

LAB 02

LAB TASKS

Task 1

Create a text file in note pad name of the file should be your first name.txt .

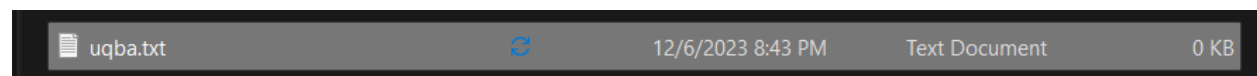
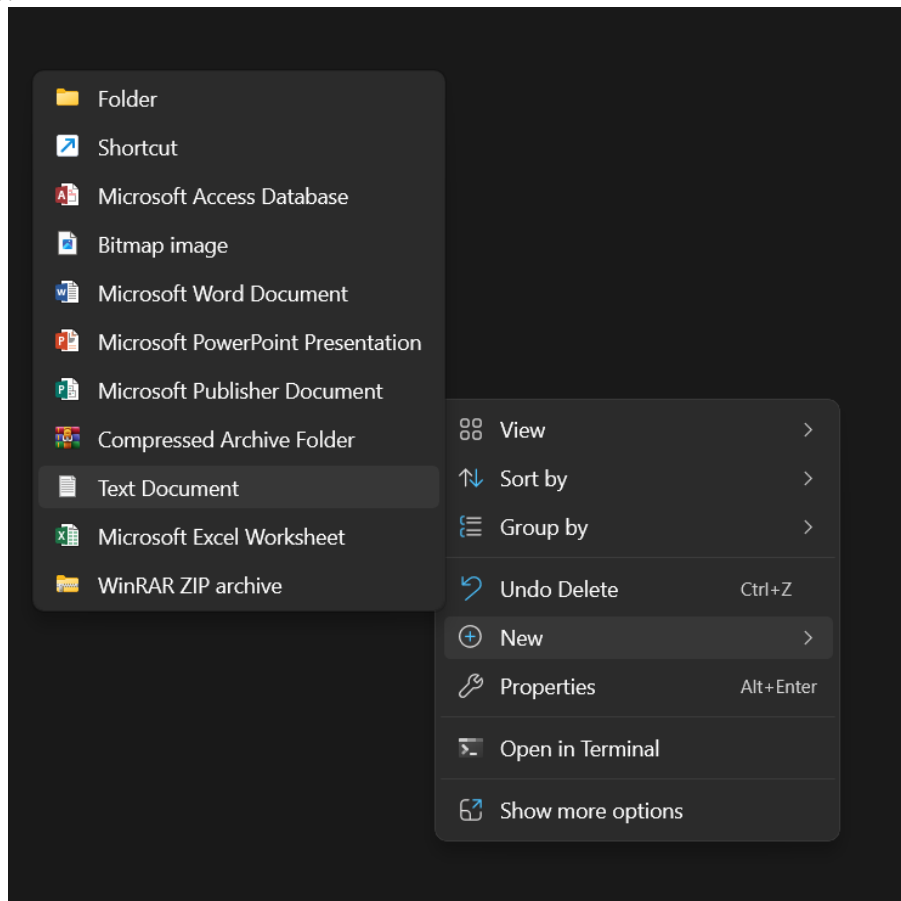
Write down the following English alphabets

