

# Information Technology Center

## University of Peradeniya

### Basic ICT Skills

### Microsoft Word

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#### Microsoft Word

- Type the following paragraphs and do the formatting using the given instructions.
- Save the document by giving “your name” as the file name.

## Software Development

### Code Structure

The organization of code within a program is known as its structure. It defines how different parts of the program relate to each other, using blocks, indentation, and logical sequencing to enhance readability and maintainability.

### Debugging

Debugging is the process of identifying and fixing errors or bugs in a software application. It involves testing the software, locating the issue, and correcting it to ensure the program runs as expected.

## Development Methodologies

A development methodology is a system of practices, techniques, and procedures used by developers to structure, plan, and control the process of developing an information system.

### Types of Development Methodologies

#### 1. Agile Development

1.1. Scrum

1.2. Kanban

#### 2. Waterfall Model

2.1. Sequential

2.2. Linear

Table 1 : Software Development Phases

Development Phase	Description	Responsible Team
Planning	Initial project planning	Project Managers
Design	UI/UX and architectural design	Designers
Implementation	Code development	Developers
	Frontend	UI

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**Instructions**

- a) *Software Development* should be **Heading 1**
- b) *Code Structure, Debugging, Development Methodologies* should be **Heading 2**.
- c) *Types of Development Methodologies* should be **Heading 3**.
- d) Format all the paragraphs as instructed below.
  - i. Font: **Calibri**
  - ii. Font size: **12**
  - iii. Line spacing should be **1.5**
  - iv. The entire paragraph should be **justified**
- e) Apply sub numbering format to the *Types of Development Methodologies* List.
- f) Label table as “**Software Development Phases**” using a caption
- g) Insert a blank page at the beginning of the document.
- h) Break the document into two sections so that the first page belongs to section 1 and the other pages of the document belong to section 2.
- i) Insert “**Software Development**” as the header of the document.
- j) Insert page numbers into the **bottom right corner** of the pages with the following page number formats.
  - a. Section 1
    - i. Number format: (i)
    - ii. Start At i
  - b. Section 2
    - i. Number format: (1.)
    - ii. Start At 1
- k) Insert a suitable picture at the end of the document and label the picture as “**Software Development**” using a caption.
- l) Create the following table of content (TOC) on the first page (section 1) of the document.

**Table of Contents**

Software Development .....	Error! Bookmark not defined.
Code Structure .....	Error! Bookmark not defined.
Debugging .....	Error! Bookmark not defined.
Development Methodologies .....	Error! Bookmark not defined.
Types of Development Methodologies .....	Error! Bookmark not defined.
Software Development Phases.....	1