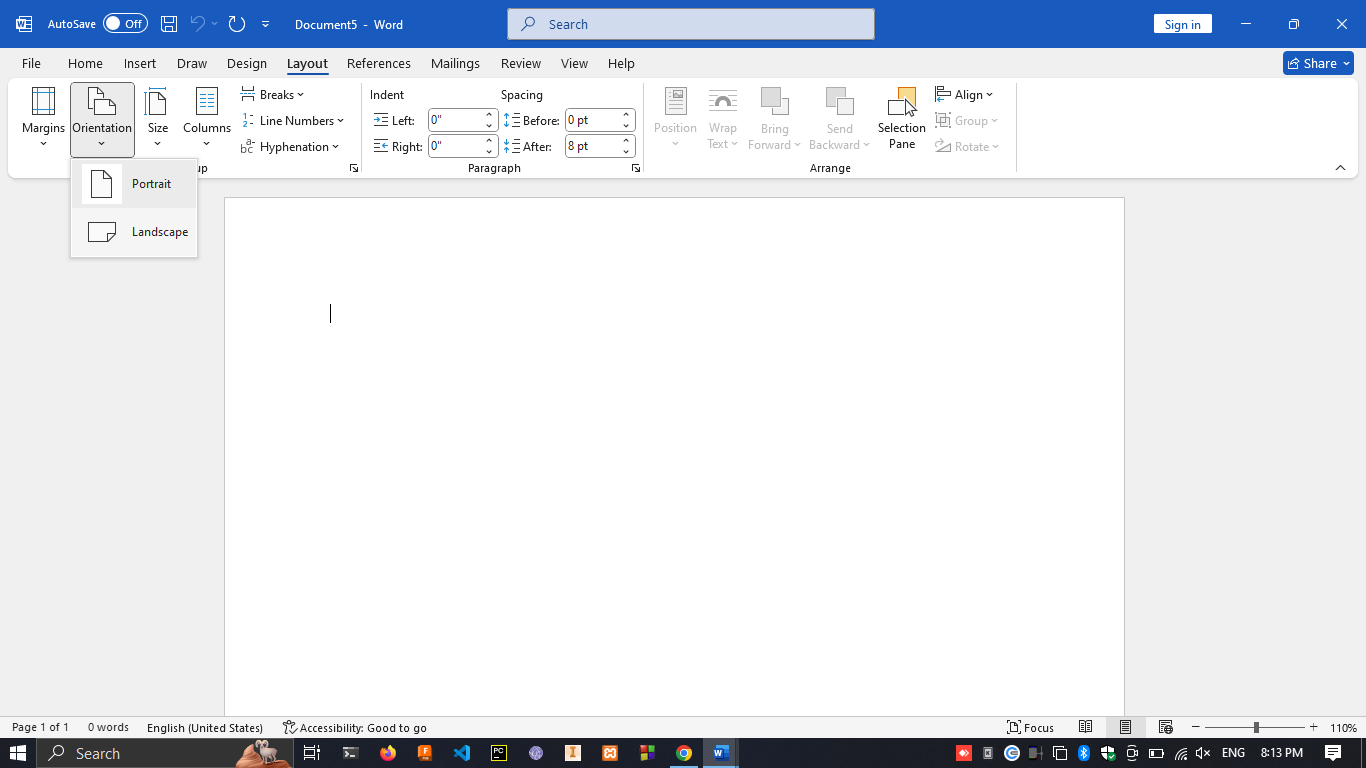


1. Removing the hyperlink by right clicking on the English word click on **Remove hyperlink.**

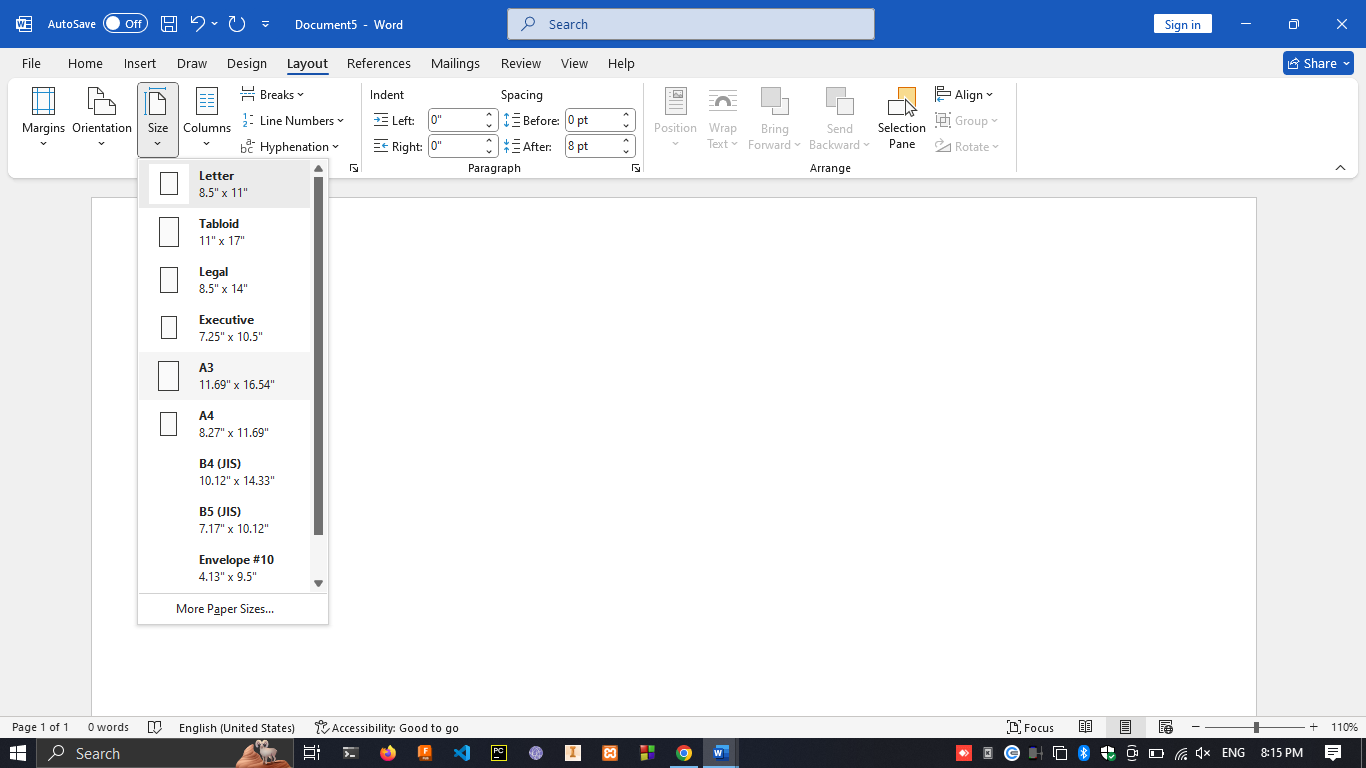


