

LAB NO: 4

Advanced Formatting in Microsoft Word

Objective:

The main objective of this lab is to study the below given advanced formatting techniques in MS Word:

- Inserting Header and Footer
- Inserting Page Number
- Inserting and formatting Tables
- Inserting figures and screenshots
- Inserting symbols and writing equations/formulas
- Line spacing options and changing margins
- Finding and Replacing words

Lab Tasks:

Q1: Write steps to insert screenshot in MS Word using Paint.

Q2: Draw the time table of 1st Semester of Electrical Engineering Department in MS Word including both theory courses and Labs along with Header mentioning the title of this task along with your name and ID.

Q3: Insert 2 figure in MS word (figure should be related to Introduction to Computing course) along with Header mentioning the title of this task along with your name and ID.

Q4: Insert any 10 Engineering Symbols in MS Word. Also, make any 10 Mathematical equations in MS Word along with Header mentioning the title of this task along with your name and ID.

Teacher Remarks:

Obtained Marks: _____ / 10