

D.M. COLLEGE OF EDUCATION, MOGA



(2023-2024)

**ASSIGNMENT SUBMISSION
INFORMATION COMMUNICATION TECHNOLOGY**

SUBMITTED TO:

MS. HARJOT KAUR MAM

SUBMITTED BY:

SAKSHI

B.Ed. 1ST SEMESTER

ROLL NO. – 16

Activity No. - 1

Curriculum Vitae

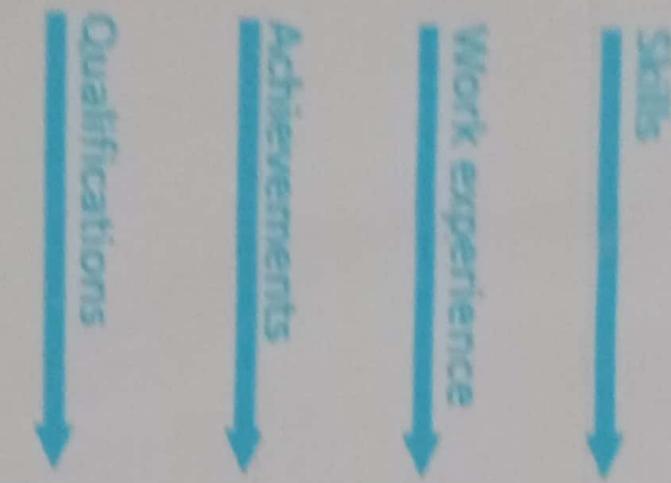
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What is a CV?

StandOut CV



Send to
employers



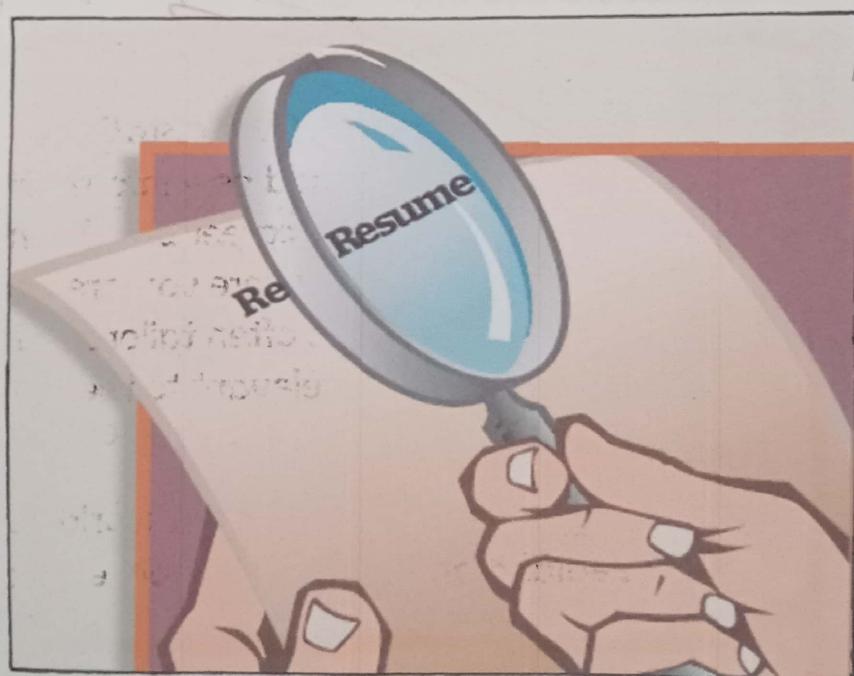
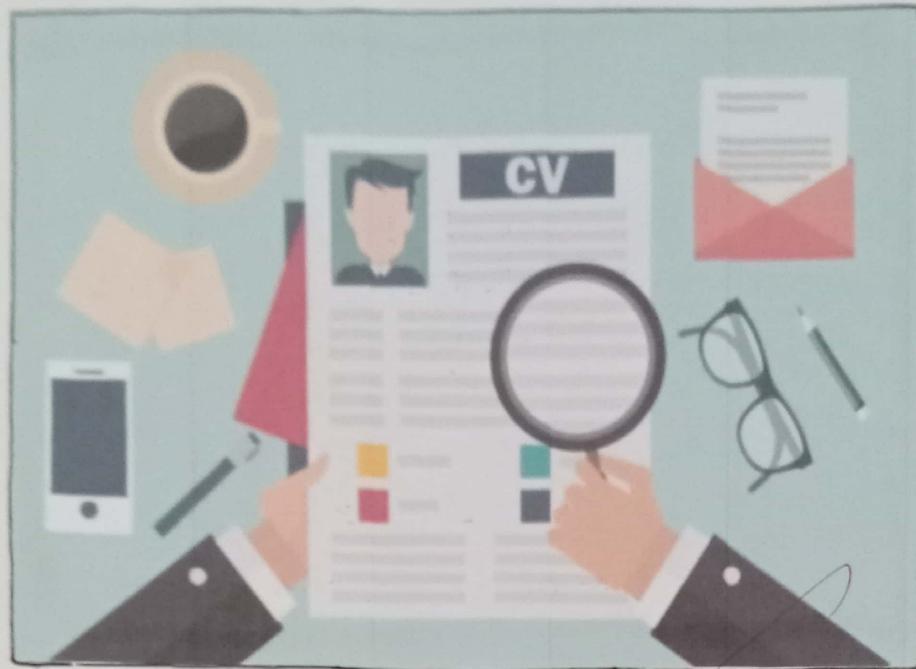
Employers review your
CV & decide if they
should interview you

WHAT IS CV?

CV stands for curriculum vitae which means "course of life" in Latin. It's a document detailing your academic and employment history. A CV presents your work experience, skills, achievements, awards, publications, coursework and research projects, and is usually used to apply for jobs in academia.

A CV typically consists of the following sections:

- ✓ Contact information
- ✓ Research objective or personal profile
- ✓ Education
- ✓ Employment history
- ✓ Qualifications and skills
- ✓ Publications
- ✓ Awards and honours
- ✓ Grants and fellowships
- ✓ Conferences
- ✓ Research experience
- ✓ Professional associations
- ✓ Licenses and certificates
- ✓ Volunteer work
- ✓ References
- ✓ Hobbies and interests (optionally)



DIFFERENCE BETWEEN CV AND RESUME

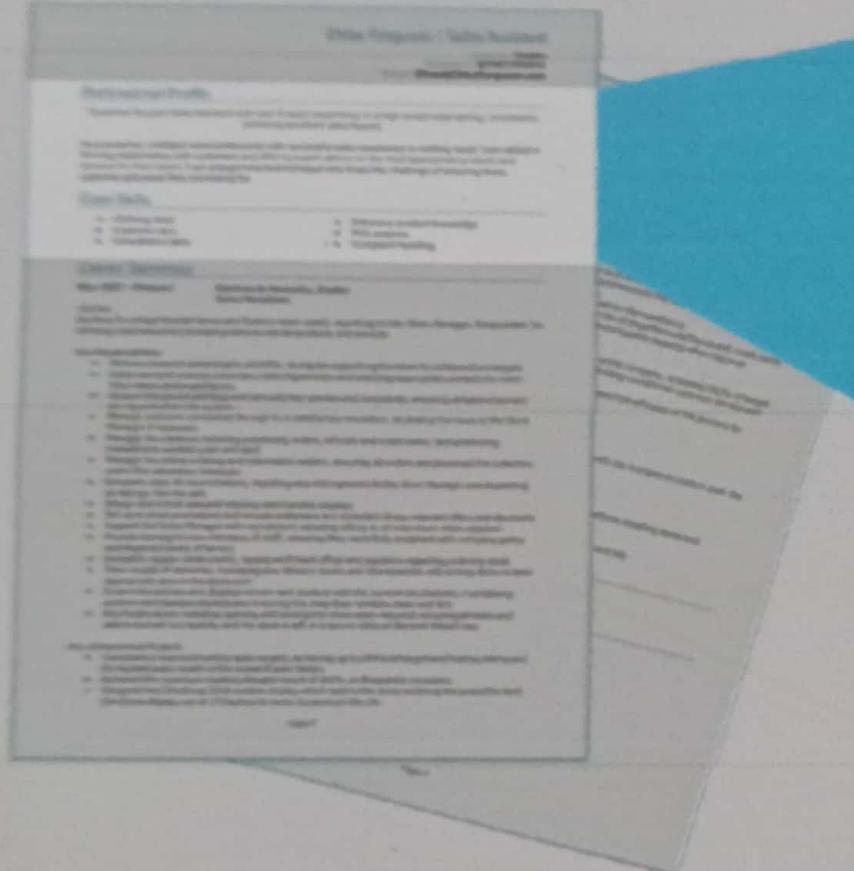
The differences between a resume and a CV include the document's length and the ability to customize layout options. Additionally, the region and career path of the individual is required to be taken into account when deciding which is appropriate to use.

