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Problem No: 01

Problem Name: Use accessories utilities of windows OS.

How to access Accessories in Windows 10

There are the following two ways to find the accessories in Windows 10.

Step 1

Firstly, open File Explorer by pressing the Windows logo and then the File Explorer icon.

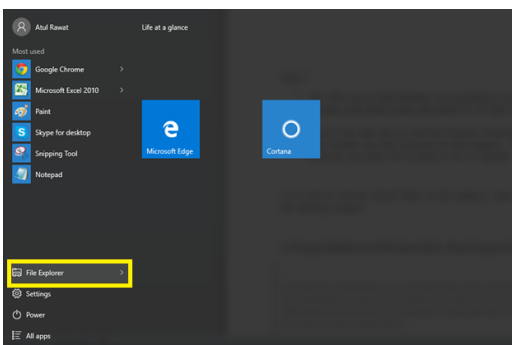


Figure 1: File Explorer

Copy the following path and paste in the address bar of the File Explorer and press the Enter key.

C:\ProgramData\Microsoft\Windows\Start Menu\Programs\Accessories

This will show the available Windows 10 accessories in the Windows Accessories folder on your PC screen.

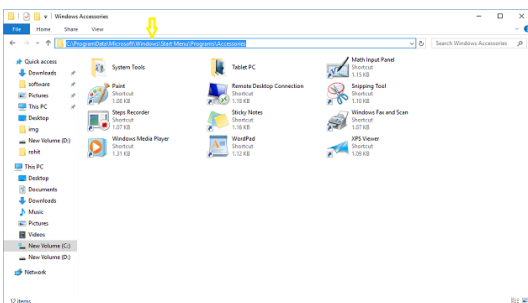


Figure 2: Accessories

Step 2

The other way to find Windows 10 Accessories is to click on the Windows logo on the left side of the Start Screen and click on the All Apps icon on the toolbar.

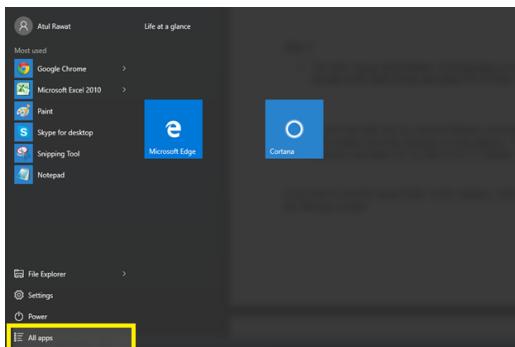


Figure 3: All apps

Select the Windows Accessories as one of the Categories by scrolling from the available categories.

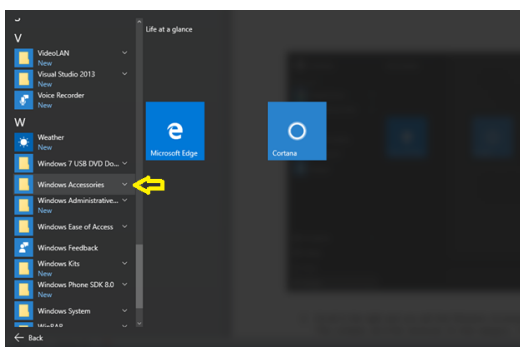


Figure 4: Windows Accessories

This contains a drop-down menu of all the shortcuts for that category. You can right-click any of these shortcuts and select Pin to Start or Pin to Taskbar.

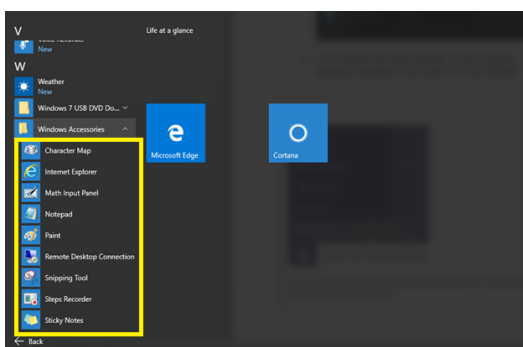


Figure 5: Accessories Tools

Summary: Use accessories of utilities of windows 10

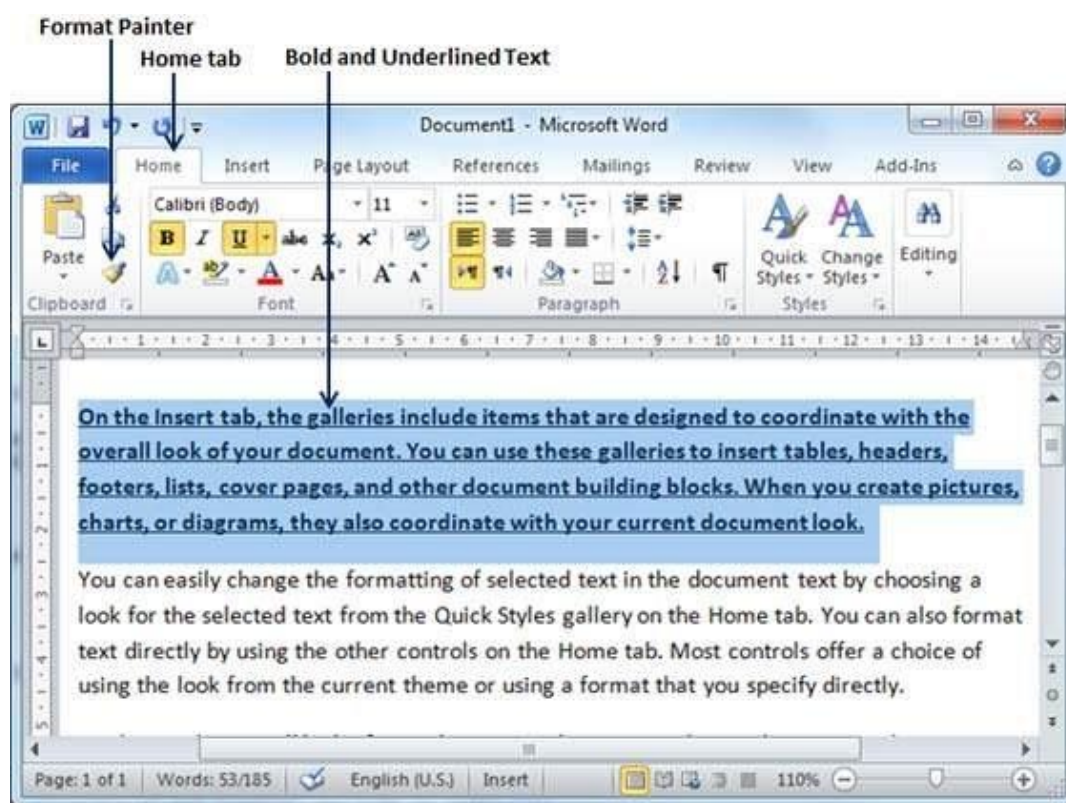
Problem No: 02

Problem Name: Apply formatting feature on Text.

Entering text on word 2010

The following steps will help you understand how to copy and apply text formatting from one portion of text in your document to another portion of text in your document.

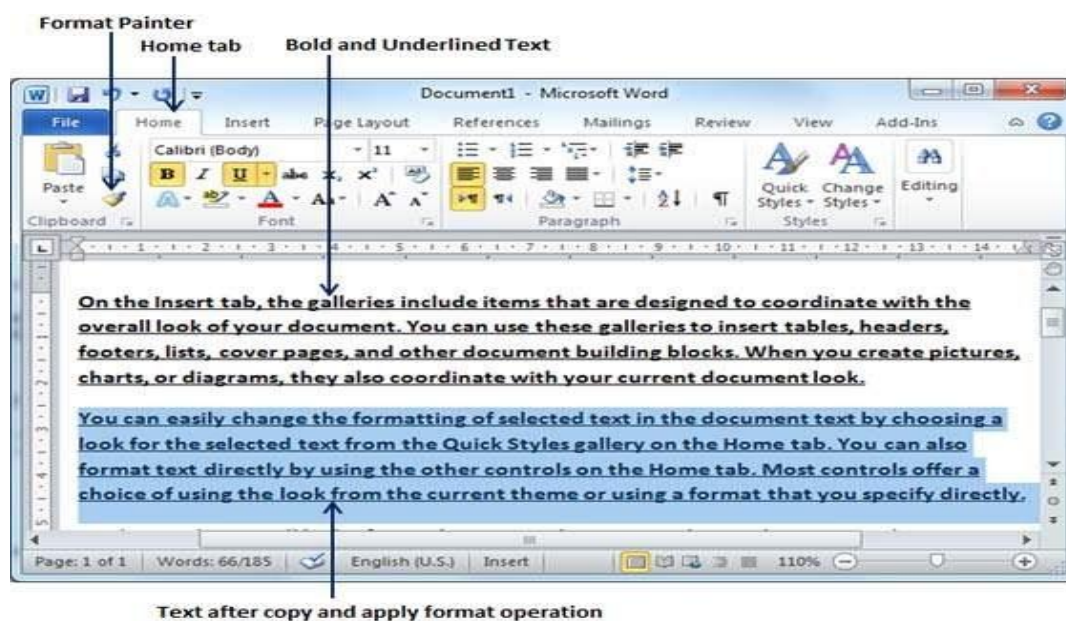
Step 1 – Select the portion of text containing the formatting that you want to copy. I have selected a text which has bold and underlined font as shown below.



Step 2 – Click the Home tab and click the Format Painter button to copy the format of the selected text. As soon as you click the format painter button, the mouse pointer changes to a paintbrush when you move the mouse over your document.

Step 3 – Now you are ready to apply the copied text format to any of the selected text. To select a text using mouse where you want to apply the copied text format. While selecting a portion of text, you have to make

sure that your mouse pointer is still in paintbrush shape. After selecting the text, just release the right-click button of the mouse and you will see that the newly selected text is changed to the format used for the original selection. You can click anywhere outside the selection to continue working on your document for further editing.



Copy and Apply Text Formatting multiple times

Step 1 – If you intend to apply formatting at multiple places, then you will have to double-click the Format Painter button while copying the text format. Later on, you just keep selecting the text where you want to apply the text formatting.

Step 2 – When you are done with applying formatting at all the places, click Format Painter to come out of the format applying operation.

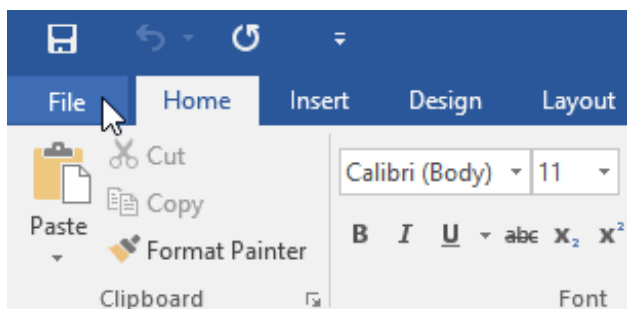
Problem No: 03

Problem Name: Create documents, insert images, format tables.

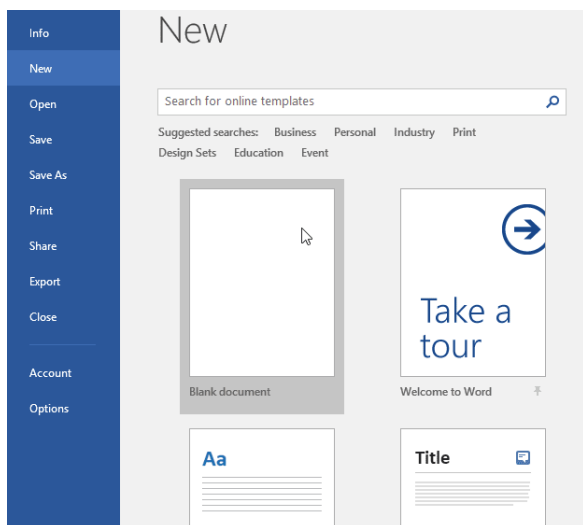
To create a new blank document:

When beginning a new project in Word, you'll often want to start with a new blank document.

Select the File tab to access Backstage view.



Select New, then click Blank document.



A new blank document will appear.

To insert an image:

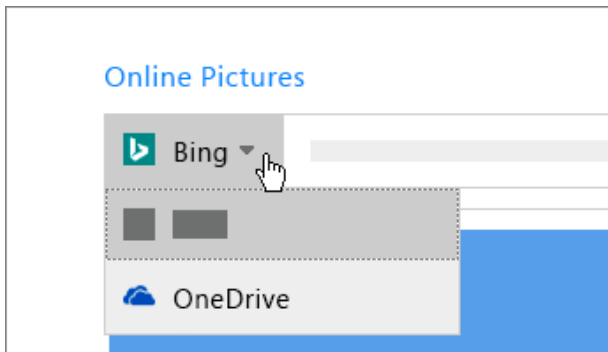
Do one of the following:

Select Insert > Pictures > This Device for a picture on your PC.

Select Insert > Pictures > Stock Images for high-quality images or backgrounds.

Select Insert > Pictures > Online Pictures for a picture on the web.

Tip: For a picture from your OneDrive, go to the drop-down list at the top left, and switch from Bing to OneDrive.

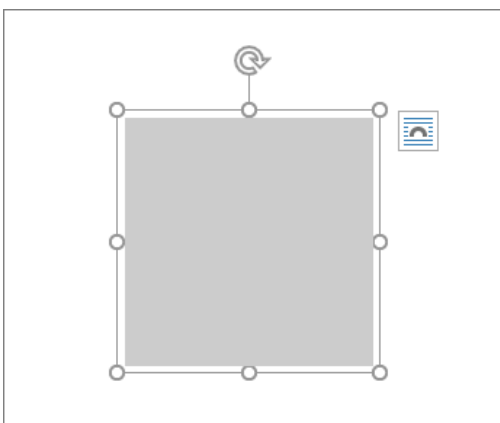


Select the picture you want, and then select Insert.

Resize or move pictures

To resize a picture, select the picture and drag a corner handle.

To wrap text around a picture, select the picture, and then select a wrapping option.



Tip: Pick something other than In Line with Text, and you can move the picture around the page: select the picture and drag it.

Formatting and Colouring a Table in Word 2019

After you create a table, you can format individual *cells* (spaces formed by the intersection of a row and a column) — or entire rows and columns — by aligning text in cells, resizing columns and rows, and adding borders, shading, or colours. All these changes can make the text inside the cells easier to read.

Selecting all or part of a table in Word 2019

To format and colour a table, you must first select the table, row, column, or cell that you want to modify.

To select all or part of a table, follow these steps:

Click in the table, row, column, or cell you want to modify.

The Table Tools tab appears.

Click the Layout tab under the Table Tools heading.

In the Table group, click Select.

A pull-down menu appears.



The Select icon displays

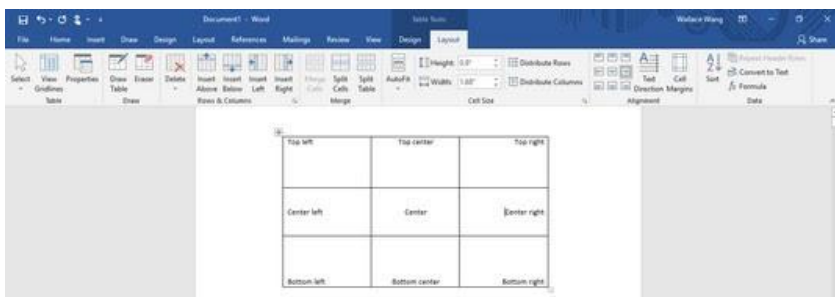
a pull-down menu.

Choose an option, such as Select Row or Select Column.

Word highlights your chosen item in the table. At this point, you can choose a command to modify the selected row or column (as when you choose a colour or alignment).

Aligning text in a Word table cell

You can align text in a table cell in nine ways: top left (the default alignment), top centre, top right, centre left, centre, centre right, bottom left, bottom centre, and bottom right.



Tables can align text within cells in nine ways.

To align one or more cells, follow these steps:

Click in the cell (or select multiple cells) that contains the text you want to align.

The Table Tools tab appears.

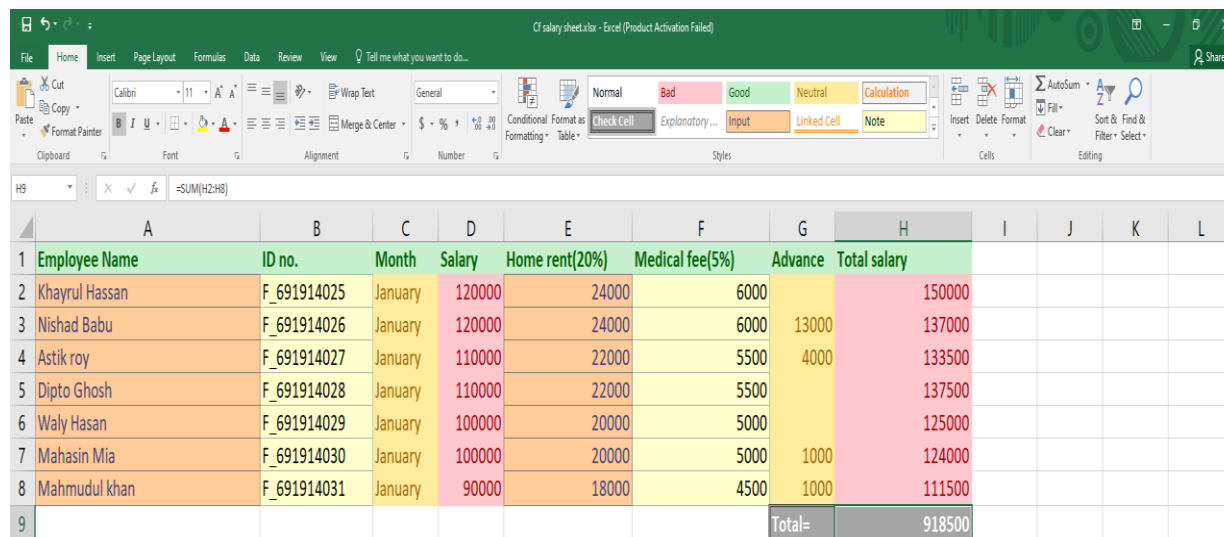
Click the Layout tab under the Table Tools heading.

