Course Code: CL-1000	Course: Introduction to Information and Communication Technology
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Lab Tasks for MS Word (Home Tasks)

1. Basic Table Operations:

- Create a table with 3 rows and 4 columns.
- Insert a new row at the top of the table.
- Merge all cells in the first row to create a single header.
- Split the cell in the second row, second column, into 2 columns.
- Take screenshot and paste it in a word file.

2. Applying Formatting:

- Apply light blue shading to the entire second row of the table.
- Add a solid black border with a thickness of 1.5 pt to the entire table.
- Change the direction of text in the last cell of the third row to vertical.
- Take screenshot and paste it in a word file.

3. Page Formatting:

- Apply a double line border to the entire page with a width of 3 pt.
- Insert a header with the text "ICT Lab Assignment" aligned to the left and a footer with the page number centered.
- Take screenshot and paste it in a word file.

4. Inserting Elements:

- Insert a checkmark symbol (✓) in the first cell of the second row.
- Add the quadratic equation $ax^2 +bx + c$ below the table.
- Insert an image of a computer below the equation.
- Take screenshot and paste it in a word file.

5. Bullet and Numbering:

- Apply bullet points to the following items:
  - Introduction
  - Body
  - Conclusion
- Convert the bulleted list to a numbered list with Roman numerals (I, II, III).
- Take screenshot and paste it in a word file.

Lab Tasks for MS Excel

1. Introduction to Formulas:

- Write A1 = 15, B1 = 30. In cell C1, create a formula to add the values of cells A1 and B1.
- Write A2 = 50 and B2 = 120. Subtract the value in cell B2 from cell A2 and display the result in cell C2.
- Multiply the value in cell C2 by 1.2 and display the result in cell C3.
- Go to formulas tab and click on this icon to show formula and take screenshot and paste it in the word file.

2. Creating Functions:

- Use the SUM function in cell A11 to add all values in the range where A1 to A10 contain the numbers:
  - A1 = 5
  - A2 =10
  - A3 =15
  - A4 =20
  - A5 =25
  - A6 =30
  - A7 =35
  - A8 =40
  - A9 =45
  - A10 =50.
- Calculate the average of values in cell B11, where B1 to B10 contain the numbers:
  - B1 =2
  - B2 =4
  - B3 =6
  - B4 =8
  - B5 =10
  - B6 =12
  - B7 =14
  - B8 =16
  - B9 =18
  - B10 =20.

- Find the maximum value in range A1 –A10 in cell C1 and the minimum value in range B1 – B10 in cell D1.
- Go to formulas tab and click on this icon ![icon] to show formula and take screenshot and paste it in the word file.

3. Logical Functions:

- Add these values to:

  - A1 = 50
  - A2 = 90
  - A3 = 56
  - A4 = 85
  - A5 = 45
  - A6 = 35
  - A7 = 86
  - A8 = 12
  - A9 = 33
  - A10 = 59

- Use the IF function in cell B1 to return "Pass" if the score in cell B2 is greater than or equal to 50, otherwise return "Fail." Drag this function till cell B10.
- Add these values:

  - C1 = 15
  - C2 = 86
  - C3 = 77
  - C4 = 90
  - C5 = 88

- And these values:

  - D1 = 75
  - D2 = 80
  - D3 = 10
  - D4 = 56
  - D5 = 45

- Apply the AND function in cell E1 to check if the values in cells C1 and D1 are both greater than 50.
- Use the OR function in cell F1 to check if either cell C1 is greater than 60 or cell D1 is less than 70.
- Go to formulas tab and click on this icon ![icon] to show formula and take screenshot and paste it in the word file.

4. Freeze Rows and Sorting:

- Add in cell:

    - A1 = Name
    - B1 = Score
    - C1 = Grade
- Add in cell:
- A2 to A6 ("Sara", "Ali", "Ayesha" , "Farwa" , "Ahmed")
- B2 to B6 ("50" , "60" , "25" , "85" , "62")
- C2 to C6 ("D" , "C" , "F" , "A" , "C")

- Freeze the top row of your worksheet containing headers such as "Name," "Score," "Grade."
- Take screenshot and paste it in a word file.

5. Charts in Excel:

- Create a bar chart using the data in columns A ("Name") and B ("Score") to visualize the student scores:
- Customize the chart by adding the title "Student Scores" and labeling the Y-axis as "Score" And X-axis as "Student Name".
- Take screenshot and paste it in a word file.