IIT LAB WORK

Ranjan Ojha

AMRIT CAMPUS

MS-Word Section

ASSIGNMENT: Word Lab 1
ITEMS CONVERED IN THIS LAB
- **Open a Document**
- **Save A Document**
- **Apply Basic Text Format**
- **Type Text**
- **Cut and Copy Test**
- **Paste Text**
- **Use the Format Painter**

1. Open a Blank document
2. Save it as WordLabTwo.docx to Documents > MSWordLabs folder (Create the folder if it does not exist)
3. Close WordLabTwo.docx; reopen it
4. Starting at the first line in the document, click Title from the Styles group; type the title "WORKING WITH MS WORD"
5. Center the title "WORKING WITH MS WORD"
6. Press enter twice after the Title; click Heading 1 from the Styles group, then type the heading "Open and Save a Document"; press enter once
7. Type the following paragraphs below the heading "Open and Save a Document":

> Once you **open MS Word 2013**, you can start a **Blank document** or choose a **template** which is formatted and provided by Microsoft for you to use. On the left panel, you should see a list of your most recently opened documents. If the document you want to open is not listed, click **Open Other Documents** link at the bottom of the panel. However, if you are inside MS Word, click **File > Open** then browse to the location where you have the document you want to open.

> To **save a document for the first time**, click **File > Save As**. Or click the floppy disk icon at the upper left corner of the MS Word application's window (the **Quick Access Toolbar**). Also, you can use the keyboard shortcut **Ctrl + S**. The **Save As dialog box** will open. Browse to the location where you want to save your document, then click **save**. Remember that the default file extension in MS Word 2013 is **.docx**. However, you can save the document in other formats by opening the **Save as type** list.

8. Bold open MS Word 2013. Use the Format Painter to apply Bold to the text as shown in the image provided in #7
9. Apply Italic to the paragraphs shown above in #7
10. At the end of the second paragraph, place the Insertion Point, then press Enter once.
11. Click Heading 1 from the styles group located under the home tab
12. Type the text "Copy and Paste in a Document." Press enter once after the heading, and type the following text:

> To **copy and paste** text in MS Word 2013, highlight the text you want to Copy. Click **Copy** from the **Clipboard group** located under the home tab. Move the cursor to a new location then click **Paste** from the **Clipboard group**. You can also use the following keyboard shortcuts:
>
> - Ctrl + C to Copy
> - Ctrl + X to Cut
> - Ctrl + V to Paste

13. After you complete the above paragraph in #12, select the entire paragraph, including the heading, "Copy and Paste in a Document."
14. Cut the selected text, then Position the Insertion Point below the last paragraph (Hint: Ctrl + End) then press Enter; Paste the text
15. Bold Copy and Paste; use the Format Painter to apply Bold to the text as shown in the image provided in #12
16. Apply Italic to the paragraph in #12
17. Zoom in the document by 150%.
18. Save and submit WordLabTwo.docx to your instructor

WORKING WITH MS WORD 2013

Open and Save a Document

Once you **open MS Word 2013**, you can start a **Blank document** or choose a **template** which is formatted and provided by Microsoft for you to use. On the left panel, you should see a list of your most recently opened documents. If the document you want to open is not listed, click **Open Other Documents** link at the bottom of the panel. However, if you are inside MS Word, click **File > Open** then browse to the location where you have the document you want to open. |

To **save a document for the first time**, click **File > Save As**. Or click the floppy disk icon at the upper left corner of the MS Word application's window (the **Quick Access Toolbar**). Also, you can use the keyboard shortcut **Ctrl + S**. The **Save As dialog box** will open. Browse to the location where you want to save your document, then click **save**. Remember that the default file extension in MS Word 2013 is **.docx**. However, you can save the document in other formats by opening the **Save as type** list.

Copy and Paste in a Document

To **copy and paste** text in MS Word 2013, highlight the text you want to Copy. Click **Copy** from the **Clipboard group** located under the home tab. Move the cursor to a new location then click **Paste** from the **Clipboard group**. You can also use the following keyboard shortcuts:

- Ctrl + C to Copy
- Ctrl + X to Cut
- Ctrl + V to Paste

ASSIGNMENT: Word Lab 2

ITEMS COVERED IN THIS LAB

- **Check Spelling and Grammar**
- **Insert Hyperlinks**
- **Change Font Style**
- **Change Line Spacing**
- **Align Paragraphs**
- **Set Tab Stops**
- **Insert a Picture**
- **Modify Headers and Footers**