In the Alignment group, click an alignment icon such as Top Right or Bottom Centre.

Word aligns your text. If you change the alignment of blank cells, any new text you type in those blank cells will appear according to the alignment you choose.

Problem No: 04

Problem Name: Create a salary sheet



Employee Name	ID no.	Month	Salary	Home rent(20%)	Medical fee(5%)	Advance	Total salary
Khayrul Hassan	F_691914025	January	120000	24000	6000		150000
Nishad Babu	F_691914026	January	120000	24000	6000	13000	137000
Astik roy	F_691914027	January	110000	22000	5500	4000	133500
Dipto Ghosh	F_691914028	January	110000	22000	5500		137500
Waly Hasan	F_691914029	January	100000	20000	5000		125000
Mahasin Mia	F_691914030	January	100000	20000	5000	1000	124000
Mahmudul Khan	F_691914031	January	90000	18000	4500	1000	111500
Total=							918500

Introduction to salary sheet in MS Excel

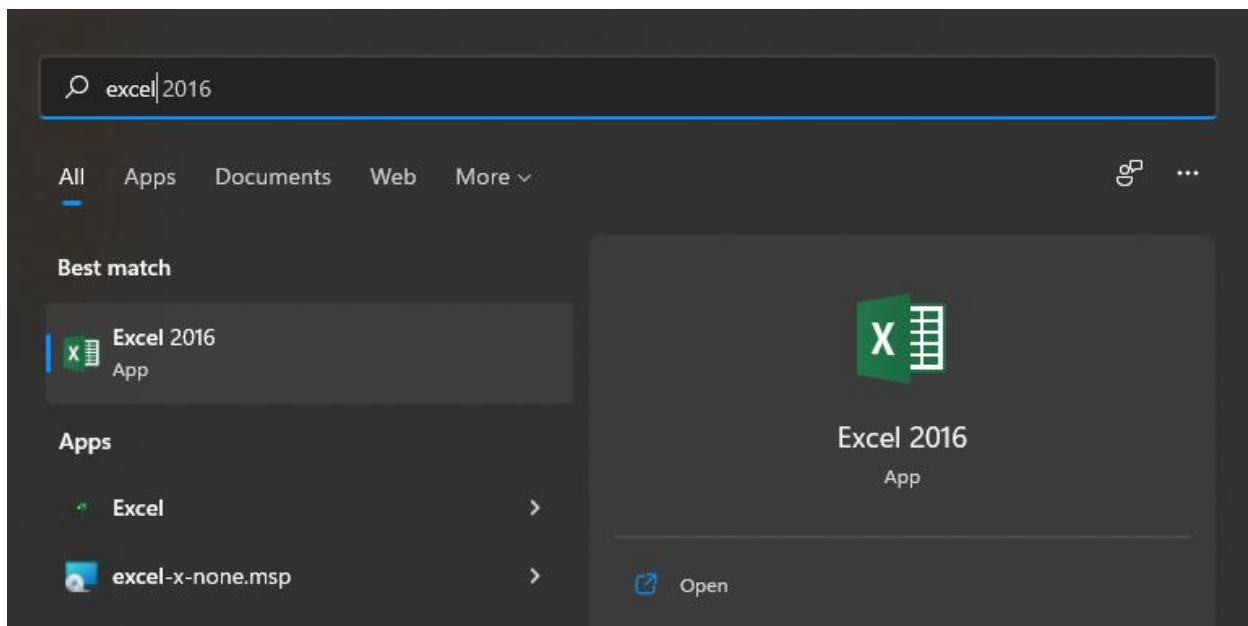
While most organisations turn their heads towards software like Tally or ADP for SalarySheet, or they give a contract to some outsourcing companies to provide them with the SalarySheet services without any fuss. Several reasons are there for this approach. However, the core of those is that it is very time-consuming to do all the manual work for SalarySheet and have it set. Apart from that, it consumes manpower engaged as well. With all the ease it makes for them to be considered, some businesses prefer to do SalarySheet work on their own (in-house) and manage it accordingly.

Having already said it is a time, cost and manpower consuming task, it provides you total control over your employee's SalarySheet as well as of each penny you are spending on them at the same time. To do SalarySheet manually, you need something (definitely a tool) that is powerful, versatile and easy to handle at the same time. With all these requirements, you can easily guess the tool. Yes, you might have guessed it right! Microsoft Excel. The range of simple formulae and its simple layout makes excel stand out for those who are doing SalarySheet manually for their employee. In this article, we are going to see how we can create a SalarySheet manually from scratch.

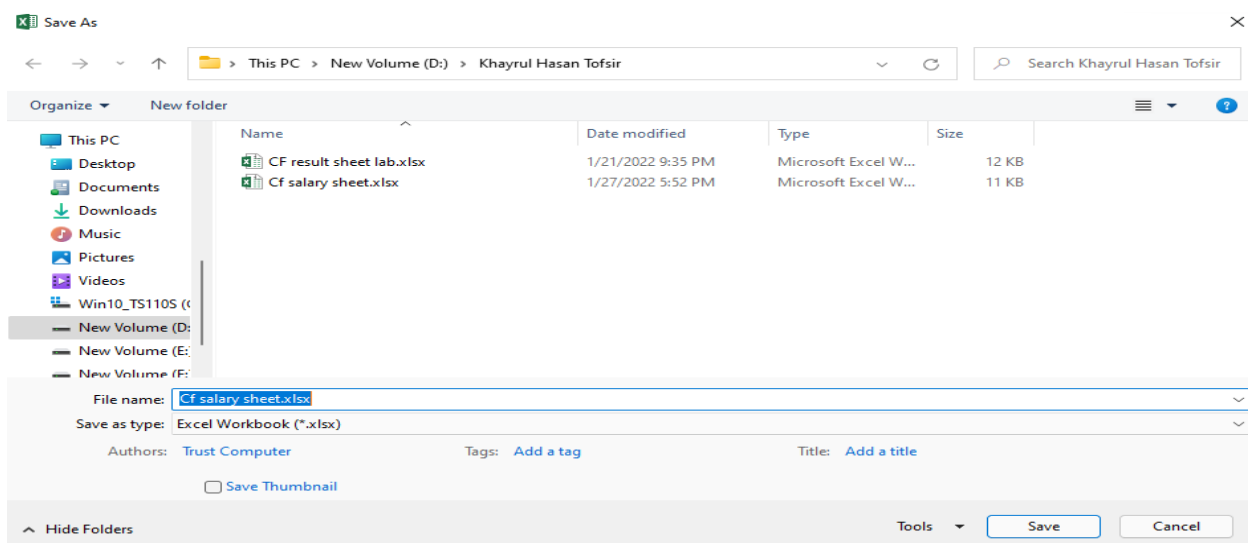
Example of Creating a SalarySheet in Excel

SalarySheet in Excel is very simple and easy. Let's understand how to create the SalarySheet in Excel with a few steps.

Step 1: Open a new blank excel spreadsheet. Go to Search Box. Type “Excel” and double click on the match found under the search box to open a blank excel file.



Step 2: Save the file on the location you want your SalarySheet to be saved so that it does not get lost, and you will always have it with you.



Step 3: In this newly created file where all your employee SalarySheet information would be stored, create some column with names that can hold the values for certain parameters/variables. Enter the column names in the following hierarchy.

Employee Name (column A): Contains your employee name.

Pay/Hour (column B): Contains per hour pay rate to the employee without any currency symbol.

Total Hours Worked (column C): Contains total hours worked by an employee in a day.

Overtime/Hour (column D): Overtime rate per hour without any currency symbol.

Total Overtime Hours (Column E): Number of hours employees overtime in a day.

Gross Pay (column F): Payable amount to the employee without any deductibles.

Income Tax (column G): Tax payable on Gross Pay.

Other Deductibles (If Any) (column H): Deductibles other than Income Tax.

Net Pay (column I): Payment, the employee, will receive in hand after all the deductions.

Step 4: Add the details column-wise like Employee Name in column A, the number of hours worked and hourly paying rate, etc. I will say input the fields with no formula (From column A to column E). See the screenshot below for a better understanding.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Employee Name	ID no.	Month	Salary	Home rent(20%)	Medical fee(5%)	Advance	Total salary				
2	Khayrul Hassan	F_691914025	January	120000	24000	6000		150000				
3	Nishad Babu	F_691914026	January	120000	24000	6000	13000	137000				
4	Astik roy	F_691914027	January	110000	22000	5500	4000	133500				
5	Dipto Ghosh	F_691914028	January	110000	22000	5500		137500				
6	Waly Hasan	F_691914029	January	100000	20000	5000		125000				
7	Mahasin Mia	F_691914030	January	100000	20000	5000	1000	124000				
8	Mahmudul khan	F_691914031	January	90000	18000	4500	1000	111500				
9							Total=	918500				

In this example, if you can see, the **Total Hours Worked** and **Total Overtime Hours** are considered every month (because we pay the employee every month, right?). Therefore 160 means total hours worked during the month. The same is the case with total hours of overtime. Also, the Pay/Hour and Overtime/Hour are in USD

Step 5: Formulate Gross Pay. Gross Pay is nothing but the sum of the product of Pay/Hour; Total Worked Hours and Overtime/Hour, Total Overtime Hours. The SalarySheet sheet can be formulated under cell **H2=D2+E2+F2+G2** It's a simple formula anyway. However, you can see the screenshot below for a better understanding.

After using the formula, the answer is shown below.

	A	B	C	D	E	F	G	H
1	Employee Name	ID no.	Month	Salary	Home rent(20%)	Medical fee(5%)	Advance	Total salary
2	Khayrul Hassan	F_691914025	January	120000	24000	6000		150000

Drag the same formula cell H3 to cell H8.

Step 6: To calculate the Home rent as 20%, you need to check how much percentage of tax your employee pays on the total gross pay. Income Tax is always calculated on Gross Pay. In this case, we will consider 20% of Income-tax on all the Gross Pay. The formula for Income Tax, therefore, becomes as – $0.20 \times \text{basic salary}$. We can write the formula **E2=D2*20%**

E2	=D2*20%							
	A	B	C	D	E	F	G	H
1	Employee Name	ID no.	Month	Salary	Home rent(20%)	Medical fee(5%)	Advance	Total salary
2	Khayrul Hassan	F_691914025	January	120000	24000	6000		150000

Drag the same formula in cell E3 to E8.

Step 7: You have to mention other deductibles, if any, for a particular employee. These deductibles may contain the premium of health/life insurance, professional taxes, EMI amount if any loan is taken from an organization, etc. add these amount values under column H. If there is no other deductible for a particular employee, you can set the value under column H for that employee to zero.

Step 8: Now, finally, we come towards Net Pay. Net Pay is nothing but the amount that gets credited into your employee's bank account after all the deductions from Gross Pay. Therefore, in this case, we will deduct (subtract) Income Tax (column G) and Other Deductibles (Column H), which can be formulated under cell I2 as **=F2-(G2+H2)**. Here, Income Tax and Other Deductibles are summed up and then subtracted from Gross Pay. See the screenshot below for a better understanding.

Drag the same formula in cell I3 to cell I8.

This is how we create the SalarySheet under excel to manage things on our own.

Step 9: Add all the employee names working for you in this SalarySheet one by one and set their total worked hours, overtime hours, deductibles and charges accordingly. For Gross Pay, Income Tax and Net Pay, just drag the 4th cell of respective columns to have the details formulated. Also, add some formatting to the cells and add the total at the end of the sheet. The final SalarySheet should look like this.

After using the SUM Formula, the answer is shown below.

H9	=SUM(H2:H8)							
	A	B	C	D	E	F	G	H
1	Employee Name	ID no.	Month	Salary	Home rent(20%)	Medical fee(5%)	Advance	Total salary
2	Khayrul Hassan	F_691914025	January	120000	24000	6000		150000
3	Nishad Babu	F_691914026	January	120000	24000	6000	13000	137000
4	Astik roy	F_691914027	January	110000	22000	5500	4000	133500
5	Dipto Ghosh	F_691914028	January	110000	22000	5500		137500
6	Waly Hasan	F_691914029	January	100000	20000	5000		125000
7	Mahasin Mia	F_691914030	January	100000	20000	5000	1000	124000
8	Mahmudul khan	F_691914031	January	90000	18000	4500	1000	111500
9							Total=	918500

Problem No: 05

Problem Name: Create a result sheet for your 1st-semester result.

	A	B	C	D	E	F	G
1		Result of 1st year 1st semester					
2							
3							
4	Sl no.	Course Name	Marks	Grade	GPA	Total GPA	CGPA
5	1	Electronics and Electrical Engineering	85	A+	4	23.5	3.916666667
6	2	Computer Fundamental	82	A+	4		
7	3	Mathmatics	76	A	3.75		
8	4	English	85	A+	4		
9	5	Structured Programming Language	81	A+	4		
10	6	Islamic Studies	78	A	3.75		

How to make a result sheet of students

Result sheet

Today I am going to teach you a very interesting topic that how to create a “**result sheet**”. In this topic, we will create a “**high school**” result. We will work on some functions which are “**Sum**”, “**Min**”, “**Mix**”, “**Average**” and “**IF**”. Follow these steps which are given below to create a result sheet.

- 1) Start “**MS Excel**” program
- 2) Fill your data by these information “**SNO**”, “**Name**”, “**F/Name**”, “**English**”, “**Chemistry**”, “**Mathematics**”, “**Physics**”, “**Biology**”, “**Drawing**”, “**History**”, “**Total Marks**”, “**Marks Obtained**”, “**Minimum no**”, “**Maximum no**”, “**Average**”, and “**Grade**”. **Bold your text** and then fill it with your information as given below.

Total Marks	Marks Obtained	Minimum no
700	549	
700		
700		
700		
700		
700		
700		

Total Marks	Marks Obtained	Minimum no
700	549	
700	495	
700	557	
700	440	
700	561	
700	469	
700	555	

6) The next column is about “**Minimum no**”. In this column, we will find the minimum no of paper that what the minimum mark is. To find the minimum no of paper type this function at the first cell of “**Minimum no**” column “**=Min(F5:L5)**” as given below.

English	Chemistry	Mathematics	Physics	Biology	Drawing	History	Total Marks	Marks Obtained	Minimum no
78	86	76	84	59	75	91	700	549	=Min(F5:L5)
66	45	87	59	93	58	87	700	495	
87	75	80	84	63	73	95	700	557	
49	34	56	86	82	62	71	700	440	
69	95	83	71	79	92	72	700	561	
76	34	82	85	54	69	69	700	469	
84	72	75	93	71	87	73	700	555	

7) Drag the “**Minimum no**” column also like “**Marks Obtained**”.

8) Now we are going to work on the “**Maximum no**” column that how to find the maximum no of paper. To find the **maximum no** of paper we use the function “**=max(F5:L5)**” as given below.

=MAX(F5:L5)											
E	F	G	H	I	J	K	L	M	N	O	P
F/Name	English	Chemistry	Mathematics	Physics	Biology	Drawing	History	Total Marks	Marks Obtained	Minimum no	Maximum no
Salman	78	86	76	84	59	75	91	700	549	59	=MAX(F5:L5)
Sadiq	66	45	87	59	93	58	87	700	495	45	
Omair	87	75	80	84	63	73	95	700	557	63	
Faran	49	34	56	86	82	62	71	700	440	34	
Reshad	69	95	83	71	79	92	72	700	561	69	
Asad	76	34	82	85	54	69	69	700	469	34	
Jawad	84	72	75	93	71	87	73	700	555	71	

After the type of function press “**Enter**”. As you will press “**Enter**” the value will define. Drag it below.

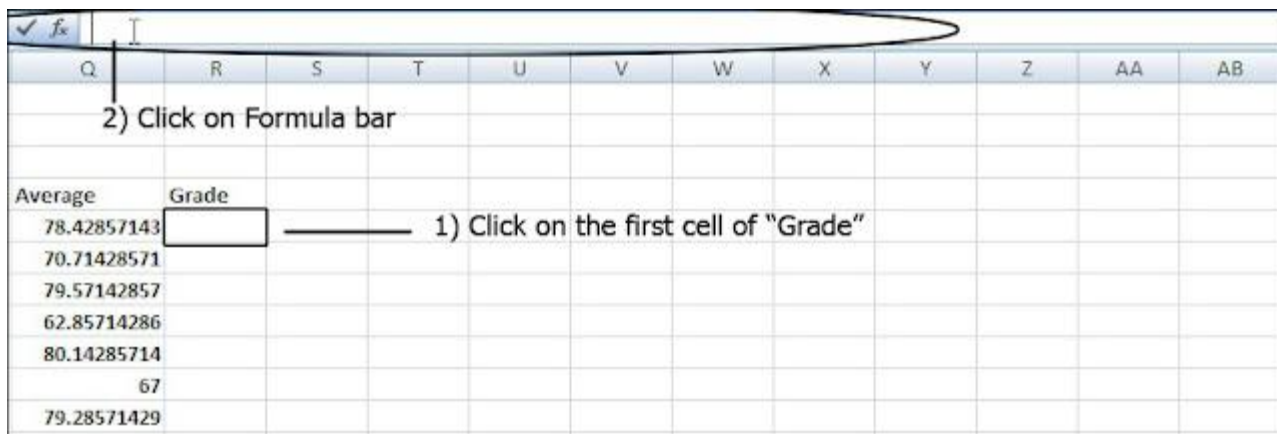
9) Now is the turnoff to find the “**Average**” of your marks. To find the average of mark type this function at the first cell of the “**Average**” column =Average(F5:L5) as given below.

