

Introduction to Windwos

Ho to shut down/turn off the computer

Used to turn off/Shut down the computer

- Start button-□start menu-□power option-□list-□shut down-□ok
- Press **ctrl+Alt+delete**-□Dialogbox-□power option-□shut down-□ok
- Press **Alt+F4** From keyboard-□Dialogbox-□shut down-□ok

How to restart the computer

Used to restart the computer for configuration

- Start button-□start menu-□power option-□list-□**Restart**□ok
- Press **ctrl+Alt+delete**-□Dialogbox-□power option-□**Restart**□ok
- Press **Alt+F4** From keyboard-□Dialogbox-□Restart-□ok

How to lock the computer

Used to lock the computer without closing programs

- Start button-□start menu-□Account option-□list-□Lock □ok
- Press ctrl+Alt+delete-□Dialogbox-□power option-□lock□ok
- Press Window key+L From keyboard-□Dialogbox-□Lock-□ok

How to sleep/Hibernate the computer

Used to sleep the computer temporarily without closing programs

- Start button-□start menu-□power option-□list-□sleep□ok
- Press **ctrl+Alt+delete**-□Dialogbox-□power option-□sleep□ok
- Press **Alt+F4** From keyboard-□dialogbox-□Sleep-□ok

How to log off/sign out Account

Used to turn off the account and also close the all program

- Start button-□start menu-□power option-□list-□**log off** □ok
- Press **ctrl+Alt+delete**-□dilogbox-□power option-□log off□ok
- Press **Alt+F4** From ke yboard-□dialogbox-□log off□ok

How to switch user Account

Used to shift from one account to another account without closing l programs

- Start button-□start menu-□power option-□list-□switch user □ok
- Press ctrl+Alt+delete-□Dialogbox-□power option-□Switch user□ok
- Press Alt+F4 From keyboard-□Dialogbox-□switch user□ok

How to create user Account

- Start button-□start menu-□**control panel**-□dialogbox-□user account-□Manage another account-□write name/password□ok
- Right click on desktop-□list-□Personalize--□left panel -□display-□**control panel**--□ user account-□Manage another account-□write name/password□ok

User/window interface

- Desktop(First Screen)
- Desktop icons(My computer, Recycle bin)
- Start button(on Taskbar bottom left corner)
- Taskbar(start button,icons,notification area)
- Notification Area(date and time ,internet connection,speaker)

- **How to check computer Specification**

- 1. Select my computer icon on desktop □ Right click on my computer icon-□ list-□ properties-□ show details
- 2. Start button-□ Start Menu-□ Right click on my computer icon-□ list-□ properties-□ show details
 1. Window 7, window 10, window 8
 2. Processor(CPU) Central Processing unit
 3. RAM(Memory)(Random Access Memory)(Volatile memory, temporary Memory)
 4. System Type(32 bit, 64 bit)
 5. Computer Name

ICT SHUJABAD

- 2. Select my computer icon on desktop → Right click on my computer → list → **manage** → Device Manager → processor
- 3. Start button → start Menu → search option → **dxdiag** → yes → Dialogbox
 - Date and time
 - Language
 - Manufacturing company
 - Processor with model
 - Memory(MB)
 - BIOS(Basic input output system)
 - Paging
 - Sound info
 - Video Information
 - Input output information

• How to check Hard Disk Capacity(40,80,160,250,320,500,1000 GB)

- 1. Open my computer → right click on any drives → list → property-
 - Used/Reserved space
 - Free/available Space
 - Total Space
- 2. Right click on my computer → list → manage → device Manager → right panel → disk drives
- 3. Right click on my computer → list → manage → Disk Management
- Reserved space
- Free Space
- Total Space

• Memory Units

Unit	memory	example
1 bit	1 or 0	0 ya 1
1 Nibble	4 bit	0000 1111 0011 1010
1 Byte	8 bit/ 2 Nibble	00001111 11111111 00110011
1 Kilo byte(KB)	1024 bytes	2^{10} Bytes
1 Mega Byte(MB)	1024 KB	2^{20} Bytes
1 Giga Byte(GB)	1024 MB	2^{30} bytes
1 Tera Byte(TB)	1024 GB	2^{40} Bytes
• 1 penta Byte(PB)	1024 TB	2^{50} Bytes
1 Zenta Byte(ZB)	1024 PB	2^{60} Bytes

• How to change Desktop background to set Screen Saver

- Right click on desktop → list → personalize → dialogbox → Screen Saver → Choose screen Save/3D text → Manage setting → ok

• How to change windows color

- Right click on desktop → list → personalize → dialogbox → **windows color** → choose color → ok

• How to change/show/hide icons

- Right click on desktop → list → personalize → dialogbox → CHANGE ICON → check/uncheck REQUIRED ICON to show/.hide → apply → OK
- Right click on desktop → list → personalize → dialogbox → CHANGE ICON → SELECT REQUIRED ICON → CHOOSE DIFFERENT ICON FROM LIST → OK

• How to set Screen Saver

- Right click on desktop → list → personalize → dialogbox → **Screen Saver** → Choose screen Save/3D text → Manage setting → ok

• How to Mouse Pointer

- Right click on desktop → list → personalize → dialogbox → CHANGE Mouse pointer ICON → select REQUIRED pointer to show/.hide → apply → OK

• How to Create User Account

- Start button → start menu → control panel → user account → add remove account → Mange another account → write account name → apply → ok

• Desktop Right click option

•

● How to delete file/folder

-
- Select file/folder-□right click□list-□delete-□Dialogbox□confirm(yes,No)
- Select file/folder-□press Delete key from keyboard-□Dialog box-□confirm(yes,No)

● Recycle Bin

- Store deleted files/folder

● How to restore deleted files from recycle bin

- Double click Open recycle bin-□select file-□right click -□list-□restore-□yes
- Double click Open recycle bin-□select file-□restore-□yes

● How to delete file permanently

- Select file/folder-□Press Shift+Delete from keyboard-□yes
- Right click on recycle bin-□list□property-□dialogbox-□check option don't move files to the recycle bin-□apply -□ok

● Don't show deletion dialog box

- Right click on recycle bin-□list□property-□dialogbox-□uncheck Display Delete confirmation dialog box□apply -□ok

● How to change icons size

- Right click on desktop-□list-□view-□sublist-□Small/large/medium

● How to arrange icons automatically

- Right click on desktop-□list-□view-□sublist-□auto arrange

● How to show /hide desktop icons

- Right click on desktop-□list-□view-□sublist-□check show desktop icons

● How to arrange/sort icons

- Right click on desktop-□list-□sort by□sublist-□name/size/date/type

● How to referesh the computer

- Right click on desktop-□list-□Refresh
- Press F5 from keyboard

● How to make new folder

- Right click on desktop-□list-□NEW--□Sub list-□Folder-□write name-□ok/enter

● How to change screen resolution

- Right click on desktop-□list-□Display Setting-□Screen resolution-□dialog box-□change resolution and orientaion-□apply -□ok

● How to open file/folder

- Select file/folder-□right click□open
- Select file/folder-□double click
- Select file/folder-□enter

● How to change name of folder/file(Rename)

- Select file/folder-□right click-□list-□rename-□write new name-□ok/enter
- Select file./folder-□press F2 from keyboard-□write new name-□ok/etner

● How to make duplicate of file/transfer from computer to Flash(Send To) without opening the flash

- Select fil/folder-□right click-□list-□send to-□sublist-□Select flash(removeable disk)

● How to make duplicate of file/folder(copy)

- Select file/folder-□right click-□list-□copy-□ Select file/folder-(Flash)□right click-□list-□Paste
- Select file/folder-□Press Ctrl+C-□ Select file/folder-□Press ctrl+V from keyboard

-
- **How to move file/folder from one place to another place(cut)**
 - Select file/folder-☐right click-☐list-☐cut-☐ Select file/folder-☐right click-☐list-☐Paste
 - Select file/folder-☐Press Ctrl+x-☐ Select file/folder-☐Press ctrl+V from keyboard
 - Drag file from one location to another location
-
- **How to show /hide file/folder**
 - Select file/folder-☐right click-☐list-☐properties-☐dialog box-☐check hidden-☐apply-☐ok(Hide)
 - Select file/folder-☐right click-☐list-☐properties-☐dialog box-☐uncheck hidden-☐apply-☐ok(unhide)
- **How to show hidden files**
- **Open my computer-☐organize-☐ folder option-☐dialog box-☐view tab-☐check show hidden files option-☐Apply☐ok**
- **Open my computer-☐organize-☐ folder option-☐dialog box-☐view tab-☐check don't Show hidden files option**
-
- **How to make file readonly**
- **Select file/folder-☐right click-☐list-☐properties-☐dialog box-☐check readonly-☐apply-☐ok**
- **Select file/folder-☐right click-☐list-☐properties-☐dialog box-☐check readonly-☐apply-☐ok**
-
- **How to check size of file**
- **Select file/folder-☐right click-☐list-☐properties-☐dialog box-☐**
 - o Location
 - o Size
 - o Size on disk
-
 - **Taskbar property:**
 - **How to show toolbar on task bar**
 - **Right click on task bar-☐list-☐tools bar-☐sublist-☐check/uncheck any option**
 - **Desktop**
 - **Address hfh**
 - **Keyboard**
 - **Links**
 - **Custom**
 - **How to make window stacked/cascad/side by side**
 - **Right click on task bar-☐list-☐ stacked/cascad/Side by side**
-
- **How to show desktop directly from taskbar**
- **Right click on task bar-☐list-☐ show desktop**
-
- **How check the task Manager functions**
- **Right click on task bar-☐list-☐ task manager-☐dialog box-☐check detail**
- **Press Alt+ctrl+Delete from keyboard-☐dialogbox-☐check details**
-
- **How to lock/unlock the taskbar**
- **Right click on task bar-☐list-☐lock/unlock taskbar**
- **Right click on task bar-☐list☐dialogbox-☐ lock/unlock taskbar apply-☐ok**
-
- **Taskbar Property**
- **Right click on task bar-☐list-☐ property**
- **How to automatically show/hide taskbar☐dialogbox-☐auto hide/show taskbar-☐apply-☐ok**
- **Right click on task bar-☐list-☐ property-☐dialogbox-☐check auto hide-☐apply-☐ok**
-
- **How to show small icons on taskbar**
- **Right click on task bar-☐list-☐ property-☐dialogbox-☐check small icons-☐apply-☐ok**
-
- **How to change/set date and time**
- **Double click on date/time icon on notification area-☐dialogbox-☐change date/time-☐apply -☐ok**
-
- **Start Menu Property**
- **Right click on task bar-☐list-☐ property-☐dialogbox-☐start menu tab-☐apply setting☐apply-☐ok**
- **Right click on start menu-☐property-☐ dialogbox-☐start menu tab-☐apply setting☐apply-☐ok**
-
-

● MS Office

- Microsoft office
- Package software(collection of different softwares)
 - MS Word
 - MS Excel
 - MS Power Point
 - MS Access
 - MS Front page

● MS Word 2007

- MS Word is application software
- MS Word is also called Word processor
- Features of MS Word
 - Provide graphical user interface
 - Used for composing text book/novel,newspaper/application/story
 - New document
 - Save document
 - Save As
 - Print
 - Table
 - Insert and format picture
 - Cut
 - Copy
 - Select all
 - Undo /redo
 - Find
 - Replace
 - Bullets
 - Page setting

● How to start/Run MS Word 2007

- Start button-□start menu-□all programs-□Microsoft Office-□list-□MS office word 2007
- Start button -□start Menu-□click on MS word 2007
- Start button-□start menu-□search option-□winword-□ok/enter
- Right click on place(desktop)-□list-□new-□Word document 2007-□ok/enter

● Interface/outlook of MS Word 2007

- Office button
- Drop down list
- Quick Access Launcher/toolbar
- Title bar(Show name of document)
- Controls Button
 - Minimize Button(window key+M)
 - Maximize/Restore button(Alt+F5.Alt+F10)
 - Close button(Alt+F4)
- Menu Bar/Ribbon Tab(Home,insert,paylayout)
- Standard Toolbar(Clipboard ,Font,Paragraph,Styles,Editing group)(ctrl+F1)
- Ruler
 - Horizontal
 - Vertical
- Scroll bar
 - Horizontal(Page width)
 - Vertical(page Height)
- Status Bar(Page,Words)
- Views Button
 - Print layout view(Normal)
 - Full screen view
 - Web layout view
 - Outline view