Following differences are there between the two:

- **LENGTH:** While most people strive to keep their resume as concise as possible, ideally only one to two pages, a CV can run several pages in length. That is because a CV includes more information than a resume.
- **EXPERIENCE/CAREER TYPE:** Often, CVs are used by people in academic roles. You may have a CV if you are currently applying to or have graduated from a master's or doctoral program or if you work as a professor or researcher at an academic institution.
- **ABILITY TO CUSTOMISE:** A CV is a static document that does not change. You may add new information to a CV throughout your professional career but the information would not change based on where you are applying. A resume, on the other hand, is often tailored to highlight specific skills or experiences relevant to the position or industry.
- **GEOGRAPHY:** In other regions of the world, such as the U.K., New Zealand and parts of Europe, employers use

the term CV to describe both CV and resume-style documents. They do not use the term "resume" at all. In South Africa, Australia and India, the terms CV and resume are often used interchangeably. But, in the U.S., a resume and CV are two distinctly different types of documents.

CV profile



Professional Profile

'Customer-focused Sales Assistant with over 6 years' experience in a high street retail setting, consistently achieving excellent sales figures'

As a proactive, confident retail professional with successful sales experience in clothing retail, I am skilled in forming relationships with customers and offering expert advice on the most appropriate products and services for their needs. I am a target-oriented individual who loves the challenge of ensuring every customer gets what they are looking for.

Core Skills

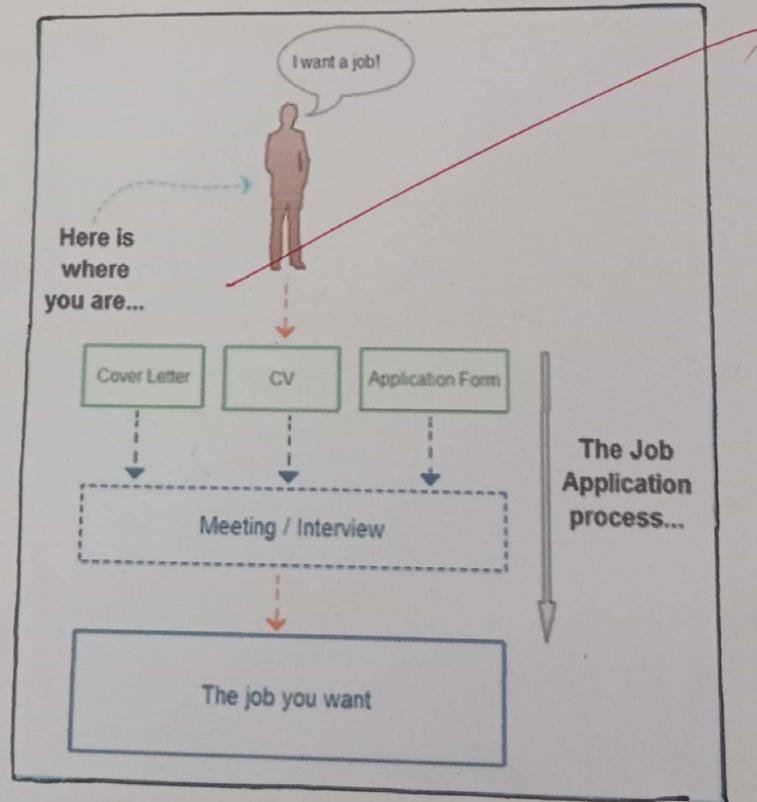
- Clothing retail
- Customer care
- Consultative sales
- Extensive product knowledge
- POS systems
- Complaint handling

- Your CV's introductory paragraph
- Summarise skills, experience and qualifications
- Add a *core skills* list to highlight vital skills

PURPOSE OF CV

The purpose of a CV is to show employers that you are suitable for the jobs you are applying for and persuade them to invite you to interview with them. It is a written document which should include information about your skills, qualifications and work experience.

Most commonly, the purpose of a CV is to display information about a candidate to a prospective employer when searching for a new job. A CV will hold enough information so that an employer can gauge if they want to offer the candidate an interview and proceed to the next stages of the hiring process.



CURRICULUM VITAE

SAKSHI

D/O Ravi Kant Gandhi
#834 Street No. 5, Geeta Colony,
Moga, Punjab- 142001
Mobile No. – 6239845043

Email- sakshigandhi31655@gmail.com

Career Objective:

My immediate objective is to secure challenging role in a progressive organization allowing me to demonstrate my commitment to hard work and success for the respective firm as well as kick start my career so that my organization and I will be known by each other.

Strengths:

Good communication skills, Hard-working, Creative, Eager to learn, Self-motivated.

Adaptive:

Able to adapt to all kind of situations and environment.

Educational Qualifications:

<u>Examination</u>	<u>Board/University</u>	<u>Year</u>
10 th	CBSE	2017
12th	CBSE	2019
B.Sc.(Non-Medical)	Panjab University, Chandigarh	2022
B.Ed.	Panjab University, Chandigarh	2025

Hobbies & Interests:

Reading books, painting, cooking, travelling.

Technical Skills:

Internet Applications: Net Surfing and E-mail applications etc.

Other applications: MS Word, MS Excel, MS Power-Point.

Personal Information:

Mother's Name	Seema Rani Gandhi
Father's Name	Ravi Kant Gandhi
Date Of Birth	20 July 2001
Nationality	Indian
Marital Status	Single
Languages Known	English, Hindi, Punjabi

Declaration:

I hereby declare that the information given above is true and best of my knowledge.

Activity No. 2

Power - Point

Presentation

PRES

SENTATION

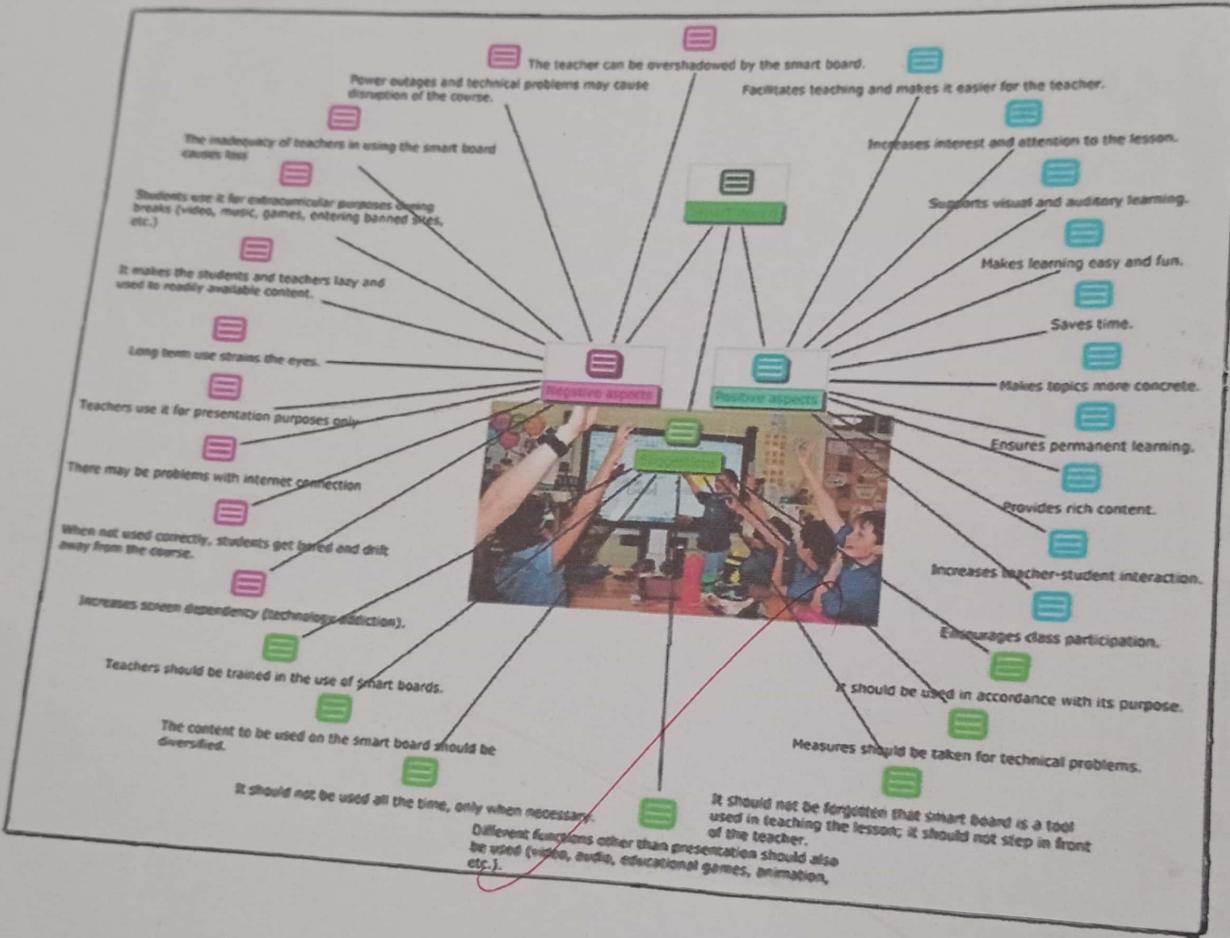


WHAT IS A POWERPOINT PRESENTATION?

