

## Lab Week # 1 (Microsoft Word Lab Work)

1. Write down your Student Name, Email Address, Qualification, Phone #, Marks Acquired. And any useful Data using Tabs Alignment using Ruler
2. Write down 8-10 Lines About yourself, about your vision and achievement done until now in Font Size 12 and Proper Indentation with Heading
3. Write down your Hobbies and Skillset in a List with Proper indentation and using Highlight Tool.
4. Write Down Your Review about UET in your First week in a Paragraph with Different Line Spacing
5. Do the Following Octal to Decimal Calculations for the following numbers 37, 487, 346, 1723. (showing all superscript Mathematical calculations)
6. Do the Following Binary to Decimal Calculations for the Following Numbers 11011110, 11001100, 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