- o Draft view
- Zoom Slider
 - o +(Zoom In)
 - o -(Zoom Out)
- Next page
- Previous page
- Page /Working Area
- Cursor(Blinking Vertical Line)
-
- **How to create new blank document**
- Office button
 - Office button-□drop down list-□New-□Dialog box-□blank-□create
 - Press Ctrl+N from keyboard
 - Quick access Launcher Toolbar -□Click on New icon
- **How to Save document**
- Office button
 - Office button-□drop down list-□Save□Dialog box-□Choose location(Desktop) (First time only)□Write Name((First time only)□save
 - Press Ctrl+S from keyboard Dialog box-□Choose location(Desktop) (First time only)
 - □Write Name((First time only)□save
 - Quick access Launcher Toolbar -□Click on Save icon Dialog box-□Choose location(Desktop) (First time only)□Write Name((First time only)□save
-
- **How to Open document**
- Office button
 - Office button-□drop down list-□Open□Dialog box-□Choose location(Desktop) □Select file Name□open
 - Press Ctrl+O/Ctrl+F12 from keyboard Dialog box-□Choose location(Desktop) □Select file Name□Open
 - Quick access Launcher Toolbar -□Click on Open icon Dialog box-□ Choose location(Desktop) □Select file Name□Open
-
-
• How to make duplicate/Change name/change type of document(Save As)
- Office button
- Office button-□drop down list-□Save As□Save As Dialog box-□Choose location(Desktop) duplicate/Change name/change type □Save As
- Press F12 from keyboard Dialog box-□ duplicate/Change name/change type □Save
-
-
•
• **How to close current document**
- Office button-□drop down list-□close
- Press ctrl+F4 From keyboard
- Press Ctrl+W from keyboard
-
- **How to open Recent documents**
- Office button-□drop down list-□recent documents-□click any one
- Clipboard Group
 - Cut
 - Copy
 - Past
 - Format Painter
- **Cut** :used to move text/object/picture/table from one place to another place
 - Select text -□ Home tab □clipboard group-□cut
 - Select text -□Right click-□list□cut
 - Select text-□Press Ctrl+X from keyboard
-
- Pakistani is our country
- **Copy** :used to copy/duplicate of text/object/picture/table from one place to another place
 - Select text -□ Home tab □clipboard group-□Copy
 - Select text -□Right click-□list□Copy
 - Select text-□Press Ctrl+C from keyboard
 - Pakistani is our country

- Pakistani is our country
-
- **Paste:** used to place text of cut/copy on required place
- Move cursor required place-□ Home tab □Clipboard group-□paste
- Move cursor on required place-□right click-□list-□Paste
- Move cursor on required place -□press Ctrl+V from keyboard

Format Painter: Used to make paragraph formatting similarly

- Select First Paragraph-□Clipboard group-□format painter-□Move cursor on other paragraph

Pakistaniiii is our country Pakistani is our country

Pakistani is our country

Pakistaniiii is beautiful country

- **Undo :**used to apply last action
- Quick access Toolbar/launcher-□Undo
- Press Ctrl+Z from keyboard
-
- **Redo:**Reverse the redo action
- Quick access Toolbar/launcher-□Redo
- Press Ctrl+Y from keyboard
-
- **Font Group**
-
- **Font Style:** Used to apply font/writing style
- Select text-□Home tab□Font group group-□Font option-□select any style
- Select text-□Press Ctrl+D/Ctrl+shift+F from keyboard-□Dialog box-□font option □select any style
- Select text-□Home tab-□font group launcher□Dialog box-□font option □select any style
-
- Pakistaniiii is our country
- Pakistaniiii is our country
- PAKISTANIII IS OUR COUNTRY

Font Size: Used to change size of text(8-72)

- Select text-□Home tab□Font group group-□Font size option-□select any size
- Select text-□Press Ctrl+D/Ctrl+shift+P from keyboard-□Dialog box-□font size option□select any size
- Select text-□Home tab-□font group launcher□Dialog box-□font size option □select any size

● **Pakistaniii is our country**

● **Pakistanii is our country**

● **Pakistanii is Islamic country**

Font Increase

Used to increase font size step by step (1-1638)

- Select text-□Home tab□Font group group-□Font Increase(A)
- Select text-□Press Ctrl+} from keyboard-
- Select text-□Press Ctrl+Shift+> from keyboard-

Pakistanii is our country

Font Decrease

Used to Decrease font size step by step

- Select text-□Home tab□Font group group-□Font Decrease(A)
- Select text-□Press Ctrl+{ from keyboard-
- Select text-□Press Ctrl+Shift+< from keyboard-

Pakistanii is our country

- **Clear Formatting:** used to clear formatting

- Select text → home tab → Font Group → clear Formatting

Pakistanii is our country

-03-07-2020.....

Bold: used to make text highlighted/bold

- Select text → home tab → font group → B
- Select text → Press Ctrl+B from keyboard
- Select text → Press Ctrl+D from keyboard → dialog box → font style option → Bold → ok
- Select text → Font group launcher → dialogbox → font style option → bold → ok

Pakistanii

Italic: used to make text italic

- Select text → home tab → font group → I
- Select text → Press Ctrl+I from keyboard
- Select text → Press Ctrl+D from keyboard → dialog box → font style option → Italic → ok
- Select text → Font group launcher → dialogbox → font style option → Italic → ok

Pakistanii

Regular(Normal): used to make text Normal

- Select text → home tab → font group → B
- Select text → Press Ctrl+B again from keyboard
- Select text → Press Ctrl+D from keyboard → dialog box → font style option → Regular → ok
- Select text → Font group launcher → dialogbox → font style option → Regular → ok

Pakistanii

Underline: used to give underline to the text

- Select text → home tab → font group → U
- Select text → Press Ctrl+U again from keyboard
- Select text → Press Ctrl+D from keyboard → dialog box → Underline → ok
- Select text → Font group launcher → dialogbox → underline → ok
- Pakistanii is our country

Double Underline: used to give Double underline to the text

- Select text → home tab → font group → U option → list → double underline
- Select text → Press Ctrl+Shift+D from keyboard
- Select text → Press Ctrl+D from keyboard → dialog box → Underline option → list → double underline → ok
- Select text → Font group launcher → dialogbox → Underline option → list → double underline → ok

Pakistanii is our country

Strike through: used to make cross line in center of text

- Select text → home tab → font group → abc
- Select text → Press Ctrl+D from keyboard → dialog box → Check strike through → ok
- Select text → Font group launcher → dialogbox → Check strike through → ok

~~Pakistanii~~

Double Strike through: used to make Double cross line in center of text

- Select text → Press Ctrl+D from keyboard → dialog box → Check Double strike through → ok
- Select text → Font group launcher → dialogbox → Check Double strike through → ok

● ~~Pakistanii~~

Sub Script: used to make Base of text

- Select text → home tab → font group → x₂
- Select text → press Ctrl+= from keyboard
- Select text → Press Ctrl+D from keyboard → dialog box → Check Sub Script-

- ☐ok
- Select text-☐Font group launcher-☐dialogbox-☐ Check sub Script-☐ok

X₅

Super Script: used to make power of text

- Select text-☐home tab-☐font group--☐x²
- Select text-☐press **Ctrl+shift++** from keyboard
- Select text-☐Press **Ctrl+D** from keyboard-☐dialog box-☐Check Sub Script-☐ok
- Select text-☐Font group launcher-☐dialogbox-☐ Check sub Script-☐ok

- **X⁵**

- **Change Cases(shift+F3):used to change sentence case of text**
- **Sentence Case**
- **Lower case**
- **Upper case**
- **Capital Each word**
- **Toggle Case**
-

Sentence Case(default):

Pakistani is our country

-

Lower case:

- *pakistani*
- **PAKISTANII**

UPPER CASE

pakistani

PAKISTANII

- **Capitalize Each word**

Pakistanii is our country

Pakistanii Is Our Country

Toggle Case:U Reverse the last case

pakistanii iS oUR cOUNTRY

Pakistanii is our country

Background Color:Used to apply background color of text

- **Select text-☐home tab☐font Group-☐Backgroup color**
- **PAKISTANII IS OUR COUNTRY**
-

- **Foreground/Text Color:Used to apply text color**

- Select text-☐home tab☐font Group-☐Foreground color
- Select text-☐Press **Ctrl+D** from keyboard-☐dialog box-☐Font color option-☐select color-☐ok
- Select text-☐font launcher☐dialog box-☐dialog box-☐Font color option-☐select color-☐ok

- *PAKISTANII IS OUR COUNTRY*

-

-

Shadow

- Select text-☐Press **Ctrl+D** from keyboard-☐dialog box-☐ **Shadow** ☐ok
- Select text-☐font launcher☐dialog box-☐dialog box-☐Shadow ☐ok

Pakistanii

-

- **Outline**
 - Select text-□Press **Ctrl+D** from keyboard-□dialog box-□ *Outline* □ok
 - Select text-□font launcher□dialog box-□□dialog box-□Outline □ok

● Pakistanii

- **Embose**
 - Select text-□Press **Ctrl+D** from keyboard-□dialog box-□ *Embose* □ok
 - Select text-□font launcher□dialog box-□□dialog box-□Embose□ok

Engrave

- Select text-□Press **Ctrl+D** from keyboard-□dialog box-□ *Engrave*□ok
- Select text-□font launcher□dialog box-□□dialog box-□Engrave□ok
-

Small cap ICT SHUJABAD

- Select text-□Press **Ctrl+D** from keyboard-□dialog box-□ Small Cap□ok
 - Select text-□font launcher□dialog box-□□dialog box-□Small cap□ok
- PAKISTANII

All cap

- Select text-□Press **Ctrl+D** from keyboard-□dialog box-□ *All Cap*□ok
 - Select text-□font launcher□dialog box-□□dialog box-□All cap□ok
- PAKISTANII IS OUR COUNTRY

- **Hidden:**

- Select text-□Press **Ctrl+D** from keyboard-□dialog box-□ *Hidden*□ok
- Select text-□font launcher□dialog box-□□dialog box-□Hidden□ok

pakistani

Character Spacing :used to set spacing between characters

- Select text-□Press **Ctrl+D** from keyboard-□dialog box-□ *Character Space tab*□Set spacing-□ok
- Select text-□font launcher□dialog box-□□dialog box-□□ *Character Space tab*□Set spacing-□ok

Pakistanii is our country

Pakistanii is our country

Paragraph group:

Alignment(default): used to adjust text left,center,right and justify

Left Alignment(Default alignment):Used to align text at left side

- Select text-□Home tab-□paragraph group-□Left Alignment
- Select text-□Left Alignment(**ctrl+L**):

Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjdaf kjasfkjsdakjadfkj daskfj kajsfsjk askfjkd dasfjdakf jasdckf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdsd fjsdf sdf kdsf ksdkfsk sdfksk fkdsfk dskf ksdckf kdsfk skf ksdckfs fjdskfj dsfksf jsdkf ksdckf ksdckf skdf jsjdkfs ksdckf ksdckf sckfs ksdckfsksdkf sckfj skdf ksdckfs ksdckfs sckf f35 gd45gdf 43 fdgdf gsdgdsf gfdgdf gfdgdfgd sfgdsgd sgdgds gdgdgsfdg sdfgsdfg dfsgsg dsgd sgdsdsgd dfgdg dfgdfs g dfg dfg dg fdg dfg dfg dfsg dfg fg dfg dg fg

Pakistanii

Center Alignment: used to adjust text center

- Select text-□Home tab-□paragraph group-□center Alignment
- Select text-□Left Alignment(**ctrl+E**):

Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjdaf kjasfkjsdakjadfkj daskfj kajsfsjk askfjkd dasfjdakf jasdckf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdsd fjsdf sdf kdsf ksdckfsk sdfksk fkdsfk dskf ksdckf kdsfk skf ksdckfs fjdskfj dsfksf jsdkf ksdckf ksdckf sckfs ksdckfsksdkf sckfj skdf ksdckfs ksdckfs sckf f35 gd45gdf 43 fdgdf gsdgdsf gfdgdf gfdgdfgd sfgdsgd sgdgds gdgdgsfdg sdfgsdfg dfsgsg dsgd sgdsdsgd dfgdg dfgdfs g dfg dfg dg fdg dfg dfg dfsg dfg fg dfg dg fg fg

Pakistanii

Right Alignment

- Select text-□Home tab-□paragraph group-□Right Alignment
- Select text-□Right Alignment(**ctrl+R**)

Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjdaf kjasfkjsdakjadfkj daskfj kajsfsjk askfjkd dasfjdakf jasdckf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdsd fjsdf sdf kdsf ksdckfsk sdfksk fkdsfk dskf ksdckf kdsfk skf ksdckfs fjdskfj dsfksf jsdkf ksdckf ksdckf sckfs ksdckfsksdkf sckfj skdf ksdckfs ksdckfs sckf SDFHFHGFH HFG HFGHFGHFG H FGH FGH FHFG HFG

Pakistanii

Justify Alignment

used to align text at both side(left align,right align)

