




AICT Lab

WEEK # 3

Session 2025

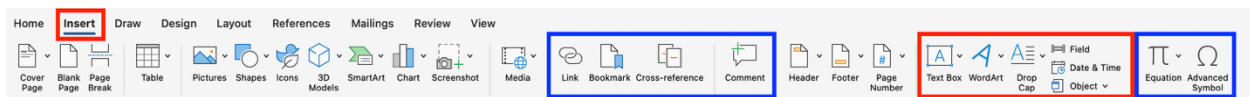
Electrical Engineering Department UET
Lahore



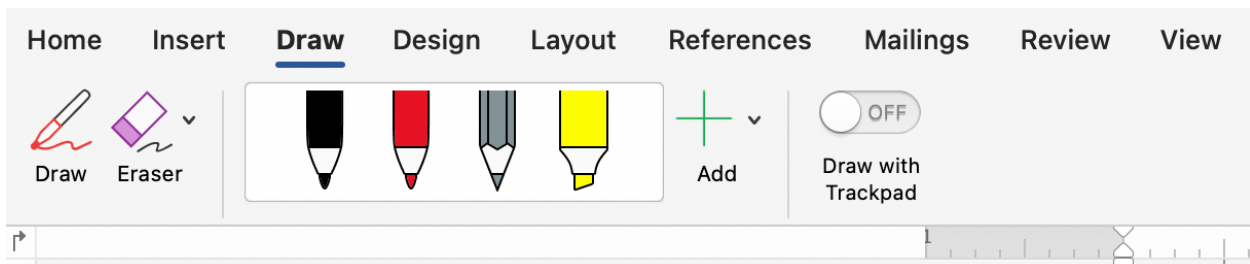
Lab Week # 3 (Microsoft Word Lab Work) (Section A)

1. INSERT TAB:

- Remaining Buttons to be discussed such as
BOOKMARK, TEXT BOX, DATE & TIME, OBJECT, FIELD
- Revisiting Last Lab **SYMBOLS & EQUATION (MATHS TOOL BOX)**



2. DRAW TAB:



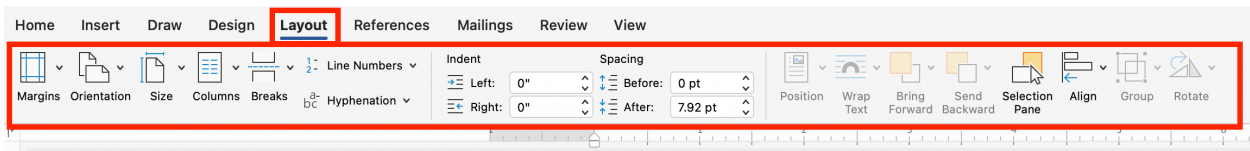
3. DESIGN TAB:

