

GCWUF



ICT LAB MANUAL

[An ICT lab manual is a guide with step by step instruction for learning computer skills and performing experiments]

DEPARTMENT COMPUTER SCIENCE

Course Title: ICT

Course Code: CSC-301

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LAB NO 1

Activity no 1: Tour the ICT lab and identify available software tools.

Observe	Category	Purpose
Window 11	System software	It acts as a bridge between user and the hardware. And provide interface to interact with computer.
Dev C++	Application software	It helps to compile high level code into source code and show output.
MS Word	Application software	It helps to create documents.
Canva	Application software	It helps to create cover pages, pics, presentation etc.
Visual code	Application software	It helps to compile high level code into source code and show output.
Multi presenter	Application software	It connect our screen with projector to show information on large screen.
MS Power Point	Application software	It provide the facility of creating presentation on slide.



Desktop

Summary: We see many software on our desktop like MS Word, MS Power point that helps to perform many tasks like document creation, slides creation etc. Some are application software and system software that perform many tasks in computer.

Activity no 2: Discuss real-life ICT applications in communication and business.

In Communication:

Real-time ICT (Information and Communication Technology) applications play a vital role in modern communication by enabling instant sharing of information across different platforms. Technologies such as instant messaging apps, video conferencing tools, and social media platforms allow people to communicate immediately regardless of their physical location. These tools support real-time collaboration, quick decision-making, and efficient exchange of ideas. For example, video conferencing platforms like Zoom or Microsoft Teams allow teams to conduct virtual meetings, share screens, and solve problems instantly, enhancing productivity and reducing communication delays.

In Business:

In business, real-time ICT applications are essential for smooth operations, customer satisfaction, and strategic decision-making. Tools such as real-time data analytics systems, cloud computing services, and online transaction processing systems help businesses monitor activities as they happen. This allows companies to track sales, manage inventory, respond to customer inquiries, and make informed decisions instantly. Real-time customer service chats, for instance, improve customer experience by providing immediate support. Overall, real-time ICT applications help businesses stay competitive, increase efficiency, and adapt quickly to changing market conditions.

Summary: We observe real-time ICT applications in communication that allow instant information sharing through various tools and apps. In business, they support real-time data analysis and customer service, enabling companies to improve productivity and remain competitive.

Activity no 3: Note safety and ethical guidelines in using ICT resources.

Safety Guidelines:

- Do not download unknown files or open suspicious email links.
- Keep your login password private and strong.
- Report technical problems to the lab instructor immediately.
- Sit properly and maintain correct posture to avoid strain.
- Ensure cables and equipment are handled carefully.

Ethical Guidelines:

- Use computers only for academic purposes.
- Do not access inappropriate or restricted websites
- Do not change system settings without permission.
- Respect others' privacy; never open someone else's files.
- Avoid plagiarism; always reference your sources.

Summary: We observed in the safety guidelines that ICT resources should be used responsibly by keeping devices and accounts secure, avoiding suspicious files or links, and reporting technical issues. Ethically computers should be used only for school-related tasks, inappropriate content should be avoided, privacy should be respected, rules should be followed, and sources should always be acknowledged.

LAB NO 2

Activity no 1: Observe and label hardware components
(CPU, RAM, HDD, Monitors etc.)

Components	Observation	Explanation
Monitor	LED screen on desk	Display output to the user
Keyboard	Keys integrated on board	Help to give input in text
Mouse	Small device have a scroller	Help to give input
CPU	Like a small square chip	Work as brain
Hard disk	Box with round metallic disk	Permanent storage
RAM	It is a rectangular chip	Temporary memory

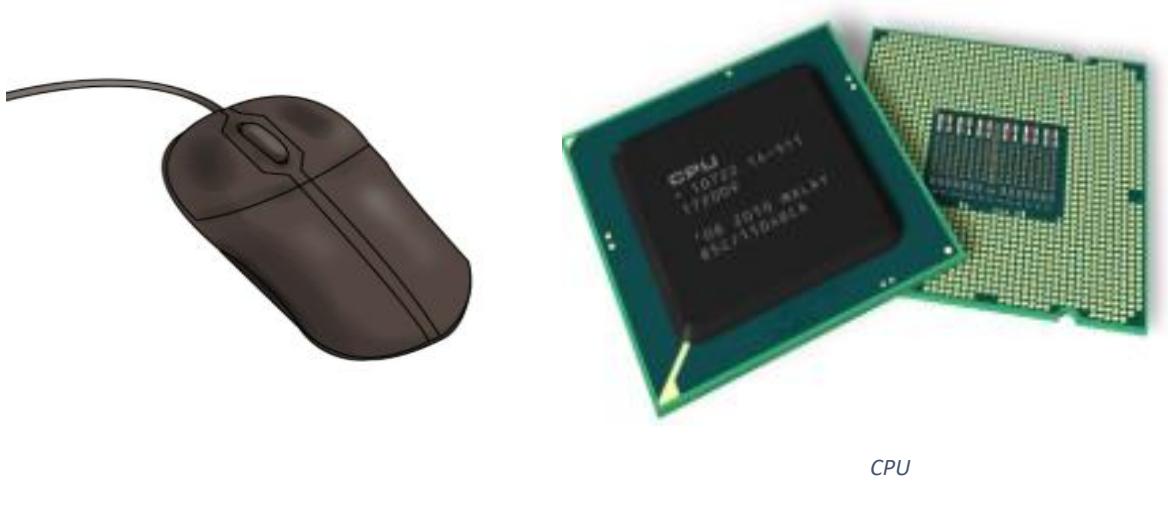
Components:



Monitor



Keyboard



CPU

Mouse



Hard Disk

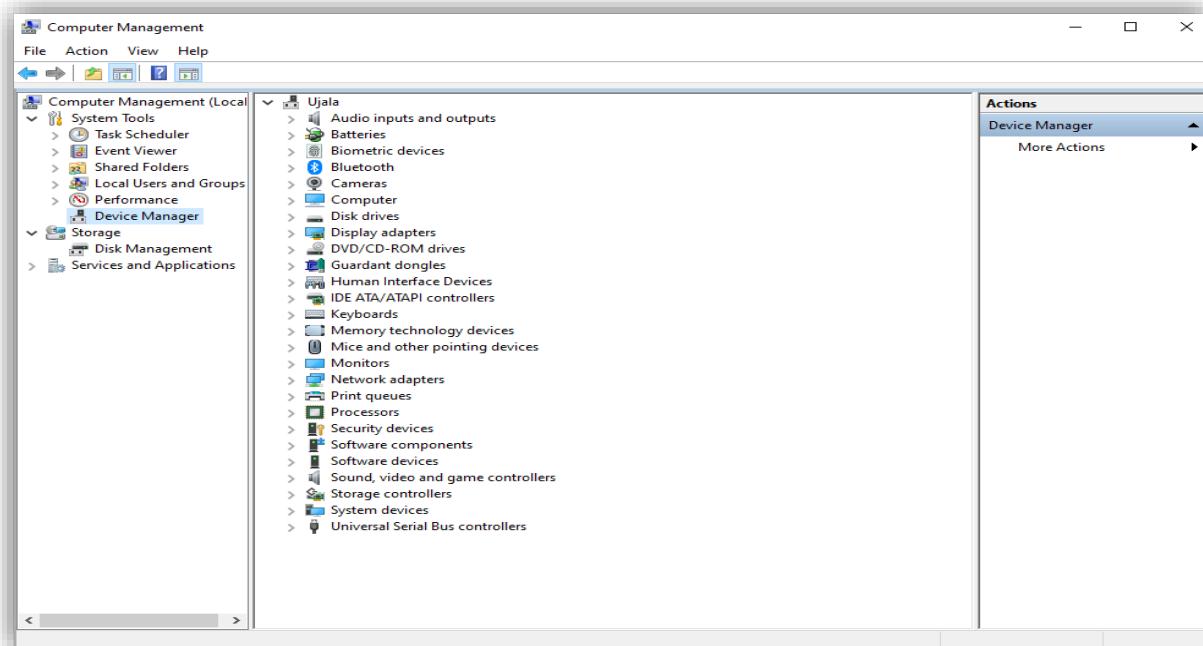
RAM

Summary: We observe that all hardware devices are essential for proper working of computer. They have their unique function and shape. They look different from each other but work together to make the computer work smoothly.

Activity no 2: Explore Device Manager and note installed drivers.

How we open device manager:

1. Right click on This PC.
2. Click on Manage.
3. Then click on Device Manager.



Installed Drivers observed:

Category	Example	Purpose
Audio inputs and outputs	Microphone (2-High definition audio device) Speaker(2-High definition audio device)	It manage the inputs and outputs by microphone and speaker.

Disk drives	Samsung SSD 850 EVO M.2 250 GB ST1000LM035-1RK172	Ensures proper data transfer to disks.
Display Adapters	Intel(R) HD Graphic 520	It manage the graphics.
Sound, video and game controller	High Definition Audio Device Intel(R) Display Audio	Manages the sound system and display.
Storage controller	Microsoft storage spaces controller	Manage storage systems

Summary: We explore the Device Manager and see many device drivers like Audio inputs and outputs, Disk drivers, Sound video and game controller, Storage controller etc. These manage many operations in computers, including storage, sound, graphics, input and output etc.

Activity no 3: Differentiate between system and application software.

Software: Software is the nonphysical parts of the computer. It is the instruction and commands that tell the computer what to do.

Types: There are two types of software:

- System software
- Application software

System software: System software is a type of computer program that is designed to manage, control, and coordinate the hardware components of a computer system.

Examples:

1. Graphical User Interface(GUI)
2. Command Line Interface (CLI)
3. Firmware



Application software: Application software is very important to solve a problem.

Without these software's computer cannot work efficiently

Example:

- 1.MS Word
- 2.MS Excel
- 3.Power Point
4. Google Chrome



Difference:

Difference	System software	Application software
Definition	Software that manages and controls computer hardware	Software designed to help users perform specific tasks or activities.
Main function	Enable the computer to function and operate smoothly.	Solve problems of user, and make work easier.
Example	Operating Systems (Windows, Linux), Device Drivers, Utilities	MS Word, Excel, Browsers, Media Players
Interaction level	It work on background, user do not interact with it.	User directly interact with it.
Installation	It is installed by the manufacturer. OR It is pre-defined in a system.	It is installed by user according to their need.
Dependency	System software do not depend upon application software, it is independent.	Application software depend upon system software, it is dependent.

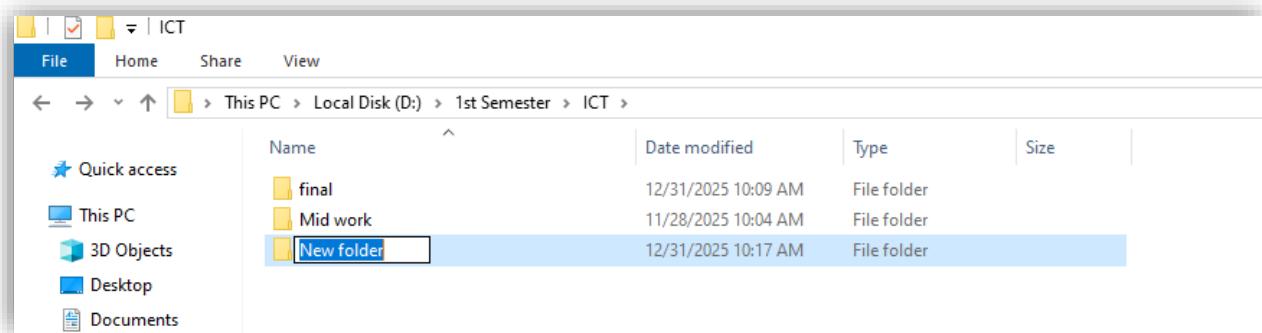
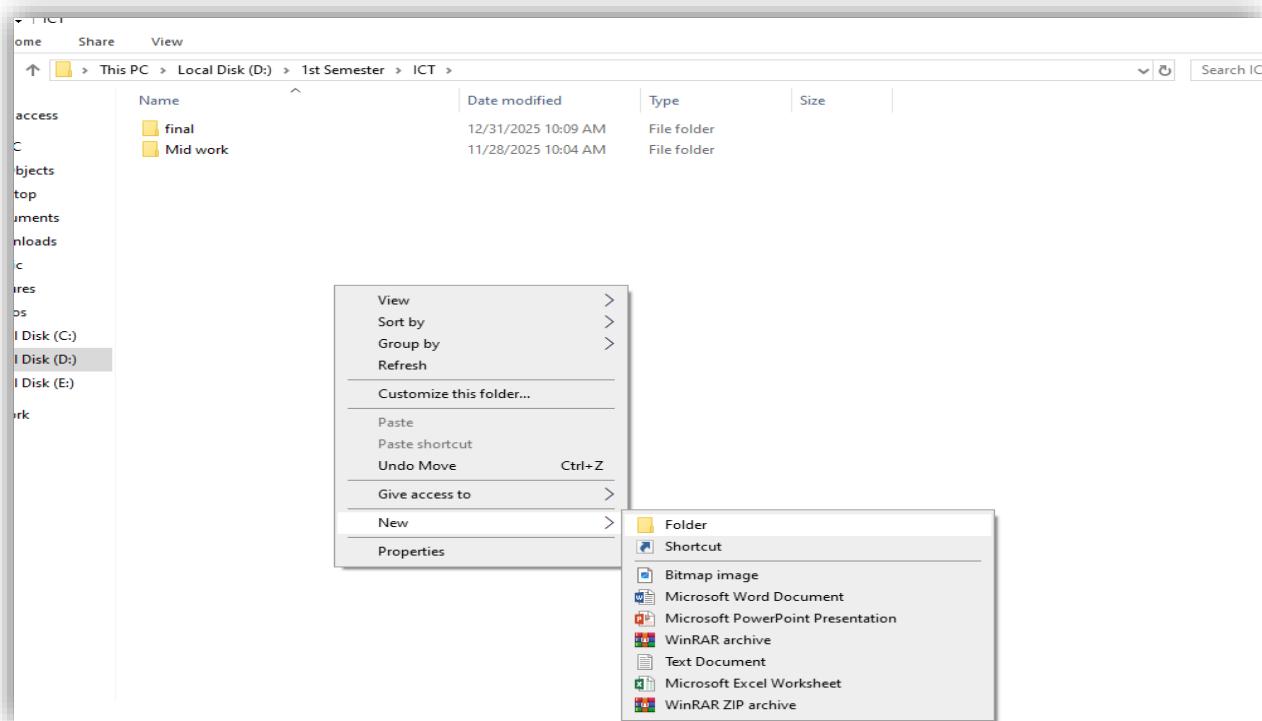
Complexity	Very complex and closer to hardware.	Not too much complex and focus on user need.
Working layers	Work between hardware and Application software.	Work on the top of system software.