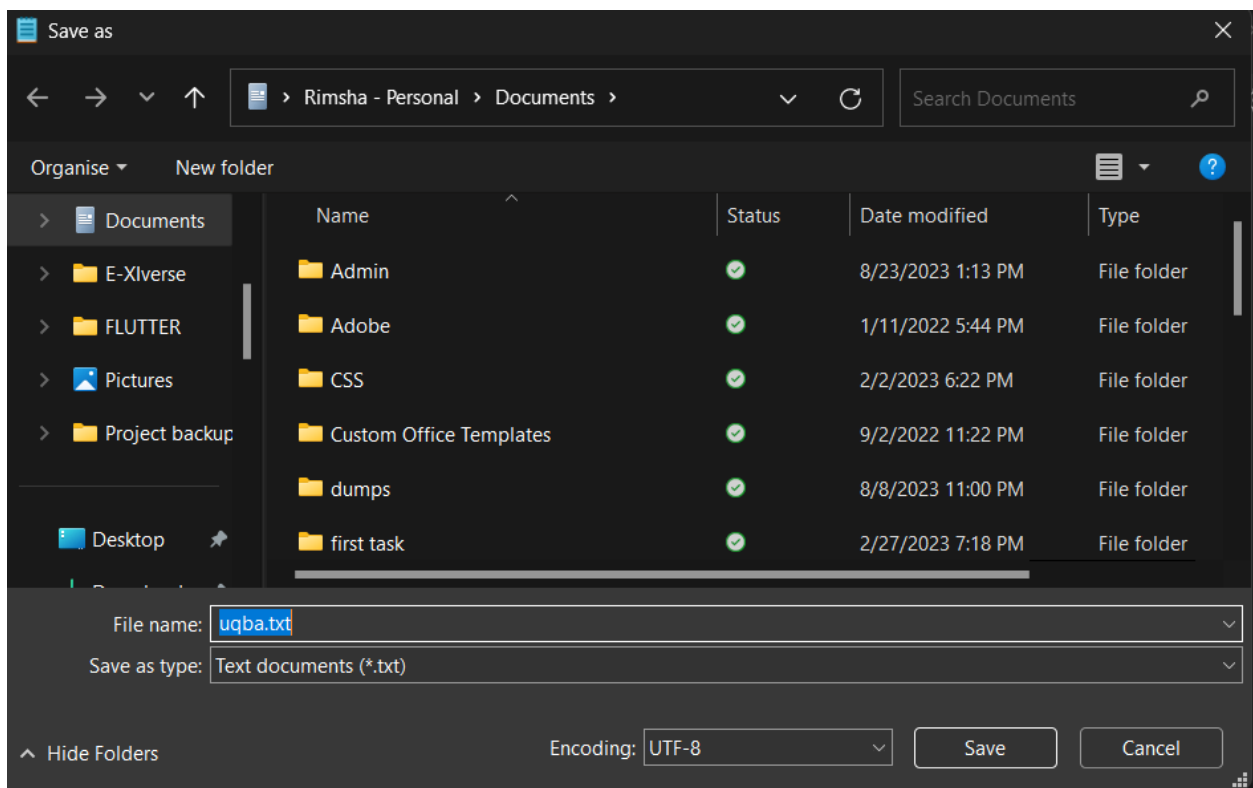
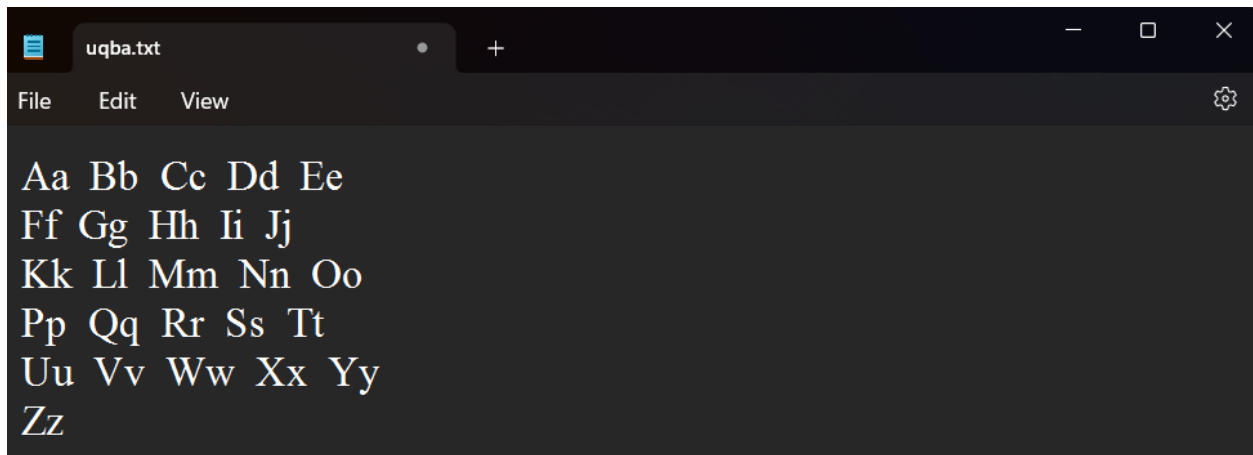
Number of spaces after each character = 2. Use five alphabets per line

Aa Bb CcZz

Save the file to documents.

