NFC-IET UNIVERSITY, MULTAN

LAB REPORT

ICT ("Information & Communication Technology Fundamental")

For the degree of Bacheller of Science
In Computer Science

Session [2k24]

Name
Shahzaib Malik

Roll NO (2k24-BSCS-000)
528

Section
M

Submitted To: Mam Fabbia Hassan

Submitted By: Shahzaib Malik

October 2024

LAB 1

Scanned with CamScanner

Scanned with CamScanner

★ Typing Practices (Typing tutor):

Note on Typing Practices (Typing Tutor)

Typing practices are essential for improving one's speed and accuracy when using a keyboard. Typing tutors or typing software are designed to assist individuals in learning how to type more effectively, whether they are beginners or advanced users looking to refine their skills. Below is a detailed exploration of typing practices, focusing on how typing tutors can aid in this development.

1. Introduction to Typing Practices

Typing practices involve exercises and methods designed to help people master typing skills. These skills are crucial in the modern world as they are integral to almost every profession and personal task. Whether for data entry, programming, or just casual browsing, being proficient at typing can save time, improve productivity, and reduce physical strain.

2. Components of Typing Practices

Typing practices generally focus on the following aspects:

- **Speed**: The number of words typed per minute (WPM). A higher WPM indicates quicker typing skills.
- **Accuracy**: The percentage of correct keystrokes without errors. Accuracy is often prioritized over speed in the early stages of learning.
- **Posture**: Proper hand and finger placement on the keyboard, along with a correct sitting posture, is essential for reducing strain and preventing repetitive stress injuries like carpal tunnel syndrome.
- **Touch Typing**: The ability to type without looking at the keyboard, relying on muscle memory and familiarity with the position of the keys.

3. Role of Typing Tutors in Typing Practices

Typing tutors are software applications or online platforms designed to teach and improve typing skills. They provide structured lessons and exercises that gradually build speed and accuracy. Key features of typing tutors include:

- **Guided Lessons**: Typing tutors typically start with basic exercises, such as learning the home row keys (ASDF, JKL;), then move on to more complex exercises that incorporate numbers, symbols, and punctuation. Lessons are often broken into small sections, allowing learners to progress at their own pace.
- **Real-Time Feedback**: One of the key benefits of typing tutors is the immediate feedback provided. When a user makes a mistake, the tutor can highlight the error, tell the user the specific mistake, and provide tips for improvement. This instant feedback helps learners correct bad habits early on and stay motivated.
- **Progress Tracking**: Many typing programs track the user’s progress over time. This could include measuring typing speed, accuracy, and improvement over specific lessons or time frames. Progress tracking also allows users to set goals, such as reaching a specific words-per-minute target.
- **Timed Tests**: To help users gauge their typing speed and accuracy, most typing tutors feature timed tests. These tests typically give a set period (e.g., 1 minute or 5 minutes) to type a passage or series of words. The results are then given in WPM and accuracy percentage.
- **Variety of Exercises**: Typing tutors often include different types of exercises, such as:
    - **Text passages**: These may include sentences or paragraphs designed to mimic real-world

Scanned with CamScanner

typing scenarios.

- o **Typing games**: These can make learning fun by combining typing practice with interactive and engaging activities.
- o **Keyboard drills**: These exercises help learners focus on specific keys or key combinations, gradually improving their dexterity and familiarity with the keyboard layout.

4. Popular Typing Tutor Tools

Some widely recognized typing tutors include:

- **TypingClub**: A free, web-based tool offering structured lessons, typing games, and progress tracking.
- **KeyBlaze**: A downloadable software offering lessons, typing tests, and games. It is suitable for both beginners and advanced users.
- **Ratatype**: This tool offers an interactive learning experience, with features that allow you to practice typing in different languages.
- **Mavis Beacon Teaches Typing**: One of the longest-standing typing tutor programs, Mavis Beacon provides both lessons and games designed to improve typing skills.
- **10FastFingers**: A simple online typing test website that measures typing speed and accuracy, allowing users to compete against others or track their progress over time.

5. Benefits of Typing Practice with a Typing Tutor

Using a typing tutor for consistent typing practice offers several advantages:

- **Improved Efficiency**: As typing speed increases, so does productivity. Individuals can complete tasks like writing emails, creating documents, and even programming more quickly.
- **Increased Accuracy**: Regular practice leads to fewer mistakes, improving the quality of written work.
- **Reduced Physical Strain**: With proper typing techniques (such as touch typing and ergonomic posture), users can avoid strain and discomfort, making long typing sessions less tiring.
- **Improved Professional Skills**: Typing is a key skill for many careers, including administrative roles, customer support, and technical fields. Typing tutors help individuals build these skills for greater job performance.

6. Tips for Effective Typing Practice

While using a typing tutor, it's important to follow best practices for optimal learning:

- **Start slow**: Focus on accuracy rather than speed when you begin, as it's easier to increase speed once accuracy is solid.
- **Use correct finger placement**: Ensure your fingers are placed on the home row (ASDF for the left hand, JKL; for the right hand) and avoid looking at the keyboard.
- **Practice regularly**: Consistent practice is key to improving typing skills. Aim for at least 15-30 minutes of practice per day.
- **Take breaks**: Avoid fatigue by taking short breaks every 20-30 minutes to stretch and rest your hands.
- **Set goals**: Set achievable goals for both speed and accuracy. For example, aim to increase your WPM by 5 words per minute every week.