Summary: We both examined and learned about system software and application software. We conclude that work as a spirit for computer while application software work act as a smart tool that helps a user to solve a problem.

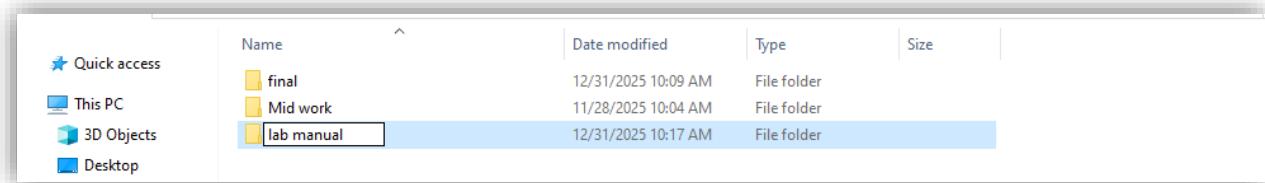
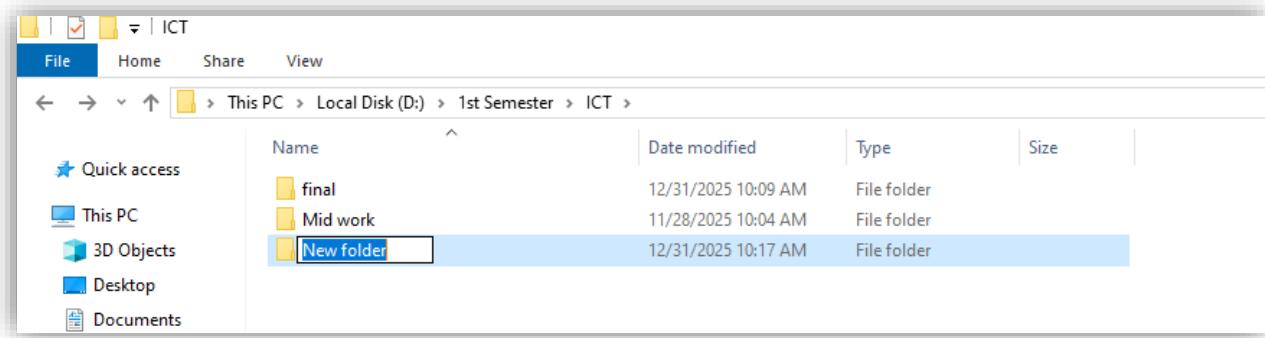
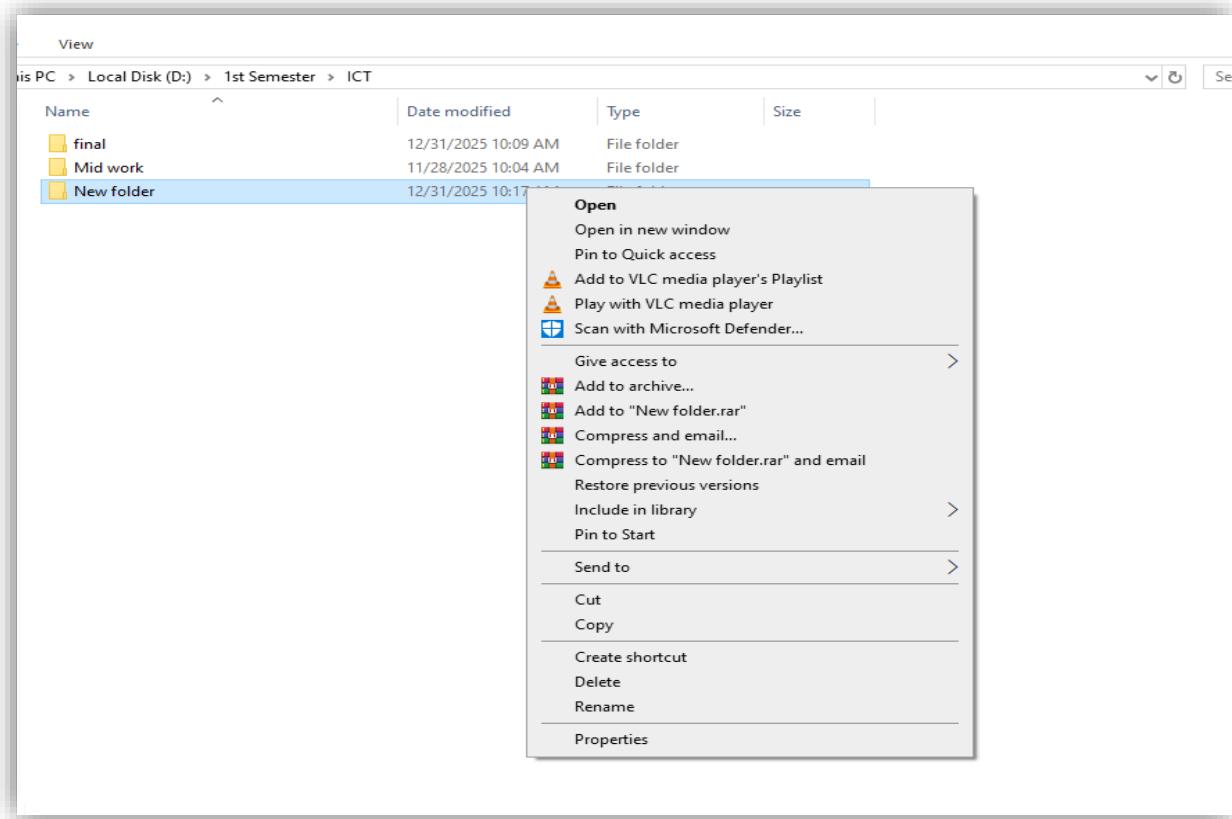
LAB NO 3

Activity no 1: Create folders, rename and move files.

Creating a folder:

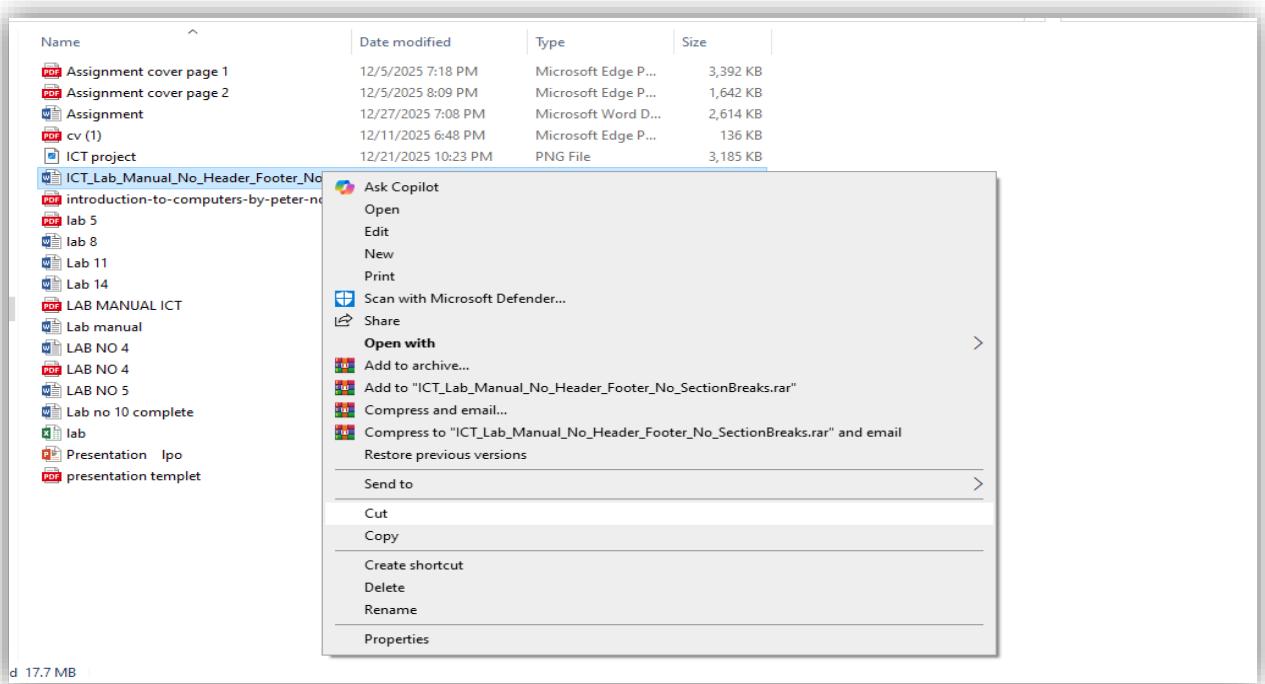


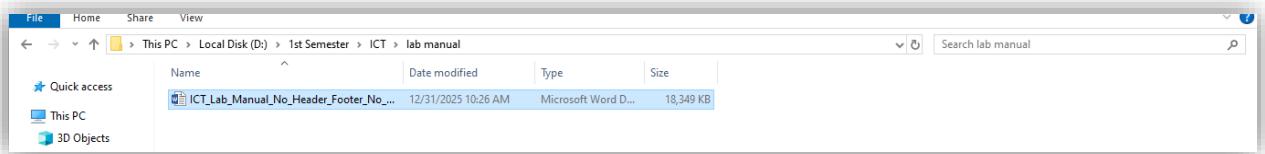
Renaming:



	Name	Date modified	Type	Size
Quick access	final	12/31/2025 10:09 AM	File folder	
This PC	lab manual	12/31/2025 10:17 AM	File folder	
3D Objects	Mid work	11/28/2025 10:04 AM	File folder	

Move file:





Summary: In this activity, we learned how to create folders, rename files, and move files easily Using simple operations like cut and copy.

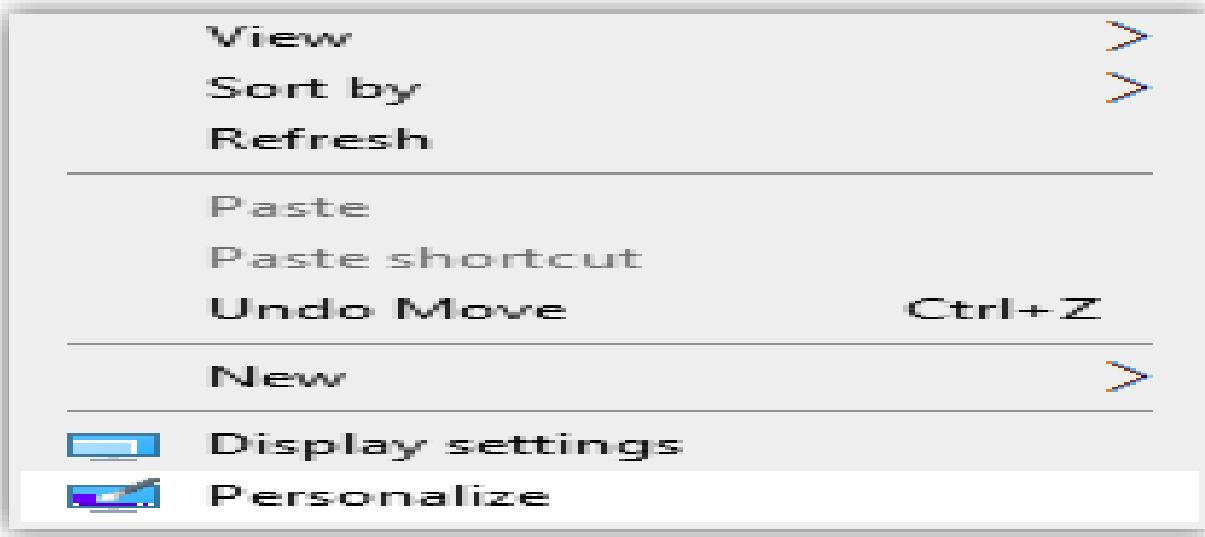
Activity no 2: Take screenshots of desktop customization and task manager.