Close the file.





Task 2

Rename the file created above with BSE1_your first name.txt

open the file

Now use the select, copy paste method to type the following dummy text copy the characters from the alphabets you typed and paste them accordingly

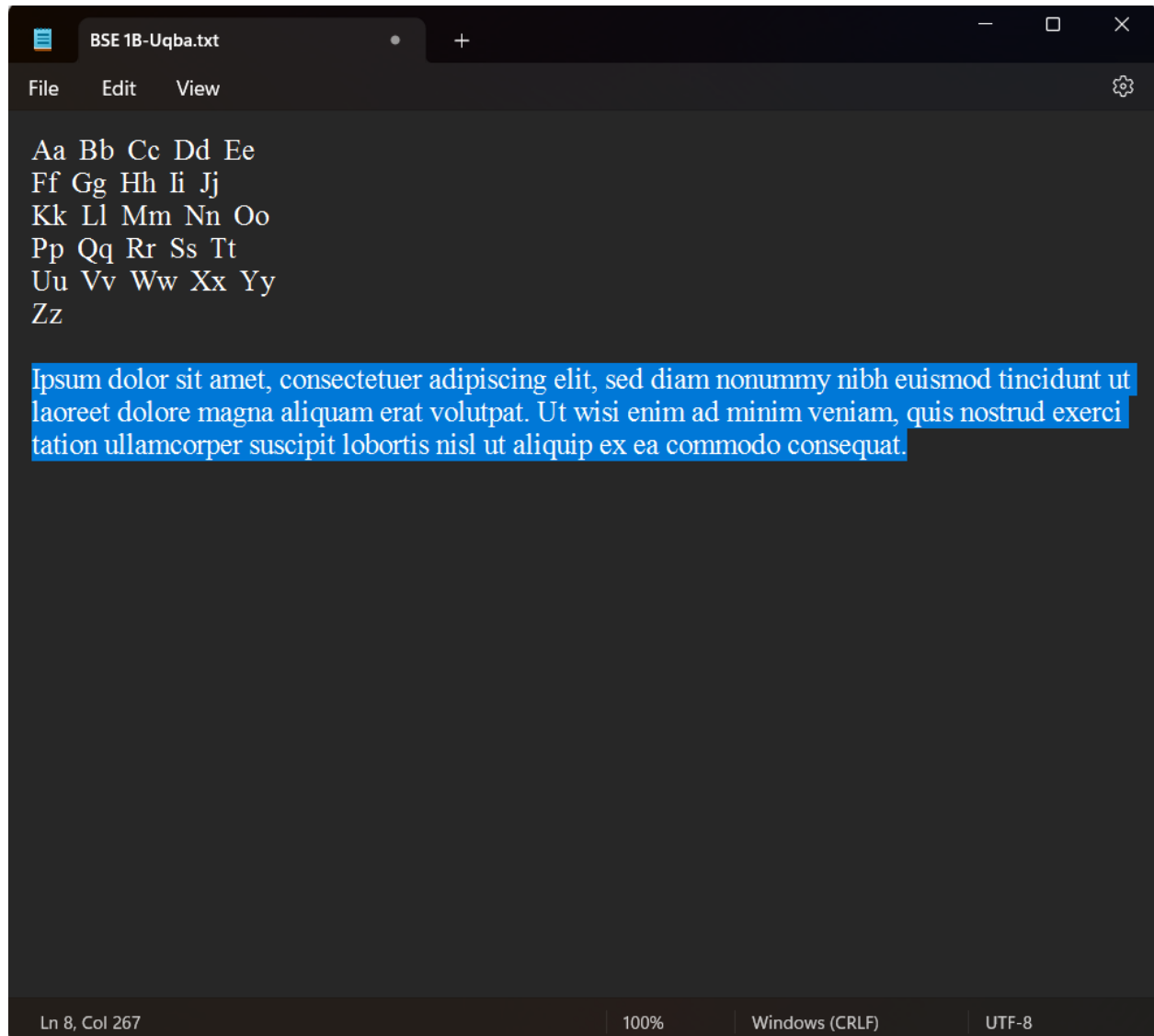
Ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim

