

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

Information and communication Technology

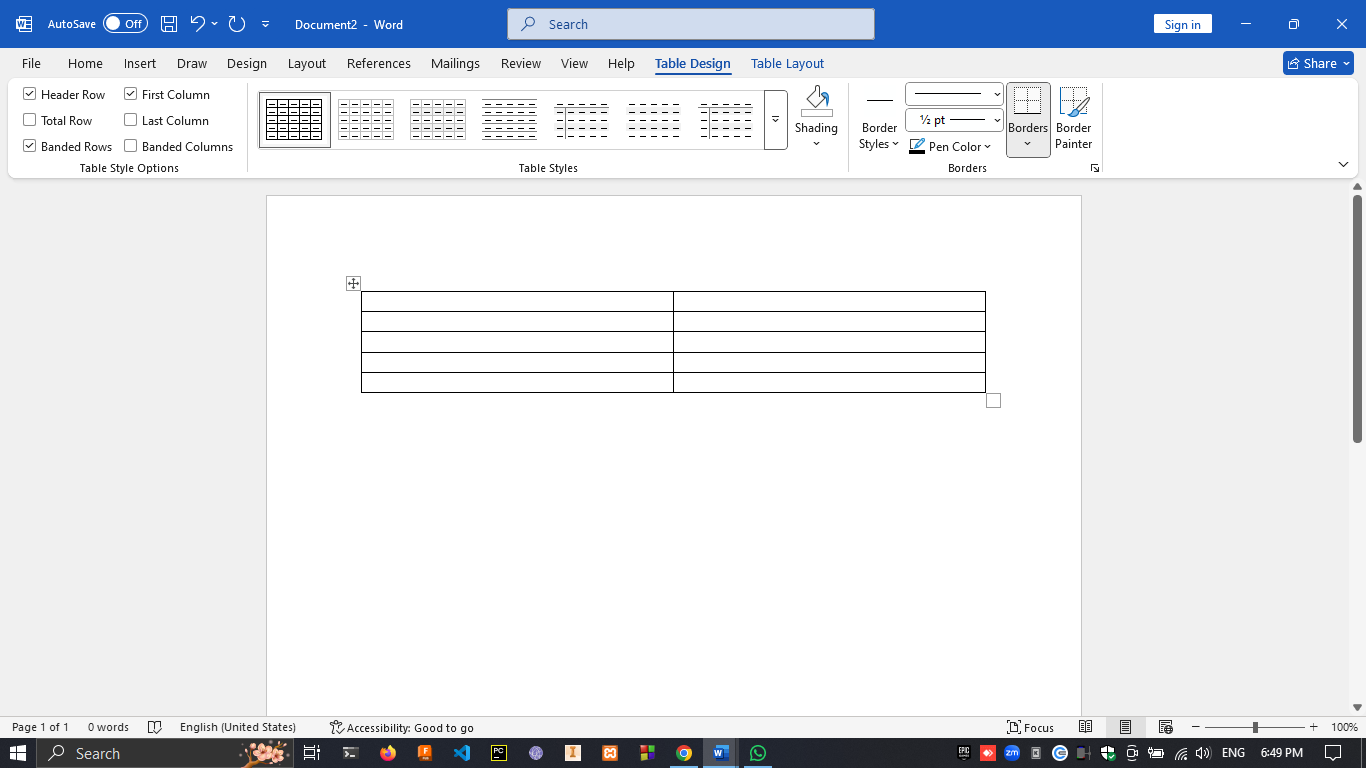
Faculty of Technology

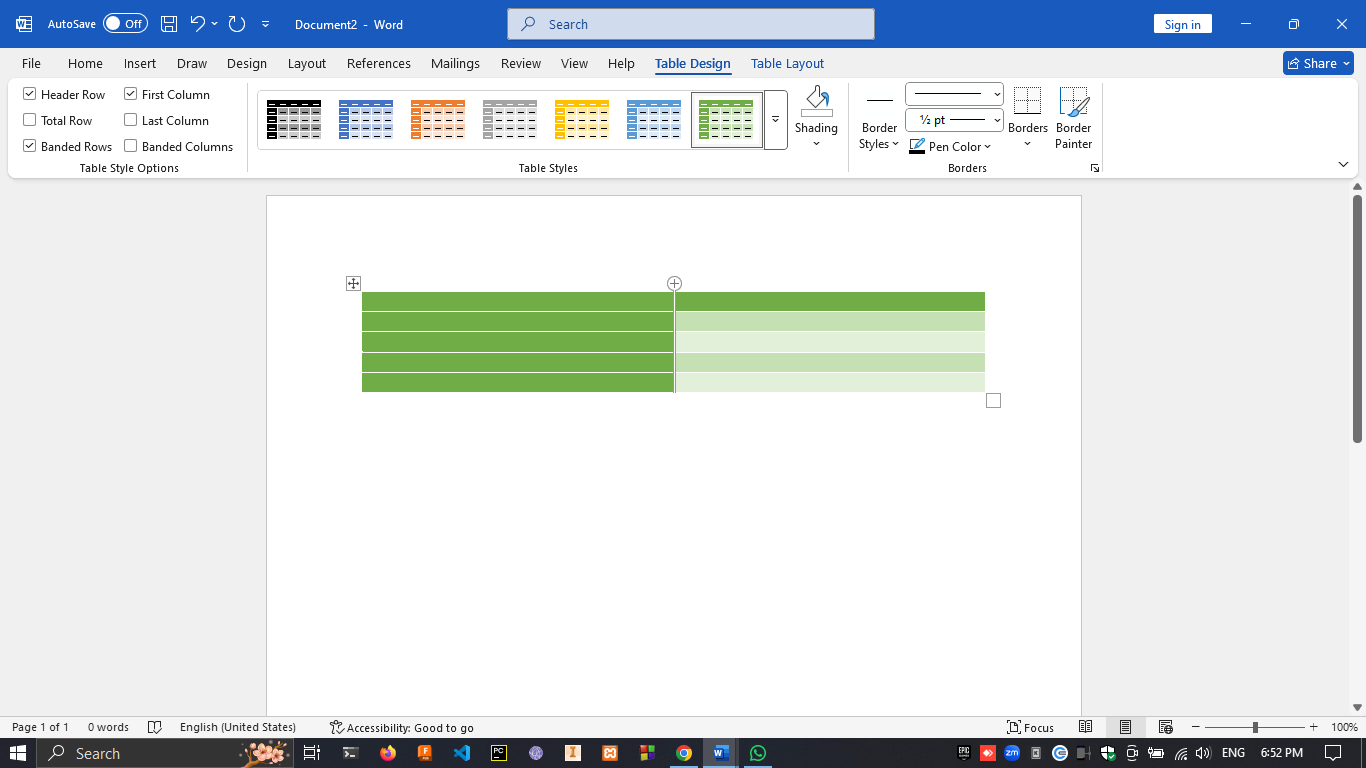
