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Course Code: CS-141 L

Course Title: Introduction to computing (Lab)

ACKNOWLEDGEMENT

We would like to express our special gratitude to our teacher Dr. Syed khaldoon khurshid who initiated the standard lab manual project for introduction to computing course. He gave us the golden opportunity to make lab manual which also helped us in doing a lot of research and we came across so many new things. We are really thankful to him. He worked very hard to make this manual, standard document for the students and teachers of the department.

Plan of One day Lab

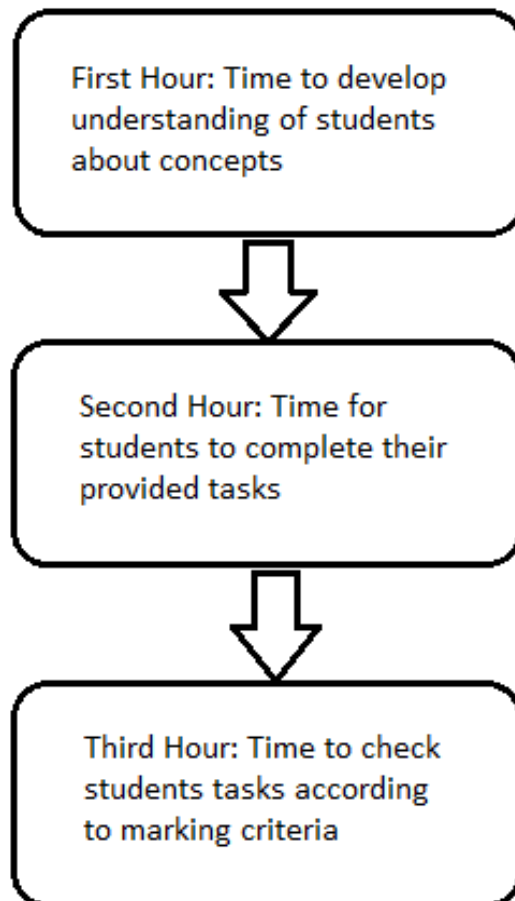


Figure 1plan of one day

Plan of Two-day Lab

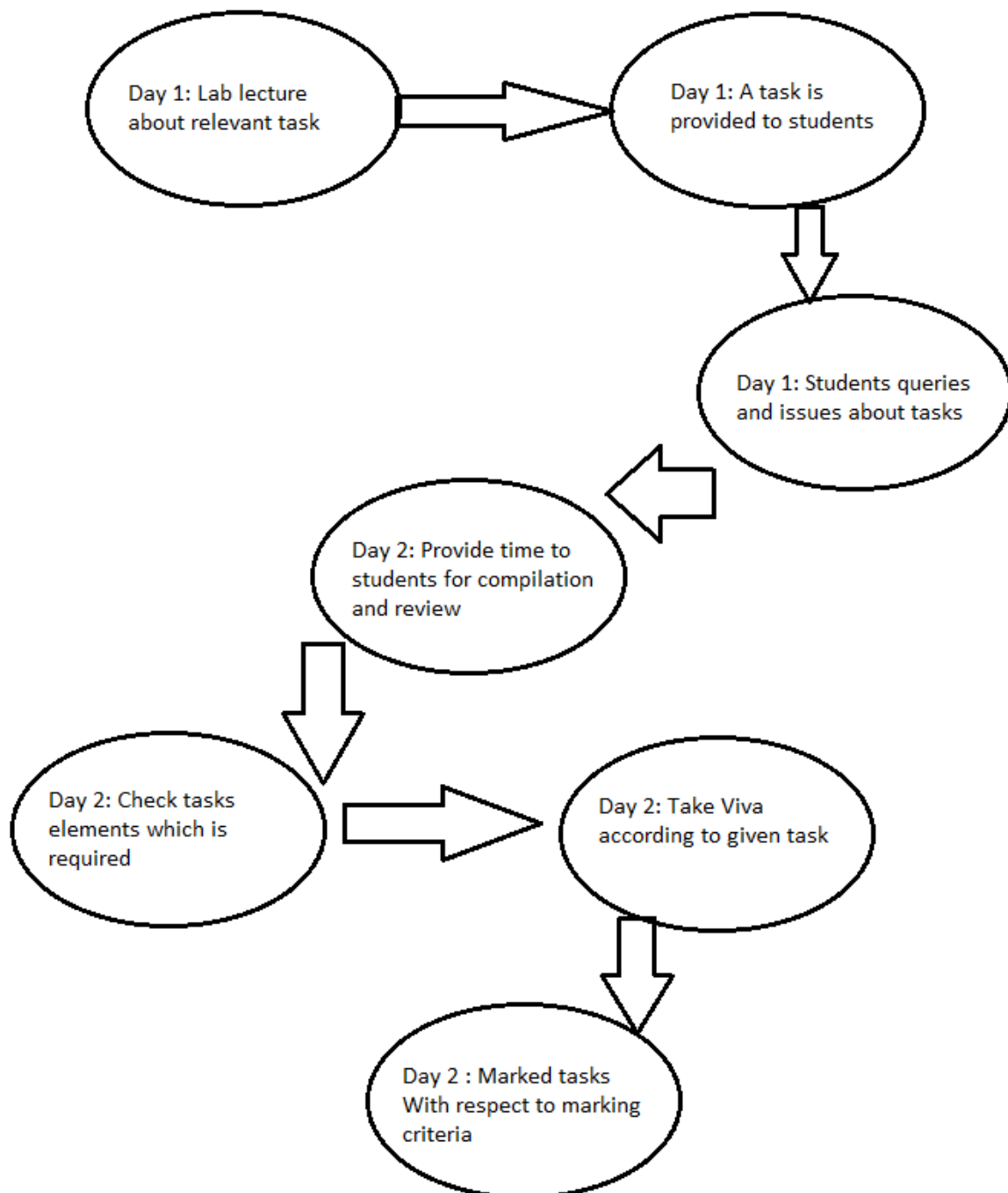


Figure 2 Plan day 2

Lab Work

- Lab work will be graded separately.
- Lab class work and home assignments are very important for this course.
- Failure in lab work of course will result in failure of course.

Marks Distribution of Course

Lab/ Practical	Total=100 marks
➤ Assignments and Quizzes	

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CLO 1: Use state of art tools to develop professional documents, spread sheets, web layouts and presentations in various assignments.

CLO 2: Design a project which builds your logic building skills in collaborative environment.

CLO3: Value plagiarism and ethical guidelines in all lab assignments/homework

Rubric Table

Assignment	CLO	0	1	2	3	4
Application writing MS Word	CLO1	Student not able to make a blank document properly	Student understand how to write application	Student give proper indentation	The task is partially correct	Output is according to query.
Poster Design	CLO1	Student use formatting component accordingly,	Student understand the picture insertion and text properly	Student use proper colouring scheme	The task is partially correct	Poster is according to sample.
Pamphlet design	CLO1	Student not able to make a template document properly	Student able to make changes in template	Student use border and other shading options.	Task is partially correct	Output is according to query.
Bio data form design	CLO1	Student not able to make a complete form with proper formatting.	Student able to make form without proper formatting.	Student use text and picture format options.	Task is partially correct	Output is according to query.
Activity creation	CLO1	Student not able to create tables and use other options.	Student able to use table format options but not properly.	Student use table and other border shading options.	Task is partially correct.	Output is according to query.

Reference creation	CLO1	Student not able to use references tab.	Student can create new reference.	Student can create new reference and use different styles.	Student can insert in text citation but not properly.	References are inserted according to query.
Solar System MS PowerPoint	CLO1	Student not able to insert shapes or pictures.	Student able to insert shapes but without formatting.	Student can insert and format shapes.	Animations are applied but path not added.	Task is done according to requirement.
Animated story creation	CLO1	Student not able to insert background images or characters.	Student able to change background image and insert proper characters.	Student can apply different animations on characters.	Student can understand animation pan and can manipulate their sequence.	Task is done according to requirement.
Logic gates animation	CLO1	Student not able to insert text boxes or pictures.	Student able to insert pictures and can use shortcut keys.	Student can insert tables for each logic gates and able to manipulate them.	Student can apply different animations on pictures and tables.	Task is done according to requirement.
Creating academic record of student MS Excel	CLO1	Student not able to create or save new work book.	Student able to insert data in columns and can insert pictures.	Student can merge or split columns and manipulate data.	Student able to insert formulas but not properly.	Student able to insert formulas correctly.
Pie and bar chart creation	CLO1	Student able to insert data in columns and can insert pictures.	Student can merge or split columns and manipulate	Student can insert pie and bar charts.	Student able to enter data for charts and cannot set legends, axis	Student able to insert charts and data correctly.

			data.		information	
Plan chart creation	CLO1	Student able to insert data in columns and can insert pictures.	Student can merge or split columns and manipulate data.	Student can format text and cells.	Student able to insert data vertically and can set width height of cells.	Student able to make plan chart properly.
Website design using HTML & CSS	CLO2	Student is not able to use basic tags and write code.	Layout and design is unorganized, background colour is too dark/light, fonts either too big/small.	Layout is organized, Page format fit monitor. Proper background and text colour.	All pages are linked properly using interactive buttons, pages not linked to homepage.	Layout is well-organized and all pages are connected to home page. Task is done excellently .

MS Office

MS WORD

Professional
Documentations



INTRODUCTION TO MS WORD

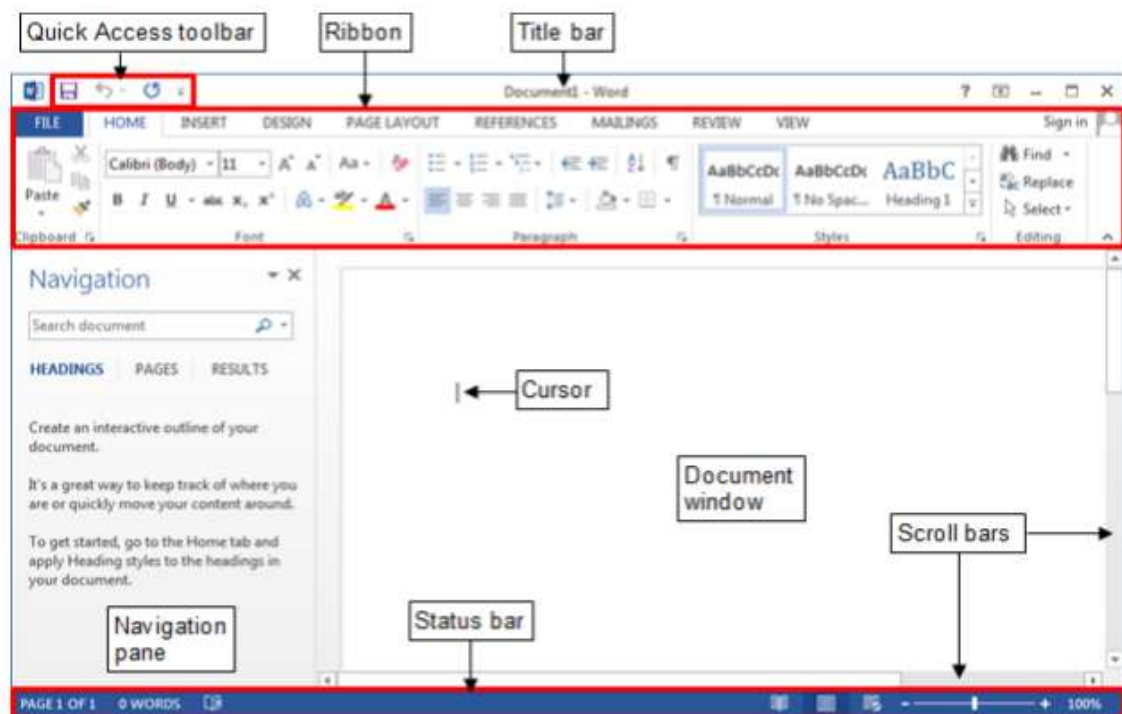


Figure 3-Ms word program window

MS word is a program used to create edit and save professional documents such as reports, applications, resumes etc. it has many powerful features that makes it easy to use and give professional look to you documents. Its important parts include menu bar, standard toolbar, title bar, formatting toolbar.

Title bar:

Title bar contains the name of the document. The buttons on its right side are used to minimize, restore, maximize and change the display of ribbon.

Cursor:

The vertical blinking line which indicates where text and objects will be inserted.

Menu bar:

Menu bar contains all the menus of word which has many useful features.

Standard toolbar:

Standard toolbar contains the shortcut of most widely used features.

Formatting toolbar:

It used to format the text. It can make text bold, italics and underlined. It is also used to change the colour of text.

Scroll bar:

It is used to scroll the document.

Status bar:

It shows the status of different toggle keys and actions being performed in the document.

STARTING MS Word

Ms Word can be started by clicking start button and then all programs and select Ms Word from Ms Office or you can type **WinWord** on search windows search bar to start Ms Word. Select the blank document, a new document will be opened.

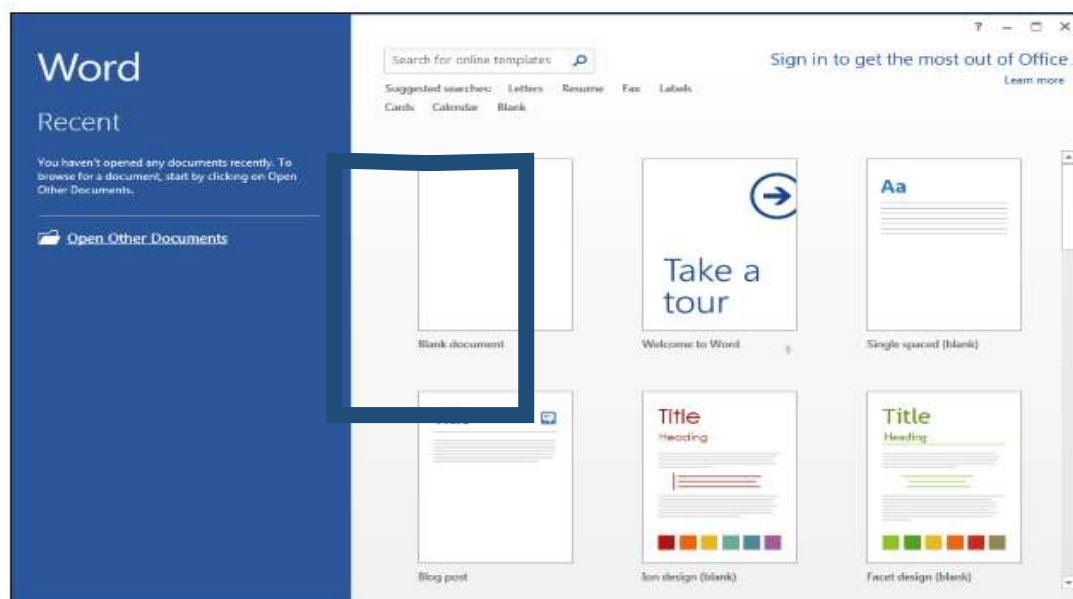


Figure 4-blank document

Some Important features of Ms Word

File tab: File menu has many important features which includes save which is used to save documents, open used to open saved documents, new used to open new blank document and print used to print documents.

Insert tab: It has many options like inserting table, pictures, smart art, charts, header and footer.

Home tab: It is used to change the appearance of text. It can make text bold, italics and underlined. It is also used to change the colour spacing and alignment of text.









Name	Description
 Bold	Makes the selected text bold (example).
 Italic	Italicizes the selected text (<i>example</i>).
 Underline	Draws a line under the selected text (<u>example</u>). Click the arrow on the button to select the type of underline.
 Strikethrough	Draws a line through the middle of the selected text (example).
 Subscript	Creates small letters below the text baseline (_{example}).
 Superscript	Creates small letters above the line of text (^{example}).
 Text Effects and Typography	Applies a visual effect (such as a shadow, glow, or reflection) to the selected text.
 Change Case	Changes the selected text to uppercase, lowercase, or other common capitalizations.

Figure 5-font group and text effects





Name	Description
 Align Left	Aligns the text at the left margin, producing a ragged right edge. This is the default alignment.
 Center	Centers the text between the left and right margins, producing ragged left and right edges.
 Align Right	Aligns the text at the right margin, producing a ragged left edge.
 Justify	Aligns the text at both the left and right margins, producing even left and right edges. To accomplish this, Word adjusts the spacing between words, expanding or shrinking the spaces as needed.

Figure 6-alignment buttons

Design tab: It contains command related to changing the overall appearance of a document such as page borders, page colours and watermark etc.

Exiting Ms Word

You can exit word by clicking the close button in the upper right corner of title bar. Or by selecting file menu and click on close option

Some most widely used short-cut keys

Ctrl+P	Printing a document
Ctrl+V	Paste
Ctrl+X	CUT
Ctrl+C	Copy
Ctrl+Z	Undo an action
Ctrl+Y	Redo an action
Ctrl+O	Open a new document
Ctrl+S	Saving a document

CS-141L Introduction to computing Lab 01**Type of Lab: Open Ended****Weightage: 5%**

CLO 1: Use state of art tools to develop professional documents, spread sheets, web layouts and presentations in various assignments.

Student Understand the usage of tool and home bar	Cognitive/Understanding	CLO1	Rubric A
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Rubric A: Cognitive Domain

Evaluation Method: GA shall evaluate the students for Question according to following rubrics.

CLO	0	1	2	3	4
CLO1	Student not able to make a blank document properly	Student understand how to write application	Student give proper indentation	The task is partially correct	Output is according to query.

LAB 01

Write an application to the chairman of department for the change in discipline.

Objectives

To get familiar with Microsoft word environment and get to know how to make simple documents using formatting features of Ms Word.

Processing steps

Opening blank document

1-Start Ms Word from the **start button** as mentioned above. And open new document by clicking on new option and selecting **blank document**.

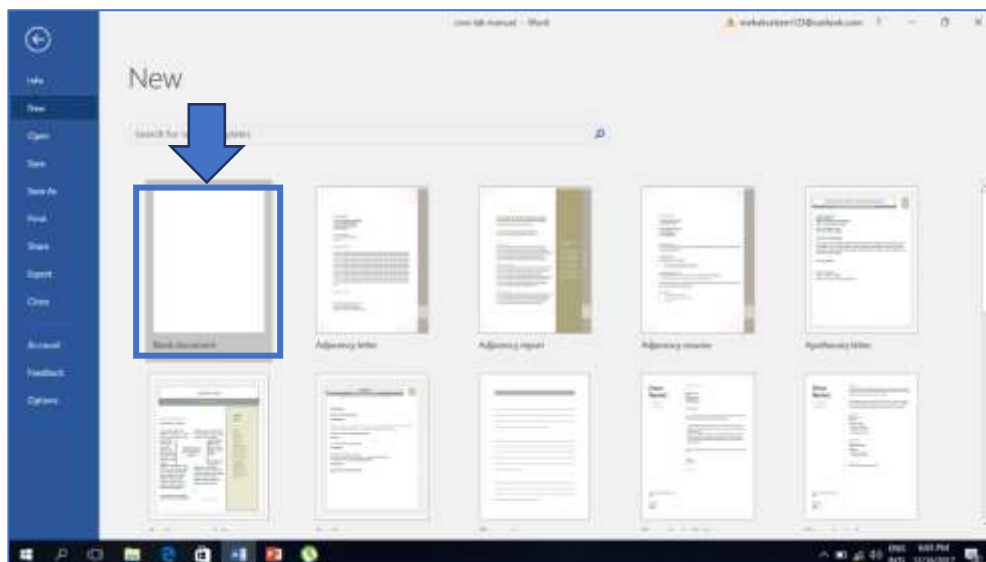


Figure 7-new document

2-Start typing in the blank working area according to the given format.

Formatting text

3- Appearance of document can be changed. You can make the heading bold, italics and underlined. Select the text you want to format. On the **Home tab** from the font group, font size and style can be changed.

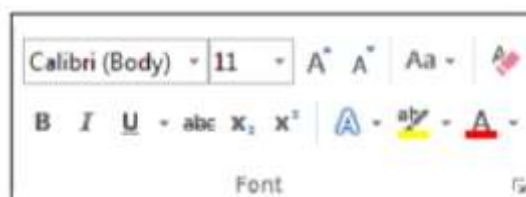


Figure 8-font group

4-Font size can be changed by clicking the **font size** arrow and selecting the desired font.

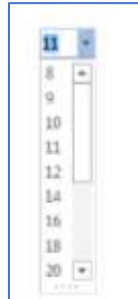


Figure 9-font size

5-Font style can be changed by clicking the font arrow and selecting the desired one.

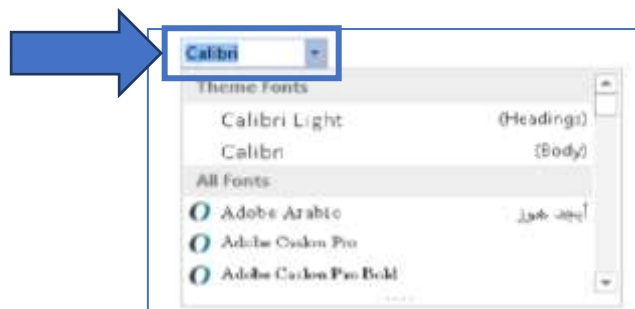


Figure 10-font style

4-change Indentation and alignment of the text if needed. The text in the application can be left, right, centre and justify. **Indentation** of the paragraph can be increased or decreased. All this can be done from Home tab in the paragraph group.



Figure 11-paragraph group

Saving document

5-After all the formatting, document can be saved. To save a document click on **File** tab and then select "**Save As**". Click on the browse button.

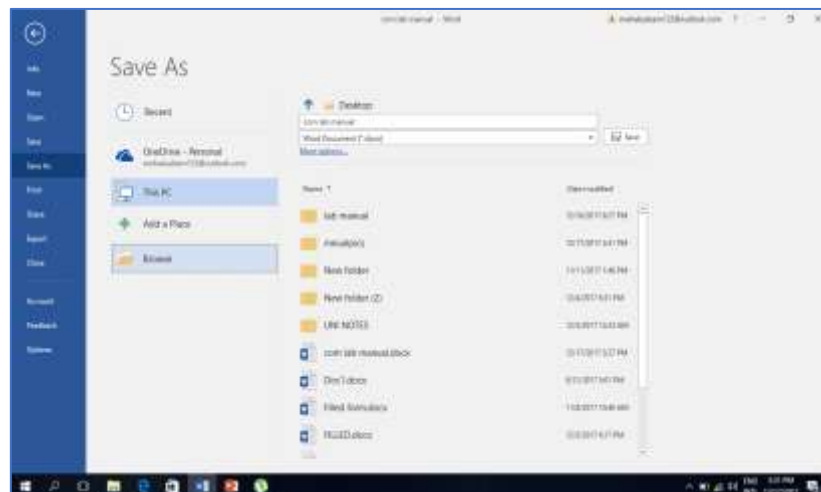


Figure 12-saving a document

6- The save as dialog appears. Enter the name of the file in the bar next to **File Name**. And in the “**Save As Type**” box enter the format in which you want to save the file. Then press OK, file will be saved.

