

Exercise 01 – Styles /Table of contents /Index

1.

- 1.1. Type the following document and save it as “*AnimalsInSriLanka*” in your working directory. Download the appropriate figures from the internet.

Animals in Sri Lanka

What a fantastic place Sri Lanka is for seeing many of the wild animals of the Indian Sub-continent This island-country off the southeastern coast of India is home to Asian elephants, leopards, monkeys, mongoose, sloth bears, jackals, Sambar and chital deer, water buffalo and wild boars. Reptiles and amphibians include crocodiles and venomous snakes such as kraits, vipers and cobras, plus the more friendly geckos, frogs, and lizards Birdlife is extraordinary.

MAMMALS**Elephant**

Largest, and perhaps best known of the Sri Lankan wildlife is the Asian Elephant *Elephus maximus*. The Asian elephant differs from its cousin, the African elephant, in several ways: the Asian is smaller, with shorter ears, a single (not double) "finger" at the end of the trunk, a more rounded back, and 4 nails, instead of 3, on its hind feet. It also has a personality that allows it to be domesticated.

**Leopard**

At about 5pm, just an hour before sunset, we were rewarded with a sighting of a Sri Lankan Leopard *Pantera pardus kotika* in Yala National Park. With only about 35 leopards here, it was quite thrilling! We first saw him (or her) in the bushes by the side of the road where another 4WD vehicle had stopped

**Golden Jackal**

The Golden Jackal *Canis aureus* is usually nocturnal, and may hunt alone or in packs to take down Chital deer. Jackals are opportunistic hunters taking mammals, insects, birds, frogs, small deer and carrion.



1.2. Create new “Style” as describe below.

Style name :-H1

Based on :- Heading 1

Font Effect :- Single UnderLine

Alignment :- Center

Style name :-H2

Based on :- Heading 2

Font :- Italic

Alignment :- Left

Based on :- H3

Based on :- Heading 3

Font :- Italic

- 1.3. Apply the H1 style on the main title “*Animals in Sri Lanka*”.
- 1.4. Apply the H2 style on the sub title “*MAMMALS*”.
- 1.5. Apply the H3 style on the sub titles of the subtitle “*Elephant*,” “*Leopard*,” “*Golden Jackal*,” “*Wild Boars*”
- 1.6. Insert the figures of the Mammals in to the end of the paragraphs as shown above.
- 1.7. Insert the *Caption* for the above figures.
- 1.8. Insert a blank page as the first page of the document and display the “*Table of contents*” on the page.
- 1.9. Insert another blank page as the second page (next to the first page) and create the “*Table of figures*” of the documents on the second page of the document.
- 1.10. Create the *Index* including the following index entry and display it on the last page of the document.
 - Leopards
 - Elephant
 - Deer
 - Cobras
- 1.11. Add a blank page as the last page of the document.
- 1.12. Format only the last page of the document as a Landscape page.
- 1.13. Insert the page numbers into the documents.
- 1.14. Format the first two page numbers with roman numbers and other page numbers with Arabic numbers starting from one.
- 1.15. Insert a water mark text “DO NOT COPY” into the document.
- 1.16. Finally save your document as the Final document.

Exercise 02

Create the following notice exactly as it appears and save it as *MsOfficeAdd.Docx*

Please forward this to participants.

MS Office Training Workshop

Location: CEIT, University of Peradeniya, Peradeniya

Contact Person Saumya (081)2392906 – CEIT Office

Batch 1

3rd and 4th March 2017

(Colombo, Moratuwa, Wayamba*, Sabaragamuwa*, Rajarata*, Sri Jayawardenapura)

Batch 2

5th and 6th May 2017

(Ruhuna, Jafna, South Eastern, Eastern, Kelaniya)

With accommodation

Date	From	To	Activity
3 rd , 5 th March	8.30 am	10.30 am	MS Word & Methodology
	10.30 am	11.00 am	Tea
	11.00 am	1.00 pm	MS Word & Methodology
	1.00 pm	2.00 pm	Lunch
	2.00 pm	4.30 pm	MS Excel & Methodology
	4.30 pm		Tea
4 th , 6 th May	8.30 am	10.30 am	MS Access & Methodology
	10.30 am	11.00 am	Tea
	11.00 am	1.00 pm	MS Access & Methodology
	1.00 pm	2.00 pm	Lunch
	2.00 pm	4.30 pm	MS Powerpoint

Notice that a certificate will be awarded to the participants ***those who have successfully completed*** the course and certificate will be awarded in the closing ceremony which will be informed during the course period.

Exercise 03 – Working with the Table in MS Word 2007.

2. Create the following table.

Entity=Process	Application List	Selected Student List	Payments	Registered student	University Calendar	Course detail	Lecturer list	Schedule	Exam Paper	Question & Answers	Result
1. Issue applications											
2. Prepare list of application	C										
3. Check requirements of applicant for interview	RU				R	R					
4. Prepare Interview list	R					R					
5. Conduct interview	R	C									
6. Finalize the selection list			RUD			R					
7. Collect filled reg. Form with payment slip & documents			R	C			R				
8. Add to Registered student's list					C						
9. Issue identity card & Lab usage card.					RU	R	R				
10. Send student list to coordinator					R			R	R		
11. Prepare time table					R	R	R	R	C		

Exercise 04– Changing the default setting / Tab setting / Number and bullet setting

Set default setting of the MSWord document as follows.

Paper size=A4

Margin

Top	-	2 Cm	Bottom	2 Cm
Left	-	1.5 Cm	Right	1.5 Cm
Default Tab stop-		.5 Cm		

Type the following text and add the number format as follows. Change the “number alignment”, “Align at”, “Text indent at “and “Follow number with” parameters and observe the changes of the text.