- **WATERMARK on Page**
- **Page Color Change**
- **Page Borders & Shading**



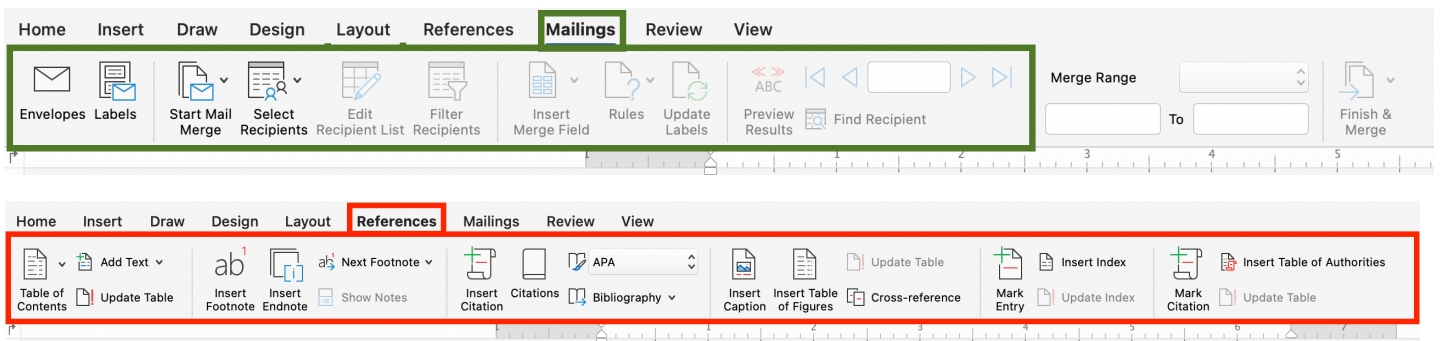
4. LAYOUT TAB

- MARGINS, ORIENTATION & SIZE of document
- COLUMNS inside a Page
- BREAKS (SECTION, PAGE, NORMAL)
- INDENTATION & SPACING in a Document
- Alignment, Position & Wrapping Around Text



5. REFERENCES & MAILING TAB *(Do it Yourself at Home)*

- Table of Contents
- Endnotes, Captions and Tables of Figures
- Citation & Mark Entry
- Envelopes & Labels on a Document
- Mail & its Recipients



**WORK TASKS TO BE
COMPLETED IN LAB**

**WILL BE AVAILABLE IN
RESPECTIVE LAB**

WORK TO BE COMPLETED IN LAB

1. Make a Cover Page (not used Built in) of this Assignment with Page Border & Text Boxes using your Name, Section, Department, University Name (1)
2. Use Water-Mark on all Pages of Work Below (3 Pages) & with the Section Name as Water Mark. Use Appropriate name for Section Name or Name Given in parenthesis and Header Should Also be the Same Center Aligned. (2)
3. Make a 2 Column Page Section in Orientation POTRAIT (**NEWS**) which has a Table (2 column) Inside for all the Subjects and Marks in your FSc or A level classes in one Column with some text or data pertaining to your Goals Achieved or not. In Second Column you Have to add all Tools or Features uptil now Learned in Microsoft Word in Bullets. (6)
4. Make a Section of Page with Orientation LANDSCAPE (**COUNTRIES**) & add 7 Text Boxes with Different Fill Area, Fill Color, Full name with Text as Name of Any Country & The National Sports of that Country. Use Specific Colors for Specific Countries. . The page is going to be have a Border also. (7)

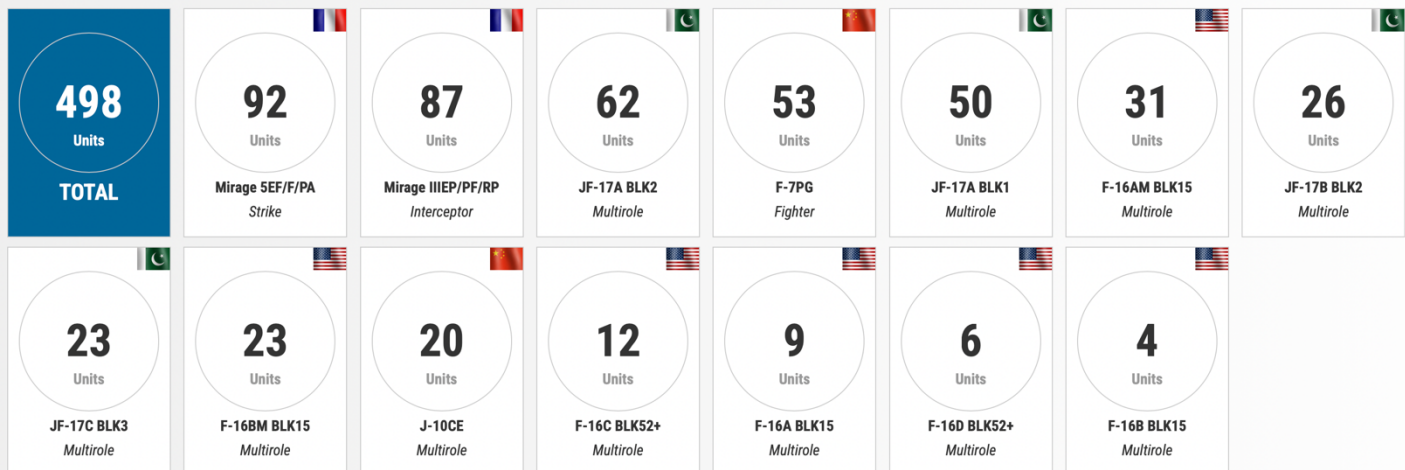
Lab Week # 3 (Microsoft Word Lab Work) (Section C)