South Eastern University of Sri Lanka

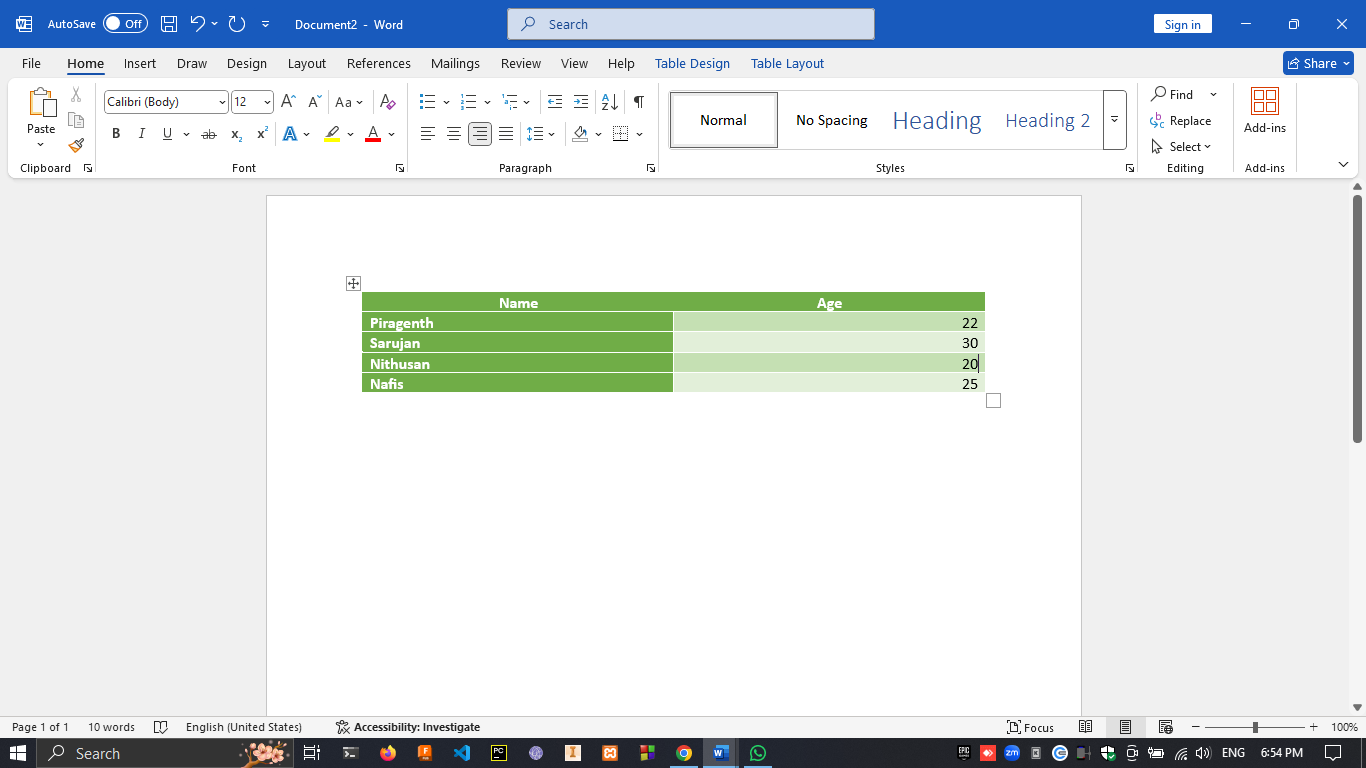
Registration Number: SEU/IS/22/ICT/075

Academic year: 22/23

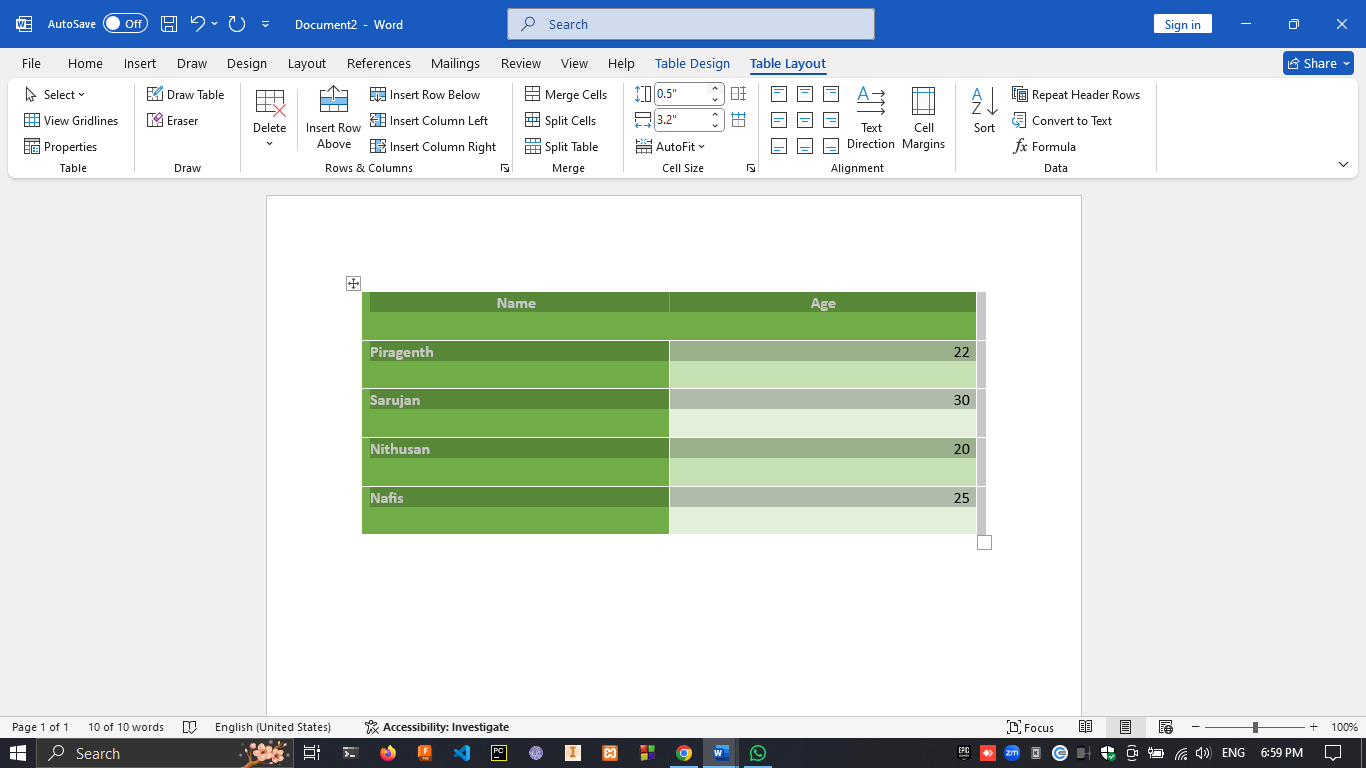
