**PREFACE**

IT Work Shop has been introduced to the students in the year 2005.Previous batches had only the theory and languages related to the computers but were deprived of the practical aspects regarding the computers such as assembling their own systems etc.

ITWS aims at making the students to know the different parts of a computer and the functionality of those parts and to know how to assemble their own personal computers at home. ITWS is categorized into three parts:

First part deals with the identification of the components and assembling a PC, to install windows and Linux operating systems and to trouble shoot the hardware and the software.

Second part deals with the internet and world wide web, how to access the internet, how to send and receive mails, the various threats in the internet, etc..

The part deals with the deals with MS-office which includes MS-word, PowerPoint, excel and publisher.

By the end of this course this course students will be able to assemble the system and access the internet, create their own documents in MS- word and presentations in

PowerPoint...

**LAB CODE**

1. Students should wear their dress code while coming to the lab
2. Students should bring their records and observation books to the lab compulsorily
3. Students should their observation book corrected before leaving the lab.
4. Students will be given lab manual which they should return before leaving.
5. Students should do their assigned word in time and submit the work to the lab faculty
6. Students should not talk while they are in the lab
7. Students should not bring their cell phones or bags into the lab
8. Students should come to the lab on time

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| **Subject** | **IT WORKSHOP** | | | | | | | |
| **Faculty** | ***M.Nishantha, K.Ramya*** | | | | | | | |
|  | | | | | | | | |
| ***Text Books (to be acquired by the Students)*** | | | | | | | | |
| Book 1 | Comdex Information Technology Course tool kit ‘Vikas Gupta, WILEY Dreamtech | | | | | | | |
| **Reference Books** | | | | | | | | |
| Book 2 | Complete computer upgrade and Rep-air book,3rd edition Cherly A Schmidt, Wiley Dreamtech | | | | | | | |
| Book 3 | Introduction to Information Technology, ITL Education Solutions limited, Pearson Education. | | | | | | | |
| Book 4 | PC Hardware and A +Handbook –Kate J. Chase PHI(Microsoft) | | | | | | | |
| Book 5 | Latex Companion –Leslie Lamport, PHI/Pearson | | | | | | | |
| Book 6 | “Introduction to Computers with MS-Office 2000”, Alexis Leon and Mathews Leon, Leon Tech world. | | | | | | | |
|  | | | | | | | | |
| **Unit** | **Topic** | **Book 1** | **Book 2** | **Book 3** | **Book 4** | **Book 5** | **Book 6** | **No of Classes** |
| I | PC Hardware | 1, 2, 3,4, 5,6,7,8,9,10 | 1,2,3,4,  5,6,7,8 | --------- | 1,2,3,4,5 | ------ | 1,2,3,4,5 | 24 |
| II | Internet and World wide Web | 11, 12, 13, 14 | 9,10,11 | ------- | 5,6,7.. | ------ | 6,7,8 | 15 |
| III | Productivity Tools | 15 | ------ | 6 | ------ | 2,4. | 9, 10 | 48 |
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| PC Hardware |
| Week 1 - Task 1 :Identify the peripherals of a computer, components in a CPU and its functions. Draw the block diagram of the CPU along with the configuration of each peripheral and submit to your instructor. |
| Week 2 -Task 2: Every student should disassemble and assemble the PC back to working condition. Lab instructors should verify the work and follow it up with a Viva. Also students need to go through the video which shows the process of assembling a PC. A video would be given as part of the course content. |
| Week 3 - Task 3: **:** Every student should individually install MS windows on the personal computer. Lab instructor should verify the installation and follow it up with a Viva. |
| Week 4 - Task 4: Every student should install Linux on the computer. This computer should have windows installed. The system should be configured as dual boot with both windows and Linux. Lab instructors should verify the installation and follow it up with a Viva |
| Week 5 – Task 5: Several mini tasks would be that covers Basic commands in Linux and Basic system administration in Linux which includes: Basic Linux commands in bash, Create hard and symbolic links, Text processing, Using wildcards |
| Week 6 - Task 6: Hardware Troubleshooting : Students have to be given a PC which does not boot due to improper assembly or defective peripherals. They should identify the problem and fix it to get the computer back to working condition. The work done should be verified by the instructor and followed up with a Viva |
| Week 7 - Task 7: Software Troubleshooting: Students have to be given a malfunctioning CPU due to system software problems. They should identify the problem and fix it to get the computer back to working condition. The work done should be verified by the instructor and followed up with a Viva. |
| Week 8 – Task 8: The test consists of various systems with Hardware / Software related troubles, Formatted disks without operating systems. |

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| Internet & World Wide Web | |
| Week 9 - Task 1: Orientation & Connectivity Boot Camp: Students should get connected to their Local Area Network and access the Internet. In the process they configure the TCP/IP setting. Finally students should demonstrate, to the instructor, how to access the websites and email. If there is no internet connectivity preparations need to be made by the instructors to simulate the WWW on the LAN. | |
| Week 10 - Task 2: Web Browsers, Surfing the Web: Students customize their web browsers with the LAN proxy settings, bookmarks, search toolbars and pop up blockers. Also, plug-ins like Macromedia Flash and JRE for applets should be configured. | |
| Week 11 Task 3: Search Engines & Netiquette: Students should know what search engines are and how to use the search engines. A few topics would be given to the students for which they need to search on Google. This should be demonstrated to the instructors. | |
| Week 12 - Task 4: Cyber Hygiene: Students would be exposed to the various threats on the internet and would be asked to configure their computer to be safe on the internet. They need to first install an anti virus software, configure their personal firewall and windows update on their computer. Then they need to customize their browsers to block pop ups, block active x downloads to avoid viruses and/or worms | |
| Week 13 - Module Test A test which simulates all of the above tasks would be crafted and given to the students. | |
| LaTeX and Microsoft Word |
| **Week 14** - **Word Orientation**:The mentor needs to give an overview of LaTeX and Microsoft/ equivalent (FOSS) tool word: Importance of LaTeX and MS/ equivalent (FOSS) tool Word as word Processors, Details of the four tasks and features that would be covered in each, Using LaTeX and word – Accessing, overview of toolbars, saving files, Using help and resources, rulers, format painter in word.  **Task 1 : Using LaTeX and word** to create project certificate. Features to be covered:-Formatting Fonts in word, Drop Cap in word, Applying Text effects, Using Character Spacing, Borders and Colors, Inserting Header and Footer, Using Date and Time option in both LaTeX and Word. |
| Week 15 - Task 2: Creating project abstract Features to be covered:-Formatting Styles, Inserting table, Bullets and Numbering, Changing Text Direction, Cell alignment, Footnote, Hyperlink, Symbols, Spell Check, Track Changes. |
| Week 16 - Task 3: Creating a Newsletter. Features to be covered: - Table of Content, Newspaper columns, Images from files and clipart, Drawing toolbar and Word Art, Formatting Images, Textboxes and Paragraphs |
| Week 17- Task 4: Creating a Feedback form: - Features to be covered- Forms, Text Fields, Inserting objects, Mail Merge in Word. |
| Week 18 - LaTeX and Word Module Test - Replicate the given document inclusive of all features |

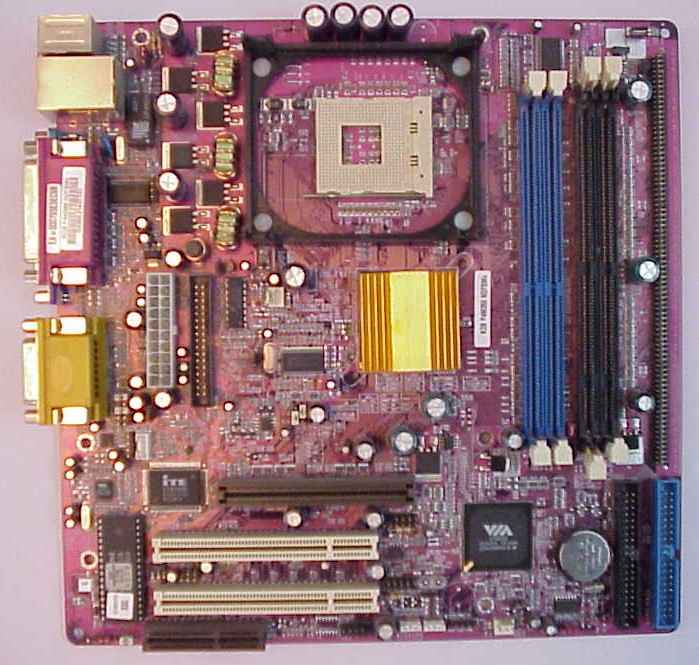
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| Microsoft Excel |
| Week 19 - Excel Orientation The mentor needs to tell the importance of MS Excel as a Spreadsheet tool, give the details of the four tasks and features that would be covered in each. Using Excel – Accessing, overview of toolbars, saving excel files, Using help and resourcesTask 1: Creating a Scheduler - Features to be covered:- Gridlines, Format Cells, Summation, auto fill, Formatting Text |
| Week 20 - Task 2: Calculating GPA - .Features to be covered:- Cell Referencing, Formulae in excel – average, std. deviation, Charts, Renaming and Inserting worksheets, Hyper linking, Count function, HLOOKUP/VLOOKUP |
| Week 21 - Task 3: Performance Analysis - Features to be covered:- Split cells, freeze panes, group and outline, Sorting, Boolean and logical operators, Conditional formatting |
| Week 22 - Task 4: Cricket Score Card - Features to be covered:-Pivot Tables, Interactive Buttons, Importing Data, Data Protection, Data Validation, |
| Week 23 - Excel Module Test - Replicate the given document inclusive of all features |
| LaTeX and MS/equivalent (FOOS) tool power point |
| Week 24 Task1: Students will be working on basic power point utilities and tools which help them create basic power point presentation. Topic covered during this week includes :- PPT Orientation, Slide Layouts, Inserting Text, Word Art, Formatting Text, Bullets and Numbering, Auto Shapes, Lines and Arrows in both LaTeX and PowerPoint. |
| **Week 25 - Task 2 :** Second week helps students in making their presentations interactive. Topic covered during this week includes : Hyperlinks, Inserting –Images, Clip Art, Audio, Video, Objects, Tables and Charts |
| **Week 26 - Task 3 :** Concentrating on the in and out of Microsoft power point and presentations in LaTeX. Helps them learn best practices in designing and preparing power point presentation. Topic covered during this week includes: - Master Layouts (slide, template, and notes), Types of views (basic, presentation, slide slotted, notes etc), Inserting – Background, textures, Design Templates, Hidden slides. |
| **Week 27 - Task 4 :** Entire week concentrates on presentation part of LaTeX and power point. Topic covered during this week includes -Using Auto content wizard, Slide Transition, Custom Animation, Auto Rehearsing |
| **Week 28 - Task 5 :** Power point test would be conducted. Students will be given model power point presentation which needs to be replicated (exactly how it’s asked). |
| **Publisher** |
| **Week 29 :** Help students in preparing their personal website using Microsoft/ equivalent (FOSS) tool publisher. Topic covered during this week includes - Publisher Orientation, Using Templates, Layouts, Inserting text objects, Editing text objects, Inserting Tables, Working with menu objects, Inserting pages, Hyper linking, Renaming, deleting, modifying pages, Hosting website. |

**TASK 1:**

**Identify the peripherals of a computer, components in a CPU and its functions. Draw the block diagram of the CPU along with the configuration of each peripheral and submit to your instructor**

**AIM**: To identify the peripherals of a computer.

1. The Mother Board

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2. CPU (Processor)