- Select text-□Home tab-□paragraph group-□justification Alignment
- Select text-□Justification/Justify(ctrl+J)

Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjdaf kjasfkjsdakjadfkj daskfj kajsfsjk askfjkd dasfjdakf jasdckf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdsd fjsdf sdf kdsf ksdckfsk sdfksk fkdsfk dskf ksdckf kdsfk skf ksdckfs fjdskfj dsfksf jsdkf ksdckf ksdckf skdf jsjdkfs ksdckf ksdckf sckfs ksdckfsksdkf sckfj skdf ksdckfs ksdckfs sckf

Pakistanii

Spacing : used to set space between lines and paragraphs

- Select text-□Home tab-□paragraph group-□Spacing option-□list-□select spacing/Option -□set spacing
- Select text-□press Ctrl+1(1.0),Ctrl+2(2.0),Ctrl+5(1.5)

Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjdaf kjasfkjsdakjadfkj daskfj kajsfsjk askfjkd dasfjdakf jasdckf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj

askfj askfj askfj sdakfsjdsd fjsdf sdf kdsf ksdksfk sdfksk fkdskf dskf ksdkf kdsfk skf ksdksfk fjdskfj dsfksf jsdkf ksdfk
ksdfj skdf jsjdkfs ksdkf ksdfk sdfs ksdksksdkf sdkfj skdf ksdksf ksdksf sdfs

Before Spacing :used to set space before paragraph

- Select text-□Home tab-□paragraph group-□Spacing option-□list-□before spacing/option set before spacing-□set spacing-□1.0,2.0,1.5,2.5,3.5
- Space option-□Dialogbox-□spacing
 - Single space
 - Double Space
 - Atleast
 - Exactly
 - multiple

Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjaf kjasfkjsadkjafkj
daskfj kajfsjk askfjkd dasfjdakf jasdkf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdsd
fjsdf sdf kdsf ksdksfk sdfksk fkdskf dskf ksdkf kdsfk skf ksdksfk fjdskfj dsfksf jsdkf ksdfk ksdj skdf jsjdkfs ksdkf ksdfk
sdfs ksdksksdkf sdkfj skdf ksdksf ksdksf sdfs

Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjaf kjasfkjsadkjafkj
daskfj kajfsjk askfjkd dasfjdakf jasdkf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdsd
fjsdf sdf kdsf ksdksfk sdfksk fkdskf dskf ksdkf kdsfk skf ksdksfk fjdskfj dsfksf jsdkf ksdfk ksdj skdf jsjdkfs ksdkf ksdfk
sdfs ksdksksdkf sdkfj skdf ksdksf ksdksf sdfs

After Spacing :used to set space before paragraph

- Select text-□Home tab-□paragraph group-□Spacing option-□list-□before spacing/option set before spacing-□set spacing
 - Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjaf kjasfkjsadkjafkj
daskfj kajfsjk askfjkd dasfjdakf jasdkf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdsd
fjsdf sdf kdsf ksdksfk sdfksk fkdskf dskf ksdkf kdsfk skf ksdksfk fjdskfj dsfksf jsdkf ksdfk ksdj skdf jsjdkfs ksdkf ksdfk
sdfs ksdksksdkf sdkfj skdf ksdksf ksdksf sdfs
- Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjaf kjasfkjsadkjafkj
daskfj kajfsjk askfjkd dasfjdakf jasdkf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdsd
fjsdf sdf kdsf ksdksfk sdfksk fkdskf dskf ksdkf kdsfk skf ksdksfk fjdskfj dsfksf jsdkf ksdfk ksdj skdf jsjdkfs ksdkf ksdfk
sdfs ksdksksdkf sdkfj skdf ksdksf ksdksf sdfs

Indentation: used to set indent

- Select text-□Home tab-□paragraph group-□Spacing option-□list-□line spacing option--□dialogbox-□indent-□set indent-□ok

Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjaf kjasfkjsadkjafkj
daskfj kajfsjk askfjkd dasfjdakf jasdkf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdsd
fjsdf sdf kdsf ksdksfk sdfksk fkdskf dskf ksdkf kdsfk skf ksdksfk fjdskfj dsfksf jsdkf ksdfk ksdj skdf jsjdkfs ksdkf ksdfk
sdfs ksdksksdkf sdkfj skdf ksdksf ksdksf sdfs

Hanging Indentation: used to set First line/rest of paragraph indent

- Select text-□Home tab-□paragraph group-□Spacing option-□list-□line spacing option--□dialogbox-□indent-□set indent/First Line Indent-□ok

Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjaf kjasfkjsadkjafkj
daskfj kajfsjk askfjkd dasfjdakf jasdkf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdsd
fjsdf sdf kdsf ksdksfk sdfksk fkdskf dskf ksdkf kdsfk skf ksdksfk fjdskfj dsfksf jsdkf ksdfk ksdj skdf jsjdkfs ksdkf ksdfk
sdfs ksdksksdkf sdkfj skdf ksdksf ksdksf sdfs

Hanging Indent:

Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjaf kjasfkjsadkjafkj
daskfj kajfsjk askfjkd dasfjdakf jasdkf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdsd
fjsdf sdf kdsf ksdksfk sdfksk fkdskf dskf ksdkf kdsfk skf

ksdkfks fjdsfj dsfksf jsdkf ksdfk ksdj skdf jsjdkfs ksdkf ksdfk sdfs ksdksksdkf sdfs skdf ksdksf ksdksf sdfs

Themes Color /Background shade of text

- Select text/paragraph- Home tab- paragraph group- Themes- select themes

Pakistani is our country

Border: used to bound text/paragraph

- Select text/paragraph- Home tab- paragraph group- Border option- list- select border

Left Border

Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjdaf kjasfkjsdakjadfkj daskfj kajfsjk askfjkd dasfjdakf jasdkf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdsk fjsdf sdf kdsf ksdksfk sdfksk fkdsfk dskf ksdkf kdsfk skf ksdksfks fjdsfj dsfksf jsdkf ksdfk ksdj skdf jsjdkfs ksdkf ksdfk sdfs ksdksksdkf sdfs skdf ksdksf ksdksf sdfs

Right Border

Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjdaf kjasfkjsdakjadfkj daskfj kajfsjk askfjkd dasfjdakf jasdkf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdsk fjsdf sdf kdsf ksdksfk sdfksk fkdsfk dskf ksdkf kdsfk skf ksdksfks fjdsfj dsfksf jsdkf ksdfk ksdj skdf jsjdkfs ksdkf ksdfk sdfs ksdksksdkf sdfs skdf ksdksf ksdksf sdfs

Top

Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjdaf kjasfkjsdakjadfkj daskfj kajfsjk askfjkd dasfjdakf jasdkf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdsk fjsdf sdf kdsf ksdksfk sdfksk fkdsfk dskf ksdkf kdsfk skf ksdksfks fjdsfj dsfksf jsdkf ksdfk ksdj skdf jsjdkfs ksdkf ksdfk sdfs ksdksksdkf sdfs skdf ksdksf ksdksf sdfs

Bottom

- Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjdaf kjasfkjsdakjadfkj daskfj kajfsjk askfjkd dasfjdakf jasdkf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdsk fjsdf sdf kdsf ksdksfk sdfksk fkdsfk dskf ksdkf kdsfk skf ksdksfks fjdsfj dsfksf jsdkf ksdfk ksdj skdf jsjdkfs ksdkf ksdfk sdfs ksdksksdkf sdfs skdf ksdksf ksdksf sdfs
- Outside border

Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjdaf kjasfkjsdakjadfkj daskfj kajfsjk askfjkd dasfjdakf jasdkf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdsk fjsdf sdf kdsf ksdksfk sdfksk fkdsfk dskf ksdkf kdsfk skf ksdksfks fjdsfj dsfksf jsdkf ksdfk ksdj skdf jsjdkfs ksdkf ksdfk sdfs ksdksksdkf sdfs skdf ksdksf ksdksf sdfs

All Border

Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafdgfdg fdgdfsgdfsgdsfgdfgdfsg dfgd fsgdf gfdg dfg dfsg fdg dfsgdfsg dfgfdgdfg

Dfgdfg dfg sdfgdfs gdfg dfg dfsg

Dfgdfg

Dfgdfgfdgdfsg jkdfkg dfkjgk dkfgkdfk

kjadsfkjsadkjdaf kjasfkjsdakjadfkj daskfj kajfsjk askfjkd dasfjdakf jasdkf jdaskf jdaskfj dakfj

sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdsk fjsdf sdf kdsf ksdksfk sdfksk fkdsfk dskf

ksdkf kdsfk skf ksdksfks fjdsfj dsfksf jsdkf ksdfk ksdj

skdf jsjdkfs ksdkf ksdfk sdfs ksdksksdkf sdfs

skdf ksdksf ksdksf sdfs

No Border

Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjdaf kjasfkjsdakjadfkj daskfj kajfsjk askfjkd dasfjdakf jasdkf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdsk fjsdf sdf kdsf ksdksfk sdfksk fkdsfk dskf ksdkf kdsfk skf ksdksfks fjdsfj dsfksf jsdkf ksdfk ksdj skdf jsjdkfs ksdkf ksdfk sdfs ksdksksdkf sdfs skdf ksdksf ksdksf sdfs

Inside Border

Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd
kjadsfkjsadkjdaf kjasfkjsdakjadfkj daskfj kajfsjk askfjkd dasfjdakf jasd kf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj
askfj askfj askfj sdakfsjdsk fjsdf sdf kdsf ksdkfsk sdfksk fkdsfk dskf ksdkf kd
sfk skf ksdkfsk fjdsfkj dsfksf jsdkf ksdfk ksd f skdf jsjdkfs ksdkf ksdkf
sdkfs ksdkfsksdfk sdkfj skdf
ksdkfs ksd fks sdfk

Inside horizontal border

Pakistanii is our country dkf dksf kdsakjdf jkasfjk d
asksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjdaf kjasfkjsdakjadfkj daskfj kajfsjk askfjkd dasfjdakf jasd kf jdaskf jdaskfj dakfj sdf dsfj dsf
jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdsk fjsdf sdf kdsf ksdkfsk sdfksk fkdsfk dskf ksdkf
kdsfk skf ksdkfsk fjdsfkj dsfksf jsdkf ksdkf ksd f skdf jsjdkfs
ksdkf ksdkf sdfs ksdkfsksdfk sdkfj skdf
ksdkfs ksd fks sdfk

Inside vertical Border(table) ?

- Horizontal Line: used to draw horizontal line



Grid line: used to show grid lines
View tab- ☐show hide group- ☐check/uncheck Gridlines

Text Border:

- Border(page border) And Shading: Used to apply text border,page border and page/text shading
- Select text/paragraph- ☐Home tab- ☐paragraph group- ☐Border option- ☐list- ☐select border and shading-- ☐dialogbox- ☐apply border style and setting- ☐ok
- Select text/paragraph- ☐Page layout - ☐page background group- ☐Page border- ☐dialog box-- ☐Border/page border tab- ☐apply border style and setting- ☐ok

Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjdaf kjasfkjsdakjadfkj
daskfj kajfsjk askfjkd dasfjdakf jasd kf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdsk
fjsdf sdf kdsf ksdkfsk sdfksk fkdsfk dskf ksdkf kdsfk skf ksdkfsk fjdsfkj dsfksf jsdkf ksdkf ksd f skdf jsjdkfs ksdkf ksdkf
sdkfs ksdkfsksdfk sdkfj skdf ksdkfs ksd fks sdf

- Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjdaf kjasfkjsdakjadfkj
kjasfkjsdakjadfkj daskfj kajfsjk askfjkd dasfjdakf jasd kf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj
askfj askfj askfj sdakfsjdsk fjsdf sdf kdsf ksdkfsk sdfksk fkdsfk dskf ksdkf kdsfk skf ksdkfsk fjdsfkj dsfksf jsdkf
ksdkf ksd f skdf jsjdkfs ksdkf ksdkf sdfs ksdkfsksdfk sdkfj skdf ksdkfs ksd fks sdf
- Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjdaf
kjasfkjsdakjadfkj daskfj kajfsjk askfjkd dasfjdakf jasd kf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj
askfj askfj askfj sdakfsjdsk fjsdf sdf kdsf ksdkfsk sdfksk fkdsfk dskf ksdkf kdsfk skf ksdkfsk fjdsfkj dsfksf jsdkf
ksdkf ksd f skdf jsjdkfs ksdkf ksdkf sdfs ksdkfsksdfk sdkfj skdf ksdkfs ksd fks sdf

- ksdkfs sdf
-

- 322 —

-

-

CHOUDHARY WAQAS MEEO

- Page Border: used to apply border on page
- Home tab-□Paragraph group-□border option-□list-□border and shading -□dialogbox-□Page border tab-□change setting of page border-□apply-□ok
- Page layout tab-□page Background group-□Page border option-□ change setting of page border-□apply-□ok