**Exercise 03**

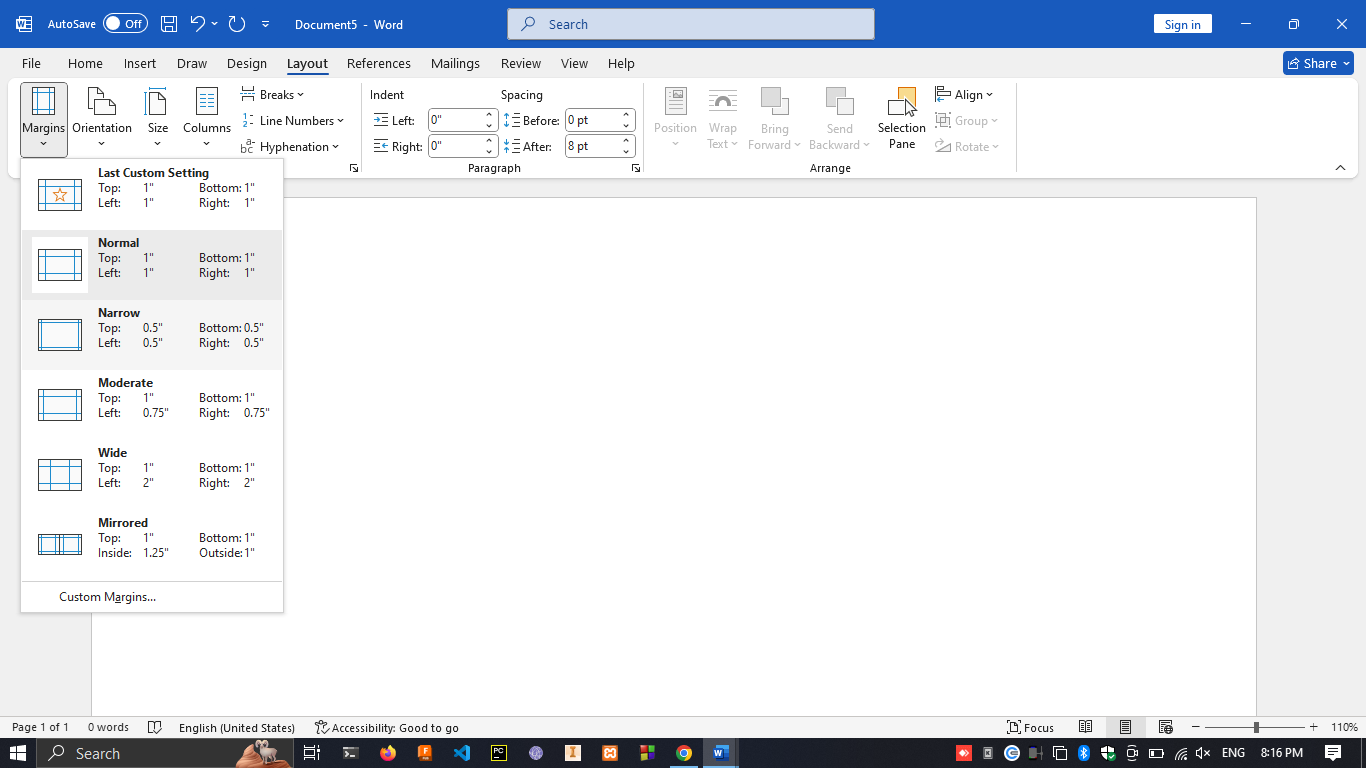
1. Open new work document by click on blank document -> under the layout tab -> click on Orientation -> click on landscape.