1. Open WordLabThree.docx
2. Check Spelling & Grammar; correct any spelling or grammar mistakes
3. Insert a hyperlink to the last line, Mountain Empire Community College; the address of the hyperlink is http://www.mecc.edu
4. Change the font within the document to 14 pt. Arial
5. Change the spacing in the document to 1.5 Line Spacing
6. Align the first paragraph using Justify
7. Highlight the range from Fall 4,132 students to Summer 225 students
8. Setup two tab stops using the Paragraph launcher dialog
   1. Set a left tab at 1''
   2. Set a right tab at 4'' with dashed leaders(3___)
9. Place the insertion point in front of the text "Fall" and click the Tab key once; repeat this for Spring and Summer
10. Position the Insertion Point in front of "4,132 students," after the word "Fall," then press the Tab key
11. Repeat #11 for the numbers after Spring and Summer
12. Insert the MECC logo in the Header of the document; center the logo

13. Type your first name and last name in the document's Footer
14. Save & submit WordLabThree.docx to your instructor

ASSIGNMENT: WORD Lab 3

ITEMS COVERED IN THIS LAB

- **Create a Title Page**
- **Insert a Page Break**
- **Set Document's Margin**
- **Insert Headers and Footers**
- **Change Default Paragraph Settings**
- **Insert a Page Number**
- **Apply Themes**
- **Insert a Page Border**

1. Create a Blank document
2. Save the document as WordLabFour.docx in Documents > MSWordLabs folder
3. Create a Title Page centered in the middle of the page with the following items:
1) a title "Apply Different Formats to Word Documents"
2) your college name
3) your First name and Last name
4) today's date that updates automatically in the following format: Saturday, June 1, 2013
4. Insert a Page Break after today's date
5. Type =rand() then press enter; this function should create five paragraphs
6. Merge the first and second paragraphs; merge the last two paragraphs
7. Indent all paragraphs ½ inch from the margin using first line indent
8. Change the page margin to Moderate
9. Insert a page number Brackets 2 at the bottom of the page
10. Insert a Dropped Drop Cap for the first paragraph and the last paragraph
11. Insert the following Subtitles for each paragraph
a. Professional documents
b. Effectiveness of themes
c. Additional format
12. Apply the Retrospect theme to the document
13. Insert a Page Border Orange Accent 2
14. Save and submit WordLabFour.docx to your instructor

ASSIGNMENT: Word Lab 4

ITEMS COVERED IN THIS LAB

- **Insert a ClipArt**
- **Format Images**
- **Use Multiple Columns**
- **Insert Column Break**
- **Use Bullets**
- **Format Paragraphs**

1. Open WordLabFiveStartingFile.docx
2. Change the text in the first line; Center; UPPERCASE; Bold; Color Fill: Dark Blue
3. Change the text in the second line; Center; Bold; UPPERCASE; Size 16; Belt MT
4. Highlight the remaining text; apply the No Spacing Style
5. Bold the heading of each paragraph as shown in the sample after the instructions
6. Change the page layout to the text below the title "COMPUTER SOFTWARE SPECIALIST" to Two Columns with Line between
7. Change the line spacing to Single
8. Indent the first line of the first four paragraphs by ¼ inch and justify as shown in the sample after the instructions
9. Insert a Column Break before "Special Consideration" heading
10. Change the font size for each paragraph's contents to 10 points
11. Make sure there is a blank line before FIRST YEAR
12. Add a Bulleted list for classes offered in each semester
13. Change the Zoom level to 60%
14. Insert a Graduation ClipArt at the bottom of the first column; change the size to 1.5" X 1.5"; apply the Plastic Wrap Artistic Effect to the image
15. Save and submit WordLabFive.docx to your instructor

ASSOCIATE OF APPLIED SCIENCE DEGREE

COMPUTER SOFTWARE SPECIALIST

About Our Program

The Associate of Applied Science degree program in Computer Software Specialist is designed to prepare students to enter the workforce as computer professionals trained in a variety of cutting-edge software packages. General and specialized computer courses with an emphasis in programming and database applications are complemented by general education courses. Students will participate in a comprehensive program that includes both classroom and lab instruction, along with a work-based learning experience at an area business or a comprehensive computer project.

Opportunities for Employment

Job opportunities in the immediate area and throughout the nation abound for students trained in computers. According to the Department of Labor's web site, seven of the 30 fastest growing occupations through 2012 will be in the computer field. Students completing this program will be qualified for the following positions: Computer Software Specialist, Information Processing Specialist, Computer Lab Assistant, Help-Desk Technician, Database Operator/Manager, Software Consultant, programmer, software tester, and analyst. Students may also transfer to a 4-year college or university.

Opportunities for Advancement

Opportunities for advancement are excellent for those willing to continue their education and training. Students may wish to enhance their advancement opportunities by pursuing certifications available from various software vendors.