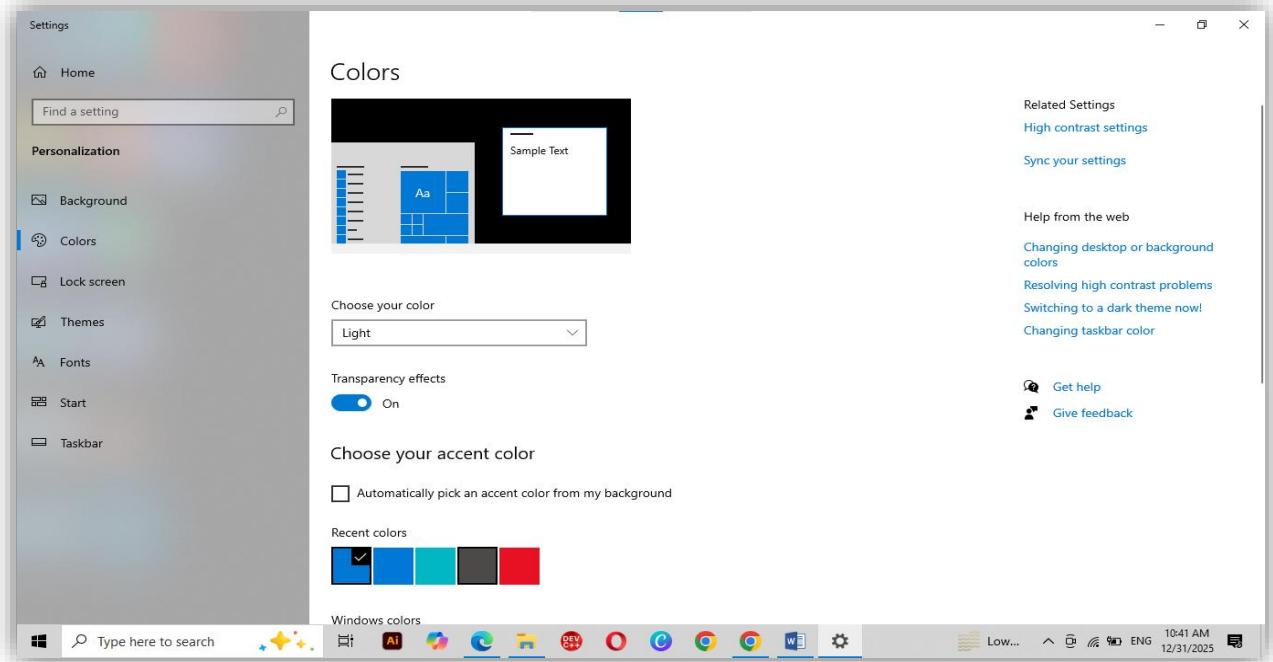
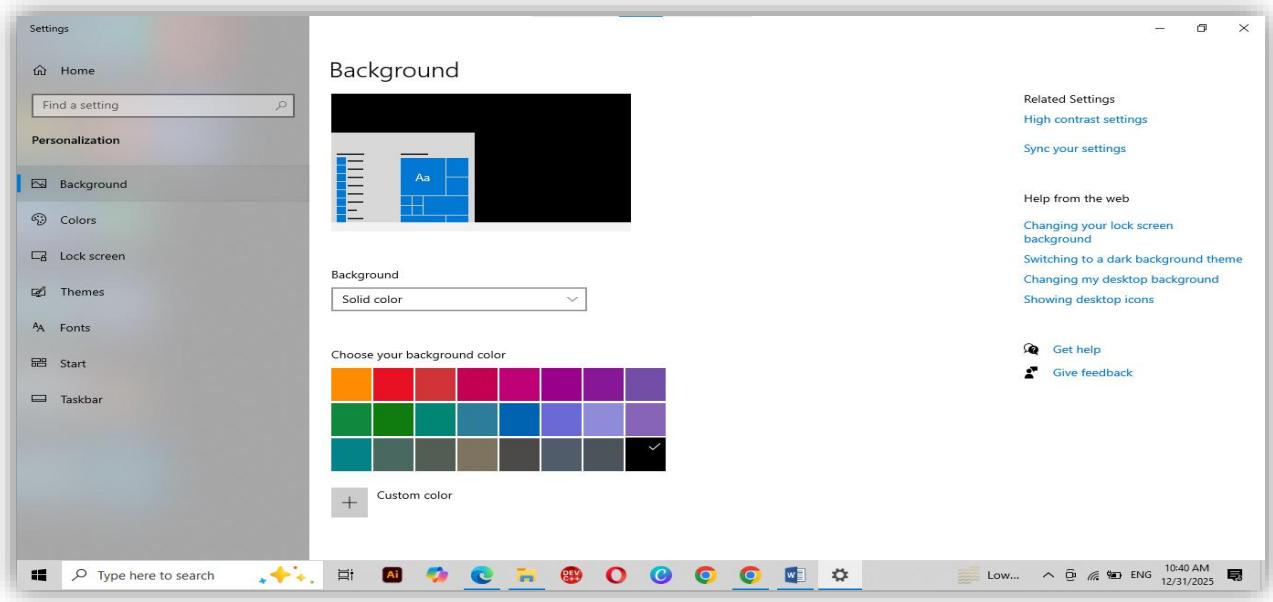
Desktop customization:

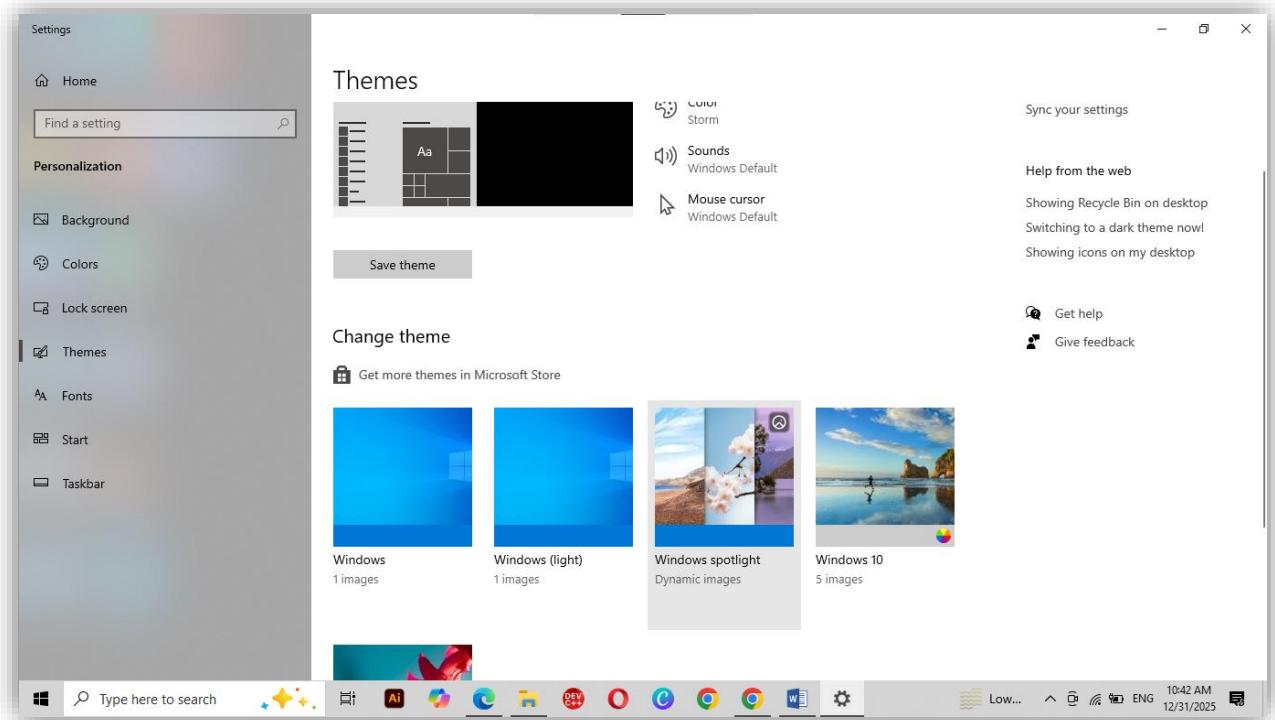
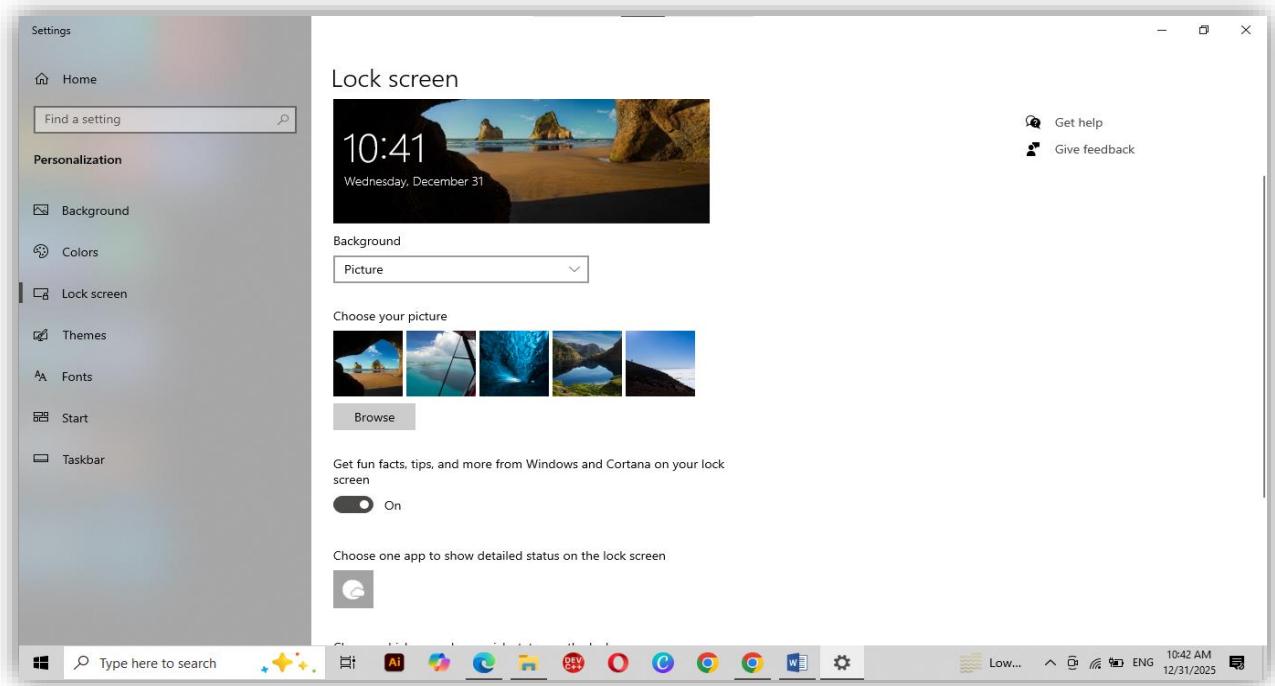
Before:

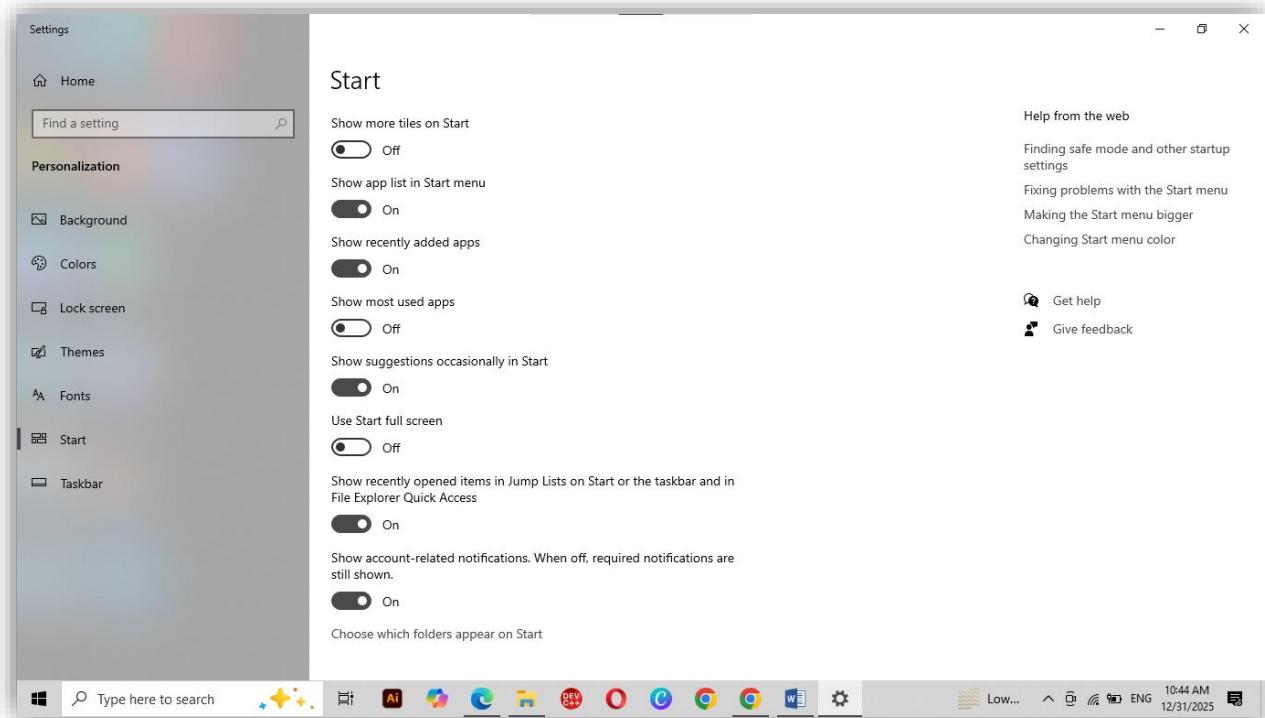
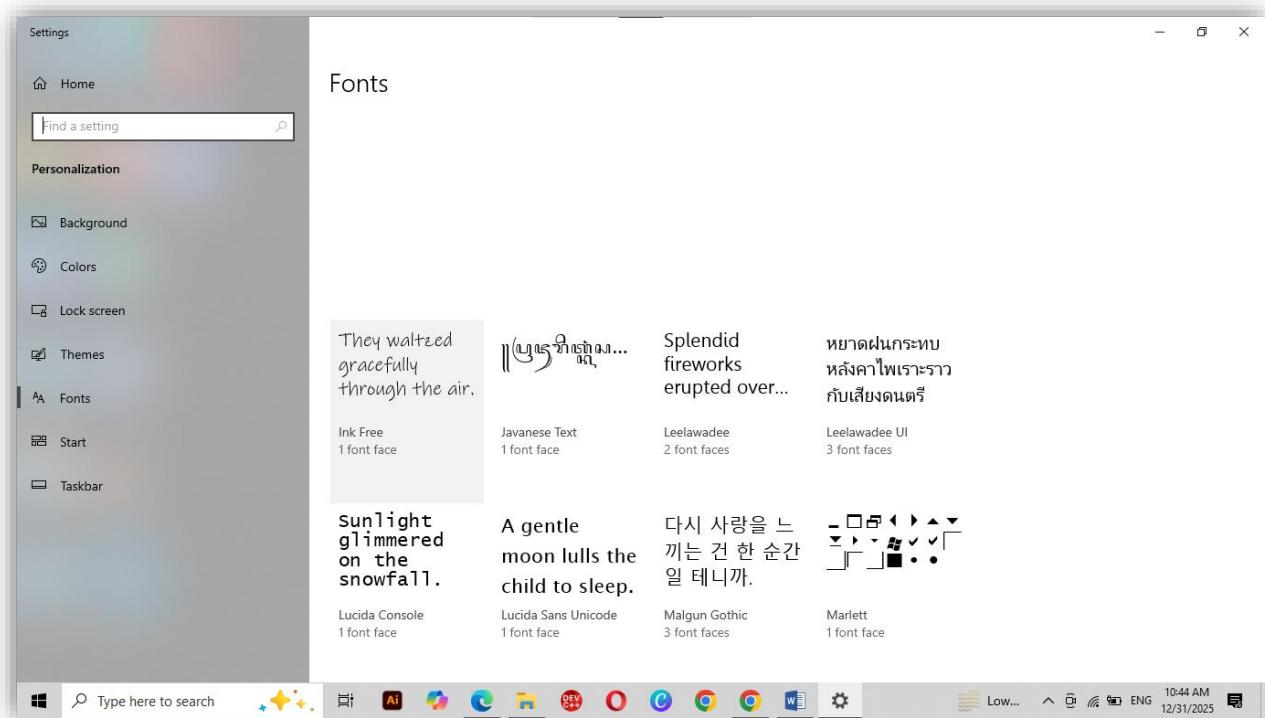