WORK TO BE COMPLETED IN LAB

5. Add a Landscape Page Section (**CHART**) with the following Data made into a 3D Clustered Chart where Each Data is pertaining to the Number of Fighter Aircrafts available in Pakistan AirForce Inventory. Make a 3D Cluster Chart for each of the 14 types available. (4)

Fighters (Making up approximately 57% of Total Strength)

Airframes classified as fighter, interceptor, or strike types including multirole and excluding dedicated bombers and CAS (Close-Air Support). Based on published procurement reports, the short-term / long-term Outlook for the category is **POSITIVE**. Click on individual plates to view entry details.



WORK TO BE COMPLETED IN LAB

1. **Make a Cover Page (not used Built in) of this Assignment with Page Border & Text Boxes using your Name, Section, Department, University Name (1)**
2. **Use Water-Mark on all Pages of Work Below (3 Pages) & with the Section Name as Water Mark. Use Appropriate name for Section Name or Name Given in parenthesis and Header Should Also be the Same Center Aligned. (2)**
3. **Make a 2 Column Page Section in Orientation POTRAIT (NEWS) which has a Table (3 column) for Batsman Name, Runs Scored & Balls Faced from the Table Given below. Use Appropriate Formatting For this Table.

In Second Column you Have to add all Tools or Features until now Learned in Microsoft Word in Bullets. Use Sub-Listing to show Sub-heading (6)**

Lab Week # 3 (Microsoft Word Lab Work) (Section C)

WORK TO BE COMPLETED IN LAB

India 1st Innings			
Batting		R	B
<u>Yashasvi Jaiswal</u>	✓ b Stokes	101	159
<u>KL Rahul</u>	✓ c Root b Carse	42	78
<u>Sai Sudharsan</u>	✓ c †Smith b Stokes	0	4
<u>Shubman Gill (c)</u>	✓ c Tongue b Shoaib Bashir	147	227
<u>Rishabh Pant †</u>	✓ lbw b Tongue	134	178
<u>Karun Nair</u>	✓ c Pope b Stokes	0	4
<u>Ravindra Jadeja</u>	✓ b Tongue	11	15
<u>Shardul Thakur</u>	✓ c †Smith b Stokes	1	8
<u>Jasprit Bumrah</u>	✓ c Brook b Tongue	0	5
<u>Mohammed Siraj</u>	not out	3	7
<u>Prasidh Krishna</u>	✓ b Tongue	1	3
Extras	(b 1, lb 14, nb 9, w 2, pen 5)	31	
Total	113 Ov (RR: 4.16)	471	

**4. Make a Section of Page with Orientation LANDSCAPE
(COUNTRIES) & using Shapes & Text Boxes make Flags (Colored) of
the following Countries (7)**

(a). Pakistan

(b). India

(c). France

(d). China

WORK TO BE COMPLETED IN LAB

5. Add a Landscape Page Section (**CHART**) with the following Data made into Stacked Line (Without markers) where Each Data is pertaining to Runs Scored in each over by two teams in a One day Cricket Match.