-
- Shading : Used to apply background color/shading with pattern
- Select text-□Home tab-□Pragraph group-□border option-□list-□border and shading -□dialogbox-□Shading tab-□change setting of shading- □apply-□ok
- Select Text -□Page layout tab-□page Background group-□Page border option-□ change setting of shading-□apply-□ok

- Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjdaf kjasfkjsdakjadfkj daskfj kajfsjk askfjkd dasfjdakf jasdkf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdkf fjfdf sdf kdsf ksdkfsk sdfksk fkdsfk dskf ksdkf kdsfk skf ksdkfks fjdsfkfj dsfksf jsdkf ksdfk ksdj skdf jsjdkfs ksdkf ksdfk sdkfs ksdkfksdkf sdkfj skdf ksdkfs ksdfkfs sdfsd
-
-
- Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjdaf kjasfkjsdakjadfkj daskfj kajfsjk askfjkd dasfjdakf
- jasdkf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf
- jsdakfj askfj askfj askfj sdakfsjdkf fjfdf sdf kdsf ksdkfsk sdfksk fkdsfk dskf ksdkf kdsfk skf ksdkfks fjdsfkfj dsfksf jsdkf ksdfk ksdj skdf jsjdkfs ksdkf ksdfk sdkfs ksdkfksdkf sdkfj skdf ksdkfs ksdfkfs sdfs fdsf asdf f dsafsdafdsafdaf
- Sadfsdaf

Non Printing Character: Used to check Tab spaces and Enter places

- Home tab-□paragraph group-□Non printing character
- Pakistanii is our country
- Pakistan
- Multan

Sorting: used to arrange number/text in ascending or descending order

- Select text/number-□Home tab-□paragraph group-□AZ(Sorting)-□dialogbox-□select ascending or descending order-□apply-□ok
-

3

4

6

1

45

2

EWFDs

FSDF

DS

FSFSDFSD FSA FAS DFDS FSD FSDR FDSF SDF

DSFSD FSDAF SFSD

-

-
-
-
- Ascending

0
1
5
6
7
8
10
14
22
34

A
B
C
D
E
F

- Descending

10
8
7
6
5
4
3
2
1
0

A
B
D
C
F
E

ICT SHUJABAD

- Increase indent: used to increase indent
- Select text/number-□Home tab-□paragraph group-□Increase indent
 - Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjdaf kjasfkjsdakjadfkj daskfj kajfsjk askfjkd dasfjdakf jasdkf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdsk fjsdf sdf kdsf ksdkfsk sdfksk fkdsfk dskf ksdkf kdsfk skf ksdkfks fjdsfkf dsfksf jsdkf ksdfk ksdjf skdf jsjdkfs ksdkf ksdfk sdkfs ksdkfksdkf sdkfj skdf ksdkfs ksdkfs sdfsdf
- Decrease Indent:Used to decrease indent
- Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd kjadsfkjsadkjdaf kjasfkjsdakjadfkj daskfj kajfsjk askfjkd dasfjdakf jasdkf jdaskf jdaskfj dakfj sdf dsfj dsf jsdjf sjfksj fksdaf jsdakfj askfj askfj askfj sdakfsjdsk fjsdf sdf kdsf ksdkfsk sdfksk fkdsfk dskf ksdkf kdsfk skf ksdkfks fjdsfkf dsfksf jsdkf ksdfk ksdjf skdf jsjdkfs ksdkf ksdfk sdkfs ksdkfksdkf sdkfj skdf ksdkfs ksdkfs sdfsdf
- Bullets: Bullets are symbols used to heilight specific heading
- Select text-□Paragrpah group-□bullet option-□list-□Select any bullets style-□ok
- Select text-□Press Ctrl+Shift+L From keyboard
- Pakistanii

-

-

-

-

-

- A. Pakistanii**
B. Multan
C. Shujabad
D. Lahore

- E. Karachi
- F. Qasoor
- G. DSF
- H. SDFS
- I. DFSD
- J. SDF

- 1. Pakistanii
- 2. Multan
- 3. Shujabad
- 4. Lahore
- a. Karachi
- b. Qasoor

- 1. Pakistanii
- 2. Multa
- 3. Shujabad
- 4. Lahore
- 5. Karachi
- 6. Qasoor

7.

- 10# Pakistanii
- 11# Multan
- 12#

- a. Shujabad
 - i. Lahore
 - ii. Karachi

ICT SHUJABAD

- 14# Qasoor
- 15# Ad
- 16# Sad
- 17# as

- 5. Pakistanii

- 1. Multanzz
- 2. Shujabad

- 6. Lahore
- 7. Fgh
- 8.

Multi level Bullets and Numbering

- Select text-□Paragrpah group-□Number-□list-□Define new Number-□ Select numbering style-□change

- **Pakistanii**

a) *Multan*

i) *Shujabad*

(1) **Lahore**

(2) **Qasoor**

- i. **Pakistanii**
- ii. **Multan**
- iii. **Shujabad**
- iv. **Lahore**
- v. **Karachi**
- vi. **Qasoor**
- vii. **Ad**
- viii. **Sad**

ii) **A**

Styles(heading Styles) Group :

Used to apply styles

Select text-□home tab-□Styles Group-□select any Style

Pakistanii is our country dkf dksf kdsakjdf jkasfjk dasksfj asjkfkj asfkjsakj fskjas fkjdaskjafd
kjadsfkjsadkjaf kjasfkjsdakjadfkj daskfj kajfsjk askfjkd dasfjdakf jasdkf jdaskf jdaskfj dakfj sdf
dsfj dsfj dsfj sfkfsj heading styles

Editing Group:

- Find
- Goto
- Replace
- Select All

Find:Used search text

- Home tab-□editing group-□Find-□Dialogbox-□Write text to find-□Find next/Find in(selection)
- Press Ctrl+F from keyboard Dialogbox-□Write text to find-□Find next(all document)/Find in(selection)

Replace:Used to change the search text with other text

- Home tab-□editing group-□Replace-□Dialogbox-□Write text to find(pakistani)-□Replace with-(pakistanii)□dialogbox-□write new text-□replace/replace all
- Press Ctrl+H from keyboard-□ Dialogbox Dialogbox-□Write text to find-□Replace-□dialogbox-□write new text-□replace/replace all

Goto:Used to move cursor on specific page/line/section

- Home tab-□editing group-□Find option-□find list-□goto□Dialogbox-□Selection page-□write page No.-□Goto
- Press Ctrl+G from keyboard-□ Dialogbox D Dialogbox-□Selection page-□write page No.-□Goto

object/All page

Select All

- Home tab-□editing group-□Select option-□select all
- Press Ctrl+A from keyboard

Select text with similar formating

Select:Used to select

- **Shift key(Left ,Right):** Used with other keys to generate symbols/Character
- Normal :
- Abcdefghijklmnhjikjn
- abcsdddABCDRED

- 12346789900-!@#@\$%^^&^**)_
- 123456778900-=,./; '[\
- 1234567890-=
- ,./; '[\<>?:'"}|
-
- **With shift key:**
- **ABCDHKJOEFGHIJKL**
- **!@#\$\$\$%^&*()_+<>?:'"}|<>?:'"}|**
-
- **Control keys(Ctrl):**Used with other keys(short keys)
- **Example:**
 - **Ctrl+N:**New document
 - **Ctrl+S:**Save document
 - **Alt+ctrl+Delete :**Shut down,Restart,Log off
- **Cursor(pointer) keys:**Used as alternate of mouse right click
- **Function Keys(Fn):**Used for different functions
 - **Volume(Fn+F9)**
 - **Hibernate(Fn+F2)**
 - **Alternate Key(Alt key):**
 - Used for different functions /with other keys
 - Move cursor from page to ribbon tab and ribbon to page
 - Used as short cut keys(Alt+F4,Alt+Tab)
 - **Space key:**Used for single space

Pakistan is our country

Window key:

- Used to display/hide start menu
- Used as short cut keys(window key+L:Lock,Window+R:Run)

• **Caps Lock:**

Used to generate small and capital letters

ABCDDdjfsjfsdfj\

TaB KEYS:USED FOR LONG JUMP(5,7) SPACES

PAKISTANII IS our country

Tield sign:

.....

~~~~~!~~~~~

#### **Normal**

**Shift**~~~~~

.....

**Escape Key:** used to cancel last action

- Window key
- Pointer key
- **Function Keys(F1-F12):**used for different function in different software(short cut keys)
- **F1:**Help
- **F2(ctrl+F2):**Print preview /Move text

**pakistan**

- **F3(Shift+F3):**used for change case

**pakistanii**

- **F4:**Heilght words/Repeat last action

**Pakistan**

**Pakistan**

**Alt+F4:** Close Any document(software)

**Ctrl+F4:**close current document

**F5:** *Display Go to Dialog box*

**F6:** *Move cursor from page to status bar and menu/ribbon tab*

**F7:** *Display*

- *Grammar and spelling Checker dialog box*

**ICT SHUJABAD**

- **F8:** *Used for continues selection/Whole selection*

- **Pakistanii**

- **F9 (**

**•**

- **F10 (Alt):** *Move cursor from page to ribbon tab and ribbon tab to page*

- **F11 (shift+F11):** *Select curly brackets*

- **F12:** *Save AS*

- **Ctrl+F12:** *open Dialog box*

- **Alt key with Function keys (Short Cut keys):**

- **Ctrl+F1:** *Minimize ribben*

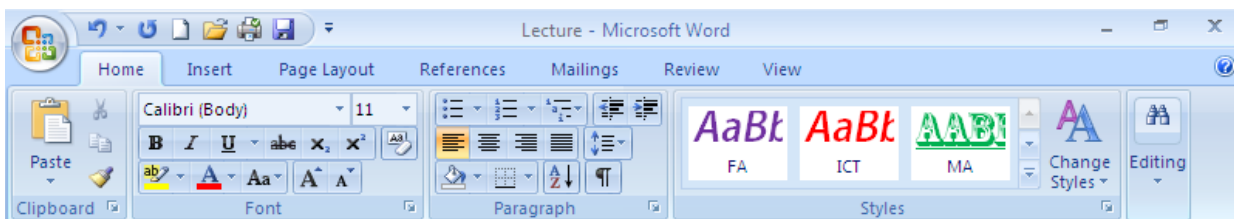
- **Alt+F4:** *close program*

- **Alt+F5:** *Restore mini size*

- **Alt+F7:** *Pointer key (Mouse Right click)*

- **Alt+F8:** *Display micro Dialogbox*

- *Alt+F10: Restore and maximize*
- *Alt+F11: Display visual basic code*
- **Arrow keys/Cursor control key/Navigation keys**
  - *Left Arrow*
  - *Right Arrow*
  - *Up Arrow*
  - *Down Arrow*
- **Left Arrow:**
  - Move cursor left
  - Select text From current position of cursor to left side of cursor with shift key(**shift Left Arrow**)
- **Right Arrow:**
  - Move cursor Right
  - Select text From current position of cursor to Right side of cursor with shift key(**shift Right Arrow**)
- **Up Arrow:**
  - Move cursor one line up from current position
  - Select Current text From UP side of cursor with shift key(**shift Up Arrow**)
- **Down Arrow:**
  - Move cursor Down from current position
  - Select Current text From Down side of cursor with shift key(**shift Down Arrow**)
- **Special Purpose keys:**
  - Delete key:
    - Used to delete one character from right side of cursor without moving cursor
    - Delete all select text/object
  - **Home Key:**
    - Move cursor at start of line
    - (**shift+Home**) Select text from current position of cursor to the start of line
    - (**ctrl+Home**) Move cursor at start of document(First page)
  - **End Key:**
    - Move cursor at End of line
    - (**Shift+End**) Select text from current position of cursor to the end of line
    - (**ctrl+End**) Move cursor at End of document(Last page)
  - **Page up:**
    - Move cursor one page up
  - **Page down:**
    - Move cursor one page down
  - **Print Screen:**
    - Used to make screen shot
  - Open screen-□press Print screen-□Open MS Word --□Home tab-□clipboard group-□
    - Paste
    - Press (Ctrl+V) From Keyboard
    - Right click-□list-□paste



- **Extra Numeric Keys:**
- **If Num lock is on**

Number keys(0-9)

0123456789+ -\* /

0.123456789+ -\* /

If Num lock is off

pakistanii

.(Dot):

Delete key

1

End key

2

Down key

3

Page down

4

Left arrow

5

ctrl+5:Select All

6

Right Arrow

7

Home key

8

Up key

9

Page up

10

/\*\_+

ICT SHUJABAD

## MS Word Short cut keys(A-Z)

Ctrl+A :Select All

**Ctrl+B :Bold text**

**Ctrl+C :Copy**

Pakistan

Ctrl+D:Font Dialogbox

Ctrl+E : Center Align

Ctrl+F:Find Dialogbox

Ctrl+G:Goto Dialogbox

Ctrl+H:Replace Dialogbox

Ctrl+I: *Italic text*

Ctrl+J: Justify

Ctrl+K: Hyper link

PUNJAB

SHUJABAD

Ctrl+L: Left Align

Ctrl+M: Increase Indent

Ctrl+N: New Document

Ctrl+O: Open Document

Ctrl+P: Print Dialogbox

Ctrl+Q: Reset Indent

Ctrl+R: Right Align

Ctrl+S: Save Document

Ctrl+T: Change Indent Level

Ctrl+U: underline

Ctrl+V: Paste

Ctrl+W: Close current Document

Ctrl+X: Cut

Ctrl+Y: Redo

Ctrl+Z: Undo

Pakistanii is our country

ICT SHUJABAD

.....

Insert Tab:

- Pages Group:
  - Cover page
  - Blank page
  - Page Break
- **Cover Page** :used to insert First page of book
- Insert tab-□page group-□cover page option-□select any cover page style

Blank page used to insert blank page on any place

- Insert tab-□page group-□Blank

**Page Break:** Used to break the page any place

- Insert tab-□page group-□Page break

- **Tables Group**

Table: Collection of rows and columns

- **Types of Tables**
  - By Selecting Rows and column(Max 10 rows and 10 column)
  - Insert Table
  - Draw Table
  - Excel Sheet table
  - Quick Table
- **By Selecting Rows and column**
- Insert tab-□Tables Group-□List-□Select No.of Rows and columns

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

- **Insert Table**
- Insert tab-□Tables Group-□List-□Insert table-□dialogbox-□Select No.of rows and columns
  - Fixed column Width
  - Auto fit to contents
  - Auto fit to winow

| Roll<br>n<br>o | Na | Father<br>Nam<br>e | C | D |
|----------------|----|--------------------|---|---|
|                |    |                    |   |   |
|                |    |                    |   |   |
|                |    |                    |   |   |
|                |    |                    |   |   |

- 

-

## Draw Table:(Manually)

- 
- The diagram consists of a grid of rectangles. A red text overlay 'ICT SHUJABA' is positioned across the middle of the grid. A small rectangle is located on the right side of the grid, below the text.

### Spread sheet Table:

- Insert tab-□Tables Group-□List-□Shread sheet□MS Excel Sheet open

| Name | Marks |  |    |    |     |  |
|------|-------|--|----|----|-----|--|
|      |       |  |    |    |     |  |
|      |       |  | N1 | n2 | Add |  |
|      |       |  | 4  | 6  | 10  |  |
|      |       |  | 5  | 8  | 13  |  |
|      |       |  | 7  | 6  | 13  |  |
|      |       |  | 6  | 7  | 13  |  |
|      |       |  | 7  | 8  | 15  |  |
|      |       |  |    |    |     |  |
|      |       |  |    |    |     |  |

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

- Quick Tables:
- Insert tab-Tables Group-List-Quick tableListSelect Any Table styles

Enrollment in local colleges, 2005

| College          | New students         | Graduating students | Change |
|------------------|----------------------|---------------------|--------|
|                  | <u>Undergraduate</u> |                     |        |
| dfg              | 6                    | 103                 | +7     |
| d                | 223                  | 214                 | +9     |
| Maple Academy    | 197                  | 120                 | +77    |
| Pine College     | 134                  | 121                 | +13    |
| Oak Institute    | 202                  | 210                 | -8     |
|                  | <u>Graduate</u>      |                     |        |
| Cedar University | 24                   | 20                  | +4     |
| Elm College      | 43                   | 53                  | -10    |
| Maple Academy    | 3                    | 11                  | -8     |
| Pine College     | 9                    | 4                   | +5     |
| Oak Institute    | 53                   | 52                  | +1     |
|                  | 998                  | 908                 | 90     |

Source: Fictitious data, for illustration purposes only

- The Greek alphabet

| Letter name | Uppercase | Lowercase | Letter name | Uppercase | Lowercase |
|-------------|-----------|-----------|-------------|-----------|-----------|
| Alpha       | A         | α         | Nu          | N         | ν         |
| Beta        | B         | β         | Xi          | Ξ         | ξ         |
| Gamma       | Γ         | γ         | Omicron     | Ο         | ο         |
| Delta       | Δ         | δ         | Pi          | Π         | π         |
| Epsilon     | Ε         | ε         | Rho         | Ρ         | ρ         |
| Zeta        | Z         | ζ         | Sigma       | Σ         | σ         |