=Average(F5:L5)											
F	G	H	I	J	K	L	M	N	O	P	Q
English	Chemistry	Mathematics	Physics	Biology	Drawing	History	Total Marks	Marks Obtained	Minimum no	Maximum no	Average
78	86	76	84	59	75	91	700	549	59	91	=Average(F5:L5)
66	45	87	59	93	58	87	700	495	45	93	
87	75	80	84	63	73	95	700	557	63	95	
49	34	56	86	82	62	71	700	440	34	86	
69	95	83	71	79	92	72	700	561	69	95	
76	34	82	85	54	69	69	700	469	34	85	
84	72	75	93	71	87	73	700	555	71	93	

After the type of function press “**Enter**” and drag it as given below.

M	N	O	P	Q	R
Total Marks	Marks Obtained	Minimum no	Maximum no	Average	Grade
700	549	59	91	78.42857143	
700	495	45	93	70.71428571	
700	557	63	95	79.57142857	
700	440	34	86	62.85714286	
700	561	69	95	80.14285714	
700	469	34	85	67	
700	555	71	93	79.28571429	

10) The last thing is to find the “**Grade**” of your marks. To find the **Grade** first of all click on the first cell as given above and then type in “**Formula bar**” as given below.



After click on **"Formula bar"** type the below function

=IF(C5>=80,"A+",IF(C5>=75,"A",IF(C5>=70,"A-",IF(C5>=65,"B+",IF(C5>=60,"B",IF(C5>=55,"B-",IF(C5>=50,"C+",IF(C5>=45,"C",IF(C5>=40,"D",IF(C5>=39,"F")))))))))))

Formula Bar: **=IF(N5>=550,"Grade A",IF(N5>=450,"Grade B",IF(N5>=400,"Grade C",IF(N5>=350,"Grade D", "Failed"))))**

Total Marks	Marks Obtained	Minimum no	Maximum no	Average	Grade
700	549	59	91	78.42857143	grade B",I
700	495	45	93	70.71428571	
700	557	63	95	79.57142857	
700	440	34	86	62.85714286	
700	561	69	95	80.14285714	
700	469	34	85	67	
700	555	71	93	79.28571429	

Press **"Enter"** and drag it as given before.

11) Select your Result sheet and click on **"Outside borders"** and then select a colour of the background and then click on it as given below.

Formula Bar: **=IF(N11>=550,"Grade A",IF(N11>=450,"Grade B",IF(N11>=400,"Grade C",IF(N11>=350,"Grade D", "Failed"))))**

1) Click on "Thick box border"

2) Click on a colour

SNO	Name	F/Name	English	Chemistry
1	Fahad	Salman	78	86
2	Faisal	Sadiq	66	45
3	Ajmal	Omair	87	75
4	Kabir	Faran	49	34
5	Ali	Reshad	69	95
6	Adila	Asad	76	34
7	Sabreen	Jawad	84	72

Problem No: 06

Problem Name: Basic operation of PowerPoint insert and delete slides.

Powerpoint presentation works like slide shows. To convey a message or a story, you break it down into slides. Think of each slide as a blank canvas for the pictures, words, shapes that help you build your story.

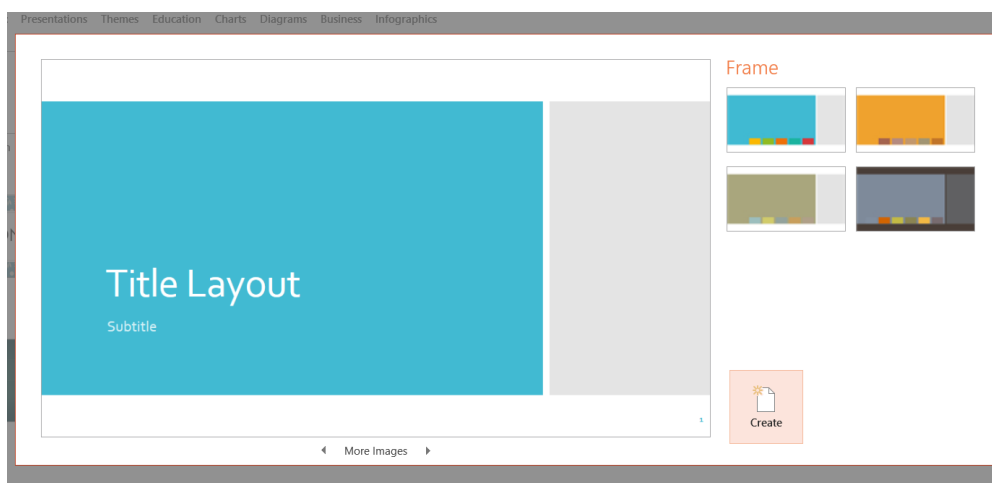
Choose a theme:

When you start a new presentation on PowerPoint, you will have to opportunity to choose a theme or template. A theme is a slide design that contains matching colours, fronts, and special effects like shadows reflecting and more.

On the **File** tab, select **New**, and then under **Available Templates and Themes**, choose **Themes**.

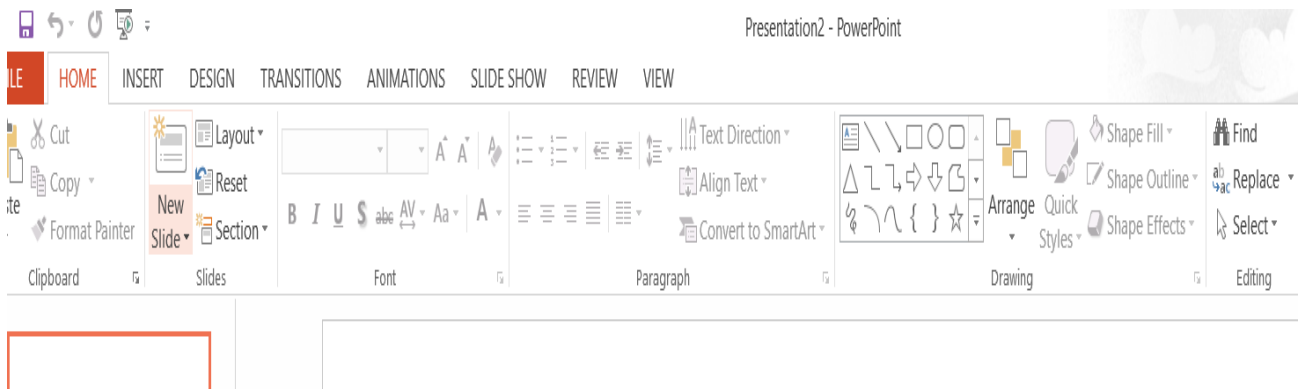
As you click each theme, PowerPoint shows you a preview on the right slide.

When you find the one you want, click **Create**.



Insert a new slide:

On the Home tab, click the bottom half of a **New Slide**, and pick a slide layout.

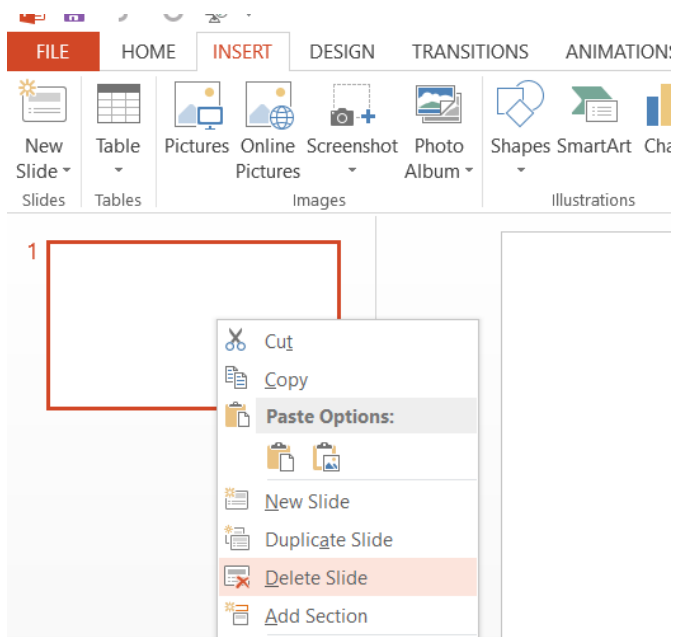


Delete slides:

For a single slide: Right-click the slide in the thumbnail pane on the left, and select **Delete Slide**.

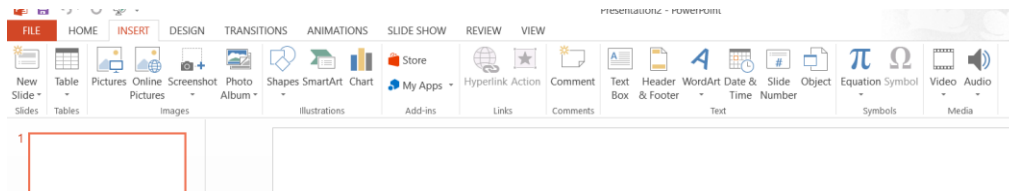
For multiple slides: Press and hold Ctrl, and in the thumbnail pane on the left, select the slides. Release the Ctrl key. Then right-click the selection and choose **Delete Slide**.

For a sequence of slides: Press and hold Shift, and in the thumbnail pane on the left, select the first and last slides in the sequence. Release the Shift key. Then right-click the selection and choose **Delete Slide**.



Insert Option:

There is a huge option on insert. In this option New slide, pictures add, Table, Shapes, screenshots and many.



Problem Number: 07

Problem Name: Create a presentation on your department.

Create a presentation:

Open PowerPoint.

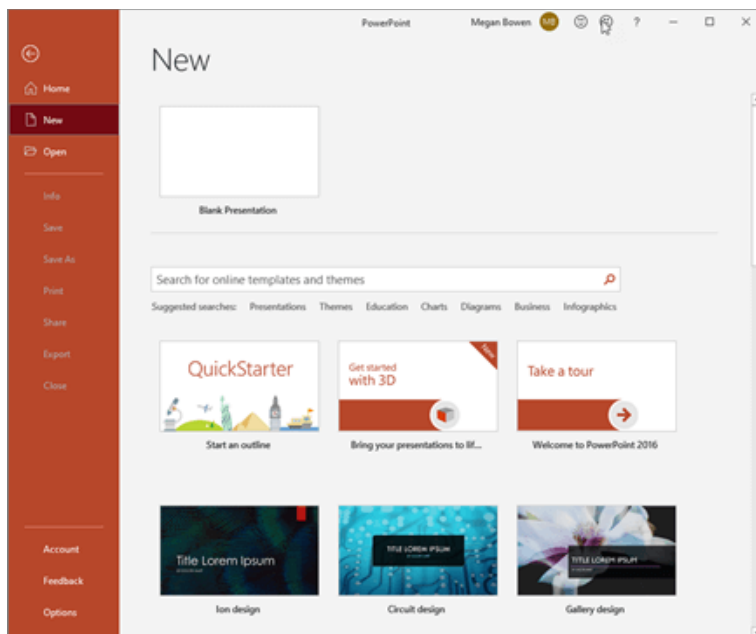
In the left pane, select New.

Select an option:

To create a presentation from scratch, select Blank Presentation.

To use a prepared design, select one of the templates.

To see tips for using PowerPoint, select Take a Tour and then select Create.

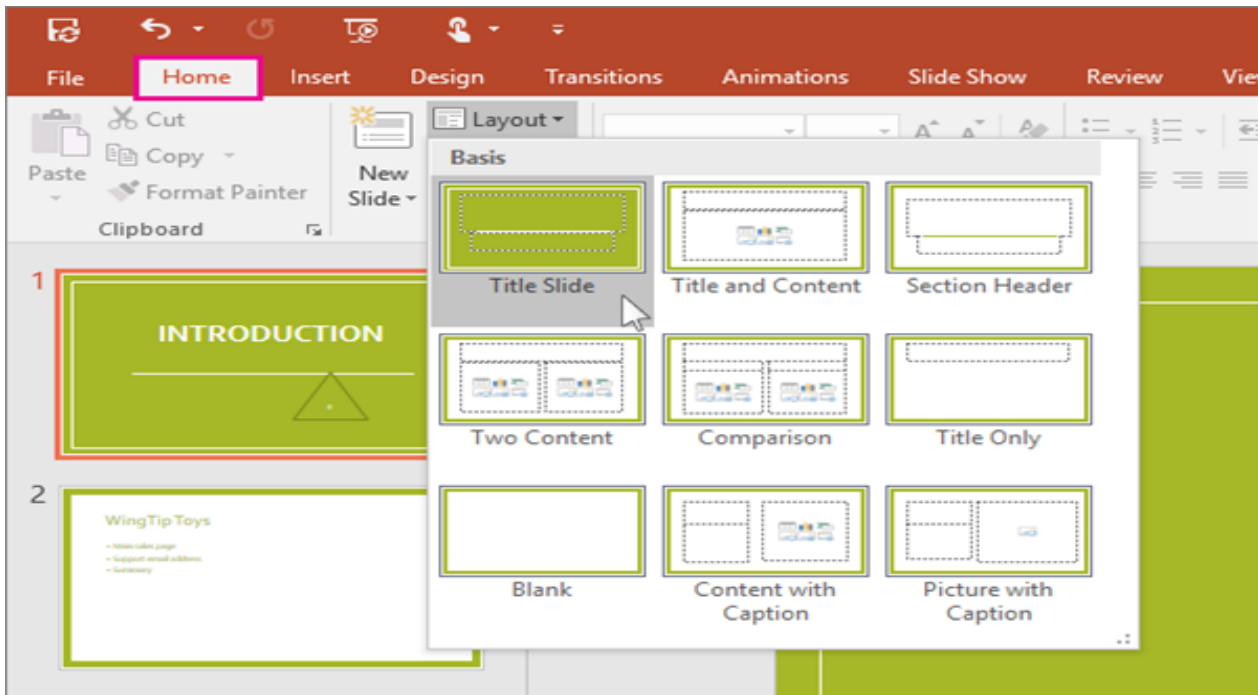


Add a slide:

In the thumbnails on the left pane, select the slide you want your new slide to follow.

In the Home tab, in the Slides section, select New Slide.

In the Slides section, select Layout, and then select the layout you want from the menu.

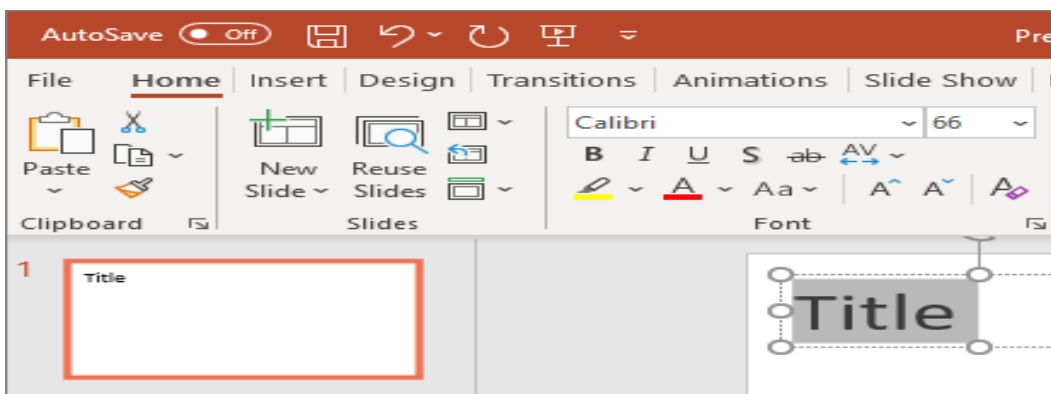


Add and format text:

Place the cursor inside a text box, and then type something.

Select the text, and then select one or more options from the Font section of the Home tab, such as Font, Increase Font Size, Decrease Font Size, Bold, Italic, Underline, etc.

To create bulleted or numbered lists, select the text, and then select Bullets or Numbering.



Add a picture, shape, and more:

Go to the Insert tab.

To add a picture:

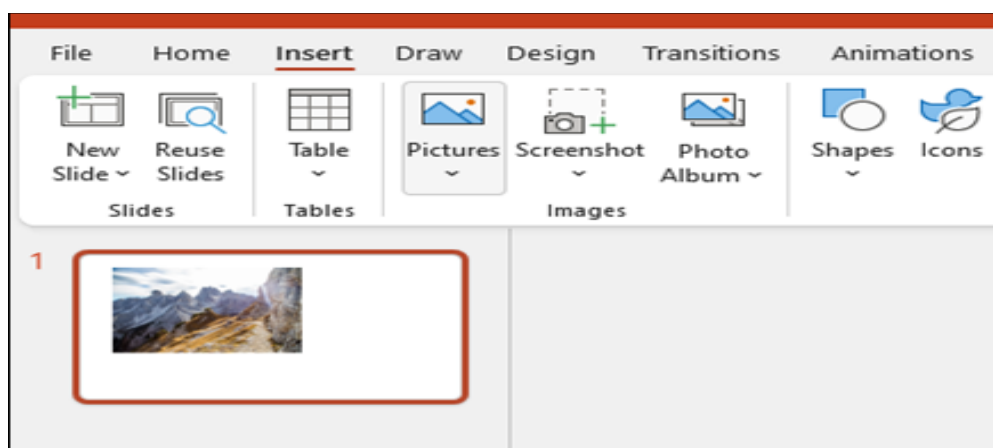
In the Images section, select Pictures.

In the Insert Picture From the menu, select the source you want.

Browse for the picture you want, select it, and then select Insert. To add illustrations:

In the Illustrations section, select Shapes, Icons, 3D Models, SmartArt, or Chart.