MS PowerPoint is a program that is included in the Microsoft Office suite. It is used to make presentations for personal and professional purposes.

Given below are a few important things that one must know about the development and introduction of Microsoft PowerPoint:

- The program was created in a software company named Forethought, Inc. by Robert Gaskins and Dennis Austin.
- It was released on April 20, 1987, and after 3 months of its creation, it was acquired by Microsoft.
- The first version of this program, when introduced by Microsoft was MS PowerPoint 2.0 (1990).
- It is a presentation-based program that uses graphics, videos, etc. to make a presentation more interactive and interesting.
- The file extension of a saved Powerpoint presentation is “.ppt”.
- A PowerPoint presentation comprising slides and other features is also known as PPT.



Gradually, with each version, the program was more creative and more interactive. Various other features were added in PowerPoint which massively increased the requirement and use of this MS Office program.

USES OF POWERPOINT PRESENTATION

PowerPoint presentations are useful for both personal and professional usage. Given below are a few of the major fields where PPT is extremely useful:

- **EDUCATION** – With e-learning and smart classes being chosen as a common mode of education today, PowerPoint presentations can help in making education more interactive and attract students towards the modified version of studying.
- **MARKETING** – In the field of marketing, PowerPoint presentations can be extremely important. Using graphs and charts, numbers can be shown more evidently and clearly which may be ignored by the viewer if being read.
- **BUSINESS** – To invite investors or to show the increase or decrease in profits, MS PowerPoint can be used.
- **CREATING RESUMES** – Digital resumes can be formed using MS PowerPoint. Different patterns, photograph, etc. can be added to the resume.

- **DEPICTING GROWTH** – Since both graphics and text can be added in a presentation, depicting the growth of a company, business, student's marks, etc. is easier using PPT.

Features of Microsoft Powerpoint



Design Ideas



Animations



Slide
Transitions



Images



Merge Shapes



Videos



Icons



PowerPoint
Notes



Morph
Transition



Charts



Removing
Image
Background



Video Editing



Audio
Narration



Slide
Comments

FEATURES OF POWERPOINT PRESENTATION

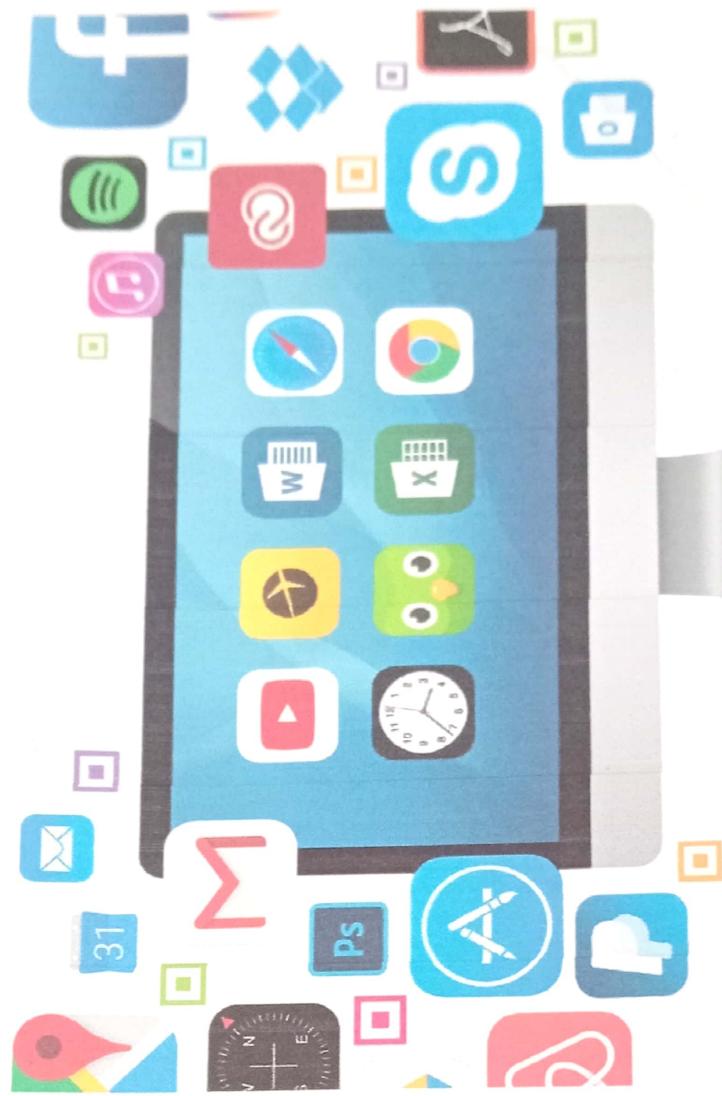
- **HOME:** Firstly, in PowerPoint, there are slides. Users need to add content to them to make a presentation. From the Home menu, users can add new slides, decide their sequence, layout, design & other word processing functions like font change, size change, etc. PowerPoint layout is used to change the layout of the current slide.
- **INSERT:** From the Insert menu, the user can add media like pictures, symbols, audio, video, header, footer, shapes, etc. to the slides to enhance the user's presentation.
- **DESIGN:** The design menu offers the user with ready-made templates & background designs for slides that make the presentation look very attractive.
- **SLIDESHOW:** Finally, from the Slideshow menu, the user can view the final form of the slideshow. Users can start the slideshow from the first slide or the slide that users are editing. They can also set display time for each slide from the 'Slideshow' menu.
- **ANIMATIONS:** During the slide show, the slides emerge on the screen one after the other. In case, one desires to add

some animations to how a slide displays itself, they can refer to the “Animations” category.

- **REVIEW TAB:** The various tools that one can use under this tab are; Spelling, Research, Thesaurus, Translate, Language. The Research button aids in online research in books and Internet resources about a subject or topic you are working on.
- **VIEW TAB:** In the View tab, a user can have a Normal View of a presentation. This is also called the default view. It consists of slides where one can add content for the presentation. Next inline is the Slide Sorter View where all the slides of the presentation are displayed in small form on the screen.

NAME : SAKSHI
CLASS : B.ED. (1ST SEMESTER)
SUBJECT : ICT
TOPIC : SOFTWARE AND ITS TYPES
SUBMITTED TO : MS. HARRJOT KAUR
DATE OF SUBMISSION : 11 NOVEMBER 2023



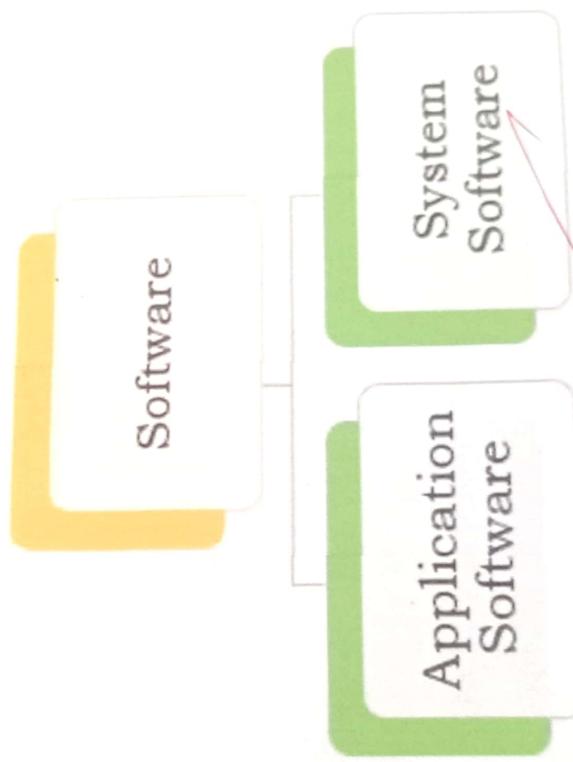


SOFTWARE AND ITS TYPES

WHAT IS SOFTWARE ?