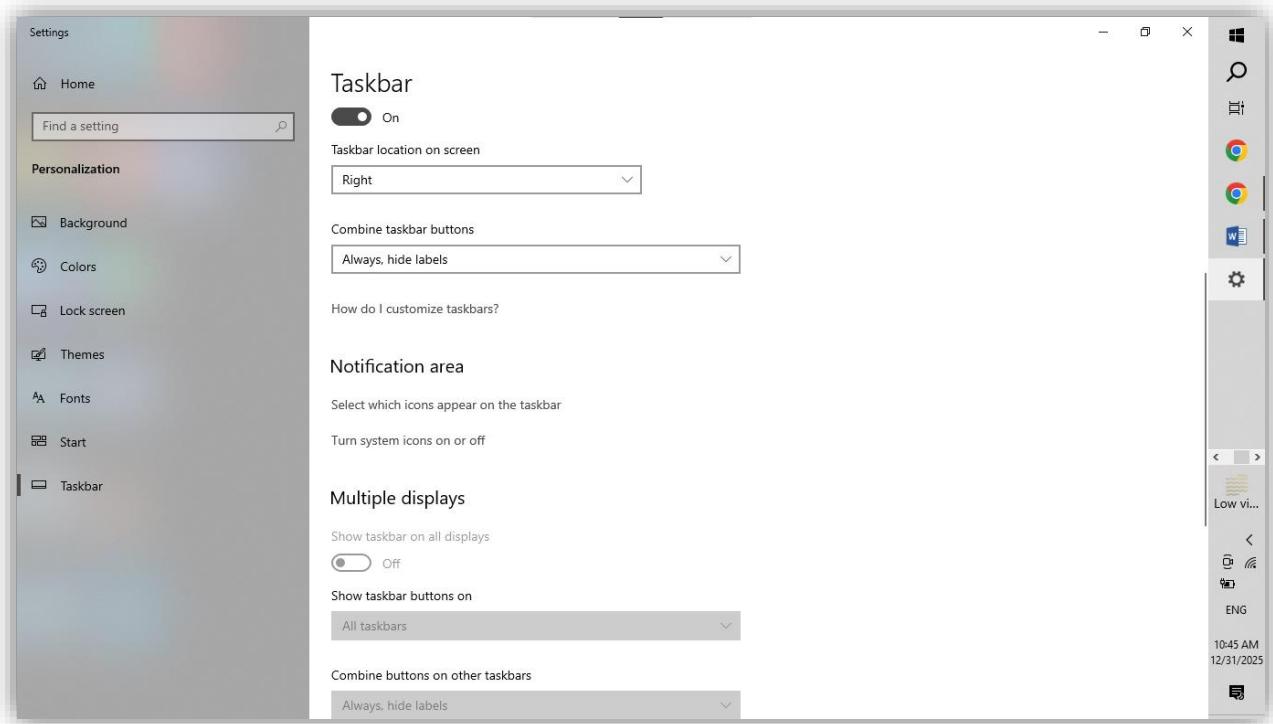
Procedure:



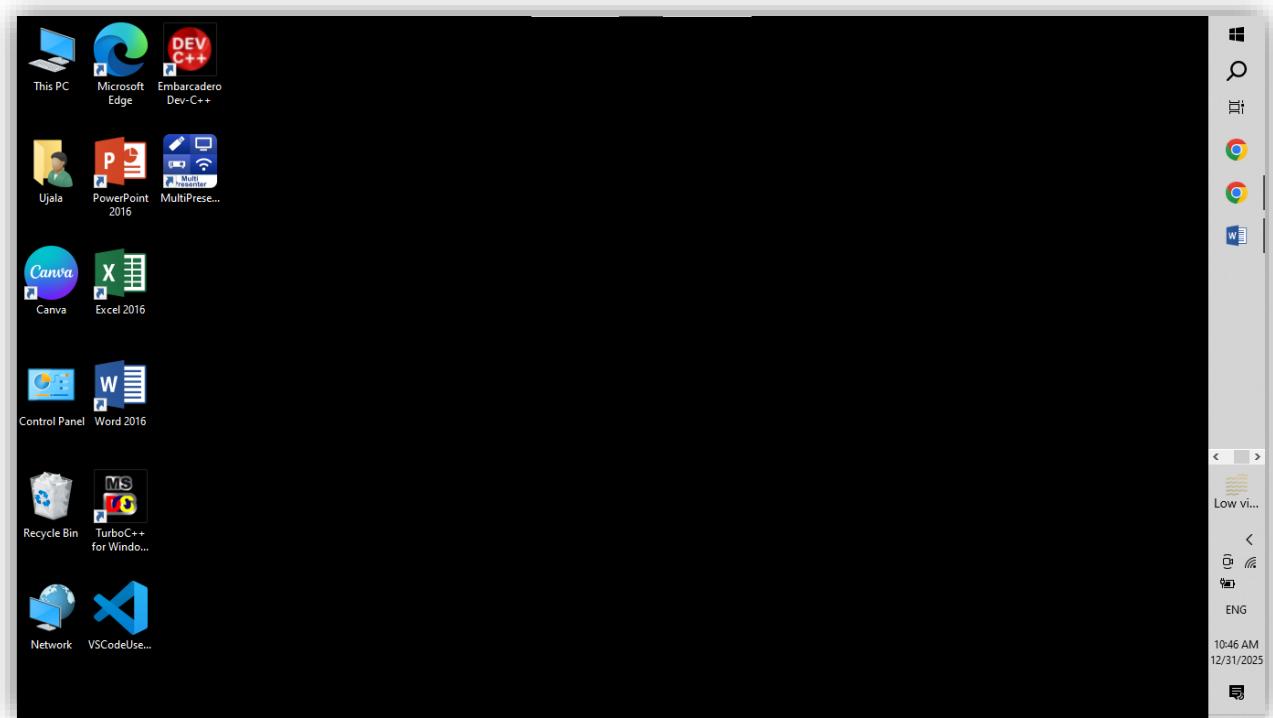






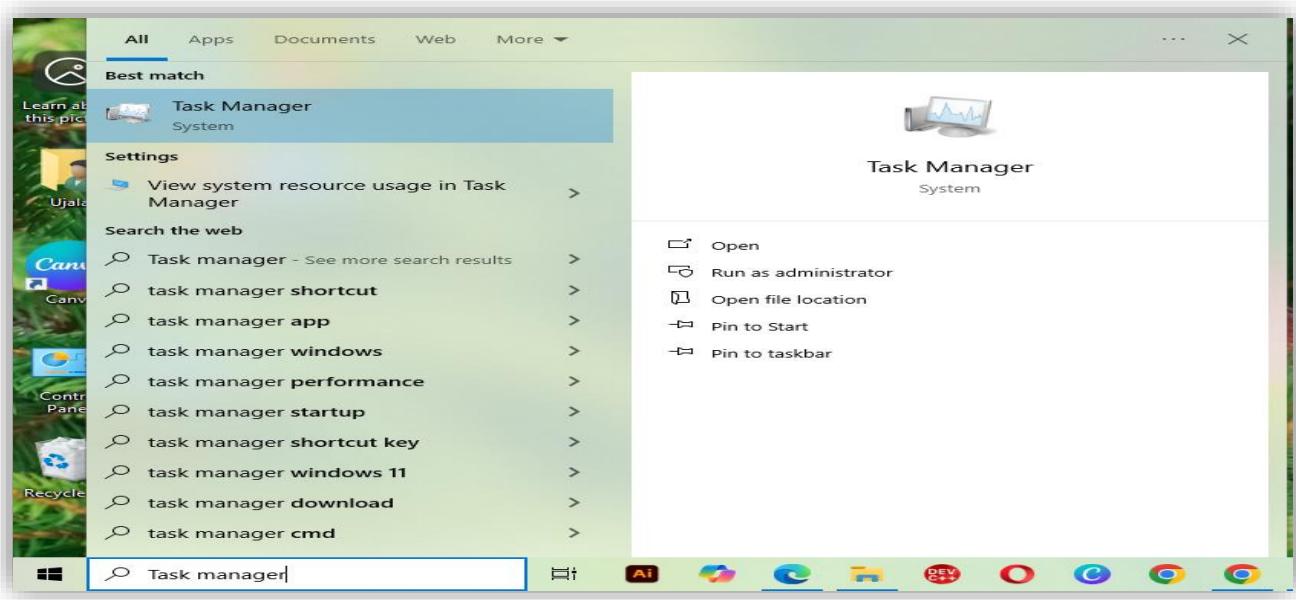


After:



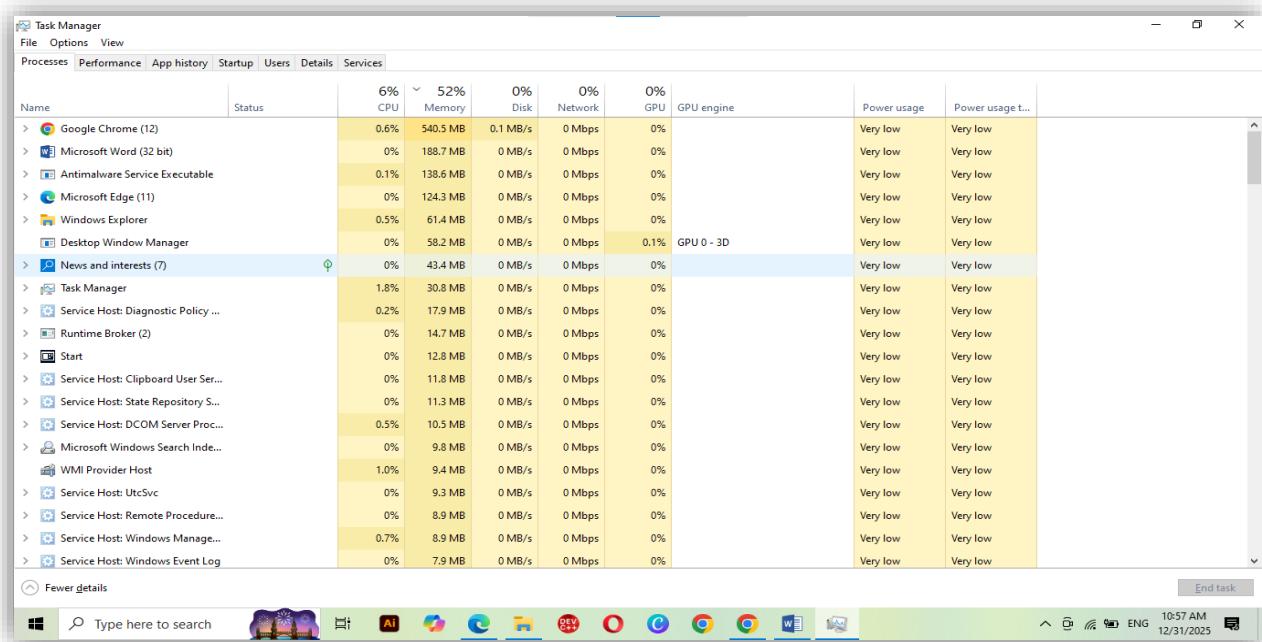
Task manager:

Method no 1:



Name	Status	6% CPU	52% Memory	0% Disk	0% Network	0% GPU	GPU engine	Power usage	Power usage t...
> Google Chrome (12)		0.6%	540.5 MB	0.1 MB/s	0 Mbps	0%		Very low	Very low
> Microsoft Word (32 bit)		0%	188.7 MB	0 MB/s	0 Mbps	0%		Very low	Very low
> Antimalware Service Executable		0.1%	138.6 MB	0 MB/s	0 Mbps	0%		Very low	Very low
> Microsoft Edge (11)		0%	124.3 MB	0 MB/s	0 Mbps	0%		Very low	Very low
> Windows Explorer		0.5%	61.4 MB	0 MB/s	0 Mbps	0%		Very low	Very low
Desktop Window Manager		0%	58.2 MB	0 MB/s	0 Mbps	0.1%	GPU 0 - 3D	Very low	Very low
> News and interests (7)	⋮	0%	43.4 MB	0 MB/s	0 Mbps	0%		Very low	Very low
> Task Manager		1.8%	30.8 MB	0 MB/s	0 Mbps	0%		Very low	Very low
> Service Host: Diagnostic Policy ...		0.2%	17.9 MB	0 MB/s	0 Mbps	0%		Very low	Very low
> Runtime Broker (2)		0%	14.7 MB	0 MB/s	0 Mbps	0%		Very low	Very low
> Start		0%	12.8 MB	0 MB/s	0 Mbps	0%		Very low	Very low
> Service Host: Clipboard User Ser...		0%	11.8 MB	0 MB/s	0 Mbps	0%		Very low	Very low
> Service Host: State Repository ...		0%	11.3 MB	0 MB/s	0 Mbps	0%		Very low	Very low
> Service Host: DCOM Server Proc...		0.5%	10.5 MB	0 MB/s	0 Mbps	0%		Very low	Very low
> Microsoft Windows Search Inde...		0%	9.8 MB	0 MB/s	0 Mbps	0%		Very low	Very low
WMI Provider Host		1.0%	9.4 MB	0 MB/s	0 Mbps	0%		Very low	Very low
> Service Host: UtcSvc		0%	9.3 MB	0 MB/s	0 Mbps	0%		Very low	Very low
> Service Host: Remote Procedure...		0%	8.9 MB	0 MB/s	0 Mbps	0%		Very low	Very low
> Service Host: Windows Manage...		0.7%	8.9 MB	0 MB/s	0 Mbps	0%		Very low	Very low
> Service Host: Windows Event Log		0%	7.9 MB	0 MB/s	0 Mbps	0%		Very low	Very low

Method no 2:



Summary: In this activity, we learned how to customize the desktop and manage system settings. I also learned how to open and use the Task Manager to check running applications and system performance. Desktop customization helps make the system more organized and user-friendly. We open task manager by 2 methods first is search task manager by clicking window icon and the second one is by short cut key Ctrl+Shift+esc.