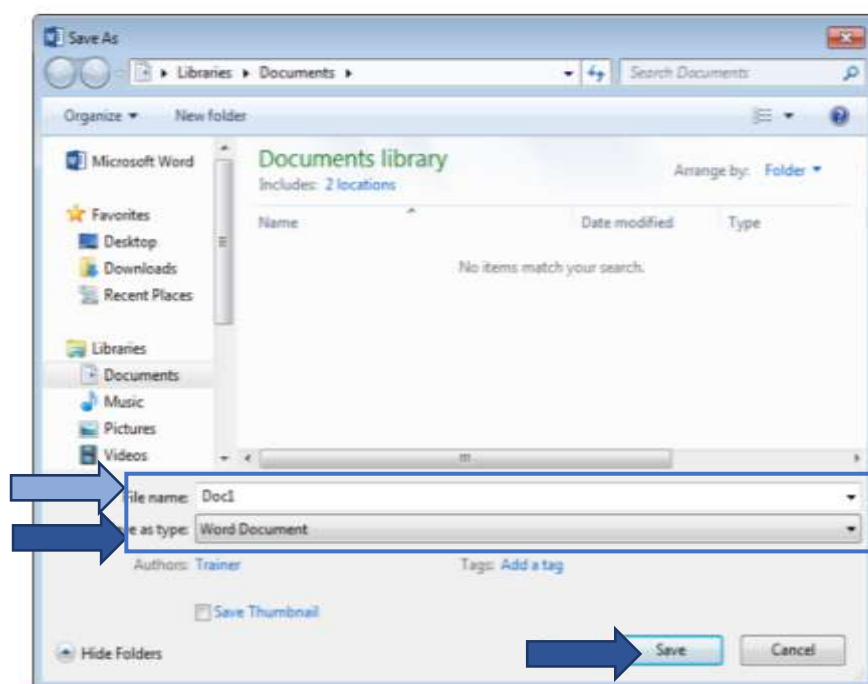


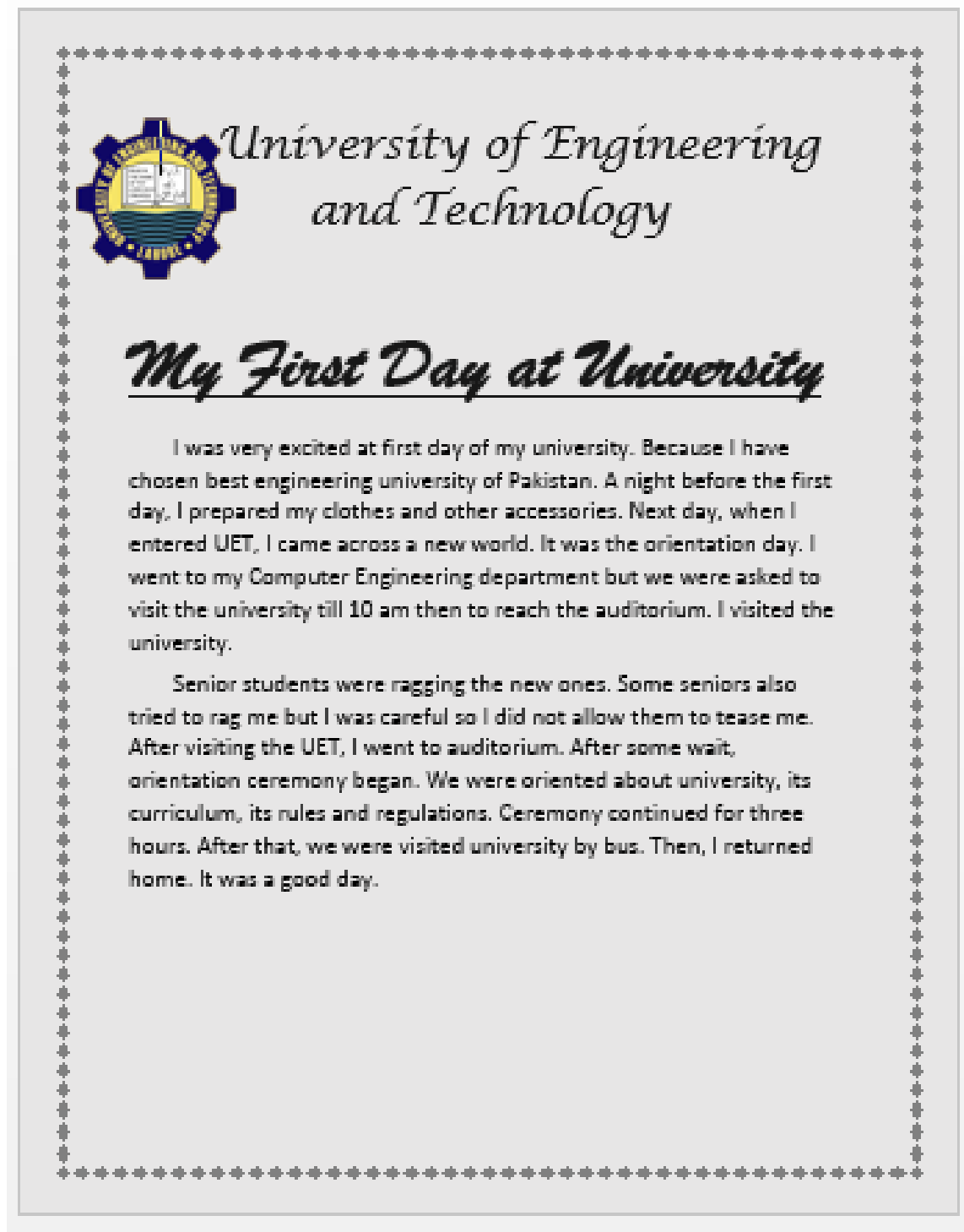
Figure 13-save as dialog box

Conclusion:

After following the above steps, user would be able to create, format and save application. User can make Professional documents with these simple steps. These are the most basic operations; one can perform using Ms Word.

REFERENCES

- “Basic tasks in MS Word 2016.” Internet, <https://support.office.com/en-us/article/Basic-tasks-in-Word-2016-5ddb2058-7744-4b53-b14d-976acafbaba6>,
- “Introduction to MS word.” Internet, <https://support.office.com/en-us/article/Basic-tasks-in-Word-2016-5ddb2058-7744-4b53-b14d-976acafbaba6>,

Sample:*Figure 14: Sample document*

CS-141L Introduction to computing Lab 02

Type of Lab: Open Ended

Weightage: 5%

CLO 1: Use state of art tools to develop professional documents, spread sheets, web layouts and presentations in various assignments.

Student understand usage the components and colouring schemes available	Cognitive/Understanding	CLO1	Rubric A
---	--------------------------------	------	----------

Rubric A: Cognitive Domain

Evaluation Method: GA shall evaluate the students for Question 1-3 according to following rubrics.

CLO	0	1	2	3	4
CLO1	Student use formatting component accordingly,	Student understand the picture insertion and text properly	Student use proper colouring scheme	The task is partially correct	Poster is according to sample.

LAB 02

Create a poster for sports gala for CS &E department UET. Lahore

Objectives

To get familiar with different effective components that are important in creating a poster.
Learn how to insert pictures and using different schemes.

Processing steps

- Open a new blank **Word** document.

Setting page size

- Set the paper width and height to **22" by 22"**. For this click on the layout tab and select size. From **drop-down** list select more paper sizes.



Figure 15-paper size

Page Setup dialog box appears. Change the width and height to 22'' and click OK.

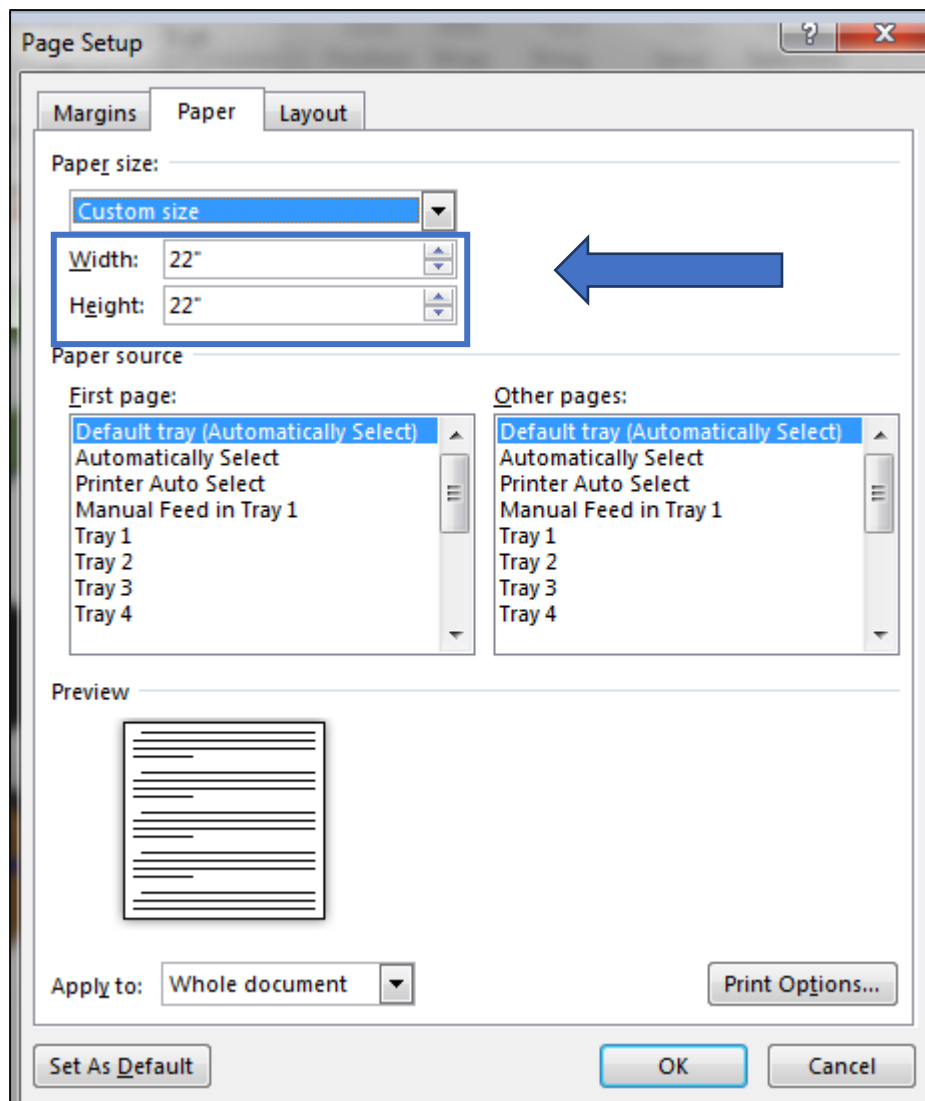


Figure 16-page setup dialog box

Inserting pictures

First of all, insert the picture related to the given topic. Click **Insert tab** and select **pictures** options.



Figure 17-insert pictures

Insert pictures dialog box appears. Select the desired picture you want to insert and then click **insert**.

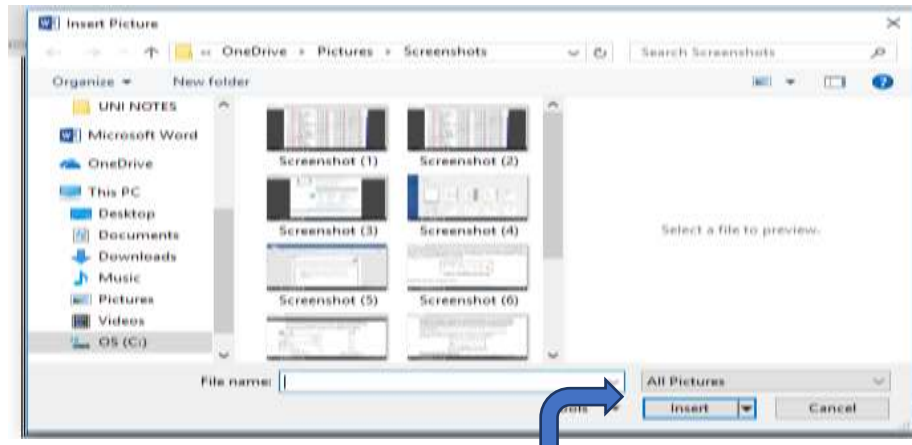


Figure 18-insert picture dialog box

Formatting picture

To format the picture, select the picture and then select **Format Picture** from drop-down list.

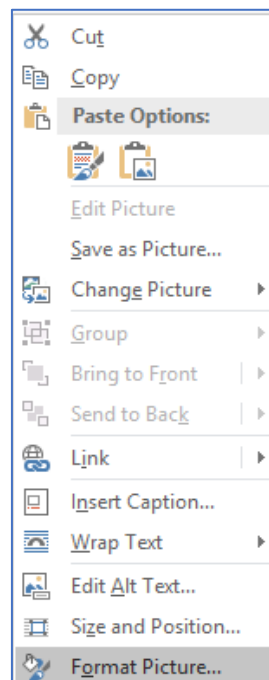


Figure 19-selecting picture for formatting

Format picture pane appears, which helps to crop the picture, changing picture colours, applying **3-D rotation** and many more.

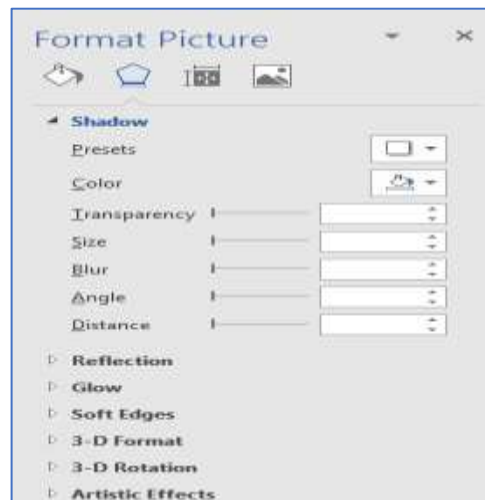


Figure 20-formatting picture

Inserting and formatting text in pictures

Text can be inserted by selecting the picture and then select wrap text option from the drop-down list or from the layout options.

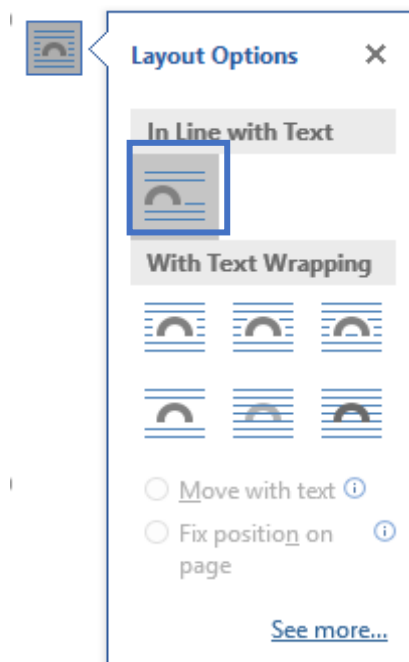


Figure 21-wrap text option

Text colours can be changed from the theme colours available in **Font** group from **Home** tab.

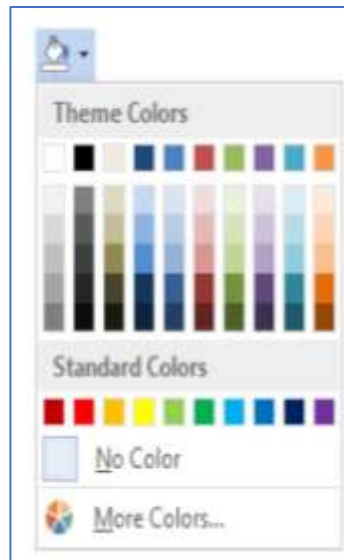


Figure 22-font colour palette

Text highlight colour and text effects can also be applied from the font group.

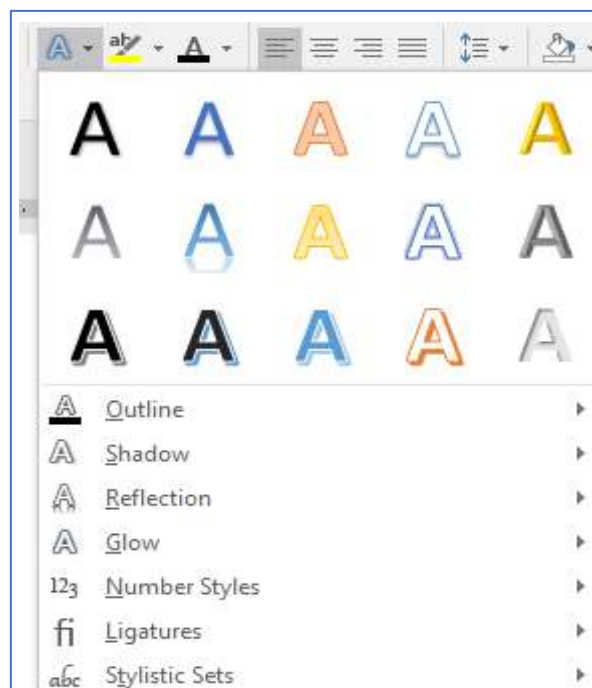


Figure 23-text effects



Figure 24-text highlight colour palette

On **Insert** tab, click on arrow  and select desired **Word Art**.

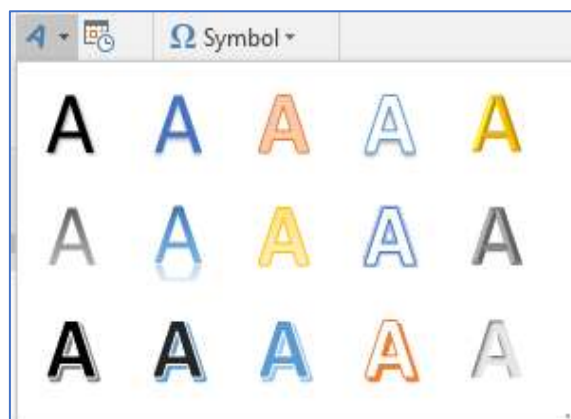


Figure 25-word art

Colour of **background** can also be changed. Go to **Design** tab and select **Page Color** and change the colour to the desired one.

Print preview of document

Check the **print preview** of the poster. To do this, select the **File** tab and then select **Print** option.



Figure 26-checking print preview

After checking the print preview, save the poster with desired name.

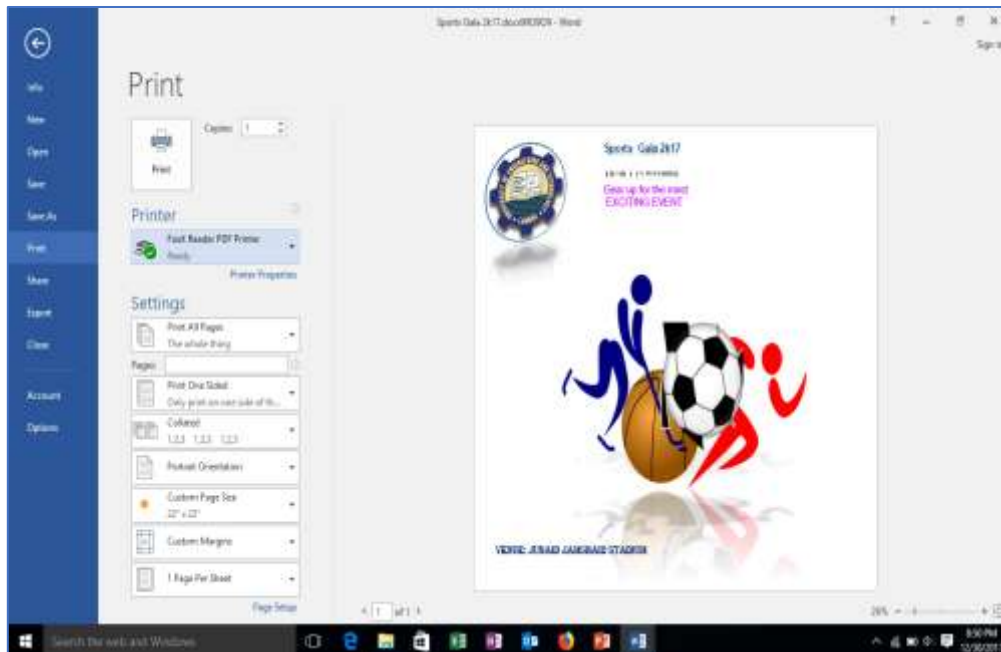


Figure 27-print preview of document

Conclusion

After following the above steps, one can learn how to set paper size, insert picture, format a picture. How to insert text in a picture and format it, how to check print preview of a document.

Sample:



Figure 28: Sample document

CS-141L Introduction to computing Lab 03

Type of Lab: Open Ended

Weightage: 10%

CLO 1: Use state of art tools to develop professional documents, spread sheets, web layouts and presentations in various assignments.

CLO3: Value plagiarism and ethical guidelines in all lab assignments/homework

Student Understand the usage of template and design document using this.	Cognitive/Understanding	CLO1	Rubric A
Value plagiarism and ethical guidelines in all lab assignments or homework.	Affective/Valuing	CLO3	Rubric B

Rubric A: Cognitive Domain

Evaluation Method: GA shall evaluate the students for Question according to following rubrics.

CLO	0	1	2	3	4
CLO1	Student not able to make a template document properly	Student able to make changes in template	Student use border and other shading options.	Task is partially correct	Output is according to query.

Rubric B: Affective Domain: Lab Staff shall help GA in evaluation of the students for their CLO 3

CLO 3	0	1	2	3
Value plagiarism and ethical guidelines in all lab assignments or homework.	Student copied complete task from other fellows.	Student partially copied or asked from fellows.	Student asked from fellows but clearly mention the part of task copied	Student did not copy the task and not allow anyone to copy his task.

LAB 03

Design and create 3-fold pamphlet using Ms-word.

Objectives

To learn how to use Ms-word template and create your own document in a desired format.

Processing steps

Start Ms-word. Click on the **File** tab and then **new** option.

Using template

To select **template**, go to the **File** tab and click **New**. Click on sample template or search flyer in the search bar.

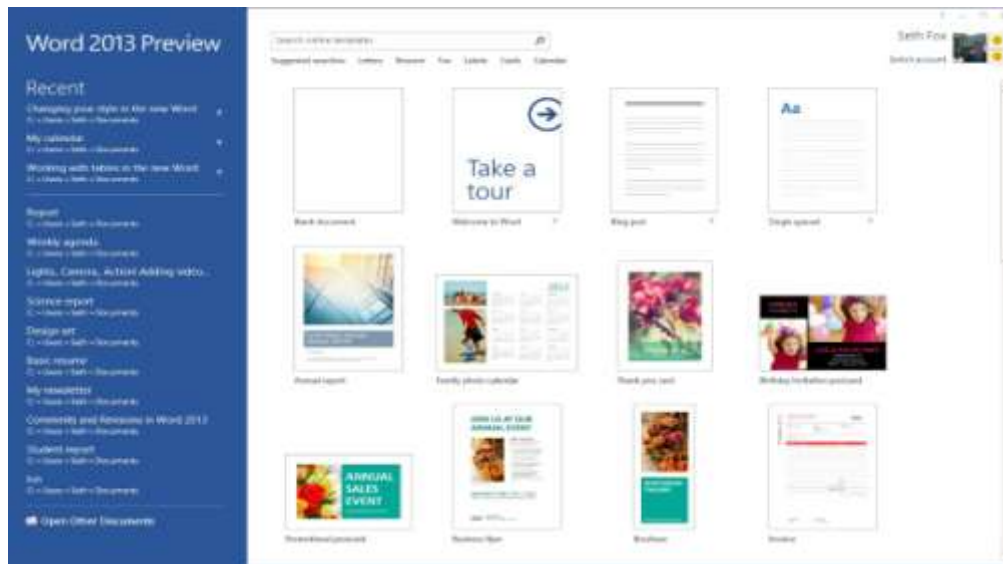


Figure 29-selecting template

1. Select the **flyer** template as follows.

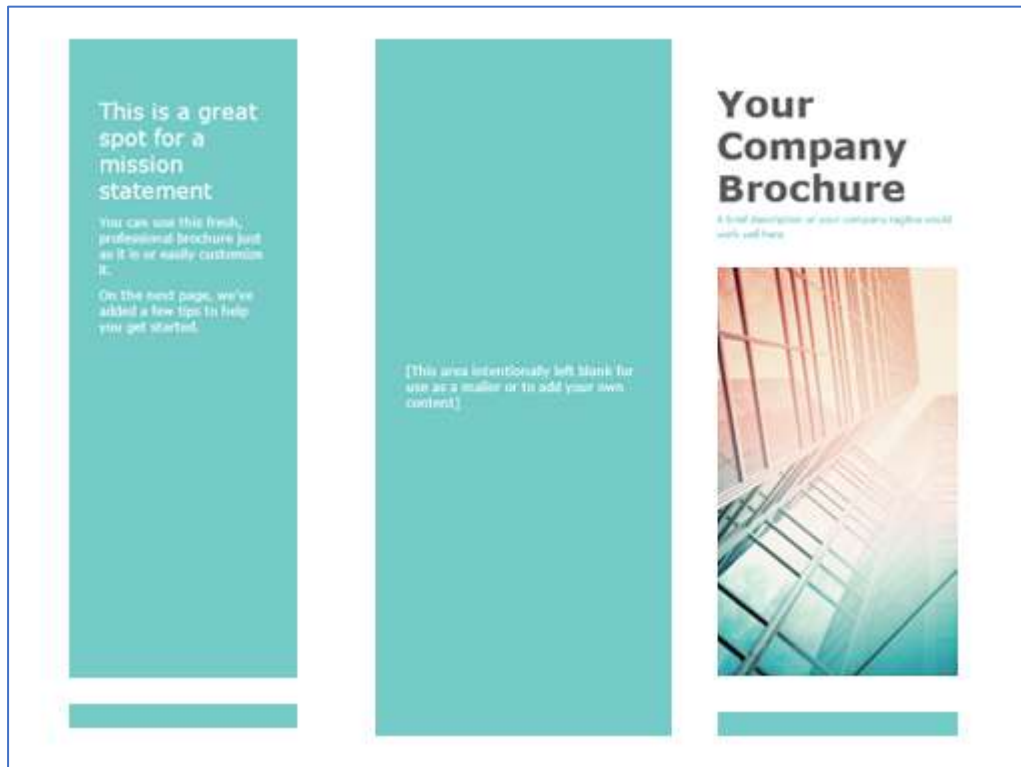
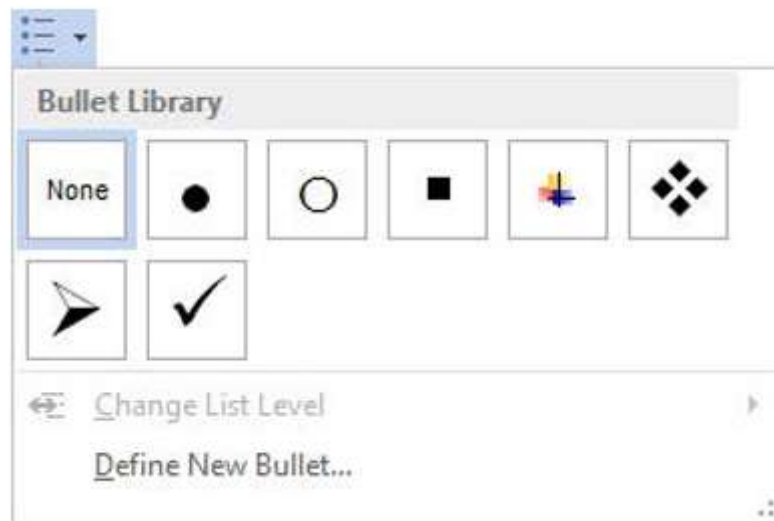


Figure 30-using flyer template

2. Make changes in the template according to requirement. **Insert pictures** in the pamphlet and format them if required.
3. Add text related to the task and format it. Change **font colour** and **font size** if required.