Special Considerations

Entry into the program requires the satisfactory completion of four (4) units of high school English and one (1) unit of high school mathematics or their equivalent. Students are required to take English and mathematics placement tests.

FIRST YEAR

First Semester
- ITD 110 Web Page Design
- ITE 115 Intro to Computer Apps. & Concepts
- ITE 131 Survey of Internet Services
- HTH or PE Elective
- Humanities Elective
- SDV 101 Orientation to Bus Programs
- MTH Math Elective

Second Semester
- ENG 111 College Composition
- ENG 115 Technical Writing
- ITN 101 Intro to Network Concepts
- ITP 100 Software Design
- ITP 120 Java Programming I
- ITP 140 Client Side Scripting
- ITP 215 XML Web Services

SECOND YEAR

Third Semester
- IND 137 Team Concepts & Problem Solving
- ITE 150 Desktop Database Software
- ITN 171 UNIX
- ITP 132 C++ Programming I
- ITP 220 Java Programming II
- SDV 106 Prep for Employment

Fourth Semester
- ITD 134 PL/SQL Programming
- ITP 214 Mobile Apps. Development
- ITP 232 C++ Programming II
- ITP 251 Systems Analysis & Design
- ITP 298 Capstone

Graduation

ASSIGNMENT: Word Lab 5

ITEMS COVERED IN THIS LAB

Job hunting requires knowledge in creating a resume and a cover letter. It is easier for potential employer to read your employment package if you have a cover letter and a resume in one document. Microsoft Word Sections provide an outstanding mechanism ot keep both items in one document with different format for each page.

- **Job Hunting**
- **Cover Letter**
- **Resume**
- **Templates**
- **Themes**
- **Columns and Rows**
- **Next page – Section Break**

1. Create a new cover letter from a template
2. Save the document as WordLabSix.docx in Documents > MSWordLabs folder
3. Complete the cover letter based on a job opportunity you found online or in the local newspaper. (Hint: you need to search for a job of your choice)
4. Insert a Next Page Section Break at the end of the cover letter
5. Create a new Basic resume from a template
6. Copy the entire resume, then paste it with Use the Destination theme below the section break in WordLabSix.docx
7. Remove any extra pages and adjust the contents of the resume (You should have a total of 2 Pages only)
8. Change the resume theme to Ion
9. Complete the resume (Fill in the blank fields)
10. Save and submit WordLabSix.docx to your instructor

ASSIGNMENT: Word Lab 6
ITEMS COVEREDD IN THIS LAB

- **Create a Title Page**
- **Set Margins**
- **Insert a Table**
- **Insert a Page Break**
- **Update Paragraphs Settings**
- **Find and replace**
- **Use Footnotes and Endnotes**
- **Insert Bibliography**

1. Open WordLabSevenStartingFile.docx
2. Check Spelling & Grammar; correct the document as needed
3. At the beginning of the document, insert a Filigree Cover Page
4. Update the Cover Page elements as shown below:
   a. Document Title: Teaching Online Program
   b. Document sub-title: Created by: First name Last name
   c. Date: Today's Date
   d. Company Name: Your college
   e. Company address: Your college's address
5. Add a **Website source** as depicted below:

6. **Add a** Book source **as shown below:**

7. Insert a Bibliography at the end of the document in a separate page
8. Insert a citation source, (Rena M. Palloff, 2007) in the first paragraph beside "Palloff and Pratt"
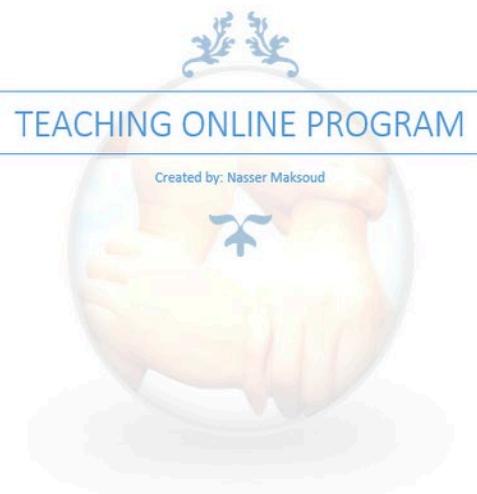
9. Insert a Collaboration picture Watermark from the Office.com Clip Art

10. **Indent the first line** of each paragraph by **½ inch**
11. Insert the **Centered** table depicted in the image below after the **second paragraph**

12. Find the first cooperation word in the document, then add a Footnote beside it entitled "Working together"
13. Find all instances of DB (Match Case) and Replace it with Discussion Board
14. Save and submit WordLabSeven.docx to your instructor

Instructors should provide their students with a mechanism to self-reflect what they have learned in each learning module. Self-Reflection ensures students' understanding of the course materials through demonstrating their thoughts of the topics covered during each semester. Palloff and Pratt (Rena M. Palloff, 2007) discussed that Reflective Practice is an essential element which must be present in any online learning community. Blackboard Journal is a good implementation of this approach. Online students can find a wonderful opportunity to self-reflect what they have learned in each unit by expressing their opinions in a weekly journal. This technique will increase students' involvement and will give a clear picture to the instructor on how students understand the course.