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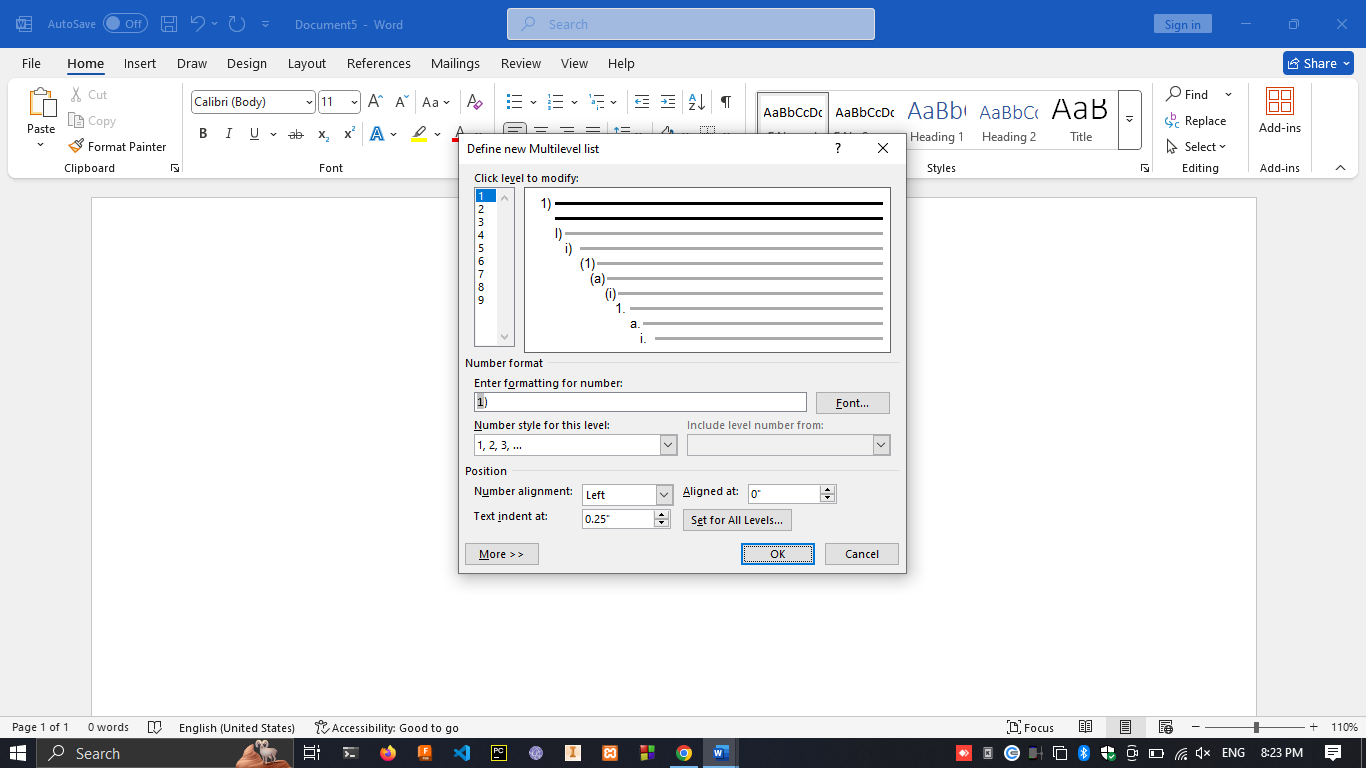
1. Right next to Orientation click on size -> click on A3.

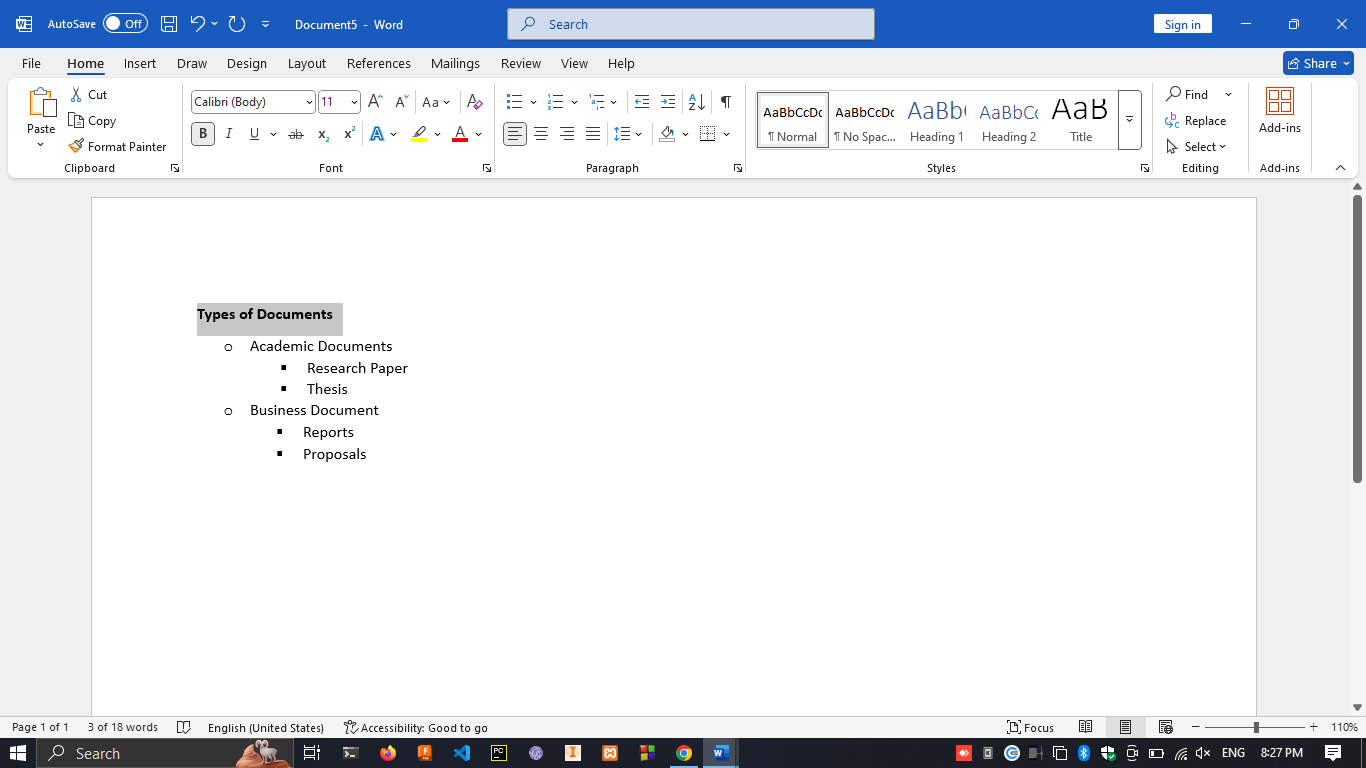