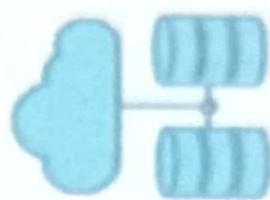
- In a computer system, the software is basically a set of instructions or commands that tell a computer what to do.
- In other words, the software is a computer program that provides a set of instructions to execute a user's commands and tell the computer what to do.
- For example like Windows, Linux, macOS etc.

TYPES OF SOFTWARE





System Software



TYPES OF SYSTEM SOFTWARE:

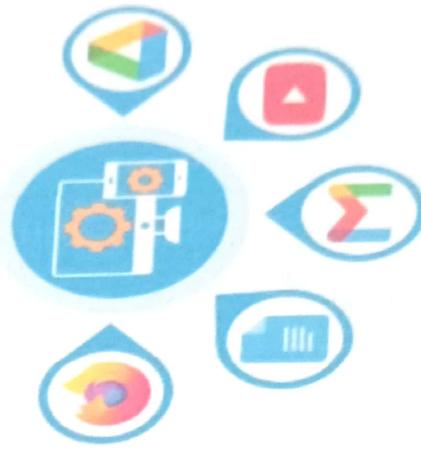
1. Operating System: It is the main program of a computer system which helps the user to interact with the computer system. Basically, it manages all the resources such as computer memory, CPU, printer, hard disk, etc., and provides an interface to the user, are Linux, Microsoft Windows, etc.
2. Language Processor: It converts programs written in high-level programming languages like Java, C, C++, Python, etc. (known as source code), into sets of instructions that are easily readable by machines(known as object code or machine code).
3. Device Driver: A device driver is a program or software that controls a device and helps that device to perform its functions. Every device like a printer, mouse, modem, etc. needs a driver to connect with the computer system eternally.

FEATURES OF SYSTEM SOFTWARE

- System Software is closer to the computer system.
- System Software is written in a low-level language in general.
- System software is difficult to design and understand.
- System software is fast in speed(working speed).
- System software is less interactive for the users in comparison to application software.

APPLICATION SOFTWARE

Application Software



Application software is designed to perform a specific task for end-users. It is a product or a program that is designed only to fulfill end-users' requirements. It includes word processors, spreadsheets, database management, inventory, payroll programs, etc.

TYPES OF APPLICATION SOFTWARE:

- 1. General Purpose Software:** This type of application software is used for a variety of tasks and it is not limited to performing a specific task only. For example, MS-Word, MS-Excel, PowerPoint, etc.
- 2. Customized Software:** This type of application software is used or designed to perform specific tasks or functions or designed for specific organizations. For example, railway reservation system, airline reservation system, invoice management system, etc.
- 3. Utility Software:** This type of application software is used to support the computer infrastructure. It is designed to analyze, configure, optimize and maintains the system, and take care of its requirements as well. For example, antivirus, disk fragmenter, memory tester, etc.

FEATURES OF APPLICATION SOFTWARE

- An important feature of application software is it performs more specialized tasks like word processing, spreadsheets, email, etc.
- Mostly, the size of the software is big, so it requires more storage space.
- Application software is more interactive for the users, so it is easy to use and design.
- The application software is easy to design and understand.
- Application software is written in a ~~high-level~~ language in general.

DIFFERENCE BETWEEN SYSTEM SOFTWARE AND APPLICATION SOFTWARE

SYSTEM SOFTWARE	APPLICATION SOFTWARE
<ul style="list-style-type: none"> ➤ It is designed to manage the resources of the computer system, like memory and process management, etc. ➤ Written in a low-level language. ➤ Less interactive for the users. 	<ul style="list-style-type: none"> ➤ It is designed to fulfill the requirements of the user for performing specific tasks. ➤ Written in a high-level language. ➤ More interactive for the users.
<ul style="list-style-type: none"> ➤ System software plays vital role for the effective functioning of a system. 	<ul style="list-style-type: none"> ➤ Application software is not so important for the functioning of the system, as it is task specific.
<ul style="list-style-type: none"> ➤ It is independent of the application software to run. 	<ul style="list-style-type: none"> ➤ It needs system software to run.

Thank You!



Topic :

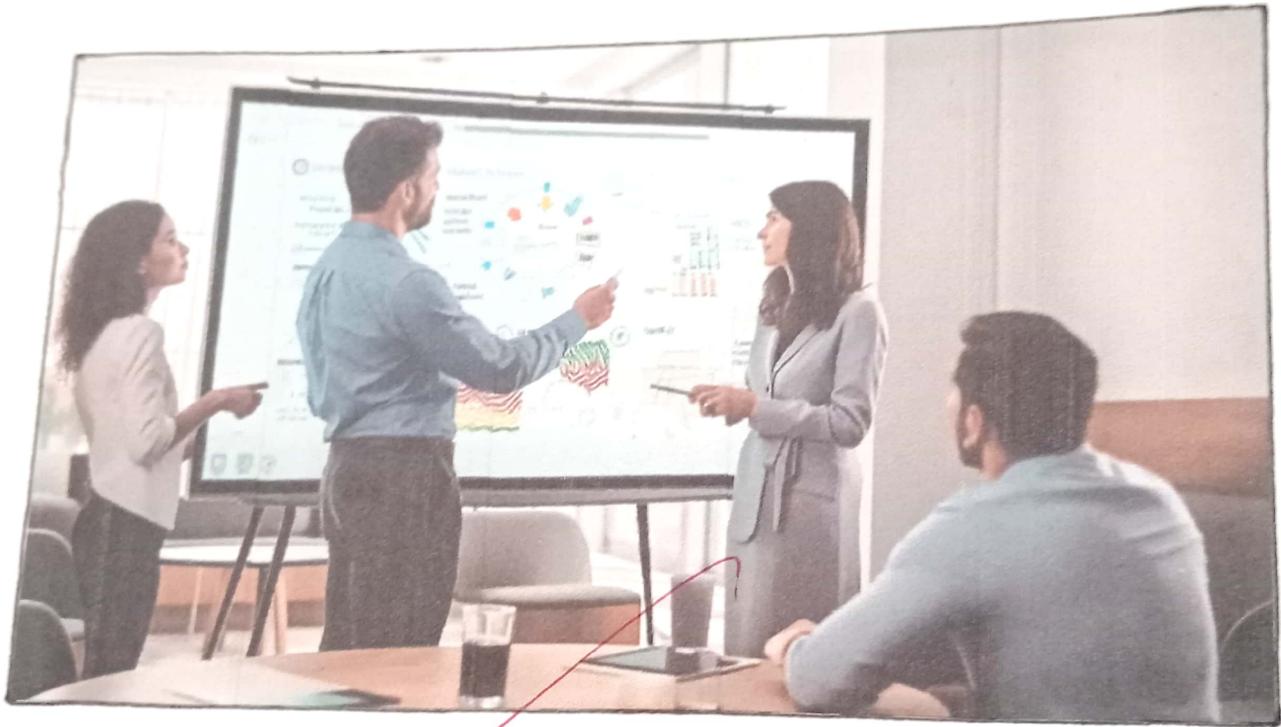
Date :

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Activity No. 3

Smart Board

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OKEN

WHAT IS A SMARTBOARD?

A SMART BOARD is an interactive whiteboard that allows users to interact with digital content. Unlike typical whiteboards, SMART Boards are touch-sensitive devices that allow users to write on them with the touch of a finger or a special stylus. Users can also move text or graphic elements around on the board.

SMART Boards are commonly used in classrooms and business conference rooms to engage students or employees and improve productivity.