LAB NO 4

Activity no 1: Create a one-page paragraph with headings and bullet points.

Information and Communication technology(ICT):

Information and Communication Technology (ICT) refers to all the technologies that help in creating, storing, sharing, and managing information. In ICT there are many devices like computers, mobile phones, and tools like the internet, software's, and networks. ICT gives many benefits like it makes communication faster, improves learning, supports businesses, and connects people across the world. Almost every field of life like education, health, banking, and government uses ICT to make their work easier and more efficient.

Over view:

- ICT stands for Information and Communication Technology.
- Includes computers, mobiles, internet, networks, and software.
- Helps in sharing information quickly and easily.
- Used in education, business, health, banking, and government.
- Makes work more efficient, accurate, and faster.
- Supports online learning, e-commerce, communication apps, etc.

Summary:

In this paragraph we explain the concept of ICT by describing the uses of ICT in our daily life, how it works, the support it provides, and the tools and components included in it.

Activity no 2: Apply font, size, alignment, and spacing formatting.

Before formatting:

Information and Communication technology(ICT):

Information and Communication Technology (ICT) refers to all the technologies that help in creating, storing, sharing, and managing information. In ICT there are many devices like computers, mobile phones, and tools like the internet, software's, and networks. ICT gives many benefits like it makes communication faster, improves learning, supports businesses, and connects people across the world. Almost every field of life like education, health, banking, and government uses ICT to make their work easier and more efficient.

After formatting:

Information and Communication technology(ICT):

Information and Communication Technology (ICT) refers to all the technologies that help in creating, storing, sharing, and managing information. In ICT there are many devices like computers, mobile phones, and tools like the internet, software's, and networks. ICT gives many benefits like it makes communication faster, improves learning, supports businesses, and connects people across the world. Almost every field of life like education, health, banking, and

government uses ICT to make their work easier and more efficient.

Summary: We apply font size, font style, central alignment and spacing to format the entire paragraph. These formatting tricks make the paragraph more attractive, clear.

Activity no 3: Save document as both .doc and .pdf.

Save as. dox:

MS Word file is here.....[.doc.](#)

Save as .pdf:

MS Word pdf file is here.....[.pdf.](#)

Summary: We open our document and save as .doc and .pdf. after saving we insert hyperlink to open these files.

LAB NO 5

Activity no 1: Create a 2–3page report using headers, footers, and sections.

Report title: AI in computer technology

Introduction

Artificial Intelligence, or AI, is becoming one of the most important parts of computer technology today. In the past, computers could only do what people directly programmed them to do. Now, with AI, computers can learn from data, solve problems, and even make decisions. Because of this, AI is changing the way we use computers at home, at school, at work, and in many industries.

This report explains how AI affects modern computer technology, its uses, its benefits, the challenges it brings, and what it might mean for our future.

How AI Has Changed Computer Systems

AI has introduced a new way of working with computers. Instead of just following step-by-step instructions, AI systems can recognize patterns, improve over time, and make predictions. Technologies like machine learning and deep learning allow computers to understand images, sounds, and text much better than before.

For example, when your phone recognizes your face to unlock itself or when an app translates languages for you, AI is working in the background. These types of tasks used to require human intelligence, but now computers can do them too.

Common Uses of AI in Computer Technology

1. Automation and Smart Software

AI helps automate tasks that used to take a lot of time. Chat bots can answer customer questions, apps can predict what word you want to type, and online stores recommend products based on what you like.

AI-powered tools also help businesses by handling repetitive tasks like organizing data or sending routine emails.

2. Cyber security and Safety

With more information stored online, keeping systems safe is very important. AI helps detect unusual activity or possible cyber-attacks much faster than a human can. For example,

AI can notice strange login attempts or suspicious files and warn security teams immediately. This makes digital systems safer and more reliable.

3. Better User Experience

AI makes technology easier and more enjoyable to use. Streaming apps such as Netflix or YouTube suggest videos you may enjoy. Phones use AI to improve photos, manage battery life, and respond to voice commands. These features help users get the most out of their devices with less effort.

4. Data Management and Cloud Services

As the world produces more digital data, companies need better ways to store and analyze information. AI helps organize data, find patterns, and make predictions. In cloud computing, AI can manage servers, prevent breakdowns, and improve speed without needing.

Benefits of AI in Computer Technology

1. Higher Efficiency

AI can complete tasks faster and more accurately than humans. This leads to better productivity in industries like manufacturing, business, healthcare, and transportation.

2. More Accuracy

AI is able to detect errors, analyze large amounts of information, and give precise results. For example, in medicine, AI can look at medical scans and help doctors identify diseases early and more accurately.

3. Scalability

AI systems can handle large workloads without needing more workers. This is helpful for large companies that manage millions of users or huge amounts of data.

4. Encourages Innovation

AI opens the door to new technology such as self-driving cars, smart homes, advanced robots, and virtual assistants. These innovations are becoming more common as AI improves.

Challenges and Concerns

Even though AI has many advantages, there are also challenges we need to think about.

1. Privacy Issues

AI often uses large collections of data, which sometimes contain personal information. If this data is not handled properly, people's privacy could be at risk.

2. Job Changes

Some jobs may be replaced by automation, especially tasks that are repetitive. However, new jobs related to AI and technology are also being created, which means people may need new skills.

3. Bias in AI Systems

If AI is trained on unfair or incomplete data, it can produce biased results. This is a concern in areas like hiring, banking, and law enforcement.

4. High Costs

Building and maintaining AI technology can be expensive. Smaller businesses may find it harder to use advanced AI compared to large companies.

Conclusion

AI is changing the world of computer technology in many powerful ways. It helps make systems faster, smarter, and more efficient. From everyday phone apps to large business tools, AI is improving how we interact with technology. Even though there are challenges like privacy concerns and job changes, AI also offers many opportunities for innovation and progress. As AI continues to evolve, it will shape the future of technology and play an even bigger role in our lives.

Summary: We used AI tools such as ChatGPT and Copilot to create this report help research, organize, and write a report on AI in Computer Technology. This showed that how AI can support learning, writing, and documentation tasks efficiently.

Activity no 2: Design a flyer for rent out a cabin using shapes, images, bullets, text boxes, stylish font styles and colors.

- A flyer is a type of printed or digital promotional material used to share information quickly and widely.



Summary: We create this flyer that promotes a lakeside cabin rental, highlighting a peaceful natural setting, comfortable facilities, and affordable pricing. It provides key features of the cabins and contact information for booking.

Activity no 3: Prepare a CV using Word templates or custom layout.

CV Design:



Ayesha Subhan

Address: Madina Town Faisalabad
 Contact No: 0033-7536809
 Email: Ayesha@gmail.com

OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills while

EDUCATION

Bachelor's in Computer Science	Government College Women Faisalabad
Intermediate	Board of Intermediate Education Faisalabad
Matric	Board of Secondary Education Faisalabad

SKILLS:

- MS Office
- Web development
- Graphic Designing

WORK EXPERIENCE:

- Fresh

PERSONAL INFORMATION

Father Name	Subhan Ali
Date of Birth	5/06/2003
CNIC No	42501-12345678-9
Gender	Female
Nationality	Pakistani
Religion	Islam

REFERENCE:

Will be furnished on demand

Summary: We create this CV on MS Word by taking different shapes, tables and picture insert option in insert tab. Creation of CV in MS Word is too simple and easy.

LAB NO 6

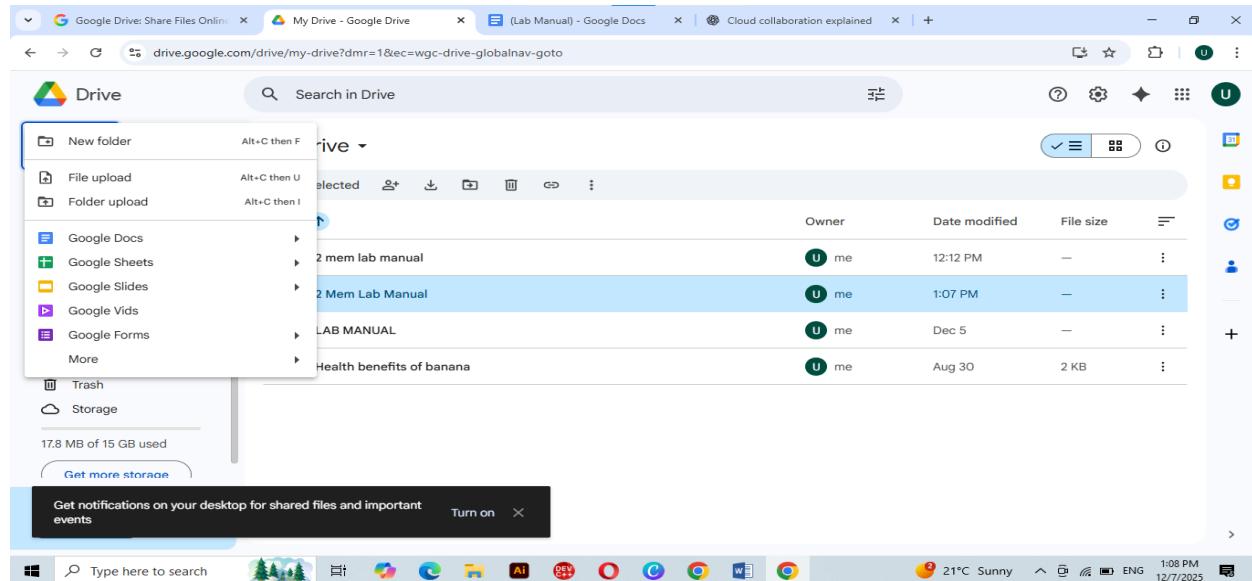
Activity no 1: Create and share a document online with edit permissions.

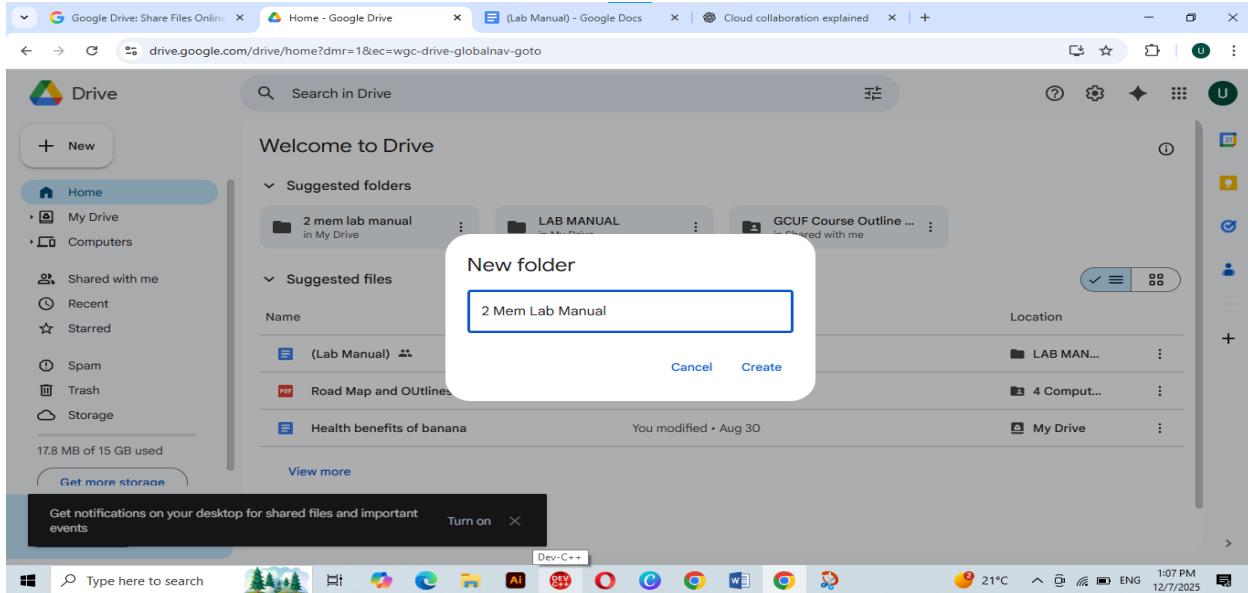
Cloud Collaboration: **Cloud collaboration** is a way for people to work together on projects, documents, or files using the internet, without needing to be in the same place. Instead of saving files on a single computer, files are stored “in the cloud” (online servers), and multiple people can access, edit, and share them in real-time.