**Exercise 01**



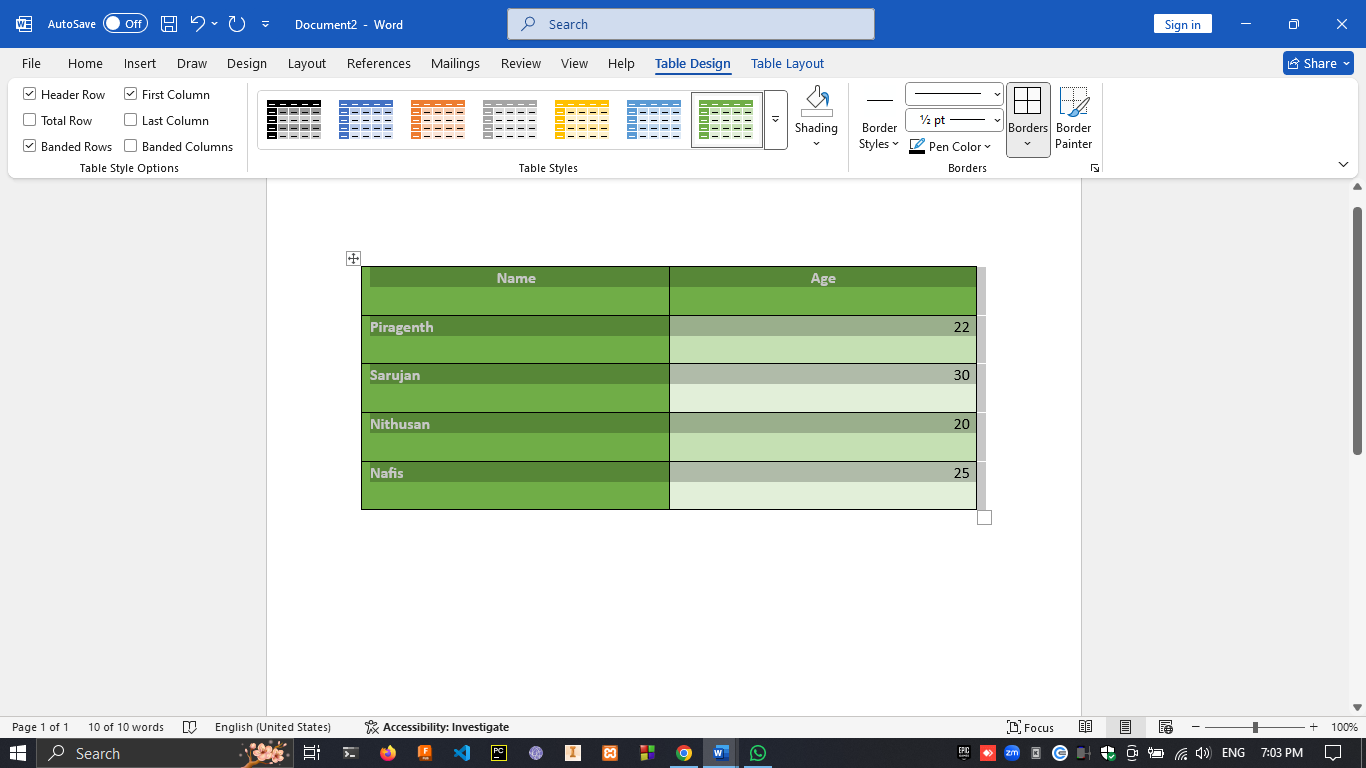


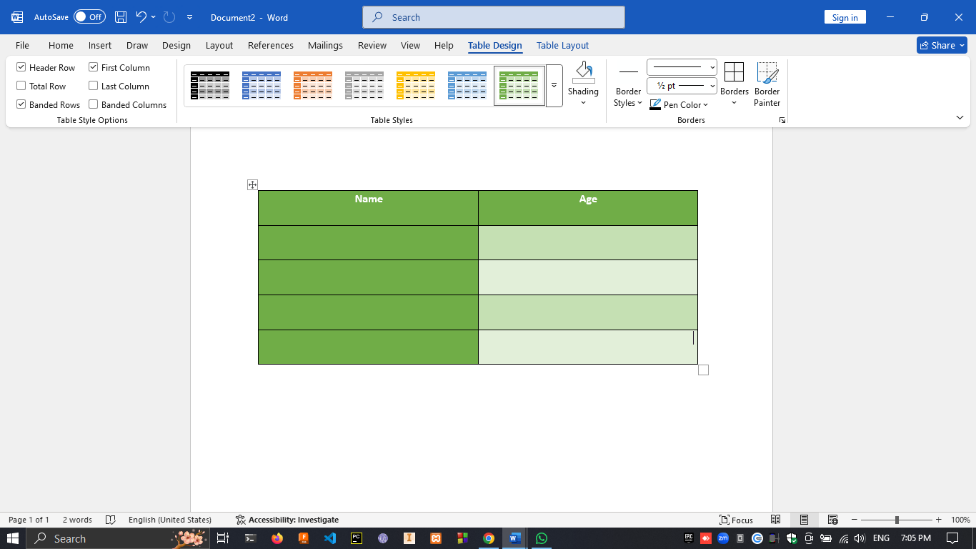


1. Under table layout 🡪 cell size 🡪 change the cell to desired size