According to the Chickering and Gamson's third principle – "Encouraging Active Learning" Students need to talk, write, relate, and apply what they are learning in order to encourage Active Learning. Working on an online research can promote active learning. At MECC and most of the VCCS, students can use the virtual library and a variety of online academic portals where they have access to many resources and free online books. This is a practical method to engage students with the course topics and promote active learning. However, Active Learning cannot be implemented by technology alone, or even by faculty alone. The college should support professional development for faculty members, plus training and computer lab assistance for students in order to increase Active Learning. Online teaching can be a complex activity. However, teachers' ability to use technology plays an important role in an online teaching environment. Therefore, teachers must acquire the necessary technological skills to successfully implement an online course. Since technologies improve students' interaction with the course material, online instructors must effectively use up-to-date technologies available in the 21st century. Their ability to setup Social Networks, Google Docs, create audio and video contents offers flexibility to their students. Instructors can effectively administer an online course

by tracking attendance of online students, creating checklists, and use rubrics for assessments. It is difficult to track attendance in an online course. However, using some of the tracking attendance features on Blackboard can help in managing an online course. For online classes, it is essential and mandatory that students are present at the beginning of semester. If students access Blackboard at least once during the first week of an online course, they have a better chance in completing the course. Blackboard has a few features which can be used to track attendance in a distance course, such as, Course Statistics – Performance Dashboard – Discussion Board Forums – Grade Center, Last Accessed.

According to the University of Wisconsin Stout, creating a rubric is essential in reducing grading time due to unified grading system for all students. This will eliminate the number of questions generated by students asking the same questions that are clearly explained in the rubric. Also, students can see their feedback in accordance to the items explained in the rubric. This will result in effectiveness in time management for both online classes and face-to-face as well.

Great teachers encourage their online and face-to-face students to be smarter, ensure that every student is keeping up, and set higher goals for students to achieve. Building online community through the use of Discussion Boards can lead to creativity because students can collaborate together and exchange ideas. This leads to a strong online community individuals who are capable of understanding other classmates.

Bibliography

Minnesota, T. U. (2010, 02 04). *http://www.umn.edu*. Retrieved from The University of Minnesota: http://www.umn.edu

Rena M. Palloff, K. P. (2007). *Building Online Learning Community*. San Diego: John Wiley & Sons.

ASSIGNMENT: WORD Lab 7
ITEMS COVERED IN THIS LAB
- **Mail Merge**
- **Excel Data Source**
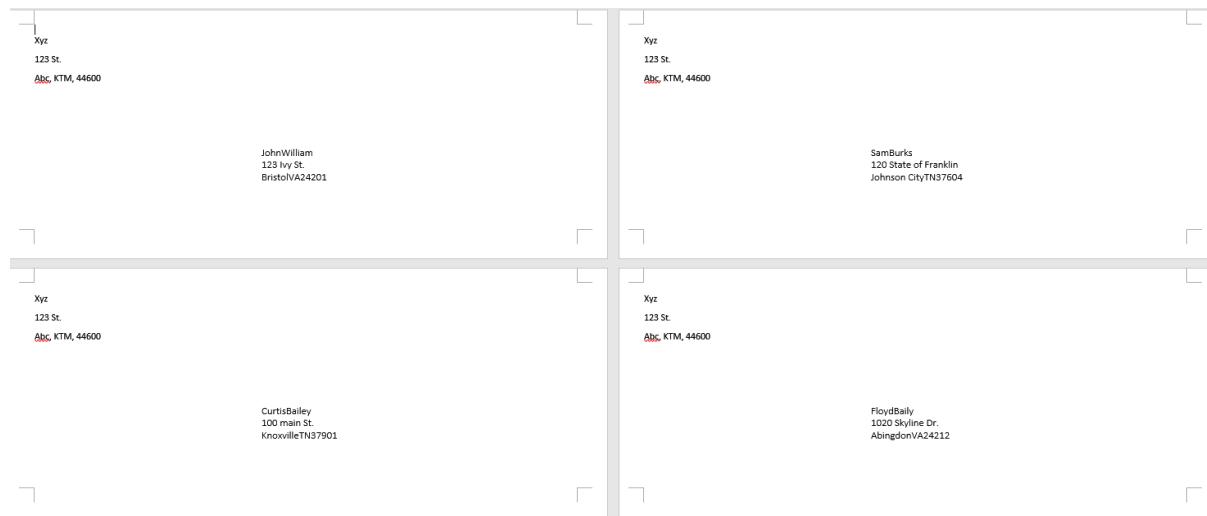
1. Create a Blank Document
2. Save the document as WordLabEight.docx in Documents > MSWordLabs folder
3. Use DataSource.xlsx the following table as the data source of your Mail Merge
4. Edit the Recipient List to confirm that the data was imported to your document
5. Start a size 10 Envelopes Mail Merge
6. Insert Mail Merge Fields as depicted in the image below


```
First name Last name
Street Address
City, State. Zip

«Firstname» «Lastname»
«Street»
«City» «State» «Zip»
```