7. Challenges in Typing Practice

While typing tutors offer great tools for improvement, learners may face certain challenges:

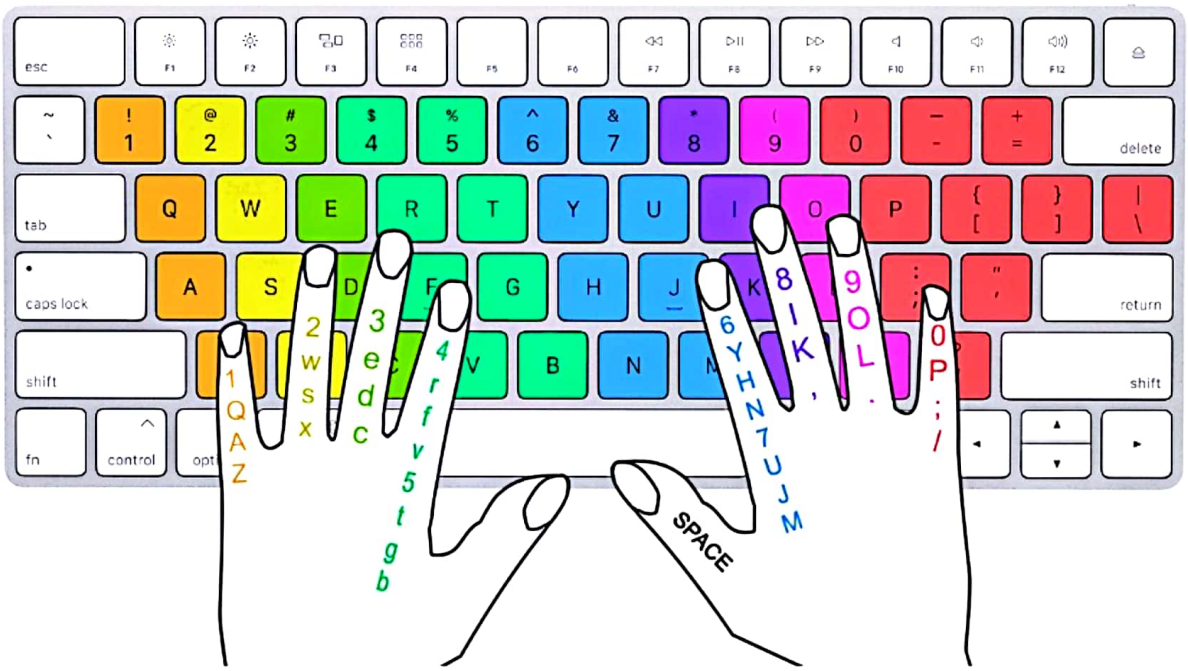
- **Frustration with Slow Progress**: Typing practice can sometimes feel tedious or slow, especially when starting from scratch. However, it's important to be patient and trust the process.

Scanned with CamScanner

- **Bad Habits**: Some learners may develop bad habits, such as looking at the keyboard or using improper finger placement. These habits can be hard to break but are crucial to address early on.
- **Injury Risk**: If proper ergonomics are not followed, excessive typing practice can lead to repetitive strain injuries. It's vital to maintain a good posture, take breaks, and use ergonomic keyboards or chairs when possible.

8. Conclusion

Typing practices, especially when supported by typing tutor programs, are a great way to build essential skills for both personal and professional tasks. Whether you are just starting out or looking to refine your existing skills, consistent practice, coupled with feedback and progress tracking, can lead to faster typing speeds and fewer errors. Over time, good typing habits, such as touch typing and ergonomic practices, can ensure that you type efficiently without physical strain.



Proper Finger Placement during TYPING

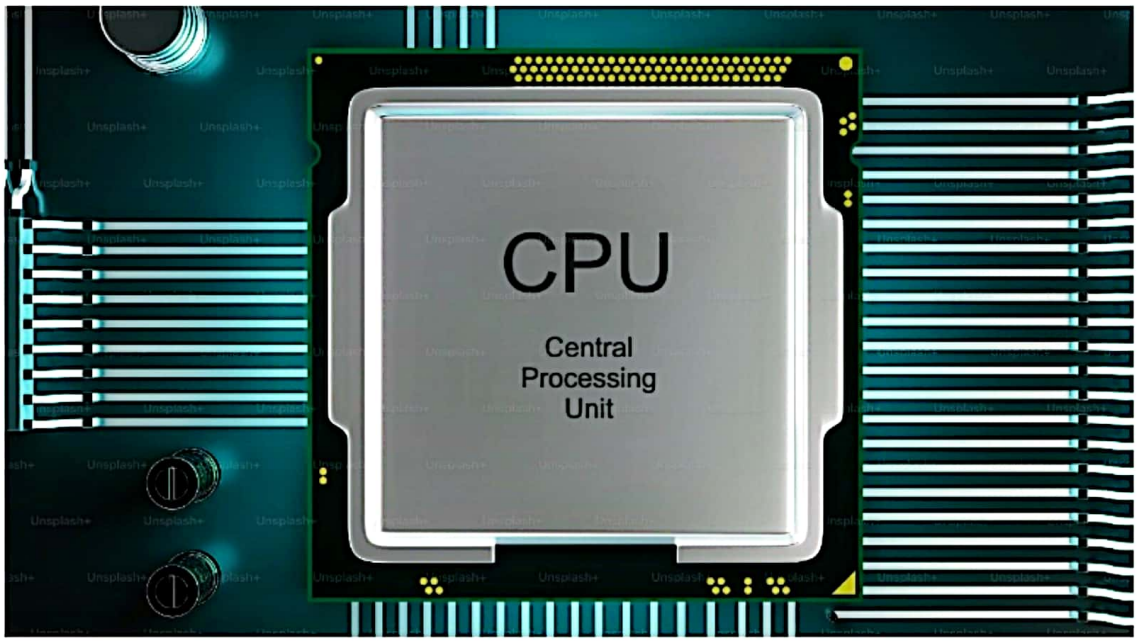
Scanned with CamScanner

★ Internal components of Computer:

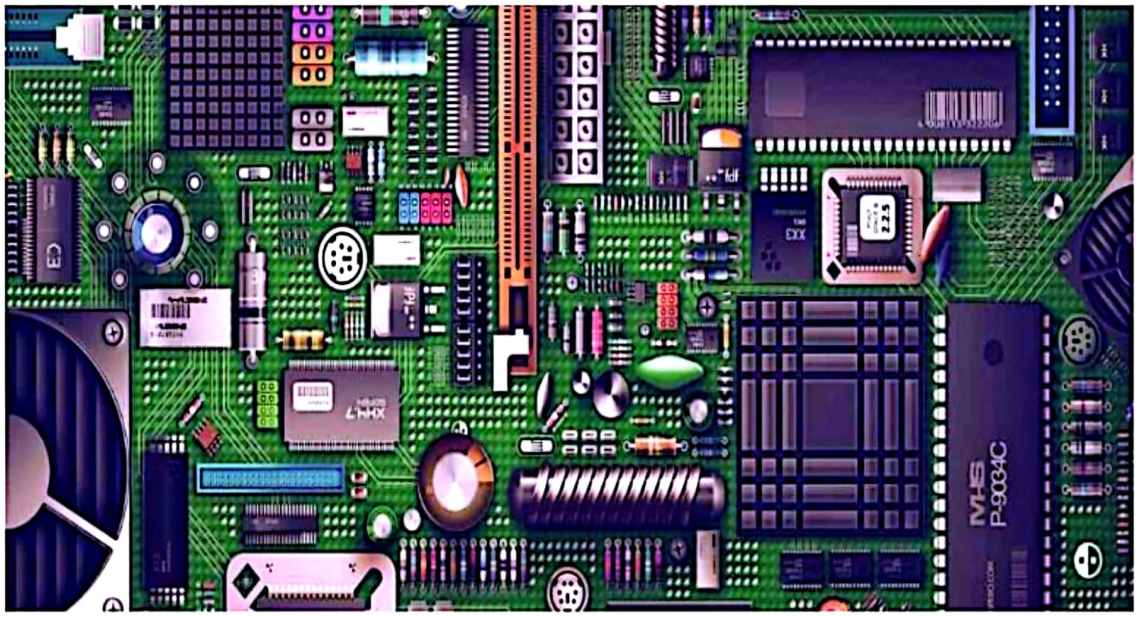
(Recognition+ understanding)

The internal components of a computer are the hardware elements housed within the computer case that enable the system to process, store, and execute instructions. These components include:

1. **Central Processing Unit (CPU):**
   Often referred to as the "brain" of the computer, the CPU performs calculations, executes instructions, and processes data. It consists of cores and threads, which determine its multitasking capabilities.



2. **Motherboard:**
   The motherboard is the main circuit board that connects all components of the computer. It houses the CPU, RAM, and other essential parts while providing ports and slots for additional hardware.



3. **Random Access Memory (RAM):**

Scanned with CamScanner

LAB # 2

★ Windows Installation:

Steps to Install Windows 11:

√ **Step 1: Check System Requirements**

1. **Processor:** 1 GHz or faster with at least 2 cores on a compatible 64-bit processor or System on a Chip (SoC).
2. **RAM:** 4 GB or more.
3. **Storage:** 64 GB or larger storage device.
4. **TPM:** Trusted Platform Module (TPM) version 2.0.
5. **Graphics Card:** DirectX 12 compatible graphics / WDDM 2.x.
6. **Display:** >9" with HD Resolution (720p).
7. **Internet Connection:** Internet connectivity is necessary for updates and some features.

√ **Step 2: Backup Your Data**

Before proceeding with the installation, back up your important files and data to an external drive or cloud storage to prevent data loss.

√ **Step 3: Obtain Windows 11 Installation Media**

1. **Download Windows 11:** Visit the Microsoft Windows 11 download page.
2. **Choose Installation Method:**
   - **Upgrade this PC now:** If you are upgrading from Windows 10.
   - **Create Windows 11 installation media:** If you want to create a bootable USB drive or DVD.

√ **Step 4: Create Installation Media (if applicable)**

1. **Run the Media Creation Tool:** Download and run the Media Creation Tool.
2. **Select "Create installation media":** Choose language, edition, and architecture (64-bit).
3. **Choose USB Flash Drive or ISO file:** Follow the prompts to create the installation media.

√ **Step 5: Prepare for Installation**

1. **Insert the Installation Media:** If using a USB drive or DVD, insert it into your PC.
2. **Restart Your PC:** Boot from the installation media by restarting your PC and entering the BIOS/UEFI settings (usually by pressing F2, F12, DEL, or ESC during startup).
3. **Set Boot Order:** Ensure your PC boots from the USB drive or DVD first.

√ **Step 6: Start the Installation**

1. **Select Language and Preferences:** When prompted, choose your language, time, and keyboard preferences.
2. **Click "Install Now."**

√ **Step 7: Enter Product Key**

1. **Enter Windows 11 Product Key:** If prompted, enter your product key. If you are upgrading from Windows 10, you can select "I don't have a product key" to proceed.

√ **Step 8: Choose Installation Type**

1. **Upgrade or Custom Installation:**
   - **Upgrade:** Keeps your files and applications.

Scanned with CamScanner

- **Custom:** For a fresh installation, select the partition where you want to install Windows 11.

√ **Step 9: Format the Partition (if necessary)**

1. **Select the Partition:** If doing a custom install, select the partition and click "Format" if you want to erase everything on it.

√ **Step 10: Install Windows 11**

1. **Follow the Prompts:** Windows will copy files, install features, and apply updates. This may take some time.
2. **Restart Your PC:** Your PC will restart several times during the installation process.

√ **Step 11: Configure Windows 11**

1. **Personalize Your Settings:** Choose your region, keyboard layout, and other preferences.
2. **Sign in with Microsoft Account:** You can sign in with an existing Microsoft account or create a new one.
3. **Set Up Privacy Settings:** Choose your privacy preferences and settings.

√ **Step 12: Complete the Setup**

1. **Finish Installation:** Once all settings are configured, Windows 11 will finish setting up.
2. **Update Windows:** After installation, check for updates in Settings > Windows Update.

√ **Step 13: Restore Your Data**

1. **Transfer Files Back:** If you backed up your data, restore it to your new Windows 11 installation.

Scanned with CamScanner

★ Introduction to MS Office:

Microsoft Office (MS Office) is a suite of productivity applications developed by Microsoft, designed to facilitate office-related tasks, communication, and collaboration. It is widely used in businesses, educational institutions, and personal settings due to its versatility and user-friendly interface.

