OBJECTIVE:

The main objective of this first lab is to introduce the students with Word Processing Software. After this lab, the students will be able to create and develop their own document using appropriate application software.

QUESTION:

Activity 1 (5%)

1. Use Microsoft Word.
2. Obtain THREE pictures from any source (draw using paint brush, scan, Clipart, download from the internet with the guide from the demo etc).
3. Paste the pictures into your word document on the second page. (leave the first page blanked)
4. For each picture, put a title and make a simple essay to describe the picture. The title should use *Heading 1* style.
5. Your essay must contain at least 3 subsections which each subsection describes one main point. For example if you put a picture of a car, your subsection title may be like Engine Technology, Interior, and Exterior etc. (you may put extra picture in the subsections).
6. Use Heading 2 style for second layer subsection and Heading 3 for the third layer.
7. You need to use 1.5 lines spacing and justified alignment.
8. Insert page numbering into the document.
9. Use the blank first page to build *Table of Content* automatically from the menu *Insert/Reference/Index and Table*. Choose any format that you like.
10. Include appropriate *Header and Footer* text.
Activity 2 (5%)

1. Create a table that contains the information below:
   a. Numbering
   b. Your friend’s name
   c. Your friend’s address
   d. Your friend’s hobby

   - List down at least 3 of your friends’ name, address and hobby into the table
   - Shade each row in the table with different colors. Example (*please do better than this)*:

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Address</th>
<th>Hobby</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Create a personal TIMETABLE for your own time management. Shade the subjects (e.g. Lecture slots, tutorial slots and other personal activities) with different colors. Merge the boxes; apply center alignment, bold font style and etc, to make the timetable an interesting one. Example:

<table>
<thead>
<tr>
<th>Day\Time</th>
<th>8-9am</th>
<th>9-10am</th>
<th>……..</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>SAK3002</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   - Not available  | Tutorial class | Lecture class

   - Show this timetable to your demo
Activity 3 (5%)

1. Create your own letterhead based on your creativity.

2. Use the letterhead to write a letter to your friend. Your letter should contain at least 5 paragraphs. You may use the following points to express your words:
   - Greeting to your friend and etc
   - Discussing on his/her study or working
   - Family matter
   - Future planning

3. Choose a nice border for your special letter.

4. Using Mail Merge, send the letter to 10 person.

Activity 4 (5%)

Using Microsoft Equation from menu insert/object/Microsoft Equation, rewrite the following equations:

1) Mean of \( \bar{x} = \frac{1}{n} \cdot \sum_{i=1}^{n} x_i \)

2) Standard deviation of \( \sigma = \sqrt{\frac{1}{N} \sum_{i=1}^{N} (x_i - \bar{x})^2} \).

3) \( \mathbf{X} = \begin{bmatrix} 9 & 8 & 6 \\ 1 & 2 & 7 \\ 4 & 9 & 2 \\ 6 & 0 & 5 \end{bmatrix} \)