Contents

TASK 1……2.

Demonstration……

TASK 2……4.

Title……

Introduction……

Your early Education……

College Education……

List various reasons for joining ITU……

Objectives after graduation……

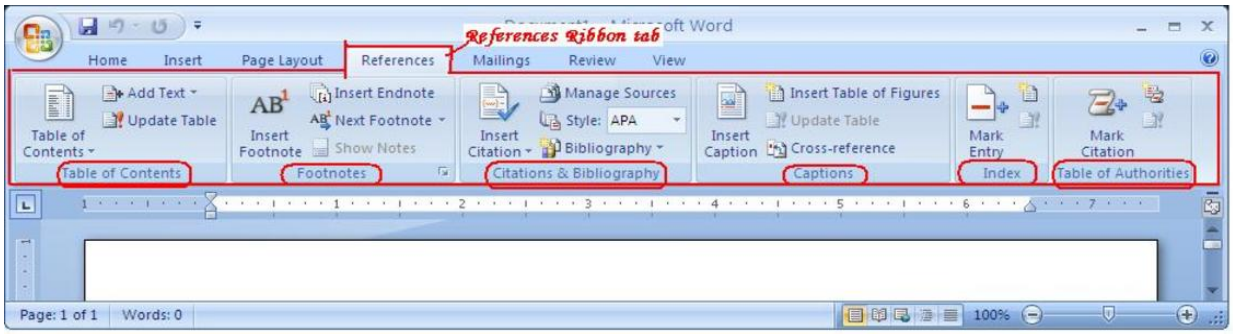
Conclusion……

TASK 3……5.

Report Card……

TASK 1:

Demonstration:



The "References" tab in Microsoft Word is primarily used for managing and formatting citations, bibliographies, and other reference-related elements in your documents. It is especially useful for academic, research, and professional documents where proper citation and referencing are crucial. Here are some of the main features and functions of the "References" tab:

1. Table of Contents: We can create a table of contents for your document by selecting the appropriate style from the "Table of Contents" dropdown. Word will automatically generate and update the table of contents based on the headings in our document.

2. Footnotes and Endnotes: We can insert footnotes and endnotes in our document to provide additional information, references, or citations. We can control their formatting and placement using options in this tab.

3. Citations and Bibliography: The "Citations & Bibliography" group allows us to manage your citations and generate bibliographies. We can choose from different citation styles and insert citations into our document. Word can also create a bibliography or works cited page based on the citations we've added.

4. Insert Citation: This feature allows us to add references to books, articles, and other sources to a document. Word can create a list of these sources in the chosen citation style.

5. Manage Sources: In this section, we can add, edit, and manage the sources you've used in your document. This is particularly helpful for maintaining a reference database that we can use throughout your document.

6. Captions: We can add captions to images, tables, and other objects in our document. Word can automatically number these captions and create a table of figures.

7. Index: If we are creating an index for a book or a long document, we can use the "Mark Entry" and "Insert Index" options to mark and generate an index.

8. Document Management: We can use the "Document Management" features to add document properties, track changes, and protect a document with a password or restrict editing.

9. Mail Merge: While not directly related to references, the "Mail Merge" function allows us to create personalized documents by merging data from an external source, such as an Excel spreadsheet, into a Word document.

TASK 2:

TITLE: BIOGRAPHY OF ZUNAIRA ABDUL AZIZ

INTRODUCTION:

Hey!!! My name is Zunaira Abdul Aziz. I was born in 2004, Lahore. My father's name is Muhammad Abdul Aziz. My mother's name is Ayesha Abdul Aziz. I have 3 siblings, 2 sisters and one brother. I am the eldest daughter.

YOUR EARLY EDUCATION:

I did my preschool from Sadqan Academy Karachi from playgroup to KG2. I skipped Grade 1 and attended half term of grade 2. I then shifted to Riyadh, Saudi Arabia where I did my grade 3 AND 4 FROM ROYAL International School. I attended middle school in Success International School from grade 5 to grade 7 where I received positions and medals on my academic performances. I started my O levels in grade 8 where I again switched schools and went to Pakistan International school, Riyadh (PISES).

I shifted to Pakistan in 2018, where I skipped grade 9 and went straight to grade 10. I appeared for O levels in Grade 10 and 11 From Message Grammar School.

College Education:

I attended Pak Turk Maarif International School where I did my A-levels. My subjects were Math, Physics and Chemistry where I received three A's in my A-levels and As- levels. I graduated from college in 2022.

List various reasons for joining ITU:

I joined ITU in the year 2023 fall session. I joined ITU due to its amazing studies and top faculty. ITU has a name in the IT industry.

ZUNAIRA ABDUL AZIZ BSSE23058

ITU graduates have great potential and get good job opportunities.

ITU aims to advance knowledge and pursue excellence in science, technology, engineering and other areas of scholarship, with an encompassing commitment to develop Pakistan and promote human welfare.

Objectives after graduation:

My objectives after Graduation are to get a good job, work hard and open a Software house. I also want to work at Google, Apple headquarters. I also want to Travel the world, make apps, develop programs and websites.

Conclusion:

This is my Life. I want to become a better person, work hard and make my dreams come true. I want to be successful and make this world a better place.

TASK 3:

Report Card

SUBJECT	SUBJECT CODE	GRADES AS	GRADES A2
MATHEMATICS	**9709**	**a**	**A**
PHYSICS	**9702**	**a**	**A**
CHEMISTRY	**9701**	**a**	**A**