Applying bullets and numbering

1. Add bullets to the key offerings in the pamphlet. To do this select the text and then in the home tab in the paragraph group select the bullets and numbering option to apply them.
2. To change **bullets and numbering** click the arrow in the bullets and numbering button and select the desired look.

*Figure 31-changing bullets**Figure 32-changing numbering*

Applying and formatting borders and shading

Add borders and shading to your text. Select the text and then in the home from the



Paragraph group click on the  button to apply borders and on the  button to apply **shading** to the text.



Figure 33-shading palette

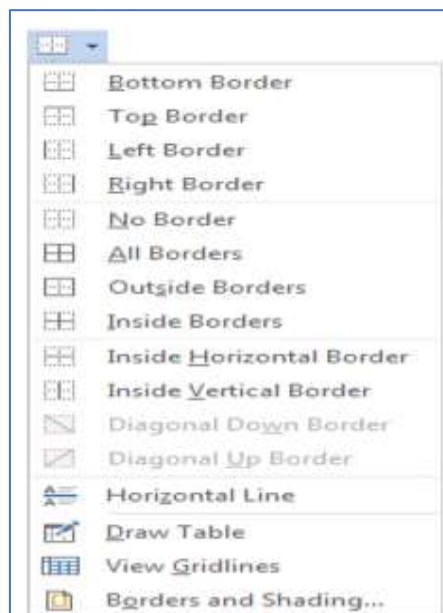


Figure 34-applying borders

At the end check the print preview of the **pamphlet** and **save** it with the specified name at the specified location.

Conclusion

After following the above steps, we can learn how to use Ms Word template and make changes in it. How to add bullets and numbering in the documents and how to apply borders and shading to the selected text.

Sample:

 <p>Internationally recognized</p> <p>UET Graduates are Eligible To Work Globally As It Is Associated To Washington Accord. Programs Offered In Computer Science Department Are Recognized By Washington Accord</p> 	 <p><u>Visit Us Online</u></p> <p>ims.uet.edu.pk cse.uet.edu.pk uet.acm@gmail.com</p>	 <p>Department of Computer Science and Engineering, UET Lahore</p> 
--	--	---

Figure 35: Sample Document (back side)

 <p><u>Courses Offered</u></p> <ul style="list-style-type: none"> • BSc Computer Engineering • BSc Computer Sciences • MSc Computer Science • MSc Computer Engineering <p><u>Careers</u></p> <ul style="list-style-type: none"> ✓ Software Development ✓ Network & Computer System Administrator's ✓ Computer Network & Architects 	<p>The Science of Today Is the Technology of Tomorrow</p> <p><i>Edward Teller</i></p> <p><u>Technical Society</u></p> <p>UET ACM is one of the most celebrated scientific society which is actively participated in different events in collaboration with ICOSST (KICS),</p> <ul style="list-style-type: none"> ■ IEEE UET Society ■ COMPUTER CLUB ■ IET SOCIETY <p><u>COMPUTER FACILITIES</u></p> <p>Computer cell is providing complete facilities with advance internet service to whole universities</p>	<p>Dean: Prof. Dr. Suhail Aftab qurashi</p> <p>Chairman: Prof. Dr. Muhammad Shahbaz</p> <p><u>Contact Us</u></p> <p>UET Admissions 042-99029216</p> <p>Registrar: 042-99029227</p> <p>Deputy Registrar: 042-9902909</p> <p>Assistant Registrar: 042-99029417</p>
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Figure 36: Sample document (inner side)

CS-141L Introduction to computing Lab 04

Type of Lab: Open Ended
Weightage: 10%

CLO 1: Use state of art tools to develop professional documents, spread sheets, web layouts and presentations in various assignments.

CLO3: Value plagiarism and ethical guidelines in all lab assignments/homework.

Student Understand the usage of template and design document using this.	Cognitive/Understanding	CLO1	Rubric A
Value plagiarism and ethical guidelines in all lab assignments or homework.	Affective/Valuing	CLO3	Rubric B

Rubric A: Cognitive Domain

Evaluation Method: GA shall evaluate the students for Question according to following rubrics.

CLO	0	1	2	3	4
CLO1	Student not able to make a complete form with proper formatting.	Student able to make form without proper formatting.	Student use text and picture format options.	Task is partially correct	Output is according to query.

Rubric B: Affective Domain:

Lab Staff shall help GA in evaluation of the students for their CLO 3

CLO 3	0	1	2	3
Value plagiarism and ethical guidelines in all lab assignments or homework.	Student copied complete task from other fellows.	Student partially copied or asked from fellows.	Student asked from fellows but clearly mention the part of task copied	Student did not copy the task and not allow anyone to copy his task.

LAB 04

Create a bio data form and fill it.

Objectives

To learn how to create simple forms using simple and basic features of Ms Word.

Processing steps

1. Open a **New** blank **Word** document. Set the paper size to **letter** and start creating form according to given specimen.
2. Insert picture in the form (UET logo) and select “**in line with text**” from the wrap text option and add text.
3. Start entering text in the form. **Shapes** will be inserted in the form. To insert shapes in the form, select the insert tab and in the illustrations group, click on the shapes option and select the desired shape.

Inserting shapes

In this form, we have used rectangle shape to insert picture and symbols and line shape to **underline** the text.

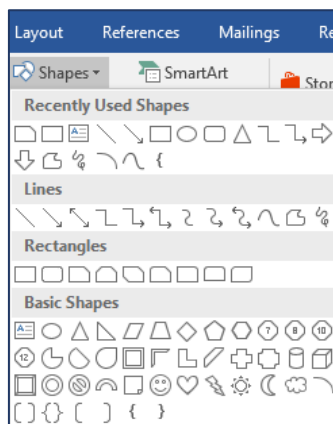


Figure 37-shapes

Inserting symbols

Symbols must be inserted in the form. To do this select the insert tab and in the symbols group click on the symbol button.

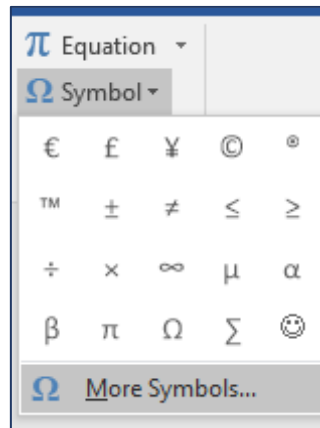


Figure 38-symbols

To view all symbols, click on the “**more symbols**” options. Symbols dialog box appears. And select the tick symbol which is used in the form in this assignment,

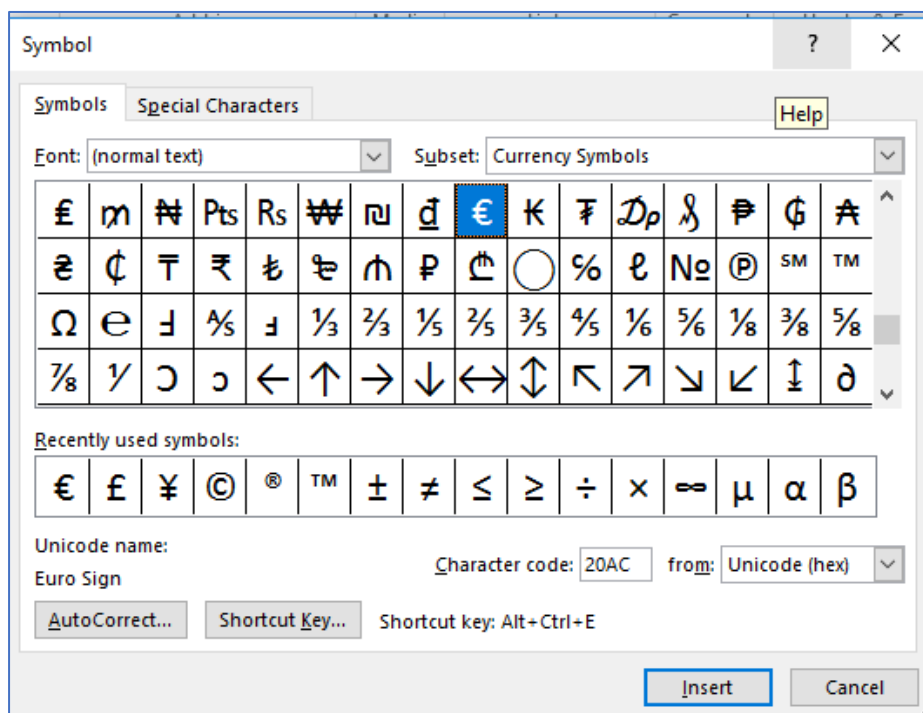



Figure 39-symbols dialog box

After completing the form, fill the form with appropriate information and save it.

Conclusion


After following the above steps, we can learn how to insert shapes in the document and insert text and pictures in those shapes and how to insert symbols in the document.

Sample:



Student's Information Form

Session 2017/1st Semester
Department of Computer Science and Engineering
University of Engineering and Technology, Lahore



1. Name: Mehak Saleem

Tick one of the following:

2. Gender: Male ☐ Female ☒

3. Date of Birth: 16-9-2000 Age: 17 Years 2 Months

4. Residence: Street No # 2 Hafizabad Road Baghbanpura, Gujranwala.

5. City: Gujranwala

6. Mobile: 0334-387-9000

7. Email: saleem.mehak266@gmail.com

8. Hobbies: Watching Movies

9. Favorite Movie: A Beautiful Mind

10. Favorite Book: Secrets

Father/Guardian's Info

1. Father/Guardian's Name: Ch. Muhammad Saleem

2. Father/Guardian's Job Description and Location: Lawyer

3. Father/Guardian's Contact Number: 0323-800,2600

Figure 40: Sample document

CS-141L Introduction to computing Lab 05

Type of Lab: Open Ended

Weightage:10 %

CLO 1: Use state of art tools to develop professional documents, spread sheets, web layouts and presentations in various assignments.

CLO3: Value plagiarism and ethical guidelines in all lab assignments/homework.

Student Understand the usage of template and design document using this.	Cognitive/Understanding	CLO1	Rubric A
Value plagiarism and ethical guidelines in all lab assignments or homework.	Affective/Valuing	CLO3	Rubric B

Rubric A: Cognitive Domain

Evaluation Method: GA shall evaluate the students for Question according to following rubrics.

CLO	0	1	2	3	4
CLO1	Student not able to create tables and use other options.	Student able to use table format options but not properly.	Student use table and other border shading options.	Task is partially correct.	Output is according to query.

Rubric B: Affective Domain:

Lab Staff shall help GA in evaluation of the students for their CLO 3

CLO 3	0	1	2	3
Value plagiarism and ethical guidelines in all lab assignments or homework.	Student copied complete task from other fellows.	Student partially copied or asked from fellows.	Student asked from fellows but clearly mention the part of task copied	Student did not copy the task and not allow anyone to copy his task.

LAB 05

Create activities for kindergarten students.

Objectives

To learn how to create simple yet effective activities using Ms Word features like inserting table, pictures and adding borders.

Processing steps

First of all, give heading at the top of the page. Double click at the top of the page to activate header and footer bar and add header.

Applying page borders

1. Add border to the page. Click on the **design tab** and select **page border**  on the **page background** group. Borders and shading dialog box will appear.
2. Select the desired border and click **OK**.



Figure 41-page borders

Inserting table

Insert table in the page. Select insert tab and click on table button in the tables group and select desired number of rows and columns.

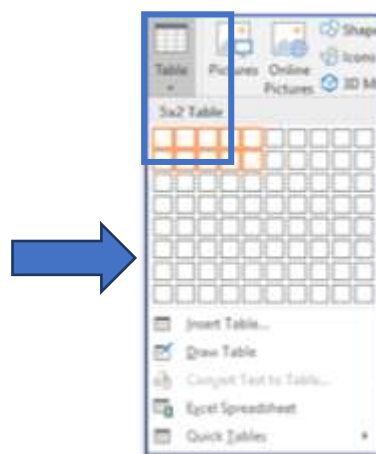


Figure 42-inserting table

Insert pictures in the table and text according to the requirement. And save the activity.

Conclusion

After following the above steps one can learn how to add **page Borders** and insert table in the document and format it.

Sample:

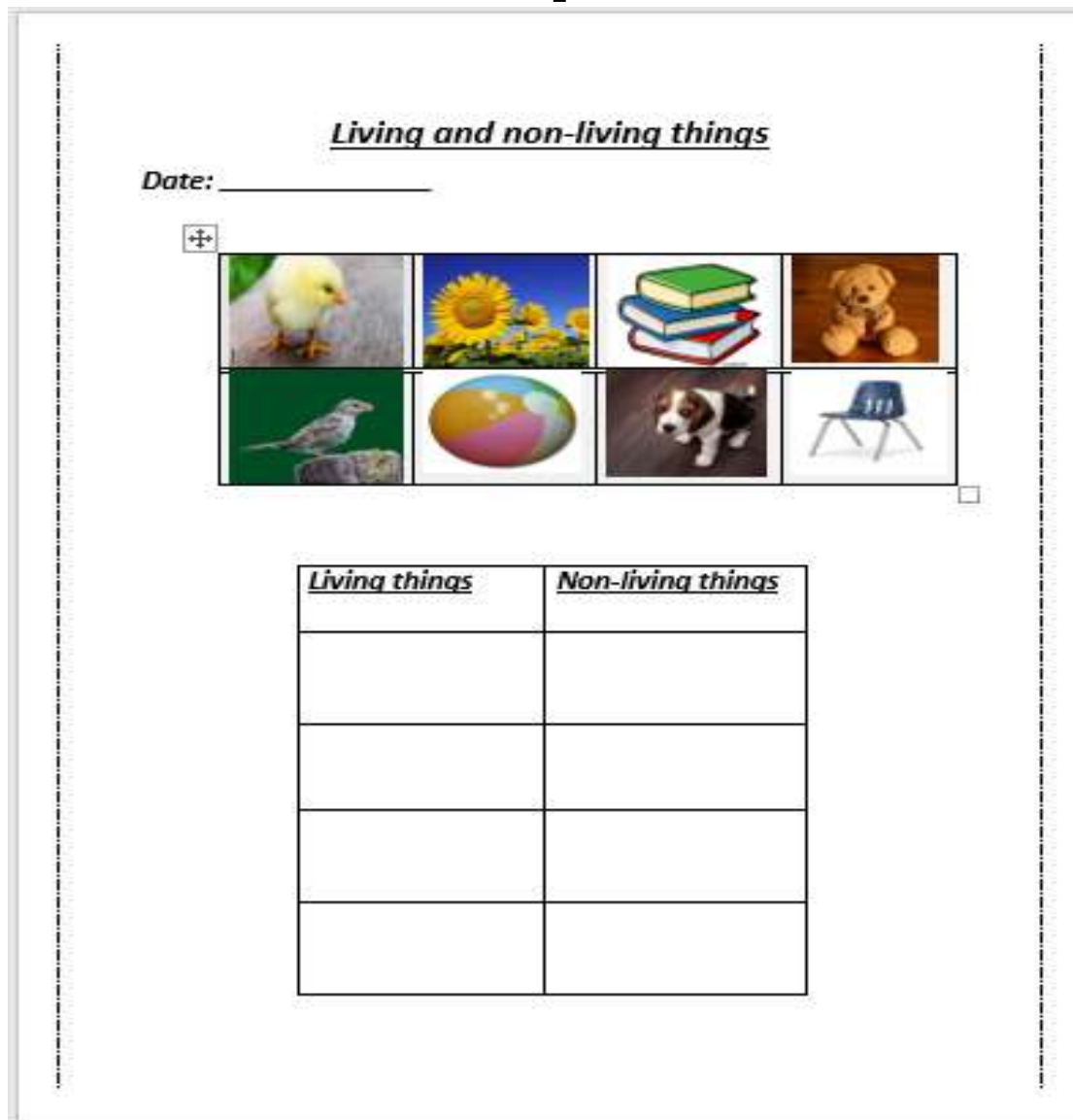


Figure 43: Sample document

CS-141L Introduction to computing Lab 06

Type of Lab: Open Ended

Weightage: 5%

CLO 1: Use state of art tools to develop professional documents, spread sheets, web layouts and presentations in various assignments.

CLO3: Value plagiarism and ethical guidelines in all lab assignments/homework.

Student Understand the usage of template and design document using this.	Cognitive/Understanding	CLO1	Rubric A
Value plagiarism and ethical guidelines in all lab assignments or homework.	Affective/Valuing	CLO3	Rubric B

Rubric A: Cognitive Domain

Evaluation Method: GA shall evaluate the students for Question according to following rubrics.

CLO	0	1	2	3	4
CLO1	Student not able to use references tab.	Student can create new reference.	Student can create new reference and use different styles.	Student can insert in text citation but not properly.	References are inserted according to query.

Rubric B: Affective Domain:

Lab Staff shall help GA in evaluation of the students for their CLO 3

CLO 3	0	1	2	3
Value plagiarism and ethical guidelines in all lab assignments or homework.	Student copied complete task from other fellows.	Student partially copied or asked from fellows.	Student asked from fellows but clearly mention the part of task copied	Student did not copy the task and not allow anyone to copy his task.

LAB 06

Create references in IEEE format.

Objectives

To learn how to use standard format to create references using simple features of MS Word.

Processing steps

On the **References** tab, in the **Citations & Bibliography** group, click the arrow next to **Style**.

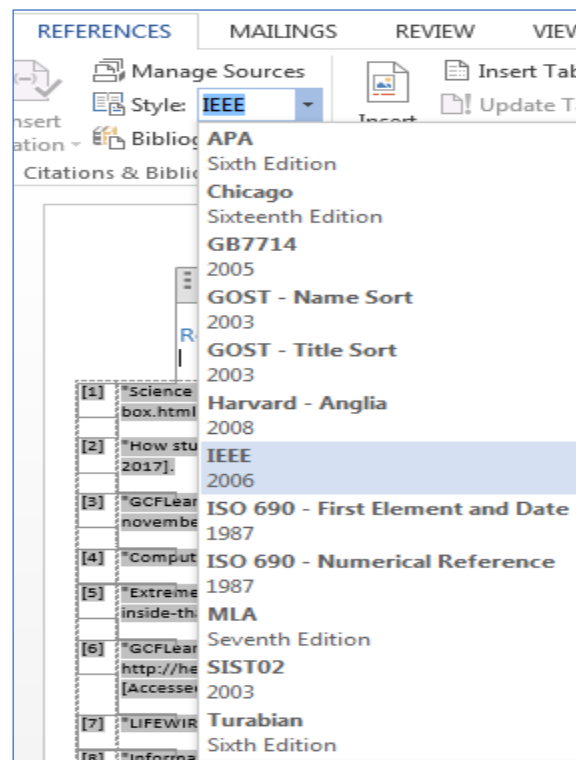


Figure 44 inserting reference

Create references using references tab

1. First of all, go to the **References** tab and click on **manage sources** button. Source manager dialog box will appear.

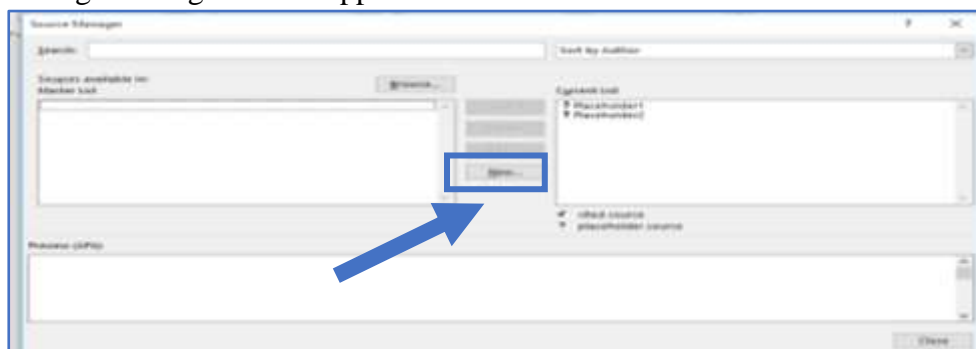


Figure 45-source manager dialog box

2. Click on **New** and the following box will appear.

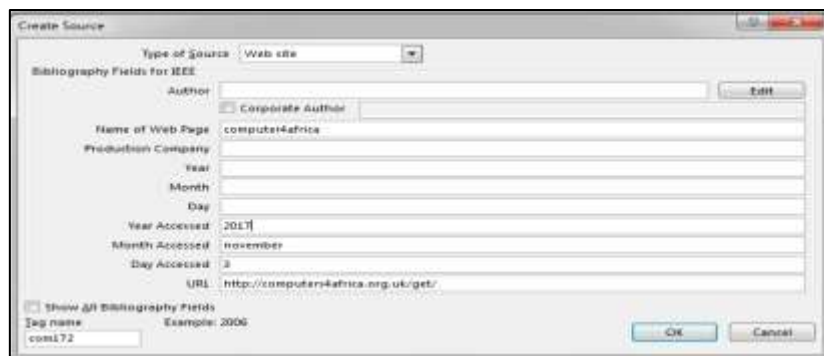
A screenshot of the 'Create Source' dialog box. The 'Type of Source' is set to 'Web site'. The 'Bibliography Fields for IEEE' section includes fields for 'Author' (with a radio button for 'Corporate Author'), 'Name of Web Page' (filled with 'comput4Africa'), 'Production Company', 'Year', 'Month', 'Day', 'Year Accessed' (filled with '2017'), 'Month Accessed' (filled with 'November'), 'Day Accessed' (filled with '3'), and 'URL' (filled with 'http://comput4Africa.org.uk/get/'). At the bottom, there is a checkbox for 'Show All Bibliography Fields', a 'Tag name' field (filled with 'com172'), and an 'Example' field (filled with '2006'). 'OK' and 'Cancel' buttons are at the bottom right.

Figure 46-create source dialog box

3. Select the **type of source**. Enter all the **specifications** and click **OK**.
4. Similarly, to create more references again click on **new** option and select the source type and fill all the specifications.
5. After completing all the references, click on **close** option.
6. After doing that, click on arrow next to **BIBLIOGRAPHY** and select **REFERENCES** from the dropdown menu.