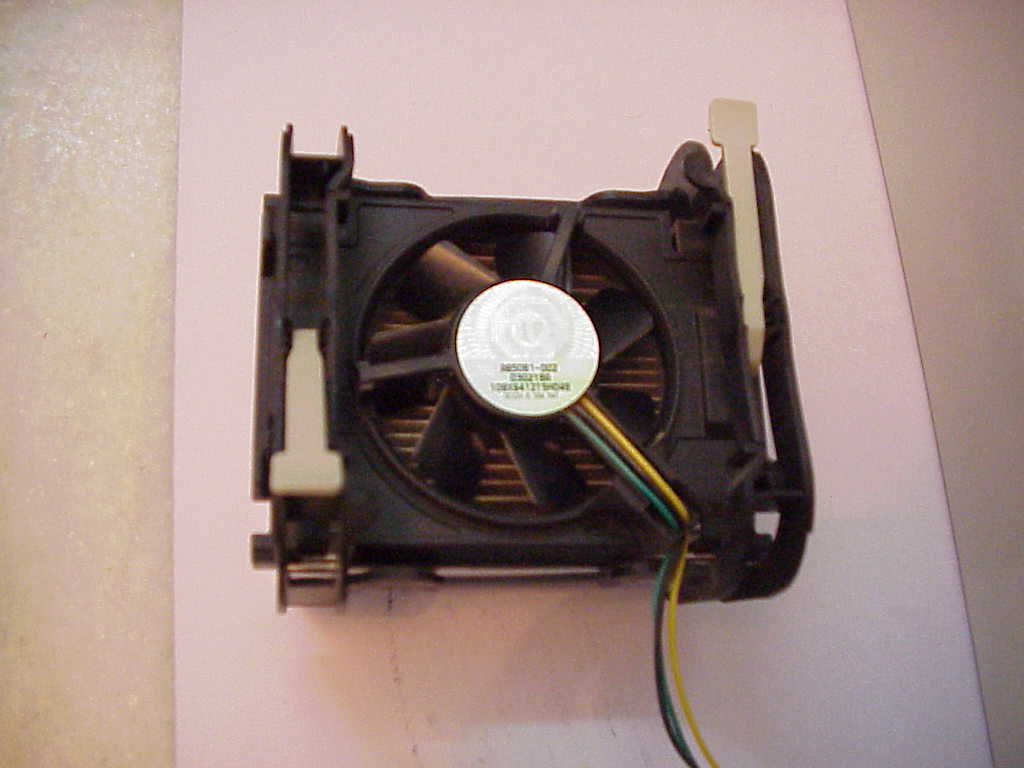
3. SMPS(Switched mode Power Supply)



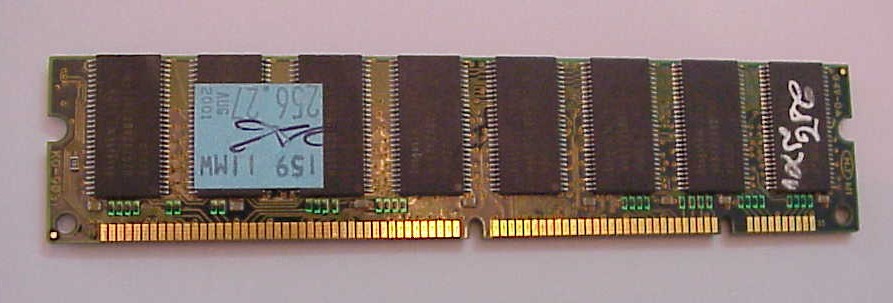
4. Cabinet



5. CPU heat Sink and fan



6. RAM (Random Access Memory)

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7. HDD (Hard Disk Drive)

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8. FDD (Floppy Disk Drive)



9. CD-ROM Drive



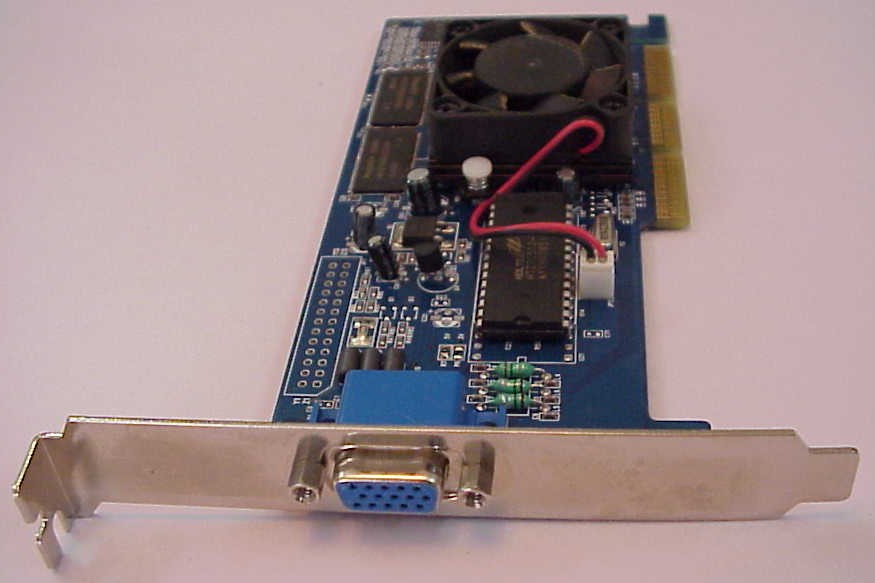
10. CD Writer



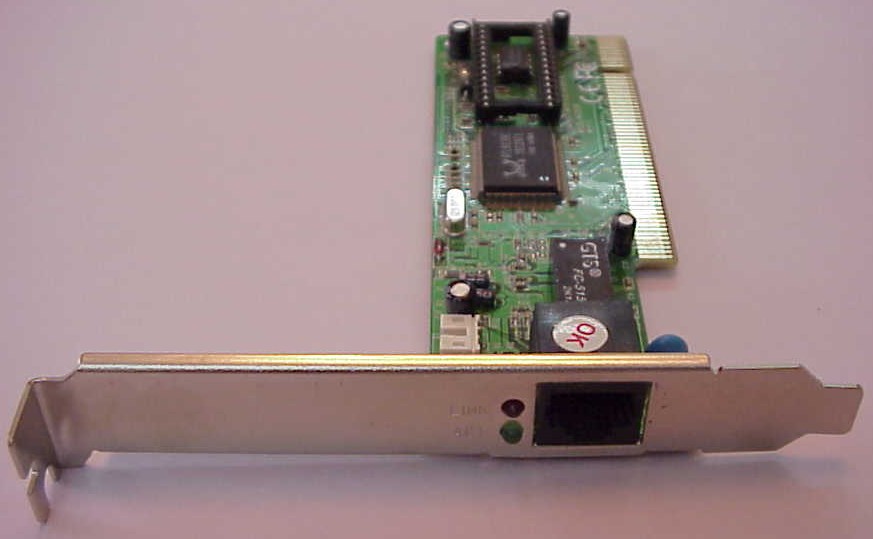
11. Different Screws Used



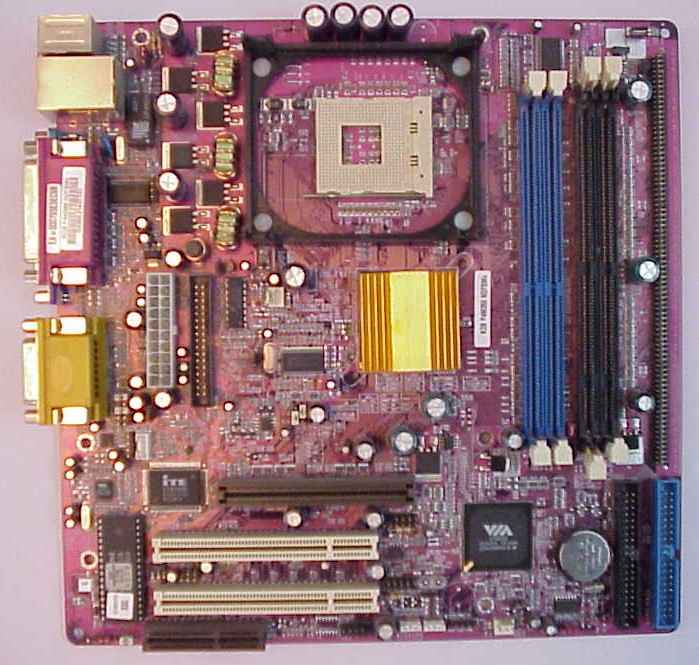
12. AGP (Accelerated Graphics Port) Card



13. LAN (Local Area Network) card



**THE MOTHER BOARD**



**Socket 478**

North Bridge

DDR RAM Slots

SD RAM Slots

**South Bridge**

PCI Slots

AGP Slot

BIOS

ATX Power Connector

Floppy Drive Connector

Primary Secondary

CMOS Battery

Ports

**Viva Questions:**

1. Define a computer?
2. Define hardware and software?
3. What are the functional units of a computer?
4. Define the following: RAM,ROM,BIOS,BUS,BIT,PROGRAM.
5. What is the use of a mother board?

**TASK 2:**

**Every student should disassemble and assemble the PC back to working condition. Lab instructors should verify the work and follow it up with a Viva. Also students need to go through the video which shows the process of assembling a PC. A video would be given as part of the course content.**

**AIM**: TO assemble and disassemble the system

**Why should one learn about hardware?**

1. Troubleshoot you and save time.
2. Knowing about system internals and components.
3. Very easy installation for modern hardware.
4. Install extra memory.
5. Removing components.

**Safety Precautions:**

1. Beware of electrostatic discharge (ESO)
2. Build computer on a hard surface, away from concepts.
3. Wear shoes and the short sleeved cotton wear.
4. Use Phillips, head screw driver.
5. Keep the components away from moisture.
6. Avoid using pressure while installing.

**Steps for Assembling.**

1. Setting the cabinet ready.
2. Preparing to fit the components.
3. Fitting the mother board.
4. Fitting the RAM, processor and cooler.
5. Installing PCI cards.
6. Fitting the hard disk and floppy drive.
7. Installing the CD ROM drives.
8. Connecting the ribbon cables.
9. Powering the drives and mother board.
10. Connecting the cables for the case front panel.
11. Final check.

**Getting the Cabinet ready:-**

1. Check how to open the cabinet and determine where to fix the components.
2. Determine if the case has the appropriate risers installed.

**Preparing to fit the Components:**

1. Network adapter drive.
2. Floppy disk drive.
3. Ribbon cables.
4. Hard disk.
5. CD-ROM Drive.
6. RAM
7. CPU
8. Heat sink / cooler / fan.
9. Mother board.
10. Screws.

**Fitting the Mother board.**

1. Line up the patch on the motherboard ( ps/l, USB, etc ) with the appropriate holes in the block panel I/O shield of the case.
2. Check the points where you and to install
3. Install them and make the mother board sit on them and fix screws if required.

**Mother board parts:**

1. ACR slot.
2. PCI Slot.
3. AGP Slot.
4. ATX Connectors.
5. CPU Fan.
6. Chipset North Bridge.
7. CPU socket.
8. Floppy.
9. System memory.
10. Chipset south bridge.
11. Panel connector.
12. Power supply.
13. IDE connectors.

**ATX Connectors:**

1. PS, Mouse.
2. Key board.
3. USB.
4. Parallel ( Prints )
5. Serial COM1.
6. Serial COM 2.
7. Joystick.
8. Sound.

**Fitting the processor:**

1. Raise the small lever at the side of the socket.

2. Notice that there is a pin missing at one corner, determine the direction to fit in the processor.

1. You should not force the CPU. When inserting it. All pins should slide smoothly into the socket.
2. Lock the lever back down.
3. Install the heat sink over it (Different type for each processor). Heat sink / CPU fan.

**Fitting the RAM:**

1. The RAM must be suitable for motherboard.
2. There are currently 3 types of RAM available.
   * 1. SD RAM.
     2. DDR SD RAM.
     3. RD RAM.
3. The mother board’s chipset determines which type of RAM may be used.

**Installing the PCI Cards:**

1. Most of the cards are inbuilt these days.
2. NIL, Sound Cards etc. are fitted into PCI slots.

**Fitting the hard disk and Floppy disk:**

1. Place the floppy and hard disks in their slots.
2. Leave some space above HDD to prevent heat building.
3. Check the jumper configuration.
4. Fix the screws.

**Installing the CD-ROM Drives:**

1. CD-ROM drive is similar to installing a hard disk.
2. 1ST check that the jumper configuration is correct.
3. Fix the screw.