Key Applications in MS Office:

1. **Microsoft Word**:
   - o A word processing application used for creating, editing, and formatting text documents.
   - o Features include spell check, templates, mail merge, and advanced formatting tools.
2. **Microsoft Excel**:
   - o A spreadsheet application for data analysis, calculations, and visualization.
   - o Offers features like formulas, pivot tables, charts, and macros for advanced data manipulation.
3. **Microsoft PowerPoint**:
   - o A presentation software used to create and deliver slide-based presentations.
   - o Supports text, images, animations, transitions, and multimedia integration.
4. **Microsoft Outlook**:
   - o An email client that also provides calendar, task management, and contact organization tools.
   - o Integrates with other MS Office applications for seamless communication.
5. **Microsoft Access**:
   - o A database management system used for creating and managing databases.
   - o Suitable for developing small-scale applications and handling structured data.
6. **Microsoft OneNote**:
   - o A digital notebook for note-taking, organization, and collaboration.
   - o Allows users to create and share notes that include text, images, and multimedia.
7. **Microsoft Teams**:
   - o A communication and collaboration platform.
   - o Includes features like chat, video conferencing, file sharing, and integration with other Office apps.
   - o

Key Features of MS Office:

- **Cross-Platform Compatibility**:
  - o Available on Windows, macOS, iOS, Android, and web platforms, ensuring accessibility across devices.
- **Integration and Collaboration**:
  - o Applications are seamlessly integrated, allowing for real-time collaboration and data sharing.
- **Customization and Templates**:

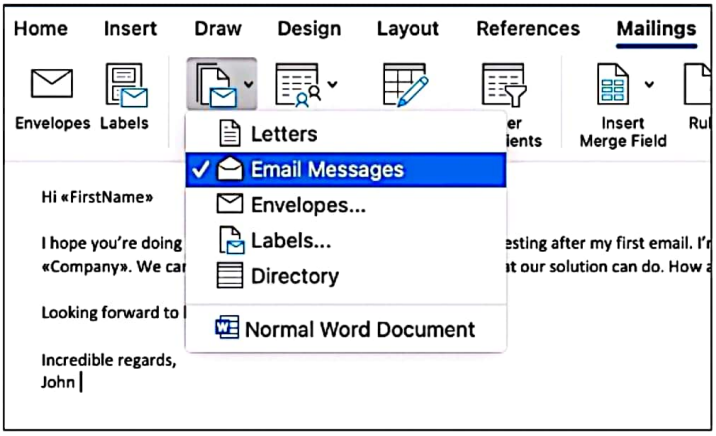
Scanned with CamScanner

★ MS word Advanced features including mail merge, tal of contents, section breaks and references, headers/ footers efficiently:

Microsoft Word offers several advanced features to enhance document creation, formatting, an efficiency, catering to more complex needs like professional documents, academic reports, and automated workflows.

1. Mail Merge:

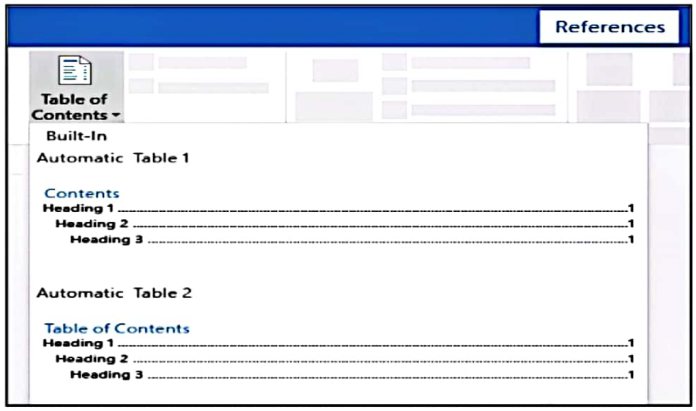
- **Purpose**: Automates the creation of personalized documents such as letters, labels, anc emails for multiple recipients.
- **How It Works**:
  1. Prepare a main document (e.g., a letter template).
  2. Connect to a data source (e.g., Excel, Access, or Outlook).
  3. Insert merge fields (e.g., name, address) into the template.
  4. Merge the data to generate personalized outputs.
- **Benefits**: Saves time, reduces errors, and is ideal for bulk communication.



2. Table of Contents (TOC):

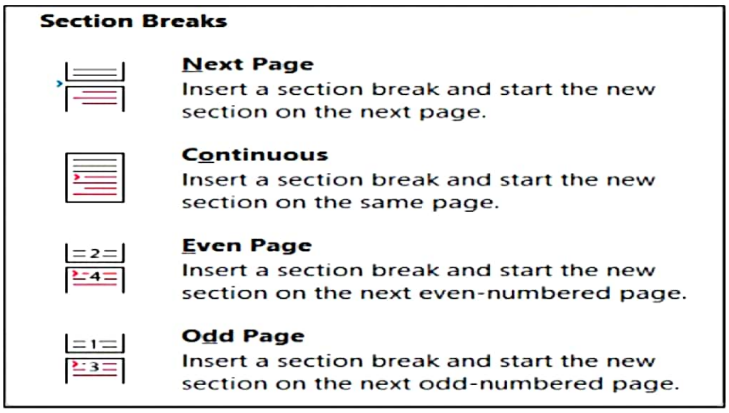
- **Purpose**: Automatically generates a navigable summary of document headings and subheadings.
- **How to Use**:
  1. Format headings using styles like **Heading 1**, **Heading 2**, etc.
  2. Go to **References** → **Table of Contents** and choose a style.
  3. Update the TOC as needed (e.g., after adding new sections).
- **Benefits**: Helps in organizing long documents, enabling quick navigation and a professi appearance.

Scanned with CamScanner



3. Section Breaks:

- **Purpose**: Divide a document into sections to apply different formatting or layout setti each.
- **Types of Section Breaks**:
  - o **Next Page**: Starts a new section on the next page.
  - o **Continuous**: Starts a new section on the same page.
  - o **Even/Odd Page**: Starts a new section on the next even or odd page.
- **Applications**:
  - o Different headers/footers for sections.
  - o Varying page orientations (portrait and landscape) within the same document.
  - o Customizing margins, columns, and numbering for specific sections.



4. References and Citations:

- **Purpose**: Simplifies academic and research document formatting.
- **Features**:
  - o Add citations and sources.
  - o Insert a bibliography or works cited section.
  - o Use various citation styles like APA, MLA, or Chicago.
- **How to Use**:
  - o Go to **References** → **Insert Citation** → **Add New Source**.
  - o Select the style and insert citations where needed.
  - o Use **Bibliography** to generate a reference list.

Scanned with CamScanner

My self

- My name is Shahzaib.
- My father name is Muhammad Ashfaq.
- He is a business man.
- I completed my F.sc from Punjab college Multan.
- Now I am studying BSCS in NFC IET Multan.
- I belong to a noble family.
- I like to play and watch cricket daily.
- I am also a good player of cricket.
- My dream is to become an expert of computer.
- I want myself to serve for humanity.

