CAP171:FUNDAMENTALS OF INFORMATION TECHNOLOGY- LABORATORY

L:0 T:0 P:2 Credits:1

Course Outcomes: Through this course students should be able to

CO1 :: Explain the sharing of documents among multiple users and update online simultaneously from anywhere

CO2 :: Understand the basics of creating google docs and google sheets

CO3 :: Use google forms to collect the data from multiple sources via online media

CO4 :: Examine various computer hardware including networking components for assembling the PC

List of Practicals / Experiments:

Google Drive
- creating files
- accessing files
- uploading files
- sharing files

Google Documents
- create a google document
- share a google document
- how to collaborate using google docs
- provide feedback with comments and suggested edits in document
- add links to comments
- using explore within a google sheets document

Google Sheet
- create a google sheet
- formatting cells
- using formula and functions including sum, avg, count, if, unique
- sorting numbers, text or date
- analyse the data in google sheet with charts and graphs
- share sheet with others

Google Forms
- create a google form
- add/edit different question types in google form
- choose a response destination
- edit from settings
- email google form to users
- view responses
- using google forms for feedback

Hardware
- input/output devices

- identify various hardware components required to assemble a PC
- perform hard disk partition
- prepare straight and cross network cable for connecting PC with PC or switch/hub/route
- formatting and defragmentation

Text Books:

1. GOOGLE DRIVE AND DOCS by IAN LAMONT, PAPERBACK

2. MODERN COMPUTER HARDWARE COURSE by MANAHAR LOTIA, BPB PUBLICATIONS

References:

1. INTRODUCTION TO GOOGLE CLASSROOM: AN EASY-TO-USE GUIDE FOR TAKING YOUR CLASSROOM DIGITAL by ANNIE BROCK, KINDLE EDITION