TYPES OF SMARTBOARD:

There are three main types of SMART Boards available in the market:

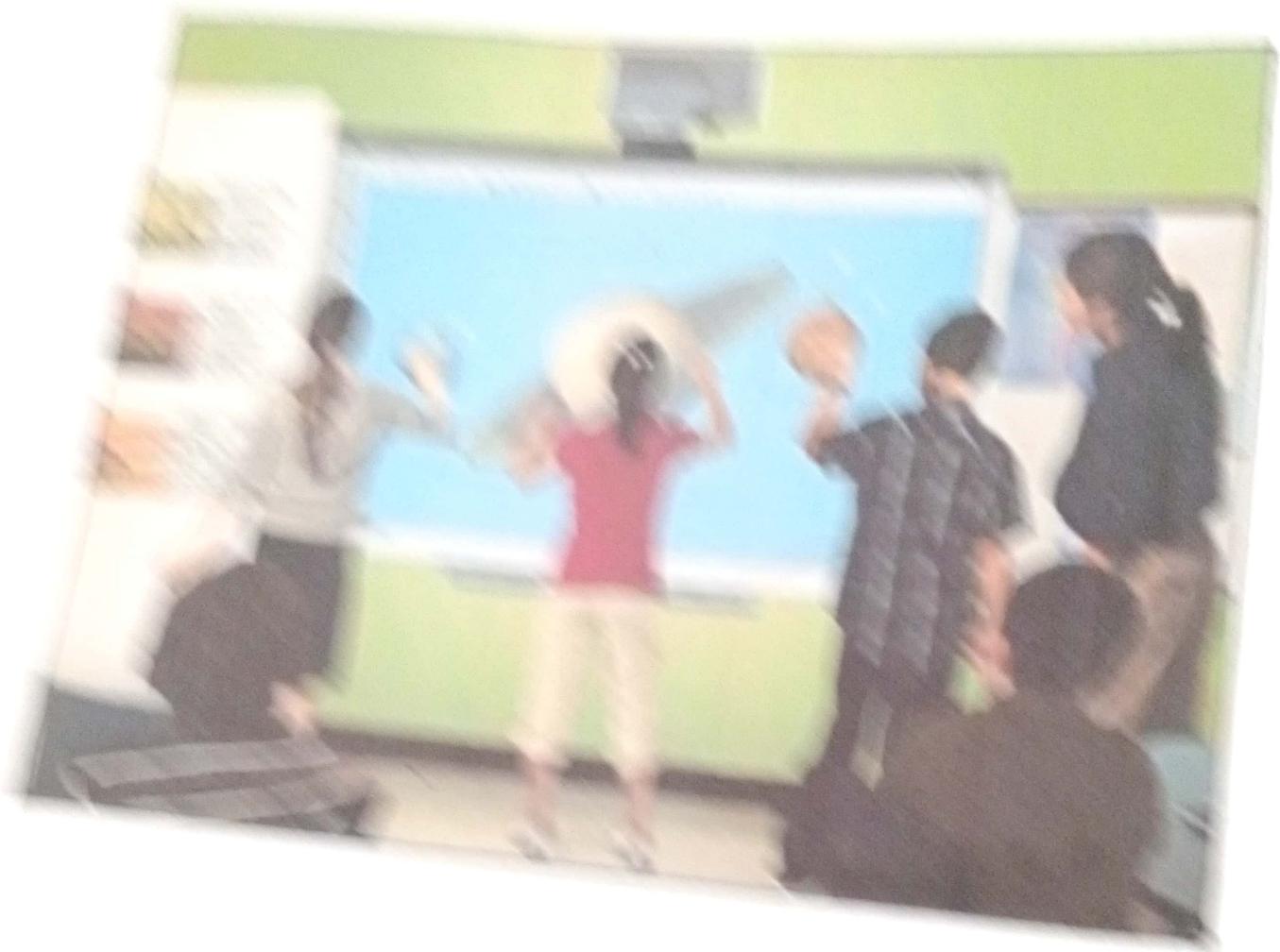
- INTERACTIVE WHITEBOARDS: These boards are designed for use in classrooms and businesses. They allow users to interact with digital content, such as PowerPoint presentations or video files.

- **PORTABLE WHITEBOARDS**: These boards are smaller and easily moved from one location to another. They are often used in hospitals and museums.
- **INTERACTIVE PROJECTORS**: This type of device can be used with any projector screen. They allow users to interact with digital content, such as PowerPoint presentations or video files.

There are many things you can do on a SMART Board. Here are some examples:

- Display presentations
- Show videos
- Browse websites
- Brainstorm ideas
- Create collaborative documents
- Annotate digital content

Many SMART Boards come with built-in software that allows you to annotate digital content, which enables you to highlight important points or draw attention to specific areas of a presentation.



PURPOSE OF A SMARTBOARD

Like old-fashioned, dry-erase whiteboards, smart boards are used to share messages, capture information and facilitate brainstorming and team collaboration. They have the same basic conventional features, but leverage PC technology and connect to the internet to dramatically increase the range of functions.

- ✚ Their large digital flat displays make the devices easy to use and interact with, using capacitive touch with up to 20 points of contact.
- ✚ Handwriting and character recognition are generally included, along with a stylus, digital pen, and sometimes keyboards depending upon the user environment.
- ✚ They can use multi-media like PowerPoint presentations and different software apps to give end users specialized learning tools to engage students or colleagues.
- ✚ For video conferencing, the newest devices integrate with Microsoft Teams, Zoom, Skype and Google apps.
- ✚ Remote students or workers can now collaborate and meet from anywhere.
- ✚ Onboard speakers are generally included, but the smart boards can also be equipped with optional audio output to enhance user experiences.

- We can even tie multiple units together to form a cohesive video messaging system or video wall — the ultimate digital projector.
- Smart boards use many different types of inputs including USB, HDMI, DisplayPort Input, VGA, DVI-D, or direct connection to any network resource along with wireless functionality.

Chromatic Interactive Whiteboard feature

Multi-Finger touch



Support windows systems



Multi-language



Various file format

One click to play PPT



Aspect ration
4:3; 16:9; 16:10

FEATURES OF SMARTBOARD:

1. WHITEBOARD FEATURE: As an alternative to a whiteboard, it does not make sense if an interactive smartboard is not equipped with a basic whiteboard feature. Users must be allowed to write or erase directly on the smartboard panel. Besides, the whiteboard feature should also allow the user to change pen color or the stroke thickness easily.

2. MULTI WRITING: One of the main reasons people are using interactive smartboards is because a smartboard can provide an interactive experience that turns a passive audience into an active audience. The multi-writing feature allows multiple users to write on the screen simultaneously. It is a small but critical feature especially when it comes to a classroom application.

3. ANNOTATION: Annotation is an action of explaining something by writing comments or notes directly on a document or image displayed. For example, when you are displaying a PDF document on the smartboard, you can make notes by writing directly on the screen.

4. FILE SAVING & TRANSFER: As a highly collaborative digital display, the abilities of an interactive smartboard in file saving and transferring are extremely important. If an interactive smartboard cannot import or export a file easily, it is no different than a conventional whiteboard.

5. IMAGE EDIT: Images or pictures play an important role in information sharing as a picture is always worth a thousand words. Interactive smartboards can display a wide range of picture formats such as PNG, JPEG, and GIF.

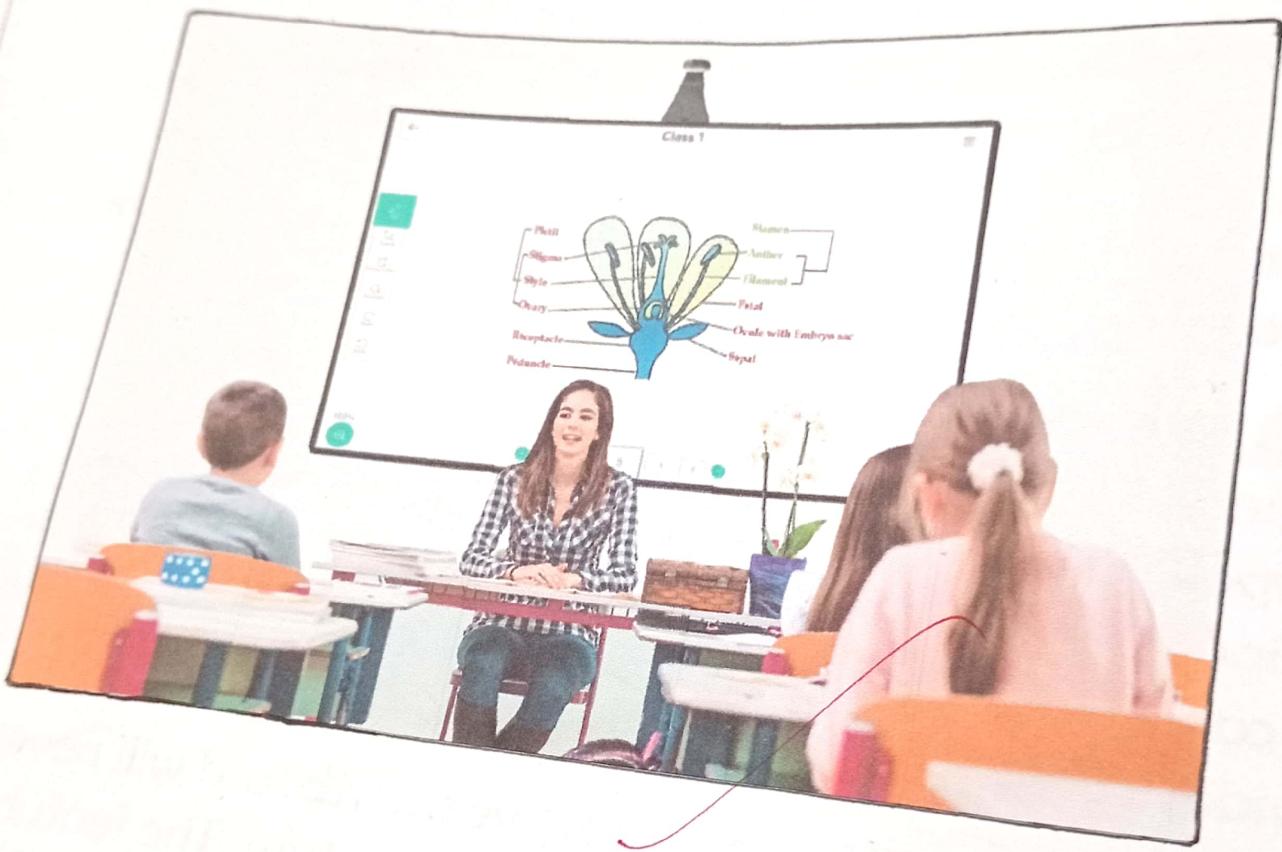
6. DOCUMENT VIEWER: A great interactive smartboard must have the ability to support various digital file formats such as Word documents, PPT, PDF, images, and videos. Broad compatibility is important.