7. Preview the result for each record
8. Click Finish & Merge
9. Choose Edit Individual Documents…, then Merge All records
10. Save and submit WordLabEight.docx to your instructor


```
Xyz
123 St.
Abc, KTM, 44600

                    JohnWilliam
                    123 Ivy St.
                    BristolVA24201
```

```
Xyz
123 St.
Abc, KTM, 44600

                    SamBurks
                    120 State of Franklin
                    Johnson CityTN37604
```

```
Xyz
123 St.
Abc, KTM, 44600

                    CurtisBailey
                    100 main St.
                    KnoxvilleTN37901
```

```
Xyz
123 St.
Abc, KTM, 44600

                    FloydBaily
                    1020 Skyline Dr.
                    AbingdonVA24212
```

Word-Lab: 8 (Bio-data)

Bio Data

Name: Ranjan Ojha

Father's Name: Ram Hari Ojha

Mother's Name: Manju Dhakal Ojha

Date of Birth: 17/10/2001 AD

Email: ranjan.775401@ac.tu.edu.np

Contact no: 9861582209

Educational Qualification:

Standard	Percentage	Board
SEE	3.25 GPA	Government of Nepal
High School	3.5 GPA	National Education Board

Marital Status: Single

Place of Birth: Kathmandu

Languages Known: Nepali, English, Hindi

Hobbies: Programming, studying

Job Experience: No

MS-Excel Section

ASSIGNMENT: EXCEL Lab 1

ITEMS COVERED IN THS LAB
- **Create a Blank Workbook**
- **Save a Workbook**
- **Modify an Excel Spreadsheet**
- **Enter Text Values in Excel Cells**
- **Merge and Center Text**
- **Apply Styles**
- **Create Basic Formulas**

1. Create a Blank workbook
2. Save the Workbook as ExcelLabOne.xlsx in Document > MSExcelLabs folder
3. Type "Working with Excel Math" in cell A1
4. Merge and Center the text in cell A1 to the range A1:E1
5. Apply Title style to the range A1:E1
6. Type Addition in cell A2
7. Type Subtraction in cell A3
8. Type Multiplication in cell A4
9. Type Division in cell A5
10. Auto-fit the contents in column A
11. Insert a row above row #2
12. Type "Basic Math" in cell A2
13. Merge and Center the text in cell A2 to the range A2:E2
14. Apply Heading 4 to the range A2:E2
15. Apply the Calculation Style to the range A3:A6
16. Type = 4 + 6 / 2 in cell B3 then type = (4 + 6) / 2 in cell D3
17. Type = 6 – 6 * 2 in cell B4 then type = (6 – 6) * 2 in cell D4
18. Type = 2 * 2 + 6 in cell B5 then type = (2 * 2) + 6 in cell D5
19. Type = 9 / 3 + 4 in cell B6 then type = (9 / 3) + 4 in cell D6
20. Press Ctrl + ~ then press Ctrl + ~ again
21. Save and submit ExcelLabOne.xlsx to your instructor

1	Working with Excel Math			
2		Basic Math		
3	Addition	7		5
4	Subtraction	-6		0
5	Multiplication	10		10
6	Division	7		7
7				

	A	B	C	D	E
1		Working with Excel Math			
2		Basic Math			
3	Addition	=4+6/2		=(4+6)/2	
4	Subtraction	=6-6*2		=(6-6)*2	
5	Multiplication	=2*2+6		=(2*2)+6	
6	Division	=9/3+4		=(9/3)+4	
7					

12	Order of Operation
13	Parentheses
14	Exponents
15	Multiply
16	Divide
17	Add
18	Subtract

ASSIGNMENT: Excel Lab 2
ITEMS COVERED IN THIS LAB

- **Format an Excel Spreadsheet**
- **Merge and Center Cells**
- **Use Basic Functions**
  1. **AutoSum**
  2. **Max**
  3. **Min**
  4. **Average**
- **Use Fill Handle**
- **Copy and Move Cell Entires**
- **Apply styles**

