**Question Set1 for Class 3**

**(Question/Exercise/Activities)**

Do the following for some of the following questions. Create new MS Word document by copying the information on the topic “operating system” from the web page <https://en.wikipedia.org/wiki/Operating_system> as sample unformatted text or web formatted content. For the purpose of a quick reference, you can get the unformatted content using [sample unformatted document](http://people.du.ac.in/~vmadan/CAB2017/resources/C3/R1_Q1_C3.docx)[[1]](#footnote-1) file and web formatted content using [sample web formatted document](http://people.du.ac.in/~vmadan/CAB2017/resources/C3/R2_Q1_C3.docx). In the following questions, we attempt to convert the copied text to a formatted document as per our requirements. Please see the intended [final formatted document](http://people.du.ac.in/~vmadan/CAB2017/resources/C3/R3_Q1_C3.docx). You will find out that there is a lot of unwanted content you get as a result of copying the source document.

**Q1.** Do the necessary cleaning/deletion of content which is not needed in the final document.

**Q2.** Decide which document you will like to work with in order to achieve the final document.

*Hint: You may need to remove unwanted hyperlinks in the document with web formatted content while you may need to bring images separately in the document with unformatted text only.*

**Q3.** Add a cover page as the first page of the document using MS Word. Use any one of the in-built cover pages.

*Hint: Skip any field on the cover page which is not relevant. See the linked sample formatted document as one of possible output.*

**Q4.** Open the final formatted document and view the navigation pane. It will highlight all the headings and sub headings. In your unformatted document, convert the suitable texts in order to achieve the same navigation pane.

*Hint: Headings are pre-created styles in MS Word. Navigation pane can be turned on by selecting the navigation pane in the view menu.*

**Q5.** Now place the pictures and their captions at the appropriate locations as shown in the final formatted document.

*Hint: Explore picture format options*

**Q6.** Add appropriate headers and footers as shown in the final formatted document.

*Hint: Except for first page, page numbering is included as part of header or footer.*

**Q7.** Now create a table of contents and table of figures for the document as shown in the final formatted document.

*Hint: Make sure to create headings and picture captions as Table of Contents use headings and Table of Figures use captions.*

**Q8.** Create footnotes for providing additional information about word history. After adding disclosure page add an endnotes for phrase Operating System in disclosure paragraph.

**Q9.** Create bibliography, citations and index as shown in the final document.

**Q10.** Review the document for spelling and grammar checks.

**Q11.** Review the document for your own comments and changes.

**Q12.** Replicate an actual research paper by performing all the all kinds of necessary editing in the unformatted text/pictures/charts/equations etc. (Will complete the question later)

1. Text of the document is taken from Wikipedia for educational (learning textual editing) purpose only. [↑](#footnote-ref-1)