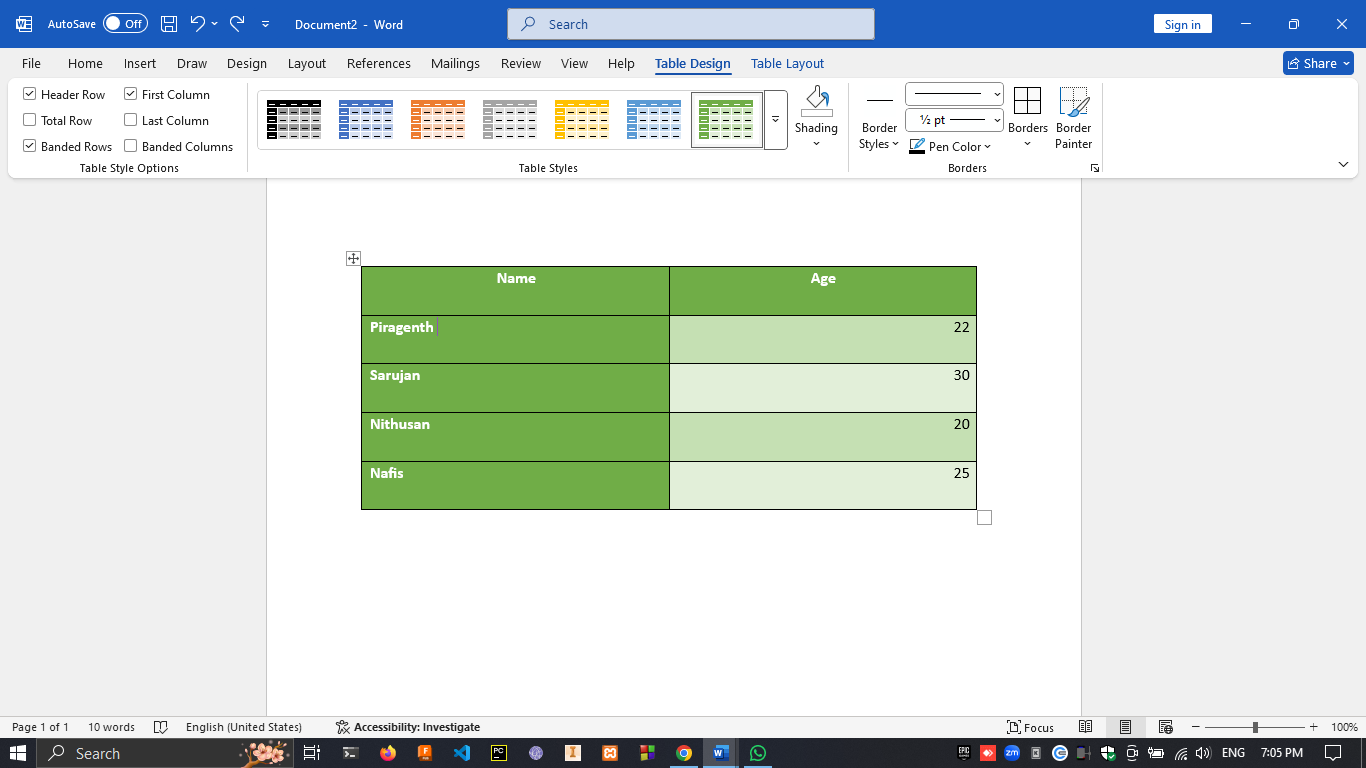


1. Under table layout 🡪 table design 🡪 borders.

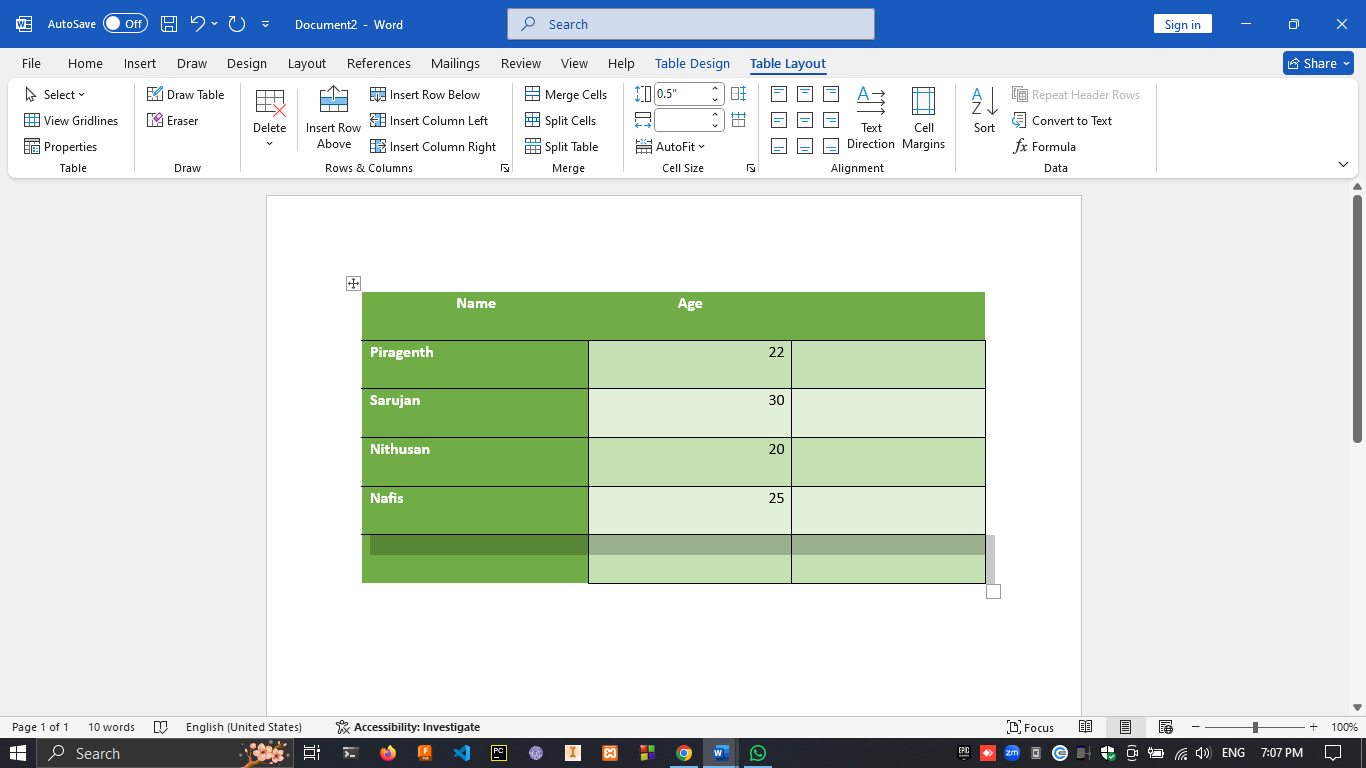






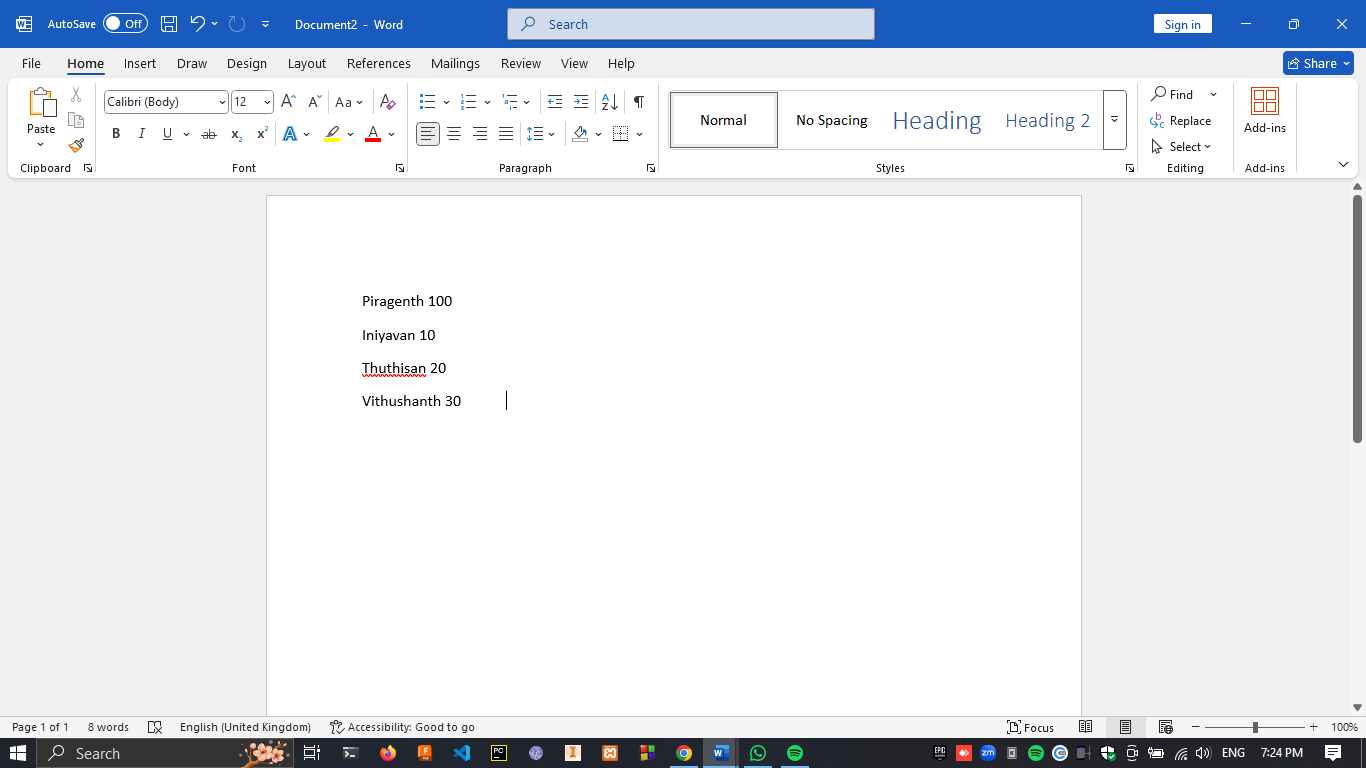