- 1.University of Peradeniya
 - 1.1. Faculty of Science
 - 1.1.1.Biological Science
 - 1.1.1.1.Department of Biology
 - 1.1.1.2.Department of Zoology
 - 1.1.1.3.Department of Chemistry
 - 1.1.1.4.Department of Physics
 - 1.1.2.Physical science
 - 1.1.2.1.Department of Mathematics
 - 1.1.2.2.Department of Static and computer Science
 - 1.2. Faculty of Engineering
 - 1.2.1.Department of Electrical & Electronic Engineering
 - 1.2.2.Department of Chemical & Process Engineering
 - 1.2.3.Department of Civil Engineering

Create the following text using the tabs (Left Tab, Right Tab, Center Tab, Decimal Tab, and Bar Tab).

Course Code	Course Name	Course Fees	Course duration
C00001	MSOffice	10000.00	40 Hours
C0002	AutoCad	12500.00	40 Hours
C03	CCNA	50000.00	280 Hours
C4	Hardware	12500.00	60 Hours
C005	Web	7500.00	20 Hours

Exercise 05 – Header and Footer/Mail merging/Templates

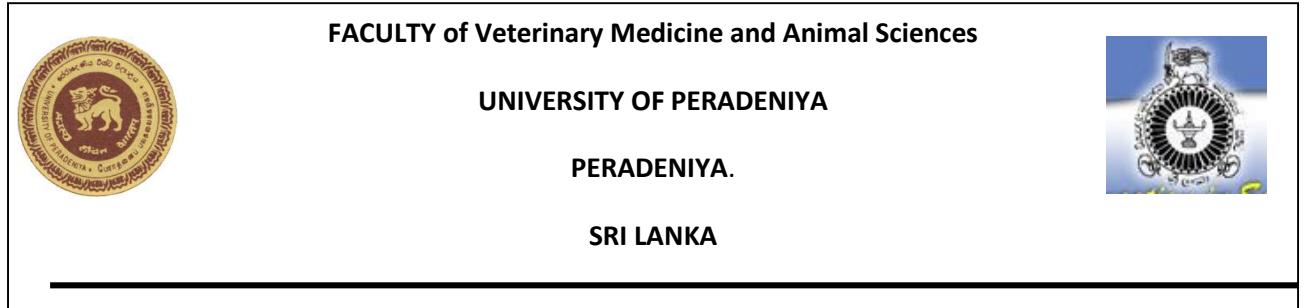
3. PGIS has planned to conduct a series of M.Sc. programs. The information about the MSc programs are stored in a table with the following column headings. They are course title, course description, course duration, course starting date, course fee, and the maximum number of students in a course. The director of the PGIS has to forward a memo for each MSc program to get the approval from the board of management of the PGIS. Format of the Memo is given below.

From: Director PGIS
To: Board of Management PGIS
Date:
Approval for course of
Course description:-
Duration:-
Starting date:-
Number of students in a batch:-
Course Fee:-
Thank you
Director PGIS

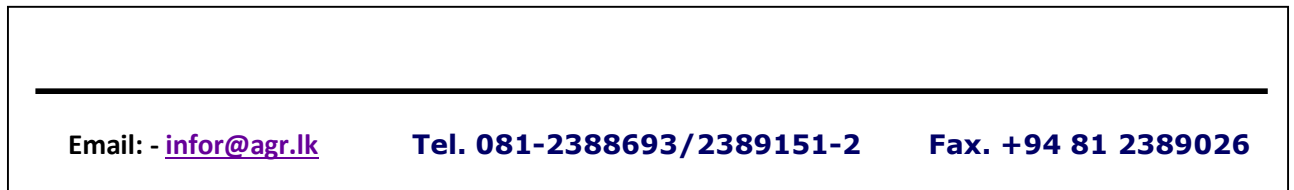
Use MS Word 2007 to create a sample table with the format given above and save it as '**CourseInformation.docx**'. Enter few sample records into the table. Use mail merge method to generate a memo for each course in the table. Save the master letter as '**Memo.docx**' and save the generated letters as '**Memo_Short_Courses.docx**'.

Use Microsoft Word to create a letterhead for post graduate institute of science. The letter header and the letter footer should be as follows. Use www.ugc.ac.lk and www.gov.lk web site to get the logos for the header. If necessary use Microsoft paint to edit the figures downloaded from above website to create the logos. Save your word as a document template type with the file name **LetterHead**.

Header of the letter head



Footer of the letter head



1. Veterinary faculty wants to send the following letter to the students of the Food Animal course. Use the **LetterHead** document template to write the letter and use Mail merge facilities to generate the letter for each address given below. Save your data source the name of **DataSource.doc**, the source letter as **MainLetter.doc** and the generated letters as **Letters.doc** in the same folder.

Source Letter

<Name>

<Address 1>

<Address 2>

<Address 3>

Dear Student,

Inaugural ceremony for the course of Animal sciences

The Inaugural ceremony for the course of Food sciences scheduled to be held on 22nd February 2007 at 10.00 a.m. at the PGIA auditorium. Please be present for this ceremony and be in your seat by 9.30 a.m.

Thank you

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Assistant Registrar

Faculty of Veterinary Medicine and Animal Science

Data Source

Name	Address1	Address2	Address3
Ms A.M.K Siriwardana	12/2	Cross street	Kandy
Mr K.P Suranimala	G2/B11	Sugar factory	Kanthale
Mr P .Kothalawala	Eratne	Rathnapura	
Miss M . Disanayake	Pitakanda	Beddagana	
Ms K.T.B senevirathna	Main road	Yatawaththa	Mathale.