In the dialogue box that opens when you click one of the illustration types, select the item you want and follow the prompts to insert it

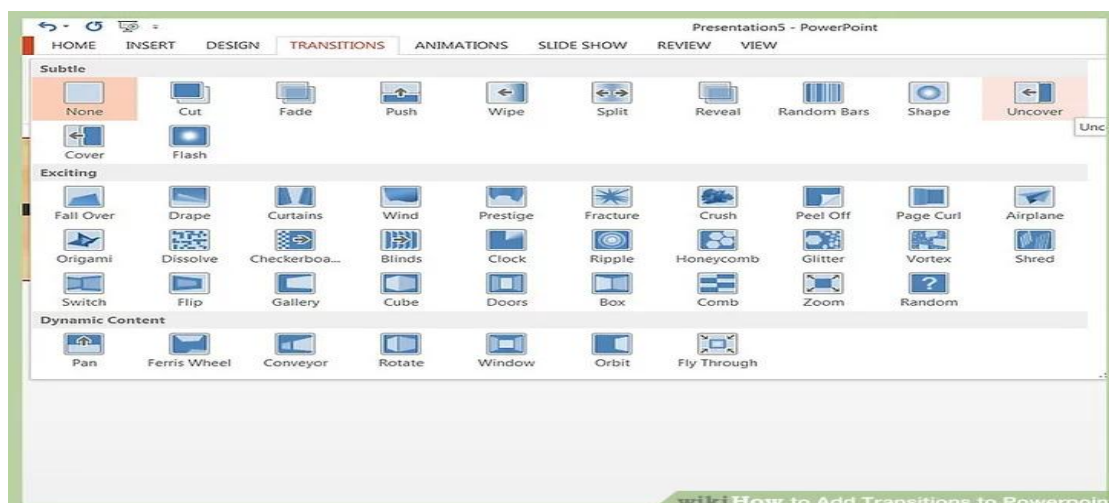


View the different transition effects.

Go to "Slide Show" on the top menu and select "Slide Transitions" to survey your options.

Notice the substantial number of transitions available. The list begins with "Blinds Horizontal" and end with "Wipe Up." Between the 2 are at least 50 other choices, each with its effect.

Click 1 of the transitions to view a quick example of what that transition looks like.



Add a transition:

Click on the thumbnail of a slide you would like to transition into. A black box should form around the slide to indicate it is selected.

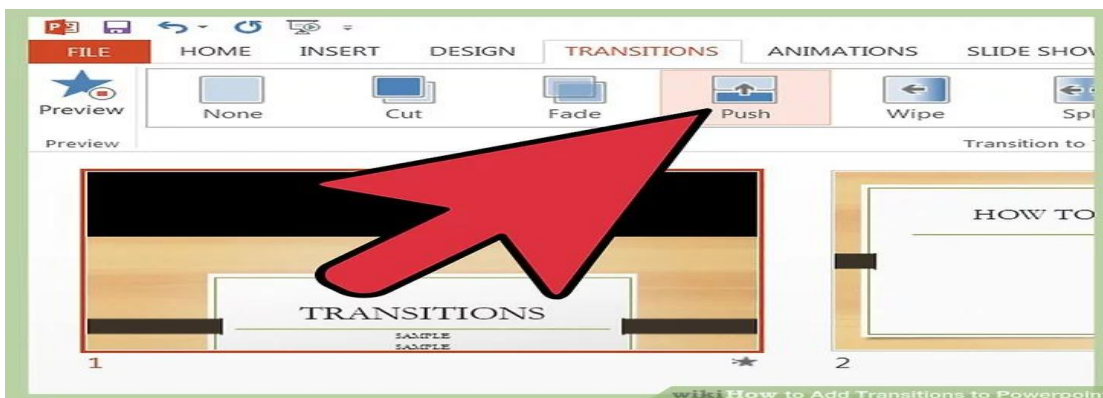
Select the "Slide Show" tab and then "Slide Transitions" to return to the transition effects screen.

Choose 1 of the transitions from the dropdown menu.

Pick a speed at which you would like the transition to move. Your choices are slow, medium and fast.

Click "Apply."

Look for the small icon beneath the slide you added a transition onto. It looks like a slide with a right-pointing arrow over it.



Start Slide Show From Beginning:

To start a slideshow from the beginning of your presentation using the Ribbon, simply.

Navigate to the Slide Show tab

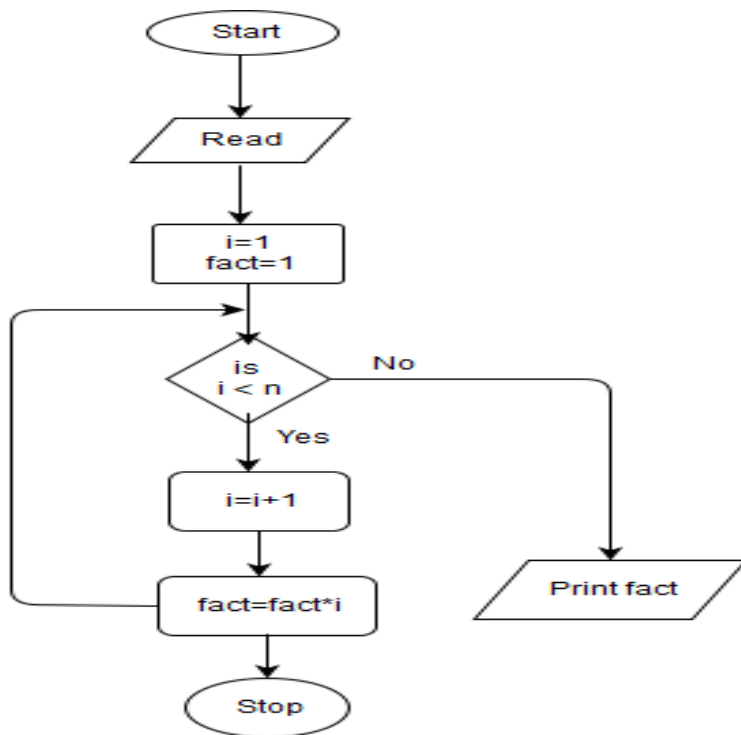
Select From Beginning

Selecting From Beginning starts your presentation from the very first non-hidden slide in your presentation, regardless of which slide you are currently inside of your deck.



Problem No: 08

Problem Name: Create a flow chart for finding the factorial of a number.



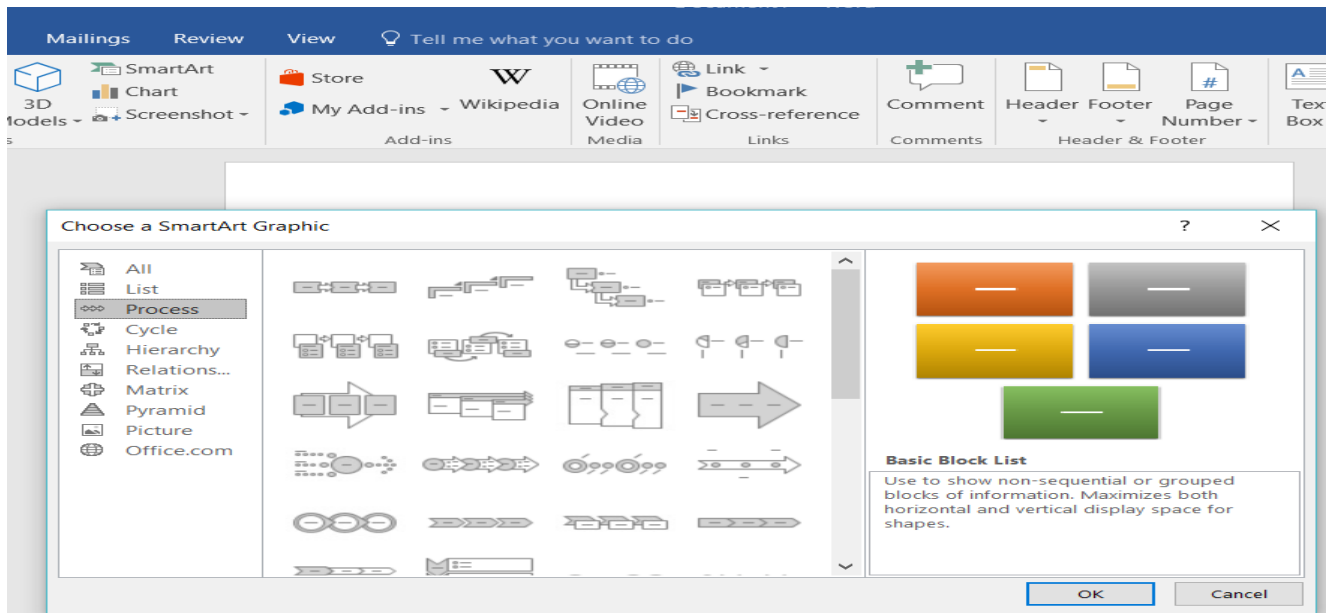
It's undeniable that creating a flowchart in Lucidchart and then inserting it into your Microsoft Office applications using the Add-Ins is the most efficient way to incorporate flowcharts into your Word documents. However, it's still possible to make a flowchart in Word directly.

1. Open a blank document in Word
2. Add shapes

To begin adding shapes to your flowchart in Word, you have two options. Begin by going to the Insert tab within the Ribbon and choosing SmartArt or Shapes. SmartArt graphics are pre-made collections of shapes within a gallery. The Shapes tool provides a basic selection of shaped objects that can be inserted and edited onto the document.

Adding symbols via SmartArt in Word

A gallery box will pop up when you select SmartArt from the Insert tab. We recommend clicking Process for flowchart-specific options from the left panel in the dialogue box, but keep in mind that you are by no means limited to this option and are free to use whatever SmartArt graphic is best for your specific needs. You will then click the SmartArt selection you want to use and a preview of that flowchart graphic will appear in the right panel, along with an explanation of its logic. Click OK to insert the selected graphic into your document.

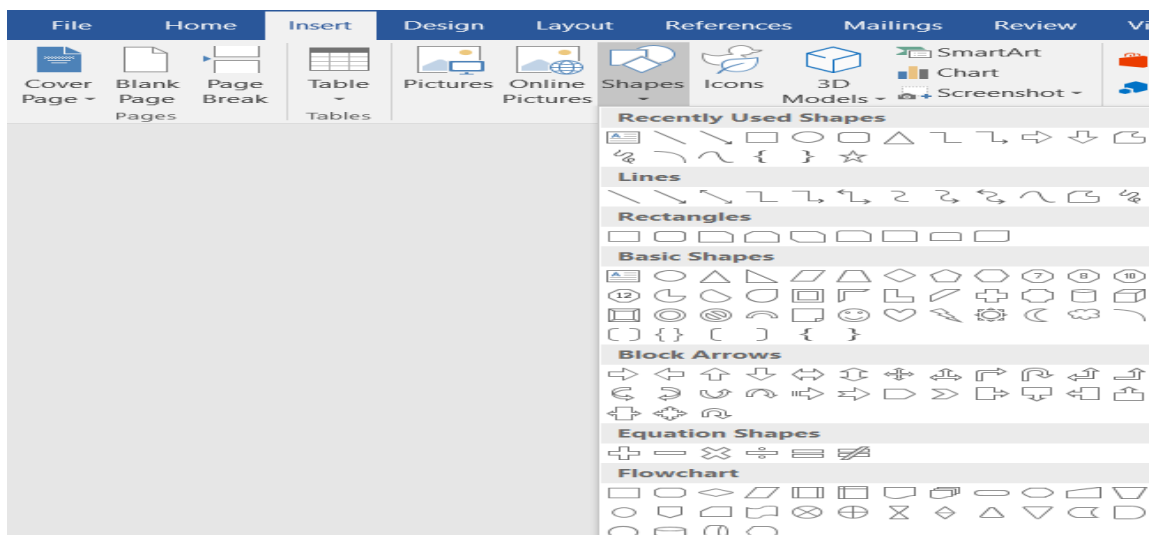


To replace your graphic with SmartArt at any time, select it and press Delete. You can then click the SmartArt Graphics (Insert > SmartArt) and choose a different chart type. If you prefer to change the layout of a SmartArt graphic, select the shape(s) and select a new style from the Design tab within the Ribbon menu. Rest assured that you can edit the SmartArt chart layout at any time without losing any text.

From the Design tab, you can then continue to add flowchart shapes and connect them with lines until your flowchart is ready. If you find yourself lacking in shape options, you will need to manually add a shape from within the Design tab. To do this, select the shape (or entire chart in some cases) nearest to where you want to add a new shape. Then select Add a Shape.

Adding symbols via Shapes in Word

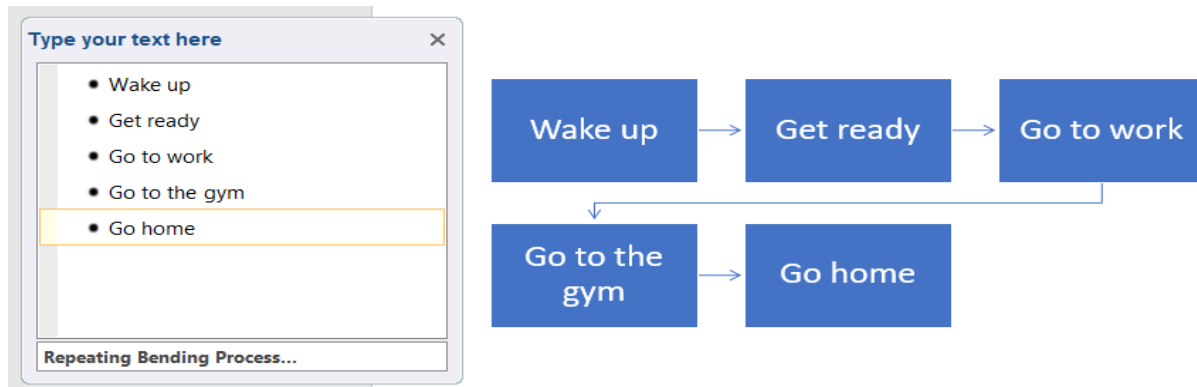
From the Insert tab within the Ribbon, select a flowchart shape from the dropdown gallery. You can then click and drag it to the size you want on the page to place it. Continue to add shapes and lines to complete your flowchart.



3. Add text

Add text to a SmartArt graphic by clicking the filler text and beginning typing. Depending on how much text you add, the shape and font will automatically resize to fit.

For a Shape, add text by double-clicking the object and begin typing. To customize the font, use the toolbox that pops up when the desired shape is selected.



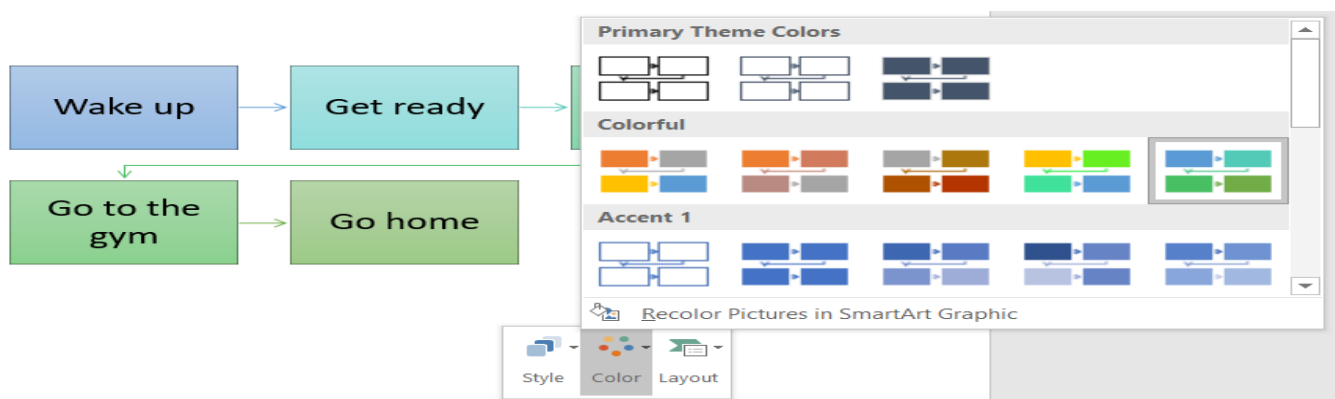
4. Add lines

To draw lines between shapes, click Insert > Shapes and select a line style. Then click and drag on the page to add a line.

5. Format shapes and lines

To make this flowchart stand out in Word, you'll want to do some final formatting. You won't have as many options as you would in Lucidchart, but there's still some significant room for customization when making a flowchart in Word.

For some of the simplest editing options, a menu will appear with basic editing options when you right-click on an object.

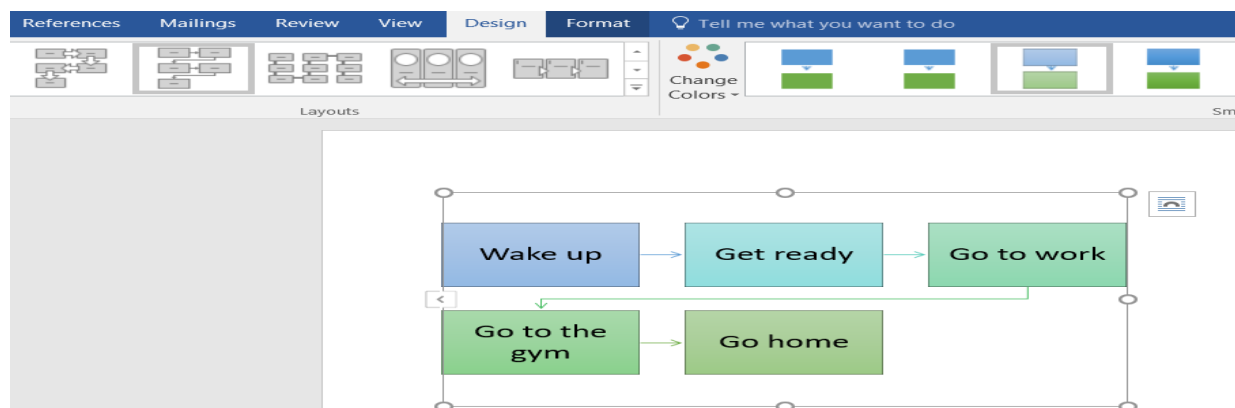


To edit text layout click the Layout Options icon that appears when you right-click a text box and pick your preferred layout. You can also view the rest of the options when you click See More.

Move a shape or lines anywhere on the Word document by simply clicking and dragging. If you're trying to resize the image, just click and drag from a corner or edge and use the handle icon to rotate the shape.