1. Under table layout 🡪 click on ‘insert row below’ and ‘insert column right’.

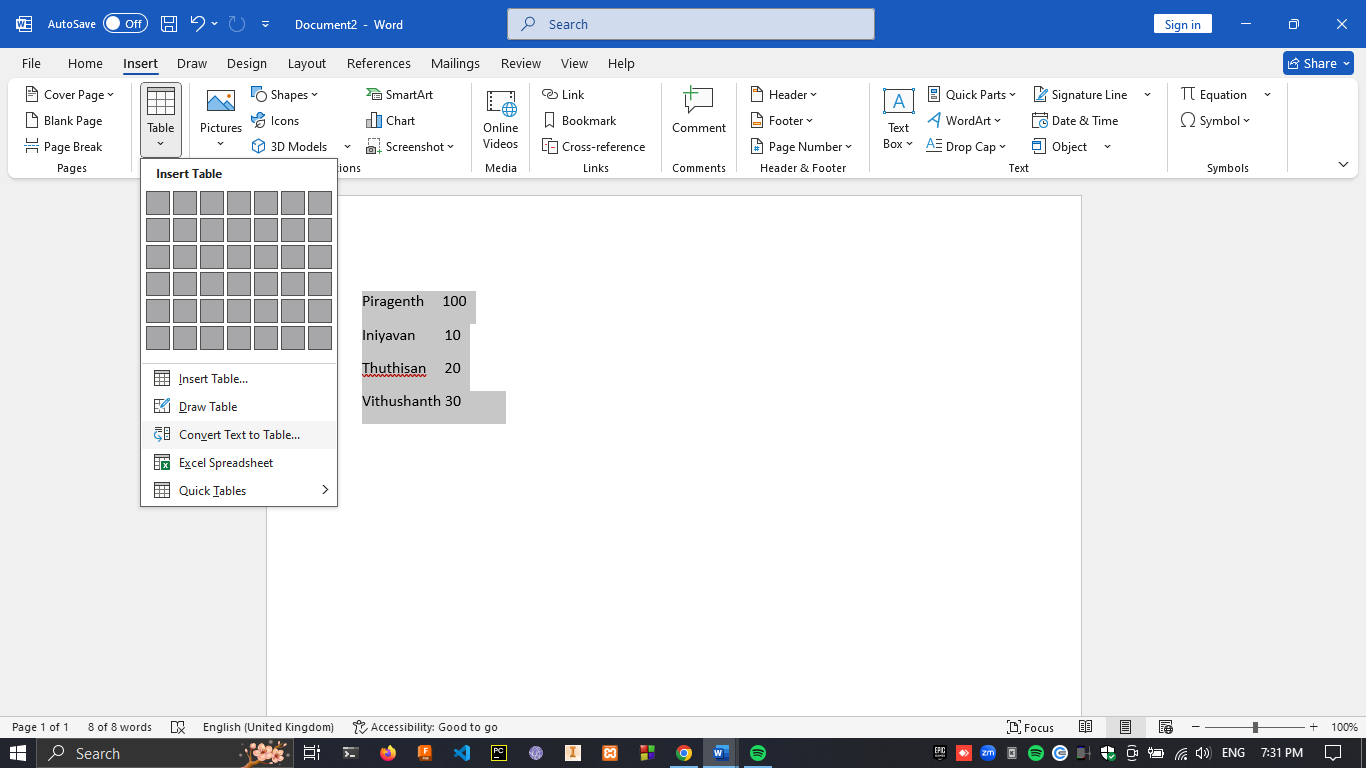


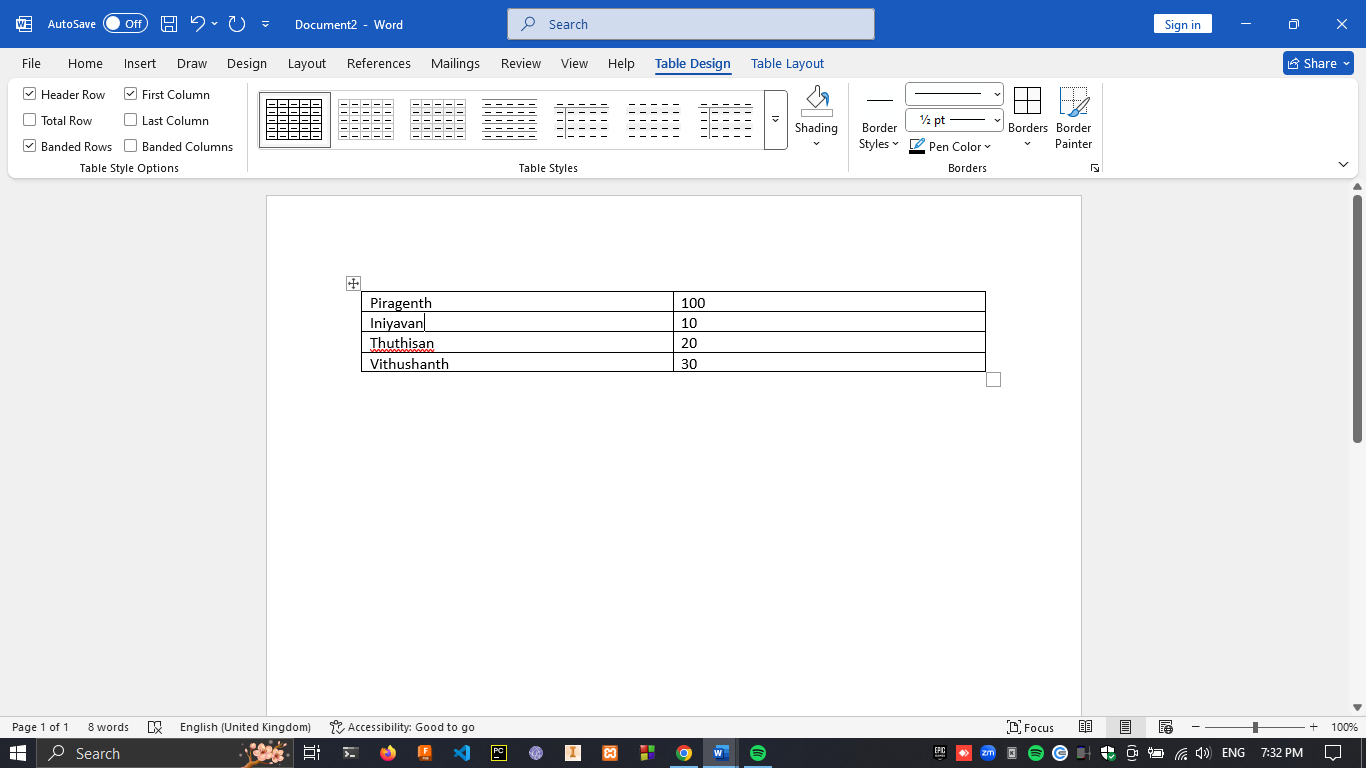
**Exercise 02**



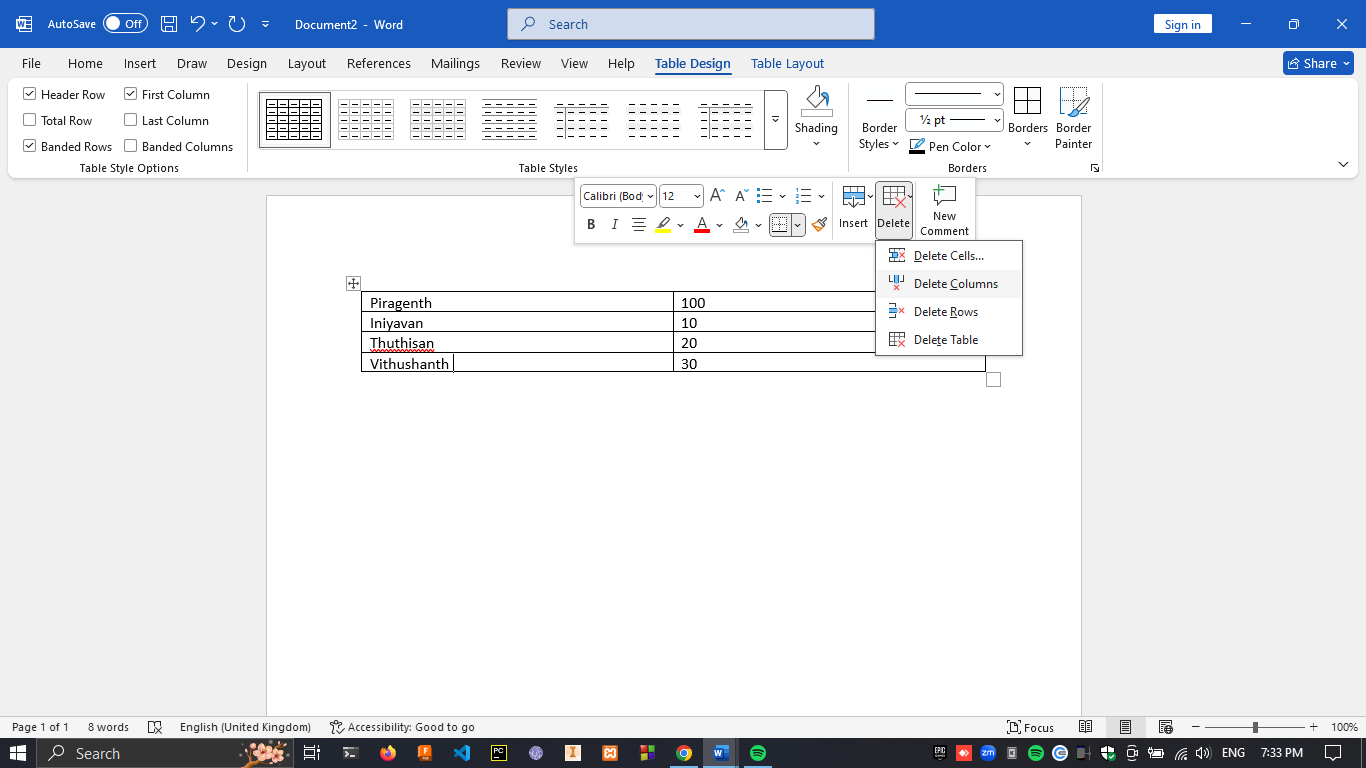