**Connecting the ribbon Cables:-**

1. Attach the long end of the cable to the IDEU connector on the motherboard first.
2. The red stripe on the IDE cable should be facing the CD Power.

**Powering the driver and motherboard:**

Connecting the cables for the case front pane

1. SD, SPK or SPEAK: The loud speakers o/p. it has 4 pins.

2. RS, RE, RS or RESET: Connect the two pin Reset cable here.

3. PWR, PW, PWSW, PS or power SW: Power switch, the pc’s on (switch, the plug is two pin ).

4. PWLED, PWRLED or Power LED: The light emitting diode on the front panel of the case illuminates when the computer is switched on. It’s a 2-pin cable.

5. HD, HDD, and LED: These two pins connect to the cable for the hard disk activity LED.

**Final Check:-**

1. Mother board jumper configurations are the settings for the processor operator.
2. Drive jumper settings, master/ slave correct?
3. Are the processor, RAM modules and plug in cards finally seated in there sockets?
4. Did you plug all the cables in? Do they all fit really?
5. Have you frightened all the screws in plug- in cards or fitted the clips?
6. Are the drive secure?
7. Have u connected the power cables to all driver?

**Powering up for the first time:**

1. Ensure that no wires are touching the CPU heat sink fan.
2. Plug your monitor, mouse and keyboard.
3. Plug in power card and switch the power supply.
4. If everything is connected as it should be

* All system, fans should start spinning.
* U should hear a single beep and after about 5-10 sec.
* Amber light on monitor should go green.
* You will see computer start to boot with a memory check.
* Now check front LED’S to see if u plugged them in correctly.
* Check all other buttons.
* Power afford change any wrong settings.

**Viva Questions:**

* 1. Define assembling of a system?
  2. Explain the steps involved in the installation of the mother board>
  3. What is the use of pin 1 indicated on the processor?
  4. What is the use of locking level at the processor slot?
  5. Define a port?

**TASK 3:**

**Every student should individually install MS windows on the personal computer. Lab instructor should verify the installation and follow it up with a Viva.**

**Installation of windows xp:**

**AIM**: To install Windows XP

**Procedure:**

1. keep on press the delete button and go to advanced BIOS feature. [ BIOS- Basic Input Output System ]
2. And go to boot sequence. Select first boot drivers. CD ROM and press F10 to save the bios feature. Yes and then enter. Press any key to boot from CD. Press enter to setup windows XP.

F8 = To agree the license.

1. Press ESC to don’t repair the windows XP setup.
2. Press ‘p’ to delete the previous partitions. Then press enter.
3. Press ‘L’ to delete the partition.
4. Press ‘C’ to create the partition in the un partition space.
5. Press enter to setup windows XP on the selected items.

**BASIC FILE SYSTEMS:**

FAT: File Allocation Table.

NTFS: New Technology File System.

Format the create using NTFS partition

.

**BASIC STEPS IN INSTALLATION:-**

* Collecting information.
* Dynamic update.
* Preparing installation
* Installing windows.
* Tracking installation.

Select the language as English (united status), then ok.

Enter your name and organization.

Enter the product key.

Enter the computer name and give password (if necessary) then ok.

Then select the date and time.

Then select the typical setting.

**Viva Questions:**

1. NTFS stands for---------?
2. What is the use of product key in the installation process of a software?
3. How many characters does a product key contain fro windows XP?
4. Describe different kinds of Microsoft Operating systems?
5. What are the pre-arrangements for installing the windows OS?

**TASK 4:**

**Every student should install Linux on the computer .This computer should have windows installed. The system should be configured as dual boot with both windows and Linux. Lab instructor should verify the installation and follow it up with a viva**.

**AIM**: To install Linux in system

**Procedure:**

1. **Language Selection**

* Using your mouse select the language you would prefer to use for the installation
* Click next to continue.

2. **Key Board Configuration**:

* Using your mouse select the correct layout type for the keyboard you would prefer to use for the installation and as the system default.
* Once you have made the selection click next to continue.

3. **Mouse Configuration**:

* If you have a PS/2 ,USB or Bus mouse you do not need to pick a port and device. If you have a serial mouse, you should choose the correct port and device that your serial mouse is on.
* The **Emulate 3 buttons** checkbox allows you to use a two-button mouse as if it had three buttons. If you select this check box you can emulate a third “middle” button by pressing both mouse buttons simultaneously.

4. **Installation Type**:

* Choose the type of installation you would like to perform.
* Your options are **Personal desktop, Workstation, Server, Custom** and **upgrade**

5.**Disk partition Setup**:

* You can chose automatic partitioning or manual partitioning using **Disk Druid** of **fdisk.**
* Automatic partitioning allows you to perform an installation without having to partition your drives yourself.
* Automatic partitioning allows you to have some control concerning what data is removed from your system.
* Your options are:
  + Remove all Linux partitions on this system.
  + Remove all partitions on this system
  + Keep all partitions and use existing free space.
* To partition manually choose either Disk druid or fdisk partitioning tool.
* Lick next once you have made your selections.

5.**Partitioning your system**:

* If you chose automatic partitioning and did not select **Review** skip ahead
* If you choose automatic partitioning and selected **review** you can either accept the current partition settings(click next) or modify the setup using **Disk Druid**, the manual partition tool.
* If you choose manual partition with fdisk skip ahead.
* At this point you must tell the installation program where to install Linux. This is done by defining mount points for one or more disk partitions in which Linux will be installed.

6.**Adding Partitions**:

* To add a new partition select **new** button ,a dialogue box appears.
* Select the options and click **ok**

7.**Boot Loader Configuration**:

* Boot loader is the first software program that runs when a computer starts.
* The installation program provides two boot loaders **GRUB ( GR and Unified Boot Loader)**  which is the default and **LILO**
* If you do not want GRUB as your boot loader click  **Change Boot Loader.**
* You can then choose to install LILO or choose not to install boot loader at all by clicking  **Do not install boot loader**  on the  **change boot loader**  button.
* Network devices are automatically detected and displayed in **Network Devices** list,
* Select a network device and click **Edit**
* Here you can configure IP address and net mask of the device.

8.**Firewall configuration**:

* Offers firewall protection for enhanced protection.
* A properly configured firewall can greatly increase the security of the sysyem.

9.**Time zone configuration**:

You can set your time zone by selecting your computers physical location or by specifying your time zones offset from Universal Time.

10**.Account Configuration**:

* Allows to set Root password or user accounts
* Root count is similar to the administrator password that you set up in Win NT.
* Click **add** button to add a new non-rot user.
* Enter the details and click **OK.**

11.**Packing group selection**:

You can select package groups which groups components together or individual packages or a combination of the two.

**Viva Questions:**

1. Give the advantages of Linux over other OS?
2. What do you mean by open source OS?
3. What are the commands used to make disk partitioning manually in Linux OS?
4. What do you mean by dual boot systems?
5. Which type of file systems are required to install hard disk at the time of installation of Linux OS?

**TASK 5:**

**Several mini tasks would be that covers Basic commands in Linux and Basic syatem administration in Linux which includes: Basic Linux commands in Bash, create hard and symbolic links, text processing, using wild cards.**

**AIM:**  To learn basic Linux commands.

|  |  |
| --- | --- |
| / | Root directory |
| /bin | Essential commands |
| /boot | Boot loader files , Linux kernel |
| /dev | Device files |
| /etc | System configuration files |
| /home | User home directories |
| /lib | Shared libraries , kernel modules |
| /mnt | Usual mount files for local , remote file system |
| /opt | Ad- on software packages |
| /proc | Kernel information, process control |
| /root | Superuser directory |
| /sbin | System commands directory |
| /tmp | Temporary files |
| /usr | Secondary software file directory |
| /var | Variable data directory |

To edit a file-$vi

i-for insert mode, character you type will show up as text

x-for deleting a character

3x-for deleting 3 consecutive characters

a-for appending characters

[esc}-to get into command mode

u-to undo the most recent change

U-to undo all the changes made to the line

p-to put the contents of the recent buffer back to where the cursor is

press [esc]-wq to write the file to disk and quit

press [esc]-q! to quit without writing the file to disk

1 or space bar or right arrow – To move right one character

h or crtl+h or left arrow-To move left one character

j or ctrl+j or ctrl+n or down arrow –To move down one line

k or ctrl+p or up arrow- To move up one line

0-To move to the top of the line

$- To move to the end of the current line

+ or RETURN – To move to the beginning of the next line

. – To move to the beginning of the previous line

CTRL+f – move forward one full screen

Ctrl+d – move forward one half screen

Ctrl+b – move back one full screen

Ctrl+u – move back one half screen

G-move to the end of the file

35G- move to the 35 th line

Rb – replace the current character with b

3rd-replace 3 characters with b

/look-search forward for the first occurrence of look

//-repeat search

n-repeat search

N-reverse search direction

?look-search backward for the first occurrence of look

2yw-yank the next two words and save them in a buffer

Wild cards:

Wild cards are a shell feature that makes the command line much more powerful than any GUI file managers.

|  |  |  |  |
| --- | --- | --- | --- |
| Wild card | | Matches | |
| \* | | 0 or more characters | |
| ? | | Exactly one character | |
| [abcde] | | Exactly one character listed | |
| [a-e] | | Exactly one character in the given range | |
| [!abcde] | | Any character that is not listed | |
| [!a-e] | | Any character that is not in the given range | |
| {debian,linux} | | Exactly one entire word in the options given | |
| s.no | Command name | description | example |
| 1 | Date | Display or set the he linux system time | $date |
| 2 | Ls | Viewing linux file system | $ls |
| 3 | Tree | Show the root or base directory lay out,along sub directories | $tree |
| 4 | Man | Display the manual pages | $man |
| 5 | Cat | Outputs contents of file name to display | $cat |
| 6 | Mv | Moves specific files/directories to specific files/directories | $mv file(s)/dir(s) files(s)?dir(s) |
| 7 | Cp | Copies one file and creates another file | $cp file 1 file 2 |
| 8 | Rm | Deletes file | $rm file |
| 9 | Grep | Searching through file and displays lines containing matching string | $grey string files(s) |
| 10 | Mkdir | Creates an empty directory | $mkdir dirname |
| 11 | Rmdir | Deletes directory(if empty) | $rm dir dirname |
| 12 | Ps | Displays quick list of process | $ps |
| 13 | Pwd | Displays the path of current directory | $pwd |
| 14 | Clear | Clears all textand leave you with the and promt at the top of the window | $clear |
| 15 | Head | Display the first few  Lines of a file | $head-line count file name |
| 16 | Tail | Display the last few lines of a file | $tail-line count file name |
| 17 | Wc | Count number of lines/words /characters in a file | $wc file name |
| 18 | Who | List users currently loggedin | $who |

**Viva Questions:**

1. What are the default directories in the Linux operating systems?
2. Is command used for?
3. What are the various directory commands in Linux?
4. How can you search a file for key words in Linux?
5. What is the function of ‘cat’ and ‘clear’ command?

**TASK 6:**

**Students have to be given a PC which does not boot due to improper assembly or defective peripherals. They should identify the problem and fix it to get the computer back to working condition. The work done should be verified by the instructor and followed up with a Viva**

**AIM:** Hardware troubleshooting

Troubleshoot:-

1. If you hit the power button & nothing happened.
   * Check all power connections.
   * Check for power on mother board.
2. If the system turns on but does not beep or begin to boot up.

* Remove all components except motherboard/ cpu / mother check by giving power to them

Computer error beeps codes:

**No beep:** short, no power, bad CPU/ MD, loose peripherals.

**One beep:** everything is normal & computer posted tax.

**Two beeps:** post / CMOS error.

**One long beep One short beep:** Motherboard problem.

**One long beep two short beep:** video problem.

**One long beep 3 short beeps:** video problem.

**3 long beeps:** keyboard error.

**Repeated long beep:**  memory error.

**Continuous high- low beeps:** CPU overheating **Experiment no: 1**

**Viva Questions:**

1. Define trouble shooting?
2. Mention a few problems associated with Modem.
3. What is the function of a modem?
4. What are the different key board problems?
5. Give the preventive measures for better computer utilization?