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1. right next to Orientation click on margins -> click on narrow

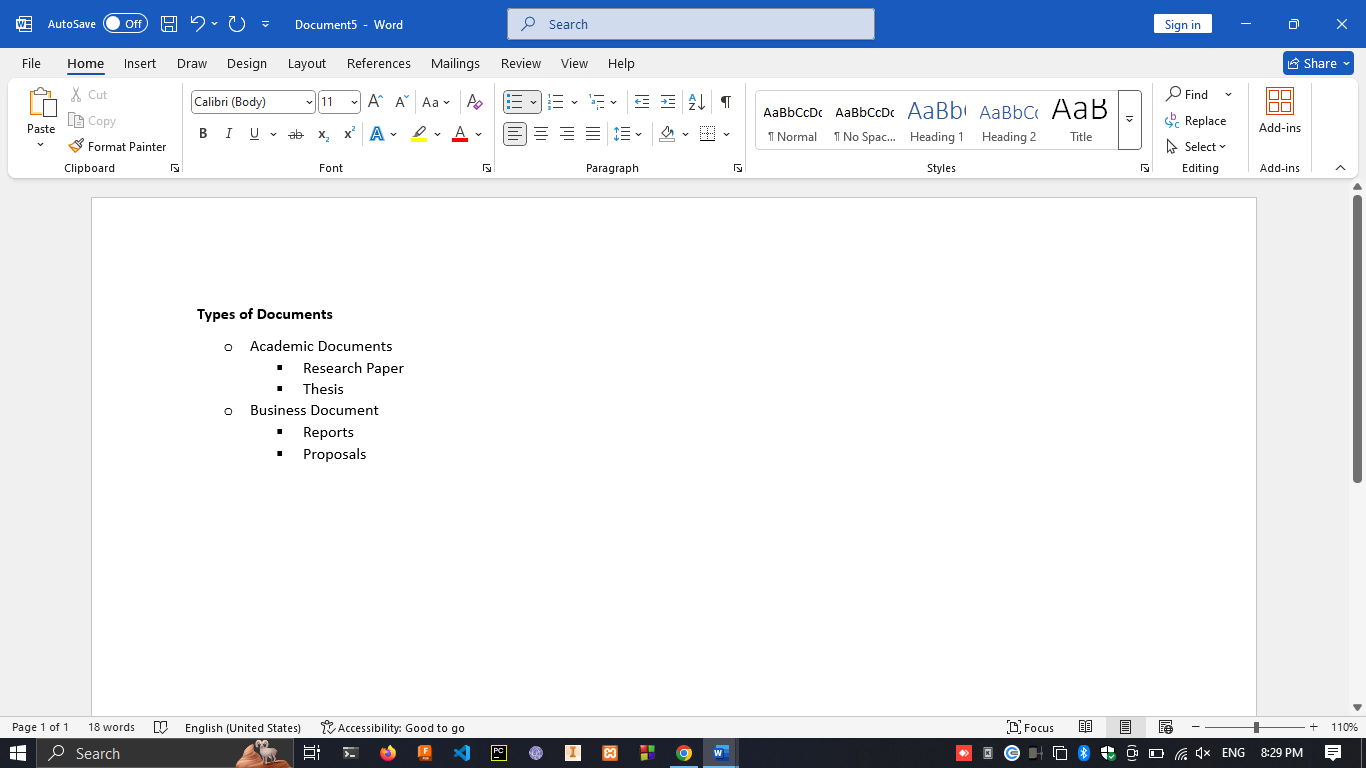
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1. click