

AICT Lab

# WEEK # 3

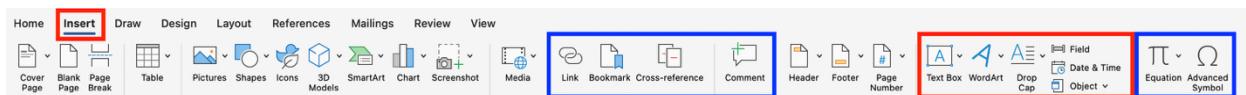
Session 2025

Electrical Engineering Department UET  
Lahore

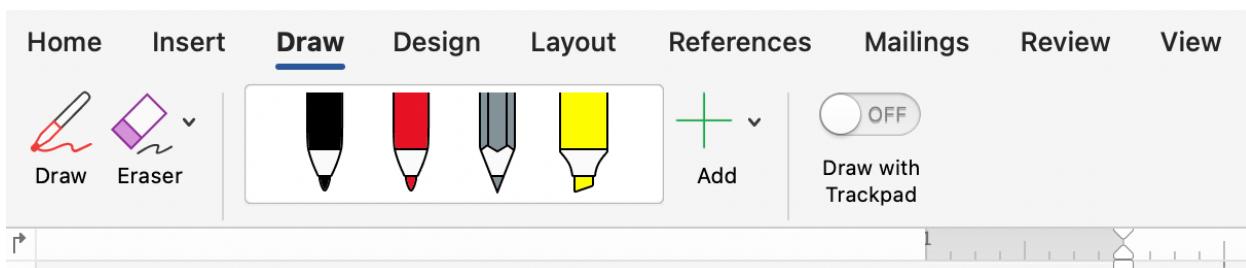
## Lab Week # 3 (Microsoft Word Lab Work) (Section A)

### 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:

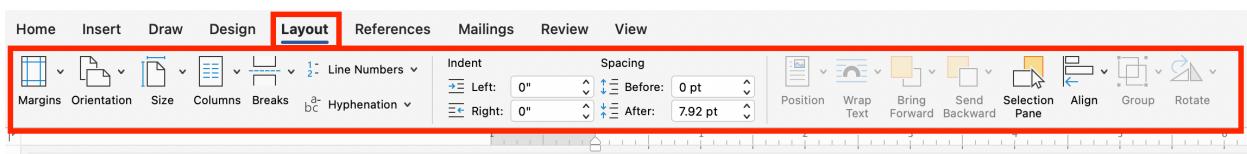
- **WATERMARK on Page**
- **Page Color Change**
- **Page Borders & Shading**



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

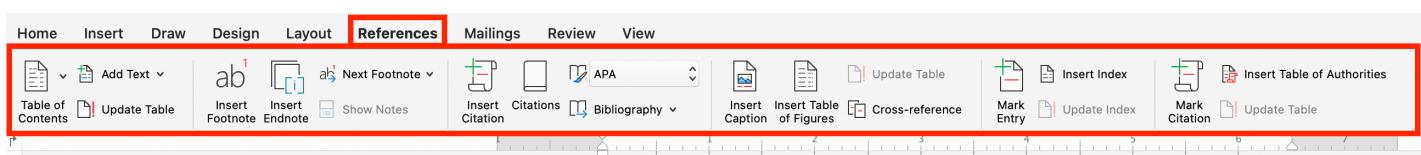
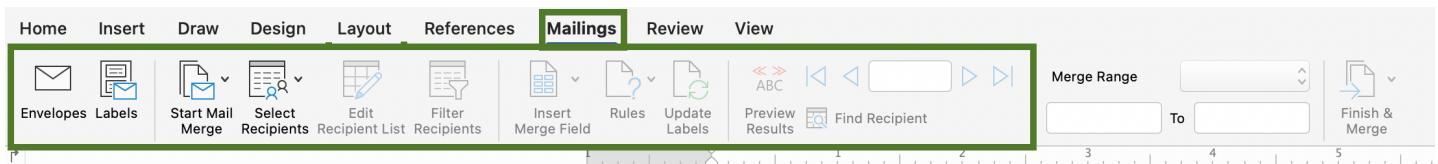
### 4. LAYOUT TAB

- 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 BASIC TO BE  
COMPLETED IN LAB**

**WILL BE AVAILABLE IN  
RESPECTIVE LAB**