Figure 47-bibliography

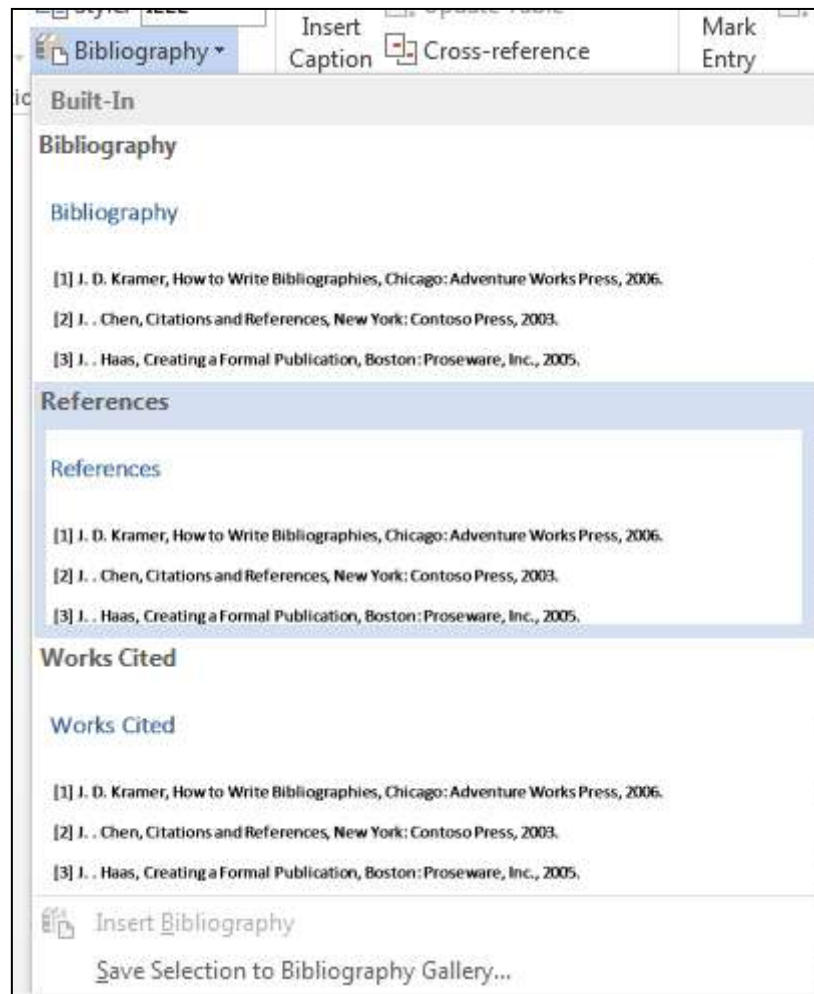


Figure 48 Reference and bibliography

Conclusion

After following these steps one can learn to add text and references in **IEEE** format.

Sample

References

- [1] "Science abc," [Online]. Available: <https://www.scienceabc.com/innovation/what-is-inside-your-computer-tower-cabinet-cpu-box.html>. [Accessed 2 November 2017].
- [2] "How stuff works," [Online]. Available: <https://computer.howstuffworks.com/inside-computer.htm>. [Accessed 2 November 2017].
- [3] "GCFLearnFree," [Online]. Available: <https://www.gcflearnfree.org/computerbasics/inside-a-computer/1/>. [Accessed 2 november 2017].
- [4] "Computer Hope," [Online]. Available: <https://www.computerhope.com/issues/ch000997.htm>. [Accessed 2 November 2017].
- [5] "ExtremeTech," [Online]. Available: <https://www.extremetech.com/computing/76574-a-beginners-guide-to-what-goes-on-inside-that-pc>. [Accessed 2 november 2017].
- [6] "GCFLearnFree," [Online]. Available: http://hesperia.usd.org/Schools/Middle/HJH/computers/assignments/computer_basics/learnfree/comp_basics_lesson7/7.html [Accessed 2 november 2017].
- [7] "LIFEWIRE," [Online]. Available: <https://www.lifewire.com/tour-inside-a-desktop-pc-2624588>. [Accessed 2 november 2017].
- [8] "Information Vine," [Online]. Available: https://www.informationvine.com/index?qs=999&q=semQuery&ad=semD&o=603146&l=sem&askid=07e992c3-a524-4e92-9a13-b51a628fa0af-Q-iv_gsm&q=inside%20a%20computer&dq=Sam=modifiedbroad&an=google_s. [Accessed 2 november 2017].
- [9] "NetLiteracy," [Online]. Available: http://www.netliteracy.org/wp-content/uploads/2012/07/Basic-Computer-Skills1.pdf?gclid=EAtalQobChMIG9uSwl-51wPVyRwrCh1UcwECEAAyAAEgI36fD_BwE. [Accessed 2 november 2017].
- [10] "Computers4Africa," [Online]. Available: <http://computers4africa.org.uk/get/>. [Accessed 3 november 2017].
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- [12] "FixYourComputer," [Online]. Available: <http://www.fix-your-computer-today.com/inside-the-computer.html>. [Accessed 3 november 2017].
- [13] [Online]. Available: <http://openbookproject.net/courses/intro2ict/hardware/Interna1.html>. [Accessed 3 november 2017].
- [14] "The 8AM Edition," [Online]. Available: <http://sites.jmu.edu/103econner-16/introduction-to-basic-computer-components-and-functions/>. [Accessed 3 november 2017].
- [15] "MUO," [Online]. Available: <http://www.makeuseof.com/tag/whats-inside-your-computer-the-story-of-every-component-you-need-to-know-3/>. [Accessed 3 november 2017].

Figure 49: Sample documentation

MS Office

MS PowerPoint

Professional

Documentations



Introduction to Ms Power point

Microsoft PowerPoint is an electronic presentation program that helps people present a speech using a collection of slides. A PowerPoint presentation is a collection of slides that can be used to create oral presentations.

Starting power point

Click on start button and select all programs. Select Microsoft office and click on Ms Power Point. You can also search power point in search bar. Or you can directly start it from the short-cut available on desktop.



Figure 50-starting power point

Program window

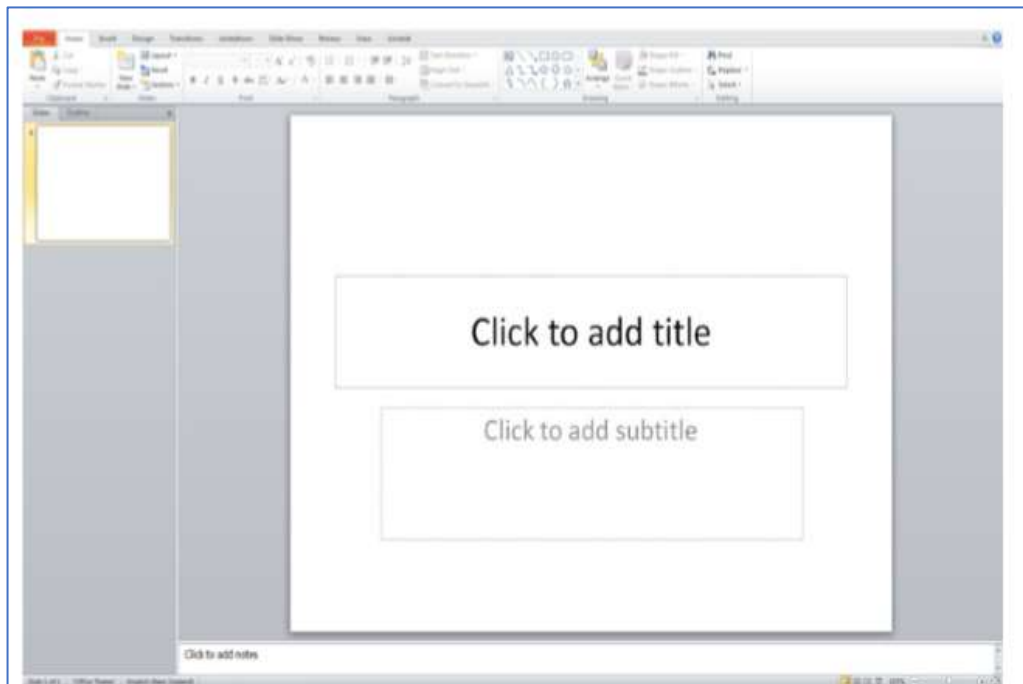


Figure 51: Initial Window

Different actions to be performed in power point:

Deleting a slide

Select the slide that you would like to delete and press the Delete key on the keyboard OR right click on the selected slide and select Delete Slide from the menu

Copying a Slide

Select the slide you would like to copy, right click on the selected slide and select Copy from the menu.

Pasting a Slide

Position your cursor where you want to paste the slide and press Ctrl + V

Moving a slide

After creating a PowerPoint presentation you may decide to change the order of your slides. Select the slide you wish to move (a border will appear around the selected slide), and drag the slide to where you want to reposition it and drop it into the position. The slide number sequence will automatically update.

Inserting charts in power point

To insert chart, select the slide where you want to insert the slide and go to insert tab and click on charts. Charts dialog box will appear. And select the desired chart. And click OK. An excel window will open so you can directly enter/edit data.

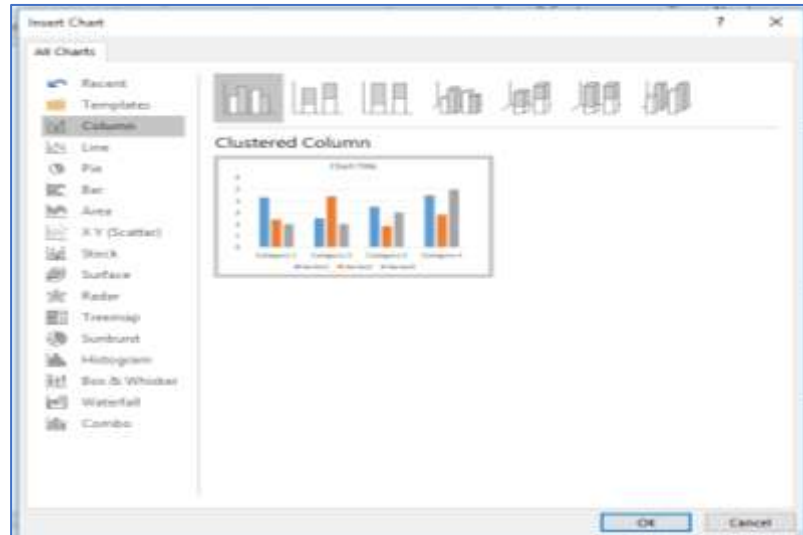


Figure 52-inserting chart

Inserting diagrams in power point

Go to insert tab and select smart art. A dialog box will appear. Select the desired shape and click OK.

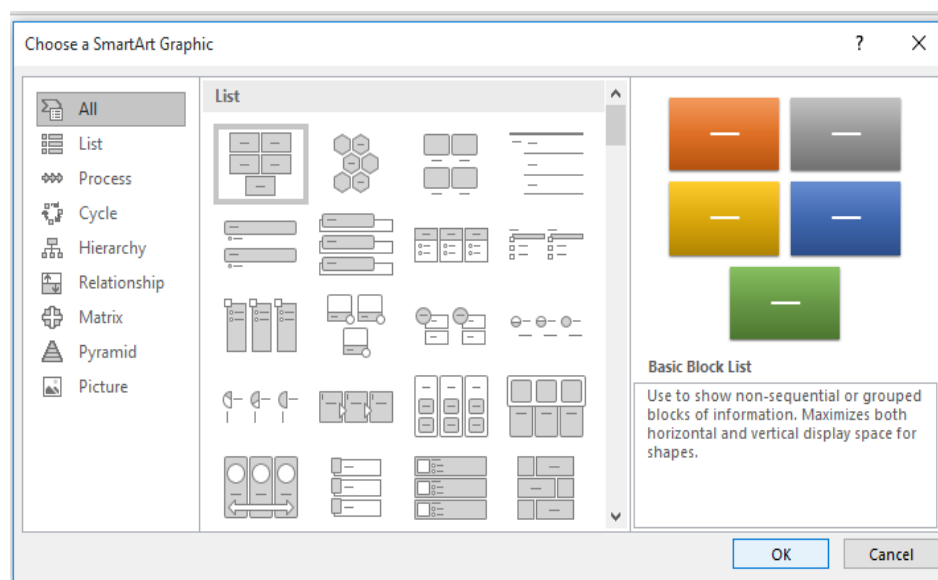


Figure 53-inserting diagrams.

Inserting audio in power point

Click insert tab and click on audio and select audio on my PC. Insert audio box will appear.

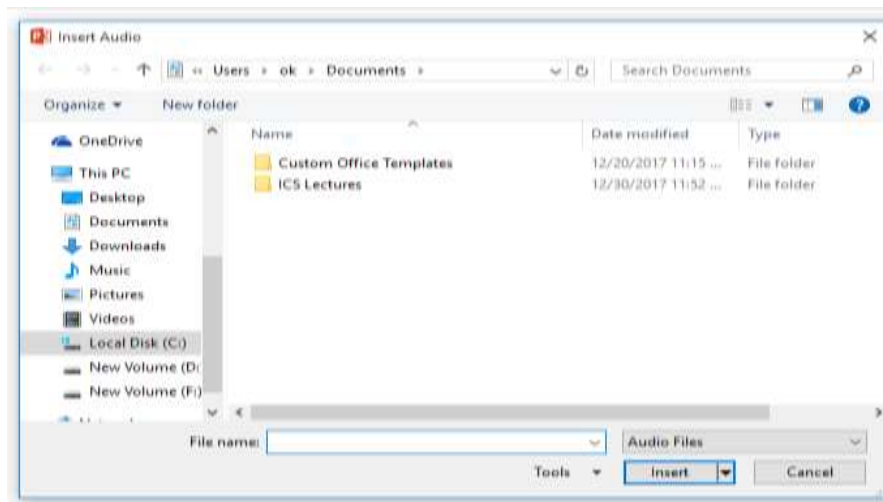


Figure 54-inserting audio

Browse for your sound file and click insert. Sound will be added.

Inserting video in power point

Go to the insert tab and click on video button and select video on my PC.

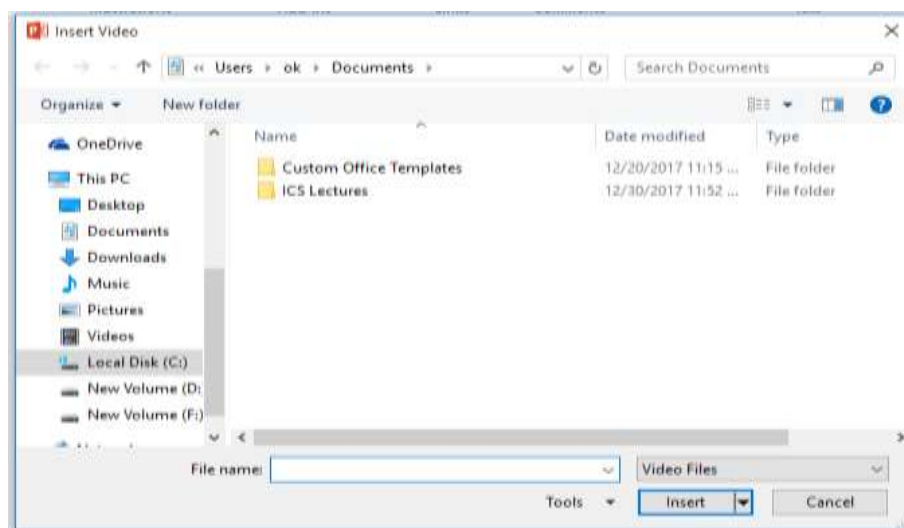


Figure 55-inserting video

Browse for your video and click **Insert**.

Exiting power point

You can exit power point by clicking the close button at the upper right corner. Or select file tab and click on close option.

CS-141L Introduction to computing Lab 07

Type of Lab: Open Ended

Weightage: 10%

CLO 1: Use state of art tools to develop professional documents, spread sheets, web layouts and presentations in various assignments.

CLO3: Value plagiarism and ethical guidelines in all lab assignments/homework.

Student Understand the usage of template and design document using this.	Cognitive/Understanding	CLO1	Rubric A
Value plagiarism and ethical guidelines in all lab assignments or homework.	Affective/Valuing	CLO3	Rubric B

Rubric A: Cognitive Domain

Evaluation Method: GA shall evaluate the students for Question according to following rubrics.

CLO	0	1	2	3	4
CLO1	Student not able to insert shapes or pictures.	Student able to insert shapes but without formatting.	Student can insert and format shapes.	Animations are applied but path not added.	Task is done according to requirement.

Rubric B:

Affective Domain: Lab Staff shall help GA in evaluation of the students for their CLO 3

CLO 3	0	1	2	3
Value plagiarism and ethical guidelines in all lab assignments or homework.	Student copied complete task from other fellows.	Student partially copied or asked from fellows.	Student asked from fellows but clearly mention the part of task copied	Student did not copy the task and not allow anyone to copy his task.

LAB 07

Create solar system in Ms Power point.

Objectives

To learn how to insert pictures in power point and apply animation to them.

Processing steps

Opening a blank presentation

Start Ms Power point and select blank presentation to make new slide.

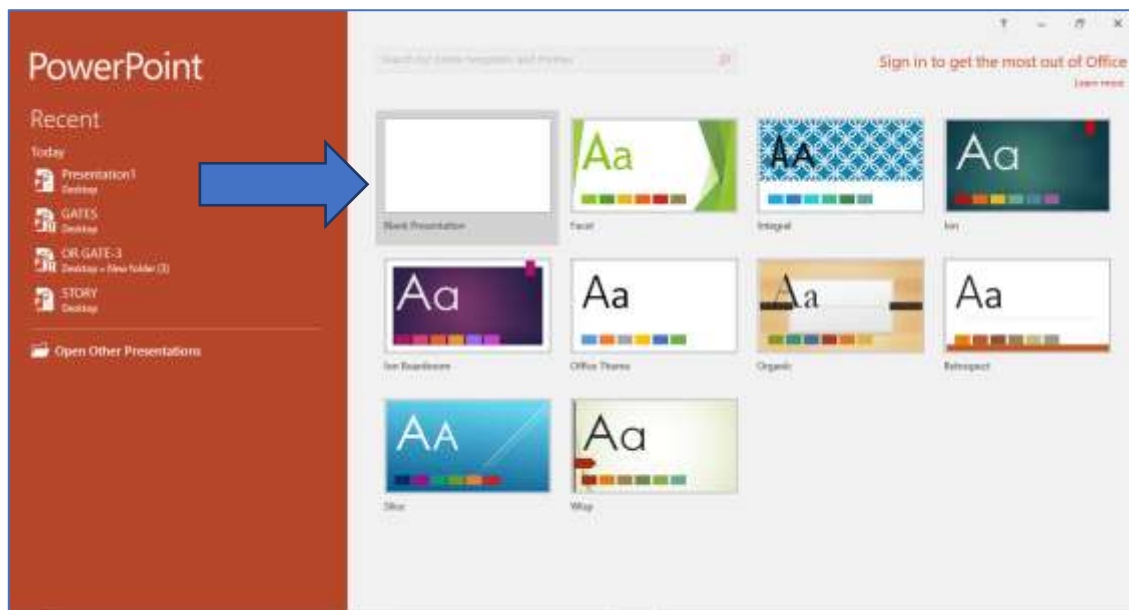


Figure 56-opening blank slide

Adding background

To insert background in the slide, select design tab and click on format background button in the customize group. **Format background pane** will appear.



From format background select fill section and then select picture or **texture fill** and then click on file option.

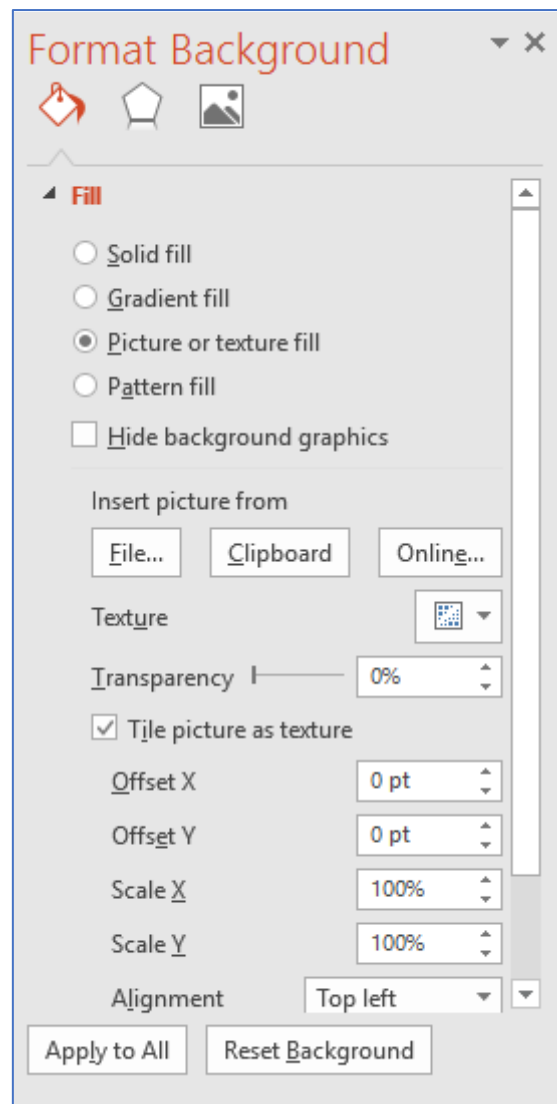


Figure 57-format background

Insert picture dialog box will appear. Select the desired picture for your background and click on **Insert**.

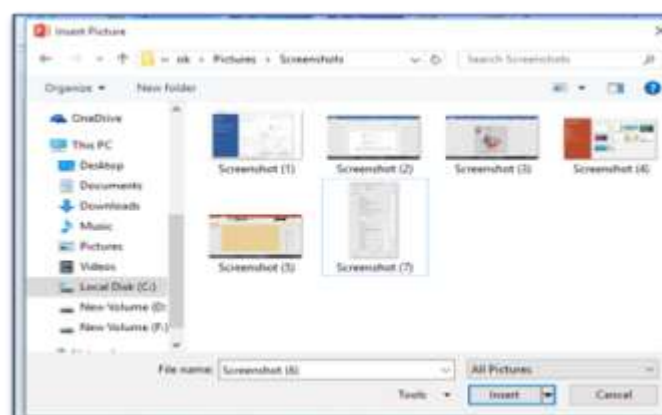


Figure 58-inserting picture as a background

Inserting shapes

After inserting background, the next step is to insert circular strands. This can be done by using shapes in power point. Click on insert tab and on the illustrations group, select **shapes** button. Select the desired shape from **drop down** list (oval in this case).

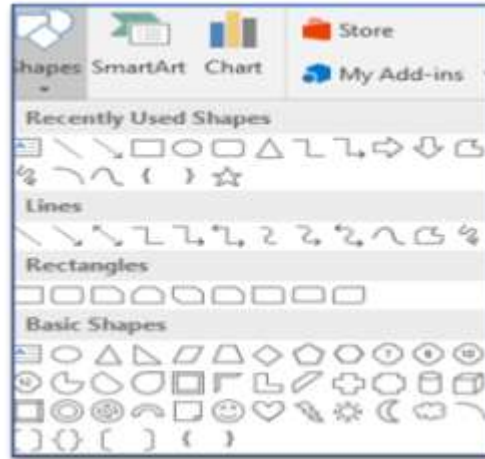


Figure 59: Shapes

To make multiple circular strands, press **Ctrl+D** and then resize each strand.

Formatting shapes

To change the colour of shapes, select the shape to activate **format bar**. And on the shape styles group select shape fill to change colour of shape and shape outline to change the colour of the outline (in this case shape fill is selected to no fill and shape outline is white).

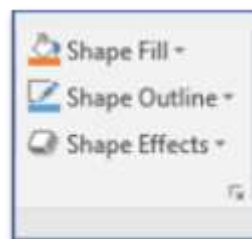


Figure 60-formatting shapes

Inserting and formatting pictures

Now start inserting pictures in the slide (in this assignment pictures of planets are inserted). To insert pictures, click on the insert tab and select pictures button. **Insert picture** dialog box will appear. Select the pictures one by one and then click insert.

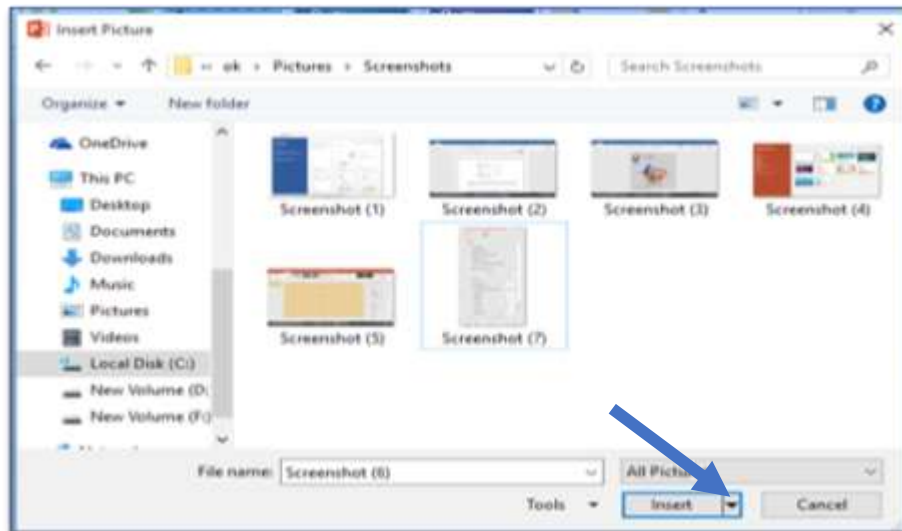


Figure 61-insert pictures

To format the pictures, double click on the picture to **activate** format bar. Change Picture style of all the pictures if required (I have applied soft edge oval style to all the pictures)



Figure 62-picture styles

Applying animation

The next step is to apply animation. Select the image and click on the **animation** tab and select the desired animation to view all animations click on the arrows available in animation group. (I have selected shapes animation available in motion path categories)



Figure 63-animation tab

Set the shape size on **the circular strands**. Select the shape and double click it and drag it to the desired position.