**TASK 7:**

**Students have to be given a malfunctioning CPU due to system software problems. They should identify the problem and fix it to get the computer back to working condition. The work done should be verified by the instructor and followed up by the viva.**

**Aim:** Software troubleshooting

**Procedure:**

**Error messages encountered during boot before Windows loads**

Ensure that your computer BIOS settings are correctly configured to the hardware that is installed in your computer

**Error messages while windows loading**

1.If you have recently installed or changed something that could have caused normal windows to stop loading , try loading the last known good configuration

2.If you are unable to get into Normal windows and believe that removing or uninstalling a program or changing a setting may help enable you to get into windows , boot the computer into windows XP safe mode

3.If your computer has worked fine in the past but recently has been experiencing the issue you are encountering run the system restore option to restore the computer to an earlier date

**Other error messages that occur while windows is loading or after windows is loaded**

1.If error occur but windows still loads , verify no issues or conflict exits in device manager

2.Ensure that if programs are loading automatically that these errors are not associated with these programs

3.Make sure Windows XP is up to date by checking Microsoft windows update page

4.If your computer has virus protection installed make sure that it is up to date and that no virus are being detected

5. If your computer has worked fine in the past but recently has been experiencing the issue you are encountering run the system restore option to restore the computer to an earlier date

**Viva questions:**

1. Define a software
2. What are the general software problems we encounter?
3. Define virus
4. What is the minimum free space required?
5. What are the reasons for slow running ?

**TASK 8:**

**The test consists of various systems with hardware/software troubleshooting related troubles, Formatted disks without operating systems**

1. Take two motherboards , identify the components and explain the functionality of each component
2. Given the various components of a computer identify and assemble them
3. Given a computer, disassemble it.
4. Install any OS of choice
5. Demonstrate basic Linux commands
6. Install application software of choice
7. Hardware troubleshooting
8. Software troubleshooting

**TASK 9:**

**Orientation & Connectivity Boot Camp: Students should get connected to their Local Area Network and access the Internet. In the process they configure the TCP/IP setting. Finally students should demonstrate, to the instructor, how to access the websites and email. If there is no internet connectivity preparations need to be made by the instructors to simulate the WWW on the LAN**

**PURPOSE:** To learn Local Area Network and access the Internet. In the process they configure the TCP/IP setting. Finally students should demonstrate, to the instructor, how to access the websites and email

**THEORY:**

The internet is a world wide ,publicly network of interconnected computer networks

LOCAL AREA NETWORK:

LANs are privately owned networks with in a single building or campus of up to few kilometers in size.

WIDE AREA NETWORK:

A WAN is a network that connects computers across a large geographic area such as a city or country

TCP/IP(Transmission Control Protocol/Internet Protocol):

Collection of methods used to connect servers on the internet and to exchange data.

HTML(Hyper Text Markup Language):

The coding used to control the look of documents on the web

HTTP(Hyper Text Transfer Protocol):

Part of a url that identifies the location as one that uses HTML

IP(Internet Protocol):

A format for contents and addresses of packets of information sent over the internet

IP ADDRESS:

An identifier for a computer or device on a TCP/IP network

SEARCH ENGINE:

A program that searches documents located on the Internet for keywords or phrases entered by a person browsing the net.

Internet Connection requirements:

* TCP/IP protocol
* Client Software
* ISP Account

Means of communication to the net]

* telephone Modem
* Ethernet
* ISDN(Integrated Services Digital Network)
* DSL(Digital Subscriber Line)
* Satellite.

**PROCUDURE:**

* 1. Goto **start>control Panel**
  2. open **Network Connections**
  3. Click **create a new connection** and then click **next**
  4. The new conection wizard window opens , click **next**  to continue
  5. Choose one of the options in the next dialog box
  6. Choose one of the three options in the next dialog box
     + If you do not have an internet account click **choose from a list of ISPs**  and then click **next**
     + If you have an account click  **Set up my connection manually**
     + If you have a CD from the ISP click **use the CD I got from an ISP** and then click **next**
  7. Follow the next steps ad per the option you selected.

**Viva Questions:**

1. Define internet
2. What do you mean by network?
3. Define a web browser
4. What are the different types of web browsers?
5. What are the advantages and disadvantages of an email?

**TASK 10:**

:**Web Browsers, Surfing the Web: Students customize their web browsers with the LAN proxy settings, bookmarks, search toolbars and pop up blockers. Also, plug-ins like Macromedia Flash and JRE for applets should be configured**

**PURPOSE:** To learn to surf the web

**THEORY:**

* Web browser provide the means to the searching and also helps to download the web content.
* Web browsers support most of the famous Internet Protocols like HTTP,FTP.
* Common file formats a browser accepts are HTML
* Well known browsers natively support a variety of other formats in addition to HTML such as JPEG,PNG,GIF image formats
* Different web browsers available in the market are:
  + SilverSmith
  + Mosaic
  + Netscape
  + Mozilla
  + Opera
  + Lynx
  + Safari

**Bookmark:**

Each web browser is built-in with the support of Internet Bookmarks which serve as a named anchor – primarily to URLs. The primary purpose of this book mark is to easily catalog and access web pages that the web browser user has visited or plans to visit, without having to navigate the web to get there.

**Pop-up Blockers:**

Pop-ups are a form of online advertising on the WWW intended to attract the attention of the users. These pop ups are hosted on the web sites which are frequently visited by the netizens. These pop ups are activated when these web sites open a new web browser window and there by displaying the advertisements.

**Plug-ins:**

A plug-in is a software component program that interacts with a main application to provide a better integration of the media. The basic difference between application programs and plug-ins is that multimedia files are launched in a separate window where as in plug-ins multimedia play in the browser window.

**Few famous plug-ins are:**

* Apple Quick Time
* Macromedia flash
* Microsoft Media Player
* Adobe Shockwave
* Sun Microsystems Java Applet

**PROCEDURE:**

**LAN Proxy Settings:**

* select **tools** menu in Internet Explorer
* Select **Internet Options**
* Select **Connections**
* You end up in two options
* **Dial-up and virtual network settings**
* **LAN setting**
* The selection at this step is dependent on the kind of connection you are trying to

configure. They are:

* **Dial-up modem connection**
* **LAN connection**
* **DSL or Cable modem**

**Viva Questions:**

* 1. Define surfing
  2. Abbreviate HTML,WWW
  3. What is a bookmark?
  4. Define a plug-in
  5. What are pop-up ads?
  6. What are pop-up blockers?

**TASK 11:**

**Search Engines & Netiquette: Students should know what search engines are and how to use the search engines. A few topics would be given to the students for which they need to search on Google. This should be demonstrated to the instructors**

**PURPOSE:** To know what search engines are and how to use the search engines.

**THEORY:**

**Search engine:**

A search engine can be defined as a web site with tools which help you to find information on the internet

**Function of a search engine:**

You can find anything from a schedule of White house tours to instructions for removing stains from clothes.

**Limitations:**

Search engines visit web sites only several weeks. Search engines cannot see information in other data bases later on.

On the internet a search engine is a coordinated set of programs that includes: A spider (crawler or bot) that goes to every page or representative pages on every web site that wants to be searchable and reads it , using hypertext links on each page to discover and read site’s other pages.

**Pros :**

* You can select the search terms
* You can use the same search terms with multiple search engines
* You can change search terms as much as you wish
* You will normally receive numerous links
* Its fast

**Cons:**

* There are so many different search engines it may be difficult to choose
* You will normally receive too many links often making it difficult to identify the most relevant sites.
* The vast majority of links may be only marginally relevant or altogether irrelevant

EX:

* Alta Vista
* Ask Jeeves
* Google
* Lycos

Etc..

**Meta Search Engines:**

Meta search engines or “metacrawlers” don’t crawl the web themselves. Instead they search the resources of multiple search engines by sending a search to several search engines at once aggregating the result.

**Pros:**

* You only need to use one search tool which is time- efficient
* You only need to learn how to use one search engine reducing learning curve
* You benefit from the difference among several search tools at once

**Cons:**

* Meta search services may not be able to leverage each individual search engines full range of query tools resulting in less refined searches
* You can not personally select the search engines queried by meta search services.

**Viva Questions:**

1. Define search engine
2. What is a spider?
3. What are popular search engines?
4. What is a meta search engine
5. Give the main purpose of WWW

**TASK 12:**

**Cyber Hygiene: Students would be exposed to the various threats on the internet and would be asked to configure their computer to be safe on the internet. They need to first install an anti virus software, configure their personal firewall and windows update on their computer. Then they need to customize their browsers to block pop ups, block active x downloads to avoid viruses and/or worms**

**PURPOSE:** To learn various threats on the internet and configure the computer to be safe on the internet.

**THEORY:**

**Antivirus:**

Antivirus software is a program that either comes installed on your computer or that you purchase and install yourself. It protects your computer against most viruses, worms, Trojan horses and other unwanted invaders that can make your computer sick.

**Firewall:**

A firewall is a special software or hardware designed to protect a private computer network from unauthorized access. A firewall is a set of related programs located at a network gateway server which protects the resources of the private network from users from other networks.

**PROCEDURE:**

**Installing Symantec antivirus for Windows:**

* Insert Symantec antivirus CD into your CD drive
* Double click on the Symantec-setup.exe
* The installer will open
* Click **next** to proceed
* License agreement will open . Click  **I accept the terms of the license agreement**  and then click  **next.**
* Follow the instruction on the screen to complete the installation.

**Get Computer Updates:**

* Click **start> settings>control panel**
* Click **Automatic Updates** icon to open Automatic Updates dialog box
* Check the box **Keep my computer up to date**
* Choose a setting
* Click OK

**Block Pop ups:**

* In the IE open  **tools>pop-up blocker**
* Click on **Turn on Pop- up blocker**

**Windows Firewall:**

* Go to  **Start>control panel>Network and Internet Connections>windows firewall**
* In the general tab check the **On(recommended)** box
* If you don’t want any exceptions check on  **Don’t allow exceptions box**

**Viva Questions:**

1. What is an antivirus software?
2. Define virus
3. Define worm
4. What are the advantages of antivirus software?
5. What are the type of antivirus software’s available?

**TASK 13:**

### A test which simulates all of the above tasks would be crafted and given to the students.

**PURPOSE:**  Test to simulate all the tasks related to Internet Security

**THEORY:**

* Identify and explain the components required to establish a network
* Establish internet connection and create a new email id , send mail and attachment file to other mail account
* Define search engine. List the various search engines . Navigate through any of the search engine like Google and explore its features.
* Download a file from the internet . Write the various steps involved in downloading
* What is an Antivirus software ? List a few popular anti virus kits available.
* Explain the functionality of the firewall quoting a few examples

**TASK 14:**

**To create project certificate, Features to be covered:-Formatting Fonts in word, Drop Cap in word, Applying Text effects, Using Character Spacing, Borders and Colors, Inserting Header and Footer, Using Date and Time option in both LaTeX and Word.**

**PURPOSE:**

To create a document applying the above mentioned techniques.

**THEORY:**

**Header and Footer:**

1. To create a header, enter text or graphics in the header area or click button on the header and footer tool bar.

2. To create a footer, click switch between header and footer.

3. Then click exit.

**Date and Time:**

Insert a date field that automatically updates so that the current date is displayed when you open or print the file.

Insert a time field that automatically updates so that the current time is displayed when you open or print the file.

**Border:**

On the format menu, click borders and shadings.

To specify that the border appears on a particular side of a page, such as only at the top, click custom under setting.

To specify a particular page or section for the borders to appear, click the option you want to apply.

To specify the exact position of the border on the page.

Finally, click OK.

**Color:**

Select the text you want to make a different color.

To apply the color most recently applied to text, click font color.

To apply different colours, click the arrow on the right of the font color button, select the color you want and then click the button.

**PROCEDURE:**

First click start button on the status bar. Then select program and again select Microsoft word. On the menu bar click the file option. Then again click new. Then enter the text not less than 100 words. A header appears at the top and the footer appears at the bottom of each page. On the view menu, click header and footer option. From dialogue box, make the required changes and then click OK. On the format menu, click borders and shading s make required changes and the click OK. Select the text you want and make the different colour . Click on right of the font colour button, and then select the colour you want and then click on the button.