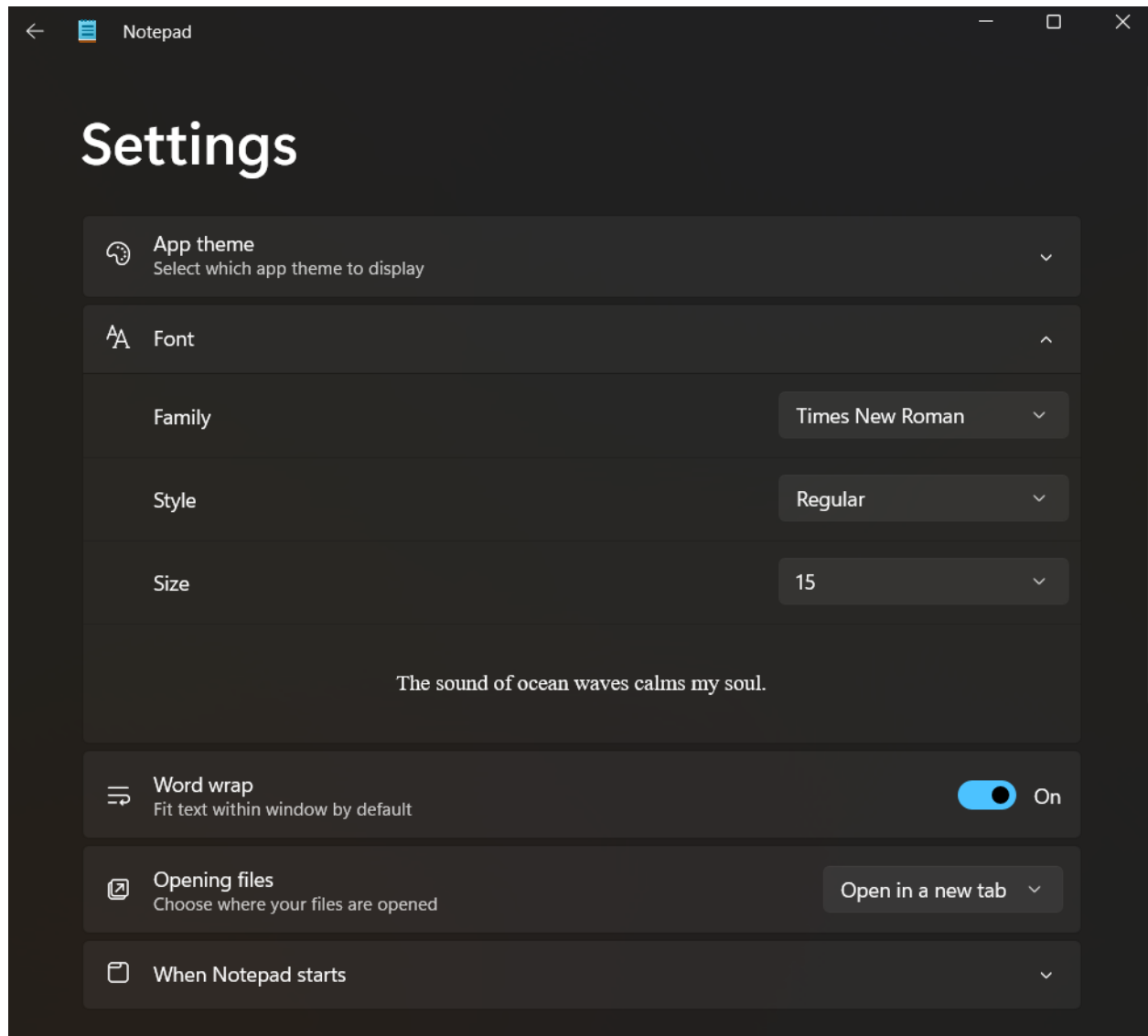
veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

Change the writing style to Times New Roman

Change the text size to 15

Save the document





Task 3

Create a new file in word pad and type the following paragraph through keyboard having following dummy text