Now activate the animation pane. To do this click on the animation pane button in **animation** tab.

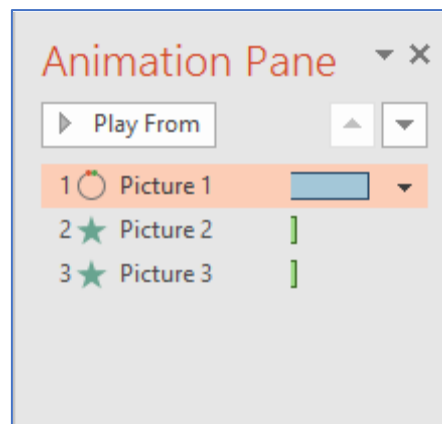


Figure 64-animation pane

Duration and delay for each animation can be defined in the **animation pane** by selecting the animation and clicking on the arrow next to that animation and select **timing option**.

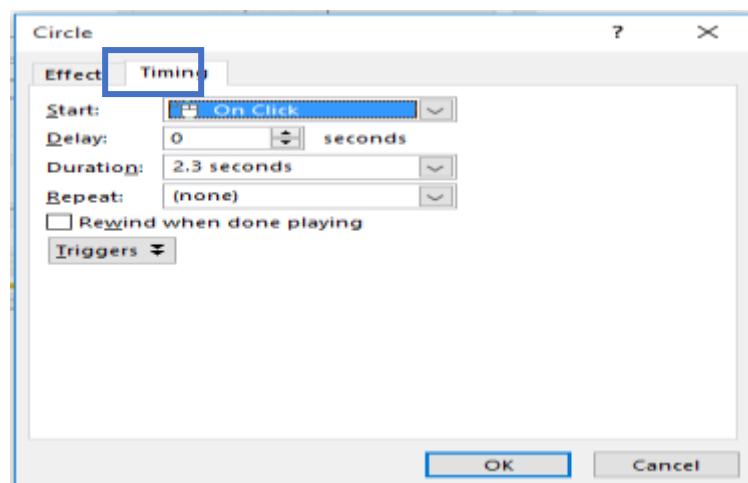


Figure 65-adjust timing

To make one animation start with the previous one select the start with previous option and check the option of start on click (in this case all the animations are set to start with previous).

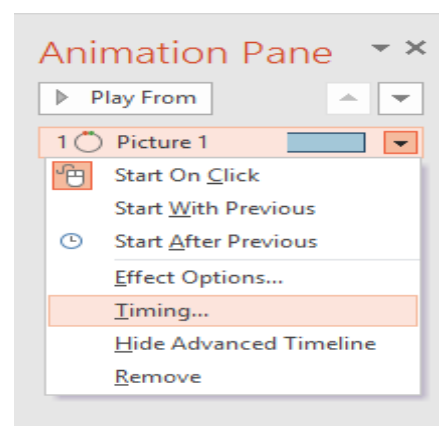


Figure 66-formatting of animation

You can view the preview of these animation by clicking in the preview button in the animation tab.



Figure 67- preview

Saving presentation

After applying animation and formatting them, you can save the presentation. Click on the file tab and then select save as and then further select **browse option**.

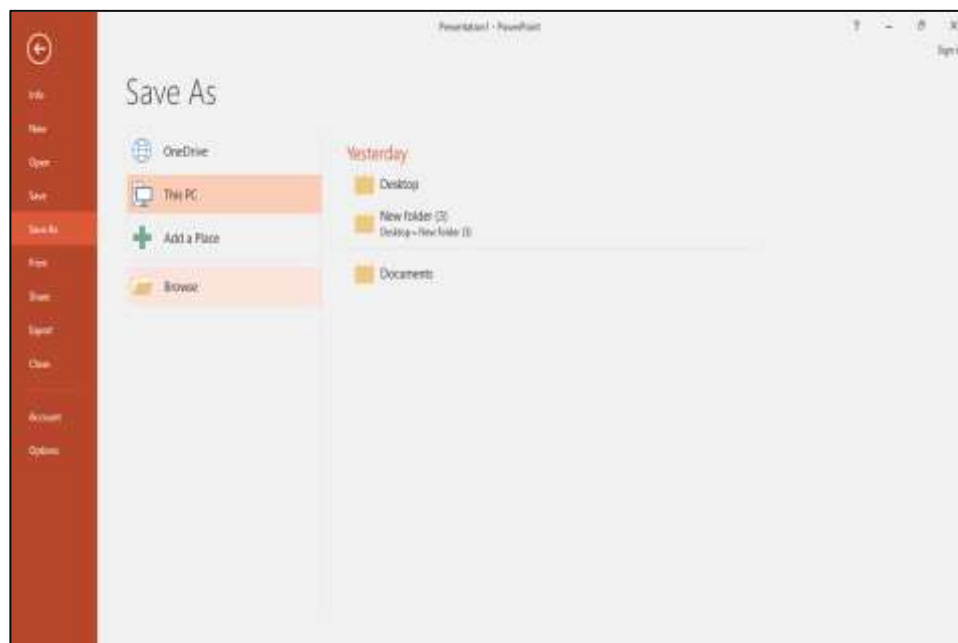


Figure 68-saving presentation

Save as dialog box will appear. Enter the desired name of the presentation in file name box and save as type and then click save. Your presentation will be saved with specified name and at specified location.

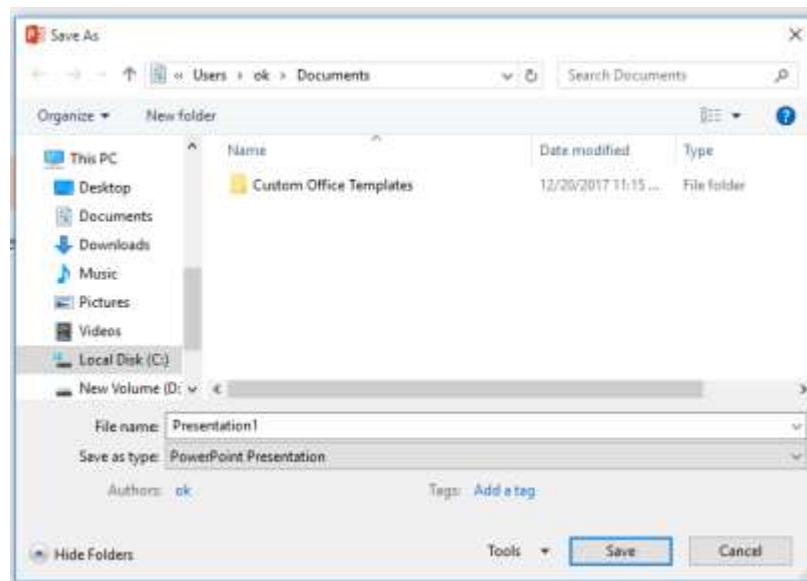


Figure 69- save as dialog box

Conclusion

After following the above steps, we will be able to insert background, pictures and format them. We can add animation and set its timing.

Sample



Figure 70: Sample document

CS-141L Introduction to computing Lab 08

Type of Lab: Open Ended
Weightage: 10%

CLO 1: Use state of art tools to develop professional documents, spread sheets, web layouts and presentations in various assignments.

CLO3: Value plagiarism and ethical guidelines in all lab assignments/homework.

Student Understand the usage of template and design document using this.	Cognitive/Understanding	CLO1	Rubric A
Value plagiarism and ethical guidelines in all lab assignments or homework.	Affective/Valuing	CLO3	Rubric B

Rubric A: Cognitive Domain

Evaluation Method: GA shall evaluate the students for Question according to following rubrics.

CLO	0	1	2	3	4
CLO1	Student not able to insert background images or characters.	Student able to change background image and insert proper characters.	Student can apply different animations on characters.	Student can understand animation and can manipulate it.	Task is done according to requirement.

Rubric B:

Affective Domain: Lab Staff shall help GA in evaluation of the students for their CLO 3

CLO 3	0	1	2	3
Value plagiarism and ethical guidelines in all lab assignments or homework.	Student copied complete task from other fellows.	Student partially copied or asked from fellows.	Student asked from fellows but clearly mention the part of task copied	Student did not copy the task and not allow anyone to copy his task.

LAB 08

Create an animated story.

Objectives

To learn how to add different animations at the same time how to sync them.

Processing steps

1. Start power point and select blank presentation as explained in the assignment 1.
Getting Blank slide
2. On **Home** tab, click on **Layout** and select **Blank** from the list.

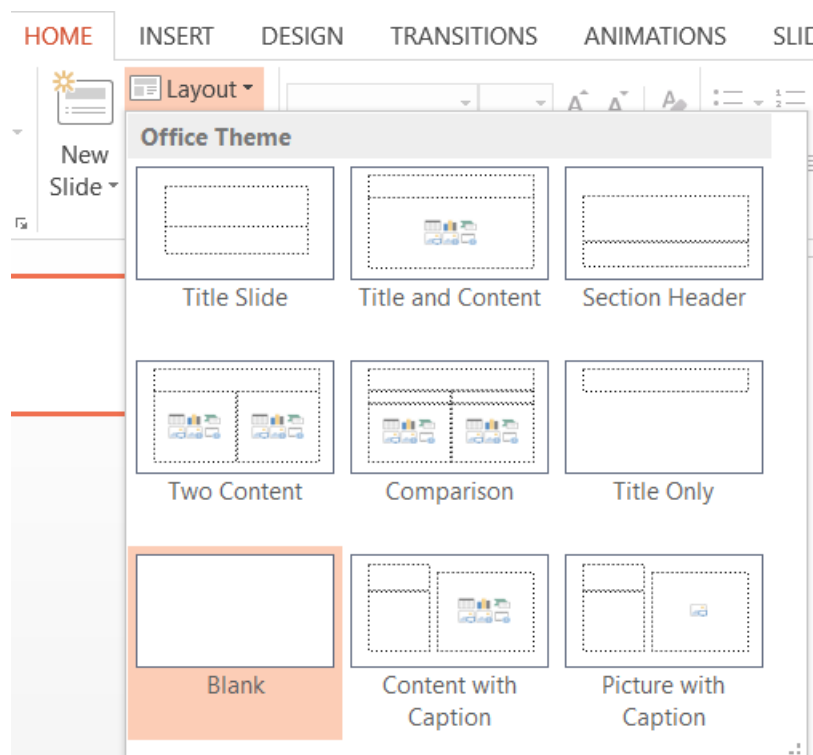


Figure 71-blank slide

3. Insert picture as a background related the task as per procedure explained in the assignment

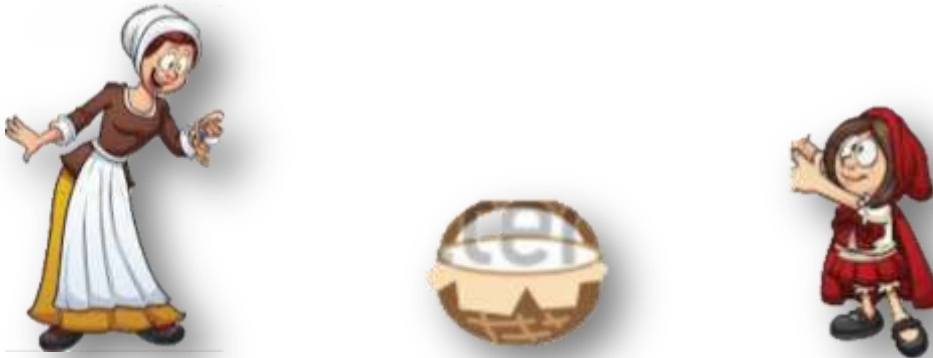
Removing background of images to be inserted

4. Insert the images in the slide related to the story and format them. **Remove background** of the inserted images if required. This can be done by selecting the picture to activate format bar and select remove background.



Figure 72: remove background button

5. Format the pictures and place them in the slide and apply animations on the pictures.
6. In this slide I have inserted 3 images (mother, daughter and bucket).



7. Now start applying desired animation on the images (in this case I have applied one animation on mother image i.e., **float in** and one on daughter image and two animations on bucket i.e., **float in and pulse**)
8. You can also insert different shapes in the slide as explained above (in this slide I have used cloud callout shape available in the callout group)

Inserting text in shapes

9. Insert text and format the shapes select the shape and select option edit text and start adding text in the shape.

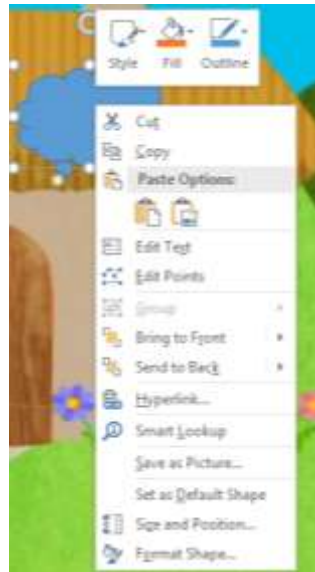


Figure 73-adding text in shapes

Applying multiple animation

10. To apply multiple animations on an image, select the image and apply first animation as explained in assignment 1 and for second animation click the down arrow next to add animation button in the **animations** tab.

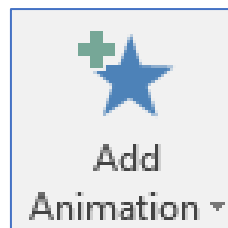


Figure 74: add animation button

Viewing Slide show

11. Set the duration and delay for each image. You can view the slide show of the slide by clicking on the slide show tab and selecting **'from current slide'** option in the start slide show group.



Figure 75-viewing slide show

Adding new slide

12. After completion of first slide add second slide. In the home tab select the **new slide** button and add blank slide.

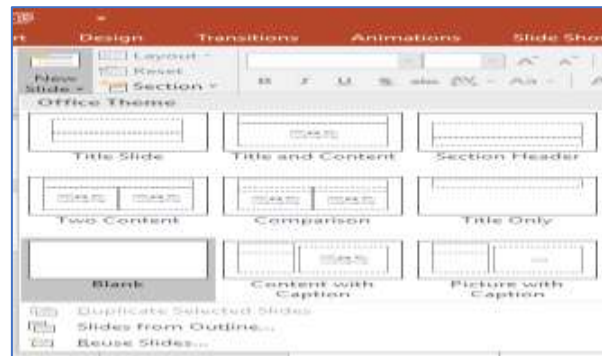


Figure 76-adding new slide

13. In the second slide again insert different pictures and apply animations on them. You can also add different effects on animation path. This can be done from the ‘**effects options**’ available in animations tab.

Applying effects to animation

14. To apply effects on animation, first apply animation on picture and then select **Effect Options**.

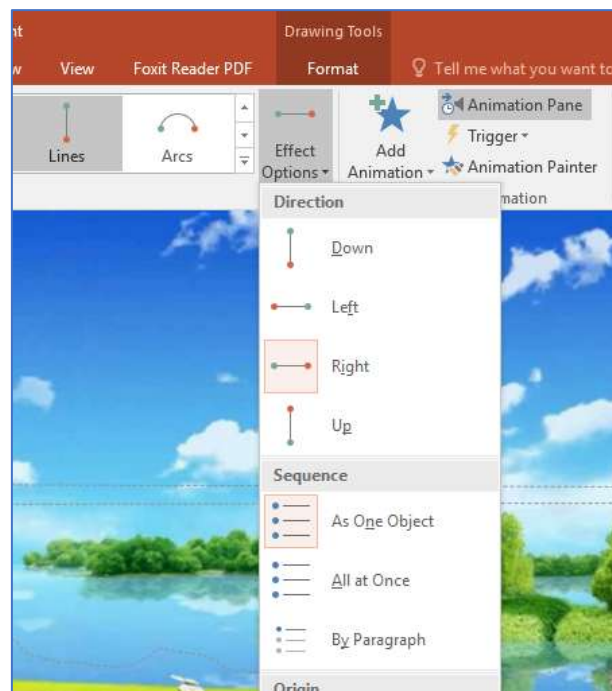


Figure 77-animation effects

15. To arrange the animations in sequence, press and hold the animation in the **animation pane** and drag it to the desired position.

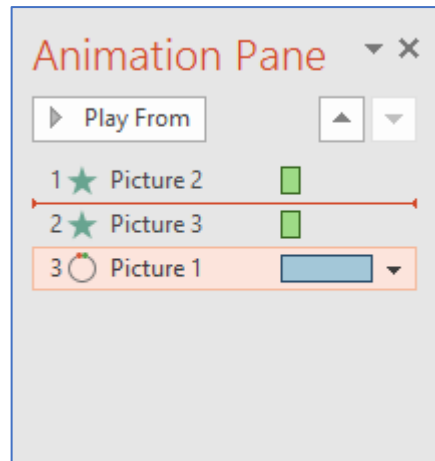


Figure 78-sequencing animation

16. To define your own motion path in animation, select the **custom path**.
17. Apply animations and effects on the images inserted and check its slide show.



Figure 79: Applying Animations

18. Now in the third slide again insert the desired pictures and shapes, format them and apply animations on them(in this slide I have applied arc and grow/shrink animation on wolf image and line and pulse animation on girl image and wipe and fade on callouts and line animation on bucket)
19. Sequence all the animations and check the slideshow of the current slide.



Figure 80: Adding Images

20. Similarly insert picture and callout in the fourth slide and apply animation on them (I have applied fade animation on the shape). Check the slide show.



Figure 81: Slide show

21. In the fifth slide again add pictures and shapes and apply animation on them(I have applied **Fade animation** on shapes and line animation on grandma's image)



Figure 82 Applying Fade Animation

22. In the fifth slide, create different background. To do this, go to the **Design** tab and then select **Format Background** and select the desired background (picture and texture etc.)

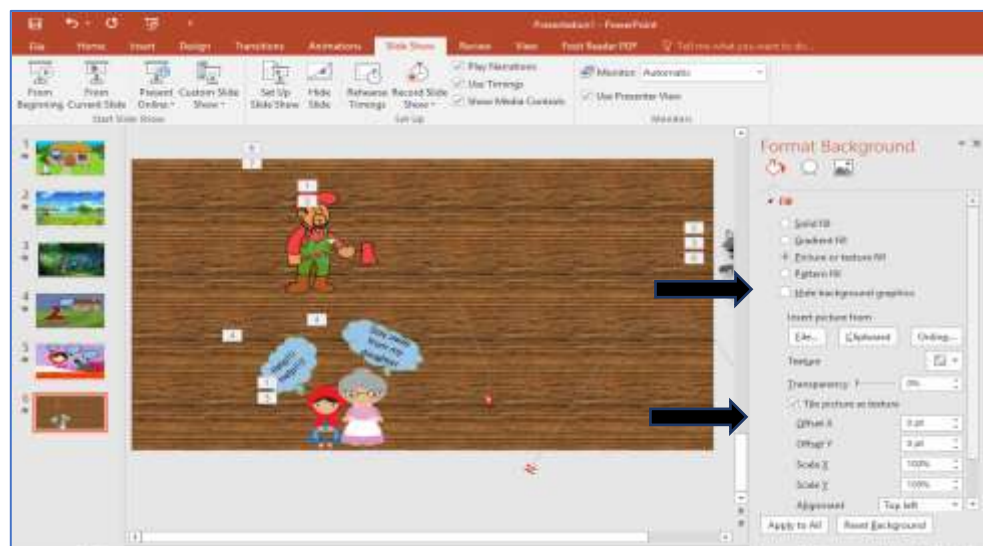


Figure 83-inserting background

Applying transitions

22. You can also add transitions to the slides. This can be done by selecting the **transitions tab** and then select the desired transitions. (in this presentation I have used curtains, wind, push, random bars and ripples)

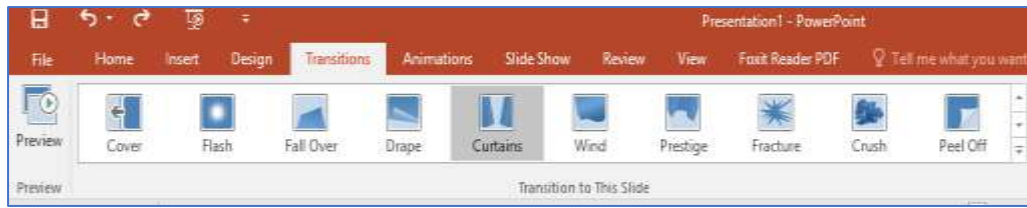


Figure 84-adding transitions

After completing the presentation, you can save it with the procedure explained in lab 01.

Conclusion

After following the above steps, one can learn how to insert pictures, shapes and animation in slides. How to add new slides and multiple animations and transitions on different slides.

CS-141L Introduction to computing Lab 09

Type of Lab: Open Ended

Weightage: 5%

CLO 1: Use state of art tools to develop professional documents, spread sheets, web layouts and presentations in various assignments.

CLO3: Value plagiarism and ethical guidelines in all lab assignments/homework

Student Understand the usage of template and design document using this.	Cognitive/Understanding	CLO1	Rubric A
Value plagiarism and ethical guidelines in all lab assignments or homework.	Affective/Valuing	CLO3	Rubric B

Rubric A: Cognitive Domain

Evaluation Method: GA shall evaluate the students for Question according to following rubrics.

CLO	0	1	2	3	4
CLO1	Student not able to insert text boxes or pictures.	Student able to insert pictures and can use shortcut keys.	Student can insert tables for each logic gates and able to manipulate	Student can apply different animations on pictures and tables.	Task is done according to requirement.

Rubric B: Affective Domain:

Lab Staff shall help GA in evaluation of the students for their CLO 3

CLO 3	0	1	2	3
Value plagiarism and ethical guidelines in all lab assignments or homework.	Student copied complete task from other fellows.	Student partially copied or asked from fellows.	Student asked from fellows but clearly mentioned the part of task copied	Student did not copy the task and not allow anyone to copy his task.

LAB 09

Create OR, AND, and XOR gate using bit animation.

Objectives

To learn how to insert table in power point and apply animation to numbers.

Processing steps

1. Start power point and open blank presentation.
2. First of all, add background in the slide. Go to the design tab, click on format background button and select pattern fill button. Then select the desired background.
3. After adding background, insert text box at the top and heading in it.

Inserting table

4. Insert table in the slide. To do this, select **insert tab** and click on table button to select the desired no rows and columns.

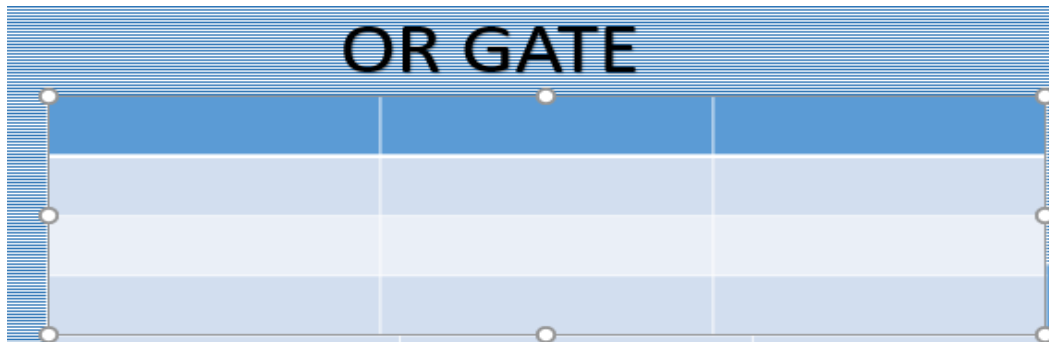


Figure 85- inserting table

5. Add inputs and outputs in the table. You can change the size of table by resize handle and drag it to the desired size.

Inserting online pictures

6. After completing first slide, move to the second slide of OR gate. Add background as explained before and **insert online** picture of OR gate. Go to **Insert** tab and in the **Images** group, click on **Online Pictures**.



Figure 86-online pictures button

7. Select the picture and insert in the slide.
8. After inserting picture, add text box and change its shape to circle and enter numbers in it as inputs and outputs.