  1. Download ExcelLabTwoStartingFile.xlsx
  2. Save the Workbook as ExcelLabTwo.xlsx in Documents > MSExcelLabs folder
  3. Merge and Center the title "Market Shares of Major Phone Providers in the United States" in the range A1:G1
  4. Change the title font to Cambria 14 pt. Bold
  5. Merge and Center the sub-title "Cellular Phones Sales During Five Years" in the range A2: G2
  6. Change the sub-title font to Time New Roman, Bold
  7. Bold the range A3:A13 and B3:G3
  8. Apply Total style to the range A10:F10
  9. Type =B4+B5+B6+B7+B8 in cell B10, then press enter
  10. Use the AutoSum function to calculate the total in cell C10 for the range C4:C8

11. Use the Fill Handle to copy the function in cell C10 to the range D10:F10
12. AutoSum the range B4:F4 in cell G4
13. Use the Fill Handle to copy the function in cell G4 to the range G5:G8
14. Apply the Accounting format to the range B4:G8
15. AutoFit the contents of each column (Do not display #######)
16. Remove the $ sign from the range B4:F8 and set the Decimal Places to 0
17. Use the Max function to display the highest value of the range B4:B8 in cell B11
18. Use the Min function to display the lowest value of the range B4:B8 in cell B12
19. Calculate the average of the range B4:B8 in cell B13
20. Select the range B11:B13 and use the Fill Handle to copy the functions in these cells to the range C11:G13
21. Delete row 9
22. Save and submit ExcelLabTwo.xlsx to your instructor

	A	B	C	D	E	F	G
1	Market Shares of Major Phone Providers in the United States						
2	Cellular Phones Sales During Five Years						
3		Q1 2008	Q1 2009	Q1 2010	Q1 2011	Q1 2012	Total Sales
4	Verizon	213,554	655,487	754,665	884,657	922,354	$ 3,430,717.00
5	ATT	323,154	421,325	512,312	554,654	864,458	$ 2,675,903.00
6	All-Tel	402,513	521,325	521,145	564,879	587,546	$ 2,597,408.00
7	Sprint	186,545	199,844	256,455	384,564	584,654	$ 1,612,062.00
8	T-Mobile	152,231	251,325	321,123	564,458	654,854	$ 1,943,991.00
9	Yearly Sales	1277997	2049306	2365700	2953212	3613866	
10	Max	402,513	655,487	754,665	884,657	922,354	3,430,717
11	Min	152,231	199,844	256,455	384,564	584,654	1,612,062
12	Average	255,599	409,861	473,140	590,642	722,773	2,452,016
13							
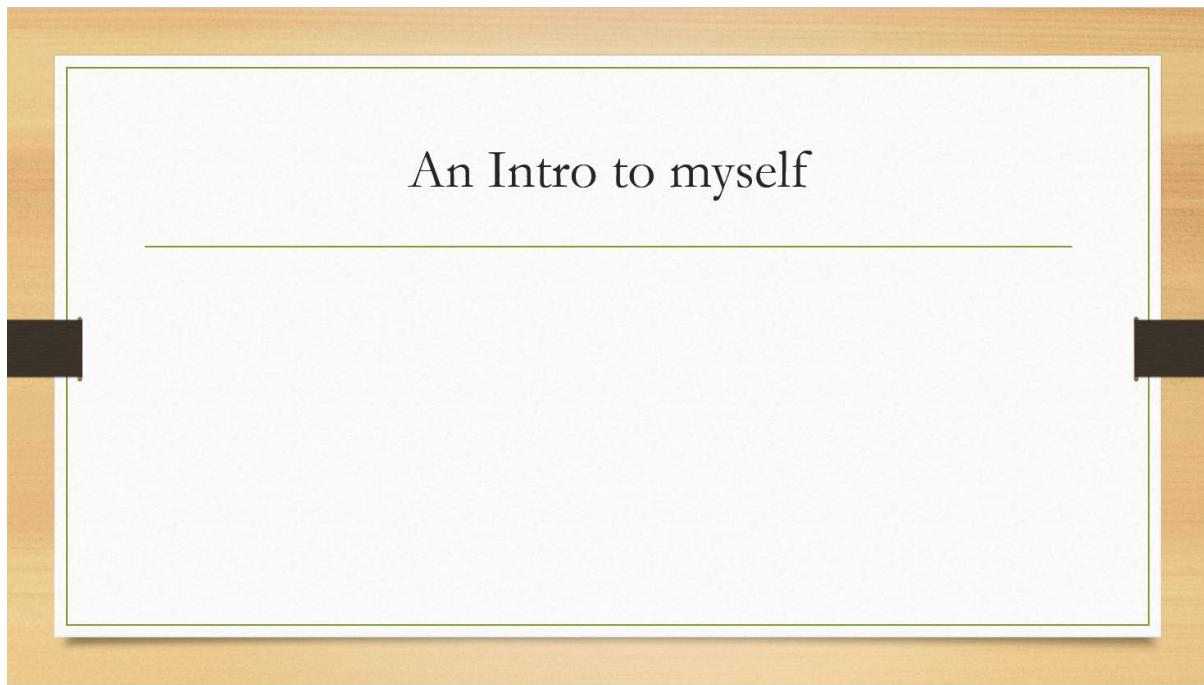
	A	B	C	D	E	F	G
1	Market Shares of Major Phone Providers in the United States						
2	Cellular Phones Sales During Five Years						
3		Q1 2008	Q1 2009	Q1 2010	Q1 2011	Q1 2012	Total Sales
4	Verizon	213554	655487	754665	884657	922354	=SUM(B4:F4)
5	ATT	323154	421325	512312	554654	864458	=SUM(B5:F5)
6	All-Tel	402513	521325	521145	564879	587546	=SUM(B6:F6)
7	Sprint	186545	199844	256455	384564	584654	=SUM(B7:F7)
8	T-Mobile	152231	251325	321123	564458	654854	=SUM(B8:F8)
9	Yearly Sales	=B4+B5+B6+B7+B8	=C4+C5+C6+C7+C8	=D4+D5+D6+D7+D8	=E4+E5+E6+E7+E8	=F4+F5+F6+F7+F8	
10	Max	=MAX(B4:B8)	=MAX(C4:C8)	=MAX(D4:D8)	=MAX(E4:E8)	=MAX(F4:F8)	=MAX(G4:G8)
11	Min	=MIN(B4:B8)	=MIN(C4:C8)	=MIN(D4:D8)	=MIN(E4:E8)	=MIN(F4:F8)	=MIN(G4:G8)
12	Average	=AVERAGE(B4:B8)	=AVERAGE(C4:C8)	=AVERAGE(D4:D8)	=AVERAGE(E4:E8)	=AVERAGE(F4:F8)	=AVERAGE(G4:G8)
13							