If you select a SmartArt graphic:

Change the design of your shapes by selecting your objects and choosing an option from the two new tabs in the Ribbon, Format and Design.



If you select a shape:

When changing the design of an object that was placed using Shapes, the Format tab will appear when you select the flowchart shape to begin your modifications.

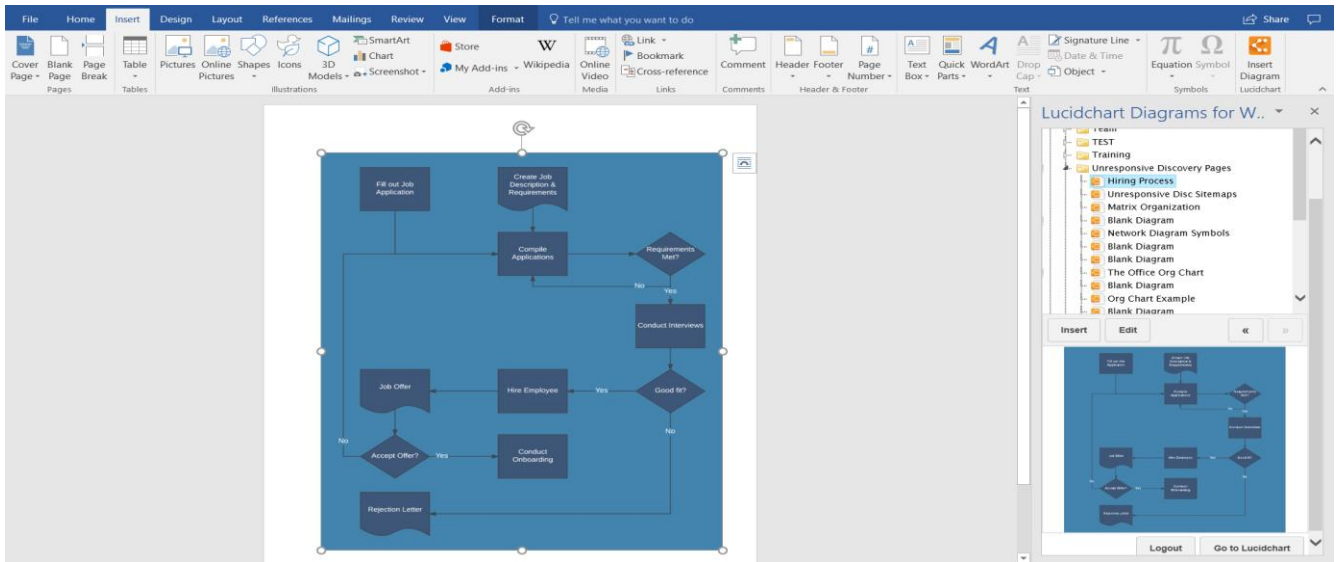
How to import a Lucidchart diagram into Word

As one can see, it's certainly possible to make a flowchart in Word, but you may not be able to create more complex diagrams or process flows and share or collaborate efficiently due to the limitations of the program. However, with Lucidchart as your canvas, the possibilities are nearly endless due to the vast shape library, easy to use interface, and cloud backup with real-time collaboration features. If you want to add a flowchart into Word, Lucidchart is the modern solution.

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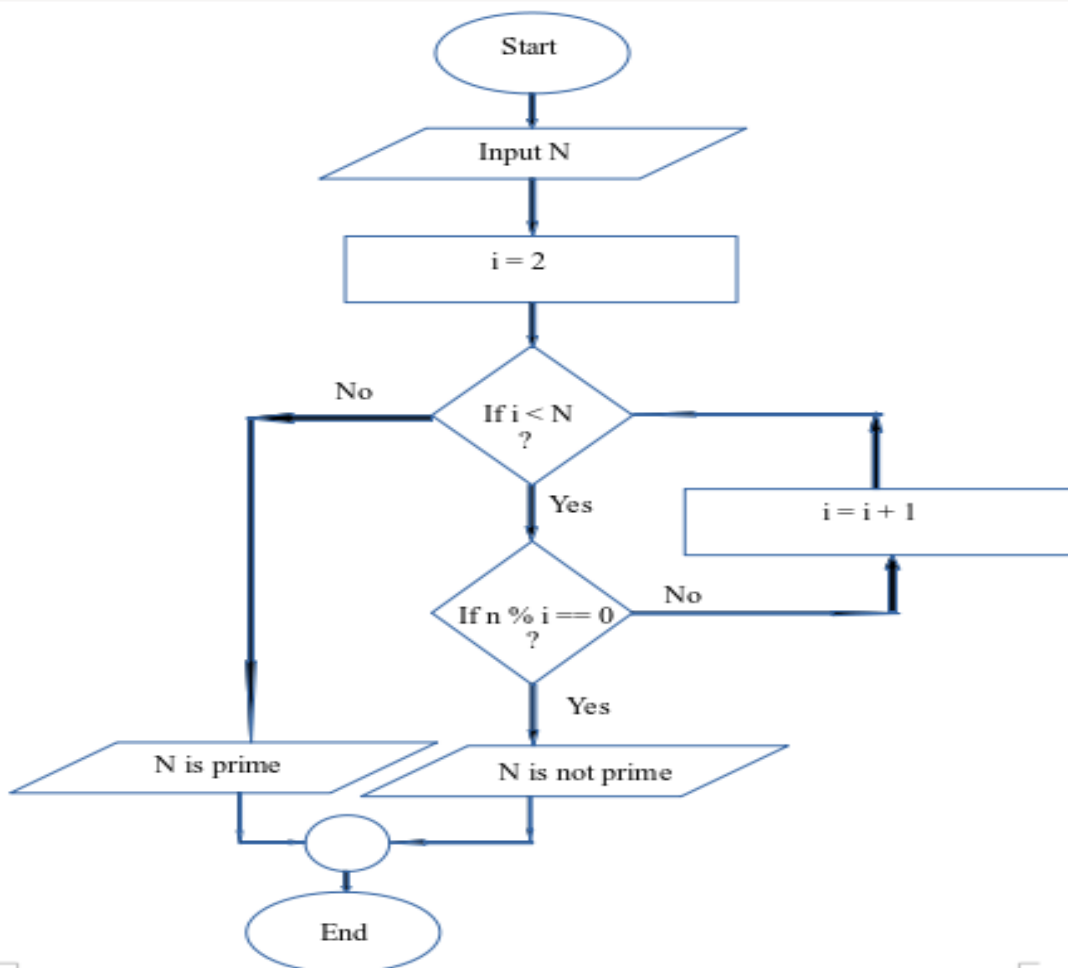
Open your Word document, go to your Add-Ins and select Lucidchart within the Insert tab.



Select your flowchart from your documents to insert into your Word document. You can build intricate flowcharts and every type of diagram in Lucidchart and add them to Word or edit them in real-time later in half the steps, clicks, and time it would take to make a flowchart in Word directly.

Problem No: 09

Problem Name: Create a flow chart for finding the prime number.



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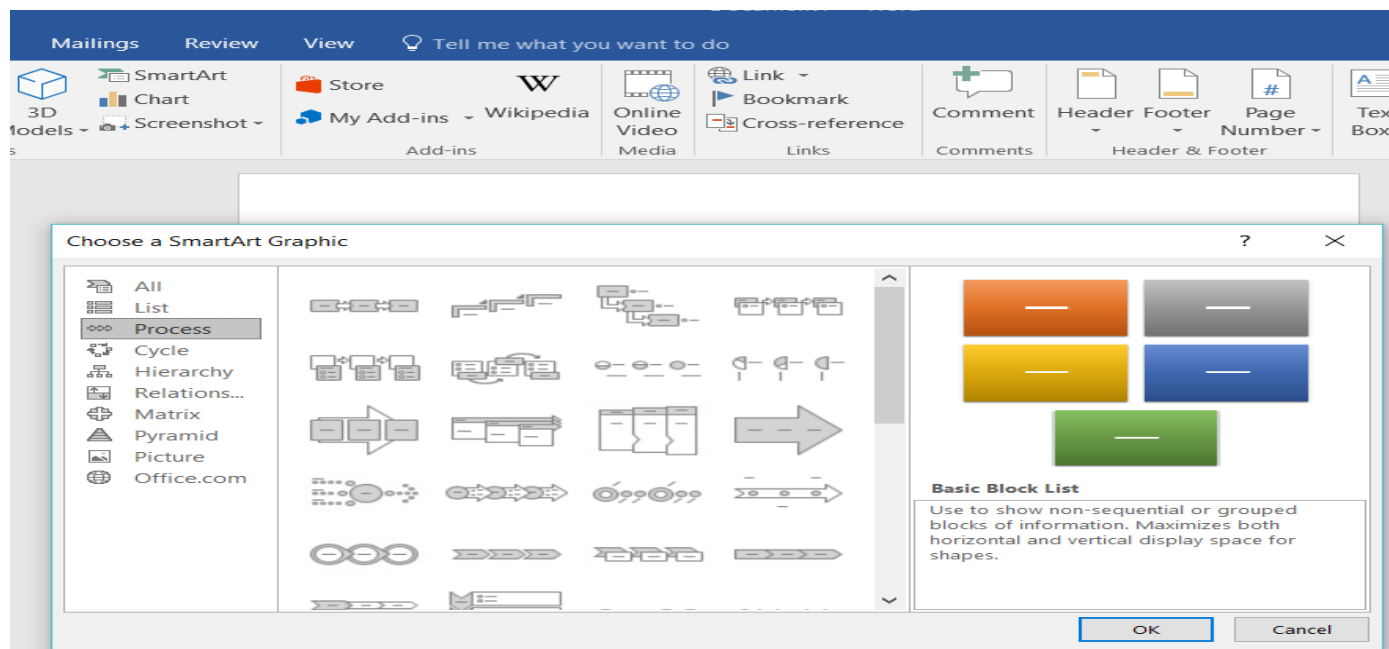
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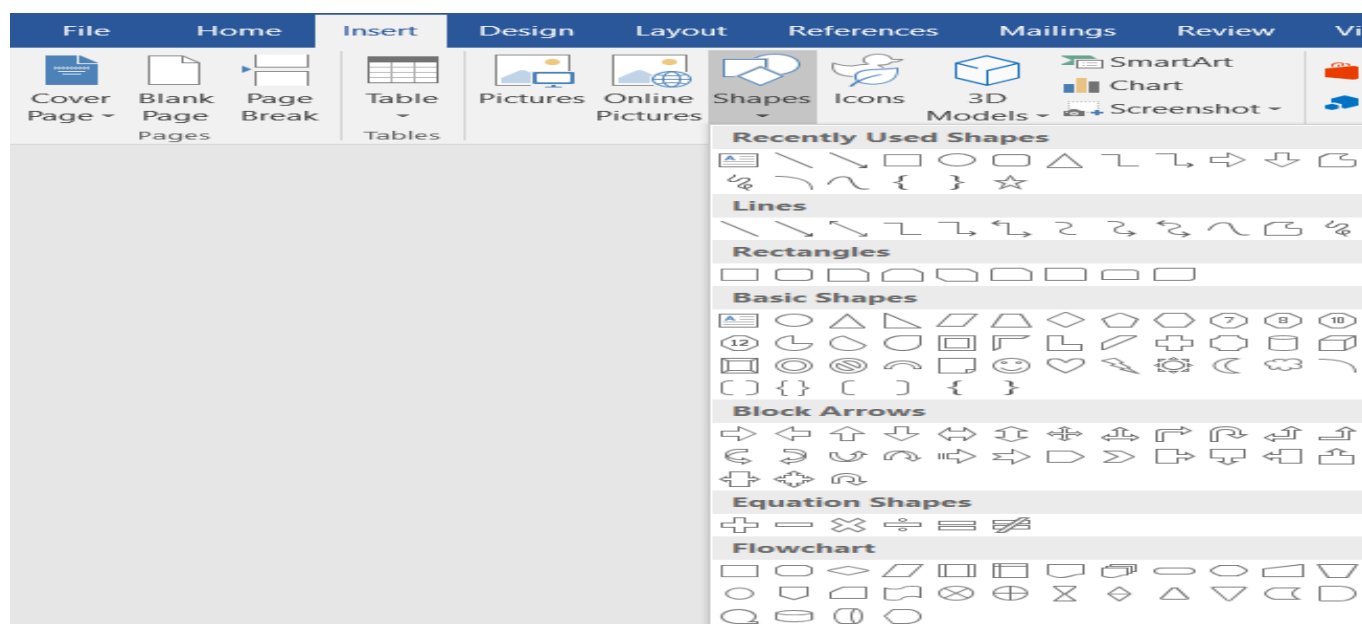


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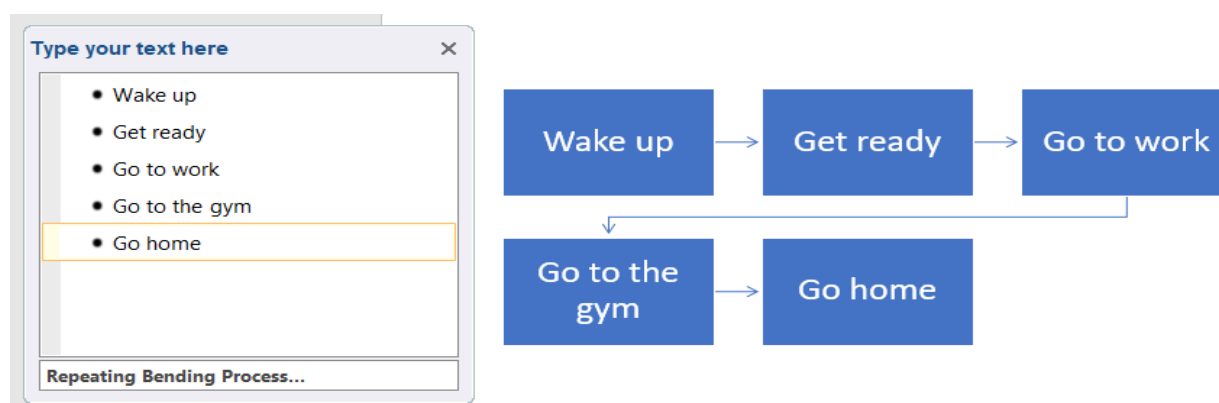
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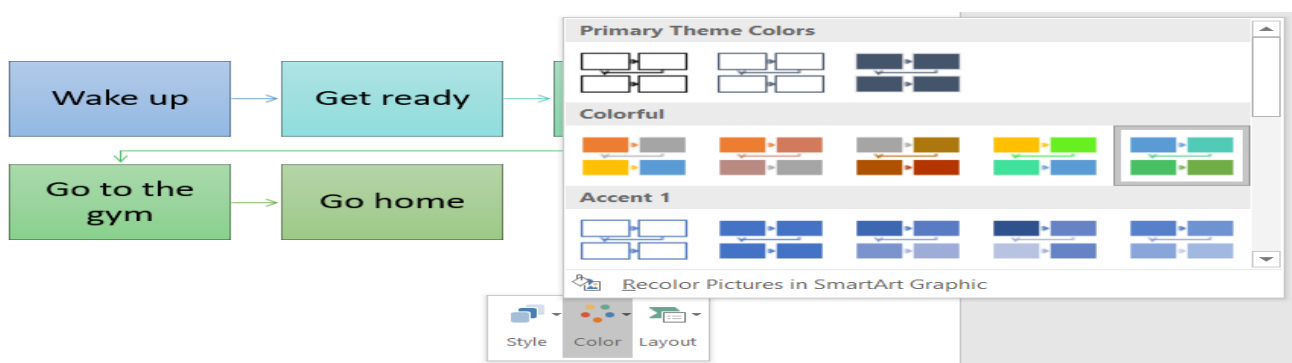
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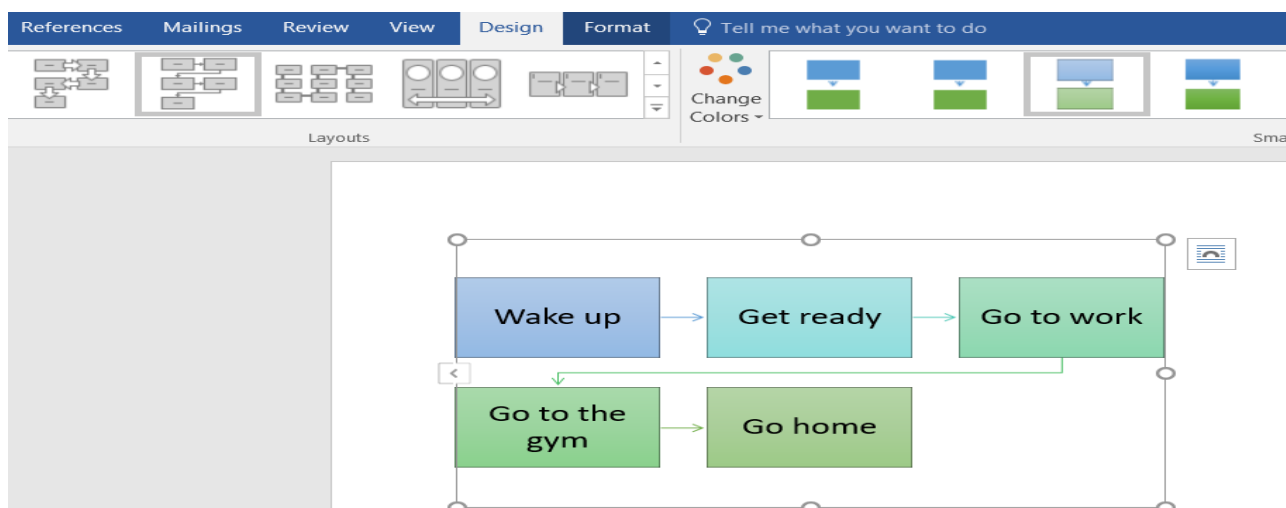


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Open your Word document, go to your Add-Ins and select Lucidchart within the Insert tab.