Shahzaib

Scanned with CamScanner

Contents

Chapter1 2
Chapter2 3
Chapter3 4

Chapter1

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.
To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Scanned with CamScanner
Scanned with CamScanner

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides h

eader, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Chapter2

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next

Scanned with CamScanner

Scanned with CamScanner

to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.
Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.
Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.
To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.
Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.
Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.
Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.
Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.
To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.
Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.
Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Chapter3

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.
Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.
To make your document look professionally produced, Word provides header, footer,

Scanned with CamScanner
Scanned with CamScanner

cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another

This article is about the city in Pakistan. For other uses, see Lahore (disambiguation).

Lahore • لہور • لاہور
Megacity
 Badshahi Mosque

Scanned with CamScanner

Scanned with CamScanner

Seal

Nickname(s):

The Heart of Pakistan,[1] *Paris of the East*,[2] *City of Gardens*,[3] *City of Literature* (by UNESCO)[4]

Lahore

Map of Lahore

Show map of LahoreShow map of Punjab, PakistanShow map of PakistanShow map of South AsiaShow all

Coordinates: 31°32'59"N 74°20'37"E

Country	Pakistan
Province	Punjab
Division	Lahore
District	Lahore
Founded	Between 1st and 7th

Scanned with CamScanner
Scanned with CamScanner

largest Punjabi-speaking city in the world. Lahore is one of Pakistan's major industrial, educational and economic hubs.[13][14] It has been the historic capital and cultural centre of the wider Punjab region,[15][16][17] and is one of Pakistan's most socially liberal,[18] progressive[19] and cosmopolitan cities.[20]

Lahore's origin dates back to antiquity. The city has been inhabited for around two millennia, although it rose to prominence in the late 10th century with the establishment of the fortified Walled City.[21] Lahore served as the capital of several empires during the medieval era, including the Hindu Shahis, Ghaznavids and Delhi Sultanate. It succeeded Multan as the primary cultural centre of Punjab in the late-medieval era, reaching the height of its splendor under the Mughal Empire between the late 16th and early 18th centuries and also serving as its capital city between 1586 and 1598. During this period, it was one of the largest cities in the world.[

(wikipedia, n.d.)

Bibliography

wikipedia. (n.d.). Retrieved from wikipedia: https://en.wikipedia.org/wiki/Lahore

Scanned with CamScanner

★ Mail managements, Collaborative Tools & Document Protection, (Track changes and comments for collaborative work, Master reviewing and comparing documents, protect documents with passwords and control editing permissions):

Efficient document handling requires robust tools for managing emails, collaborative editing, anc protecting sensitive content. Microsoft Word and related tools provide features that streamline m management, foster teamwork, and safeguard documents.

1. Mail Management

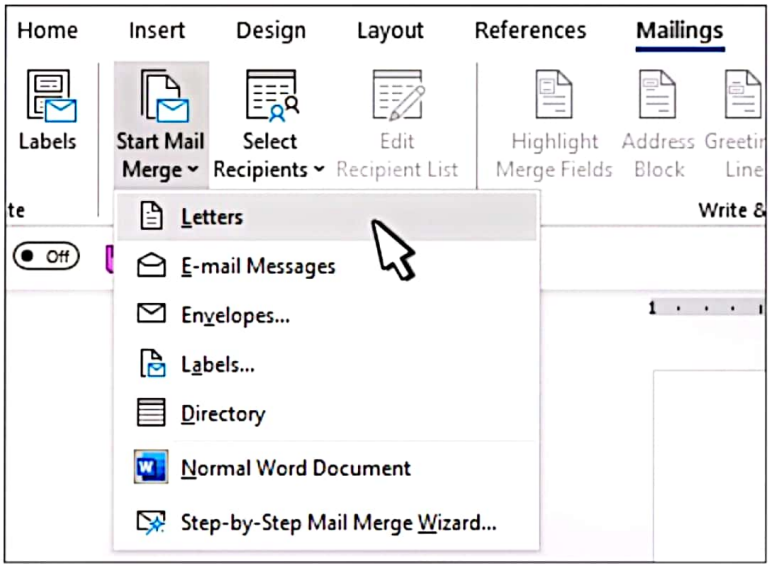
Efficient mail management involves organizing correspondence, automating responses, and integrating email systems into workflows. Microsoft Word supports this through tools like **Mail M** and integration with email platforms.

Key Features:

- **Mail Merge**:
  - o Automates the creation of personalized emails, letters, and labels.
  - o Integrates with data sources like Excel or Outlook.
  - o Ideal for bulk communication, such as newsletters and invitations.
- **Integration with Outlook**:
  - o Insert email drafts or generate mail-ready attachments directly from Word.
  - o Sync calendars and tasks to improve communication efficiency.

Benefits:

- Saves time and reduces errors.
- Simplifies repetitive email-related tasks.



2. Collaborative Tools

Collaborative work on documents is essential for teams and projects, enabling real-time edits an streamlined feedback.

Scanned with CamScanner

Track Changes and Comments:

- **Purpose**: Allows multiple users to suggest edits and add feedback without altering the original text.
- **How to Use**:
  - Enable **Track Changes** from the **Review** tab.
  - Add comments by selecting text and clicking **New Comment**.
  - Accept or reject changes to finalize the document.

Master Reviewing and Comparing Documents:

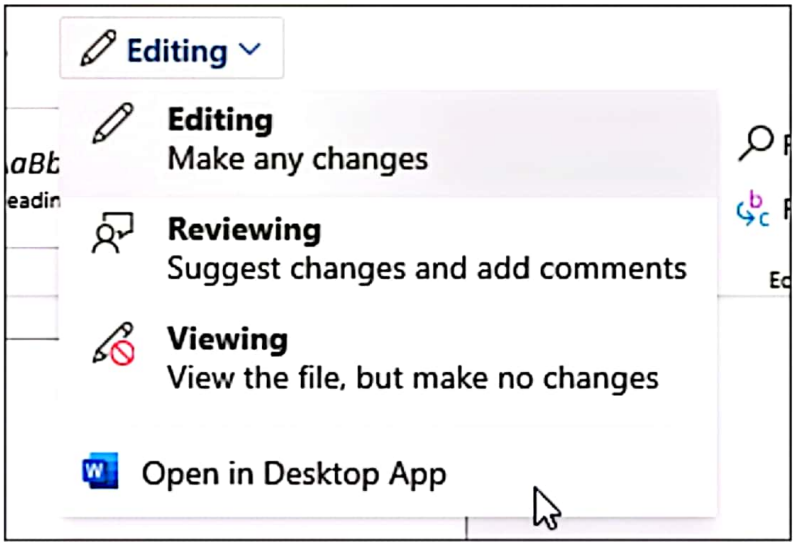
- Compare two versions of a document using the **Compare** tool under the **Review** tab.
- Merge revisions from multiple reviewers into a single document.