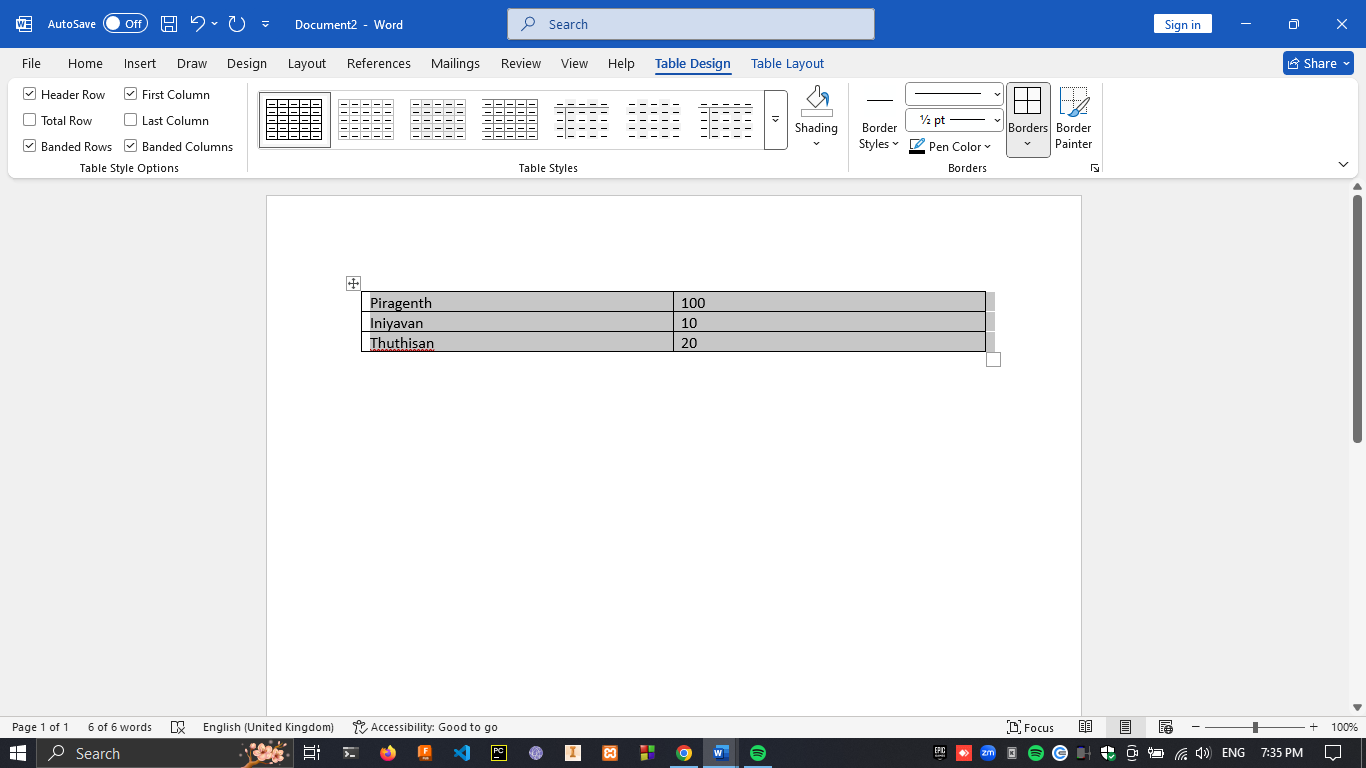




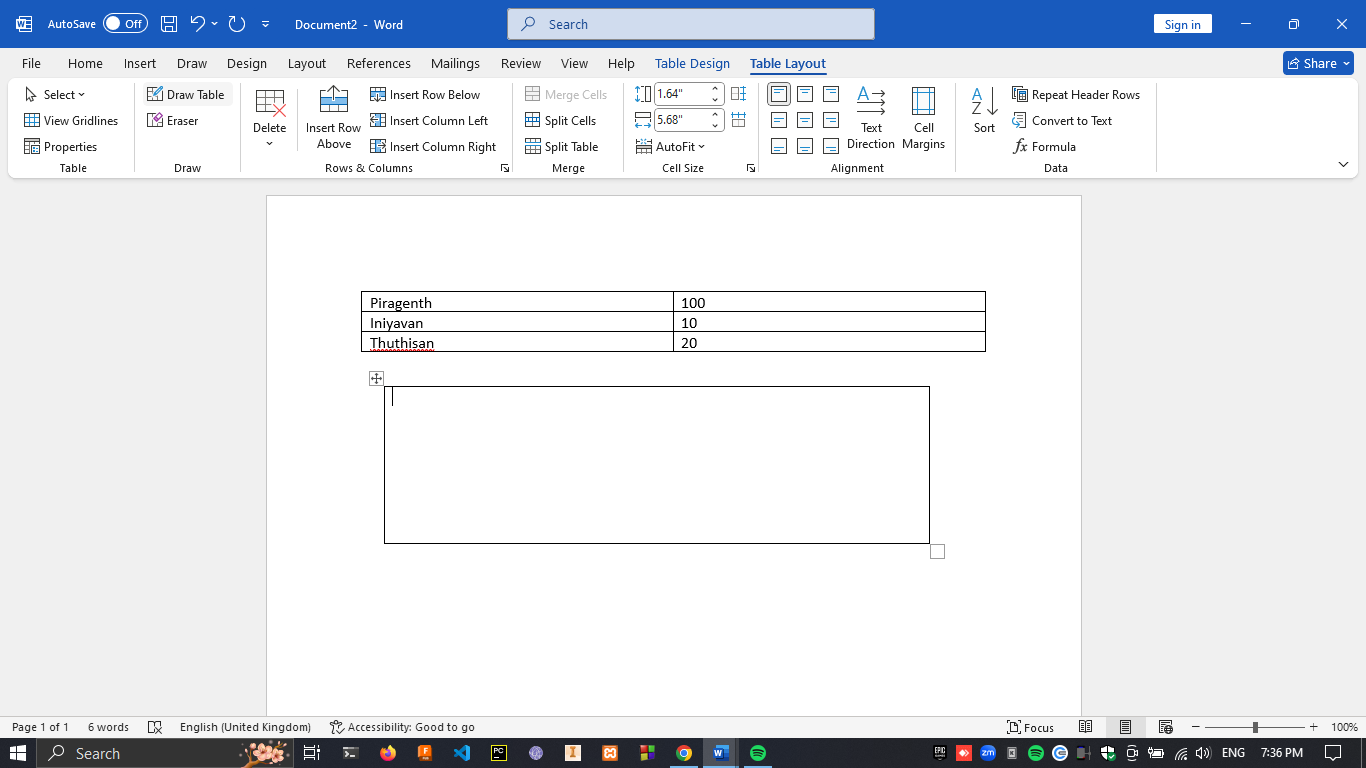






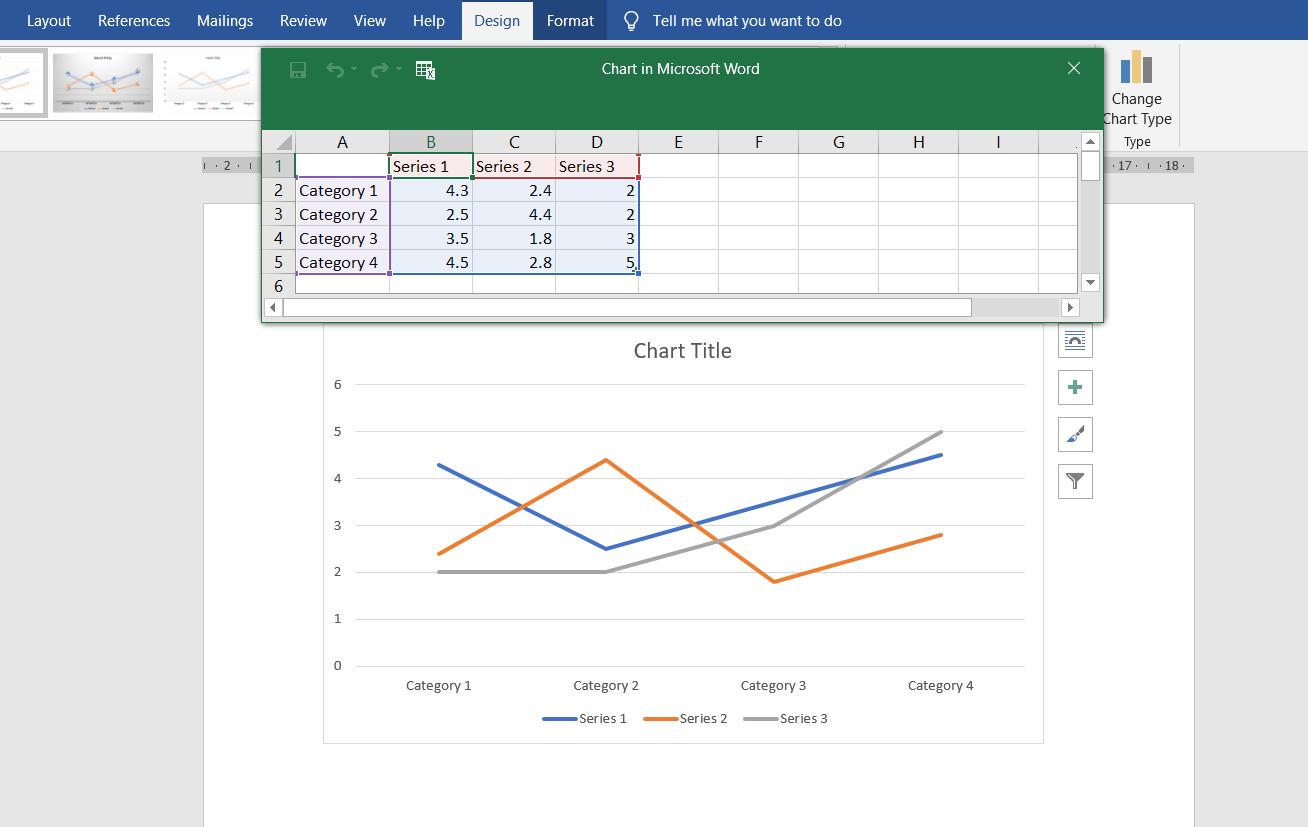




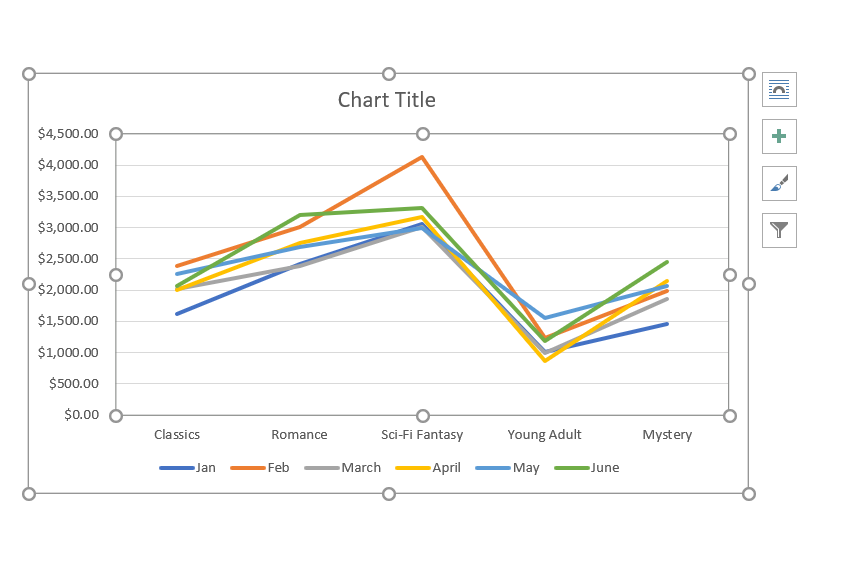