Select your flowchart from your documents to insert into your Word document. You can build intricate flowcharts and every type of diagram in Lucidchart and add them to Word or edit them in real-time later in half the steps, clicks, and time it would take to make a flowchart in Word directly.

Problem No: 10

Problem Name: Create a web page for your department.

1. Opening editor:

At first, we have to open any text editor to write some HTML and CSS code to design our desired web page. We can use any of the text editors available on the market. Let's open "notepad" from the start menu and start typing some spicy HTML code.

Start → All apps → Accessories → Notepad

2. Writing HTML Code:

We can design our webpage by writing the following code

```
<html>
```


<head>

<title>CSE - IU</title>

<style>

.header, .footer {

padding: 5px;

text-align: center;

color: white;

background-color: dodgerblue;

border: 1px dotted black;

}

.content {

margin-top: 5px;

height: 74vh;

font-size: 18px;

}

</style>

</head>

<body>

<div class="header">

<h1>Department of Computer Science and Engineering</h1>

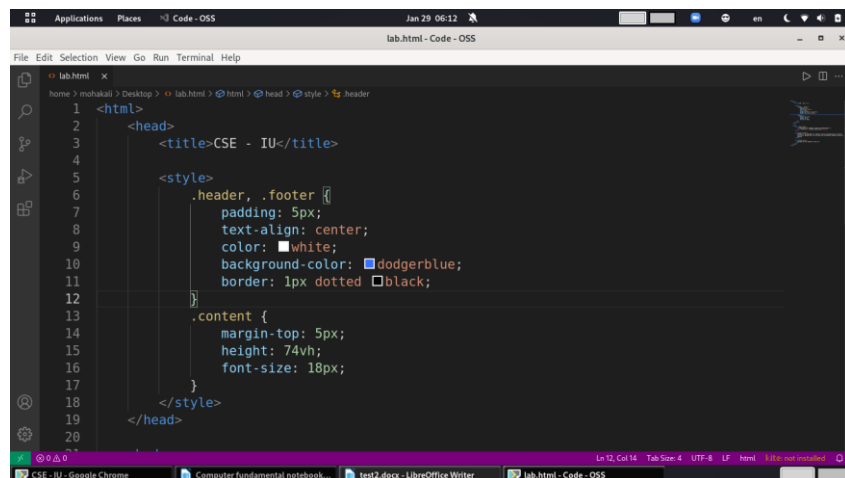
<i>Islamic University</i>

</div>

<div class="content">

Welcome to the department of Computer Science and Engineering of Islamic University. Hoping that, you will get more information looking around this website.

</div>



```
<div class="footer">
```

Designed by the students of CSE, IU

```
</div>
```

```
</body>
```

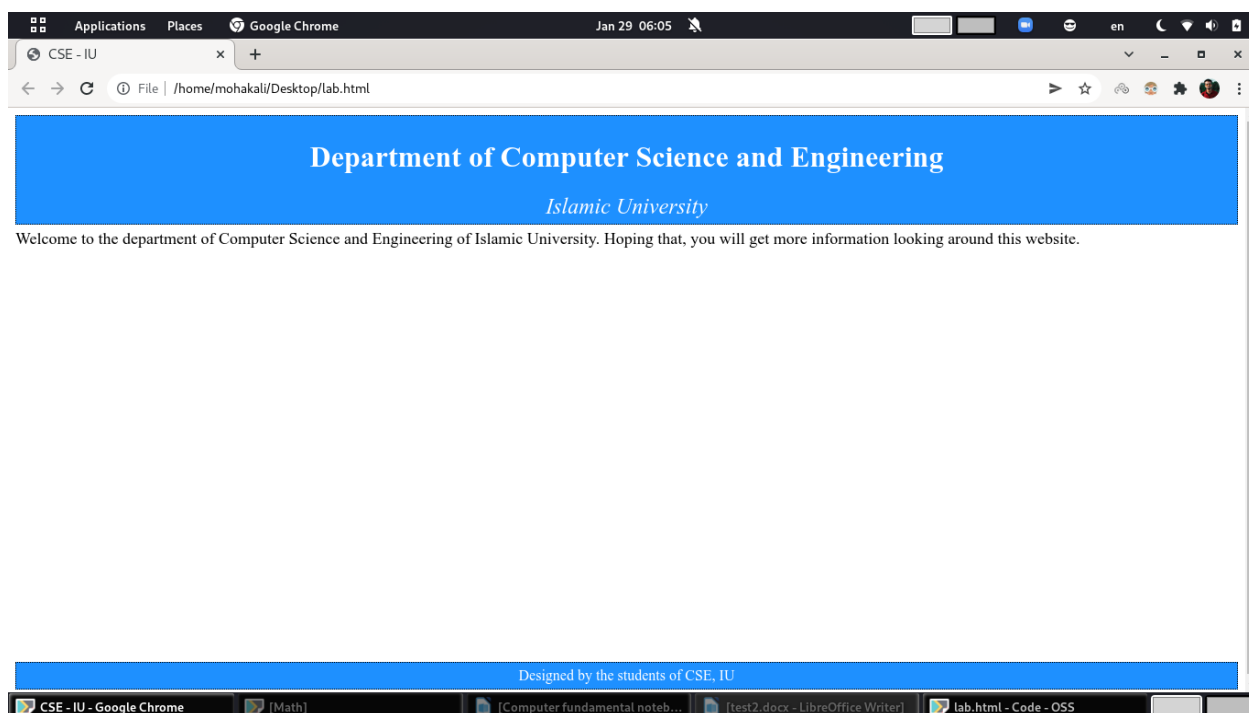
```
</html>
```

3. Saving the file:

We need to save the file with the “.html” extension. For example, if the name of the file is ‘index’, then we have to save the file named “index.html”.

4. The output:

Finally, if we open the saved file with any browser (it will open with our default web browser by default), then we can see the webpage. Now this webpage is ready to be published.



Problem No: 11

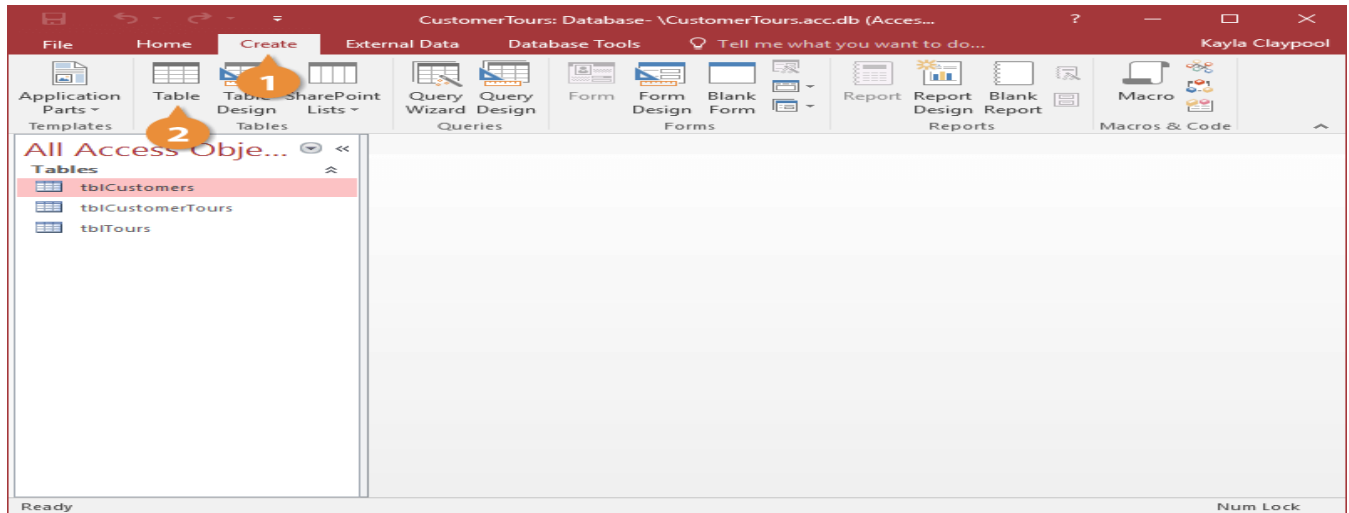
Problem Name: Create a database table.

Creating Database and Tables:

In Access, you have several options when creating tables. You can create a new blank table from scratch or set up tables that are connected to SharePoint lists. If you use one of the QuickStart options in the Application Parts to create a new database, tables with predefined fields will be created.

Create a New Blank Table

1. Click the **Create** tab.
2. Click **Table**.



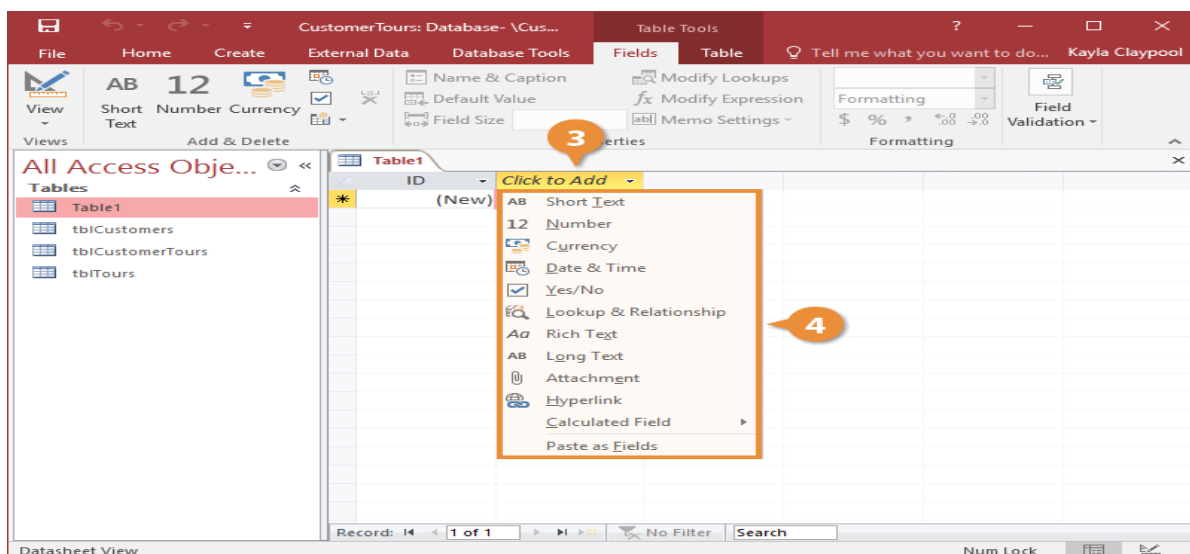
A new table appears in Datasheet View. You can start entering data right away, but you should add some fields first.

1. Click the **Click to Add** field heading.

A list of data types appears. See the table at the end of this lesson to learn more about your options.

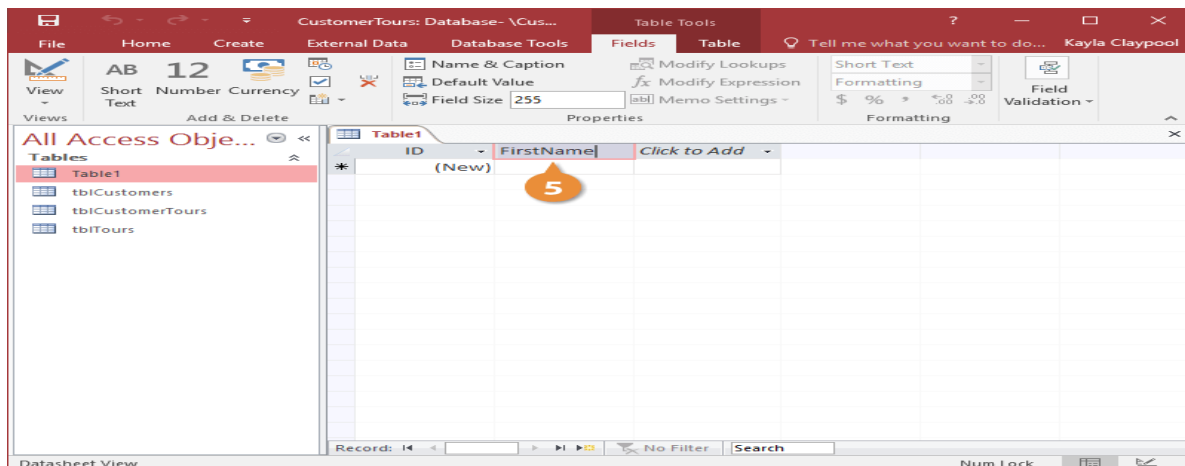
2. Select the field type.

When selecting a field type, select the smallest or shortest field that is required for your data. For example, don't choose a Large Number if you only need to store a 2-digit number.

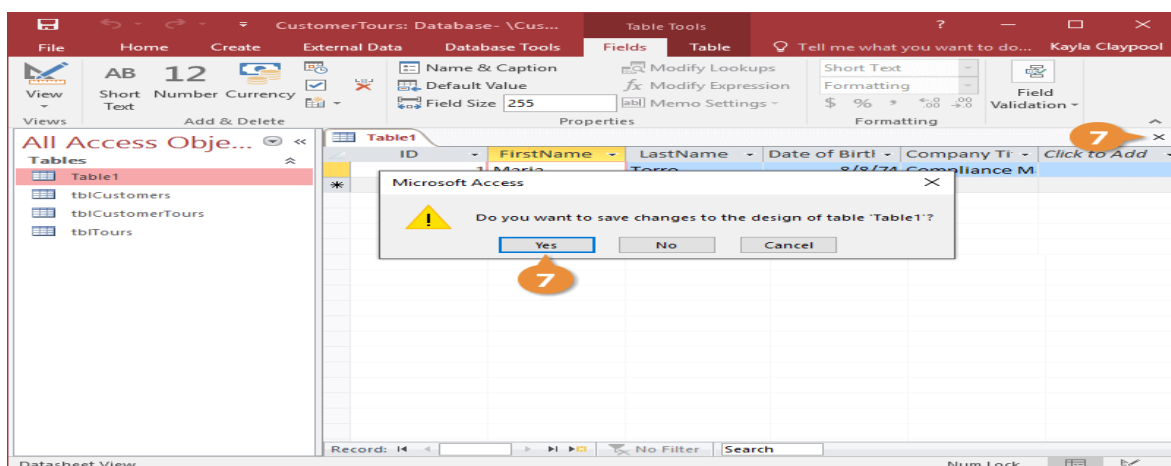


3. Type a name for the field.

To change the name of a field header, double-click the field header and type the field name you want to use.

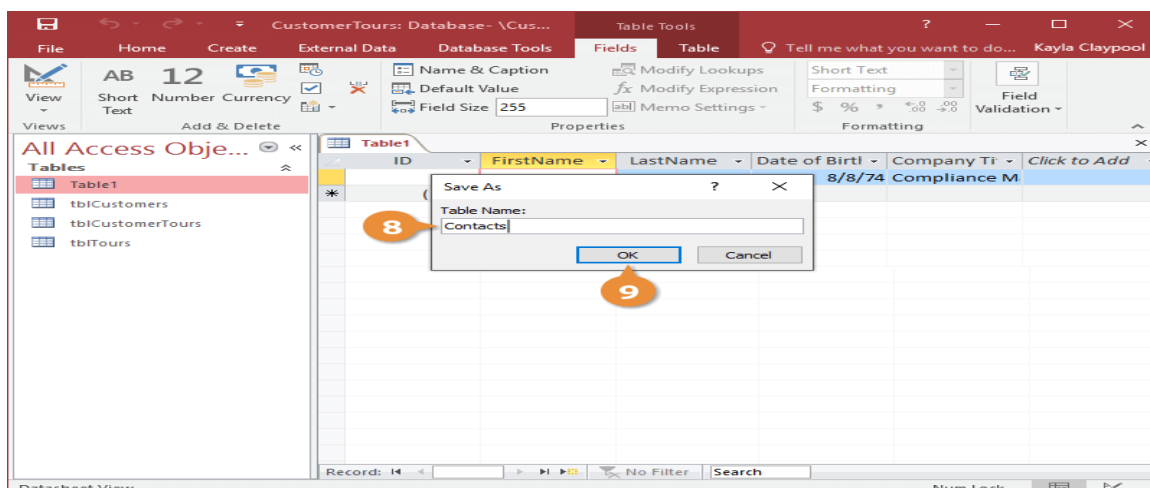


4. Repeat Steps 3-5 to add the remaining fields to your table.
5. When you're finished adding fields, click the **Close** button and click **Yes** to save your changes.



Enter a name for your new table.

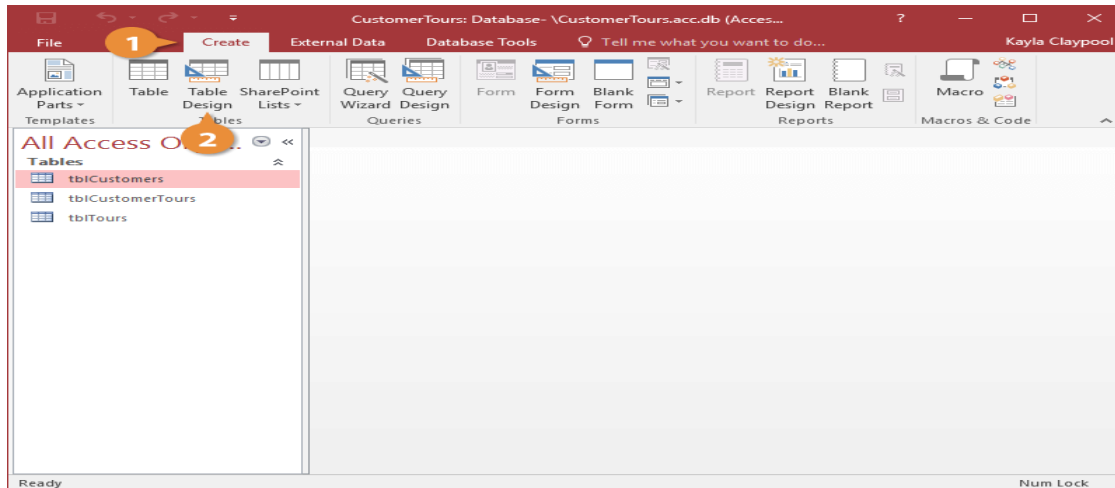
Click **OK**.