**Viva Questions:**

1. What are the benefits of MS-Office?
2. What is a word processor?
3. Explain the basic features of Ms-word
4. How can you save a document?
5. What is the function of tile bar , menu bar, status bar, tool bar?

**TASK 15:**

**Formatting Styles, Inserting table, Bullets and Numbering, Changing Text Direction, Cell alignment, Footnote, Hyperlink, Symbols, Spell Check and Track Changes.**

**PURPOSE:**

To create a document applying the above mentioned techniques.

**THEORY:**

**Table:**

A table consists of rows and columns.

**Cell Alignment:**

Aligns a contents written in a table in the top left corner or top right corner or in the center etc..

**Foot Note:**

Foot notes are used to comments on , or provide references for text in a document.

**Hyperlink:**

It is a colored and underlined text or a graphic that you click to go to a file, a location in a file , an HTML page on the world wide web, or an HTML page in an intranet.

**Symbols:**

You may not be able to enter certain symbols into your word document, as there si a limitation on the keys on the key board. Creating these new symbols especially when working with mathematical terms it becomes very difficult .For example we can insert symbols such as ≡,≈,⇓, ..

**Spell check:**

It automatically checks for spelling and grammatical errors

**Bullets and Numbering:**

In Microsoft word we can easily create bulleted or numbered list of items.

**Formatting Styles:**

A style is a set of rules to be followed for the effective document. Style can be applied to text, paragraph, table or a list.

**Changing text direction:**

You can change the text orientation in drawing objects, such as text boxes, shapes, and callouts, or in table cells so that the text is displayed vertically or horizontally.

**Track changes:**

Track changes is a an excellent feature of Microsoft word as it enables a user or reviewer to keep track of the changes that have taken a period. Changes like insertion, deletion or formatting changes can be kept track of.

**Procedure:**

**Changing Text direction:**

1. Click the drawing object or table cell that contains the text you want to change.
2. On the Format menu, click Text Direction.
3. Click the orientation you want.

**Table:**

1. Click where you want to create a table.
2. On the Table menu, point to Insert, and then click Table.
3. Under Table size, select the number of columns and rows.
4. Under AutoFit behavior, choose options to adjust table size.
5. To use a built-in table format, click AutoFormat.

Select the options you want

**Cell Alignment:**

1. Click the cell that contains text you want to align.
2. On the Tables and Borders toolbar, select the option for the horizontal and vertical alignment you want— for example, Align Bottom Center or Align Top Right.

**Foot Note**:

1. In print layout view, click where you want to insert the note reference mark.
2. On the Insert menu, point to Reference, and then click Footnote.
3. Click Footnotes or Endnotes.

By default, Word places footnotes at the end of each page and endnotes at the end of the document. You can change the placement of footnotes and endnotes by making a selection in the Footnotes or Endnotes box.

1. In the Number format box, click the format you want.
2. Click Insert.

Word inserts the note number and places the insertion point next to the note number.

1. Type the note text.
2. Scroll to your place in the document and continue typing.

As you insert additional footnotes or endnotes in the document, Word automatically applies the correct number format.

**Hyper link:**

Select the text or picture you want to display as the hyperlink, and then click Insert Hyperlinkon the Standard toolbar

Do one of the following:

1. Link to an existing file or web page:

* 1. Under Link to, click Existing File orWeb Page.
  2. In the Address box, type the address you want to link to or, in the Look in box, click the down arrow, and navigate to and select the file

2. Link to a file you haven’t created yet

Under Link to, click Create New Document.

* 1. In the Name of new document box, type the name of the new file.
  2. Under When to edit, click either Edit the new document later or Edit the new document now

An e-mail address:

1. Select the text or picture you want to display as the hyperlink, and then click InsertHyperlink on the Standard toolbar
2. Under Link to, click E-mail Address.
3. Either type the e-mail address you want in the E-mail address box, or select an e-mail address in the recently used e-mail addresses box.
4. In the Subject box, type the subject of the e-mail message

A specific location in another document

1. Insert a bookmark in the destination file or Web page.
2. Open the file that you want to link from, and select the text or object you want to display as the hyperlink.
3. On the Standard toolbar, click Insert Hyperlink .
4. Under Link to, click Existing File or Web Page.
5. In the Look in box, click the down arrow, and navigate to and select the file that you want to link to.
6. Click Bookmark, select the bookmark you want, and then click OK.

**Symbol:**

1. Click where you want to insert the symbol.
2. On the Insert menu, click Symbol, and then click the Symbols tab.
3. In the Font box, click the font that you want.
4. Double-click the symbol that you want to insert.
5. Click Close

**Spell check:**

1. On the Standard toolbar, click Spelling and Grammar .
2. When Word finds a possible spelling or grammatical problem, make your changes in the Spelling and Grammar dialog box.

**Bullets and Numbering:**

1. Type 1**.** to start a numbered list or **\*** (asterisk) to start a bulleted list, and then press SPACEBAR or TAB.
2. Type any text you want.
3. Press ENTER to add the next list item.

Word automatically inserts the next number or bullet.

1. To finish the list, press ENTER twice, or press BACKSPACE to delete the last bullet or number in the list

**Formatting Styles:**

1. Select the words, paragraph, list, or table you want to change.
2. If the Styles and Formatting task pane is not open, click Styles and Formatting on the Formatting toolbar
3. Click the style you want in the Styles and Formatting task pane.

If the style you want is not listed, click All Styles in the Show box

**Track Changes:**

1. Open the document you want to revise.
2. On the Tools menu, click Track Changes

**Viva questions:**

1. What is the function of spell check?
2. How can you insert a table?
3. Define header, footer
4. Explain about clipart
5. How can you create a hyper link?

**TASK 16:**

**Create a Newsletter. Features to be covered:-Table of content. Newspaper columns, Images from files and clipart, Drawing toolbar and Word Art, Formatting Images, Textboxes and Paragraphs.**

**PURPOSE:**

To create a news Letter

**THEORY:**

**Table of contents:**

Table of contents displays a list of headings in a created document. It basically provides an outline of the entire document created

**Newspaper columns:**

One can create a newspaper columns document by specifying the number of new letter-style column required and then adjust their width , and add vertical lines between columns.

**Images from files and clipart:**

Inserting a picture **(**graphic) from a file and clipart may be required for a document. This picture could be a scanned photograph or any other digitally produced one. This pictures can be modified , resized, cropped and enhanced.

**Drawing toolbar and Word Art:**

One can create his/her own drawings in Microsoft word.Ms word provides a full fledged drawing tool bar.

Word Art in Microsoft word enables you to create special and decorative text.

**Formatting Images, Textboxes and Paragraphs:**

Formatting an image includes selecting appropriate color, size, layout and cropping.

Generally the text in a document follows a standard orientation (line after line). A text box provides a different orientation to the text with in a document. It can arrange the text in any where and can be resized and moreover moved to any section of the document or even outside.

When you are formatting a paragraph , you do not need to highlight the entire paragraph. Placing the cursor any where in the paragraph enables you to format it. After you set a paragraph format, subsequent paragraphs will have the same format unless you change the format

**PROCEDURE:**

**Table of contents:**

1. Click where you want to insert the table of contents.
2. On the **Insert** menu, point to **Reference**, and click **Index and Tables**.
3. Click the **Table of Contents** tab.
4. To use one of the available designs, click a design in the **Formats** box.
5. Select any other table of contents options you want.

**Newspaper columns:**

**1.** Select the entire or part of document to be converted into a newsletter-style

2. Click on format menu , select columns

3. Any desired number of columns are presets-one or two or three or left or right b\can be selected.

4. Width and spacing can be fixed and equal columns width can be checked for uniformity

5. If a newspaper columns are to be separated by a line, then check line between

6. Under apply to will be whole document if entire document is selected else we have to select a selected text.

7. Click ok

**Inserting images from files and clip art:**

1. Click where you want to insert the picture.
2. On the Insert menu, point to Picture, and then click From File.
3. Locate the picture you want to insert.
4. Double-click the picture you want to insert.

CLIP ART:

* 1. On the Insert menu, point to Picture, and then click Clip Art.
  2. In the Clip Art task pane, in the Search for box, type a word or phrase that describes the clip you want or type in all or some of the file name of the clip.
  3. To narrow your search, do one or both of the following:
     + To limit search results to a specific collection of clips, in the Search in box, click the arrow and select the collections you want to search.
     + To limit search results to a specific type of media file, in the Results shouldbe box, click the arrow and select the check box next to the types of clips you want to find.
  4. Click Go.

5.If you don't know the exact file name, you can substitute wildcard characters for one or more real characters. Use the asterisk (\*) as a substitute for zero or more characters in a file name. Use the question mark (?) as a substitute for a single character in a file name.

6.In the Results box, click the clip to insert it.

**Drawing Toolbar and Word Art:**

1. Click in your document where you want to create the drawing.
2. On the Insert menu, point to Picture, and then click New Drawing.

A drawing canvas is inserted into your document.

1. Use the Drawing toolbar to add any shapes or pictures that you want.

WORD ART:

1.On the Drawing toolbar, click Insert WordArt .

2.Click the WordArt effect you want, and then click OK.

3.In the Edit WordArtText dialog box, type the text you want.

4.Do any of the following:

* + To change the font type, in the Font list, select a font.
  + To change the font size, in the Size list, select a size.
  + To make text bold, click the **Bold** button.
  + To make text italic, click the Italic button.

**Formatting Images:**

1.Formnatting of the images can be achieved by selecting the image and double click on the picture, format picture dialog box appears.

2.The same can be achieved by selecting the tools menu > customize>tool bars tab>picture and click close.

**Basic formatting features of an image**

**Resize a drawing**

1. Select the drawing canvas
2. On the Drawing Canvas toolbar, do one of the following:
   * To make the drawing canvas boundary larger without changing the size of the objects on the canvas, click Expand .
   * To make the drawing canvas boundary fit tightly around the drawing objects or pictures, click Fit .
   * To scale the drawing and make the objects and canvas proportionately smaller or larger, click Scale Drawing, and then drag the edges of the canvas.

**Resize a picture or shape**

1. Position the mouse pointer over one of the sizing handles
2. Drag the sizing handle until the object is the shape and size you want.

To increase or decrease the size in one or more directions, drag the mouse away from or toward the center, while doing one of the following:

* + To keep the center of an object in the same place, hold down CTRL while dragging the mouse.
  + To maintain the object's proportions, drag one of the corner sizing handles.
  + To maintain the proportions while keeping the center in the same place, hold down CTRL while dragging one of the corner sizing handles.

**Crop a picture**

1. Select the picture you want to crop.
2. On the Picture toolbar, click Crop .
3. Position the cropping tool over a cropping handle and then do one of the following:
   * To crop one side, drag the center handle on that side inward.
   * To crop equally on two sides at once, hold down CTRL as you drag the center handle on either side inward.
   * To crop equally on all four sides at once, hold down CTRL as you drag a corner handle inward.
4. On the Picture toolbar, click Crop to turn off the Crop command.

**Text Box:**

1. On the Drawing toolbar, click Text Box .
2. Click or drag in your document where you want to insert the text box
3. You can use the options on the Drawing toolbar to enhance a text box— for example, to change the fill color— just as you can with any other drawing object

**Paragraphs:**

**Change line spacing**

Select the text you want to change.

1. On the Formatting toolbar, point to Line Spacing, and then do one of the following:
   * To apply a new setting, click the arrow, and then select the number that you want.
   * To apply the most recently used setting, click the button.
   * To set more precise measurements, click the arrow, click More, and then select the options you want under Line Spacing.

.

**Change spacing before or after paragraphs**

1. Select the paragraphs in which you want to change spacing.
2. On the Format menu, click Paragraph, and then click the Indents and Spacing tab.
3. Under Spacing, enter the spacing you want in the Before or After box.