| Eta         | H         | η         | Tau         | Τ         | τ         |
| Theta       | Θ         | θ         | Upsilon     | Υ         | υ         |
| Iota        | I         | ι         | Phi         | Φ         | φ         |
| Kappa       | K         | κ         | Chi         | Χ         | χ         |
| Lambda      | Λ         | λ         | Psi         | Ψ         | ψ         |

|           |   |       |              |          |          |
|-----------|---|-------|--------------|----------|----------|
| <u>Mu</u> | M | $\mu$ | <u>Omega</u> | $\Omega$ | $\omega$ |
|-----------|---|-------|--------------|----------|----------|

•

Enrollment in local colleges, 2005

| College             | New students         | Graduating students | Change |
|---------------------|----------------------|---------------------|--------|
|                     | <u>Undergraduate</u> |                     |        |
| Egfgfd g University | 544                  | df3                 | +7     |
| Elm College         | 223                  | 214                 | +9     |
| Maple Academy       | 197                  | 120                 | +77    |
| Pine College        | 134                  | 121                 | +13    |
| Oak Institute       | 202                  | 210                 | -8     |
|                     | <u>Graduate</u>      |                     |        |
| Cedar University    | 24                   | 20                  | +4     |
| Elm College         | 43                   | 53                  | -10    |
| Maple Academy       | 3                    | 11                  | -8     |
| Pine College        | 9                    | 4                   | +5     |
| Oak Institute       | 53                   | 52                  | +1     |
| Total               | 998                  | 908                 | 90     |

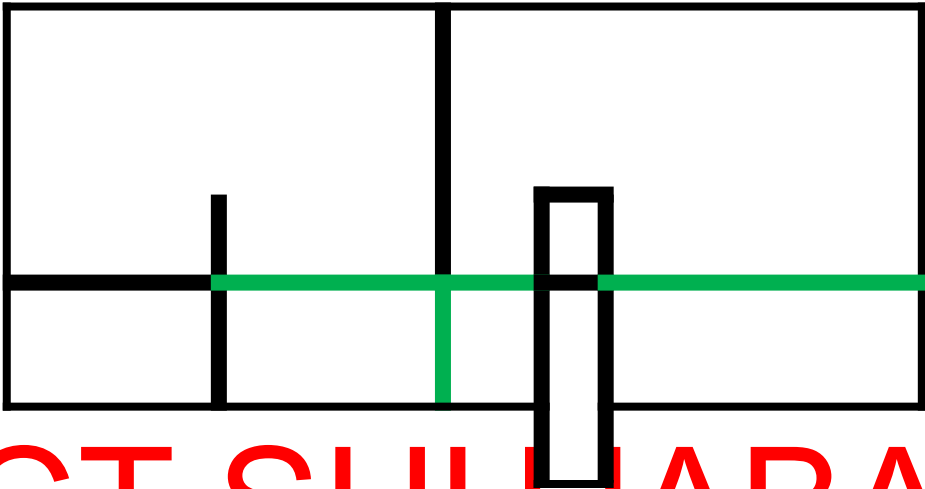
Source: Fictitious data, for illustration purposes only

ICT SHUJABAD

Table Setting(Table Design Tools)  
Select table- ☐ Table tools- ☐ Apply Setting

- Table Styles
- First column
- Last Columns
- Shading
- Border
- Eraser

| <u>Name</u> | <u>Father Name</u> | <u>Address</u> |
|-------------|--------------------|----------------|
|             |                    |                |
|             |                    |                |
|             |                    |                |



# ICT SHUJABAD

## Table Layout Setting

Select table-□ Table tools-□Layout

| <u>Name</u> | <u>Father Name</u> | <u>Address</u> |
|-------------|--------------------|----------------|
|             |                    |                |
|             |                    |                |
|             |                    |                |

## Tables Group

- Select
  - o Select Cell:
  - o Select Row
  - o Select Column:

- o Select Table:
- Property
  - o Table Tab
    - SIZE(Height and width)
    - Alignment (Left,Center,Right)
    - Text Wrapping(None,Arround)
    - Positioning(Horizontal Center,Vertical Center,Inside,outside,Center)
  - o Row(Height) Tab
  - o Column(Width) Tab
  - o Cell(Width,Vertical Alignment) Tab

| Name  | Father Name | Address |
|-------|-------------|---------|
| Ali   |             |         |
| Akram |             |         |
| Nasir |             |         |
| umer  |             |         |

Sdh asjhdj sady sjdj sfdjkjkasf jasdjf safasdk f sadfjk asfas fjsaf sjad fjsadjk jkasdjffsajd fjsdjf  
jsdjf s djfj sdjf jsdjf asjdjf asdjf jsdafn j kasdfjk saj kdfjk asdfjkasjk fj kasdjkf asdj f jasdjf  
hd jsdfjk asdjkf asdjfj asdjfj sadyfj sd fjj dasfj jkas djfjksha fjasdj kfj asdfj asjdfsjadjfasdjkf  
asjkdffffff fjkasdj jsd fsd fasdf asdf asdfk asdfjsad kfjas dfjkasdjkfjk asdjklfjk  
sadjfjlasdjklfjklasdfjkjklasdfjkasdjklfjkasjkfjkasdjfjkas fjkasdkfjkasdj jksdakfk  
asdfjasjkdf jksdafjkjkasdjfasdjf jskdjfk sdajkf jksdkfk sdafkkasdfkasdkfksadkfksadfk  
sakdfkskadfkaskfkasdkfkasffasdfasdfsdf sdfsdfsdfkasdjf sdaf hjsdf sdjf

Sdfds fsdafdasfsadfasfsafsafsfadfsadfsadfsad sdf sd fsdf ds dsf sdf sdf sdf sdf  
sfsafs dfsdafsaf safs fsa fs vxxafssdf afsaf safexc vxxcvxcvxcvx adf safsa sdfsdfsaf  
xafsasdff s xva xcbv vx vxv vxv vxv vxv vxv vxv sf dfsd fsds ffsffdfdfsfafs vad dsf sd  
xvdf fs fsd fsd fsf sdf sdfsdf fsd fsd fdf sdf sdf sdf sdf sdf sdf sdfsfaf saf sadfs x  
dfsdfsdfsfdf sdf sdf sdfsdfs f sdfsdf fsd f gfd gfdsg fdsg sdfg sgf dsgsf gsf gsfg dsfg  
dsgdsf gdsf gdsf gdsf gdfs gdfsg dsgsfdg dfsg dsfgs dg sdg sfgdsf gds gdfs gds gdfs

gd fs gdfsg fsdg dsfgd sf gdsfg dsgdsg fg sdfg dsg dsg dsgds gs fg fsdgsgf fg dsf gsd fg  
fgfdsg ds gdsfg dsfgfsg dsfg dfgf dgsdf sf sf sdf dsf f sdf sf sdf sdf

**Rows and columns Group:**

- **Delete Option/Right click**
- Delete Table
- Delete Cell
- Delete Row
- Delete Column
- **Insert Row and Column option**
- Insert Above(Row)
- Insert Below(Row)
- Insert Left(Column)
- Insert Right(Column)
- Insert Cell

| Roll No. | Name  | Father Name |  |
|----------|-------|-------------|--|
|          |       |             |  |
| 1        | Nasir | gf          |  |
| 3        | umer  | dfg         |  |
| 4        |       | fg          |  |

BAD

**Merge Group**  
**Merge cell /Right Click option**

- Combine multiple cell into single cell
- Split cell /Right Click option
  - Divide a single cell into multiple cell
- Split Table(Divide into two tables)
- Merge Cell**
- Split cell**
- Split Table**
- Table height and width**

| Result Sheet |       |             |
|--------------|-------|-------------|
| Roll No.     | Name  | Father Name |
| 1            | Ali   | Gf          |
| 3            | Nasir | Dfg         |
| 4            | Umer  | Fg          |

- Auto fit**
  - Auto fit to contents**
  - Auto Fit to Window**
  - Auto fit to Column width**

| Result Sheet |       |             |
|--------------|-------|-------------|
| Roll No.     | Name  | Father Name |
| 1            | Ali   | Gf          |
| 3            | Nasir | Dfg         |
| 4            | Umer  | Fg          |

JABAD

- Cell Text Alignment**
  - Top left
  - Top center
  - Top Right
  - Middle left
  - Middle Center

- .....

# ICT SHUJABAD

**Text Direction:**

•

•

•

•

•

| Result Sheet |          |             |
|--------------|----------|-------------|
| Roll No.     | Name     | Father Name |
| 4            | Akram    |             |
| 2            | Ali Umer | gf          |
| 1            | Bashir   |             |
| 3            | Nasir    |             |

### **Illustrations Group:**

- Picture
- Clip Art
- Shapes
- Smart Art
- Chart

Picture: Image

Insert tab-->Illustration Group->Picture->Dialogbox->Choose (Browse) picture->ok/Insert/Enter

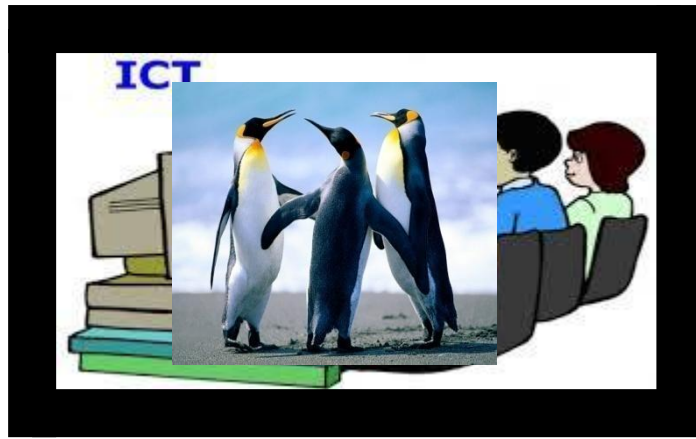


# SHUJABAD

### **Picture Tools**

#### **Adjust Group**

- Brightness
- Contros
- Recolor
- Compress Picture
- Change Picture
- Reset Picture



### Picture Style/Frame Group

- Frame Style
- Border
- Shapes
- Effects

# ICT SHUJABAD

### ● Picture Position

- Top left
- Top center
- Top right
- Middle left
- Middle center
- Middle Right
- Bottom Left
- Bottom Center
- Bottom Right

.....

### ● Text Wrapping

- Inline with text
- Square
- Tight
- Behind
- Infront of text
- Top and bottom text
- Through

- Edit Wrap point

- 
- 
- 
- 
- 
- 
- 
- 
- 

Inline text



- Sdf  
jdsj sfksdf ksdkf kdsfs alklfkad  
ksdafsjaskfj dsakfjdads fjdsajsf  
kdlsfkdsfls kdskf sdlfk sldlkf  
sld;fk s;ldsfsl s;dfk;da flsdakd flsdlf ksdalfs lkdsfkf lkdsfkdsf fsk sdlfs dkskf  
kdsfkfsdksfk sdksf ksdksfksdkfk sdlfk slfk;asfklerelw;;s ;fsd;fs dsfkdk sflsds fsdkf sdlf  
ksdkfsdl sfkdlskf lsdksdl kfsdlsfk sdsfkdsksfkdkfsd lfkdsfkkskf

kds fkdask fdskasf jsd fdjssf  
fklda fjkakdsf klsdajkf  
jdsjf sadjf dasf ldklf  
ldasf;as klfsda; f;dsf klflsdf

# ICT SHUJABAD

## Square

- sdfsdfsdfSdfkds fkdask fdskasf jsd fsdf sdf sdf sdfsdfsdjsdf sdfsd fsdfsd fsdfdsfdjssf jdsj  
sfksdf ksdkf kdsfs alklfkad fklda fjkakdsf klsdajkf ksdafsjaskfj dsakfjdads fjdsajsf jdsjf  