Create a Table in Design View

Design View allows you to create a table with more ease.

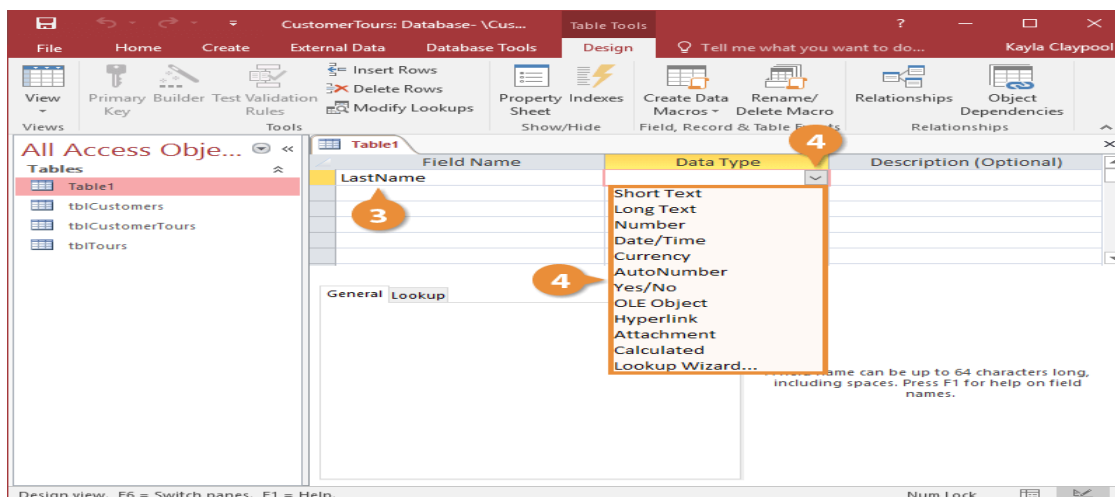
- Click the **Create** tab.
- Click **Table Design**.



A new table appears in the window in Design View.

- Enter a field name in the Field Name column and press **Enter**.
- Click the **Data Type** list arrow and select a data type for the field.

See the table at the end of this lesson for more information about data types.

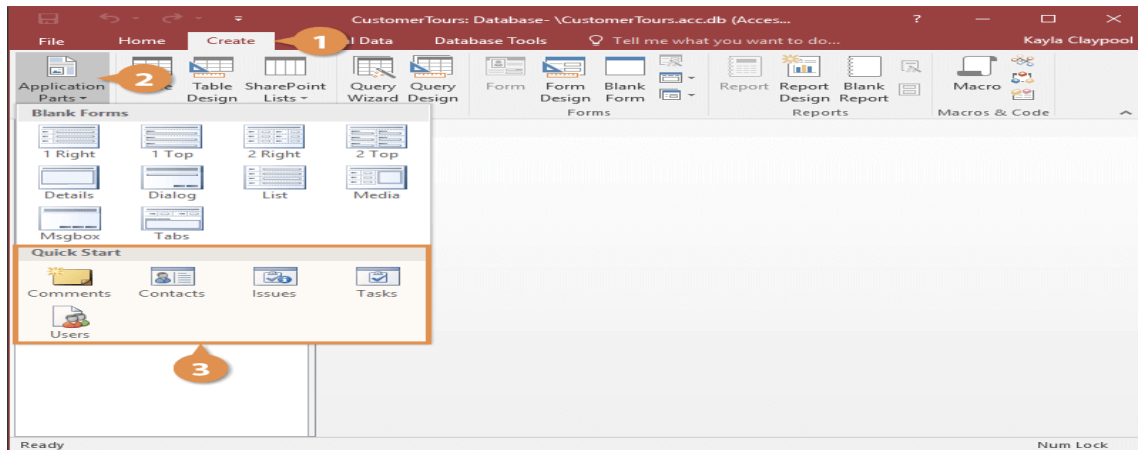


- Repeat steps 3-4 to add as many fields as you want.
- When you're finished, click the **Close** button. Save and name your table.
- That's all there is to create a table!

Create a Table from Application Parts

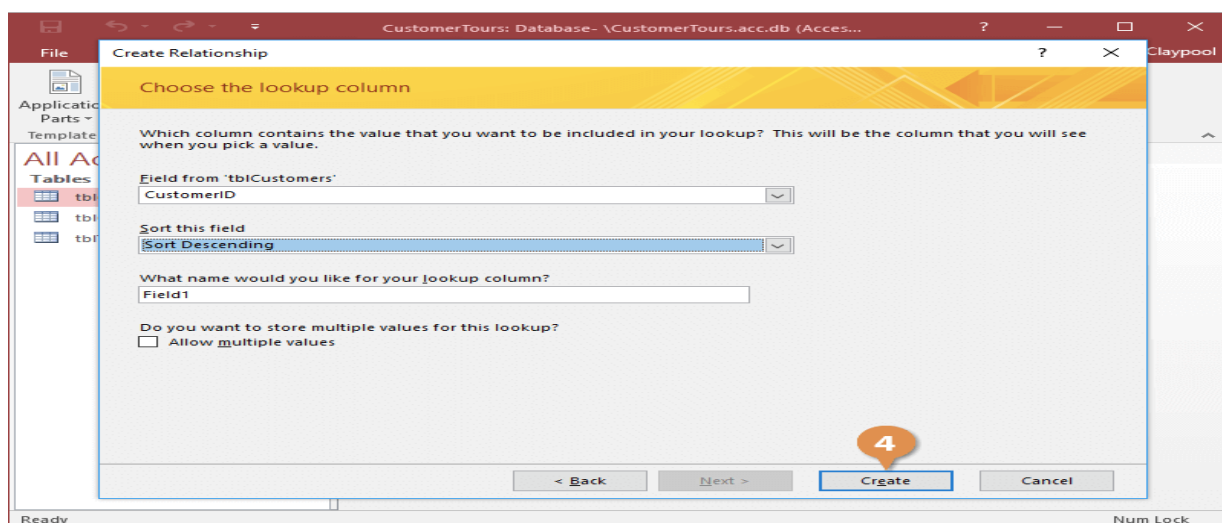
You can also create a table using an application part template. An *Application Part* is a predefined part of a database, such as a table or a form, that you can quickly insert and use in a database.

1. Click the **Create** tab on the ribbon.
2. Click **Application Parts**.
3. The application parts menu appears. The QuickStart section contains templates for creating tables.
4. Select a template from the QuickStart section.



The Create Relationship wizard appears, where you can enter information about the new table.

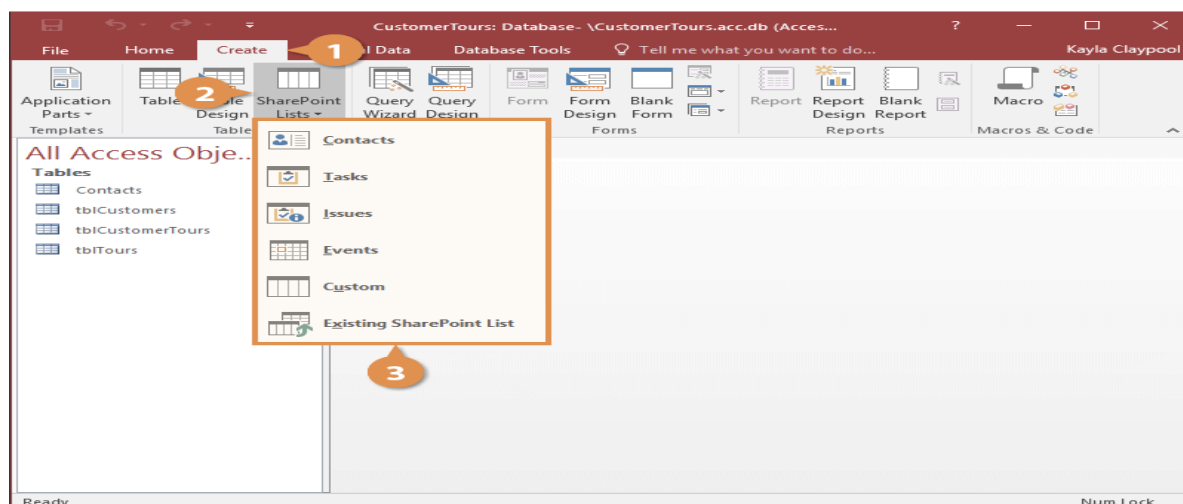
1. Complete the steps in the Create Relationship wizard.
2. When you're finished, click the **Close** button. Save and name your table
3. Access creates a new table from the application part template you selected.



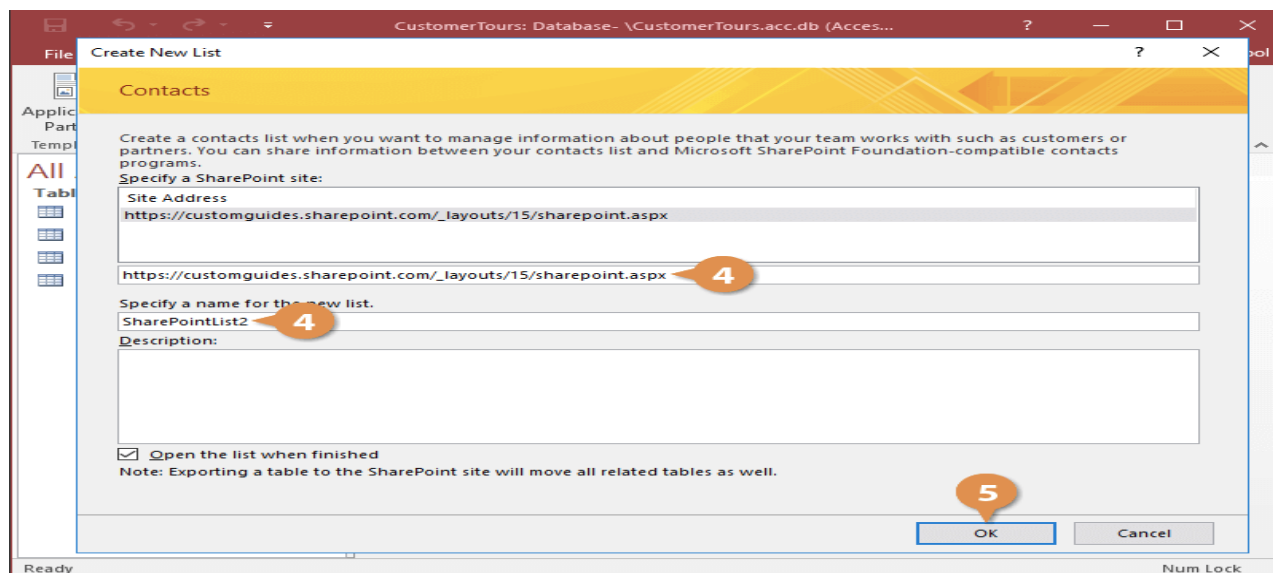
Create a SharePoint List Table

SharePoint lists can be created within Access. To do this, you need to have an existing SharePoint site that you can add to the SharePoint list too.

1. Click the **Create** tab on the ribbon.
2. Click the **SharePoint Lists** button in the Tables group.
3. Select the relevant type of list you want to create – either **Contacts**, **Tasks**, **Issues** or **Events**.
4. Select **Custom** if you wish to specify your fields or choose **Existing SharePoint List** if you want to link to a list that has previously been created on the SharePoint site.

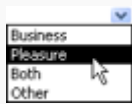


1. Enter the SharePoint URL address, a name for the new list, and any other information you'd like.
2. Click **OK**.



Data Type	Example	Description

Short Text	First Name: Khayrul Hassan Khan	Stores text, numbers, or a combination of both; up to 255 characters long. Text fields are the most common of all data types.	
Number	Age: 21	Stores numbers that can be used in calculations.	
Large Number	Cells in Human Body: 30,000,000,000,000	Stores huge numbers (2^{63}), usually only used for scientific purposes.	
Currency	Price: \$84.95	Stores numbers and symbols that represent money.	
Date & Time	Birthday: 13 November 2001	Stores dates, times, or both.	
Yes/No	Employed? No	Stores only one of two values, such as Yes or No; True or False; etc.	

Lookup & Relationship	Purpose of Trip: 	A wizard that helps you create a field whose values are selected from a table, query, or preset list of values.	
Rich Text	Instructions:	Stores long text entries that can include font and paragraph formatting.	
Long Text	Notes: Sally displays a high amount of...	Stores long text entries such as notes or anything else that requires a lot of space.	

Problem No: 12

Problem Name: Partition a hard disk.

Objective:

Learn how to partition a hard disk for better storage management using the Disk Management tool in Windows.

Materials Needed:

1. A computer with Windows OS installed.
2. Administrator privileges.
3. Access to Disk Management.

What is Disk Partitioning?

Disk Partitioning is dividing a hard disk into separate sections (partitions) to organize data efficiently or install multiple operating systems.

Types of Partitions:

- **Primary Partition:** Used for booting the operating system.
 - **Extended Partition:** Holds logical drives.
 - **Logical Partition:** Subdivisions inside the extended partition.
-

Steps to Partition a Hard Disk

Step 1: Open Disk Management Tool

1. Press Windows + R to open the **Run** dialog box.
2. Type `diskmgmt.msc` and hit **Enter**.
 - This opens the Disk Management utility.

Step 2: Prepare the Hard Disk

1. Identify the hard disk to partition in Disk Management.
2. Check for **Unallocated Space**:
 - If unavailable, right-click an existing partition and select **Shrink Volume** to free up space.

Step 3: Create a New Partition

1. Right-click on the **Unallocated Space** and choose **New Simple Volume**.
2. Follow the steps in the **New Simple Volume Wizard**:
 - **Specify Volume Size:** Enter the desired size for the partition.
 - **Assign Drive Letter:** Choose a drive letter (e.g., D, E, F).
 - **Format Partition:** Select a file system (e.g., NTFS) and give the partition a name.

Step 4: Finalize the Partition

1. Review the settings in the wizard and click **Finish**.
2. The new partition will appear in **File Explorer**.

Step 5: (Optional) Create Additional Partitions

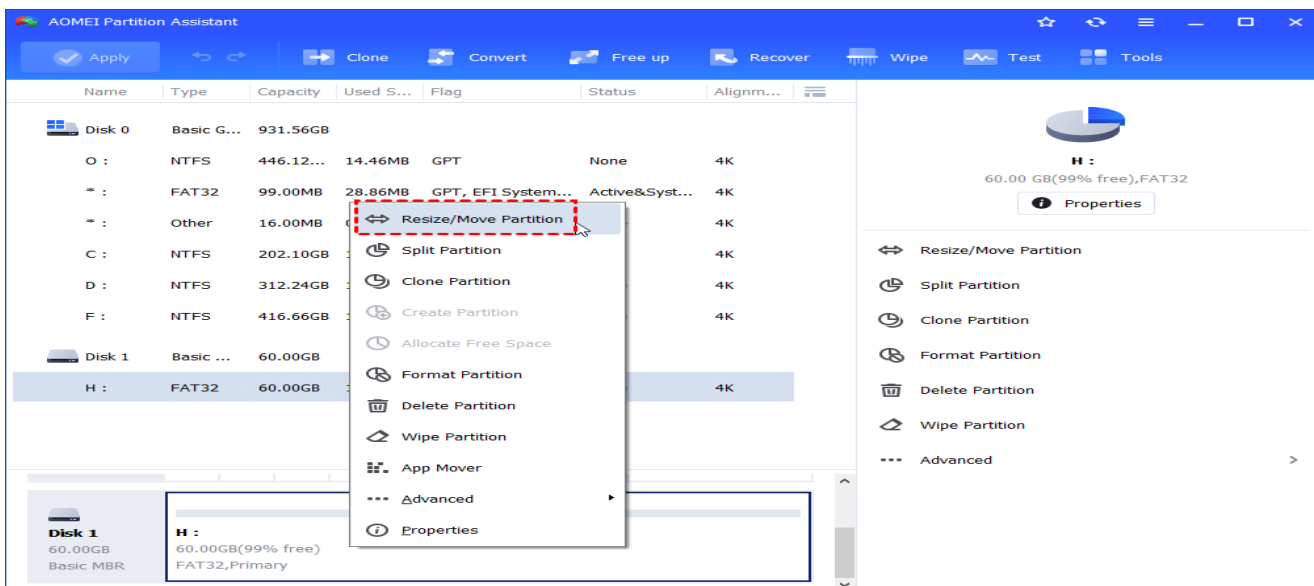
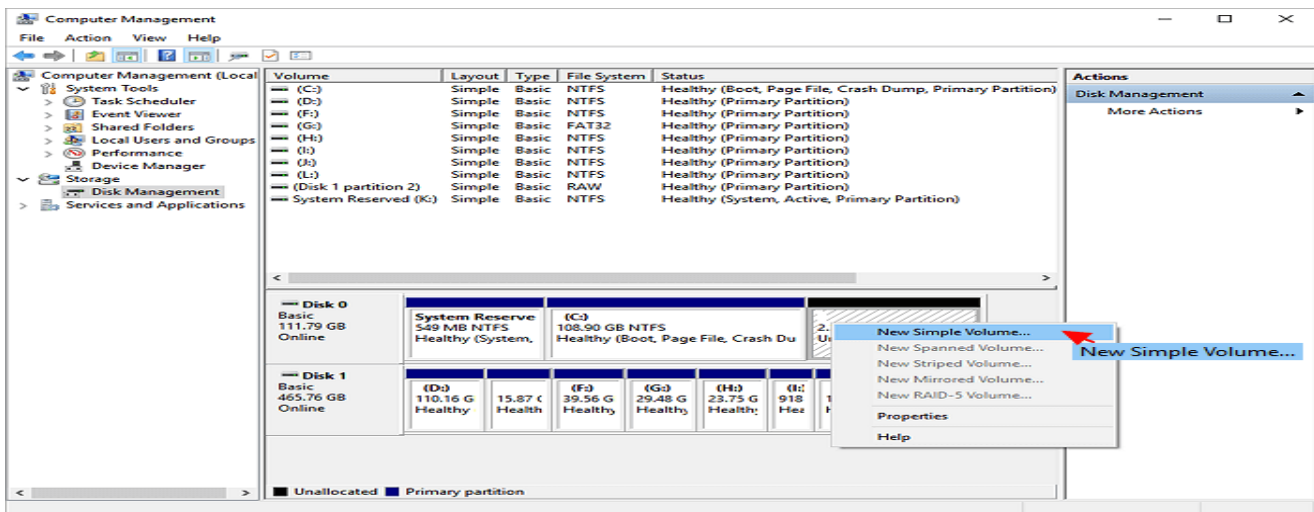
Repeat the process for creating more partitions as needed.