# Change paragraph direction

1. Place the insertion point in the paragraph that you want to change, or select several paragraphs.
2. Do one of the following:
   * To have text begin from the left, click Left-to-Right on the Formatting toolbar.
   * To have text begin from the right, click Right-to-Left on the Formatting toolbar.

When you change the paragraph direction, Microsoft Word leaves justified and centered text as it is. In the case of left-aligned or right-aligned text, Word flips the alignment to its opposite. For example, if you have a left-to-right paragraph that is right aligned, such as the date at the top of a letter, clicking Right-to-Left results in a right-to-left paragraph that is left aligned.

**Viva questions:**

1. Define undo, redo
2. What is the main purpose of a drop cap?
3. What are footnotes and end notes?
4. How can you print a document ?
5. How can you make alignment of text in a table?

**TASK 17:**

**Creating a Feed Back Form:-Features to be covered: Forms, Text Fields, Inserting objects and Mail Merge in Word.**

**Purpose:** To create a Feed Back form, text fields, inserting objects, mail merging,

**Theory:**

**Forms:**

Using Microsoft word one can create an organized and structured document with a provision to enter the required information into it. A document of such nature is called a form.

**Mail Merge:**

It helps us to produce from letters mailing labels envelopes catalogs and others types of merged document. It is so found in the tools option on the menu bar. In tools we have letters and mailing. In letters and mailing we have mail merge mail merge tool box envelopes tables and letters wizard. In mail merge select the required document you are working on. A window for customizing the data base structure appears. This file contains the names, address details with contact numbers etc of people you wish to send the letters.

**Inserting objects**:

Insert an object such as drawing word art text effects or an equation at the inserting point.

**Fields:**

It inserts a field at the inserting font fields are used to insert a variety of information automatically. Select table in table select insert. In that select insert table a box containing number of rows and columns will appear. Select six colors and four rows and click o.k. Given the first row as date, problem repeated student’s signature action recommended problem status and councilors sign. Insert the objects in the feed back form and apply the text fields in the

form.

**Procedure:**

**Mail Merge:**

1. Open a document and type the complete body of the letter and format it as required.
2. Create a data source and choose mail merge from tool bar a window is displayed.

3. Click on create button and choose from letter options. Then a window is displayed.

4. Click active window choose currently active document. Click on data and create data source option.

5. A window for customizing the data base structure appears and this file contains the names address details with contact number etc. we can add or remove fields from this file.

6. Once the list of fields is finalized a window of same is displayed and types the required file names and click on save button.

7. A window is displayed. Type the details of 10 candidates. After typing details of one person, click on add menu.

8. Click on the o.k. to finish entering the records mail merge tool bar is displayed.

9. Place the curser at the place where you wish to insert names and click on insert mail merge button. A drop list is displayed all fields created would be shown.

10. By highlighting to desired file and click on it we can insert the field into the main document and go to begin the mail merge click on mail merge.

11. A window is displayed click once on the merge button to generate letters for all records in your data source file.

**Forms:**

1. Design the form by sketching a layout first, or use an existing form template as a guide. Tables, text boxes, borders, and shading are all design elements that can help you create a well-designed form that's easy to use.
2. On the Standard toolbar, click New Blank Document.
3. Add the text or graphics you want. For example, enter the questions you want answered, and list the available choices.
4. To insert a text box where users can enter their responses, click the document, and then click Text Form Field on the Forms toolbar. If you need more space, you can insert multiple text boxes side by side. To insert check boxes that list choices, such as Yes and No, click the document, and then click Check Box Form Field on the Forms toolbar.
5. Save the form.

**Insert line numbers:**

1. On the File menu, click Page Setup, and then click the Layout tab.
2. In the Apply to box, click Whole document.
3. Click Line Numbers.
4. Select the Add line numbering check box, and then select the options you want.

**Viva Questions:**

1. What is the functionality of print payout view?
2. How can you insert a picture from another file?
3. How can you start a mail merge?
4. How can you customize a mail merge?
5. What is a mail merge?

**TASK 18:**

**Latex and word module Test-replicate the given document inclusive of all features**

**PURPOSE:** Word Module Test

**PROCEDURE:**

1 Create a resume in MS word

2 Create a certificate

3. Create a three column newsletter which highlights al the academic activities of your college

4 create a table and apply al feature of MS-Office on that table

5. Demonstrate the working of paragraphs by taking some data

6 Create an online feed back form for national paper presentation competition conducted in your department

7 Create a registration form which should be circulated among the students for registering a course

**TASK 19:**

**Creating a Scheduler:-Features to be covered: - Gridlines, Format Cells, Summation, auto fill, Formatting Text**

**Purpose:**

To maintain a shift schedule with specifications

**Theory:**

**Grid lines:**

1. Click the worksheet.
2. On the file menu, click page setup and the click the sheet tab.
3. Click gridlines.
4. Select the sheets on which you want to change the gridlines color.
5. On the Tools menu click options click the color you want in the color box.
6. To use the default gridlines color click automatic.
7. Lines you can add to a chart that make it easier to view and evaluate data. Gridlines extend from the tick marks on an axis across a plot area.

**Format Cell:**

1. Change the font and font size.
2. Change the text color.
3. Make selected text or numbers bold, italic or underlined.
4. Create a new style.

**Auto fit:**

1. Combine cells horizontally or vertically to make one large cell.
2. Add borders to cells.
3. Shade cells with colors.
4. Change the column width and row height
5. Change the font, font size or colors of text.
6. Align text vertically at the top, center and bottom of cell.

**Formatting the text:**

1. Select the text you want to format.
2. On the format menu click cells and then click number tab.
3. In the catalog box click text.
4. Enter the numbers in the formatted cells.
5. Click ok.
6. Then press enter and reenter the data.

**Procedure:**

First click start button of the screen on status bar. Click on programs and then Microsoft excel. To get a new blank work sheet go to programs and then click on excel sheet. On the file menu click page setup and then click sheet tab click gridlines. In this way do the required changes using format cell, make the required changes using formatting text also make the required changes. Enter the data in the data in the worksheet consisting of week name person name and timings 7 a.m. to 3 p.m. Make all the above changes to the text.

**Viva Questions:**

1. What do you mean by a spread sheet?
2. What are the contents of a spread sheet?
3. Describe different types of toolbars available in ms-excel
4. How can you calculate simple formulas in excel?
5. How can you navigate the spread sheet?

**TASK 20:**

**Calculating GPA-Features to be covered-Cell Referencing, Formulae in excel – average, std. deviation, Charts, Renaming and Inserting worksheets, Hyper linking, Count Function, HLOOKUP/VLOOKUP**

**Purpose:**

To maintain a control chart for printing books with given data.

**Theory:**

1. On the chart menu click chart type
2. Text direction.

Click the arrow down next to the text direction button. For right to left click right to left. For left to right reading order, click left to right.

For reading order that is consistent with the language of the first entered character, click context. For reading order that is inconsistent with the language of the first entered character, click control.

3. In the tools menu click options and then click chart tab.

4. To show all worksheet data in the chart even if some rows and columns are hidden, clear the plot visible cells by check box.

5. To prevent hidden rows and columns from displaying in the chart, select the plot cells only check box.

**Hyper Linking:**

1. Create a worksheet: On the file menu, click new, and then click blank workbook task pane.

2. Insert a worksheet: C lick worksheet on the insert menu. Right click on sheet tab and then click insert double click the template for the type of sheet you want.

3. Hyperlink: Using hyperlink we can insert one more sheet in the present sheet

4. Count function: Create a blank worksheet press control +c. In the worksheet select cell A and press control +c. On the tools menu point to formula auditing and then click formula auditing menu.

**Worksheet:**

1. In the file menu go to menu then a new worksheet is created.

2 To add a single worksheet, click worksheet on the Insert menu. To add multiple worksheets hold down shift and then click the number of worksheet tasks to add in a open workbook

**Sort:**

1. Click a cell in the list you want to sort.
2. On the Data menu click sort.
3. Under first key sort click the custom sort order you want and then click ok.
4. Click any other sorting option you want.

**Procedure:**

**Formulae in Excel:**

First click on start button at the bottom of the screen on status bar. Click on programs and then on Microsoft excel. Then open a new document. Give the main heading and subheading by changing the size so that they look in block letters. Enter the data. To calculate go to Insert menu in the menu bar and then click on function and then ok. Then select the data to which you want to calculate mean. Then you get the required answer. In same way, sample means standard deviation lower count limit and upper count limit. Go to insert menu and click on function and select the required operation to be done and select the data and calculate. Formulas for all the above are given below.

Mean = (s1 + s2 + s3 + s4 + s5)/5;

Sample mean = avg (mean)

Standard deviation = (mean, sample, mean)

Sample standard deviation= avg (Standard deviation)

Lower count limit = sample mean – sample standard deviation.

Upper count limit = Sample mean + Sample Standard deviation

**Hyper linking:**

First click on start button of the screen on status bar. Click on programs and then Ms-excel. To get a new blank worksheet go to programs and then click on excel sheet. Rename the first sheet as student by right clicking on sheet 1 and renaming. Insert hyperlink insert and click on hyperlink. Then go to sheet 2 and rename as CSE type in particulars of ECE right click on sheet 3. Then go to sheet -4 rename as IT. In this type all the four sheets are created.

**WORKSHEET**

First click on start button at the bottom of the screen on status bar. Click on programs and then Ms-excel. Then enter the data as given. Enter the student’s names, Subjective wise marks, total and avg. Then calculate the total and avg by using formula. Then go to Data menu and click sort. Under first key sort, click custom sort order needed i.e. ascending order or alphabetical order and then click o.k. Then the required worksheet is prepared,

**Viva Questions:**

1. What is an average function?
2. Explain about chart
3. How can you open chart wizard?
4. Explain about chart formatting tool bar
5. How can you resize a chart?

**TASK 21:**

**Performance Analysis-Features to be covered:-split cells, freeze panes, group and outline, sorting, Boolean and logical operators, Conditional formatting**

**Purpose:**

To create Excel with split cells, freeze panes, group and outline, sorting, Boolean and logical operators, conditional formatting

**Theory:**

**Split Cells:**

Excel allows you to split the workbook window into two horizontal or vertical panes and also to split cells or data across many cells.

**Sort:**

1. Click a cell in the list you want to sort.
2. On the Data menu click sort.
3. Under first key sort click the custom sort order you want and then click ok.

Click any other sorting option you want

**Freeze Panes:**

You can freeze a pane from a split window or just freeze rows or columns without splitting the window.

**Procedure:**

**Sort:**

First click on start button at the bottom of the screen on status bar. Click on programs and then Ms-excel. Then enter the data as given. Enter the student’s names, Subjective wise marks, total and avg. Then calculate the total and avg by using formula. Then go to Data menu and click sort. Under first key sort, click custom sort order needed i.e. ascending order or alphabetical order and then click o.k. Then the required worksheet is prepared

**Split cells:**

**Spread the content of one cell over many cells**

1. Copy the data you want into the upper-leftmost cell within the range.
2. Select the cells you want to merge.
3. To merge cells in a row or column and center the cell contents, click **Merge and Center** on the **Formatting** toolbar.

**Split merged cells**

1. Select the merged cell When cells have been combined, **Merge and Center** on the **Formatting** toolbar is selected
2. Click **Merge and Center** on the **Formatting** toolbar.

**Divide text across cells**

1. Select the range of cells that contains the text values. The range can be any number of rows tall, but no more than one column wide.
2. On the **Data** menu, click **Text to Columns**.
3. Follow the instructions in the Convert Text to Columns Wizard to specify how you want to divide the text into columns.

**Split Windows:**

1. At the top of the vertical scroll bar or at the right end of the horizontal scroll bar, point to the split box.
2. When the pointer changes to a split pointer, drag the split box down or to the left to the position you want.