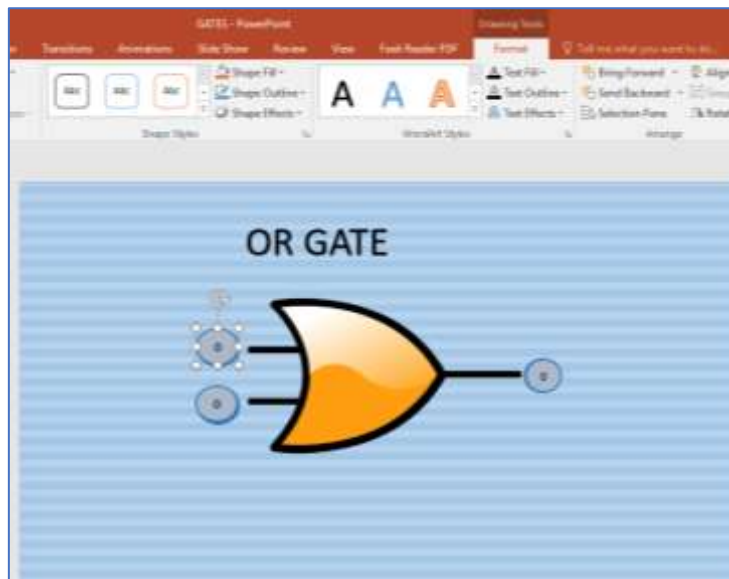


Figure 87-text box

9. Format the shape of text box and text in the shape from the **format bar** which is activated by double clicking the shape.
10. Now apply animations on the gate and **text boxes**. Apply float in, pulse and **fly out** to all. And adjust their sequence. To change bit sequence, select the gate and text boxes one by one and duplicate them along with their animation.



Figure 88-duplicating shapes and picture

11. To duplicate the picture and shapes, select them one by one and press **Ctrl+D**. duplicate the gate and text boxes four times and place them one on the other.
12. Adjust the sequence of the animation in the animation pane.

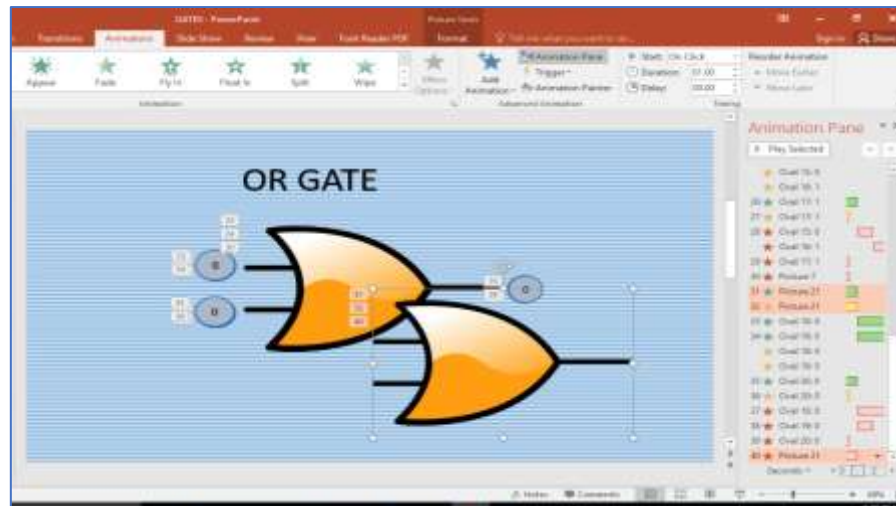


Figure 89-defining sequence of animations

13. After completing two slides, check the slide show and correct the mistake if there is any. Define the **duration** and **delay** for each state of gate.
14. Similarly, make AND and XOR gates and apply **animation** to them.

Conclusion

After following the above steps, we are able to apply animations, transitions to values also.

MS Office

MS Excel
Professional
Documentations



Introduction to Ms Excel

Microsoft Excel is a powerful electronic spreadsheet program you can use to automate accounting work, organize data, and perform a wide variety of tasks. Excel is designed to perform calculations, analyse information, and visualize data in a spreadsheet. Also this application includes database and charting features.

Starting excel

Click on the Start button. And Click on All Programs. Select Microsoft Office from the menu options, then select Ms Excel or you can search excel in search bar available on the desktop.

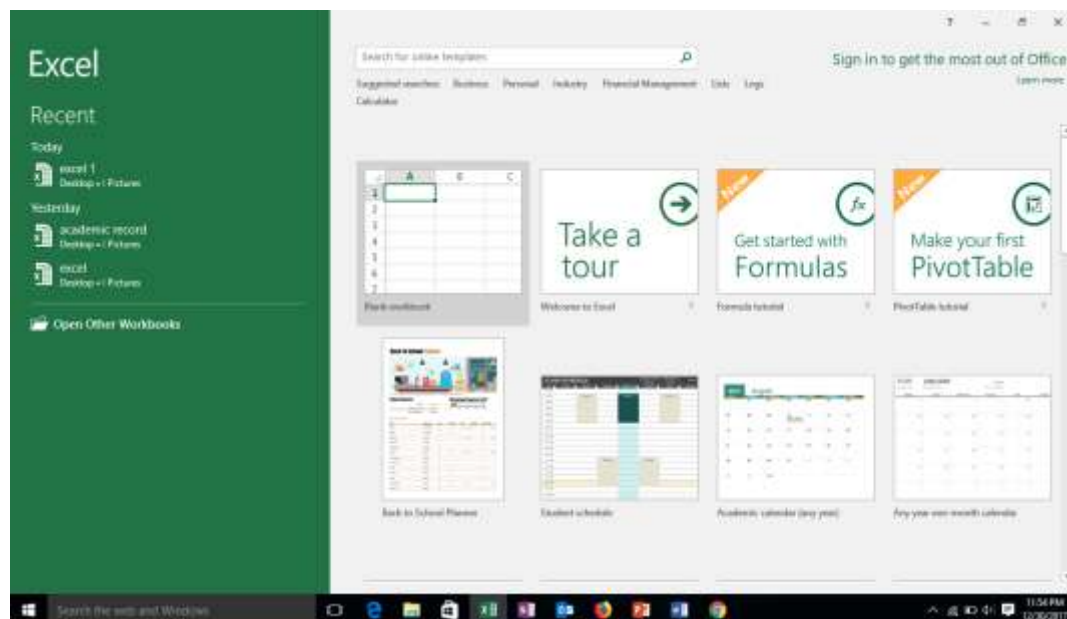


Figure 90-starting excel

Program window features

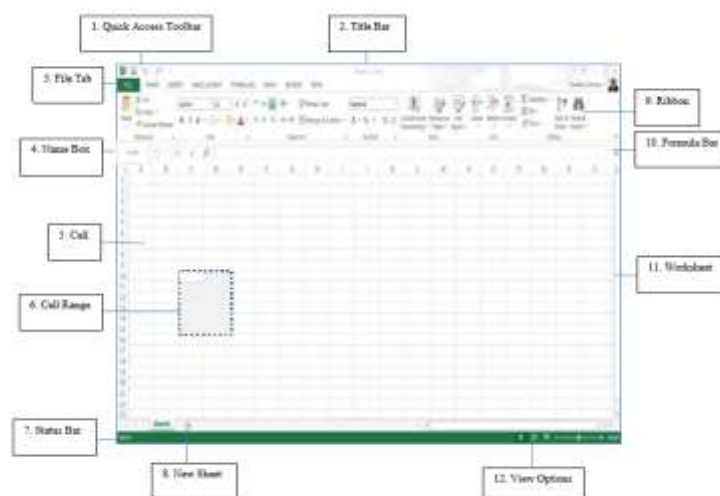


Figure 91-program window

Quick Access Toolbar: Displays quick access to commonly used commands.

Title Bar: Displays the name of the application file.

File Tab: The File tab has replaced the Office button. It helps you to manage the Microsoft application and provide access to its options such as Open, New, Save, As Print, etc.

Name Box: Displays the active cell location

Cell: The intersection of a row and column; cells are always named with the column letter followed by the row number (e.g. A1 and AB209); cells may contain text, numbers and formulas. 6

Range: One or more adjacent cells. A range is identified by its first and last cell address, separated by a colon. Example ranges are B5:B8, A1:B1 and A1:G240.

Status Bar: Displays information about the current worksheet.

New Sheet: Add a new sheet button

Ribbon: Displays groups of related commands within tabs. Each tab provides buttons for commands.

Formula Bar: Input formulas and perform calculations

Worksheet: A grid of cells that are more than 16,000 columns wide (A-Z, AA-AZ, BA-BZ...IV) and more than 1,000,000 rows long.

View Option: Display worksheet view mode.

Spreadsheet navigation


Method	Description
mouse pointer	Use the mouse pointer  to select a cell.
scroll bars	Use the horizontal and vertical scroll bars to move around the spreadsheet to view columns and rows not currently visible. Click the mouse pointer once the desired cell is visible.
arrow keys	Use the left ←, right →, up ↑, and down ↓ arrows to move accordingly among cells.
Enter	Press the Enter key to move down one cell at a time.
Tab	Press the Tab key to move one cell to the right.
Ctrl+Home	Moves the cursor to cell A1.
Ctrl+End	Moves the cursor to the last cell of used space on the worksheet, which is the cell at the intersection of the right-most used column and the bottom-most used row (in the lower-right corner).
End + arrow key	Moves the cursor to the next or last cell in the current column or row which contains information.

Figure 92-methods to navigate around a sheet

Creating formula

You can create any type of math calculation on your own using the following mathematical operators:

Symb ol	Meaning
=	equals - used to begin a calculation
+	addition
-	subtraction
*	multiplication
/	division
^	exponentiation
(open parenthesis - used to begin a grouping
)	close parenthesis - used to close a grouping

Figure 93-symbols used in formula

For example: =A1+A5=B1+D1

Basic steps for creating a formula:

1. Click in the empty cell which will contain the formula.
2. Type an equal sign (=).
3. Type the cell address or click the cell that contains the first number.
4. Type the math operator (+ - / * ^).
5. Type the cell address or click the cell that contains the second number.
6. Continue in this manner until the formula is complete.
6. Use parenthesis for clarification.
7. Press the Enter key

Important features of Ms excel

Home tab: it has many important groups like font, alignment, numbers, cells group which has many important features like font size, font style, merge cells etc.

Insert tab: it has many important features like inserting pictures, tables, charts, header and footer.

Formulas tab: used to insert formulas in sheet. It's insert function and AutoSum features are mostly used.

Review tab: its spelling and thesaurus features are mostly used.

Inserting functions

This selection demonstrates how to use the Insert Function menu to creation a formula. Click on the Insert Function button or from the AutoSum drop-down arrow and select More

Functions to display a list of over 200 functions available in Excel. The Insert Function dialog box displays the function categories from the drop-down menu list. The function names will appear in the function name box below.

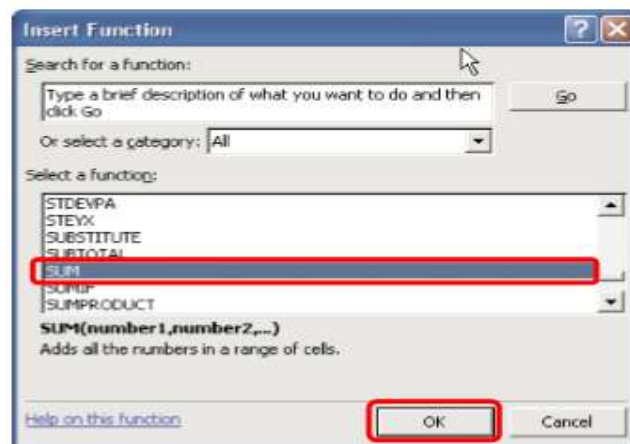


Figure 94-insert function dialog box

Once you select a category and a function name, click on the OK button. The Function Arguments palette will appear.

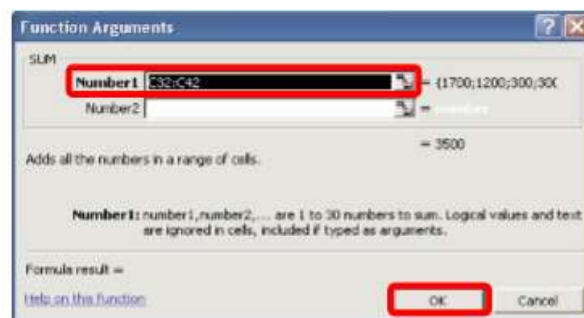


Figure 95-function arguments box

Type any numbers, cell addresses, ranges, or any other parameters in the required boxes, and then click on the OK button to insert the completed formula in the spreadsheet.

AutoSum:

Adding is the most common math operation performed in Excel. The Home ribbon includes an AutoSum button for adding. This button provides a shortcut to typing formulas.

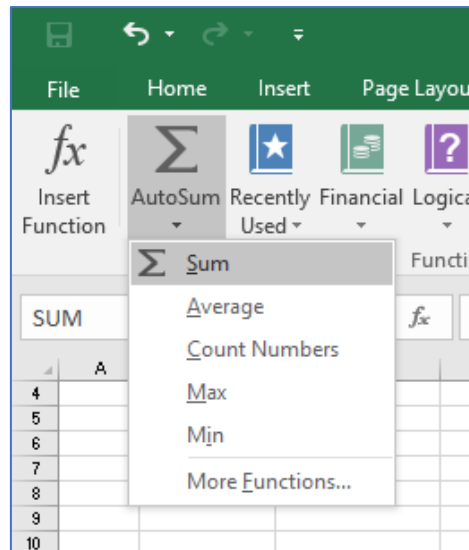


Figure 96-AutoSum button

Sum:

Adding is the most common function performed in Excel. The SUM function adds values. Specify values, individual cell addresses and/or range addresses in the number variables.

Syntax =SUM(number1,number2,...)

examples =SUM(A10:A25)

=SUM(B15:C20)

Average:

An average sums all values and divides by the total number of values. Specify values, individual cell addresses and/or range addresses in the numbers variables. You can simply select the range of cells and select average from AutoSum button

Syntax =AVERAGE (number1, number2...,)

Examples =AVERAGE (15, 255, 45)

=AVERAGE (B2:B18)

Maximum (MAX):

Maximum indicates the largest value in the designated list of numbers.

Syntax =MAX (number1, number2 ...)

Examples =MAX (A15:A35)

=MAX (D10:D200, D225:D325)

Minimum (MIN):

Minimum indicates the smallest value in the designated list of numbers.

Syntax =MIN (number1, number2...)

Examples =MIN (A15:A35)

=MIN (D10:D200, D225:D325)

Exiting Ms excel

You can exit excel by clicking the close button provided at the upper right corner on the title bar. Or click the file tab and select close option.

CS-141L Introduction to computing Lab 10

Type of Lab: Open Ended
Weightage: 10%

CLO 1: Use state of art tools to develop professional documents, spread sheets, web layouts and presentations in various assignments.

CLO3: Value plagiarism and ethical guidelines in all lab assignments/homework.

Student Understand the usage of template and design document using this.	Cognitive/Understanding	CLO1	Rubric A
Value plagiarism and ethical guidelines in all lab assignments or homework.	Affective/Valuing	CLO3	Rubric B

Rubric A: Cognitive Domain

Evaluation Method: GA shall evaluate the students for Question according to following rubrics.

CLO	0	1	2	3	4
CLO1	Student not able to create or save new work book.	Student able to insert data in columns and can insert pictures.	Student can merge or split columns and manipulate data.	Student able to insert formulas but not properly.	Student able to insert formulas correctly.

Rubric B: Affective Domain:

Lab Staff shall help GA in evaluation of the students for their CLO 3

CLO 3	0	1	2	3
Value plagiarism and ethical guidelines in all lab assignments or homework.	Student copied complete task from other fellows.	Student partially copied or asked from fellows.	Student asked from fellows but clearly mentioned the part of task copied	Student did not copy the task and not allow anyone to copy his task.

LAB 10

Create academic record of a student.

Objectives

To learn the most basic use of excel. How to make mark sheet and how to insert pictures in excel.

Processing steps

Opening blank workbook

1. Start excel and open blank workbook. To do this, select the new tab and click on **blank workbook**.

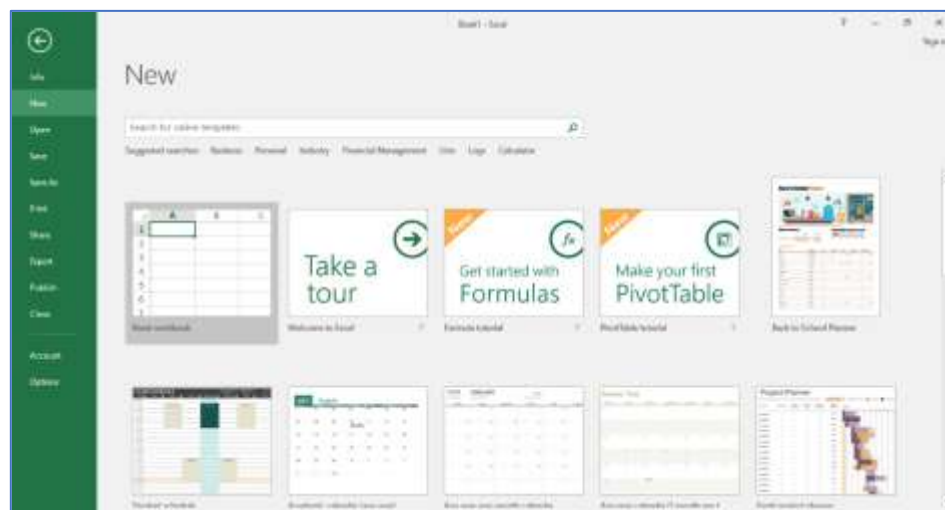


Figure 97-opening blank workbook

Inserting picture and shapes

2. Start typing the given record in the workbook. In this case, I have given heading at the top and then inserted picture. To insert picture, go to the **insert tab** and select **insert picture** button. The insert picture dialog box will appear.

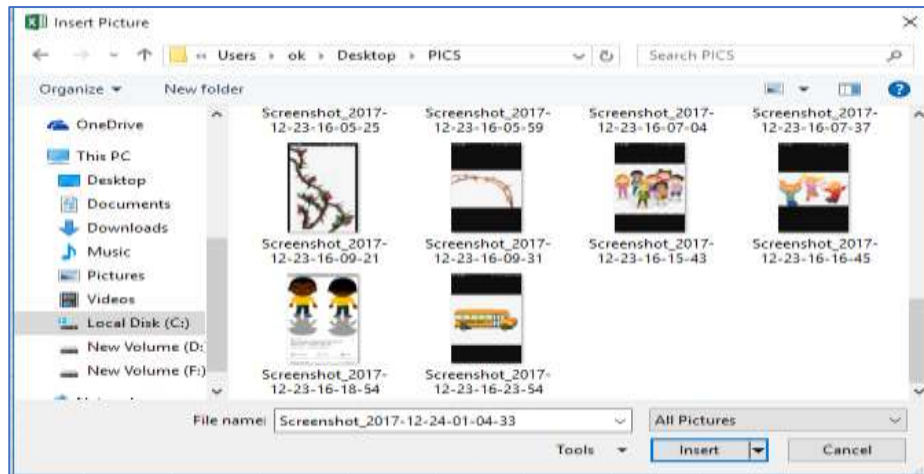


Figure 98-inert picture dialog box

3. Select the desired picture and click on **insert button** at the bottom of dialog box.
4. Enter the given data in the workbook. To underline the text, I have used shapes. Go to the **insert tab** and click the down arrow to the right of **shapes button**.



Figure 99-shapes

5. Use the **line shape** to underline the text.
6. To change the appearance of the text, go to **Home** tab and in the font group, font style and sizes etc. can be changed. And in the **Alignment** group, **Merge & Centre** is used to merge the text.

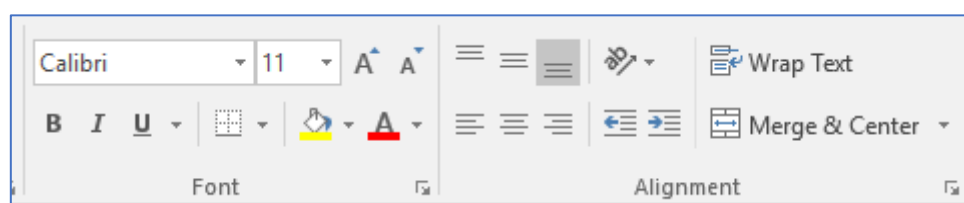


Figure 100-font and alignment group

Applying formulas

- To calculate total of the values, place the cursor in the cell where you want to display total and go to the **Formula** tab and click the down arrow of **AutoSum** and select **Sum**.

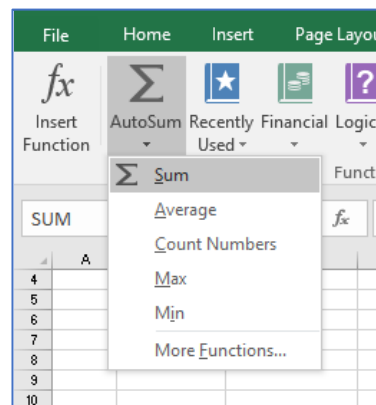


Figure 101-calculating sum

- And select the values you want to total as follows:

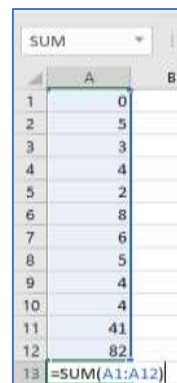



Figure 102-applying sum formula

- Similarly, calculate average of all values. Go to the formulas tab and in the **AutoSum** button select average and then select the cell on which you want to apply average formula. For example

	A	B
1	0	
2	5	
3	3	
4	4	
5	2	
6	8	
7	6	
8	5	
9	4	
10	4	
11	41	
12	82	
13	164	
14	164	
15	=AVERAGE(A1:A14)	

Figure 103-calculating average

10. To add **colour shading** to values, select the values and in the **home tab** in the font group select the desired colour from fill colour. 

11. To calculate percentage, I have typed the following formula in the formula bar according to my data.

NAME OF INSTITUTION	CITY	CLASS	TOTAL MARKS	OBTAINED MARKS
ST DENY'S ENGLISH SCHOOL	GUJRANWALA	1	800	700
ST DENY'S ENGLISH SCHOOL	GUJRANWALA	2	800	700
ST DENY'S ENGLISH SCHOOL	GUJRANWALA	3	800	700
ST DENY'S ENGLISH SCHOOL	GUJRANWALA	4	800	700
ST DENY'S ENGLISH SCHOOL	GUJRANWALA	5	800	700
ST DENY'S ENGLISH SCHOOL	GUJRANWALA	6	800	700
ST DENY'S ENGLISH SCHOOL	GUJRANWALA	7	800	700
ST DENY'S ENGLISH SCHOOL	GUJRANWALA	8	800	700
ST DENY'S ENGLISH SCHOOL	GUJRANWALA	9	550	475
ST DENY'S ENGLISH SCHOOL	GUJRANWALA	10	550	521
PUNJAB COLLEGE	GUJRANWALA	11	550	520
PUNJAB COLLEGE	GUJRANWALA	12	550	520
TOTAL			8600	7636
AVERAGE				636.3333333
PERCENTAGE				88.79069767

Figure 104-calculating percentage

Saving worksheet

12. After calculations, you can **save** record. Go to the **file tab** and select saves as. Then select browse.

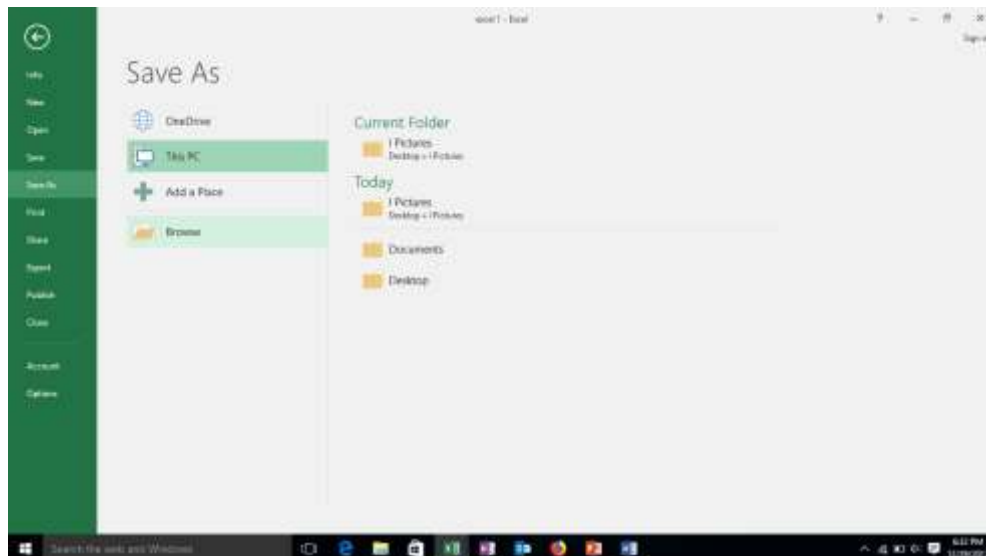


Figure 105-saving record

13. Save as dialog box will appear. Enter the name of the file and location where you want to save the file. Then click save button. File will be saved.

