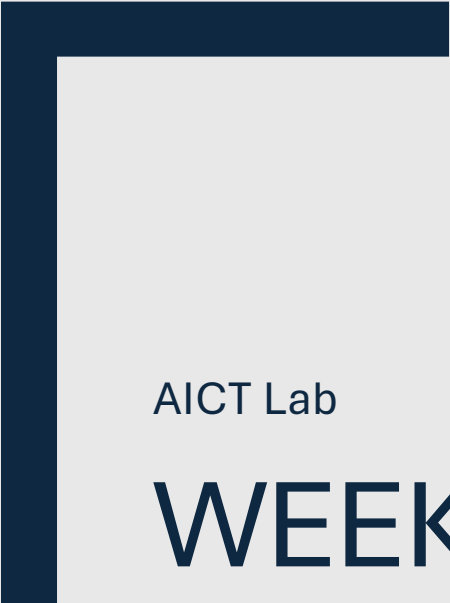




AICT Lab

WEEK # 4

Session 2025

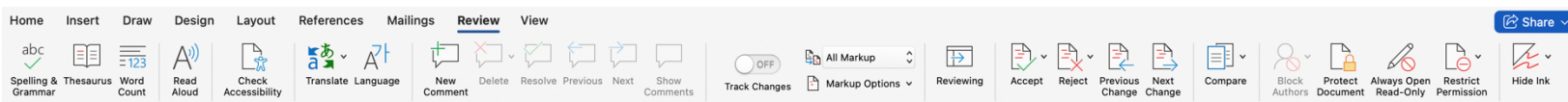
Electrical Engineering Department UET
Lahore



Lab Week # 4 (Microsoft Word Lab Work) (Section A)

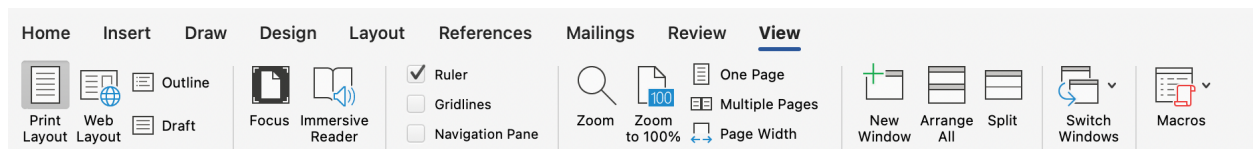
1. REVIEW TAB:

- SPELLING & GRAMMER CHECK, THESAURUS
- Data Tools Such as READOUT, TRANSLATE, LANGUAGE, WORD COUNT
- Encryption Tools: PROTECT, READ ONLY



2. VIEW TAB:

- ZOOM Options
- LAYOUT (PRINT AND WEBLAYOUT)



3. Miscellaneous Tools

- FIND
- REPLACE
- SPECIAL PASTE

4. REVISITING RULER, TABS, INDENTATION & BREAKS:

- RULER
- TABS (Center, Left, Right) + Indentation
- BREAKS (Section, NewPage, Even or Odd)

**WORK TASIC TO BE
COMPLETED IN LAB**

**WILL BE GIVEN PRINTED
HARD COPY IN RESPECTIVE
LAB**

Please Make Sure, you Follow the Respective Document # in
the Lab from the List Give Below
**Write Down your Name & Roll # in the Footer Section of
that Document**

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

WORK TO BE COMPLETED IN LAB

S.No	Roll #	Name	Document No.
1	2025-AI-001	AMMARA NAVEED	Document # 1
2	2025-AI-002	Sadia Shafiq	Document # 2
3	2025-AI-003	Kanwal Fatima	Document # 5
4	2025-AI-004	Nashaman Azam	Document # 4
5	2025-AI-005	Afia Sajal	Document # 5
6	2025-AI-006	Rabia Jamil	Document # 1
7	2025-AI-007	Maira Abid	Document # 2
8	2025-AI-008	Shiza	Document # 1
9	2025-AI-009	Ayesha Malik	Document # 4
10	2025-AI-010	Pakiza Noor	Document # 5
11	2025-AI-011	Asma	Document # 1
12	2025-AI-012	Sara Sohail	Document # 2
13	2025-AI-013	KAINAT IRSHAD	Document # 5
14	2025-AI-014	MINAHEL JAVED	Document # 4
15	2025-AI-015	Mahnoor Asif	Document # 5
16	2025-AI-016	Fiza Farooq	Document # 1
17	2025-AI-017	Alina Tayyab	Document # 2
18	2025-AI-018	Fatima Noor	Document # 4
19	2025-AI-019	SANIA BIBI	Document # 4
20	2025-AI-020	Eman Rasheed	Document # 5
21	2025-AI-021	ASHNA ARFAN	Document # 1
22	2025-AI-022	Aayan Khan	Document # 2
23	2025-AI-023	MUHAMMAD SARWAR ANJUM	Document # 2
24	2025-AI-024	Abdul Moiz	Document # 4
25	2025-AI-025	Muhammad Abubaker	Document # 5
26	2025-AI-026	Rana Muhammad Asad Saleem	Document # 1
27	2025-AI-027	Ahmed Rauf	Document # 2
28	2025-AI-028	Syed Izzan Abbas	Document # 5
29	2025-AI-029	Muhammad Bilal Irshad	Document # 4
30	2025-AI-030	Ammar Riaz	Document # 5
31	2025-AI-031	Muhammad Zubair	Document # 1
32	2025-AI-032	ABDUL REHMAN KHAN	Document # 2
33	2025-AI-033	MUHAMMAD AHMED	Document # 2
34	2025-AI-034	Muhammad Ammar	Document # 4
35	2025-AI-035	M Zulkifl	Document # 5
36	2025-AI-036	Salman Asghar	Document # 1
37	2025-AI-037	ABDUL NAFAY MINHAS	Document # 2
38	2025-AI-038	Muhammad Shiblian Nadeem	Document # 2
39	2025-AI-039	Muhammad Maaz Sultan	Document # 4
40	2025-AI-040	MUHAMMAD UMER	Document # 5
41	2025-AI-041	Atta ur Rehman	Document # 1
42	2025-AI-042	MUHAMMAD WARIS AKRAM	Document # 2
43	2025-AI-043	Muhammad Abzaan	Document # 1
44	2025-AI-044	Muhammad Ibrahim ul husnain	Document # 4
45	2025-AI-045	Faizan Ali	Document # 5
46	2025-AI-046	MUHAMMAD SABEEL	Document # 1
47	2025-AI-047	Umar Ashraf	Document # 2
48	2025-AI-048	Muhammad Zunair	Document # 4
49	2025-AI-049	ABDUL WAHAB MUSTAFA	Document # 4
50	2025-AI-050		Document # 5
51	2025-AI-051	Shaheer Ul Haq Sher	Document # 1
52	2025-AI-052	WASEEM HUSSAIN	Document # 2
53	2025-AI-053	Muhammad Waleed	Document # 1
54	2025-AI-054	Saim Bin Nazir	Document # 4
55	2025-AI-055	Muhammad Najeeb Ullah	Document # 5