Google Docs: **Google Docs** is a cloud-based application by Google that lets you create, edit, and share documents online. It's a perfect example of **cloud collaboration** because:

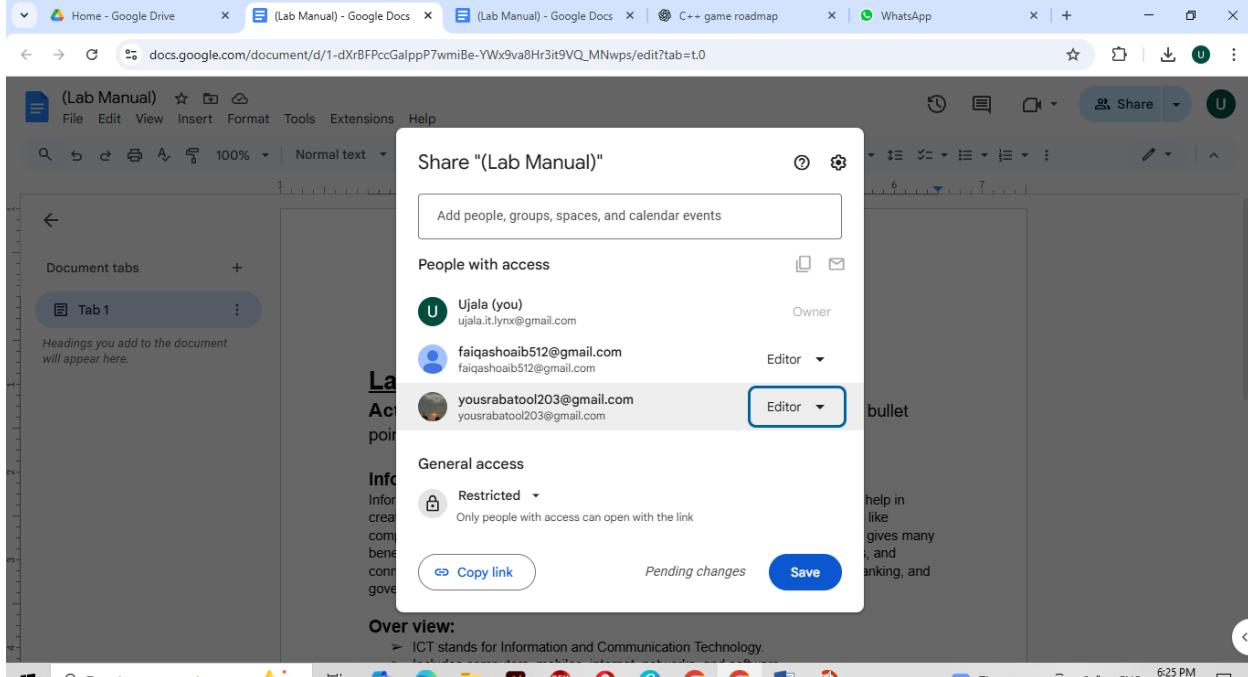
- **Real-time editing:** Multiple people can work on the same document at the same time.
- **Automatic saving:** Changes are saved automatically in the cloud.
- **Easy sharing:** You can give others permission to view, comment, or edit your document.
- **Accessibility:** You can access it from any device with an internet connection.

Creation:





Shearing:



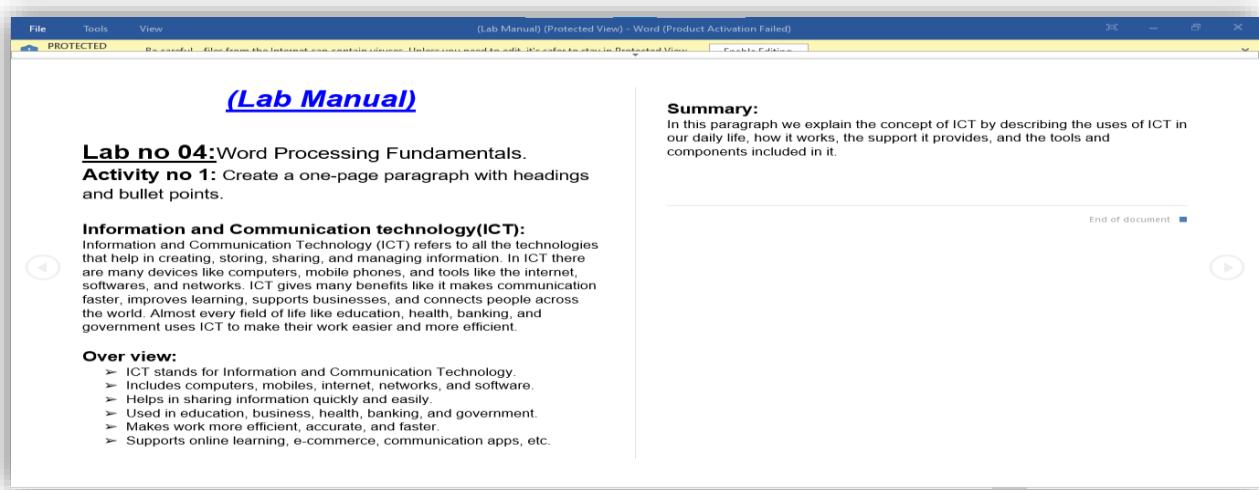
Summary: We open a Google Drive and create a new folder. Inside this folder, we create a new file named as Activity. After creating my file, we save it and share it with our two fellows.

Activity no 2: Add comments, track changes, and resolve feedback.

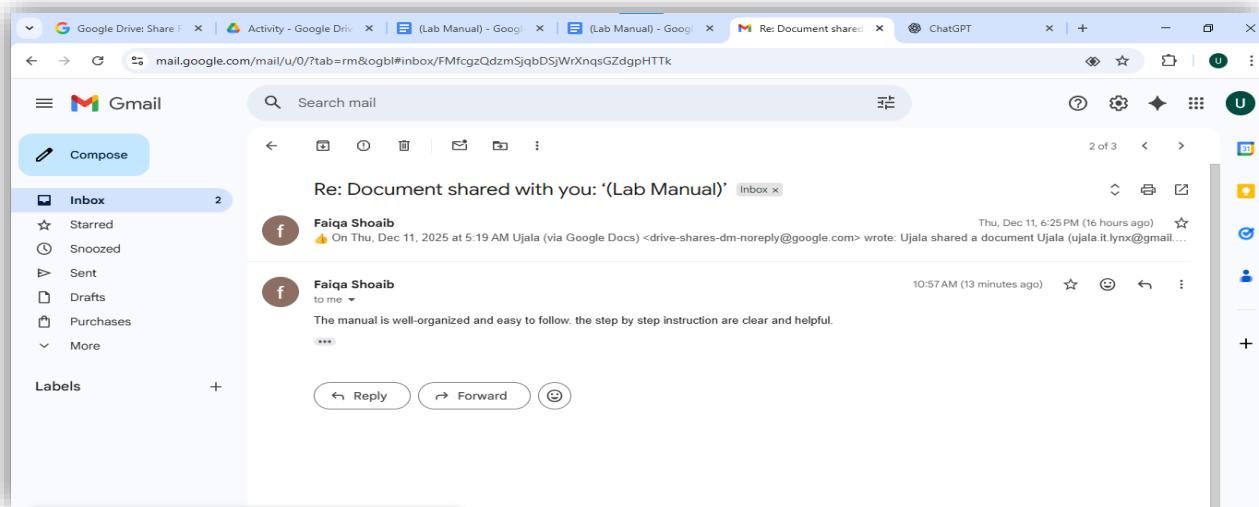
Comments:

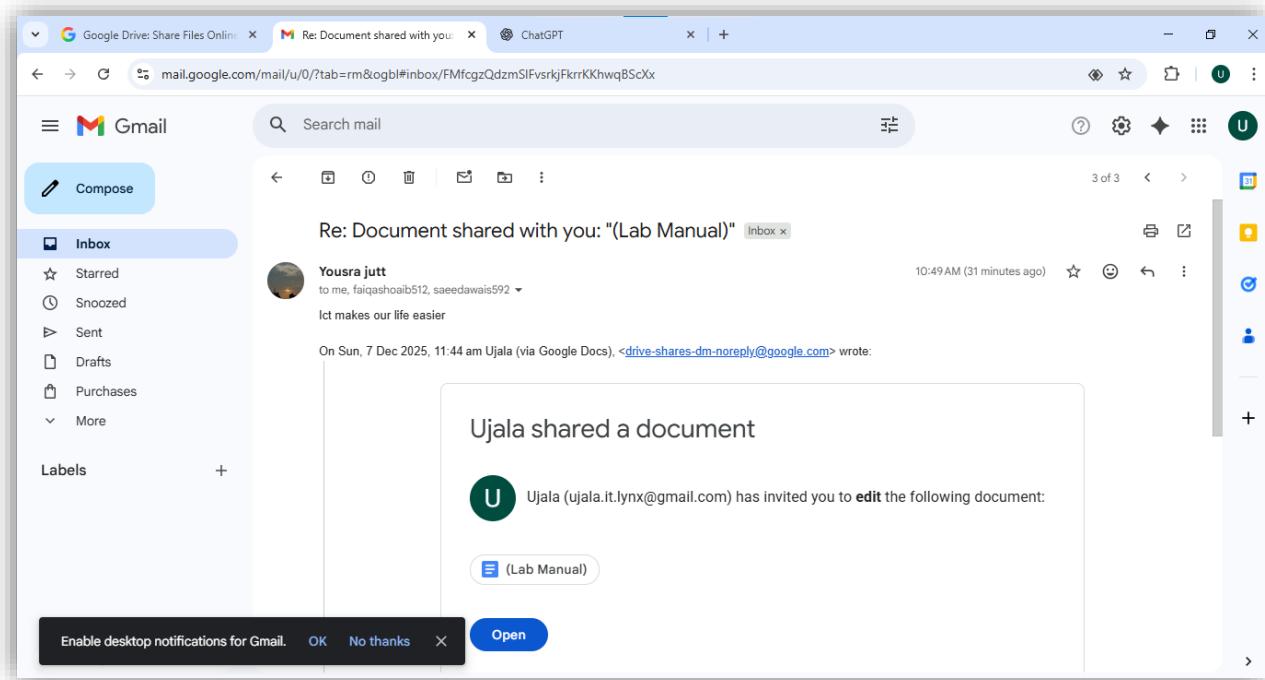
- Comments means that you can write notes/suggestions in the document.
- These comments do *not* change the actual text but they appear on the side.

Before comment:



After comment:





Section 1: Information and Communication Technology (ICT)

Section 2: Activity Instructions

Section 3: Summary

In this paragraph we explain the concept of ICT by describing the uses of ICT in our daily life, how it works, the support it provides, and the tools and components included in it.

Summary: We develop a document on google drive and share with 2 persons with edit permission after that we change permission in commenter. They give their point of view. All comments are positive no one pointed towards any bug or error. That is why our original and final document is same.

Activity no 3: Download the final version and compare with original.

Original:

The screenshot shows a Microsoft Word document window titled '(Lab Manual) (Protected View) - Word (Product Activation Failed)'. The document contains the following content:

(Lab Manual)

Lab no 04: Word Processing Fundamentals.

Activity no 1: Create a one-page paragraph with headings and bullet points.

Information and Communication technology(ICT):
Information and Communication Technology (ICT) refers to all the technologies that help in creating, storing, sharing, and managing information. In ICT there are many devices like computers, mobiles, internet, networks, and tools like the internet, softwares, and networks. ICT gives many benefits like it makes communication faster, improves learning, supports businesses, and connects people across the world. Almost every field of life like education, health, banking, and government uses ICT to make their work easier and more efficient.

Over view:

- ICT stands for Information and Communication Technology.
- Includes computers, mobiles, internet, networks, and software.
- Helps in sharing information quickly and easily.
- Used in education, business, health, banking, and government.
- Makes work more efficient, accurate, and faster.
- Supports online learning, e-commerce, communication apps, etc.

Summary:
In this paragraph we explain the concept of ICT by describing the uses of ICT in our daily life, how it works, the support it provides, and the tools and components included in it.

Final:

The screenshot shows a Microsoft Word document window titled '(Lab Manual) (Protected View) - Word (Product Activation Failed)'. The document content is identical to the original:

(Lab Manual)

Lab no 04: Word Processing Fundamentals.

Activity no 1: Create a one-page paragraph with headings and bullet points.

Information and Communication technology(ICT):
Information and Communication Technology (ICT) refers to all the technologies that help in creating, storing, sharing, and managing information. In ICT there are many devices like computers, mobiles, internet, networks, and tools like the internet, softwares, and networks. ICT gives many benefits like it makes communication faster, improves learning, supports businesses, and connects people across the world. Almost every field of life like education, health, banking, and government uses ICT to make their work easier and more efficient.

Over view:

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- Includes computers, mobiles, internet, networks, and software.
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- Makes work more efficient, accurate, and faster.
- Supports online learning, e-commerce, communication apps, etc.

Summary:
In this paragraph we explain the concept of ICT by describing the uses of ICT in our daily life, how it works, the support it provides, and the tools and components included in it.

Comparison: There are no differences between them.