Real-Time Collaboration:

- **Microsoft 365 Integration**:
  - Use **Share** to invite others to edit documents in real-time.
  - Co-author documents simultaneously using cloud storage like OneDrive or SharePc

Benefits:

- Enhances teamwork and reduces versioning issues.
- Facilitates efficient feedback loops.



3. Document Protection

Sensitive documents require measures to ensure confidentiality and control over editing.

Protecting Documents with Passwords:

- Set a password to restrict access:
  - Go to **File** → **Info** → **Protect Document** → **Encrypt with Password**.
- Allows only authorized users to open the document.

Control Editing Permissions:

- Restrict editing while allowing others to view:
  - Go to **File** → **Info** → **Protect Document** → **Restrict Editing**.
  - Specify the parts of the document users can edit or set it to read-only.

Digital Signatures:

- Add a digital signature to authenticate the document:
  - Navigate to **Insert** → **Text** → **Add a Signature Line**.

Scanned with CamScanner

Office Address List

Title	First Name	Last Name	Company Na	Address Line	Address Line	City	State	ZIP Co
Job	shahzaib	malik	abc	abc	abc	abc		
abc	abc	abc	abc	abc	abc	abc		
abs	abc	abc	abc	abc	abc	abc		
abc	abc	abc	abc	abc	abc	abc		
abx	abc	abc	abc	abc	abc	abc		
abc	abc	abc	abc	abc	abc	abc		
abc	abc	abc	abc	abc	abc	abc		
abc	abc	abc	abc	abc	abc	abc		
abc	abc	abc	abc	abc	abc	abc		
abc	abc	abc	abc	abc	abc	abc		
*								

Record: 4 of 10 No Filter Search

Scanned with CamScanner
Scanned with CamScanner

Result card F.sc

Name
Shahzaib Malik
roll no
*528
Board
Bise Multan

Subject	total marks	obtained marks	percentage
eng	100	90	90%
urdu	100	80	80%
bio	100	90	90%
phy	100	78	78%
ch	100	85	85%
isl	100	100	100%
	600	523	87%

Blank cells
82

Scanned with CamScanner
Scanned with CamScanner

Scanned with CamScanner

Easy GUI Prototyping

Pencil provides various built-in shapes collection for drawing different types of user interface ranging from desktop to mobile platforms. Starting from 2.0.2, Pencil is shipped with Android and iOS UI stencils pre-installed. This makes it even easier to start protyping apps with a simple installation.

Popular drawing features are also implemented in Pencil to simplify the drawing operations.

Built-in Shape Collections

Starting from 2.0.2 Pencil has even more shape collections included by default. The list of built-in collections now includes general-purpose shapes, flowchart elements, desktop/web UI shapes, Android and iOS GUI shapes.

There are also many other collections created by the community and are distributed freely on the Internet. You can easily grab a collection and install it into Pencil with a simple drag-and-drop operation.

Some of the stencil collections that you can try are collected in the download archive.

Scanned with CamScanner

Diagram Drawing Support

Pencil now supports connectors which can be used to "wire" shapes together in a diagram. A collection of flowchart shapes are also available for drawing diagrams.

Exporting to Different Output Formats

Pencil supports outputing the drawing document into different types of formats. You can have your drawing exported as a set of rasterized PNG files or as a web page that can be delivered to the viewers.

Pencil also supports exporting documents into popular formats including OpenOffice/LibreOffice text documents, Inkscape SVG and Adobe PDF.

Scanned with CamScanner

Easily Find Cliparts from the Internet

Pencil has a clipart browser tool that integrates with OpenClipart.org to let users easily find cliparts by keywords and added them into the drawing by a simple drag-and-drop operation.

Clipart listed by the tool are in vector format and hence good for users in scaling to appropriate sizes.

Inter-page linking

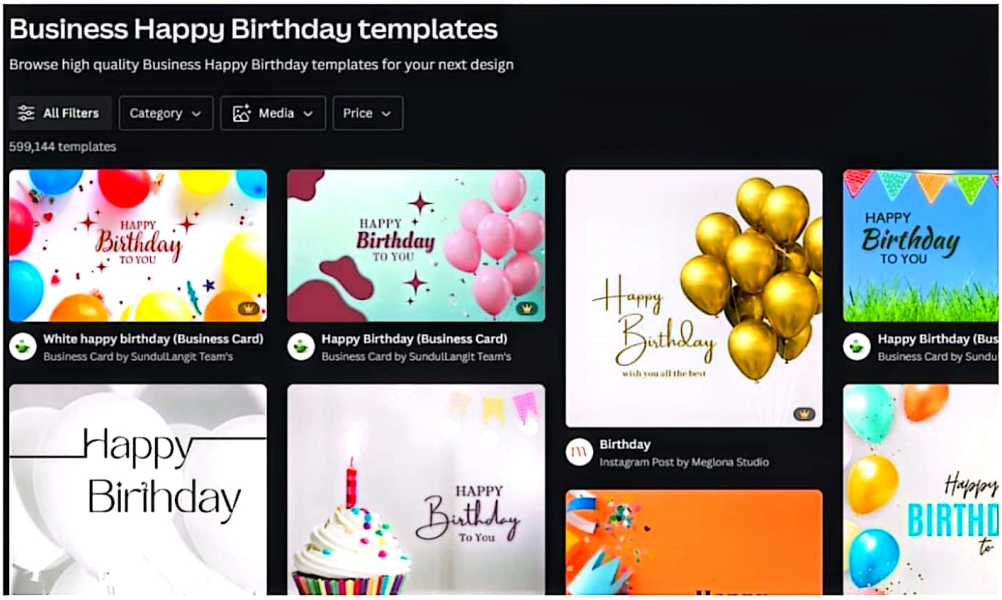
Elements in a drawing can be linked to a specific page in the same document. This helps user define the UI flow when creating application or website mockups.

