

Lab Week # 1 (Microsoft Word Lab Work) (Section C)

1. *Write down your Student Name, Father's Name, Email Address, Qualification, Phone #, Marks Acquired (matric, FSc). And any useful Data pertaining to yourself using Tabs Alignment using Ruler and Left Alignment. Use BOLD and ITALIC also.*
2. **Write down 8-10 Lines About yourself, about your vision and achievement done until now in Font Size (12-14) and Proper Indentation with Heading**
3. **Using Word Art Tool, make a Small Single Page Banner which Encompasses all the Relevant Details in question# 1 and 2 with Proper Background, highlighting, Background tool and Different Sizes used.**
4. **Write Down 7 to 8 Lines in a Paragraph (properly indented) Regarding your School and your Life at School?**
5. **Do the Following Octal to Decimal Calculations for the following numbers 37, 484, 346, 1723. (showing all superscript Mathematical calculations)**
6. **Do the Following Binary to Decimal Calculations for the Following Numbers 11000110, 10001100, 001100100 (showing all superscript Mathematical calculations)**

Topics or Tools Done (HOME TAB)

1. **Copy, Paste, Format Command**
2. **Font Size, Font & Formatting Selection**
3. **Superscript, Subscript Selection**
4. **Bold, Italic, underline, Strike Tools**
5. **Highlight, Color Selection Tool**
6. **Indentation using Ruler and Tabs (Left, Right, Center)**
7. **List using Numbers, Alphabets or Bullets & Sub-listing**
8. **Line Spacing, Paragraphs**
9. **Inserting Table (Initial) + Symbols Addition from INSERT Tab**

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40122506286247381 = PSID (On Property Slip)

PIN = 06180-185008003902019900577-01

40122508286247381

Name: Arsalan A Rahim

Qualification: Electrical Engineer

$$(37)_8 = (3 \times 8^1) + 7 \times 8^0$$

$$= (3 \times 8) + (7 \times 1)$$

$$= 24 + 7$$

$$= (31)_{10}$$