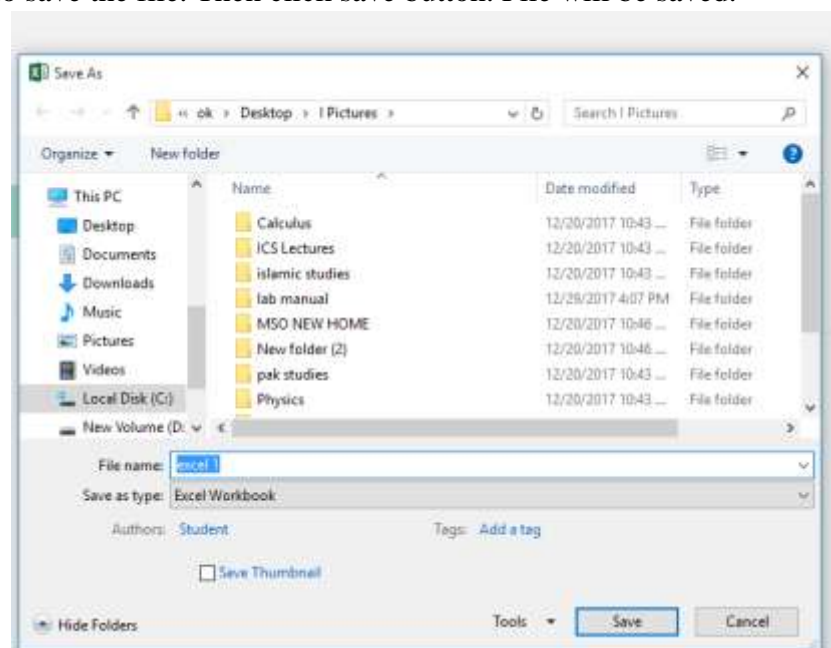


Figure 106-save as dialog box

Conclusion

After following the above steps, we can create, manipulate and save records in excel. We can also insert pictures in sheet and apply shading to them.

Sample


Student's Academic Record					
					
Department Of Computer Science and Engineering UET, Lahore					
Name of Student: MEHAK SALEEM					
Name of Father: CH. MUHAMMAD SALEEM					
Residence: ST NO. 2 HAFIZABAD ROAD, GUJRANWALA					
SR NO.	NAME OF INSTITUTION	CITY	CLASS	TOTAL MARKS	OBTAINED MARKS
1	ST DENT'S ENGLISH SCHOOL	GUJRANWALA	1	800	800
2	ST DENT'S ENGLISH SCHOOL	GUJRANWALA	2	800	700
3	ST DENT'S ENGLISH SCHOOL	GUJRANWALA	3	800	700
4	ST DENT'S ENGLISH SCHOOL	GUJRANWALA	4	800	700
5	ST DENT'S ENGLISH SCHOOL	GUJRANWALA	5	800	700
6	ST DENT'S ENGLISH SCHOOL	GUJRANWALA	6	800	700
7	ST DENT'S ENGLISH SCHOOL	GUJRANWALA	7	800	700
8	ST DENT'S ENGLISH SCHOOL	GUJRANWALA	8	800	700
9	ST DENT'S ENGLISH SCHOOL	GUJRANWALA	9	550	475
10	ST DENT'S ENGLISH SCHOOL	GUJRANWALA	10	550	521
11	PUNJAB COLLEGE	GUJRANWALA	11	550	520
12	PUNJAB COLLEGE	GUJRANWALA	12	550	520
TOTAL				8800	7781
AVERAGE				84.6666667	
PERCENTAGE				85.35348832	

Figure 107: Sample document

CS-141L Introduction to computing Lab 11

Type of Lab: Open Ended

Weightage: 5%

CLO 1: Use state of art tools to develop professional documents, spread sheets, web layouts and presentations in various assignments.

CLO3: Value plagiarism and ethical guidelines in all lab assignments/homework.

Student Understand the usage of template and design document using this.	Cognitive/Understanding	CLO1	Rubric A
Value plagiarism and ethical guidelines in all lab assignments or homework.	Affective/Valuing	CLO3	Rubric B

Rubric A: Cognitive Domain

Evaluation Method: GA shall evaluate the students for Question according to following rubrics.

CLO	0	1	2	3	4
CLO1	Student able to insert data in columns and can insert pictures.	Student can merge or split columns and manipulate data.	Student can insert pie and bar charts.	Student able to enter data for charts and cannot set legends, axis information.	Student able to insert charts and data correctly.

Rubric B:

Affective Domain: Lab Staff shall help GA in evaluation of the students for their CLO 3

CLO 3	0	1	2	3
Value plagiarism and ethical guidelines in all lab assignments or homework.	Student copied complete task from other fellows.	Student partially copied or asked from fellows.	Student asked from fellows but clearly mentioned the part of task copied	Student did not copy the task and not allow anyone to copy his task.

LAB 11

Create pie and bar chart with the data of student's record provided in the previous assignment.

Objectives

To learn how to create charts in excel and represent data in them.


Processing steps

Creating pie chart

1. First of all, select the data values of which you want to create the chart. In case of **pie chart**, it is between obtained and total marks. Select the values.

SR NO.	NAME OF INSTITUTION	CITY	CLASS	TOTAL MARKS	OBTAINED MARKS
1	ST DENY'S ENGLISH SCHOOL	GUJRANWALA	1	800	800
2	ST DENY'S ENGLISH SCHOOL	GUJRANWALA	2	800	700
3	ST DENY'S ENGLISH SCHOOL	GUJRANWALA	3	800	700
4	ST DENY'S ENGLISH SCHOOL	GUJRANWALA	4	800	700
5	ST DENY'S ENGLISH SCHOOL	GUJRANWALA	5	800	700
6	ST DENY'S ENGLISH SCHOOL	GUJRANWALA	6	800	700
7	ST DENY'S ENGLISH SCHOOL	GUJRANWALA	7	800	700
8	ST DENY'S ENGLISH SCHOOL	GUJRANWALA	8	800	700
9	ST DENY'S ENGLISH SCHOOL	GUJRANWALA	9	550	475
10	ST DENY'S ENGLISH SCHOOL	GUJRANWALA	10	550	521
11	PUNJAB COLLEGE	GUJRANWALA	11	550	520
12	PUNJAB COLLEGE	GUJRANWALA	12	550	520
TOTAL				8600	7738
AVERAGE					644.6666667
PERCENTAGE					89.95348837

Figure 108-selecting values for graph

2. Then go to the **insert tab** and select **pie chart** in chart  group. And select **2-D** in pie chart option.

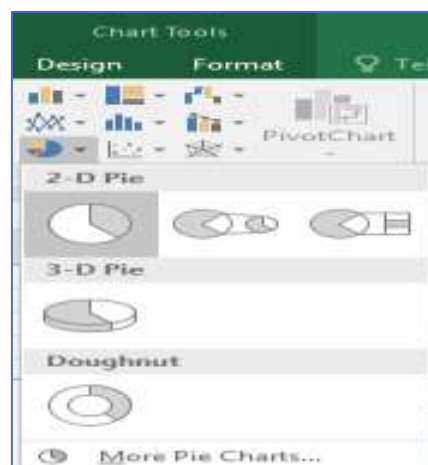


Figure 109- 2-D pie chart

3. The pie chart will be created according to the data values.

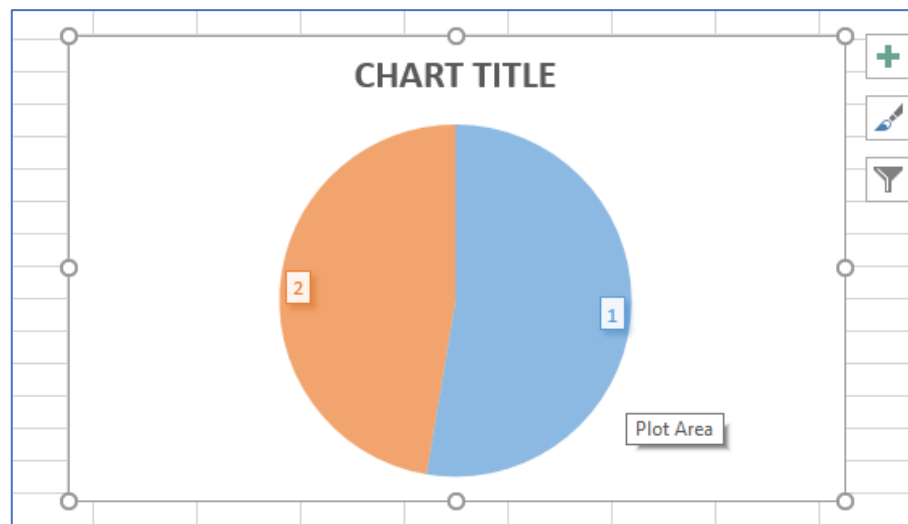


Figure 110-pie chart

Adding title and colours to chart

4. Now click on the chart title **text box** to enter the title and to change colour scheme.

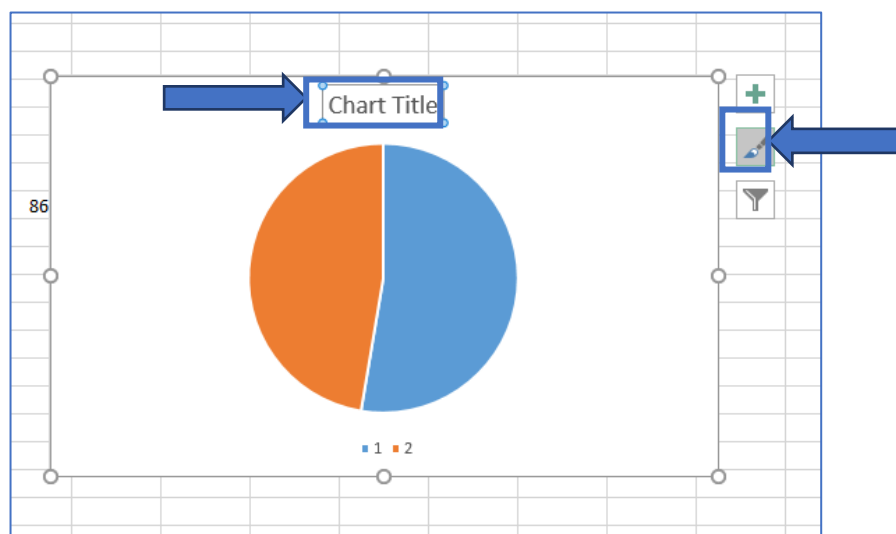


Figure 111-adding chart title and colours


5. After adding title and changing colours, save the chart with specified name.

Creating bar chart

6. For bar chart, select the required data values as follows:

SR NO.	NAME OF INSTITUTION	CITY	CLASS	TOTAL MARKS	OBTAINED MARKS
1	ST DENY'S ENGLISH SCHOOL	GUJRANWALA	1	800	800
2	ST DENY'S ENGLISH SCHOOL	GUJRANWALA	2	800	700
3	ST DENY'S ENGLISH SCHOOL	GUJRANWALA	3	800	700
4	ST DENY'S ENGLISH SCHOOL	GUJRANWALA	4	800	700
5	ST DENY'S ENGLISH SCHOOL	GUJRANWALA	5	800	700
6	ST DENY'S ENGLISH SCHOOL	GUJRANWALA	6	800	700
7	ST DENY'S ENGLISH SCHOOL	GUJRANWALA	7	800	700
8	ST DENY'S ENGLISH SCHOOL	GUJRANWALA	8	800	700
9	ST DENY'S ENGLISH SCHOOL	GUJRANWALA	9	550	475
10	ST DENY'S ENGLISH SCHOOL	GUJRANWALA	10	550	521
11	PUNJAB COLLEGE	GUJRANWALA	11	550	520
12	PUNJAB COLLEGE	GUJRANWALA	12	550	520
TOTAL				8600	7738
AVERAGE					644.6666667
PERCENTAGE					89.95348837

Figure 112-selecting values for bar chart

7. To create chart, go to the insert tab and in the chart group select the recommended chart  and select the **clustered column chart**.

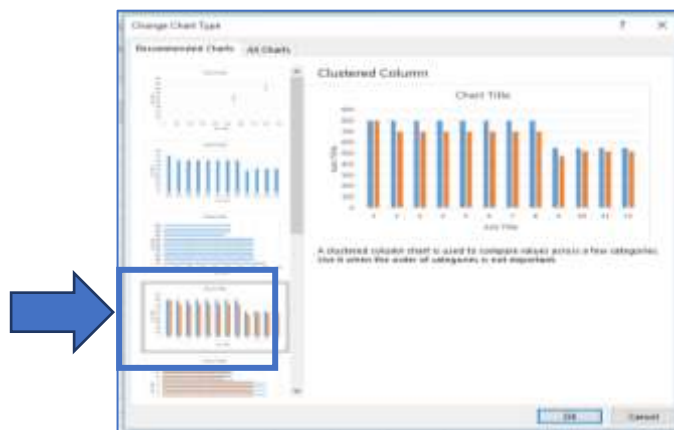


Figure 113-creating bar chart

Adding title and chart elements

8. The chart will be created. Add title of the chart and tick the check boxes of which **chart elements** you want to include in your chart.

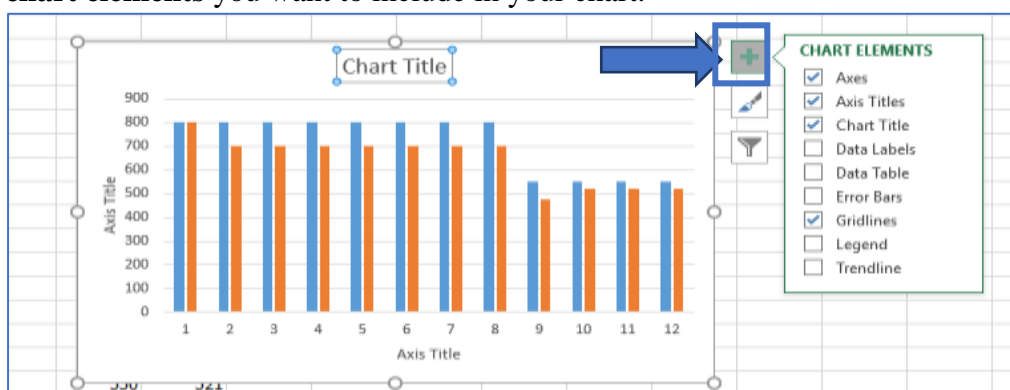


Figure 114-chart elements

9. In this chart five chart elements are included, which are shown in the above figure. **Legends** are defined at the bottom of graph.



Figure 115-adding legends

10. Add **axis titles** and **chart titles** and you can also change the colour and style of graph.
11. After doing all above steps, chart will be created in desired form and it can now be saved.

Conclusion

After following the above steps, we can create bar and pie charts and can add title, colours and chart elements. We can change their appearance by formatting.

Sample

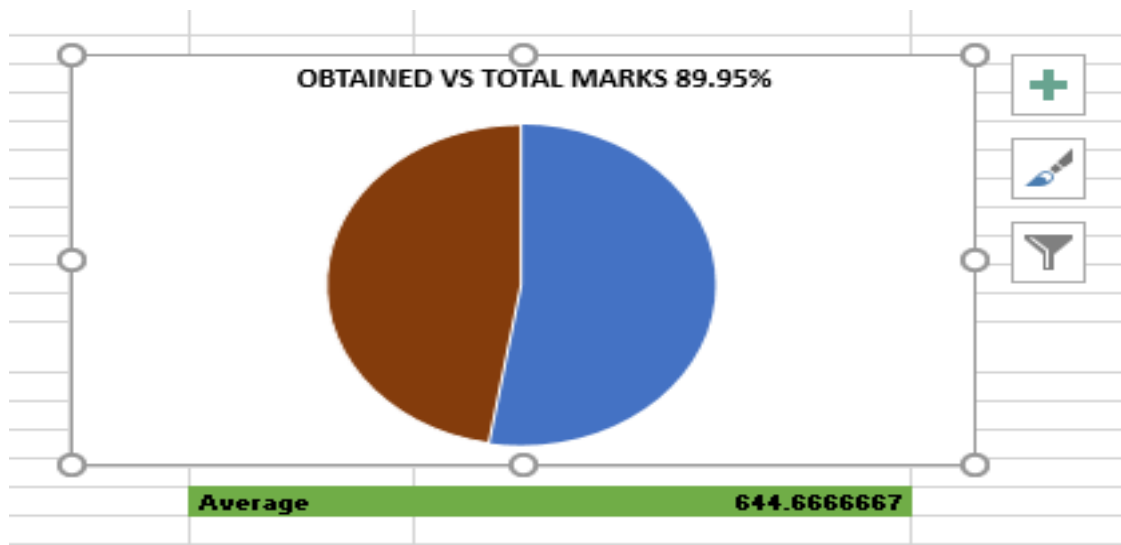


Figure 116 Sample Pie Chart

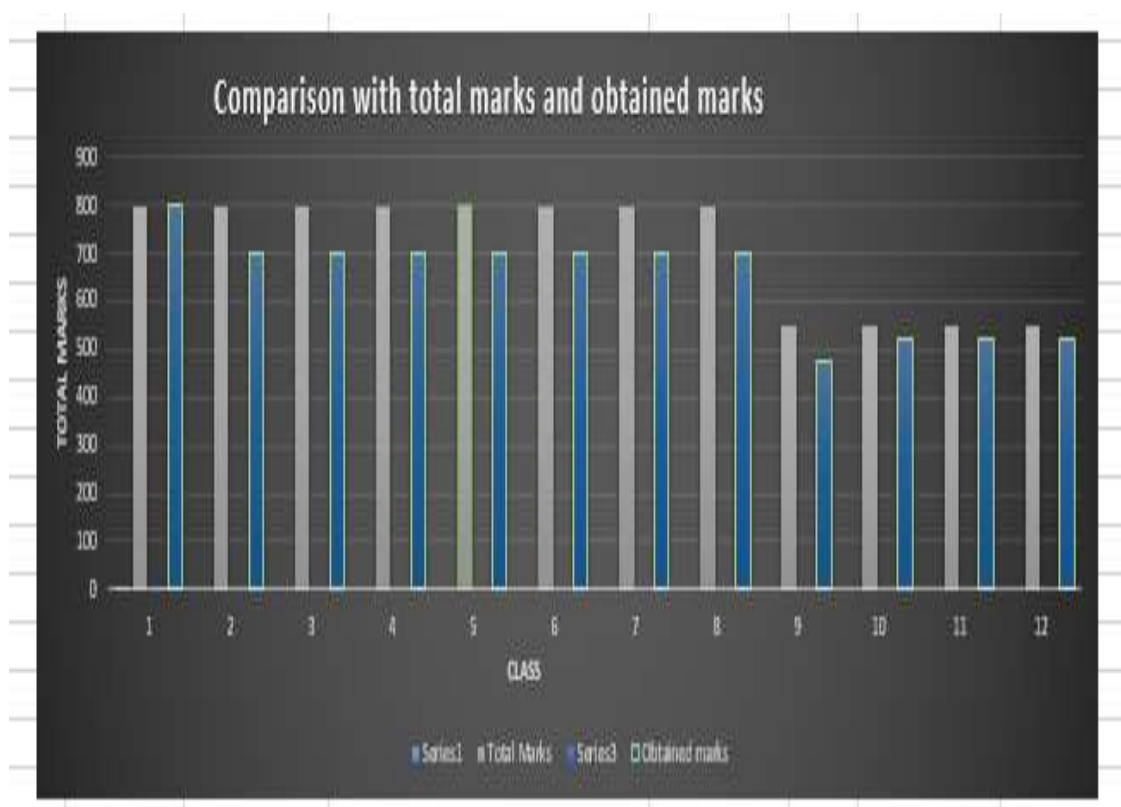


Figure 117 Sample Bar Chart

CS-141L Introduction to computing Lab 12

Type of Lab: Open Ended

Weightage: 5%

CLO 1: Use state of art tools to develop professional documents, spread sheets, web layouts and presentations in various assignments.

CLO3: Value plagiarism and ethical guidelines in all lab assignments/homework

Student Understand the usage of template and design document using this.	Cognitive/Understanding	CLO1	Rubric A
Value plagiarism and ethical guidelines in all lab assignments or homework.	Affective/Valuing	CLO3	Rubric B

Rubric A: Cognitive Domain

Evaluation Method: GA shall evaluate the students for Question according to following rubrics.

CLO	0	1	2	3	4
CLO1	Student able to insert data in columns and can insert pictures.	Student can merge or split columns and manipulate data.	Student can format text and cells.	Student able to insert data vertically and can set width height of cells.	Student able to make plan chart properly.

Rubric B:

Affective Domain: Lab Staff shall help GA in evaluation of the students for their CLO 3

CLO 3	0	1	2	3
Value plagiarism and ethical guidelines in all lab assignments or homework.	Student copied complete task from other fellows.	Student partially copied or asked from fellows.	Student asked from fellows but clearly mentioned the part of task copied	Student did not copy the task and not allow anyone to copy his task.

LAB 12

Create a plan chart as given in sample.

Objectives

Learn to make Plan Chart of any Project

Procedure Steps

Opening Blank Excel sheet

Open a new blank **Excel** Document.

Merging Cells

1. Select the cells you want to merge.
2. On **Home** tab, in **Alignment** group, click on **Merge and Centre**.



Figure 98-cells are merging

Formatting of text

3. Add text in it and change its font style, Colour and size.



Figure 99-text is adding and formatted

Drawing Borders

4. On **Home** tab, in **Font** group, click on arrow.
5. From the drop down menu select **Line Style** and then select line of desired thickness.



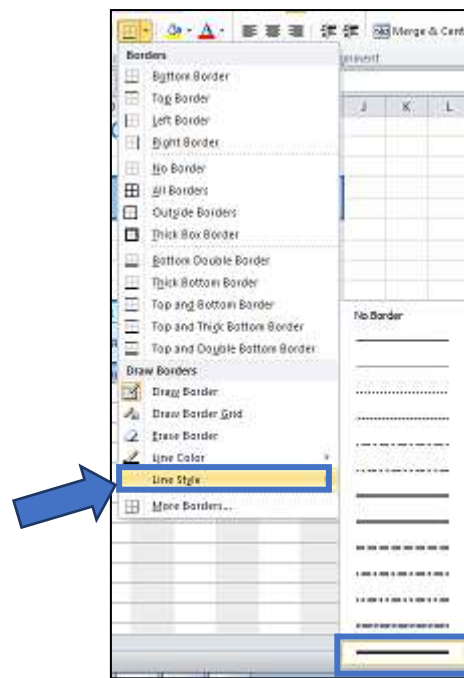


Figure 100-adding borders to cells

6. Again click on arrow , click on **Line Colour** and select desired Colour for border.

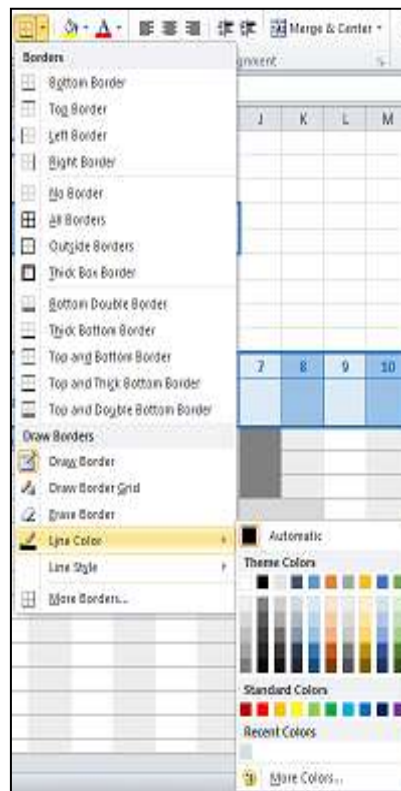


Figure 101-changing line colour of border

7. A pencil will appear. Draw the border of cells.

Changing Column Widths

8. Select the cells whose column width you want to change. On **Home** tab, in **Cells**

group, click on arrow below **Format**  and select **Column Width** from drop down menu.