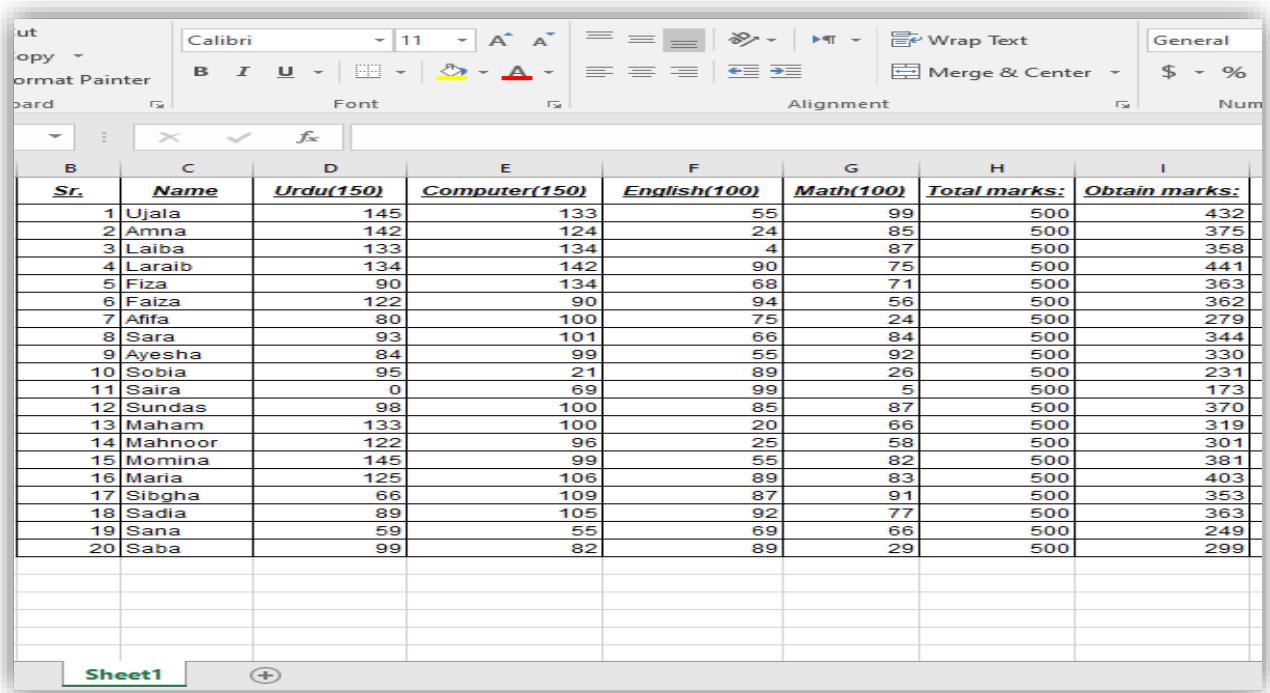
Summary: We observe original document and final document there are no differences because all comments are positive no one pointed towards bug or error. That is why there is no difference between them.

LAB NO 7

Activity no 1: Create a table listing 20 students and their obtained marks.

MS Excel: MS Excel is a spreadsheet application software developed by Microsoft that is used to organize, calculate, and analyze data. It allows users to enter data in form of table, it perform calculations using formulas and functions, and create different types of charts and tables for better understanding. MS Excel is widely used in many fields of life like education, offices, and businesses for many purposes.

Table of 20 students:



The screenshot shows a Microsoft Excel spreadsheet titled "Sheet1". The table has 21 rows, with the first row serving as the header. The columns are labeled: Sr., Name, Urdu(150), Computer(150), English(100), Math(100), Total marks:, and Obtain marks:. The "Obtain marks:" column is currently empty. The "Total marks:" column contains the sum of the marks from the other five subjects. The "Obtain marks:" column is currently empty.

<u>Sr.</u>	<u>Name</u>	<u>Urdu(150)</u>	<u>Computer(150)</u>	<u>English(100)</u>	<u>Math(100)</u>	<u>Total marks:</u>	<u>Obtain marks:</u>
1	Ujala	145	133	55	99	500	432
2	Amna	142	124	24	85	500	375
3	Laiba	133	134	4	87	500	358
4	Laraib	134	142	90	75	500	441
5	Fiza	90	134	68	71	500	363
6	Faiza	122	90	94	56	500	362
7	Afifa	80	100	75	24	500	279
8	Sara	93	101	66	84	500	344
9	Ayesha	84	99	55	92	500	330
10	Sobia	95	21	89	26	500	231
11	Saira	0	69	99	5	500	173
12	Sundas	98	100	85	87	500	370
13	Maham	133	100	20	66	500	319
14	Mahnoor	122	96	25	58	500	301
15	Momina	145	99	55	82	500	381
16	Maria	125	106	89	83	500	403
17	Sibgha	66	109	87	91	500	353
18	Sadia	89	105	92	77	500	363
19	Sana	59	55	69	66	500	249
20	Saba	99	82	89	29	500	299

Summary: We use MS Excel create a table of 20 students with their obtained marks. The table helps in organizing the data of students clearly and makes it easy to read, manage, and analyze.

Activity no 2: Apply sum and percentage functions, make your own percentage formula.

User define formulas:

- User-defined functions are custom functions created by users to perform specific calculations that are not available or available in built-in formulas.
- User-defined functions help make spreadsheets more flexible, efficient, and tailored to individual needs.

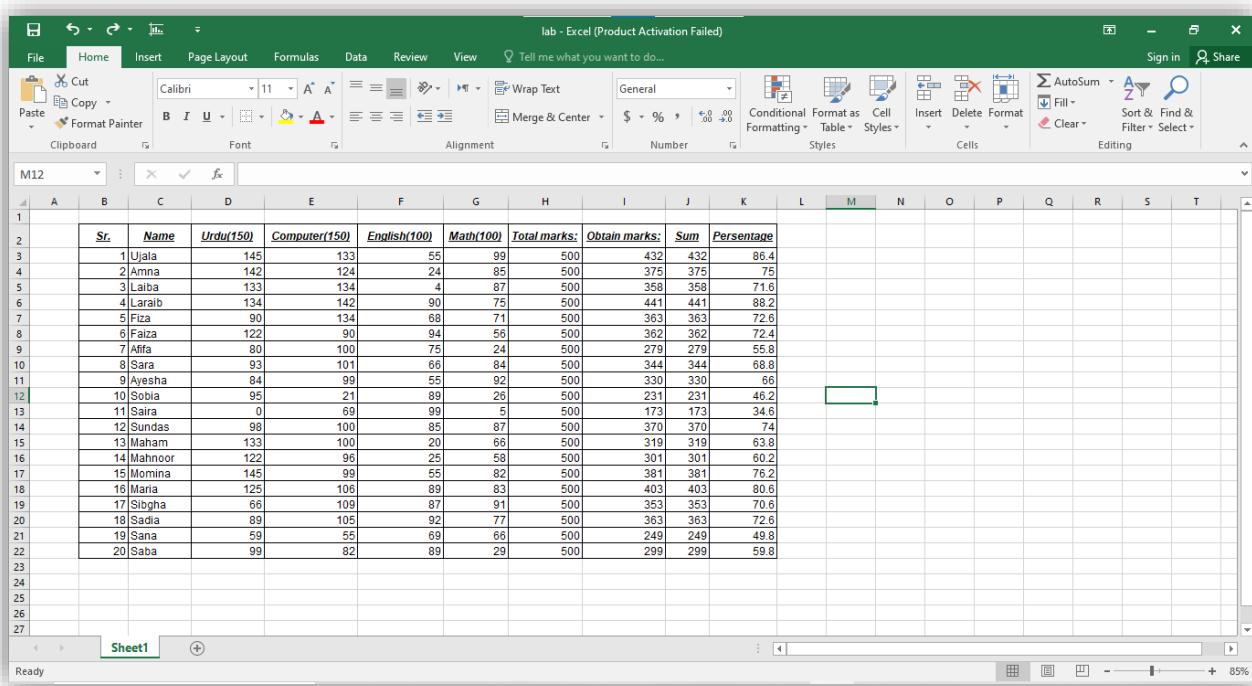
Sr.	Name	Urdu(150)	Computer(150)	English(100)	Math(100)	Total marks:	Obtain marks:	Sum	Percentage
1	Ujala	145	133	55	99	500	432	432	86.4
2	Anna	142	124	24	85	500	375	375	75
3	Laiba	133	134	4	87	500	358	358	71.6
4	Laraib	134	142	90	75	500	441	441	88.2
5	Fitza	90	134	68	71	500	363	363	72.6
6	Fatza	122	90	94	56	500	362	362	72.4
7	Afffa	80	100	75	24	500	279	279	55.8
8	Sara	93	101	66	84	500	344	344	68.8
9	Ayesha	84	99	55	92	500	330	330	66
10	Sobia	95	21	89	26	500	231	231	46.2
11	Saira	0	69	99	5	500	173	173	34.6
12	Sundas	98	100	85	87	500	370	370	74
13	Maham	133	100	20	66	500	319	319	63.8
14	Mahnoor	122	96	25	58	500	301	301	60.2
15	Momina	145	99	55	82	500	381	381	76.2
16	Maria	125	106	89	83	500	403	403	80.6
17	Sligha	66	109	87	91	500	353	353	70.6
20	Sadia	89	105	92	77	500	363	363	72.6
21	Sana	59	55	69	66	500	249	249	49.8
22	Saba	99	82	89	29	500	299	299	59.8

Summary: We opened MS Excel and entered data about 20 students. We write two user-defined formulas of sum ($=D3+E3+F3+G3$) and percentage ($=J3/I3*100$) and we apply these two formulas on our entire table. These formulas calculated the total obtained marks and percentage of each student, which helping us to understand their overall performance clearly.

Activity no 3: Format header rows, table borders, and cell alignment etc.

Table borders:

- Table borders are used to separate and highlight data within a worksheet.
- It helps make tables neat, clear, and easy to read by outlining cells and distinguishing rows and columns.
- Borders are in different styles, colors, and thicknesses to improve the overall appearance and organization of data.

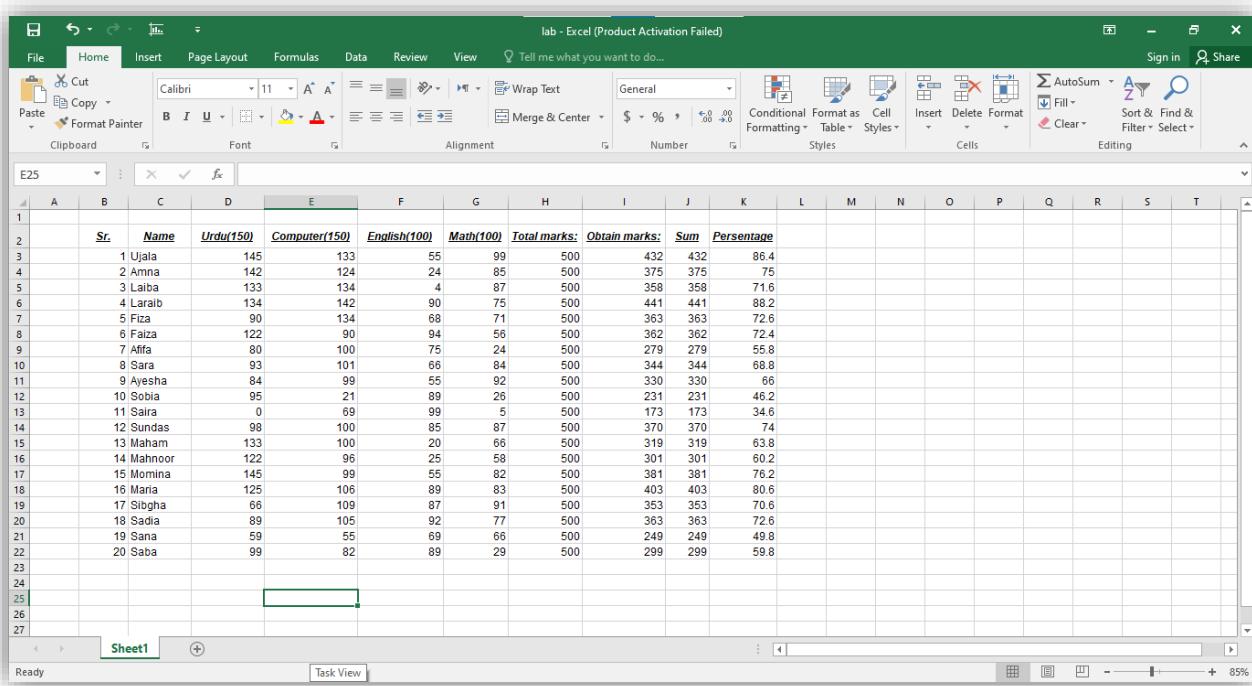


The screenshot shows an Excel spreadsheet titled "lab - Excel (Product Activation Failed)". The ribbon menu is visible at the top. A table is displayed on the sheet, starting from cell M12. The table has 22 rows and 11 columns. The columns are labeled: Sr., Name, Urdu(150), Computer(150), English(100), Math(100), Total marks:, Obtain marks:, Sum, and Percentage. The first row (row 2) contains the column headers and is highlighted with a green border. The data rows (rows 3 to 22) are outlined with a red border. The table is located in the range M12:R22.

Sr.	Name	Urdu(150)	Computer(150)	English(100)	Math(100)	Total marks:	Obtain marks:	Sum	Percentage
1	Ujala	145	133	55	99	500	432	432	86.4
2	Anna	142	124	24	85	500	375	375	75
3	Laiba	133	134	4	87	500	358	358	71.6
4	Larab	134	142	90	75	500	441	441	88.2
5	Fiza	90	134	68	71	500	363	363	72.6
6	Faiza	122	90	94	56	500	362	362	72.4
7	Afffa	80	100	75	24	500	279	279	55.8
8	Sara	93	101	66	84	500	344	344	68.8
9	Ayesha	84	99	55	92	500	330	330	66
10	Sobia	95	21	89	28	500	231	231	46.2
11	Saira	0	69	99	5	500	173	173	34.6
12	Sundas	98	100	85	87	500	370	370	74
13	Maham	133	100	20	66	500	319	319	63.8
14	Mahnoor	122	96	25	58	500	301	301	60.2
15	Momina	145	99	55	82	500	381	381	76.2
16	Maria	125	106	89	83	500	403	403	80.6
17	Sibgha	66	109	87	91	500	353	353	70.6
18	Sadia	89	105	92	77	500	363	363	72.6
19	Sana	59	55	69	66	500	249	249	49.8
20	Saba	99	82	89	29	500	299	299	59.8

Cell alignment:

- Cell alignment controls how text and numbers are positioned in a cell.
- Data can be aligned horizontally and vertically to improve readability.
- Proper cell alignment makes the worksheet look professional and helps present information in a clear and organized way.



The screenshot shows a Microsoft Excel spreadsheet titled "lab - Excel (Product Activation Failed)". The table contains data for 20 students across various subjects. The columns are labeled: Sr., Name, Urdu(150), Computer(150), English(100), Math(100), Total marks:, Obtain marks:, Sum, and Percentage. The data includes student names like Ujala, Amna, Laiba, Larab, Fiza, Faiza, Afifa, Sara, Ayesha, Sobia, Saira, Sundas, Maham, Mahnoor, Momina, Maria, Slogha, Sadia, Sana, and Saba, along with their respective marks.