Please Make Sure, you Follow the Respective Document # in the Lab

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

WORK TO BE COMPLETED IN LAB

S.No	Roll #	Name	Document No.
1	2025-AI-121	Arooj Fatima	Document # 6
2	2025-AI-122	Hadeekah Muskan	Document # 7
3	2025-AI-123	Uswa Fatima	Document # 8
4	2025-AI-124	Areeba Sattar	Document # 9
5	2025-AI-125	UMAIMA MARYAM	Document # 10
6	2025-AI-126	Mahra Iqbal	Document # 6
7	2025-AI-127	Kishwar Rafique	Document # 7
8	2025-AI-128	Afia Javed	Document # 8
9	2025-AI-129	TEHREEM BATOOL	Document # 9
10	2025-AI-130	Aliha Younas	Document # 10
11	2025-AI-131	Asma Nauman	Document # 6
12	2025-AI-132	Maryam Noor	Document # 7
13	2025-AI-133	Parishay Ajaz	Document # 8
14	2025-AI-134	Mahnoor Rafiq	Document # 9
15	2025-AI-135	Fizza Shabbir	Document # 10
16	2025-AI-136	Hania Nadeem	Document # 6
17	2025-AI-137	Aslina Farooq	Document # 7
18	2025-AI-138		Document # 8
19	2025-AI-139		Document # 9
20	2025-AI-140	Tehreem Adeel	Document # 10
21	2025-AI-141	Muhammad Awais Raza Ansari	Document # 6
22	2025-AI-142	MAHAD MUNIR	Document # 7
23	2025-AI-143	Saad Ali	Document # 8
24	2025-AI-144	Hassan Nazir	Document # 9
25	2025-AI-145	Muhammad Haroon Shahid	Document # 10
26	2025-AI-146	Muhammad Saim Akram	Document # 6
27	2025-AI-147	Haseeb Javed	Document # 7
28	2025-AI-148	Fakhar Abbas	Document # 8
29	2025-AI-149	MUHAMMAD AYAAN SHAHID	Document # 9
30	2025-AI-150	MUHAMMAD BAZZIL	Document # 10
31	2025-AI-151	Ghulam Mujahid	Document # 6
32	2025-AI-152	Umar Makhdoom	Document # 7
33	2025-AI-153	Shahid Ali	Document # 8
34	2025-AI-154	Atta ul Mustafa	Document # 9
35	2025-AI-155	ABDUL REHMAN	Document # 10
36	2025-AI-156	MUHAMMAD ABDULLAH	Document # 6
37	2025-AI-157	Muhammad Talha Noor	Document # 7
38	2025-AI-158	Muhammad Abdullah	Document # 8
39	2025-AI-159	Muhammad Muneeb ur Rehman	Document # 9
40	2025-AI-160	Hosam shafqat	Document # 10
41	2025-AI-161	Ahmad Ibrahim	Document # 6
42	2025-AI-162	MUHAMMAD AHMAD AFZAL	Document # 7
43	2025-AI-163	Muhammad Ahsan Ali	Document # 8
44	2025-AI-164	Muhammad Faseeh khan	Document # 9
45	2025-AI-165	Azeem Nasir	Document # 10
46	2025-AI-166	Abdullah	Document # 6
47	2025-AI-167	Muhammad Usman Asghar	Document # 7
48	2025-AI-168	Muhammad abdullah	Document # 8
49	2025-AI-169	HASEEB AHMAD	Document # 9
50	2025-AI-170	Muhammad Ahmad Tariq	Document # 10
51	2025-AI-171	Muhammad Al Faateh	Document # 6
52	2025-AI-172	Muhammad Moiez Asghar	Document # 7
53	2025-AI-173	Muhammad Abdullah	Document # 8
54	2025-AI-174	ROSHAIL ROSE	Document # 10
55			

Please Make Sure, you Follow the Respective Document # in the Lab