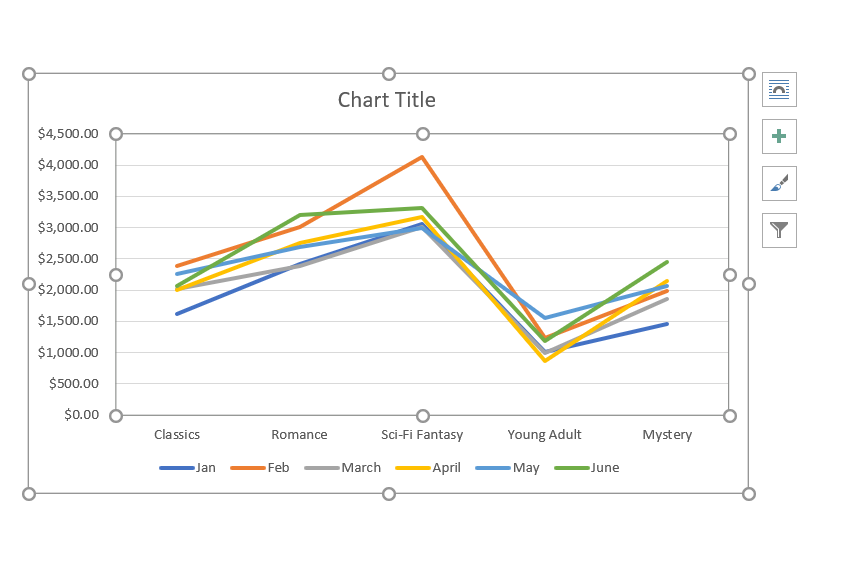
**Exercise 03**

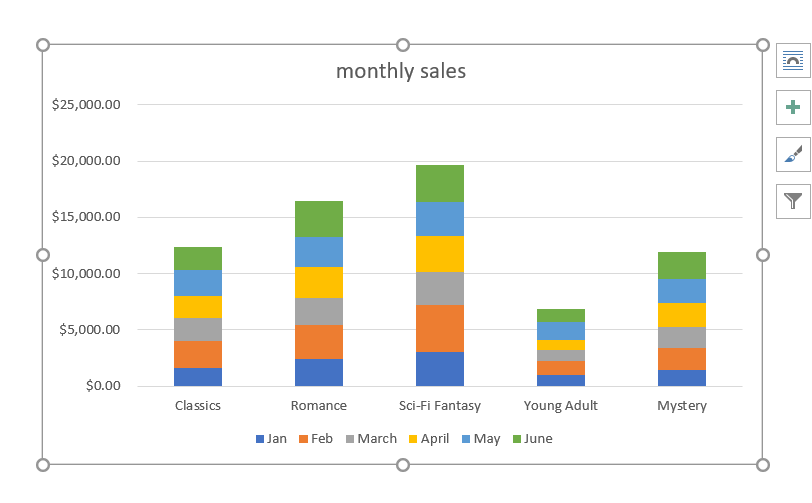


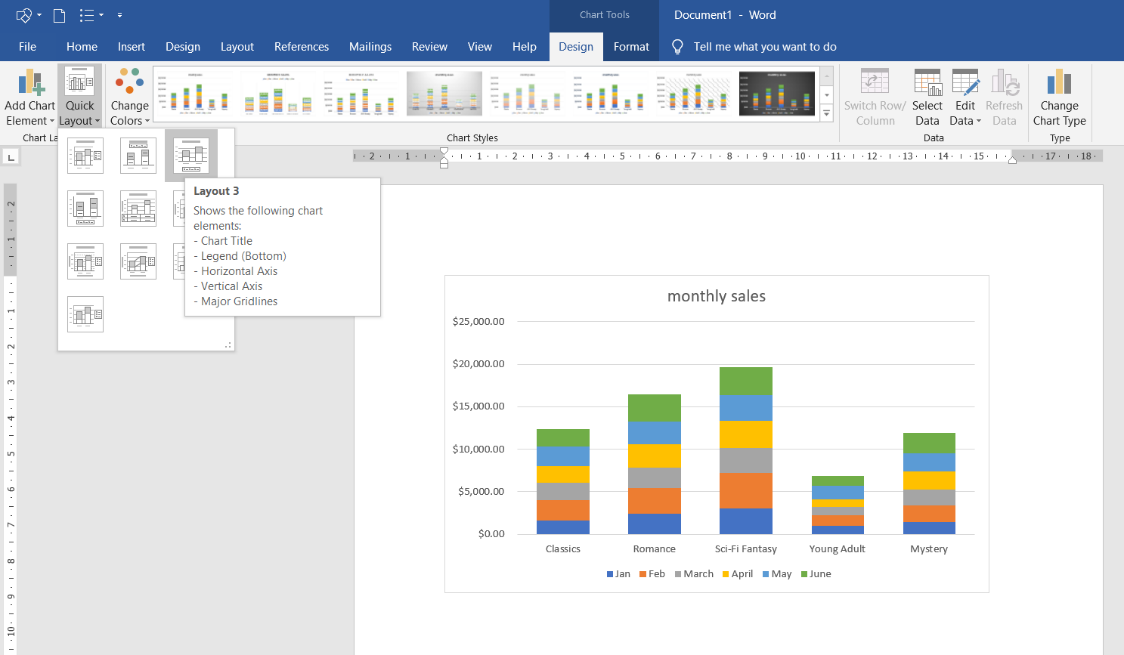




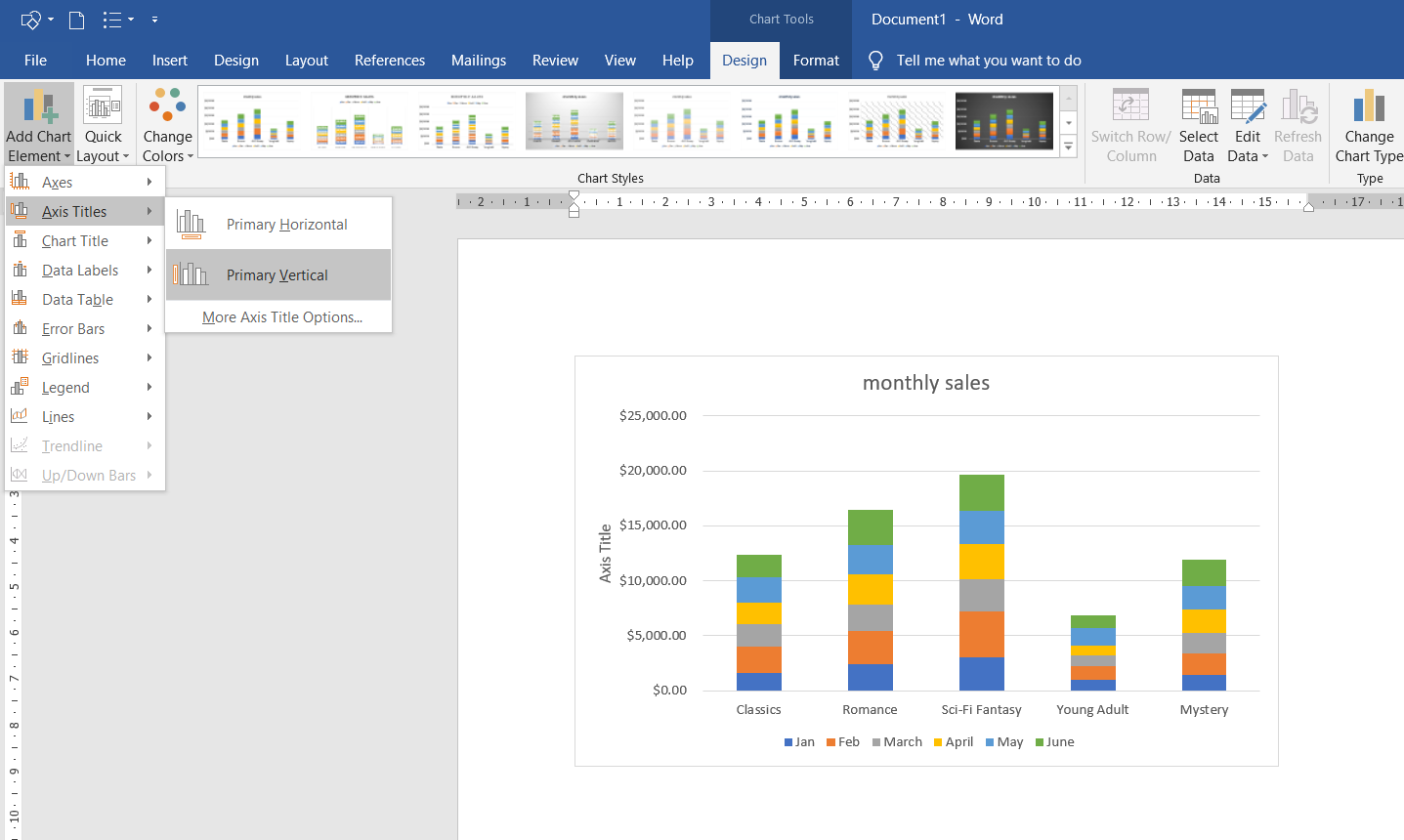