sadjf dasf ldklf kdlsfkdsfls kdskf sdlfk sldlkf ldasf;as klfsda; f;dsf klflsdf sld;fk s;ldsfsl  
s;dfk;da flsdakd flsdlf sdfds fads fsadsf sdfsd sdf sdf sdfsdfsdksdalfs lkdsfkf lkdsfkdsf  
fsk sdlfs dkskf kdsfkfsdksfk sdksf ksdksfksdkfk sdlfk slfk;asfklerelw;;s ;fsd;fs dsfkdk  
fddsfsadfsdafsdjsdfsdjsdfsdjsdf

sfsdjsdfsdjsdfsdjsdf  
ksdkfsdl sfkdlskf



sdfs fsdfsdjsdfsdjsdfsdjsdfsdjsdfsdjsdf  
lsdkfsdl kfsdlsfk sdsfkdsksfkdkfsd

- 

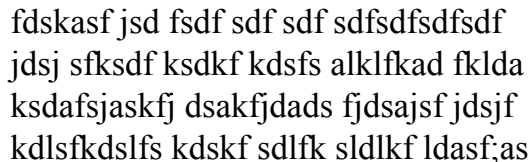
## Tight:

- sdfsdjsdfsdjsdfsdjsdf  
sdfsdjsdfsdjsdf sdfsd  
kdsfs alklfkad fklda  
dsakfjdads fjdsajsf jdsjf  
sdlfk sldlkf ldasf;as  
s;dfk;da flsdakd flsdlf  
sdfsdjsdksdalfs lkdsfkf  
kdsfkfsdksfk sdksf  
slfk;asfklerelw;;s ;fsd;fs dsfkdk fddsfsadfsdafsdjsdfsdjsdfsdjsdf sdfsdjsdfsdjsdfsdjsdf sdfs



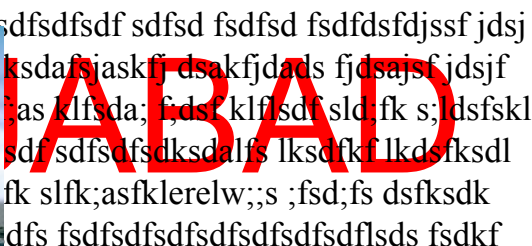
fkdask fdskasf jsd fsdf sdf sdf  
fsdfsd fsdfdsfdjssf jdsj sfksdf ksdkf  
fjkakdsf klsdajkf ksdafsjaskfj  
sadjf dasf ldklf kdlsfkdsfls kdskf  
klfsda; f;dsf klflsdf sld;fk s;ldsfsl  
sdfs fads fsadsf sdfsd sdf sdf  
lkdsfkdsf fsk sdlfs dkskf  
ksdkfsdksfk sdlfk

sdfsdfsdfsdfsdfs fkdask  
sdfsdf sdfsdf sdfsdfsdfjss  
fjkakdsf klsdakf  
sadjf dasf ldsklf  
klfsda; f;dsf klfsdf slsdfk s  
sdfsdfsdkdsalfs lksdkl lks  
slfk;asfklerelw;;s ;fsd;fs ds  
sdfsdfsdfsdfsdfsdfsdfsdfsdfs  
sdlsfksdkfskfsdkfsd



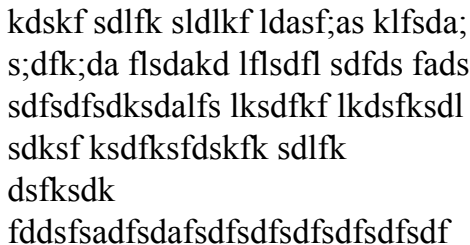
flsdf l sdfs fads fsadsf sdfsdf sdf sdf  
kfsdksfk sdxsf ksdksfsdskfk sdlfk  
sdfsdfsdfsdf sfsdfsdfsdfsdfsdf sdfs  
tf lsdksdl kfsdlsfk

sd fsd fsd Sd fkd s fkdask fd  
sfk sdf ksd kf kdsfs alklfka  
sadjf dasf lsd klf kdlsfkds  
s;dfk;da flsdakd flsdfl sdf  
fsk sdls dksf kdsfkfsdks  
fddsfsadfsdafsd fsd fsd fsd  
sdlf ksd fksdl sfkdlskf lsd fl



ksdkfsd

sdfsfdsfSdfkds fkdask fdk  
sfksdf ksdkf kdsfs alklfkad  
sadjf dasf ldsklf kdlsfkdslfs  
f;dsf klflsdf sld;fk s;ldsfkl  
fsadsf sdfsf sdf sdf  
fsk sdlfs dksf kdsfksdkfsk  
slfk;asfklrerlw;;s ;fsd;fs



sfsdfsdfsdfsdf sdfsfdsfsdfsdfsdfsdfsdfsdfs fskf sldf ksdfkndl sfkdlskf lsdfkndl  
kfsdlsfk sdlsfkdkksfkdkfsd



sdfsd sdfsd fkdask fdkaskf jsd sdfd sdf sdf sdfsd sdfsd sdfsd sdfsd fjdjssf jdsj  
sfksdf ksdkf kdsfs alkfkad fklada fjkakdsf klsdajkf ksda fjsjaskfj dsakfjdads fjdajsf jdsj f  
sadjf dasf ldkl f kdlsfkds lfs  
klfsda; f; dsf klfsdf sld;fk  
sdfds fads fsadsf sdfsd sdf  
lkdsfk sdl fsk sdlfs dkskf  
sdlfk slfk; asfkl erelw;;s



sdfsd sdfsd sdfsd sdfsd sdfsd  
sdlf ksd fksdl sfkdlskf lsd fksdl kfsdlsfk sdl fksdk fksdk fksd

kdkkf sdlfk sldkf ldsf; as  
s; ldsf skl s; dfk; da flsdakd lflsdf l  
sdf sdfsd fskdsal fs lksdfkf  
kdsfk fsksfk sdskf ksd fksf dskfk  
; fsd; fs dsfksdk  
fdds fsad fsdaf sdfsd sdfsd sdfsd  
fdfsdf sdfsd sdfsd sdfsd flsds fskf

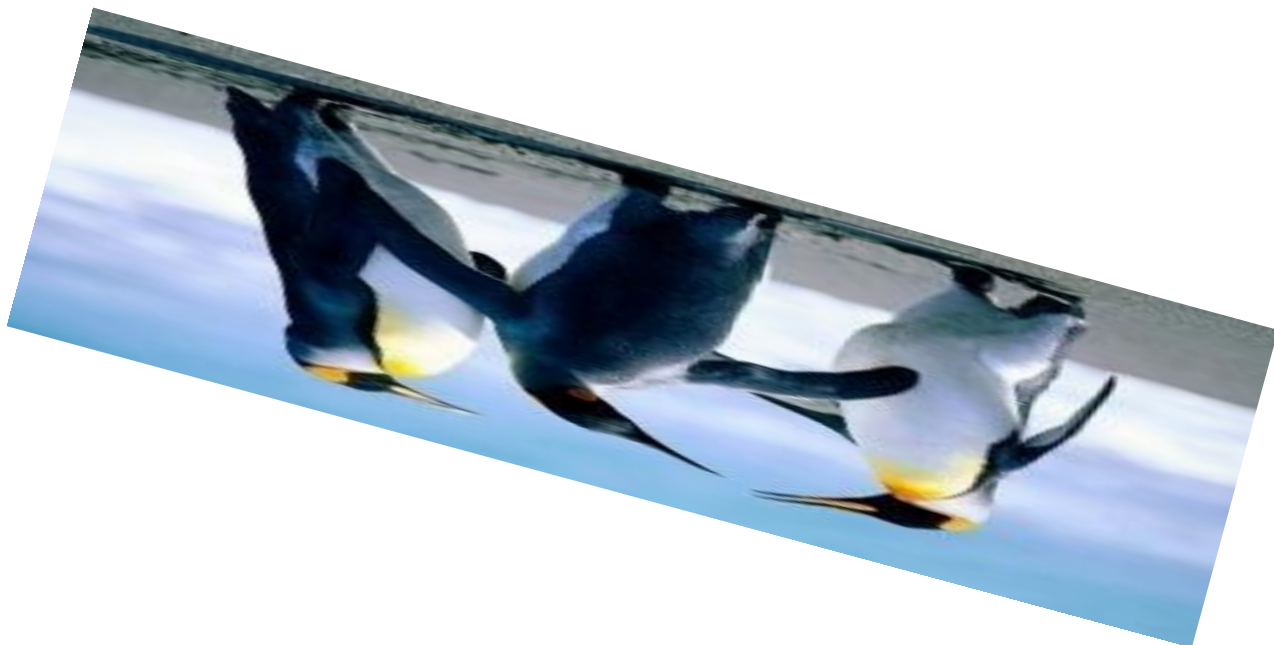


ssdfsdfsdfSdfkds fkdask fdskeer ewrwereerasf jsd fsdf sdf sdf sdfsdfsdfsdf sdfsd fsdfsdf  
fdfsdfsfdjsffjdsj sfskdsf ksdkf kdsfs alkfkad fklka fjakdsf klsdajkf  
ksdafsjskdfj dsakfjdads fjdsae eer erejsf jdsjf sadjf dasf ldsklf  
kdsfskdsfjs kdskf sdlfk sldkf ldsaf;as klfsda, f,dsf klfsdf sld;fk  
s;ldsfskl s;dfk;da flsdakd flsdf sdfs fads fsadsf sdfsdf sdf sdf  
sdfsdfsdkdsalfs lkdsfkf lkdsfksdl fsk sdlfs dksf kdsfkfsdkfsk sdfs  
ksdfksfsdkfk sdlfk erereslfk;asfklerehw;;s fsdf;fsd;fs  
dsfksdk fdfsfsadfsdafsdfsdfsdfsdfsdfsdfsfeeresdf sdfsdfsdsr esdfsdfsder



Size:

- Height
- Width



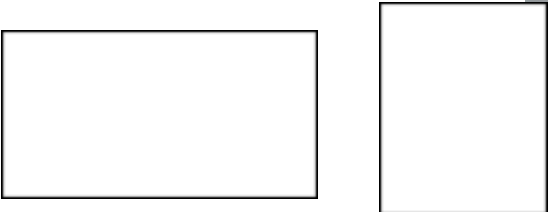
Crop:



Shapes:

Insert tab-□Illustration  
group-□Shapes-□list-□Draw any

shape



ICT SHUJABAD

Drawing Tools:

- Styles
- Border color
- Shadow effects
- 3D Effects
- Positioning
- Wrapping
- Size
- Crop



- 
- A stylized illustration of the Kaaba in Mecca. The Kaaba is a large black cube with a brown base and a brown band around its middle. It is surrounded by white and grey fabric. In the background, there are two tall, white minarets with blue and gold accents, set against a blue sky. The ground is a mix of brown and green patches.



# SHUJABAD

- •  
•  
•  
•  
•  
•  
•

- Professor
- NQ

- ds

- Assistant Professor
- Senior Clerk

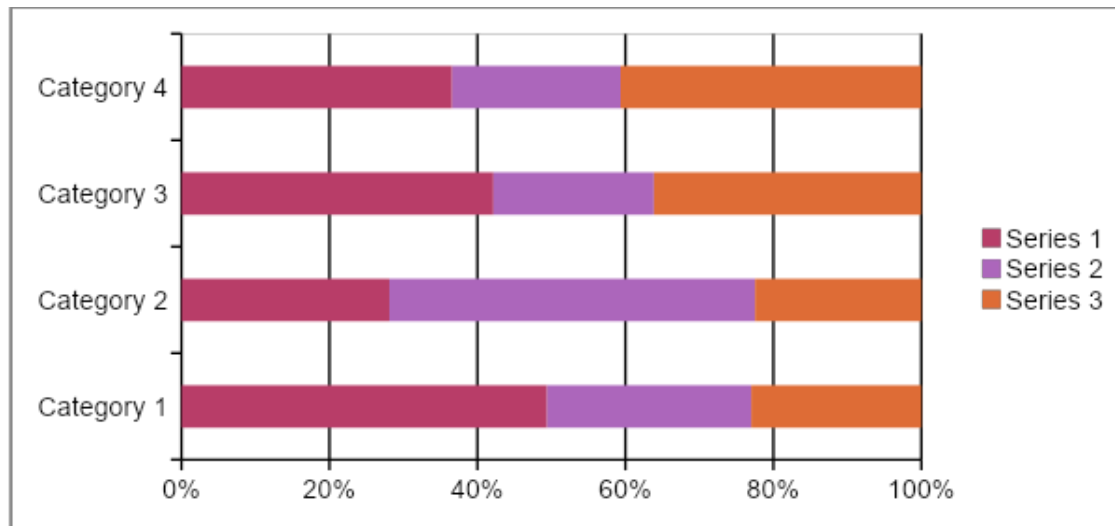
# ICT SHUJABAD

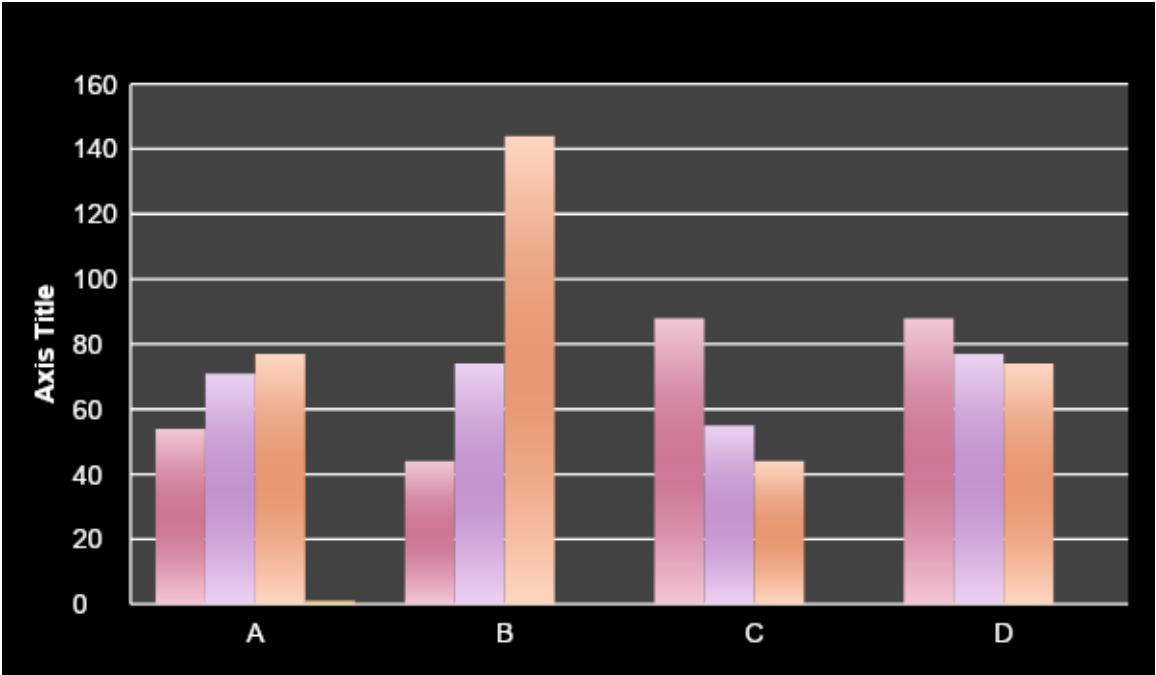
- 
- 
- 
- 
- Smart Art Format Tools
  - Shapes
  - Shapes style
  - Word Art Style
  - Arrange
  - Size
- 
- Charts: Graphical Representation of data
- **Insert tab-□Illustration group-□chart-□chart dialog box-□select chart--□ok□Excel sheet-□Change data-□close**
- 
-



- **Types:**

- Column charts
- Bar Charts
- Line charts
- Pie charts
- Area Charts
- Stock
- Bubble

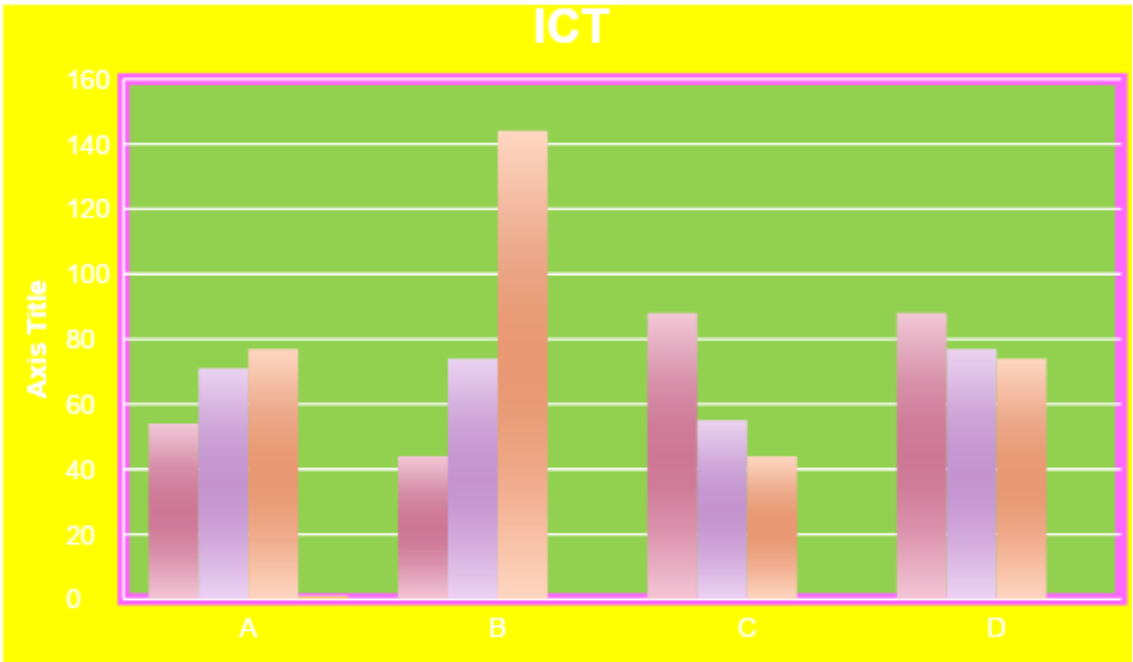




# ICT SHUJABAD

- **Chart Format Tools**

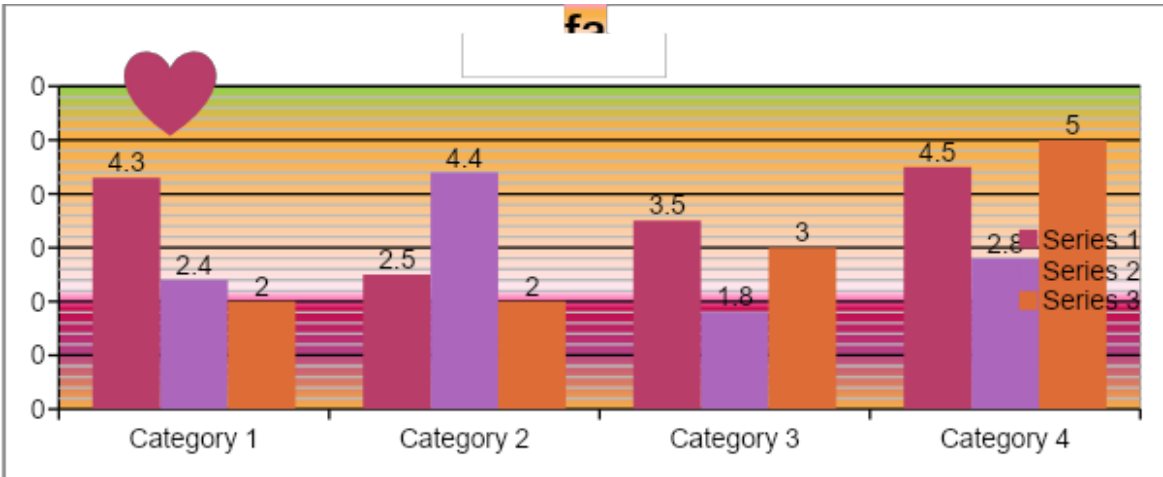
- Current Selection
- Shapes Styles
- Word Art
- Arrange
- Size



# ICT SHUJABAD

## Chart Layout Tools

- Current Selection
- Insert
- Labels
- Axes
- Background



- **Li nks Group**
    - Hyperlink
    - Bookmark
    - Cross-reference
  - **Hyperlink:**link the text with other document/Page
  - Select text-□insert tab-□Links group-□**Hyperlink**-(ctrl+K)□dialog box-□select documents-□ok
  - ICT
  - shujabad
  - **Bookmarks:**Move cursor on specific text
  - Select text-□insert tab-□BookMark-□dialog box-□Add Bookmark-□ok
- ICT Shujabad
- FA
- **Cross reference:**
  - Select text-□insert tab-□Cross reference-□dialog box-□Add Bookmark-□insert

|                                                                   |             |         |          |
|-------------------------------------------------------------------|-------------|---------|----------|
| ICT Shujabad<br>FA<br>Error! Not a valid bookmark self-reference. | Father Name | Address | Cell No. |
|                                                                   |             |         |          |
|                                                                   |             |         |          |
|                                                                   |             |         |          |
|                                                                   |             |         |          |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

● **Header & Footer Group**

- **Header :** text/object on top of every page
  - Insert tab-□header&footer Group-□Header-□list-□select header-□ Write text-□close header and footer
  - Double click on top of page-□dotted lines appear-□write text-□close header and footer

- 
- **Header Setting**
  - Position
  - Option
  - Navigation
  - Insert
  - Header & footer

- 
- **Footer :** text/object on bottom of every page
  - Insert tab-□header&footer Group-□Footer□list-□select Footer□ Write text-□close header and footer
  - Double click on Bottom of page-□dotted lines appear-□write text-□close header and footer

- **Footer Setting**
  - Position
  - Option
  - Navigation
  - Insert
  - Header & footer

- 
- **Page Number:**
  - Top of Page
  - Bottom of page
  - Page margin
  - Current Position
  - Format page no.
  - Remove page no.

## ● Text box group

- Text box
- Quick parts
- Word Arts
- Drop cap
- Date and time

[Type sidebar content. A sidebar is a standalone supplement to the main document. It is often aligned on the left or right of the page, or located at the top or bottom. Use the Text Box Tools tab to change the formatting of the sidebar text box.]

Type sidebar content. A sidebar is a standalone supplement to the main document. It is often aligned on the left or right of the page, or located at the top or bottom. Use the Text Box Tools tab to change the formatting of the sidebar text box.]

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

● Object

● Text box

HUJABAD



- 
- 
- 
- 
- Quick Parts

## Information Technology

- [Abstract]
- Muhammad Aqib
- 1/1/2020
- Tuesday, June 22, 2021

# ICT SHUJABAD

### Word Art::

Institute of Computer Technology

- 
- 
- 
- 
- 
- 
- 
- Drop Cap

● P

ICT SHUJABAD

- akistan is our country sdf ldsfl lsdflk sdlf kdsfl ksfl sldfk  