	Firstname	Lastname	Street	City	State	Zip
1	Firstname	Lastname	Street	City	State	Zip
2	John	William	123 Ivy St.	Bristol	VA	24201
3	Sam	Burks	120 State of Franklin	Johnson City	TN	37604
4	Curtis	Bailey	100 main St.	Knoxville	TN	37901
5	Floyd	Baily	1020 Skyline Dr.	Abingdon	VA	24212
6	Sarah	Mullins	7254 Hwy 23 East	Norton	VA	24273
7	Barbara	Ratliff	36 9th St.	Big Stone Gap	VA	24219
8	Shane	Smith	1032 3rd Ave	Big Stone Gap	VA	24219

Excel-Lab: 3 (Routine)

AMRIT CAMPUS

Department of Computer Science & Information Technology

B.Sc. CSIT Second Semester (Batch-2076) Online Class Routine - 2077

Effective from: 2077/05/21 (Theory)   Month:Bhadra   Date: 2077/05/17

Day/Section	6:30 - 7:20		7:20 - 8:10		8:10-9:00		9:00 - 9:50		9:50 - 10:40		10:40 - 11:30		11:30 - 12:20		12:20 - 1:10		2:30 - 3:20		3:20 - 4:10	
Section	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B
Sunday	OOP-YD		OOP-YD		STAT-BSP	DS-JRJ	STAT-BSP	DS-JRJ					MATH-KA		MATH-KA		MP-DRG		MP-DRG	
Monday	OOP-YD	DS-JRJ	OOP-YD	DS-JRJ	DS-JRJ	OOP-YD	DS-JRJ	OOP-YD						MATH-KA		MATH-KA		MP-DRG		MP-DRG
Tuesday	DS-JRJ		DS-JRJ	STAT-PBA	STAT-BSP	STAT-PBA	STAT-BSP	DS-JRJ		DS-JRJ			MATH-KA		MATH-KA		MP-DRG		MP-DRG	
Wednesday	OOP-YD		OOP-YD	STAT-PBA		STAT-PBA	DS-JRJ		DS-JRJ				MATH-KA		MATH-KA		MP-DRG			MP-DRG
Thursday		OOP-YD		STAT-PBA		STAT-PBA		OOP-YD					MATH-KA		MATH-KA		MP-DRG		MP-DRG	
Friday	STAT-BSP	OOP-YD	STAT-BSP	OOP-YD										MATH-KA		MATH-KA		MP-DRG		MP-DRG

