National University of Computer and Emerging Sciences



**Lab Exercise**

**CS’19/E**

**Introduction to Computer Technology**

**Lab # 01**

**Department of Computer Science**

**Instructions**

**Read the Instructions Carefully:**

* **Deadline for assignment submission is 2nd September, 2019 (Monday) till 1:00 pm.**
* **Submit your assignment file on Google Classroom.**
* **Late submissions would not be entertained.**
* **Your Files Name must be as “Roll\_number\_Name\_Section”.**
* **It should be clear that in case of copying; all parties involved in the copy case will be graded “Fail”.**

**………………………………………………………………………….....**

**TASK 1 FOR MS-WORD**

* Create a word file and perform all tasks in single word document as given below.

1. Type three paragraphs about **Technology with proper Headings (main and sub-headings)** and each paragraph contain maximum 6-7 lines.
2. Set main heading format as Arial Narrow and size 18 also format sub-heading as Impact and size 14.
3. You should have to use pictures/ diagrams to elaborate your title.
4. Images/pictures should be aligned and formatted in wrap-text.
5. Change the line space of your paragraphs to 1.5 spacing and justify their alignment.
6. Make 8 points spacing before and after every paragraphs.
7. Write down the Title and embolden it, in title case, font size 18 and underlined
8. Spell checks the entire paragraphs.
9. Change the font of the entire paragraphs to Algerian.
10. With exception of the title, change the entire passage to two columns
11. Insert footer of the document as ***Technology.***
12. Apply a page border of your own choice.
13. Draw table of your time table (Tuesday schedule).
14. Draw table of content (automatic) according to your document.
15. Draw table of figure and List of tables with their respective captions.
16. Add watermark of your name.
17. Insert a well styled page border.
18. Insert a hyperlink and bookmark in your document.
19. Create a well-organized cover page according to your title i.e. technology. (Cover page must also include your Name, Roll number, Section, Title of document and Date of submission).
20. Insert page numbers on your document and your page numbers should be start from your first paragraph page. (No page number on cover page and table of content, table of figure, list of table).

**TASK-2 FOR MS-POWERPOINT**

* Make 6 slides of your own title’s choice.
* Title your presentation in slide number 1.
* Add one video about technology in your slide number 2.
* Slides should be animated and well presentable (texts and slides both).
* Alignment/format/font/spacing and design should be well.
* On a next slide number add/create an organization chart using the content layout for Aardvark Advertising Inc. consisting of a CEO (Jane Peters), her assistant (Jo Whalley), three managers (Nathan Samms - Creative Director, John Blake - Sales and Miriam Solberg - IT). As shown in given Figure.
* Fill the Managers' boxes with yellow, the PA with green, and the CEO with grey.
* Apply different font styles for the different individuals/boxes.
* Save the presentation.

**TASK 3 FOR MS-EXCEL**

**Enter the data given below into a worksheet.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **D** | **E** | **F** | **G** |
| ***Menu list*** | | | | | | | |
| **1** |  | **Mon** | **Tue** | **Wed** | **Thursday** | **Fri** | **TOTAL** |
| **2** | Breakfast | 3,560 | 3,186 | 2,952 | 3,395 | 3,436 |  |
| **3** | Lunch | 20,163 | 21,416 | 19,912 | 19,681 | 18,628 |  |
| **4** | Bar | 9,873 | 12,172 | 12,642 | 12,711 | 18,846 |  |
| **5** | Snacks | 2,405 | 3,544 | 2,694 | 3,120 | 3,712 |  |
| **6** | **TOTALS** |  |  |  |  |  |  |

* Get the sum of all the figures within the range.
* Get the average of all the figures within the range.
* Get the count of all the figures within the range by using COUNT function.
* Make all the Totals bold, two decimal places, comma, center the title across columns A-G and make it size 16, bold and Italic.
* Put a double border round the whole table and a single line border inside the table.
* Change the horizontal and vertical text alignments as center.
* Select the columns from B to D and apply AutoFit Selection for these columns
* Add a new row above the 3rd row.
* Select the cells from B5 to G7. Change the cell color as light blue.
* Write down in one column “ICT-LAB2-ROLL\_NO-CS’19/B” (Just after applying all above tasks). Apply Merge and wrap text on it.
* Save the worksheet with specific name.

**---------------------------------------------------------------------------------------**

**CLASS TASK FOR 6th September, 2019 (Friday) in Lab-IV**

**You have to just present/elaborate your task/standards in class**

1. **Note down minimum 20 points of creating/writing a professional word document/report.**
2. **Note down minimum 20 points of creating slides and well organized presentation/Presentation skills.**

**NOTE: Follow IEEE or any other organization’s standards/professional skills to elaborate your task.**