7. POWERPOINT PRESENTATION: As one of the most used presentation software in both education and business applications, PowerPoint Presentation helps to deliver an impactful and interesting presentation. The quality of a presentation can affect the efficiency of a business discussion or a classroom session.

8. WEB BROWSING: The greatest benefit of using a smartboard is its ability to allow an active discussion among participants. An active discussion is a discussion where every participant is free to share his or her ideas without limitations. Ideas can come in many forms such as sketches, images, texts, and videos.

9. SCREEN SHARING: An interactive smartboard will never be complete without the screen sharing feature. The feature allows users to share content from devices such as laptops, computers, and smartphones.

10. VIDEO CONFERENCING: Remote meeting or video conference is the trend nowadays. The recent global pandemic also leads to the boom of video conferencing.



ROLE OF SMARTBOARD IN EDUCATION

- **SMART BOARDS ENHANCE STUDENTS' LEARNING EXPERIENCE:** In classrooms all over the country, Smart Boards are being installed because this amazing technology not only enhances the way teachers teach, but it also enhances the way students learn. It can provide students with an enriched learning experience by projecting visual elements. It also makes differentiated learning much easier because teachers are able to accommodate different learning styles.
- **SMART TECHNOLOGY IS INTERACTIVE:** One of the greatest advantages of Smart Boards is their ability to be interactive. Students learn best when they are fully engaged, and hands-on learning is one of the best ways to do that. With this technology, every child in the classroom has the ability to utilize the Smart Board at the same time.
- **THEY ARE LOW MAINTENANCE:** Smart Boards are very easy to use and require very little maintenance. The boards do not use chalk or markers (which can be messy); you only use your finger or a special pen. You will also find that they are very easy to clean.

- **ACCESS TO ONLINE RESOURCES:** Smart technology offers learners easy access to online resources. They can be set up in the class so all students can view any website or video through a computer application. Teachers have access to a slew of knowledgeable databases that can help them reinforce their lessons. Students can easily access a wide range of resources to help them complete a project or conduct research.
- **THEY ARE ENVIRONMENTALLY FRIENDLY:** Smart Boards are environmentally friendly because they eliminate the need for paper. There will be no need to photocopy and print a class set of papers. These interactive boards will help the environment in eliminating the tons and tons of wasted paper and ink that are dumped each year.
- **SMART BOARDS ALLOW FOR TECHNOLOGY INTEGRATION:** One of the many benefits of Smart Boards is the ability for technology integration. Teachers are able to connect their computers, video cameras, digital cameras, microscopes, and pretty much anything else that you can think of to help aid in instruction.
- **PROVEN SUCCESS RATES:** Using smart technology in the classroom can help raise test scores, improves student learning, enhances literacy, boosts attentiveness, and increases comprehension, to name a few. Teachers report that the number one benefit that they see in their

classrooms that use Smart Boards is an increase in student engagement. These interactive boards provide an extraordinary opportunity for teachers to create a classroom environment where students with different learning styles can learn from each other. This easy-to-learn technology ensures that both teachers and their students are developing the 21st century skills that they need in order to succeed in today's world.

Topic :

Date :

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Activity No. - 4

Blog



BLOG

INTRODUCTION:

Blogs are a type of regularly updated websites that provide insight into a certain topic. The word blog is a combined version of the words "web" and "log." At their inception, blogs were simply an online diary where people could keep a log about their daily lives on the web. They have since morphed into an essential forum for individuals and businesses alike to share information and updates. In fact, many people even make money blogging as professional full-time bloggers.

As the publishing world has evolved, and more of it has moved online, blogs have come to occupy a central position in this digital content world. Blogs are a source of knowledge, opinion and concrete advice. While not yet poised to replace journalism as an art form, people increasingly look to trusted blogs to find answers to their questions, or to learn how to do something.



FEATURES OF BLOG

1. CLEAR & HELPFUL BLOG TAXONOMY:

It's easier for search engine crawlers and users to navigate well-structured sites, and working from a specific blog taxonomy can help you stay organized as your company blog grows.

2. EASY NAVIGATION:

All pages should clearly display a menu of links to your homepage, blog landing page, etc. Use a consistent navigation bar.

3. SEARCH FUNCTIONALITY:

Search bars are an essential blog characteristic. Include one on the blog landing page to allow readers to search for articles manually. The search function should display meaningful results according to the search terms used.

4. VISUALLY APPEALING:

Your blog landing page should be attractive and on-brand. Use brand colors in a way that doesn't detract from the different elements on the page. Make use of icons and imagery to highlight information and features.

5. MEANINGFUL SORT ORDER:

As users browse through blogs, they should be ordered logically and helpfully. For the vast majority of sites, the default sort order will be reverse chronological (meaning the newest posts appear first).

6. EASY TO READ & VISUALLY ACCESSIBLE:

When styling your blog, make sure the fonts and colors you use aren't just attractive but that they're visually accessible for most people. Keep the layout clean so there aren't too many competing features.

7. RESPONSIVE DESIGN:

Your blog landing page should automatically resize to fit a variety of screen sizes, as should each of your blog pages. Check that your fonts remain readable and your links can easily be clicked.

8. POST PUBLICATION DATES

Be sure each post has a publication date visible on the page and is included in the schema markup if appropriate. This is important for two main reasons:

- Users and search engines prefer sites that post fresh content.
- Users and search engines also prefer when sites have a consistent publishing history.



Says here that
you're a professional
"Booger?"

"Blogger."

