

Laboratory Activity -1

11th Jan 2026

Note: *An open session will be held on Microsoft Teams. Please ensure that you submit your work through it, as lab activities that are not submitted will not be marked.*

TASK 1: Generate Random Text

- 5 paragraphs, each paragraph has 4 sentences.

TASK 2: Document Title & Formatting

- At the top of the document, type: Microsoft Word Random Text Lab
- Select the title and apply:
 - Font: Calibri
 - Size: 18
 - Bold
 - Center Alignment
- Link to TIU website

TASK 3: Paragraph Formatting

- Select all random text
- Change:
 - Font: Times New Roman
 - Size: 12
- Set:
 - Line spacing → 1.5
 - Alignment → Justify
- Add:
 - Spacing After Paragraph: 6 pt

TASK 4: Text Styling & Editing

- Make the first paragraph bold
- Change the second paragraph text color (blue)
- Underline one sentence
- Highlight one word

TASK 5: Lists and Indentation

- Make the third paragraph
 - Shading
- Convert the fourth and fifth paragraph into:
 - A numbered list
 - Increase indent for the lists

TASK 6: Insert an Image and Position Image

- Insert a Picture (Go to Insert Tab)
- Change Image Layout Position to Tight or Square

TASK 7: Picture Formatting & Styling

- Picture Style
 - Go to Picture Format
 - Apply any Picture Style (e.g., Shadow, Rounded Corners)
- Add Border
- Choose:
 - Color: Black / Blue
 - Weight: 1 pt or 1.5 pt



TASK 8: Insert Table

- (Go to Insert Tab) → Table (4x3)
- Table Design tab
 - Change Table Style

Raw 1 * Column 1	Raw 1 * Column 2	Raw 1 * Column 3
Raw 2 * Column 1	Raw 2 * Column 2	Raw 2 * Column 3
Raw 3 * Column 1	Raw 3 * Column 2	Raw 3 * Column 3
Raw 4 * Column 1	Raw 4 * Column 2	Raw 4 * Column 3

- Table Layout
 - In Cell Size (Height :0.3)
 - Merge 2 cells in Row 1 of column 2 and 3
 - Merge cells in column 1 of Row 3 and 4
 - Align the text to Center

University	Tishk International University	
Faculties	Applied Science	Engineering
Departments	AI	Architecture
	Cybersecurity	Civil

TASK 9: Page Formatting

- Add Page Border
- Add watermark (Your Name)
- Change Page Color
- Change Page Orientation (Landscape)

TASK 10: Text Indent

Write 3 Programming Language (Use Indent to give space)

- C++
 - Is used for fast and Performance-critical programs.
- Python
 - is simple and popular for AI and automation.
- Java
 - is widely used for web and enterprise applications.

TASK 11: Superscript and Subscript

- write the Equation ($x^2 + 1$)
- write the Comical formula (H_2O)

TASK 12: Header & Footer

- **Create Header (Double Click to beginning to Page) or search for Header**





TASK 8: Saving

- Save the Document with your full name
- Export the document as pdf
- A session will be opened in MS Teams. Please submit your work through the session.