

CS1 - LAB 1

1. Create directory TEXT using Windows Eksplorator
2. Start WORD and
 - open new empty document
 - write a letter to the Dean:

Student *First name, last name, group number, address. Zip code, city, street name.* **To the Dean of the Faculty of Aeronautical and Power Engineering. Dear Prof. Kędzior. I am starting my higher education at the Faculty of Aeronautical and Power Engineering. I am very much interested in Computer Science as well as in Aeronautics. Not having an access to a PC computer at home I would like to ask you for permission to use the faculty Lab between 8pm and 10pm on Fridays. Sincerely Yours, your name**

NOTE! Do not use the ENTER key when typing text. Text in italics replace with your personal data.

- Format the text above (without using the space key) to obtain:

Student <i>First Last Name,</i>	Warsaw, date.
<i>group,</i>	
<i>zip code, city</i>	
<i>street</i>	
To the Dean of the Faculty of Aeronautical and Power Engineering.	
Dear Prof. Kędzior.	
I am starting my higher education at the Faculty of Aeronautical and Power Engineering. I am very much interested in Computer Science as well as in Aeronautics. Not having an access to a PC computer at home I would like to ask you for permission to use the faculty Lab between 8pm and 10pm on Fridays.	
Sincerely Yours	
<i>First, Last name</i>	

(Font - 18 for text, 24 bold for headers)

- Save the letter in the directory TEXT under the name consisting of first 3 letters of your last name.
- Using the mouse, mark the text starting with „I am very much” and ending with “Fridays”. Copy the marked text 10 times at the end of the document.

- Insert the „Pagebreak” mark between the original and the copied text (Ctrl+Enter or Insert...); later delete this mark.

3. Exchange of data between different files.

- Open new document and name it „Company”.
- Type the text below so that it fills the whole line:

INVITATION TO THE PARTY

- Without closing the previous document open the notebook utility and insert the following text:

The managing board of the Terra Company invites all of its members to the meeting which will take place in the City Congress Center.

The program of the meeting:

The introduction by the Director General.

Discussion.

Hot and cold buffet.

Latest products of the Terra Company.

Champagne.

- Save the text on the disk and copy its contents to the WORD document using clipboard (mark it with the mouse and copy it to the clipboard). Switch to the WORD and place the cursor where the text is to be copied and paste it from the clipboard. Close the Notebook utility.
 - Change the spacing between the lines to 1.5 (Format ...).
 - Save the changes on the disk.
 - Without closing the document activate Paint utility and sketch the picture of the Congress Center (save it and close the utility).
 - After the text is copied create the bulleted list (Format ...) out of lines following “The program of the meeting:”
 - Insert the picture in the WORD document under the text (Insert, Picture, From File, ...). Next to the picture add the address of the center. Save the changes on the disk..
 - Create new document merging the letter to the Dean with the Invitation. Each on its own page.
 - In the new document set margins to the new values: Top–3.7cm, Left –5cm, Right–2 cm, Bottom – 3cm (File, Page setting....).
 - Number pages placing Arabic numbers in the top right corners of each page (Insert...).
 - Preview the printout checking various options.
4. Close WORD and delete the directory TEXT together with its contents.

- 1 Create new directory DOCS in the directory.
- 2 Create new document in WORD. In the document insert 3 equations given (Insert, Object, Microsoft Equation 3) – each formula as a separated object:

- $$\frac{d}{dt} \int_{\partial V} U^t ds = \int_{\partial V} \omega U^n ds - v \int_{\partial V} \frac{d\omega}{dn} ds$$

- $$\frac{x}{x + \frac{x}{x+1}} = 1$$

- $$\sum_{i=1}^M \left[\frac{1}{M} \sum_{k=1}^M \langle \mathbf{U}_k, \mathbf{U}_i \rangle c_k \right] \mathbf{U}_i = \sum_{i=1}^M \lambda c_i \mathbf{U}_i$$

- Save the document as EQUATION.DOC in the DOCS directory.

3 Tables

- Create table 4x4 filled with numbers from 1 to (Table, Insert table)
- Format the table using the Autoformat option (Table ,Autoformat)
- Create the table using the pattern below:

Plan for the week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:15-9:00	Math.1	Physics			Math.1	FREE	FREE
9:15-10:00							
10:15-11:00	TK	Sociology	Mechanics	CS 1	Physice		
11:15-12:00					Mat. Properties		
12:15-13:00			Math. 1	Chemistry.			
13:15-14:00	j. angielski	Mat. Properties	Chemistry				
14:15-15:00							

(Format the table, keeping the mouse cursor over the table and using the right mouse button – then chose from the pull-down menu proper option)

- Save the document as TABLE.DOC in the DOCS directory.

4 Headers, List of contents and styles

- Open new document in WORD
- Insert the following text:
 - Section1
 - Section2
 - Subsection1
 - Subsection2
 - Section3
 - ...
 - (until Section10 adding subsection from time to time)
- Change the style of each section and subsection (Section –Header1, subsection-Header2), the style is set by marking the word and picking the right style from the small window in the upper corner of the WORD window)
- Insert the Pagebrake signs between consecutive sections.
- In the page header insert your first and last name, the footer should contain the page number (View, Header and footer)
- Create list of contents (place the cursor where you want the list of contents to begin and later Insert, Index)
- Insert arbitrary picture from Clipart (Insert, Clipart), and add the frame around it (e.g., mark the picture using mouse and pres its the right button and chose the proper option).
- Save the document on the disk in the directory DOCS and show all documents to the teacher.
- Delete directory DOCS together with its contents.