Code	Subject	Teachers
OOP	Object Oriented Programming	Yuba Raj Devkota
MP	Microprocessor	Dadhi Ram Ghimire
STAT-I	Satistics-I	Prakash Amyta, Buddhi Sagar Parajuli
MATH	Math	Khagendra Adhikari
DS	Discrete Structure	Janak Raj Joshi

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Hikmat Rokaya
Head Department of CSIT

MS-PowerPoint

PowerPoint-Lab: Introduction

An Intro to myself

General Info

- Name: Ranjan Ojha
- Father's Name: Ram Hari Ojha
- Mother's Name: Manju Dhakal Ojha
- Elder Sister's Name: Rachana Ojha

- Date of Birth: 2001/1/17 AD
- Birthplace: Kathmandu, Nepal

Education

- Passed SEE with A grade in 2017

- Passed High School with A grade in 2019

- Currently enrolled in B.Sc. CSIT program of Tribhuvan University, in Amrit Science Campus

Hobbies

- I like to study and increase my knowledge in various bases.

- Programming and improving skills

- Surfing the web

Programming Languages

- Good handle of C/C++

- Basic knowledge of Python, C#

Projects done

- Socket connection with TCP/UDP

- Applying Gaussian blur on PNG Image

- Various Console applications

Interested fields

- Machine Learning, AI and data Science

- Network Programming

- Database Programming

- Application developer

Aim

- I wish to have a wide knowledge about computer

- I wish to have a depth knowledge in Machine learning & AI and do research on it

Contact me

- Github: https://www.github.com/Hungerarray

- Email : ranjan.775401@ac.tu.edu.np

Thank you

Additional

Computer Maintenance tools and techniques


Computer system

Consists of Hardware and software components

Each component has different techniques and tools for

Their maintenance

HARDWARE MAINTENANCE – TOOLS

- Simple hand tools for basic disassembly and reassembly
- Foam swabs or cotton swabs for cleaning
- Brush, chemicals and compressed air

HARDWARE MAINTENANCE – TECHNIQUES

- Regular cleaning by removing the dust off filters and fans
- Check wire connections
- Ensure no buildup of rust on electrical components
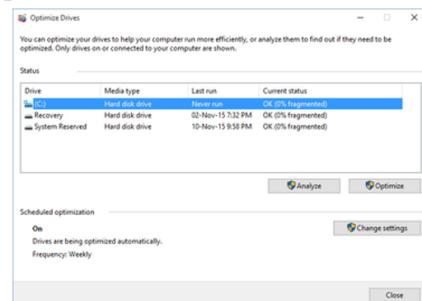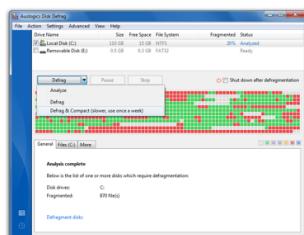
HARDWARE TROUBLESHOOTING

- Check power connections
- Restart the device, this allows the device to reset and can fix majority of issues
- Most vendors have various ways to signal POST test result using LEDs or sounds, consult the Manuel and test the POST code
- In case of serious issue, it's better to take it to technician as without proper knowledge it is dangerous to handle devices and could lead to loss
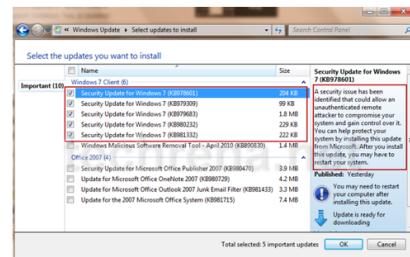
SOFTWARE MAINTENANCE - TOOLS

- Default OS Utility tools like disk defragmenter
- Registry cleaner
- Temporary files cleaner
- Backup
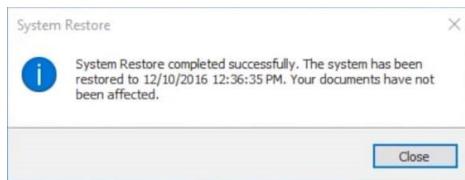
SOFTWARE MAINTENANCE - TECHNIQUES

- Regular security updates of Operating system and application software
- Regular disk cleanup and defragmentation
- Caution with opening untrusted applications
- Making regular backup

SOFTWARE TROUBLESHOOTING

- Check in various online forums to see if the issue is a known issue and if there is a fix for it already
- Contact the original developer to report the issue if no previous instances of issue found
- If necessary perform a system restore to a previous working backup

Additional techniques and tools

- Install Antivirus program
- Perform routine check of system to ensure proper running
- Be careful of any external point of contact of computer
- Protect your password well
- Only allow trusted users to work with your device