sldf sldfk d;lf fldls lfsdlflfl lsdflsdlfl sldfsl flfl dsfl  
sldflsldfdl sflsfl lsdflsldflsfl sldflsldfl

- 
- 
- Microsoft Signature
- 

X  
FA  
BA

- 
- 

- Tuesday, June 22, 2021

- 

- Insert Date and Time

- Tuesday, June 22, 2021

- 22-Jun-21

- 6/22/2021 5:51:39 PM

- 6/22/2021

- Object:

| Roll No. | Days      | Months    |  |  |  |  |
|----------|-----------|-----------|--|--|--|--|
| 1        | Sunday    | March     |  |  |  |  |
| 2        | Monday    | April     |  |  |  |  |
| 3        | Tuesday   | May       |  |  |  |  |
| 4        | Wednesday | June      |  |  |  |  |
| 5        | Thursday  | July      |  |  |  |  |
| 6        | Friday    | August    |  |  |  |  |
| 7        | Saturday  | September |  |  |  |  |
| 8        | Sunday    | October   |  |  |  |  |
| 9        | Monday    | November  |  |  |  |  |



Microsoft Office  
Excel 97-2003 Works

- 



Microsoft Office  
PowerPoint 97-2003 I

-

- Symbols group

- Symbols

- ☺Ω≤

- {€ffi©®

- βΣ≡

- ∞®

- ™/©Σ

- Equation

$$\cos \cos \alpha + \cos \cos \beta = 2 \cos \cos \frac{1}{2}(\alpha + \beta) \cos \cos \frac{1}{2}(\alpha - \beta)$$

$$\sin \sin \alpha \pm \sin \sin \beta = 2 \sin \sin \frac{1}{2}(\alpha \pm \beta) \cos \cos \frac{1}{2}(\alpha \mp \beta) (x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k}$$

$$\sin \sin b \pm \sin \sin c = 2 \cos \cos \frac{1}{2}(\alpha \pm \beta) \cos \cos \frac{1}{2}(\alpha \mp \beta)$$

$$e^y = 1 + \frac{x}{1!} + \frac{x^1}{2!} + \frac{x^2}{3!} + \dots, \quad -\infty < x < \infty$$

$$A = \pi r^2$$

- $A = \pi r^2$

- $(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k}$

- 

- $(1 + y)^m = 1 + \frac{mx}{1!} + \frac{m(m-1)y^2}{2!} + \dots$

- 

- Insert Equation

$$\frac{x}{y} \pm \frac{dy}{dx} \delta \frac{\delta y}{\delta x} - \frac{\pi}{2}$$

- 
- **Fraction**

$$\frac{4}{3}+4\frac{dy}{dx}y-4\frac{\pi}{2}-\frac{3}{4}$$

- $\frac{x}{y}+5\frac{dy}{dx}-\frac{\pi}{2}$

- $\frac{x}{y}+\frac{dy}{dx}y-\frac{\pi}{2}+\frac{5}{4}$

- 
- 

- **Script**

ICT SHUJABAD

$$r^6+\frac{dy}{dx}-7^8_{91nY}$$

$$x^{5-6}+555467$$

- $x^4+5^2_4+e^{-ti\theta}$

- $x^6+x3-5^y_h-x_{y^2}$

- 
- **Radical**

$$\sqrt{\frac{dy}{dx}x-x^5}+\sqrt[2]{77+5-6}$$

$$\frac{-x\pm\sqrt{x^2-4xy}}{2x}\sqrt{a^{62}+bv{x}^2}$$

•  $\sqrt{x+y+z}$

$\sqrt[5]{x54+6y}=55$

•  $\sqrt[2]{x+y+z}$

•

•  $\sqrt[2]{x+5-2x}$

•  $\int\limits_4^5 c+g+h\sum\limits_{4\Sigma}^{76} g8$

•  $\sqrt[3]{4+65x}$

•

•

•  $\frac{-b\pm\sqrt{b^2-4ac}}{2a}$

$$\sum\limits_6^6 d+u$$

•

•

•  $\frac{-b\pm\sqrt{b^2-4ac}}{2a}$

•

•

● **Integral**

●

●  $\int x + x^7 - y\sqrt{a^2 + b^2}$

●

●  $\int d + y$

●  $\int_0^1 x + y$

●  $\iiint_0^1 d + 5$

ICT SHUJABAD

$\int_0^1 \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} - \frac{\pi}{2} + \sqrt{a^2 + b^2} \iint_1^4 x + 67$

●

●  $\int_0^1 x + y + \iint_0^1 z + 5$

● **Large Operator**

●

●  $\sum_4^7 v_- = \cup_{n=1}^m (X_n \cap Y_n) \Sigma$

●  $\sum_0^1 x + u d$

$$\bullet \sum_{0}^1 x + 5 \setminus$$

$$\bullet \prod_{0}^1 x + 7 \frac{dy}{dx} - 689$$

## • Brackets

$$\bullet (x + 6y - 5z)$$

$$\bullet \left[ r + y \left( \sqrt[2]{45 + 87} \right) 43 + 9[xr + u) - \left\{ x + \frac{5}{7}y \right\} \right] + ]x + 67[rt\} | 7h$$

$$\bullet ()$$

$$\{v + r[44]\} - \left( 66 + \left( \frac{n}{k} \right) - f(x) = \begin{cases} -x, & x < 0 \\ x, & x \geq 0 \end{cases} \right)$$

$$\bullet []$$

$$\bullet \{\}$$

$$\bullet \{x + 6\{s + 6\} - \}$$

## • Function

$$\bullet \tan \tan \theta = \frac{\sin \sin \theta}{\cos \cos \theta}$$

$$\bullet x\theta - \tau$$

$$\bullet \sin \sin \theta + \cos \cos \theta \quad \cos \cos \alpha - \csc \csc \beta$$

$$\bullet \tan \tan \theta = \frac{\sin \sin \theta}{\cos \cos \theta}$$

- $\alpha + \beta$
- $\sin \sin \theta + \cos \cos \alpha + \theta$
- $\tan \tan \theta = \frac{\sin \sin \theta}{\cos \cos \theta}$

- **Accent**

- $x + y - \ddot{y} + \bar{\bar{z}}$
- $x^{\leftarrow} + y^{\leftarrow\cdots}$

$$\overline{ABC} - \overline{x \oplus y} - y = 6t^{\leftarrow\cdots}$$

- **Limit**
- $x + y$

$$6 - \left(1 + \frac{1}{n}\right)^n x e^{-x^2}$$

- $\left(1 + \frac{1}{m}\right)^m$
- $v + y$
- $\left(1 + \frac{1}{n}\right)^n x e^{-x^2} x + y$
- 
- 
- 
- **Operator**

- $+ = x \Rightarrow + y \leftrightarrow - \stackrel{\text{def}}{=} + \text{yields} \rightarrow$
- $= = \leftarrow \Rightarrow \stackrel{\text{def}}{=} \triangle \text{yields} \rightarrow \Delta 5 \rightarrow$
- $8 \Leftrightarrow 9 \rightarrow 8 \Rightarrow 7 \leftarrow$
- 
- **Matrix**
- 5 6 8 7
- [6 7 8 8]
- 
- [5 ... 7 : ∴ : 8 ... 5]
- 2 4 6 8 7 8 9 0 6
- [3 1 4 4]
- [x ... 5 : ∴ : 6 ... 7]

[8 7 5 6 7]

ICT SHUJABAD  
(6 ... 7 : ∴ : 5 ... 8)  
6 7 7 7

### • Page Layout Tab

- Thesmes Group
- Page setup Group
- Page Background Group
- Paragraph Group
- **Arrang Group**
- 
- **Page Setup Group**
  - Margin
    - o Ruler-□margin(left,Right,top,bottom)
    - o Page layout--□Margin
  - **Orientation**
  - **Size(Paper)**
  - **Columns**

- Break(Page break ,Section Break)
- 
- Columns
  - 
  - Sf dsf sdaf                      sa fsadf sadf  
sdf sfsd fd                      sdf sadfas  
fsdaf sdaf                      asdf sadfsdfa  
sdfsadf dsf                      sdfsd fs df  
sdfsadf                      dsdsf dsf  
                                     dfsdf
  - Dfdsf sdfs

ICT SHUJABAD

**d fsd fsdf**

**sdf**

**sadfsdfsdf**

**sdfsdf**

**sdfsdf**

**fasdfasf**

**sdf**

**sadfasdfs**

**adf**

**sdfsadf**

● **Fsd fsd**

**sdfsdf dsaf**

**sdfs df sdaf**

**asdf**

**asdfsdfsadf**

**sdaf sdf**

**sdfsdfs df**

●

●

●

● **Page Background Group:**

● **Watermark**

● **Page Color**

● **Page border**

● **Paragraph group**

● **Left Indent**

● **Right Indent**

● **Spacing**

●

●

● **Refernces Tab:**

● **Table of contents Group**

● **Footnotes Group**

●

●

Table of contents Group

o Table of Contents

o Add text

o Update Table

●

● **Footnotes:**

● **End Notes**

●

● **Review Tab:**

● **Proofing Group**

o **Spelling(Red dotted Line) and Grammar(Green dotted Line)**

o **Thesaurus(alternate words)**

ICT SHUJABAD

- 
- **Good**
- 
- **Nice**
- **respect**
- 
- **Word Count.**
  - **No.of pages**
  - **No.of words**
  - **No.of character with spaces**
  - **No.of charater without spaces**
  - **No.of Paragraph**
  - **No.of Lines**
- **Languages**
- **Comments**
  - **New comments**
  - **Next Comments**
  - **Previous Comments**
  - **Delete Comments**
- 
- **ICT**
- **PA**
- **CA**
- 
- 
- 
- **Protect Documents**
- 
- **View Tab:**
- **Documents View Group**
  - **Print layout(Normal)**
  - **Full Screen**
  - **Web layout**
  - **Outline**
  - **Draft**
- 
- **Show hide group**
  - **Ruler**
  - **Gridlines**

ICT SHUJABAD

- Message Bar
- Document Map
  - Thumbnails

- **Zoom Group**

- Zoom In (+)
- Zoom Out(-)
- One page
- Two Page
- Page Width

- 
- 

- **Window Group**

- New window
- Arrang All
- Split
- Side by side
- Reset position
- Switch windows

ICT SHUJABAD

- 

- Print Documents
- Print Priveiw:used to view document setting befor printing
- Print Preview
  - Print Group
  - Page Setup
  - Zoom
  - Preview

- 

- Office button-□list-□print -□sublist-□Print Preview
  - Press Ctrl+F2 From Keyboard

- 

- Quick Print: Print all Pages/Document without any setting

- 

- Office button-□list-□print -□sublist-□Quick Print

- 

- 

- Print:Used to print document with specific setting

- **Print**

- Office button-□list-□print -□sublist-□Print -□apply setting-□Ok
- Press Ctrl+P From Keyboard-□Apply Setting-□ok

- 

- Print Dailog box Setting
  - Add Printer
  - Page Range Group

- o All Page
  - o Current page
  - o Pages(Range,1-5)
  - o Selection
- **Copies Group:**
  - Number of copies
  - Collates
- **Print Whatfff**
  - Documents
- **Print**
  - All
  - Even
  - Odd
- **Zoom Group**
  - Paper per sheet
  - Scal to paper size
- **Property:**
  - Paper
  - Orientation



• *Multan*

• *shujabad*

fd

# ICT SHUJABAD