**Freeze Panes:**

1. To freeze a pane, do one of the following:

**The top horizontal pane**    Select the row below where you want the split to appear.

**The left vertical pane**    Select the column to the right of where you want the split to appear.

**Both the upper and left panes**    Click the cell below and to the right of where you want the split to appear.

1. On the **Window** menu, click **Freeze Panes**.

**Outline:**

1. Outline the data automatically
   1. Select the range of cells you want to outline. To outline the entire worksheet, click any cell on the worksheet.
   2. On the **Data** menu, point to **Group and Outline**, and then click **Auto Outline**.Outline the data manually
   3. Select the rows or columns that contain detail data.
   4. On the **Data** menu, point to **Group and Outline**, and then click **Group**. The outline symbols appear beside the group on the screen.
   5. Continue selecting and grouping detail rows or columns until you have created all of the levels you want in the outline.

**Group:**

**Group objects**

1. Select the objects you want to group.

To select multiple objects, hold down SHIFT while you select each object.

1. On the **Drawing** toolbar, click **Draw**, and then click **Group**.

**Ungroup objects**

1. Select the group you want to ungroup.
2. On the **Drawing** toolbar, click **Draw**, and then click **Ungroup**.

To continue ungrouping, click **Yes** when the message box appears.

To change an individual object, continue to select and ungroup objects until the one you want becomes available.

1. Use the tools on the **Drawing** toolbar to change the object

**Conditional Formatting:**

1. Select the cells for which you want to add, change, or remove conditional formatting
2. On the **Format** menu, click **Conditional Formatting**.
3. Do one of the following:

Add a conditional format

* 1. Do one of the following:

To use values in the selected cells as the formatting criteria, click **Cell Value Is**, select the comparison phrase, and then type a constant value or a formula. If you enter a formula, start it with an equal sign (=).

To use a formula as the formatting criteria (to evaluate data or a condition other than the values in selected cells), click **Formula Is** and then enter the formula that evaluates to a logical value of TRUE or FALSE.

* 1. Click **Format**.
  2. Select the formatting you want to apply when the cell value meets the condition or the formula returns the value TRUE.
  3. To add another condition, click **Add**, and then repeat steps 1 through 3.

You can specify up to three conditions. If none of the specified conditions are true, the cells keep their existing formats

Change or remove a conditional format

Do one or more of the following:

* + To change formats, click **Format** for the condition you want to change.
  + To reselect formats on the current tab of the **Format Cells** dialog box, click **Clear** and select new formats.
  + To remove one or more conditions, click **Delete**, and then select the check box for the conditions you want to delete

**Viva Questions:**

1. List a few important features of excel
2. Define split cell
3. How can you split a window into a horizontal pane?
4. How can you make a freezing pane?
5. How to perform grouping and ungrouping?

**TASK 22:**

**Cricket Score card-Features to be covered:-pivot tables, Interactive Buttons, Importing data, Data Protection, Data validation**

**PURPOSE:** To learn about pivot tables, Interactive Buttons, Importing data, Data Protection, Data validation.

**THEORY:**

**Pivot Tables:**

A PivotTable report is an interactive table that quickly combines and compares large amounts of data. You can rotate its rows and columns to see different summaries of the source data, and you can display the details for areas of interest.

**Interactive Buttons:**

MS- Excel allows you to create Interactive Buttons

**Data Protection:**

Ms excel allows you to protect your work sheet from being added or renamed or deleted or copied by providing password protection to your worksheets.

**Data Validation:**

Data validation is a tool that helps you to control the kind of information that is entered in your worksheet. With data validation you can:

* + Provide users with a list of choices
  + Restrict entries to a specific type or size
  + Create custom settings

**PROCEDURE:**

**Pivot Tables:**

1. Open the workbook where you want to create the PivotTable report.
   * If you are basing the report on a Web query, parameter query, report template, Office Data Connection file, or query file, retrieve the data into the workbook, and then click a cell in the Microsoft Excel list containing the retrieved data.

If the retrieved data is from an OLAP database, or the Office Data Connection returns the data as a blank PivotTable report, continue with step 6 below.

* + If you are basing the report on an Excel list or database, click a cell in the list or database.

1. On the **Data** menu, click **PivotTable and PivotChart Report**.
2. In step 1 of the PivotTable and PivotChart Wizard, follow the instructions, and click **PivotTable** under **What kind of report do you want to create?**
3. Follow the instructions in step 2 of the wizard.
4. Follow the instructions in step 3 of the wizard, and then decide whether to lay out the report onscreen or in the wizard.

**Button:**

* + Select the **commands** tab
  + Scroll to the bottom of the **categories** list
  + Select the **custom button**
  + Drag this button to your new toolbar in the location where you want it to be.
  + You can obtain a description of the command button by selecting the command and pressing the **Description**  button

**Data Protection:**

**Protect worksheet elements from all users**

1. Switch to the worksheet you want to protect.
2. Unlock any cells you want users to be able to change: select each cell or range, click **Cells** on the **Format** menu, click the **Protection** tab, and then clear the **Locked** check box.
3. Hide any formulas that you don't want to be visible: select the cells with the formulas, click **Cells** on the **Format** menu, click the **Protection** tab, and then select the **Hidden** check box.
4. Unlock any graphic objects you want users to be able to change.

You don't need to unlock buttons or controls for users to be able to click and use them. You can unlock embedded charts, text boxes, and other objects created with the drawing tools that you want users to be able to modify. To see which elements on a worksheet are graphic objects, click **Go To** on the **Edit** menu, click **Special**, and then click **Objects**.

* 1. Hold down CTRL and click each object that you want to unlock.
  2. On the **Format** menu, click the command for the object you selected: **AutoShape**, **Object**, **Text Box**, **Picture**, **Control**, or **WordArt**.
  3. Click the **Protection** tab.
  4. Clear the **Locked** check box, and if present, clear the **Lock text** check box.

1. On the **Tools** menu, point to **Protection**, and then click **Protect Sheet**.
2. Type a password for the sheet.
3. In the **Allow all users of this worksheet to** list, select the elements that you want users to be able to change.
4. Click **OK**, and if prompted retype the password.

**Protect a shared workbook**

1. If the workbook is already shared, and you want to assign a password to protect the sharing, unshare the workbook.
   1. Have all other users save and close the shared workbook. If other users are editing, they will lose any unsaved work.
   2. Unsharing the workbook deletes the change history. If you want to keep a copy of this information, print out the History worksheet or copy it to another workbook.
      1. On the **Tools** menu, point to **Track Changes**, and then click **Highlight Changes**.
      2. In the **When** box, click **All**.
      3. Clear the **Who** and **Where** check boxes.
      4. Select the **List changes on a new sheet** check box, and then click **OK**.
      5. Do one or more of the following:
         * To print the History worksheet, click **Print** .
         * To copy the history to another workbook, select the cells you want to copy, click **Copy**, switch to another workbook, click where you want the copy to go, and click **Paste** .
   3. On the **Tools** menu, click **Share Workbook**, and then click the **Editing** tab.
   4. Make sure that you are the only person listed in the **Who has this workbook open now** box.
   5. Clear the **Allow changes by more than one user at the same time** check box.

If this check box is not available, you must unprotect the workbook before clearing the check box.

* + 1. Click **OK**, point to **Protection** on the **Tools** menu, and then click **Unprotect Shared Workbook**.
    2. Enter the password if prompted, and then click **OK**.
    3. On the **Tools** menu, click **Share Workbook**, and then click the **Editing** tab.
  1. When prompted about the effects on other users, click **Yes**.

1. Set other types of protection if you want: Give specific users access to ranges, protect worksheets, protect workbook elements, and set passwords for viewing and editing.
2. On the **Tools** menu, point to **Protection**, and then click **Protect Shared Workbook** or **Protect and Share Workbook**.
3. Select the **Sharing with track changes** check box.
4. If you want to require other users to supply a password to turn off the change history or remove the workbook from shared use, type the password in the **Password** box, and then retype the password when prompted.
5. If prompted, save the workbook

**Protect a workbook file from viewing or editing**

1. On the **File** menu, click **Save As**.
2. On the **Tools** menu, click **General Options**.
3. Do either or both of the following:
   * If you want users to enter a password before they can view the workbook, type a password in the **Password to open** box, and then click **OK**.
   * If you want users to enter a password before they can save changes to the workbook, type a password in the **Password to modify** box, and then click **OK**.
4. When prompted, retype your passwords to confirm them.
5. Click **Save**.
6. If prompted, click **Yes** to replace the existing workbook.

**Data Validation:**

* + Select the cells in which you want to apply data validation
  + From the **Data** menu, choose **Validation**
  + From the **Allow drop-down** list choose **List**
  + In the source box type an equal to sign and list the name
  + **Click** ok

**Viva questions:**

1. Explain about pivot table reports
2. Define macro
3. Define template
4. How can you open protection tool in excel?
5. How can you check errors in excel?

**TASK 23:**

**Excel module test-replicate the given document inclusive of all features**

**PURPOSE**: **Mo**dule Test

**PROCEDURE:**

* + Move the open toolbar button from its current position to the end of the standard toolbar
  + Create a new worksheet containing three columns
  + Add comments and do data validation that is appropriate for each field
  + Add informative headers and footers
  + Create an invoice purchase order ,expense sheet, employee list and other worksheets necessary for a small business
  + Format the text so that it has a professional look and is aesthetically pleasing

**TASK 24:**

**PPT Orientation, Slide Layouts, Inserting Text, Word Art, Formatting Text, Bullets and Numbering, Auto Shapes, Lines and Arrows in both LaTeX and PowerPoint.**

**TITLE:**

**Create a power point presentation consists of slide layouts inserting text, formatting text, bullets and numbering of five slides with following information’s.**

**Slide 1 – contents**

**Slide 2 – Name**

**Slide 3 – Address**

**Slide 4 – Hobbies**

**Slide 5 – Friends**

**PURPOSE:**

To maintain a PowerPoint presentation with some specifications

**THEORY:**

**SLIDE LAYOUT:**

1. On the format menu, click slide layout.
2. On the slides tab in normal view, select the slides; you want to apply a layout too.
3. In the slide layout task pane, point to layout you and then click it.
4. A new slide can also be inserted within the task pane. Point the layout you want the slide to have, click the arrow and then click the insert new slide.

**INSERT TEXT:**

1. Text can be added to layout.
2. Align text in the top, middle or bottom of a cell.
3. Align text on the right or left, or in the center of a cell.
4. Change cell margins.
5. Insert a tab in a table.
6. To make the symbol command available, in normal view, place the insertion point on the outbox tab or in a text place holders on the slide.
7. On the insert menu, click symbol.
8. To change fonts, click a name in the font box.

**FORMATTING TEXT:**

1. Select the text you want to format as superscript or subscript.
2. On the format menu, click font.
3. To show or hide text formatting, on the standard toolbar, click show formatting.

**BULLETS AND NUMBERINGS:**

1. Select the lines of text that you want to add bullets or numbering to.
2. Click bullets or numbering.

**AUTOSHAPES:**

1. Select the auto shape that has the text you want to position.
2. Double-click the selection rectangle of the auto shape or text box and then click the text box tab in the format dialog box.
3. in the text anchor point box, click the position you want the text to start in.

**LINES AND ARROWS:**

1. In Microsoft power point, double click the chart.
2. Double click the chart item you want to change.
3. On the patterns tab, do one or both of the following.
4. To change the colours, patterns or lines, select the options you want.
5. To specify a fill effect, click fill efeect and then select the options you want on the gradient, text patterns or picture tabs.

To return to the slide, click outside the about.

**PROCEDURE:**

First click on start button at the button of the screen on status bar. Click on programs and then Microsoft PowerPoint. Go to file and new. Then you find different pattern of slides on right side of your screen. Then select which is completely empty. Then enter the contents in the first slide as per given information, name in the second slide, Address in the third slide, Hobbies in the fourth slide and friends in the fifth slide. Except first slide, all the second, third, fourth, fifth slides should be inserted. When you select pattern of slide from a new slide, on slide which you selected you will find an arrow towards its right side, click that arrow and then again click insert slide. Then save it. Then adjust the layout. Then format the text then give bullets or numbering to the text if required. Go to auto shapes. Select more auto shapes and insert wherever required. Then again go to insert option and select new slides. And select chart and a chart with datasheet appear. Give the name, roll no, marks in three subjects and calculate the total. Then save the file

**Viva Questions:**

1. Explain about power point
2. What is word art?
3. Explain about slide transition
4. How can you rotate the picture in power point?
5. What are the different auto shapes available in power point?