Ovs	Bangladesh	Afghanistan
1	5/0(5 runs, 0 wkt)	5/0(5 runs, 0 wkt)
2	6/0(1 run, 0 wkt)	12/0(7 runs, 0 wkt)
3	12/0(6 runs, 0 wkt)	17/0(5 runs, 0 wkt)
4	19/1(7 runs, 1 wkt)	23/0(6 runs, 0 wkt)
5	25/1(6 runs, 0 wkt)	30/0(7 runs, 0 wkt)
6	27/2(2 runs, 1 wkt)	31/0(1 run, 0 wkt)
7	27/2(0 runs, 0 wkt)	41/0(10 runs, 0 wkt)
8	31/2(4 runs, 0 wkt)	46/0(5 runs, 0 wkt)
9	43/2(12 runs, 0 wkt)	51/0(5 runs, 0 wkt)
10	51/2(8 runs, 0 wkt)	53/1(2 runs, 1 wkt)
11	52/2(1 run, 0 wkt)	55/1(2 runs, 0 wkt)
12	53/3(1 run, 1 wkt)	58/1(3 runs, 0 wkt)
13	55/3(2 runs, 0 wkt)	58/2(0 runs, 1 wkt)
14	57/3(2 runs, 0 wkt)	61/2(3 runs, 0 wkt)
15	62/3(5 runs, 0 wkt)	63/2(2 runs, 0 wkt)
16	65/3(3 runs, 0 wkt)	66/2(3 runs, 0 wkt)
17	67/3(2 runs, 0 wkt)	71/2(5 runs, 0 wkt)
18	68/3(1 run, 0 wkt)	72/2(1 run, 0 wkt)
19	71/3(3 runs, 0 wkt)	76/2(4 runs, 0 wkt)
20	80/3(9 runs, 0 wkt)	80/2(4 runs, 0 wkt)
21	82/3(2 runs, 0 wkt)	87/2(7 runs, 0 wkt)
22	87/3(5 runs, 0 wkt)	92/2(5 runs, 0 wkt)
23	91/3(4 runs, 0 wkt)	97/2(5 runs, 0 wkt)
24	96/3(5 runs, 0 wkt)	100/2(3 runs, 0 wkt)
25	98/3(2 runs, 0 wkt)	104/2(4 runs, 0 wkt)
26	106/3(8 runs, 0 wkt)	110/2(6 runs, 0 wkt)
27	107/3(1 run, 0 wkt)	118/2(8 runs, 0 wkt)
28	110/3(3 runs, 0 wkt)	121/2(3 runs, 0 wkt)
29	120/3(10 runs, 0 wkt)	128/2(7 runs, 0 wkt)
30	131/3(11 runs, 0 wkt)	135/2(7 runs, 0 wkt)

Lab Week # 3 (Microsoft Word Lab Work) (Section C)

WORK TO BE COMPLETED IN LAB

Ovs	Bangladesh	Afghanistan
31	139/3(8 runs, 0 wkt)	136/3(1 run, 1 wkt)
32	139/3(0 runs, 0 wkt)	136/4(0 runs, 1 wkt)
33	143/3(4 runs, 0 wkt)	137/4(1 run, 0 wkt)
34	147/3(4 runs, 0 wkt)	139/4(2 runs, 0 wkt)
35	153/3(6 runs, 0 wkt)	144/4(5 runs, 0 wkt)
36	156/4(3 runs, 1 wkt)	148/4(4 runs, 0 wkt)
37	165/4(9 runs, 0 wkt)	156/4(8 runs, 0 wkt)
38	169/4(4 runs, 0 wkt)	158/4(2 runs, 0 wkt)
39	175/5(6 runs, 1 wkt)	159/4(1 run, 0 wkt)
40	177/5(2 runs, 0 wkt)	169/4(10 runs, 0 wkt)
41	178/6(1 run, 1 wkt)	175/4(6 runs, 0 wkt)
42	182/6(4 runs, 0 wkt)	183/4(8 runs, 0 wkt)
43	185/6(3 runs, 0 wkt)	195/5(12 runs, 1 wkt)
44	194/6(9 runs, 0 wkt)	204/5(9 runs, 0 wkt)
45	197/7(3 runs, 1 wkt)	208/5(4 runs, 0 wkt)
46	202/7(5 runs, 0 wkt)	216/5(8 runs, 0 wkt)
47	205/8(3 runs, 1 wkt)	220/5(4 runs, 0 wkt)
48	211/9(6 runs, 1 wkt)	226/5(6 runs, 0 wkt)
49	221/10(10 runs, 1 wkt)	-

Use Appropriate Colors for each Team and show the Chart
on a Landscape Page