

Department of Computer and Software Engineering

SE100L: Information and Communication Technologies Lab

Course Instructor: Hamza Shaukat	Dated: 31-10-2023
Lab Engineer : Asif Ali	Semester: Fall 2023
Batch: BSSE23	

LAB 9 Technical Report Writing

Name	Roll. No.	Total Marks (35)
Zunaira Abdul Aziz	BSSE23058	

Checked on: _____

Signature: _____

Objective

This lab will introduce students about the basics of technical writing using MS Word.

Description

Technical writing is defined as taking complicated subject matter and transforming it into easy to understand information for the reader.

There are three main rules of technical writing

1. Say it in the fewest words possible
2. Don't offend your audience
3. Guide your audience

Say in fewest words mean that your writing must not be wordy but concise.

For example,

"I am sending you this announcement to let you all know that the office will be closed on Monday."

This statement can be written as

"The office will be closed Monday."

"Don't offend the audience" means that writing tone must be friendly . Reader must not get irritated. One must use the positive language.

For example

"I think you should adopt the policies listed in my proposal when implementing a retirement plan."

This statement should be written as

"You may find the following information useful when implementing a retirement plan."

Guide your audience in a good way. Writing must not be confusing but conversational.

For example

"He hypothesized that the vehicle was not operational because of a malfunctioning gasket."

This statement should be written as

"He thought that the vehicle was not working because of a bad gasket."

Technical Writing using MS Word

Technical report format is different from normal report. The format requirement for technical writing is given below. Whole document must follow these requirements.

- 1) Typeface
 1. Space of the text should be 1.5, Font. 12 Times New Roman (TNR), text must be justified
 - 2.
- 2) Margins
 3. 3.8 cm left (1.5 Inches)
 4. 3.0 cm right, top and lower (1.2 Inches)
 - 5.
- 3) Task heading should be in following format.
 6. First Level Heading 14 Times New Roman (All capital, bold)

In MS Word, go to “Reference” tab. In this tab there is a group “Citations & Bibliography”. By using the functionalities provided by this tab we can convert the document to a standard format.

Here is the link that explains the usage of this group in detail.

http://www.google.com.pk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&ved=0CCMQFjAB&url=http%3A%2F%2Fwww.nanotech.units.it%2FSeminars%2FCSER_Howto_Use_Word-Citations-Bibliography-Tool.pdf&ei=26-fUKPOCuOd0QWymYHADg&usg=AFQjCNEfMKrzyWpMLrX8_ggNSnXmpRB3jw

To provide any reference in formal technical report there is a particular pattern. You can find the details about that using the following link

http://www.officetooltips.com/word/tips/create_a_bibliography.html

Lab Tasks

9.1.1. Lab Task 1: Formatting Basics

Open Microsoft Word and create a new blank document.

Set the page layout to match standard report requirements (e.g., margins, page size, and orientation).

Apply consistent font styles (heading, subheading, body) to your document.

Insert a cover page with a title, your name, and the date.

Create a table of contents.

Add page numbers and ensure correct formatting.

9.1.2. Lab Task 2: Citations and References

Research a topic and gather information from different sources.

Insert in-text citations using a specific citation style (e.g., APA, MLA).

Create a bibliography or reference page for the document.

Ensure that all references are properly formatted and listed alphabetically.

Apply hanging indents and consistent formatting to the references.

Cross-reference within the document, linking citations to the references.

Verify that citations and references are accurate.

9.1.3. Lab Task 3: Headings and Subheadings

Organize your document into sections with headings and subheadings.

Apply a consistent numbering or labeling system for these sections.

Create a table of contents that automatically updates with the headings.

Customize the style and formatting of your headings.

Make sure your document is easy to navigate using these headings.

9.1.4. Lab Task 4: Tables and Figures

Insert a table into your document to present data or information.

Format the table with borders, shading, and alignment.

Add a title and a caption to the table.

Insert a figure (e.g., an image or chart) into your document.

Add a title and a caption to the figure.

Ensure that tables and figures are referenced within the text and correctly numbered.

9.1.5. Lab Task 5: Lists and Bullets

Create lists (both numbered and bulleted) to organize information.

Customize the formatting of the lists, such as indents and spacing.

Ensure consistent style for all lists in the document.

Review and adjust the lists for clarity and readability.

9.1.6. Lab Task 6: Page Headers and Footers

Add a header to the top of each page with a title and your name.

Include page numbers in the header or footer of your document.

Customize the page numbering format (e.g., Roman numerals for the first pages).

Set different headers for the cover page and subsequent pages.

Ensure that headers and footers are applied consistently throughout the document.