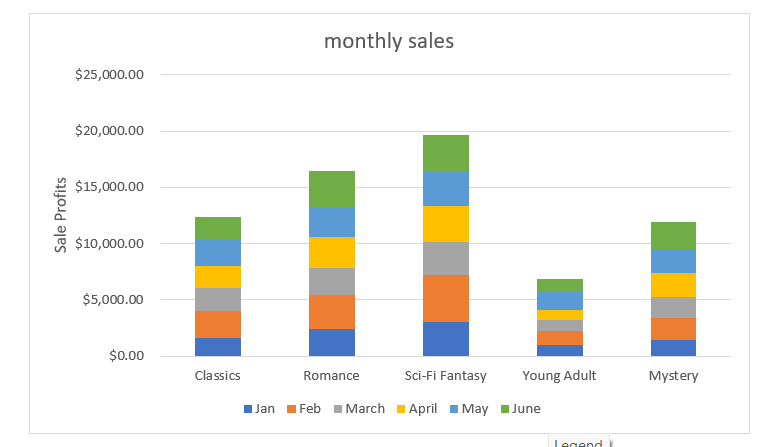




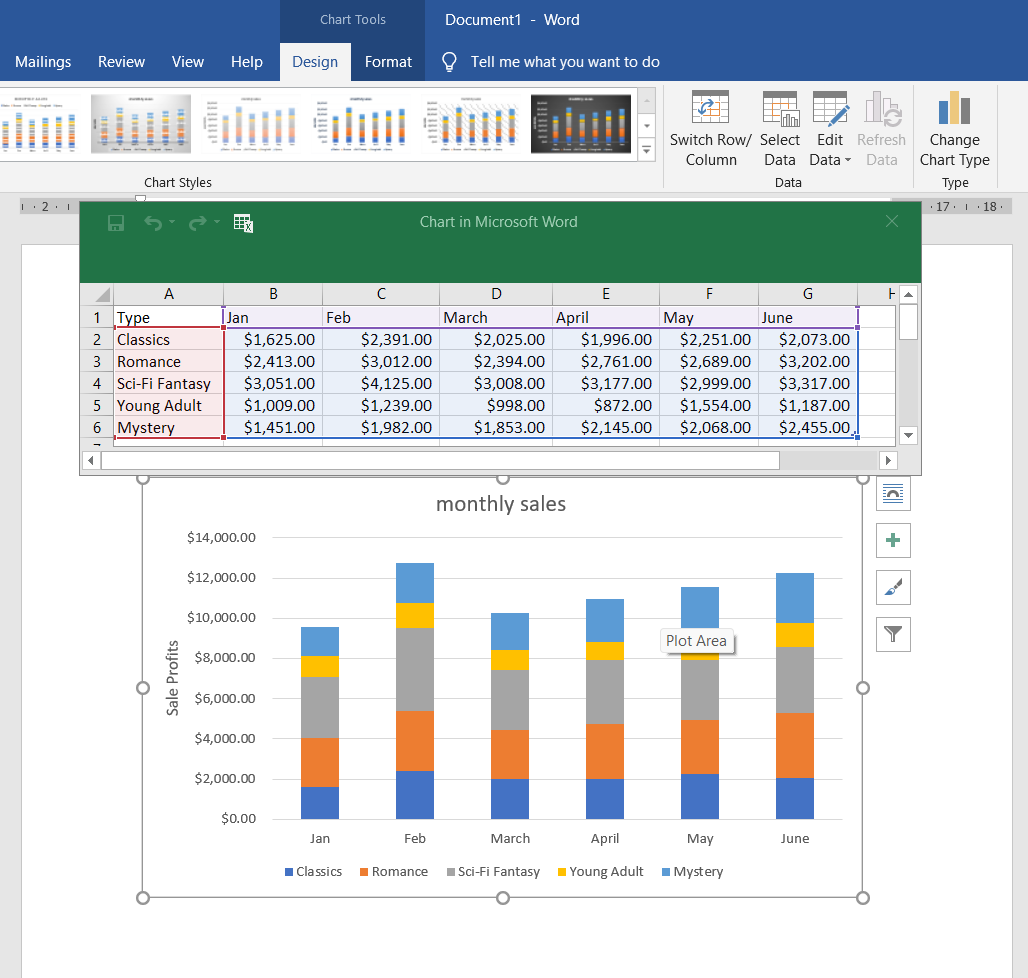






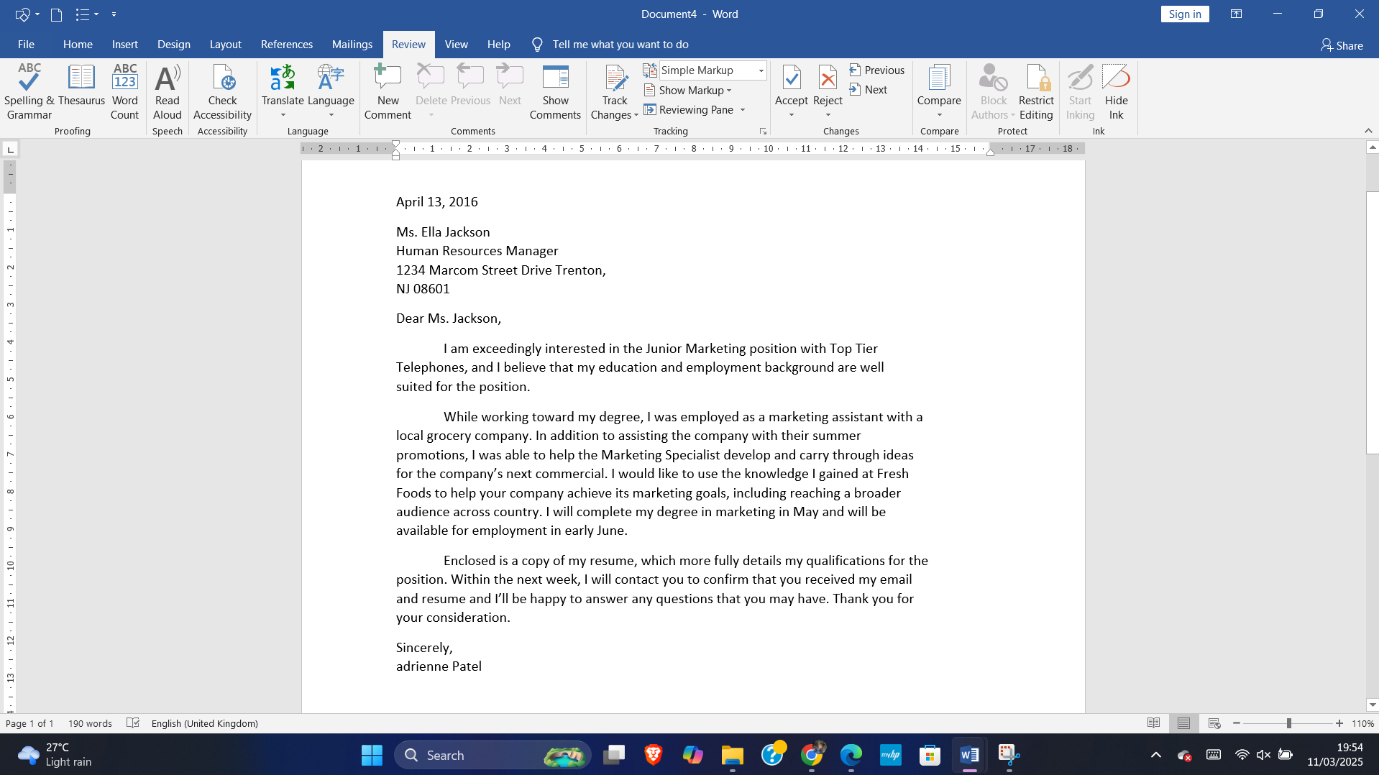






**Exercise 4**





**Exercise 05**

