




AICT Lab

WEEK # 3

Session 2025

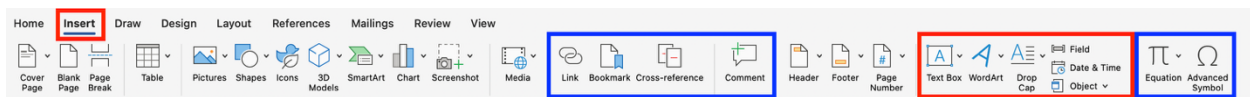
Electrical Engineering Department UET
Lahore



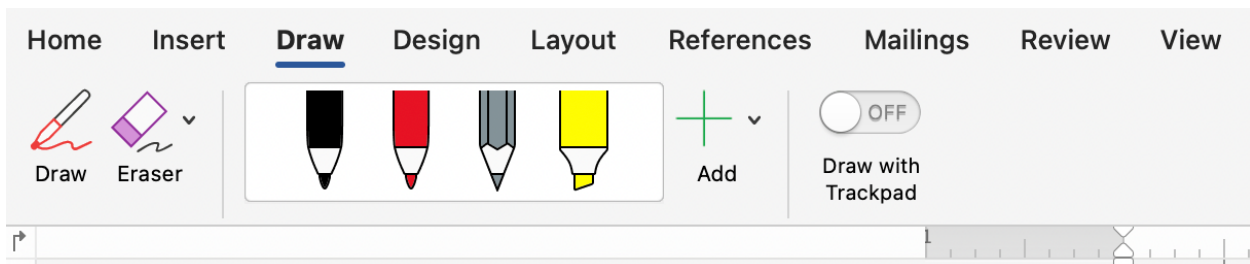
Lab Week # 3 (Microsoft Word Lab Work) (Section A)

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:



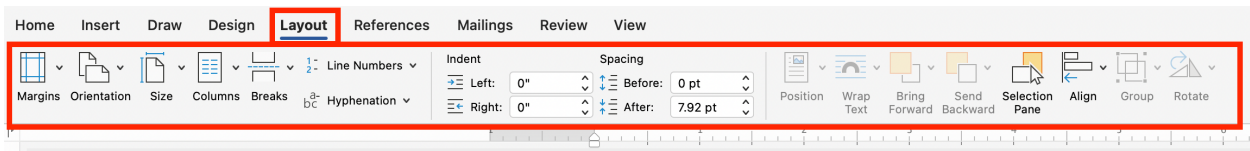
3. DESIGN TAB:

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



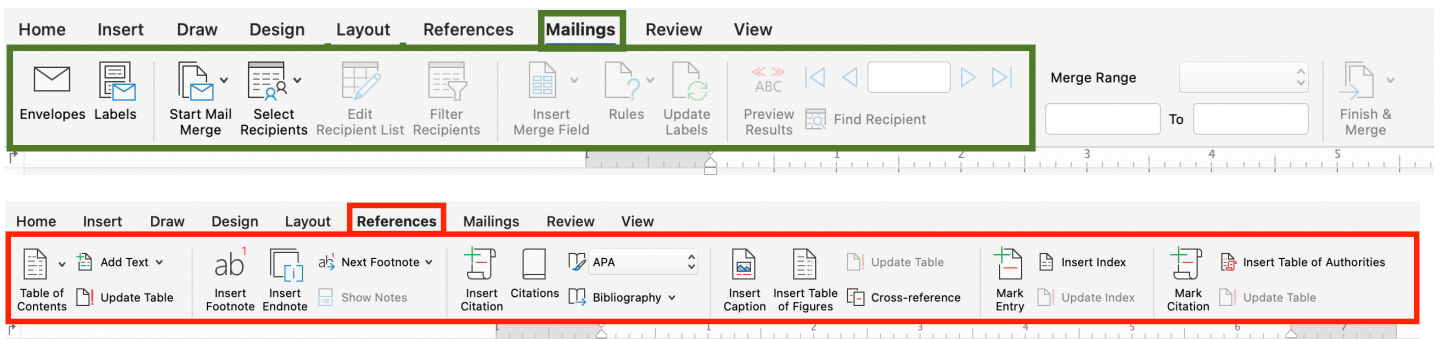
4. LAYOUT TAB

- 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**