9.1.7. Lab Task 7: Collaborative Editing and Comments

Share your document with a peer or collaborator.

Review and track changes made by the collaborator.

Accept or reject tracked changes and comments.

Add comments and annotations to the document.

Resolve any conflicting edits and comments.

Ensure that the final document reflects the collaborative changes accurately.

31st October, 2023

LAB 9

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ZUNAIRA ABDUL AZIZ

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Arfa technology tower

<i>Introduction</i>	2
Intro of Author of Atomic Habits	2
<i>Break Down of Book</i>	2
Build a system for getting 1% better every day.	2
Break your bad habits and stick to good ones.	2
Avoid the common mistakes most people make when changing habits.	2
Overcome a lack of motivation and willpower.	2
Develop a stronger identity and believe in yourself.	2
Make time for new habits (even when life gets crazy).	2
<i>Conclusion</i>	2
Review of the book	2

INTRODUCTION OF AUTHOR:

James Clear is the author of the best-selling book "Atomic Habits." In his book, he explores the science of habit formation and provides practical advice on how to build good habits, break bad ones, and make lasting changes in your life. Clear's work has gained widespread recognition for its insights into personal development and behavior change. Clear introduces the concept of "atomic habits," small, incremental changes that can lead to significant improvements over time. He highlights the compounding effect of habits and how they shape our identity. (Clear, 2018)

Clear, J. (2018). Atomic habits: An easy & proven way to build good habits & break bad ones. Avery.

Breakdown of Book

Chapter 1: The Surprising Power of Atomic Habits

James Clear explains how tiny changes can lead to remarkable transformations. He discusses the importance of understanding the "Four Laws of Behavior Change" for habit formation.

Chapter 2: How to Build Better Habits in 4 Simple Steps

James Clear introduces the "Four Laws of Behavior Change" – Cue, Craving, Response, and Reward – as a framework for habit formation. He provides practical guidance on how to apply these laws to build positive habits and break negative ones.

Chapter 3: The Man Who Didn't Look Right

Clear tells the story of Jerry Seinfeld's "Don't Break the Chain" technique to illustrate the power of consistency. He emphasizes the importance of tracking your habits and using visual cues to stay on course.

Chapter 4: The Best Way to Start a New Habit

He explains the "Two-Minute Rule" and how starting with a small, easy action can lead to habit initiation. He discusses the role of motivation and willpower in habit formation.

Chapter 5: Motivation Is Overrated; Environment Often Matters More

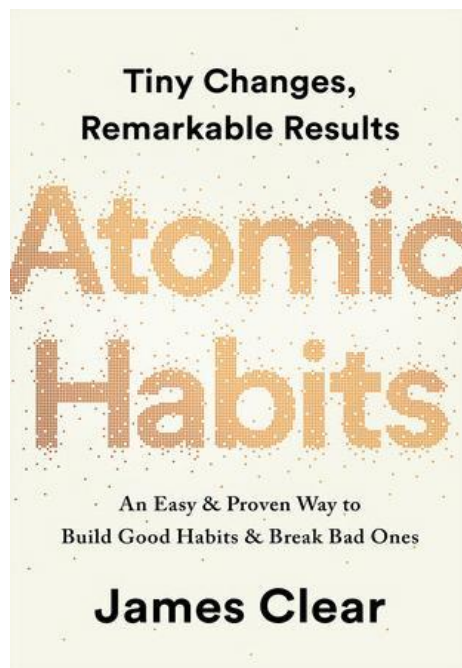
James Clear argues that environment plays a significant role in shaping our habits. He explores the idea of "temptation bundling" and creating an environment that supports good habits.

Conclusion:

"Atomic Habits" is a comprehensive guide to understanding and changing your habits, with practical advice and real-life examples to help you build a better, more productive life through small, consistent actions.

Chapter No.	Topic Name
Chapter 1	The Surprising Power of Atomic Habits
Chapter 2	How to Build Better Habits in 4 Simple Steps
Chapter 3	The Man Who Didn't Look Right
Chapter 4	The Best Way to Start a New Habit
Chapter 5	Motivation Is Overrated; Environment Often Matters More

Table 1: Chapters of Atomic Habits



Book Picture 1

- 1) **Chapter 1**
 - a) The Surprising Power of Atomic Habits
- 2) **Chapter 2**
 - a) How to Build Better Habits in 4 Simple Steps
- 3) **Chapter 3**
 - a) The Man Who Didn't Look Right
- 4) **Chapter 4**
 - a) The Best Way to Start a New Habit
- 5) **Chapter 5**
 - a) Motivation Is Overrated; Environment Often Matters More