Tips:

1. **Backup Data:** Always back up important files before making changes.
2. **System Partition Warning:** Avoid modifying the system partition (usually C:).

Visual Guide (Add Screenshots):

1. **Opening Disk Management:** Screenshot of `diskmgmt.msc` in the Run dialog.
2. **Highlighting Unallocated Space:** Screenshot of unallocated space in Disk Management.
3. **Partition Wizard Steps:** Screenshot for each step in the New Simple Volume Wizard.
4. **New Partition in File Explorer:** Screenshot showing the created partition in File Explorer.



Conclusion:

By following these steps, you can successfully partition your hard disk to optimize storage management and organize your data effectively. Each partition acts as a separate drive, making it easier to use for specific purposes.

Problem No: 13

Problem Name: Identify various hardware components of a Computer and how can you assemble them.

Objective:

To understand the key hardware components of a computer, their functions, and the process of assembling them into a functional system.

Materials Needed:

1. Computer case.
 2. Central Processing Unit (CPU).
 3. Motherboard.
 4. RAM (Random Access Memory).
 5. Storage devices (HDD/SSD).
 6. Power Supply Unit (PSU).
 7. Cooling system (CPU cooler/fans).
 8. Graphics Processing Unit (GPU) (optional).
 9. Input/output devices (keyboard, mouse, monitor).
 10. Screwdriver set and thermal paste (if needed).
-

Key Hardware Components and Their Functions:

1. **Motherboard:**
 - The main circuit board connecting all components.
 - Provides slots for CPU, RAM, storage, and GPU.
2. **CPU (Processor):**
 - The brain of the computer responsible for executing instructions.
3. **RAM:**
 - Temporary memory used for running programs and processes.
4. **Storage Devices:**
 - **HDD (Hard Disk Drive):** For large-capacity storage.
 - **SSD (Solid State Drive):** For faster data access and improved system speed.
5. **Power Supply Unit (PSU):**
 - Converts electrical energy into usable power for the system.
6. **Cooling System:**
 - Prevents overheating by dissipating heat from components.

7. **GPU (Optional):**
 - Handles graphics rendering, essential for gaming or high-end tasks.
 8. **Case:**
 - Protects components and organizes cables for airflow.
-

Steps to Assemble a Computer:

Step 1: Prepare the Workspace

1. Ensure the workspace is clean and static-free.
2. Lay out all components and tools.

Step 2: Install the CPU

1. Open the CPU socket on the motherboard.
2. Align the CPU with the socket using the triangle marking.
3. Gently place it in the socket and secure the latch.

Step 3: Install the CPU Cooler

1. Apply a small amount of thermal paste on the CPU.
2. Attach the cooler to the CPU and secure it with screws/clips.
3. Connect the cooler's power cable to the motherboard.

Step 4: Install RAM

1. Locate the RAM slots on the motherboard.
2. Align the notch on the RAM stick with the slot.
3. Insert firmly until the latches click into place.

Step 5: Install Storage Devices

1. Mount the SSD or HDD in the appropriate bay.
2. Connect the SATA cable to the storage device and motherboard.
3. Connect the power cable from the PSU to the storage device.

Step 6: Install the Motherboard

1. Place the motherboard inside the case.
2. Align it with the standoffs and secure it with screws.

Step 7: Install the PSU

1. Mount the PSU in its designated area in the case.
2. Connect the power cables to the motherboard, GPU, and other components.

Step 8: Install the GPU (Optional)

1. Insert the GPU into the PCIe slot on the motherboard.
2. Secure it with screws and connect any necessary power cables.

Step 9: Connect Case Fans and Front Panel

1. Attach case fans to the motherboard's fan headers.
2. Connect the front panel connectors (power button, USB, audio) to the motherboard.

Step 10: Cable Management and Final Check

1. Organize cables for airflow and secure them with zip ties.
2. Double-check all connections and ensure components are securely installed.

Notes:

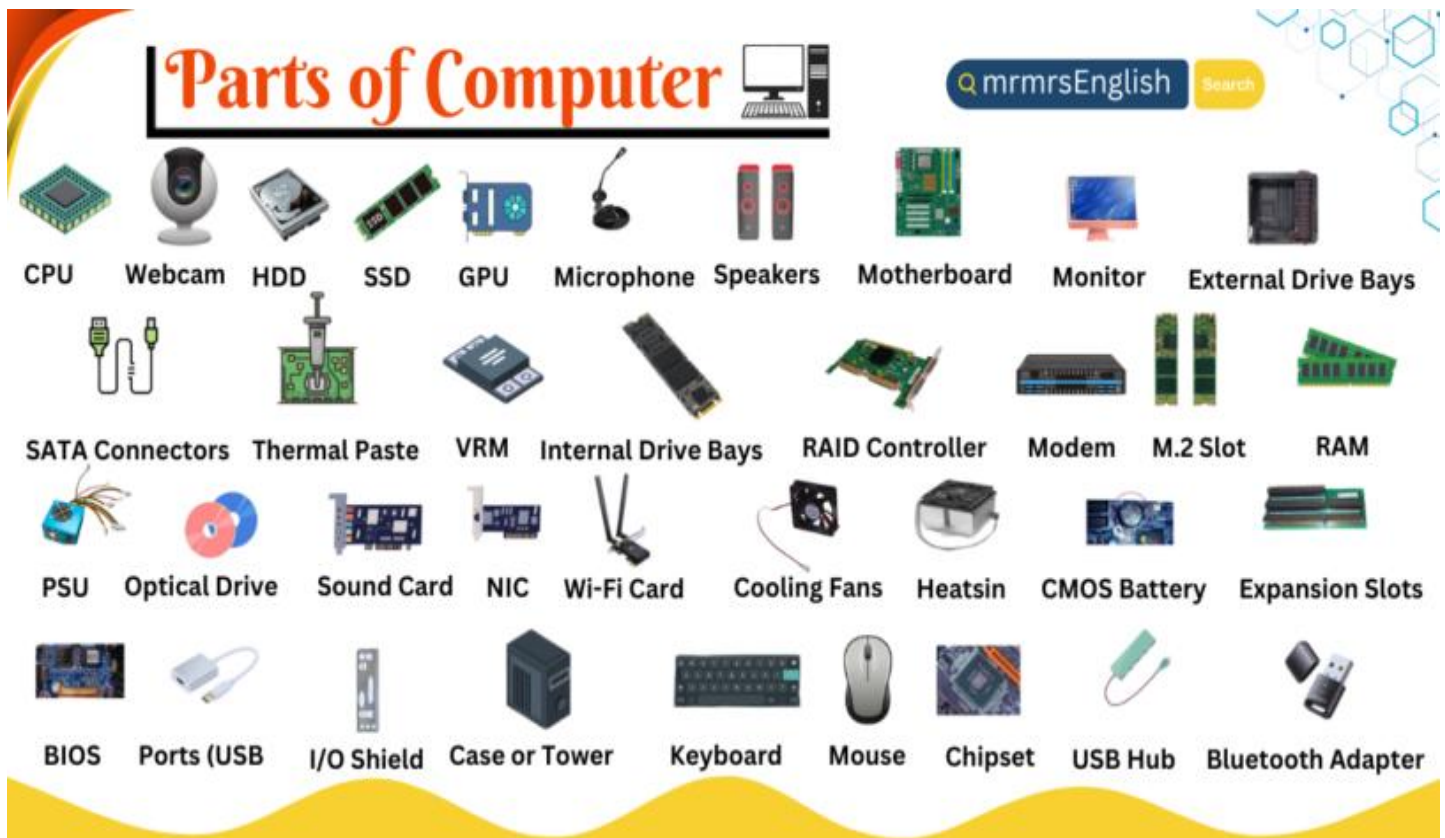
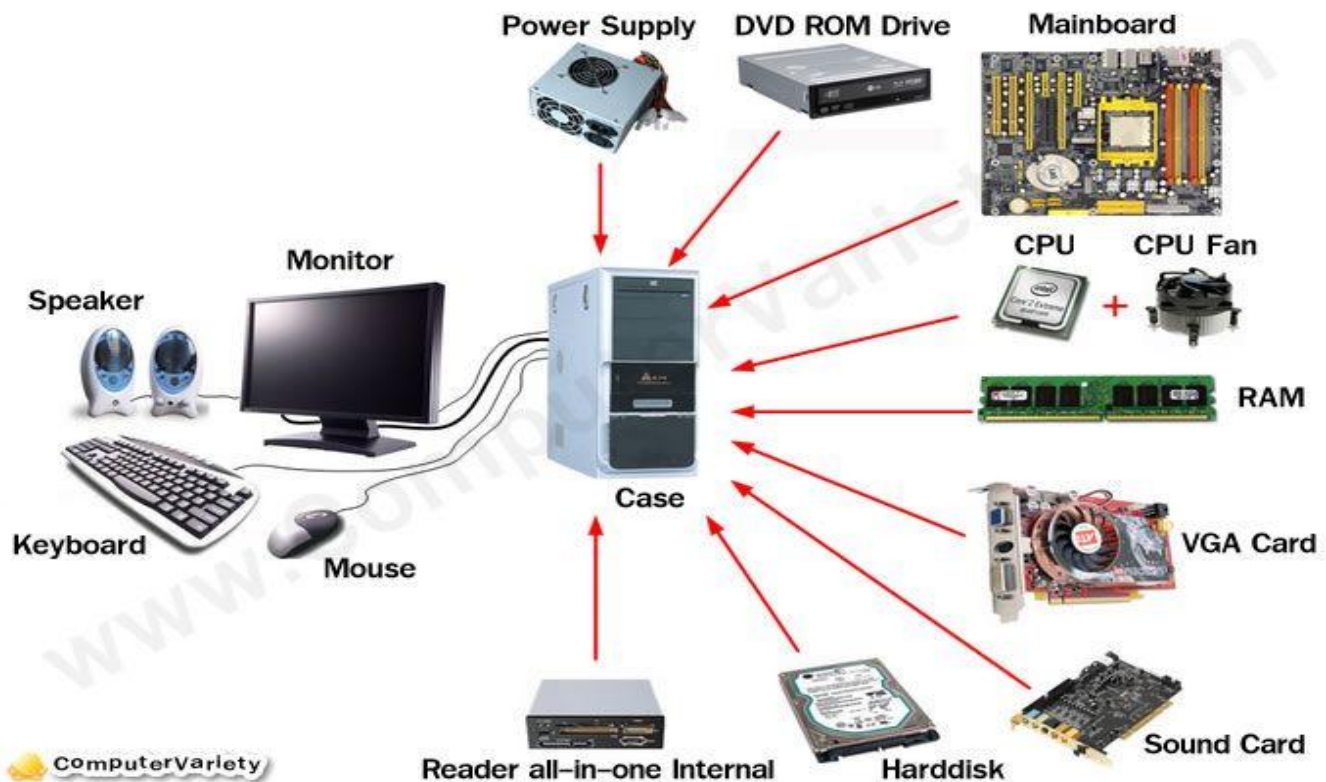
1. Handle components carefully to avoid damage.
 2. Use an anti-static wrist strap to prevent static discharge.
 3. Refer to the motherboard manual for specific installation details.
-

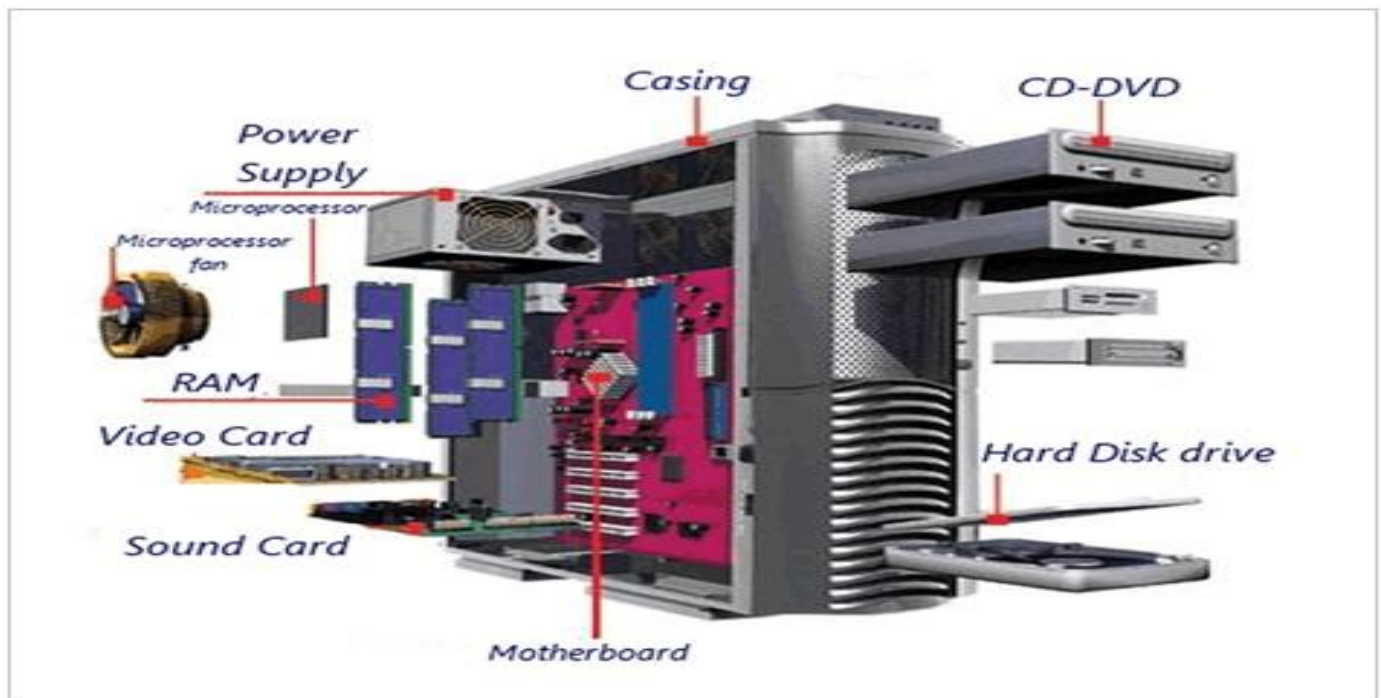
Diagram (Optional - Add Visuals):

1. **Motherboard Layout:** Show labeled slots for CPU, RAM, and PCIe.
2. **Installing CPU and Cooler:** Step-by-step illustrations.
3. **Assembled Computer:** Final image showing all components connected.

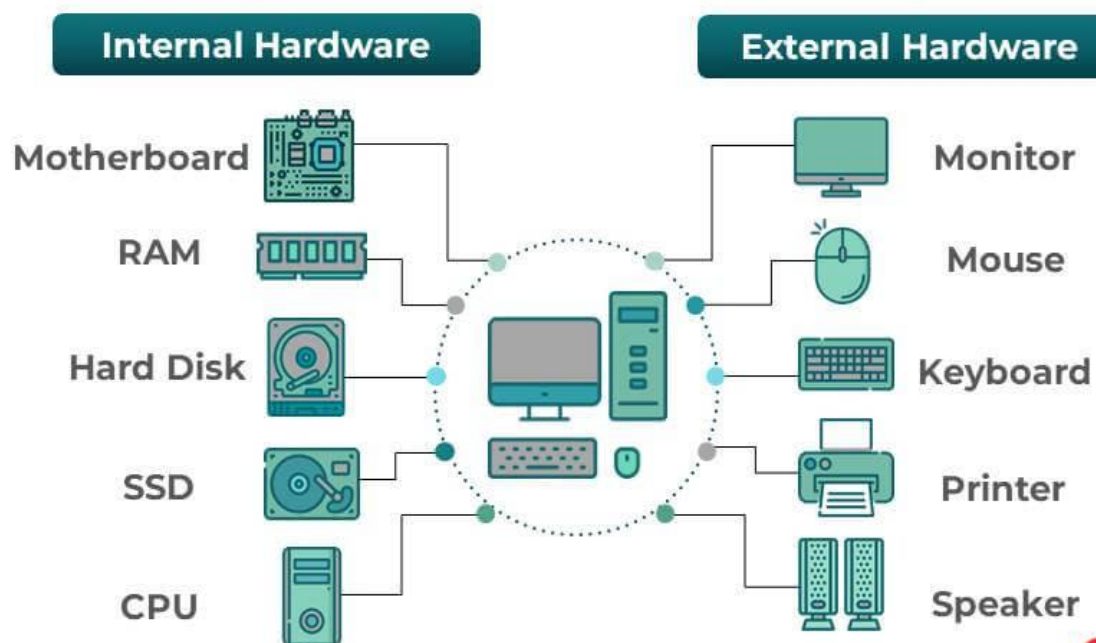


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Common computer hardware components include the keyboard, mouse, microphone, scanner, Web cam, printer, monitor, speakers, system unit, hard disk drive, external hard disk, optical disc drive(s), USB flash drive, card reader/writer, memory cards, and modem.





Types of Computer Hardware



Conclusion:

The computer was successfully assembled by identifying and installing each component. Proper assembly ensures optimal performance and longevity of the system.