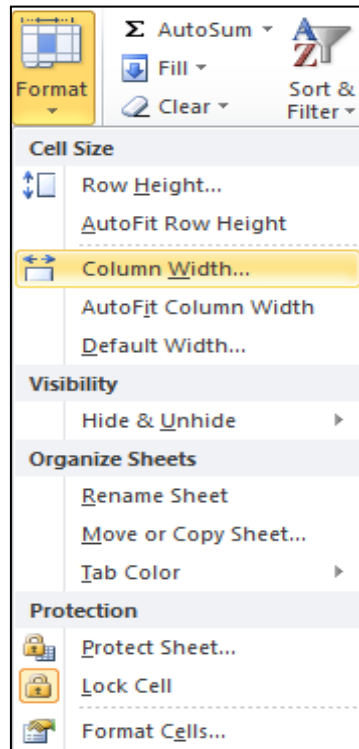


Figure 102-changing of column width

9. Change the **Column Width** and click **OK**.

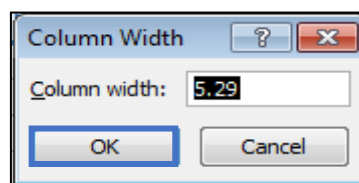


Figure 103-writing column width

10. Column width of selected cells will be changed.
11. Merge the required cells by the method described previously.

Formatting Cells

12. To fill Colour in the cells, **Right** click on it and select **Format Cells** from the dropdown menu.

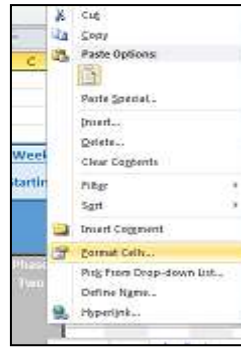


Figure 104-formatting of cells

13. Click on **Fill** from **Format Cell** dialogue box and select desired fill Colour.

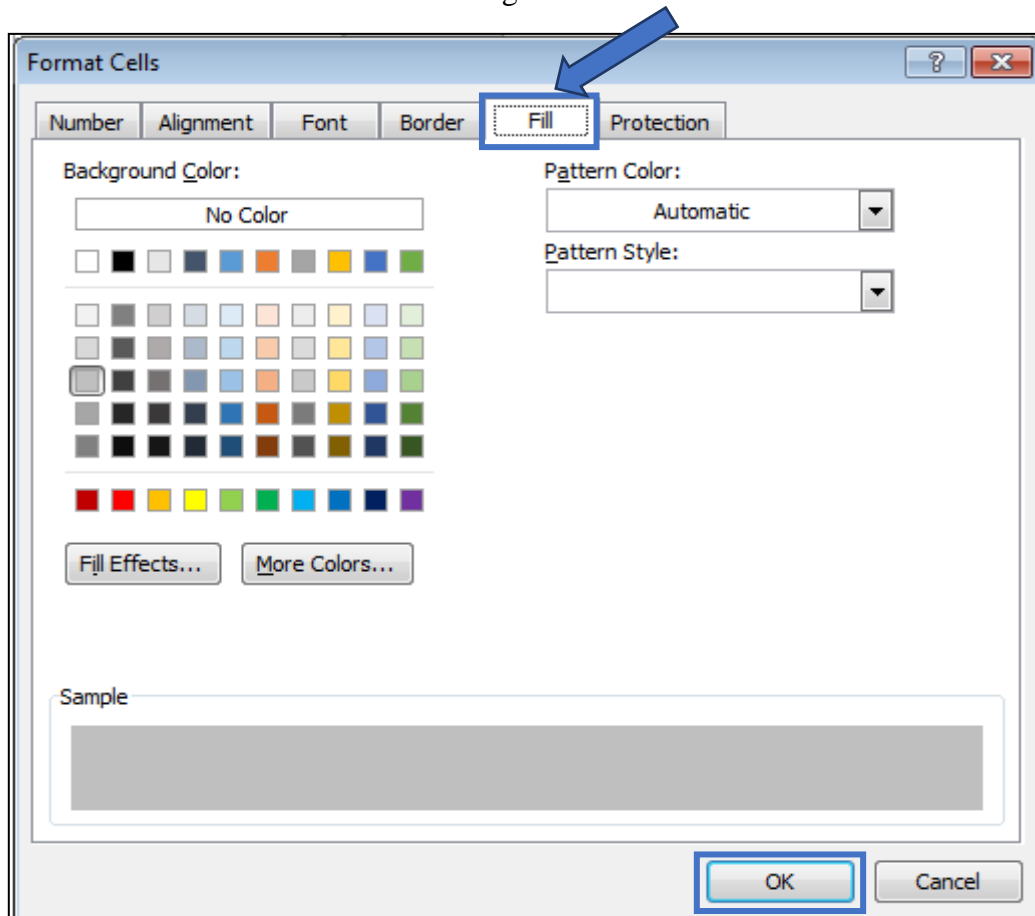



Figure 105-color fill of cell is changing

Inserting vertical text in cells

14. Select the merged cells and on **Home** tab, in **Alignment** group, click on  and then select **Vertical Text** from drop down menu.

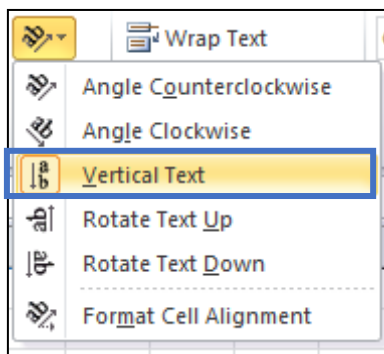


Figure 105-insertion of vertical text

15. And add text. Text will appear vertically.

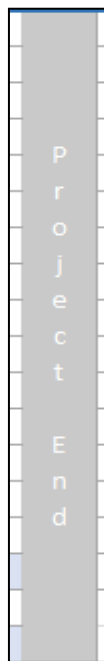



Figure 106-vertical text in cell is shown

Inserting Rotated text in cells

16. Again select other merged cell, click on  and select **Rotate Text Up** from the list.
17. Add text in cell and text will appear in in this way.
18. In some cells, text will appear in this way.

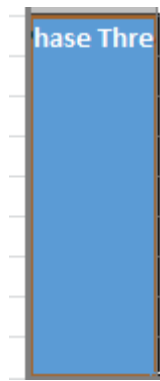


Figure 107-text in cell without wrapping

19. To resolve this, select the cell and click on **Home** tab, in **Alignment** group, select **Wrap Text**.

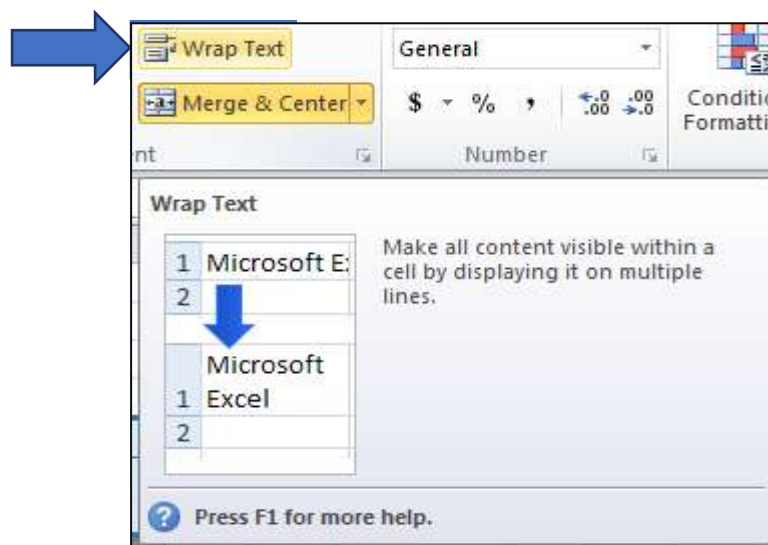


Figure 108-wrapping of text

20. Text in cell will then appear in this way.

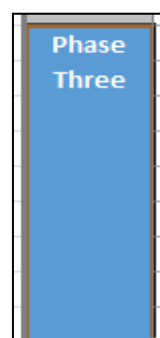


Figure 109-text is wrapped in cell

21. And text in the cell is **Upper Aligned**.



Figure 110-alignment buttons are shown

22. Complete the task.
23. **Save** the Document.

Conclusion

Hence, by following these steps and applying the appropriate formatting, merging cells, adding cell border and fill Colour, changing cell widths, wrapping text in cell and changing orientation of Text in cells we can easily make a plan chart for our any project in MS Excel.

Sample:

Day	1	2	3	4	5	6	7	8	
Prefetching	Department/Selected								p r o j e c t e n d
	collected/teachers' info								
	submitted report								
Phase Two									
Survey				Conducted survey					
Designing and filling of google form					Google form was designed				
						google form was filled			
Survey Analysis									
Presentation								Data was presented	
Report									

Figure 118: Sample document

Website development



HTML & CSS

Introduction to HTML

- HTML is the standard mark-up language for creating Web pages.
- HTML stands for **Hyper Text Mark-up Language**.
- HTML describes the structure of Web pages using mark up.
- HTML elements are the building blocks of HTML pages.
- HTML elements are represented by tags.
- HTML tags label pieces of content such as "heading", "paragraph", "table", and so on
- Browsers do not display the HTML tags, but use them to render the content of the page.

HTML Tags

HTML tags are element names surrounded by angle brackets:

- `<Tagname>content goes here...</tagname>`
- HTML tags normally come in pairs like `<p>` and `</p>`
- The first tag in a pair is the start tag, the second tag is the end tag
- The end tag is written like the start tag, but with a forward slash inserted before the tag name
- HTML was created to describe the content of a web page, like:
- `<h1>this is a heading</h1>`
- `<p>This is a paragraph.</p>`
- The HTML document itself begins with `<html>` and ends with `</html>`.
- The visible part of the HTML document is between `<body>` and `</body>`.

Tag	Description
<code><html></code>	Defines the root of an HTML document
<code><body></code>	Defines the document's body
<code><head></code>	A container for all the head elements (title, scripts, styles, meta information, and more)
<code><h1></code> to <code><h6></code>	Defines HTML headings
<code><hr></code>	Defines a thematic change in the content

Figure 111-tags with their descriptions

Tag	Description
<code><p></code>	Defines a paragraph
<code>
</code>	Inserts a single line break
<code><pre></code>	Defines pre-formatted text

Figure 119- more tags with descriptions

HTML Headings

HTML headings are defined with the `<h1>` to `<h6>` tags.

`<h1>` defines the most important heading. `<h6>` defines the least important heading:

```
<h1>This is heading 1</h1>
<h2>This is heading 2</h2>
<h3>This is heading 3</h3>
```

Figure 113-example of heading tags

HTML Paragraphs

HTML paragraphs are defined with the `<p>` tag:

```
<p>This is a paragraph.</p>
<p>This is another paragraph.</p>
```

Figure 115-example of paragraph tags

HTML Links

HTML links are defined with the `<a>` tag:

```
<a href="https://www.w3schools.com">This is a link</a>
```

Figure 116-example of links in html

HTML Images

HTML images are defined with the `` tag.

The source file (src), alternative text (alt), width, and height are provided as attributes:

```

```

Figure 117-exaple for inserting image in html

Introduction to CSS

- **CSS** stands for **Cascading Style Sheets**
- CSS describes **how HTML elements are to be displayed on screen, paper, or in other media**
- CSS **saves a lot of work**. It can control the layout of multiple web pages all at once
- External style sheets are stored in **CSS files**

CS-141L Introduction to computing Lab 13

Type of Lab: Open Ended
Weightage: 10 %

CLO 2: Design a project which builds your logic building skills in collaborative environment.

CLO3: Value plagiarism and ethical guidelines in all lab assignments/homework.

Student Understand the Collaborative environment to design a project.	Cognitive/Understanding	CLO1	Rubric A
---	--------------------------------	------	----------

Rubric A: Cognitive Domain

Evaluation Method: GA shall evaluate the students for Question according to following rubrics.

CLO	0	1	2	3	4
CLO2	Student is not able to use basic tags and write code.	Layout and design is unorganized, background colour is too dark/light, fonts either too big/small.	Layout is organized, Page format fit monitor. Proper background and text colour.	All pages are linked properly using interactive buttons, pages not linked to homepage.	Layout is well-organized and all pages are connected to home page. Task is done excellently.

LAB 14

Design and create a personal website using html and css

Objectives

To learn how to create websites using HTML and CSS in notepad.

Processing steps

Opening Blank Notepads

1. Open a new blank Notepad sheet.

Saving these as HTML and CSS

2. To save it as HTML file, press Ctrl+S.
3. A **Save as** dialogue box will appear. Select on arrow next to **Save as Type** and click on **All Files** from the drop down list.

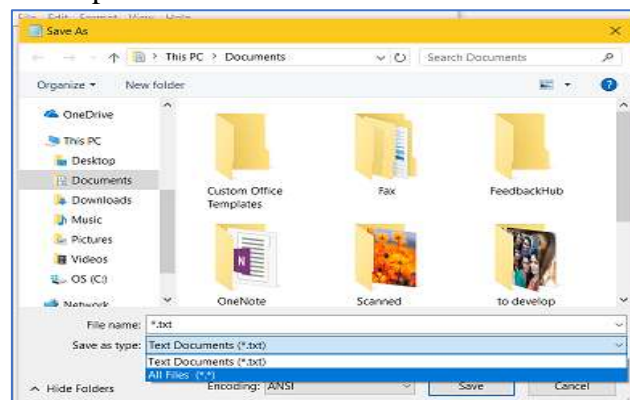


Figure 118-save as type selection

Now type the file name in the bar next to **File name** and type **.html** or **.htm** with the name.

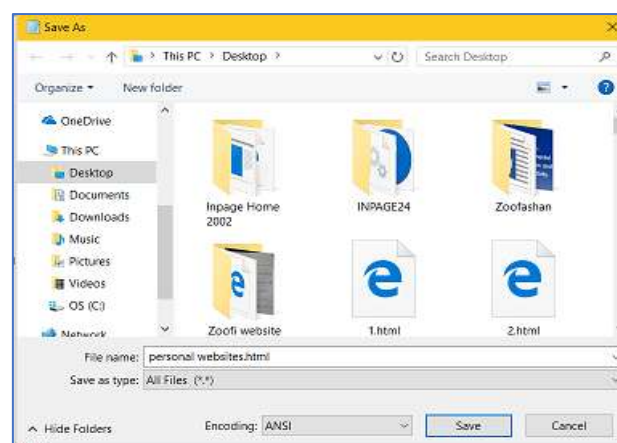


Figure 119-file name with html extension

4. Open another blank sheet of **Notepad**. Save it as CSS file. The procedure is same but name of file will contain **.css** instead of **.html**.

5. In html file, start the webpage by writing **html tag**. Then type heading and title of the page.
6. Each tag will start with an alligator bracket. And closing of tag is must.

Linking CSS style sheet with HTML

Link the css style sheet with html.

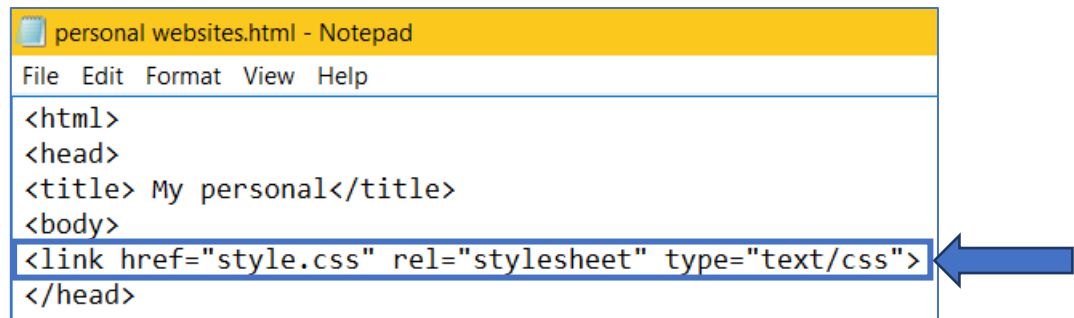


Figure 120-linkin css style sheet with html file

Specify different **classes** in html file using div.

```
<div class="nav">
```

Figure 121-definig class using div in html

Apply designs on the classes in css style sheet. Write dot before name of class, then type bracket {, write design codes, insert semi-colon at the end of each code and close the bracket after designing.

```
.nav{  
  width:250px;  
  height:auto;  
  position:absolute;  
  top:2%;  
  left:0px;  
}
```

Figure 122-styling of that class in css

Inserting Background image

7. Insert background image in css style sheet.

```
body{  
  background:url("5.jpg");  
  background-size:cover;  
  padding: 3px;  
}
```

Figure 123-inserting background image in css

8. Make navigation tabs and link them with other webpages and links in HTML.

```
<div class="nav">  
<a href="file:///C:/Users/zoofashan%20waheed/Desktop/personal%20websites.html">Home</a>  
<a href="file:///C:/Users/zoofashan%20waheed/Desktop/aboutme.html">About Me</a>  
<a href="file:///C:/Users/zoofashan%20waheed/Desktop/Interests%20and%20dreams.html#">Interests</a>  
<a href="file:///C:/Users/zoofashan%20waheed/Desktop/Talents%20and%20achievements.html">Talents</a>  
<a href="file:///C:/Users/zoofashan%20waheed/Desktop/Qualities%20and%20flaws.html">Flaws</a>  
<a href="file:///C:/Users/zoofashan%20waheed/Desktop/Gallery.html">Gallery</a>  
<a href="file:///C:/Users/zoofashan%20waheed/Desktop/Contact%20me.html">Contact Me</a>
```

Figure 124-linking with other webpages in html

9. And style them in css style sheet.

```
.nav{  
    width:250px;  
    height:auto;  
    position:absolute;  
    top:2%;  
    left:0px;  
}  
  
.nav a{  
    width:350px;  
    height:50px;  
    margin:5px 0;  
    float:left;  
    display:inline-block;  
    background-color:black;  
    overflow:hidden;  
    font-family:verdana;  
    text-decoration:none;  
    font-size:28px;  
    margin-top:5px;  
    text-align:center;  
    line-height:;  
    color:white;  
}
```

Figure 125-styling of nav bar in css

```
a:link,a:visited{
display:block;
font-weight:bold;
color:#FFFFFF;
background-color:black;
width:130px;
text-align:center;
padding:5px;
padding-top:5px;
text-transform:uppercase;
text-decoration:none;
font-size:17px;
overflow:hidden;
margin-top:5px;
}

a:hover,a:active{
background-color:Brown;
}
|
```

Figure 126: more styling in css



Figure 127-sample of nav tabs in web browser

Inserting box

```
.boxed{
margin-left:90px;
text-size:50px;
margin-right:180px;
line-height:25px;
Font-size:25px;
height:800px;
width: 700px;
padding: 50px;
background-color: #F48D55;
}
```

Figure 128-styling of box in css

Insert box and do appropriate styling in css sheet.

Inserting Audio

10. Insert audio in html.

```
<div class="audio"><audio controls
src="We_Can_t_Stop_Miley_Cyrus_Boyce_Avenue_feat_Bea_Miller_cover_on_Apple_Spotify.mp3"></audio></div>
```

Figure 129-inserting audio in html

11. Add lists and use to change Colour of words in text in HTML file.

```
<uol>
<li> Writer is <span style="color:red">Ashfaq Ahmed</span>.</li><br>

<li> Books are all <span style="color:red"><cite> Zawiya </cite></span> series.</li><br>

<li> Color is<span style="color:green"> Green</span>.</li><br>

<li> Song is<span style="color:red"> We can't stop</span>.</li><br><uol>
```

Figure 130-using list and span style in html

Use <cite> to display specific name.

```
<cite> Zawiya </cite>
```

Figure 131-using cite tag to display name of book

Underline the text using<u> tags.

```
><u>My Favourites:</u>
```

Figure 132-underlining the text

Creating forms

12. Create forms in html file.

```

<div class="form">
|
  <label for="name"><span style="color:#CEC4B6">Name</span></label><br>
    <input type="text" name="name" maxlength="70" size="100">
  <br>
  <br>
  <label for="Email"><span style="color:#CEC4B6">Email</span></label><br>
    <input type="text" name="email" maxlength="80" size="100" >
  <br>
  <br>
  <label for="city"><span style="color:#CEC4B6">City</span></label><br>
    <input type="text" name="city" maxlength="80" size="100">
  <br>
  <br>
  <label for="comment"><span style="color:#CEC4B6">Comments</span></label><br>
    <textarea name="comments" maxlength="" cols="75" rows="10"></textarea>
  <br>

  <colspan="2" style="text-align:center">
  <input type="submit" value="Submit">
</form>
</div>

```

Figure 132: creating form in html

13. Insert images and write text along with it in left or right of the image. In this case, I wrote text in right with image.

```

<div class="p4"><p>Sometime, I also do
sketching<p></div></li>

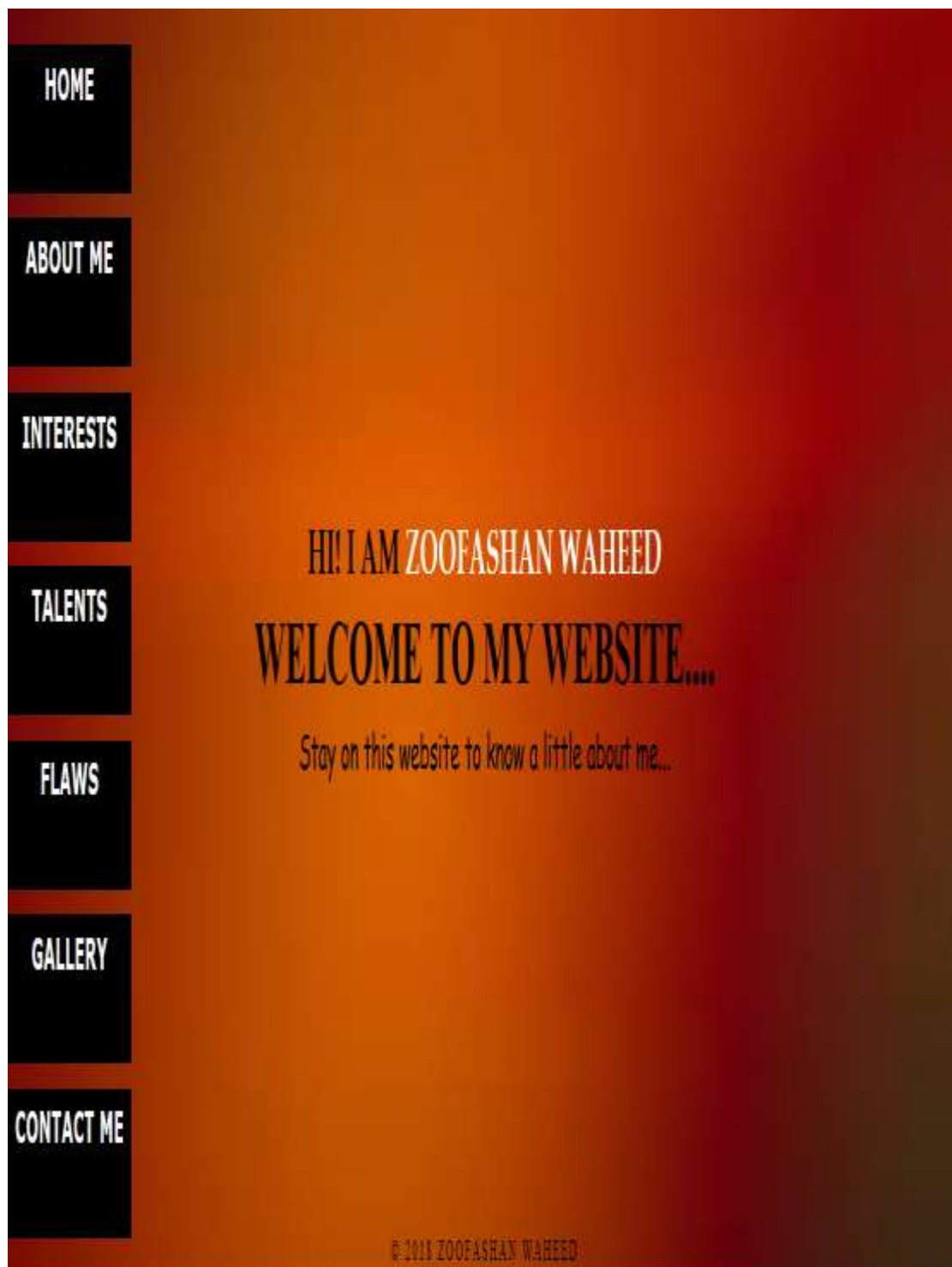
```

Figure 133-inserting image on left side of text in html

Save both files by pressing **CTRL+S** and see results in web browser.

Conclusion

After following the above steps, one can learn how to make a simple personal websites using html and css. By following these steps, one can insert audio, video, images, text formatting etc., and other designing in webpages using css.

Sample:*Figure 120: Sample document*

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