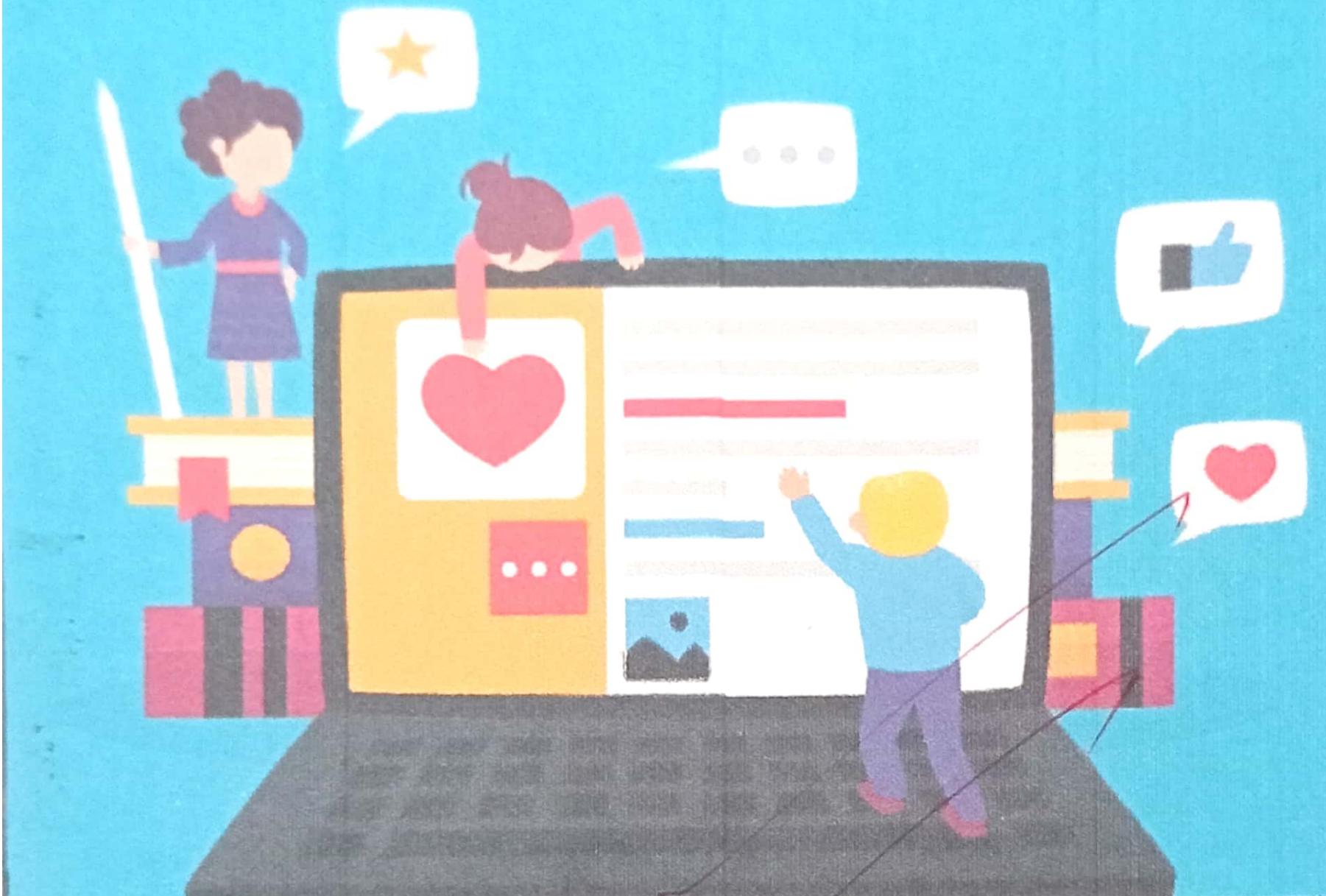
PURPOSE OF BLOG

The purpose of a blog is to create a more engaging website for your brand. Along with using your website to teach users about your products and services, you can also include a blog section to teach consumers about topics that are relevant to your field.

Along with this, a blog can help you get more website traffic from search engines. By incorporating relevant keywords, more people can find your blog posts through search and potentially find the rest of your website.

BLOGGING

LOGGING



EDUCATIONAL IMPLICATIONS OF BLOG

Blogs offer many benefits for education:

- Promotes autonomous learning by providing opportunities for students to take more control of their learning.
- Motivates students to become better readers and writers.
- Promotes discussion among students.
- Encourages the use of the Internet and the Web among students (and teachers).
- **BLOGS ENCOURAGE INCREASED EXPOSURE TO QUALITY CONTENT:** When writing material for their blogs, students get to apply various skills learned in the classroom. As you research on various topics, you are likely to encounter numerous scholarly materials, some related to your course.
- **BLOGGING PROMOTES SELF-EXPRESSION:** Education is meant to impart communication skills, allowing students to express themselves fluently. Since students tend to spend much of their time online these days, blogs can be a special tool for communication.
- **BLOGGING ENHANCES CONFIDENCE:** When in charge of a blog, you feel a sense of responsibility. In turn, you get to

improve your confidence. You are no longer afraid to voice your opinion on issues and may feel less pressured to conform to norms.

- **BLOGGING FOSTERS SOLITARY AND SOCIAL**

INTERACTION: Writing is primarily a communication tool. Unlike message boards that focus on group thoughts, blogs offer the creator considerable space for the expression of individual views.

In other words, students can use blogs to communicate their ideas and feelings, making it an important tool for student-initiated learning.

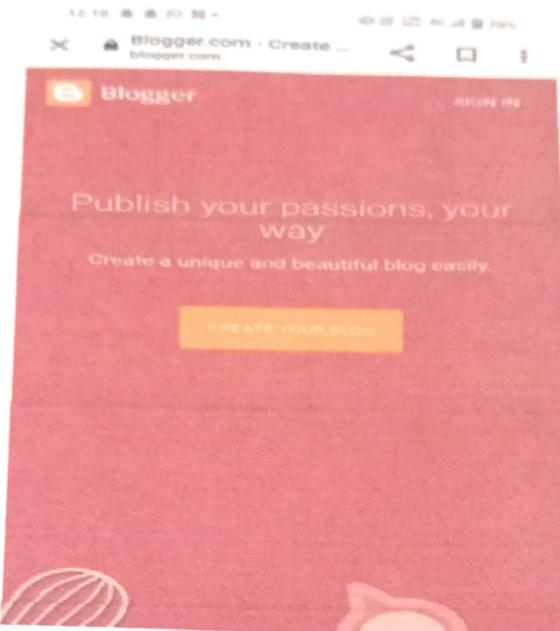
- **BLOGGING HAS TEACHING AND ADMINISTRATIVE**

BENEFITS: Blogging also allows teachers to manage their classrooms better. Other than allowing correspondence between instructors and students, a blog can function as a central point that comprises material connected to a class.

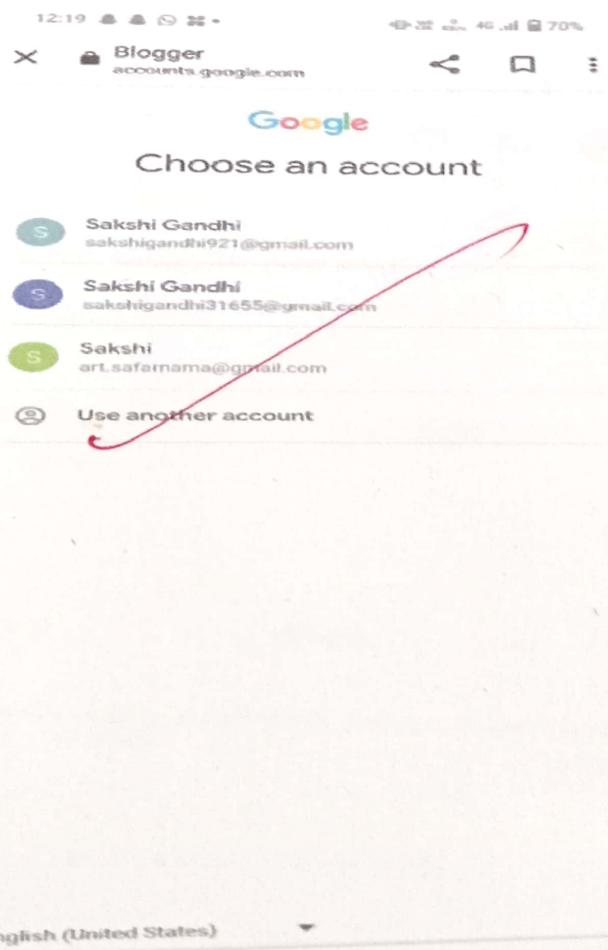
- **BLOGGING IS A SOURCE OF INCOME:** It is not a secret that the cost of tuition has been on a steady rise. Students can earn extra income through blogging. You can take your blog to the next level by monetizing it through e-commerce and affiliate marketing.

