

## 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

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

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

$$= 24 + 7$$

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