Linkings defined in a document are converted into HTML hyper-links when the document is exported into web format. This process creates an interactive version of the mockup in which viewers can see a simulated flow when clicking on the UI elements.

Scanned with CamScanner

1. Design Templates

Canva offers 610K templates on their premium version. You can easily customize these pre-designed templates to fit your needs, be it creating a poster, social media post, or presentation. You can create stunning and impactful designs in a matter of minutes, without starting your design work from scratch.



The brochure template is quite popular for businesses. You can use the double-sided template to showcase what your business has to offer. Each section on the template is clearly defined, you simply need to change the images, change the colors and font to match your brand, and update text that is relevant to your business.

Also popular is the service's social media post template. Simply edit the headers to suit your business. For a business that offers no packages, update the package headers to specific services. You can also replace the briefcase icon on the template with something that better suits your business.

Scanned with CamScanner

2. Design Tools

Canva's design tools are versatile, and you can use the tools together for creative designs. These tools, which include text styles, shapes, and elements, also improve design efficiency, and you can make a compelling design in just a few clicks. The drag-and-drop feature makes design even easier.

For example, you can use the shapes tool in various ways. Adding a frame to create a border around content can be a great way to draw focus to specific content. Similarly, creatively layering shapes can be great for infographics. In addition to the shapes, Canva's collection of elements includes other categories such as lines, stickers, charts, and more that you can use to customize images and graphic designs.

3. Photo Editing

Canva offers several photo editing features that you can use to create the desired aesthetics and further enhance the quality of your photo. For example, cropping will enhance focus and improve the composition of your image by removing unwanted areas. Blurring can also enhance background images as the blurring creates a smooth, uncluttered background.

Scanned with CamScanner

3. Photo Editing

Canva offers several photo editing features that you can use to create the desired aesthetics and further enhance the quality of your photo. For example, cropping will enhance focus and improve the composition of your image by removing unwanted areas. Blurring can also enhance background images as the blurring creates a smooth, uncluttered background.

On Canva, you can also use the saturation feature to enhance or reduce color intensity. Adding filters will enhance and correct photos, while the contrast feature on Canva allows you to enhance highlights and shadows in your photos.

Actually, statistics show that content with relevant imagery receives 94% more views than content without any images. Canva's powerful photo editor ensures the pictures you use for your design really stand out for the greatest impact. Whether you are using your own photos or pictures that you have sourced from elsewhere, the editor can work some magic on your photos, ensuring they capture the audience's attention.

Scanned with CamScanner

4. Collaboration

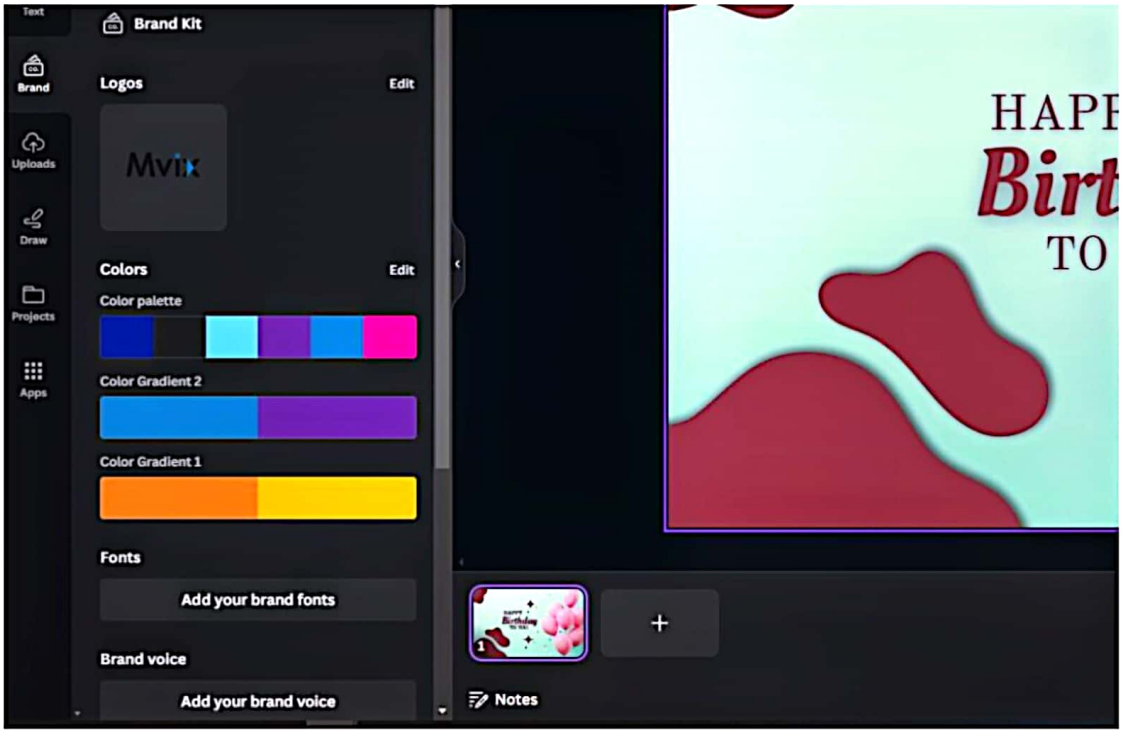
Canva's collaboration features encourage creativity and save time. Canva for Teams is designed for use by teams of all sizes for smooth collaboration. Simply create a team or teams and add collaborators by using the share button on the top-right corner of your design page. You can also share project links instead of adding collaborators. Also, instead of sharing the entire project, you can share specific design folders

Grant collaborators the level of access they need that is, some can only view, and others can view and edit the designs. Multiple users can work on project designs simultaneously. In addition to direct editing, added collaborators can also share feedback, providing insights to improve the design. These collaborative features make Canva a perfect tool for hybrid teams.

Scanned with CamScanner

5. Brand Kit

Canva's brand kit feature is great, whether you are managing one brand or multiple brands. The feature brings your entire brand in one place, by allowing you to add your brand's logo, color palettes, and fonts. You can then easily access these elements when designing on Canva, ensuring brand consistency in all your designs.