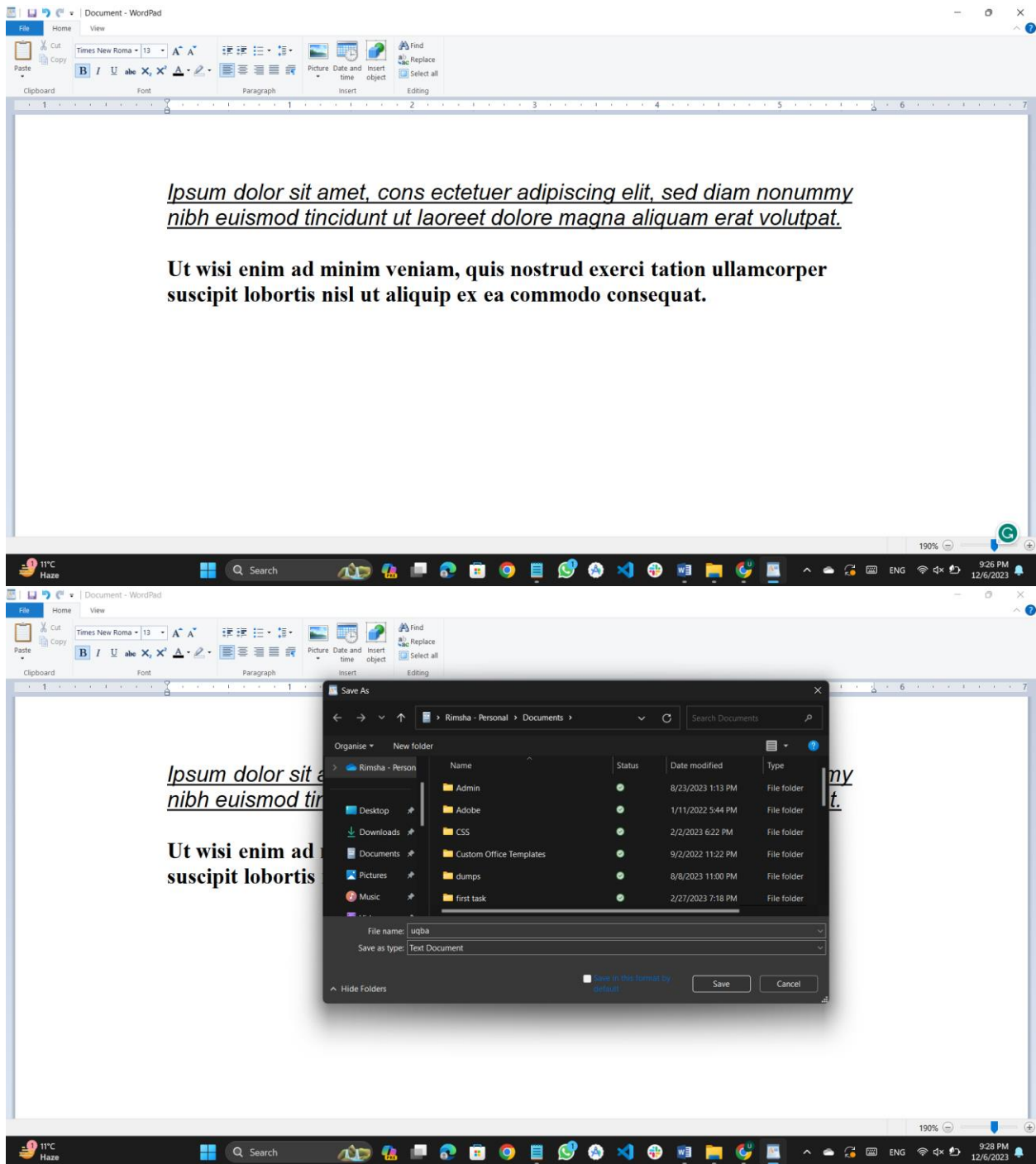
Ipsum dolor sit amet, cons ectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

Save the file having name = your first name

Change the writing style of first paragraph to Arial and second paragraph to Times New Roman

Bold the second para
Underline first para
Apply Italic to first para
Save the file



Task 4

Create a folder on you google drive under ICT folder name LAB 2
Upload both the text file under lab2 folder