

Shree Swaminarayan College of Computer Science, Bhavnagar

PCs – 102 (MS – Word Assignments)

Assignment - 1

1.	Create a word document which contains details of you self and give attractive formatting to the text. (Save the file with “resume.doc”).
2.	Create a word document which contains details of your college and its activities, and set attractive formatting to the text. (Save the file with “SSCCS.doc”).
3.	Create a duplicate of the sscs.doc with the use of save as command.
4.	Write down the following letter and save with “letter.doc”. And set attractive formatting of the text. <p style="text-align: right;">6103, Oliver Loving Trail Austin, Texas October 30, 1996</p> <p>Dr. Art Ratzel Division 1513 Sandia National Labs P. O. Box 5800 Albuquerque, New Mexico 87185</p> <p>Dr. Art Ratzel:</p> <p>In last month's issue of Undergraduate Engineer, Sandia National Laboratories advertised positions for a summer undergraduate research program that is to begin in June 1997. Would you please consider me for such a position with your solar thermal division? I am a junior in mechanical engineering at the University of Texas, and my emphasis is in thermal fluids (see enclosed résumé).</p> <p>In reading about Sandia, I learned of the solar thermal work in your division. Solar thermal technology interests me greatly. While here at the University of Texas, I have taken a course in solar energy applications. My project for that course--the comparison of heat transfer fluids for a solar thermal power plant--specifically pertains to your division's work.</p> <p>After completing my bachelor of science here at the University of Texas, I plan to attend graduate school because I am interested in research. Last summer, I had the opportunity to work at Balcones Research Center in Austin and enjoyed the work and atmosphere associated with research. Given that Sandia National Laboratories is the foremost engineering research laboratory in the country, I would welcome the chance to work for you.</p>

	<p>Thank you for your consideration, and if you have any questions, please feel free to write, email, or phone.</p> <p style="text-align: right;">Sincerely, Brad Smith</p>
<p>5.</p>	<p>Type your full name and your resident address in a new blank document, and save it with “address.doc” and apply following setting.</p> <ol style="list-style-type: none"> 1. To apply font name: “Courier New” 2. To apply font size: 12 points with font color. 3. To apply landscape orientation.
<p>6.</p>	<p style="text-align: right;">Mr. Roger Moriarity Executive Director Children With Disabilities Foundation 430 Smithson Drive, Suite 500 Chicago, IL 32956</p> <p>Dear Mr. Moriarity:</p> <p>The purpose of this letter is to formally invite you, on behalf of the Board of Directors, to be the Closing Keynote Speaker at the upcoming 2006 IDCRI Conference.</p> <p>The theme of this conference is "Disabling the Disability - Looking It Straight In the Eye".It will be held at the Mountain view Conference Facility, in Montpelier, Vermont from December 3 to 5, 2006.</p> <p>For you information, Susan Crutch low of Taming the Environment will be the opening Keynote Speaker. The provisional title of her presentation is "The Disabled Environment - Can We Help It?" We will forward a complete draft speaker program to you in a couple of weeks to give you an idea of the specific subjects that will be covered by the other speakers.</p> <p>We expect attendance this year to be the highest ever; in the area of 2,000 delegates and 150 speakers. This includes a large contingent from our new European Chapter that is based in Geneva. You may have hearsd that Dr. Walton Everinson will be presenting a major paper on his latest research into "Genetic Reengineering". We are already receiving inquiries from all over the world about Dr. Everinson's presentation.</p> <p>In closing, we would be pleased and honored if you would consent to be our closing speaker at the 2006 ICDRI Conference.</p> <p>I will call you in a week or so to follow up on this.</p> <p style="text-align: right;">Yours sincerely, Richard Bagnall</p>

	<p>Apply following setting to this letter.</p> <ol style="list-style-type: none"> 1. Set A4 size paper and set portrait orientation. 2. Use font: “Times new Roman” with 14 font size. 3. Apply page border to the whole page. 4. Margin: Top: 1.2”, Right: 1.2”, Top: 2.0”, Bottom: 2.0”, Gutter Margin: 1.5”
7.	<p>Type at least 5 paragraphs of your any topic and then copy that paragraph and creates 5 to 8 pages in document.</p> <ol style="list-style-type: none"> 1. Save this file “Shrink.doc”. 2. Compress and reduce the numbers of pages using <i>shrink to fit</i> option.
8.	<p>Type the following text in a word document and save it with “paste_special.doc”</p> <p style="text-align: center;"><u><i>“Safety is a full time job, don't make it a part time practice”</i></u></p> <ol style="list-style-type: none"> 1. Copy above given text and paste it without formatting. 2. Copy above given text and paste it with picture format so user cannot easily modify it.
9.	<p>Open an existing document and apply and practice all the option of FIND in word.</p>
10.	<p>Type the following paragraph in word and save it with “format.doc”</p> <p>Time zones</p> <p>Time zones are a way of organizing time so that people living in a large area (country, part of continent) share the same time, just to make things easy. People living at about the same longitude usually have about the same local time. There are 25 standard time zones around the world; these are all an integer offset of hours to UTC-time, for example, +5 hours or -10 hours to UTC. If UTC-time is 12:00 (Noon/PM), then people having offset +5 hours, have local time 17:00 (or 5:00 PM).</p> <ol style="list-style-type: none"> 1. Apply 10 font size of the paragraph. 2. Apply title of paragraph in 12 size and bold face as well as underline 3. Apply Tabs setting in 2.5” 4. Apply paragraph setting: 3.0” 5. Leave gap between title and paragraph.