Your Canva brand kit serves as a reference and guide for all team members. Even new hires will have a point of reference and can stay on-brand while working on designs. It enhances collaboration across teams and ensures all members produce unified designs with consistent branding. Brand kits are also a great time saver, and you won't have to spend more time manually adding your brand fonts, logo, and other elements to your designs.

Scanned with CamScanner

Join us Celebrating

Ahsan 19th Birthday

Sunday, 14 Aprail 2024

From 6 PM - 10 PM

Shangrilla Royal Orchard
Marquee,Multan

Scanned with CamScanner

Please Join Us For A

Ahsan's Birthday Party

DINNER & DRINKS ARE ON ME

To Be Celebrated On

14 Aprail , 2024

At Shahjahan Banquet Hall
khanewal Road, Multan

Scanned with CamScanner

IT'S MY BIRTHDAY

Friends!

YOU ARE INVITED

DINNER & DRINKS ARE ON ME

23 OCTOBER 2024 • 9:00 PM
THE CABLE YACHT CLUB

Scanned with CamScanner

What are Adobe Illustrator's primary features?

Adobe Illustrator is a robust application with a wide array of features and tools for designers. Some of Illustrator's core capabilities include:

- The ability to draw freehand with a variety of digital brushes, pencils, and pens.
- Advanced color options for creating color palettes, filling shapes, using gradient color schemes, and mixing different color effects.
- A "Layers" feature that allows you to split the components of your design across different layers, making it easy to edit one layer without impacting the others.
- A grid feature with anchor points and "snapping" capabilities, allowing you to easily align shapes and lines with accuracy.
- Cloud libraries where you can gather and store all of your design assets for a project — such as colors, brushes, graphics, text, and character styles — in one accessible place, making it easy to pick up in the middle of a project.
- A library of available fonts with a search capability so you can find the perfect

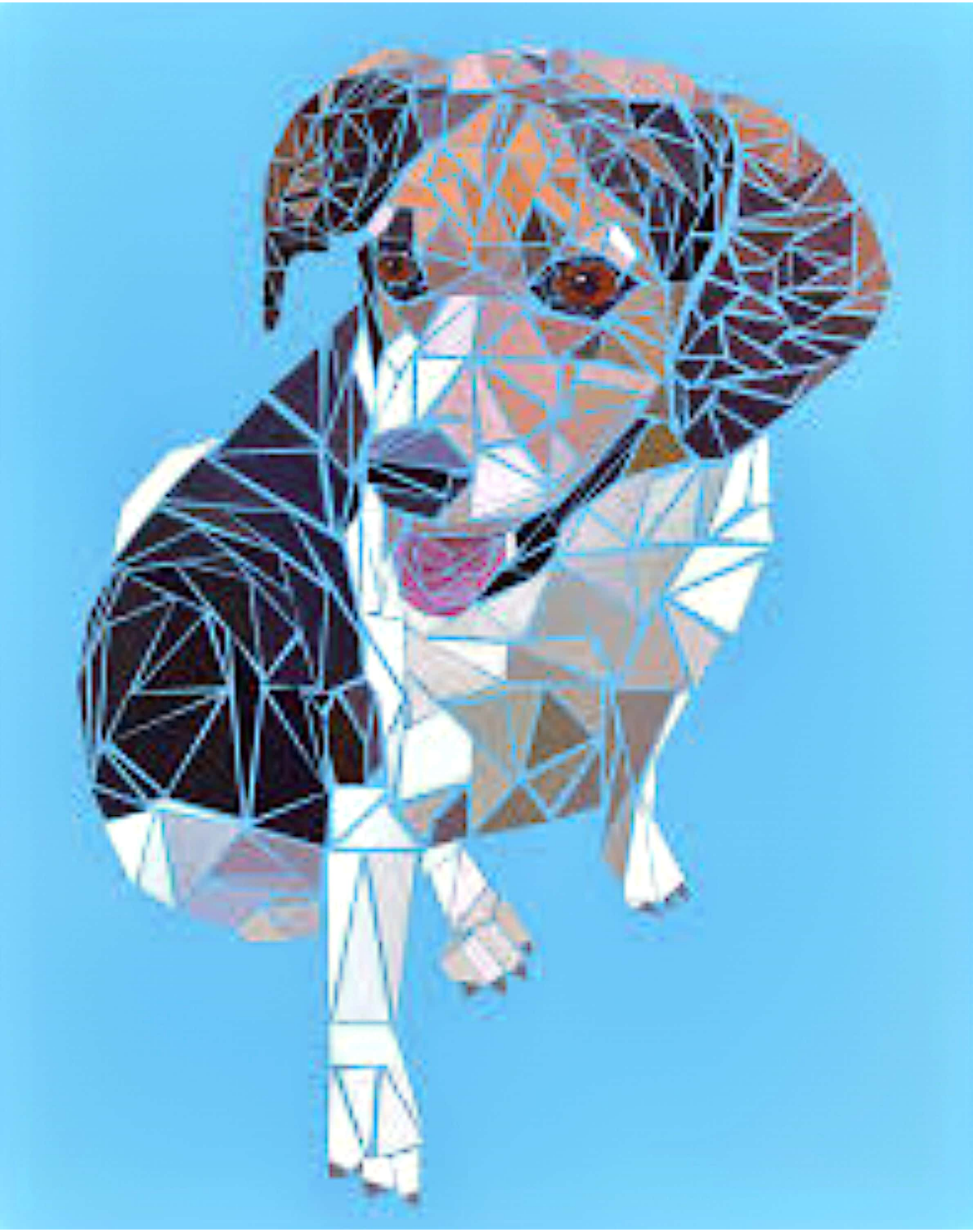
Scanned with CamScanner

What is Adobe Illustrator used for?

Adobe Illustrator is commonly used to create logos, promotional or branded content, icons, website graphics, digital artwork, and more. It is popular in the business world for graphic design projects related to marketing, advertising, and branding, as well as with artists who create digital artwork personally and professionally.

Graphic designers often prefer Adobe Illustrator over Adobe Photoshop and other photo editing software because it produces vector-based images as opposed to raster-based images.

Scanned with CamScanner



Scanned with CamScanner