**TASK 25:**

**Hyperlinks, Inserting –Images, Clip Art, Audio, Video, Objects, Tables and Charts**

**TITLE:**

**Create a power point presentation consisting of hyperlinks, inserting images, clip art, audio, video objects of 4 slides with the following information.**

**Slide 1:- Name of your college in bold letters.**

**Slide 2:- Address of your college in bold letters.**

**Slide 3:- List of all available courses.**

**Slide 4:- Extra co-curricular activities.**

**And apply the transaction effects and set the time three seconds for each slide and view it in slide show.**

**PURPOSE:**

To maintain a PowerPoint presentation using some specifications

**THEORY:**

**HYPERLINK:**

1. Select the text or object that you want to represent the hyperlink.
2. Click insert hyperlink.
3. Under link to, click place in this document.

**INSERT IMAGES:**

1. Click where you want to insert the picture.
2. On the drawing tool bar, click insert picture.
3. Locate the folder that contains the picture that you want to insert, and then click the picture file.

**CLIP ART:**

1. On the insert menu, point to structure and then click clipart.
2. in the clipart task pane, in the search for box, type a word or phrase that describes the clip, you want to type in all or same of the file menus of the clip.
3. in the results box, click the clip to insert it.

**AUDIO VIDEO OBJECTS:**

1. On the slide show menu, click setup show. Under performance check box. If your computer has their capability, office PowerPoint will attempt to use it.
2. Animation performance will be much better with a video card that has Microsoft direct 3D.

**TABLE:**

1. On the standard tool bar, click insert table.
2. Print to select the numbers of rows and columns you want and then click.

**CHART:**

1. Click the slide where you want to place the embedded object.
2. On the insert menu, click chart.
3. Click a cell on the data sheet and then type the information you want.

To return to the slide, click outside the chart

**PROCEDURE:**

First click on start button at the bottom of the screen on status bar. Click on programs and then Microsoft power point goto file menu. Then you find different pattern of slides on right side of your screen. Then select which is completely empty. Then enter the name of your college in bold letters. Address of your college in bold letters in the second slide. List of all the available courses in the third slide, extra co-curricular activities in the fourth slide except first slide, all the second, third, fourth slide should be inserted. When you select pattern of slide from a new slide, on slide which you selected, you will find an arrow towards it right side click that arrow and then again click insert slide. Then save it the select the slide show and then select the view show option. Then review the presentation in slide show by selecting next and after completing the slide show then click end show. Click on start button at the button of the screen on status bar, click on programs and then Microsoft power point. Go to file menu. On insert menu and select table option and give no. of rows and no. of columns and give the name, Roll no and marks in three subjects and find the total

**Viva Questions:**

1. Define hyper link
2. Define slide show
3. Define slide transition
4. What is animation
5. How can you insert a table in power point?

.

**TASK 26:**

**Master Layouts (slide, template, and notes), Types of views (basic, presentation, slide slotted, notes etc), Inserting – Background, textures, Design Templates, Hidden slides.**

**TITLE:**

**Create a power Point presentation on business by using master layouts and see the presentation in different views.**

**PURPOSE:**

To maintain a power point presentation with some specifications

**THEORY:-**

**MASTER LAYOUTS:-**

1. On the view menu, point to master, and then click slide master.
2. To insert a slide master, do the presentation given in slides and lastly add date and footer to the slides.

**SLIDE SHOW:**

1. On the slides tab in the normal view, select the slides you want to set the things for.
2. On the slide show menu, click side transition.
3. Under advance slide, select the automatically after checkbox, and then number of seconds you want the slide to appear on the screen.

**PROCEDURE:**

First click on start button. Then click programs, and then power point presentation. Then select file menu and click on new. Then you get a new blank presentation. Then in the first slide, enter the title as business and give product name as sub title. Then insert the second slide. Then enter the title as about the product and give description as sub title. Then insert the third slide and enter the title as sales about product and enter something about it sales. In this way, complete the three slides. Then click on view and then master and then enter date in the space provided for footer. Then you find these two in all slides and then again go to view and click on slide show.

**Viva Questions:**

1. What do you mean by clip art?
2. What is grouping of objects?
3. What is ungrouping of objects?
4. What are the contents of Microsoft clip gallery?
5. Explain about custom animation

**TASK 27::**

**Using Auto content wizard, Slide Transition, Custom Animation, Auto Rehearsing**

**TITLE:**

**Created a power point presentation to welcome a guest using auto content wizard, slide transaction, custom animations, and auto-recharging effects.**

**PURPOSE:**

To maintain a power point presentation with some specifications

**THEORY:**

**AUTO-CONTENT WIZARD:**

1. If the new presentation task pane is not displayed on the file menu, click new.
2. Under new, click from auto content wizard, and then follow the instructions in the wizard.
3. In the presentation, replace the text suggestions with the text you want and then make any other changes you want such as adding or deleting slides, adding art elements or animation effects and inserting headers and footers.
4. when you finish, on the file menu, click save, type a name in the file name box, and then click save.

**SLIDE TRANSACTION:**

It helps to design the slides in anyway with our own interest we can set any thing we want.

**CUSTOM ANIMATION**

Its used to add animation to the element of the slide.

**AUTO RECHARGING:**

1. Select the auto shape or text box you want to resize.
2. Double click the selection rectangle of the auto shape or text box, and then click the text box tab in the format dialog box.
3. Select the resize. Auto shape to fit text check box.

**PROCEDURE:**

First click on start button at the button of the screen on status bar, click on programs and then Microsoft power point. Go to file menu. Prepare some slides in which each given the information about when you are going to welcome and topics to be covered. Now go to ‘Auto content wizard” in that you are provided with four options. Click text in that dialog box to get them and give the details. Then go to slide transaction. In that we can set the time, font design by selecting apply to all slides. Go to customer animation option in ‘slide show’ and there select or required type of presentation.

**Viva Questions:**

1. How can you insert bullets and numbers in power point?
2. Explain about connectors
3. What are the uses of connectors
4. How can you edit word art text?
5. What is navigation?

**TASK 28:**

**Power point test would be conducted .Students will be given a model power point presentation which needs to be replicated.**

**PURPOSE:**

Test on power point

**PROCEDURE:**

Students will be given a model PowerPoint presentation and they have to create a replica of the given presentation.

**TASK 29:**

**Help students in preparing their personal website using Microsoft/ equivalent (FOSS) tool publisher. Topic covered during this week includes - Publisher Orientation, Using Templates, Layouts, Inserting text objects, Editing text objects, Inserting Tables, Working with menu objects, Inserting pages, Hyper linking, Renaming, deleting, modifying pages, Hosting website.**

**PURPOSE:**

To learn Using Templates, Layouts, Inserting text objects, Editing text objects, Inserting Tables, Working with menu objects, Inserting pages, Hyper linking, Renaming, deleting, modifying pages, Hosting website

**THEORY:**

**Layouts:**

Layout guides comprise margin, column, row, and baseline guides. They are used to create a grid on a master page. This grid appears on every page in your publication where that master page is used. Use layout guides to organize text, pictures, and other objects into columns and rows so that your publication will have an ordered, consistent look. Set layout guides in the **Layout Guides** dialog box (**Arrange** menu).

Margin guides, column guides, and row guides are represented by blue dotted lines; baseline guides are represented by gold dotted guides; and ruler guides are represented by green dotted lines

**Hyper Link:**

hyperlink is a link from a document that, when clicked, opens another page or file. The destination is frequently another Web page, but it can also be a picture, an e-mail address, or a program. The hyperlink itself can be text or a picture.

**PROCEDURE:**

**Template:**

1. Create the publication you want to use as a template.
2. On the **File** menu, click **Save As**.
3. In the **File name** box, type a name for the template.
4. In the **Save as type** box, click **Publisher Template**.

The destination folder changes to **Templates**. You need to save your template in this folder if you want it to appear in the **Preview Gallery** of the **New Publication** task pane later.

1. Click **Save**.

**Layouts:**

* On the **View** menu, click **Boundaries and Guides**.

**Note**  If the **Snap to Guides** command is on (On the **Arrange** menu, point to **Snap**, and then click **To Guides**), objects will continue to snap to the guides even when the guides are hidden

**Inserting Text Objects:**

1. In your publication, select an AutoShape
2. Type the text you want

**Editing Text objects:**

1. Double-click the WordArt object you want to change.
2. In the **Edit WordArt Text** dialog box, change the text, and then click **OK**.

**Inserting Tables :**

1. On the **Objects** toolbar, click the **Insert Table**.
2. Click inside your publication.

The **Create Table** dialog box will appear.

1. Select the options you want, and then click **OK**.
2. Size your table.

Select the table, position the mouse pointer over a selection handle until you see the **Resizer** icon, and then drag to resize the table.

1. In the table, click the cell where you want to add text, and then start typing.

To add text to another cell, click inside that cell.

Each cell expands to fit your text, unless you lock the table size by clearing the check mark next to **Grow to Fit Text** on the **Table** menu.

**Hyperlink:**

**Create a hyperlink to a file or page**

1. Select either text or a picture.
2. Click **Insert Hyperlink** .
3. Under **Link to**, click **Existing File or Web Page**.
4. Do one of the following:
   * To select a file from your My Documents folder, click **Current Folder**.
   * To select a file that was recently viewed in your Web browser, click **Browsed Pages**.
   * To select a file that you were recently working in, click **Recent Files**.
5. Navigate to the file or page you want.

**Create a hyperlink to an e-mail address**

1. Select either text or a picture.
2. Click **Insert Hyperlink**.
3. Under **Link to**, click **E-mail Address**.
4. Either type the e-mail address you want in the **E-mail address** box, or select an e-mail address from the **Recently used e-mail addresses** box.
5. In the **Subject** box, type the subject of the e-mail message.

**Create a hyperlink to another place in your document**

1. Select either text or a picture.
2. Click **Insert Hyperlink**.
3. Under **Link to**, click **Place in This Document**.
4. Select the page you want

**Create a hyperlink to a new page**

1. Select either text or a picture.
2. Click **Insert Hyperlink**.
3. Under **Link to**, click **Create New Document**.
4. Either type the path and name of the new file, or click **Change** to navigate to a location.
5. Select either **Edit the new document later** or **Edit the new document now**.

**Pages:**

Create a master page

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click **New Master Page**.
3. In the **New Master Page** dialog box, do any of the following:
   * In the **Page ID (1 character)** box, type a single-character identifier for your new master page. This can be any single Unicode character.
   * In the **Description** box, type a brief description of your new master page.
   * If you want your new master page to be a two-page spread, select **Two-page master**.
4. Click **OK**.

Edit a master page

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the master page you want to edit, and then click **Edit**.
3. Edit the page as desired.
4. To see the updated publication pages, click **View publication pages**, and then navigate to a page to which the master page is applied

Delete a master page

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the master page you want to delete, and then click **Delete**.
3. In the alert box, click **Yes**

**Viva Questions:**

1. What are the features provided by Ms publisher?
2. How can we create accessible web site?
3. Define meta tag
4. What is absolute and relative URL?
5. What is a master page?

**TEXT BOOKS & reference BOOKS:**

**Text Book**

1. Comdex Information Technology Course tool kit ‘Vikas Gupta, WILEY Dreamtech

2. Introduction to Computers- Peter Norton’s.

**Reference Books**

Complete computer upgrade and Rep-air book, 3rd edition Cheryl A Schmidt, Wiley Dreamtech

Introduction to Information Technology, ITL Education Solutions limited, Pearson Education.

PC Hardware and A +Handbook –Kate J. Chase PHI(Microsoft)

Latex Companion –Leslie Lamport, PHI/Pearson

5. “Introduction to Computers with MS-Office 2000”, Alexis Leon and Mathews Leon, Leon Tech world.

**IMPORTANT WEB SITES:**

[www.sssolutions.in](http://www.sssolutions.in)

[www.sonisoftsolutions.org](http://www.sonisoftsolutions.org)