on **multilevel list** in paragraph section under home. -> define new multilevel list

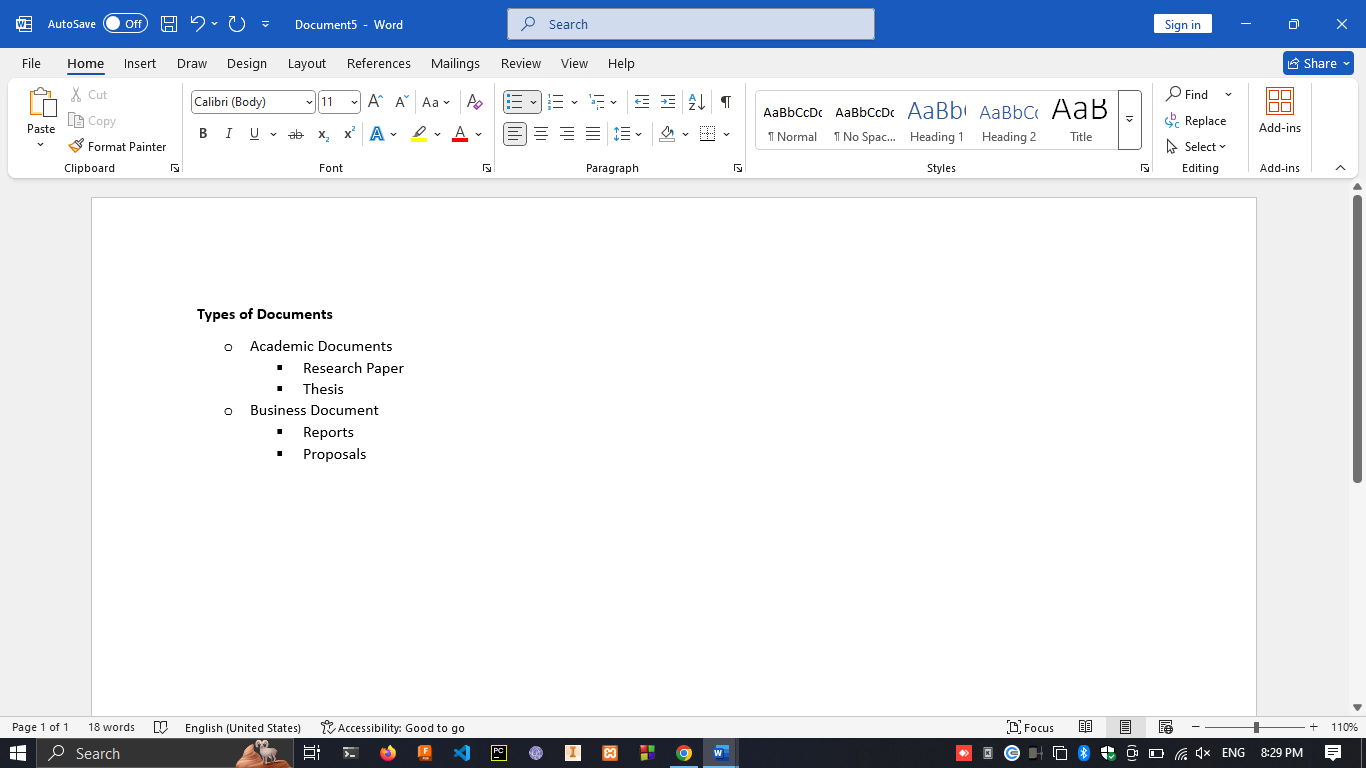
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1. under the home tab click on increase indent under the paragraph.

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

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