STEPS TO CREATE BLOG

1. Open site www.blogger.com .

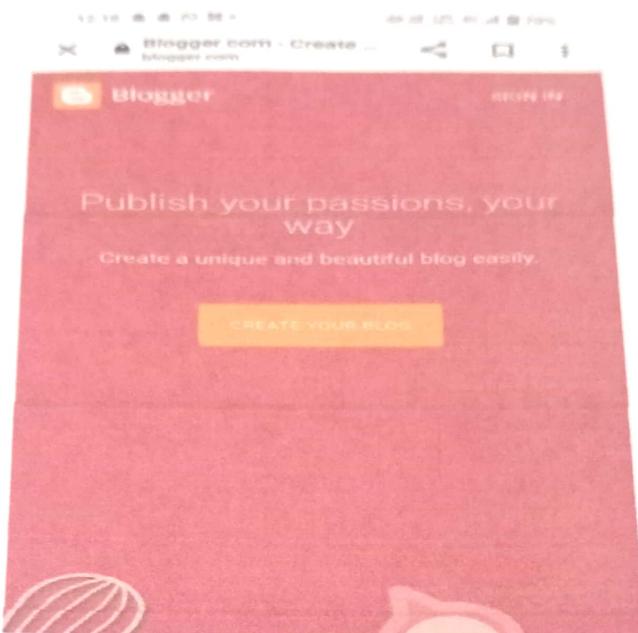


2. Choose google account from which you want to sign in.

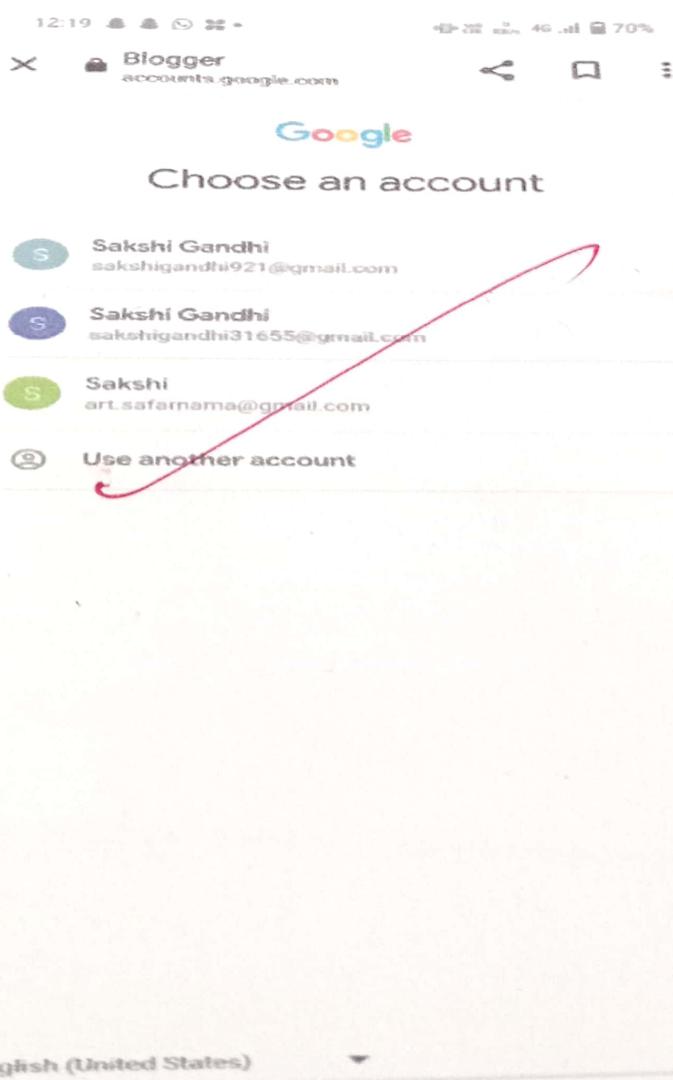


STEPS TO CREATE BLOG

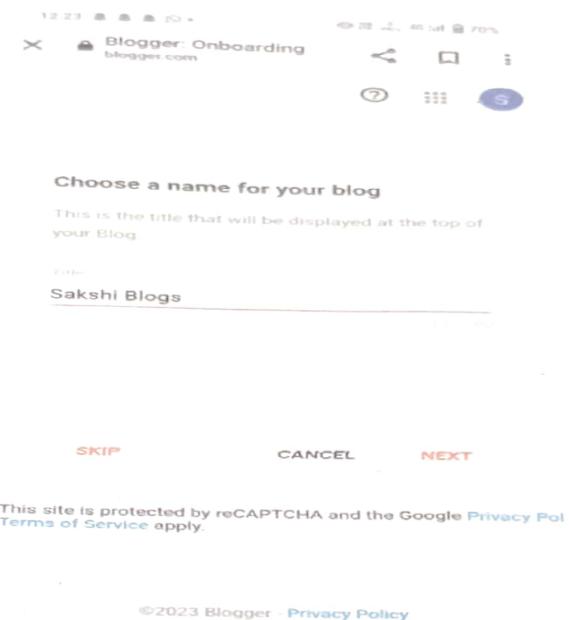
1. Open site www.blogger.com .



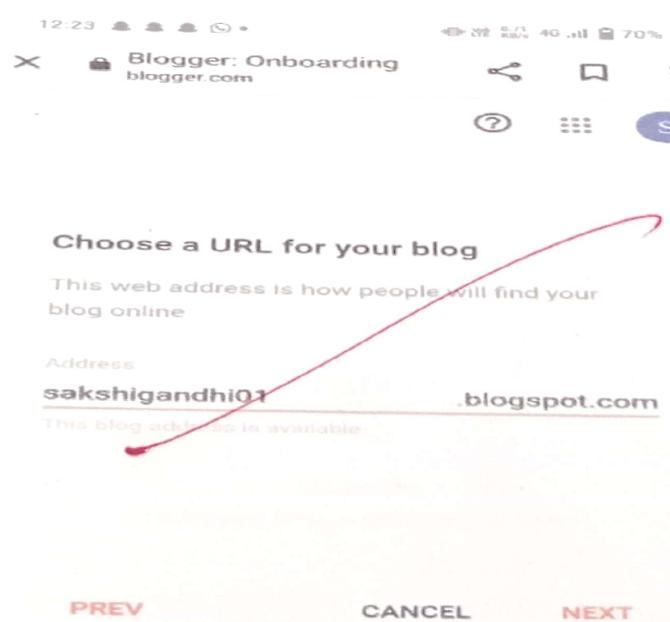
2. Choose google account from which you want to sign in.



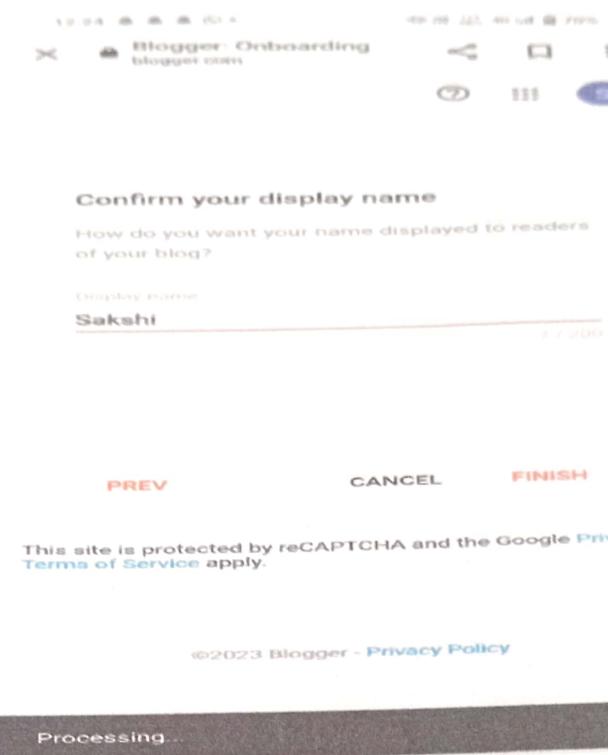
3. Choose a name for your blog.



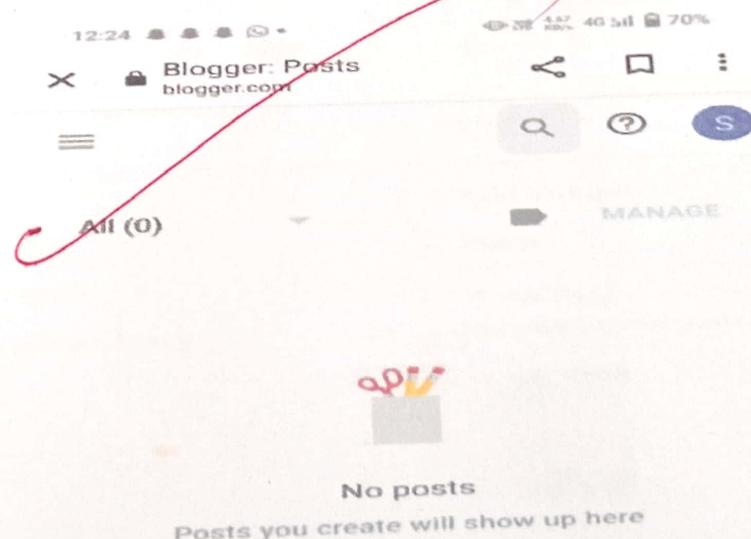
4. Then choose a web address for your blog.



5. Choose your display name.



6. Then a home page will appear.



7. Post anything that you want to.

The screenshots illustrate the steps to add an image to a Blogger post:

- The first screenshot shows the Blogger post editor interface with a toolbar at the top.
- The second screenshot shows a dropdown menu for adding media, with "Upload from computer" highlighted.
- The third screenshot shows the "Add Images" upload dialog box, with a file being selected.
- The fourth screenshot shows the "Add Images" dialog box after the file has been uploaded, showing the image thumbnail and upload progress bar.