Sr.	Name	Urdu(150)	Computer(150)	English(100)	Math(100)	Total marks:	Obtain marks:	Sum	Percentage
1									
2	1 Ujala	145	133	55	99	500	432	432	86.4
3	2 Amna	142	124	24	85	500	375	375	75
4	3 Laiba	133	134	4	87	500	358	358	71.6
5	4 Larab	134	142	90	75	500	441	441	88.2
6	5 Fiza	90	134	68	71	500	363	363	72.6
7	6 Faiza	122	90	94	56	500	362	362	72.4
8	7 Afifa	80	100	75	24	500	279	279	55.8
9	8 Sara	93	101	66	84	500	344	344	68.8
10	9 Ayesha	84	99	55	92	500	330	330	66
11	10 Sobia	95	21	89	26	500	231	231	46.2
12	11 Saira	0	69	99	5	500	173	173	34.6
13	12 Sundas	98	100	85	87	500	370	370	74
14	13 Maham	133	100	20	66	500	319	319	63.8
15	14 Mahnoor	122	96	25	58	500	301	301	60.2
16	15 Momina	145	99	55	82	500	381	381	76.2
17	16 Maria	125	106	89	83	500	403	403	80.6
18	17 Slogha	66	109	87	91	500	353	353	70.6
19	18 Sadia	89	105	92	77	500	363	363	72.6
20	19 Sana	59	55	69	66	500	249	249	49.8
21	20 Saba	99	82	89	29	500	299	299	59.8
22									
23									
24									
25									
26									
27									

Summary: We opened MS Excel and our respective table. First, we applied page borders to the entire table to make it clear and well-organized. After that, we apply cell alignment to appear all data neat, properly positioned.

LAB NO 8

Activity no 1: Enter student's marks in five subjects.

	A	B	C	D	E	F	G	H	I	J	K
1	Serial n	Roll no	Names	Subjects marks							
2				English(100)	ICT(100)	Programming(100)	Discrete(100)	Islamiyat(100)			
4	1	25121	ayesha tahir	80	70	86	91	82			
5	2	25122	aliveerah shahzad	82	69	74	94	87			
6	3	25123	laiba imran	85	50	58	58	86			
7	4	25124	momina mujahid	87	79	95	97	85			
8	5	25125	laraib noor	79	68	69	68	97			
9	6	25126	maham shahid	77	46	86	74	75			
10	7	25127	taiba saeed	68	74	79	95	53			
11	8	25128	faiza shoab	57	85	50	70	86			
12	9	25129	ujala asad	96	95	80	84	76			
13	10	25130	sana fatima	83	74	75	76	83			
14	11	25131	yousra mehreen	90	84	63	58	75			
15	12	25132	hafiza sara	80	76	82	50	70			
16	13	25133	ayesha subhan	59	91	71	68	35			
17	14	25134	hafsa asif	68	84	93	74	68			
18	15	25135	arooj zafar	94	78	85	83	69			
19	16	25136	areeba akram	79	96	60	76	49			
20	17	25137	jabria	48	87	37	85	58			
21	18	25138	iman fatima	67	79	86	78	68			
22	19	25139	laiba azhar	59	69	39	48	39			
23	20	25140	hanifa waqas	70	57	75	64	69			
24											
25											
26											
27											
28											
29											

Summary:

We observed that in this lab activity, student marks are entered for five different subjects. The activity helps in understanding how to record marks accurately and can be further used to calculate total marks, average, or grade.

Activity no 2: Use formulas for total, percentage, and grade.

- I calculated the **percentage** in Excel by dividing the value in cell J4 by 500. The result initially appeared as a decimal, which I then formatted as a percentage using Excel's percentage formatting tool.
- I calculated **grade** in excel by using formula=IF(L4>=80%, "A" IF(L4>=70%, "B",IF(L4>=60% , "C" , IF(L4>=50%, "D",IF(L4>=40%, "E", "F")))), "F"))).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Serial n	Roll no	Names	Subjects marks					Obtained marks	TOTAL MARKS	Percentage	Grade		
2				English(100)	ICT(100)	Programming(100)	Discrete(100)	Islamiyat(100)						
3				80	70	86	91	82	409	500	82%	A		
4	1	25121	ayesha tahir	82	69	74	94	87	406	500	81%	A		
5	2	25122	alveerah shahzad	85	50	58	58	86	337	500	67%	C		
6	3	25123	lailba imran	87	79	95	97	85	443	500	89%	A		
7	4	25124	momina mujahid	79	68	69	68	97	381	500	76%	B		
8	5	25125	laraib noor	77	46	86	74	75	358	500	72%	B		
9	6	25126	mahamn shahid	68	74	79	95	53	369	500	74%	B		
10	7	25127	taiba saeed	57	85	50	70	86	348	500	70%	C		
11	8	25128	faiqa shoailb	96	95	80	84	76	431	500	86%	A		
12	9	25129	ujala asad	83	74	75	76	83	391	500	78%	B		
13	10	25130	sana fatima	90	84	63	58	75	370	500	74%	B		
14	11	25131	yousra mehreen	80	76	82	50	70	358	500	72%	B		
15	12	25132	hafiza sara	59	91	71	68	35	324	500	65%	C		
16	13	25133	ayesha subhan	68	84	93	74	68	387	500	77%	B		
17	14	25134	hafsa asif	94	78	85	83	69	409	500	82%	A		
18	15	25135	arooj zafar	79	96	60	76	49	360	500	72%	B		
19	16	25136	areeba akram	48	87	37	85	58	315	500	63%	C		
20	17	25137	jaabia	67	79	86	78	68	378	500	76%	B		
21	18	25138	iman fatima	59	69	39	48	39	254	500	51%	D		
22	19	25139	lailba azhar	70	57	75	64	69	335	500	67%	C		
23	20	25140	hanifa waqas											
24														
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32														

Sheet1 Sheet2 +

Ready Accessibility: Investigate

Summary:

We observed that in this lab activity, formulas are used to calculate total marks, percentage, and grade based on marks obtained in five subjects, helping to understand accurate calculations and student performance analysis.

Activity no 3: Insert a column chart showing marks distribution

	A	B	C	D	E	F	G	H	I	J	K
1	Serial n	Roll no	Names	Subjects marks					Obtained marks	TOTAL MARKS	
2	3	4	5	English(100)	ICT(100)	Programming(100)	Discrete(100)	Islamiyat(100)	6	7	
4	1	25121	ayesha tahir	80	70	86	91	82	409	500	
5	2	25122	alveerah shahzad	82	69	74	94	87	406	500	
6	3	25123	laiba imran	85	50	58	58	86	337	500	
7	4	25124	momina mujahid	87	79	95	97	85	443	500	
8	5	25125	laraib noor	79	68	69	68	97	381	500	
9	6	25126	maham shahid	77	46	86	74	75	358	500	
10	7	25127	taliba saeed	68	74	79	95	53	369	500	
11	8	25128	faiqa shoib	57	85	50	70	86	348	500	
12	9	25129	ujala asad	96	95	80	84	76	431	500	
13	10	25130	sana fatima	83	74	75	76	83	391	500	
14	11	25131	yousra mehreen	90	84	63	58	75	370	500	
15	12	25132	hafiza sara	80	76	82	50	70	358	500	
16	13	25133	ayesha subhan	59	91	71	68	35	324	500	
17	14	25134	hafsa asif	68	84	93	74	68	387	500	
18	15	25135	arooj zafar	94	78	85	83	69	409	500	
19	16	25136	areeba akram	79	96	60	76	49	360	500	
20	17	25137	jaabia	48	87	37	85	58	315	500	
21	18	25138	iman fatima	67	79	86	78	68	378	500	
22	19	25139	laiba azhar	59	69	39	48	39	254	500	
23	20	25140	hanifa waqas	70	57	75	64	69	335	500	
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Sheet1 | Sheet2 | +

Ready Accessibility: Investigate

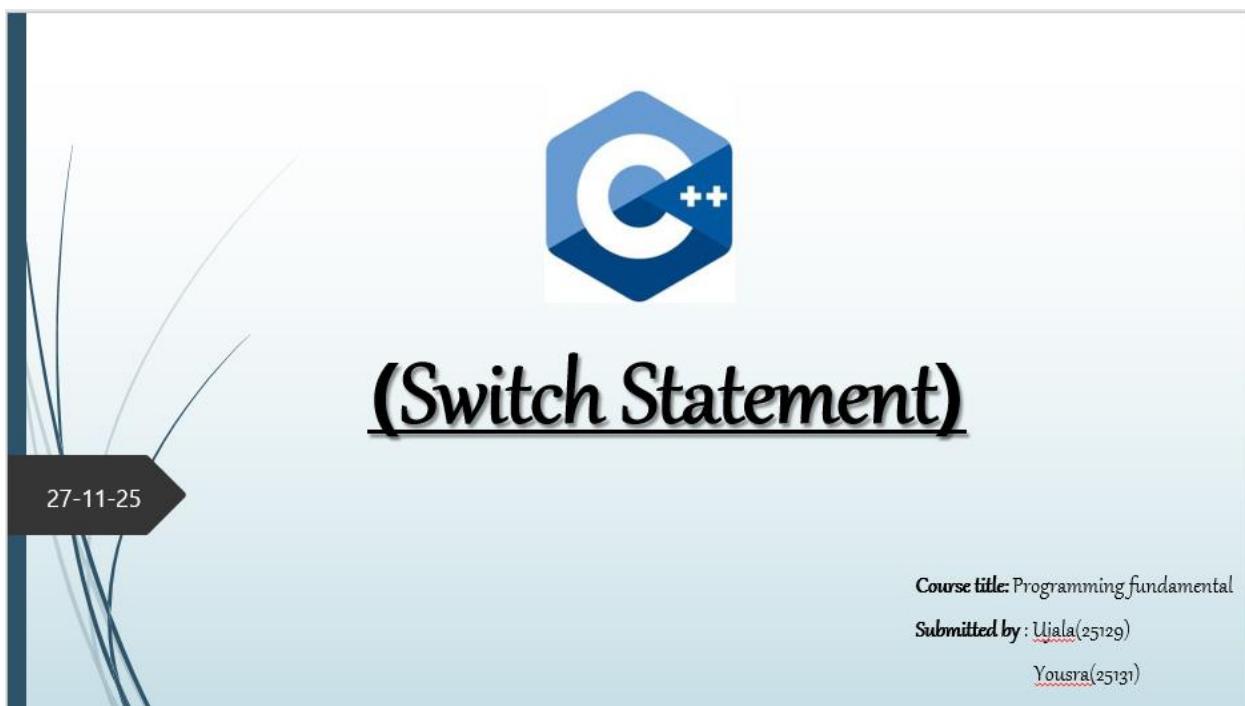
Summary: We observed that a column chart is used to visually represent marks distribution across subjects, making comparison easier and performance cl

LAB NO 9

Activity no 1: Create a 6-slide presentation.

Presentation Software: Presentation software is a tool/software that is used to create slides to show information effectively and attractively. It can include text, images, charts, and videos e.g. Microsoft PowerPoint and Google Slides. It is used in schools, offices, and meetings to explain ideas easily. It helps to organize data and makes learning and presenting more effective.

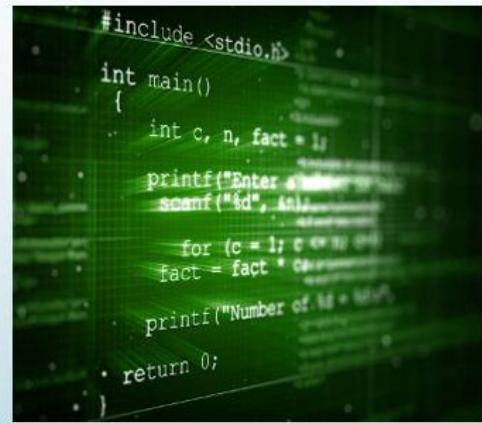
This is the presentation that we made:



Slide no 1

Table of content

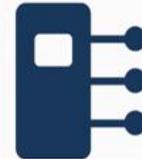
- ❖Definition
- ❖Concept
- ❖Flow chart
- ❖Syntax



```
#include <stdio.h>
int main()
{
    int c, n, fact = 1;
    printf("Enter a number: ");
    scanf("%d", &n);
    for (c = 1; c <= n; c++)
        fact = fact * c;
    printf("Number of %d = %d", n, fact);
    return 0;
}
```

Slide no 2

→ Definition:



A **switch statement** is a control structure in programming that allows you to make a decision based on the value of an expression. It compares the expression with multiple **case** values and executes the block of code that matches. If no case matches, the **default** block runs.

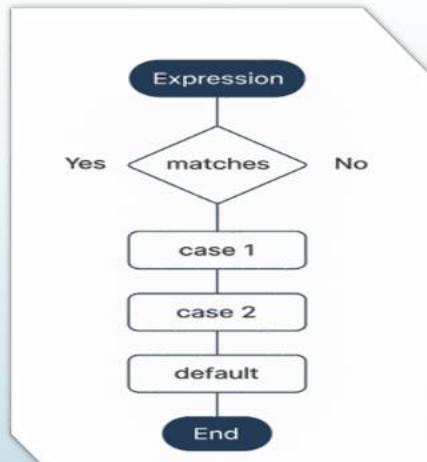
Slide no 3

→ Concept:

- Used to make decisions based on the value of an expression
- Compares the expression with multiple **case** labels.
- Executes the code block of the matching **case**.
- Uses **break** to stop the execution after a matching case.
- If no case matches, the **default** case runs.
- Makes code cleaner and easier to read than multiple **if-else** statements
- Best used when comparing the same variable with different constant values.
- Supports integer and character types in C++.

Slide no 4

→ Flowchart :



Slide no 5

The diagram illustrates the syntax and flow of a switch statement. On the left, there is a large black arrow pointing right. Next to it, the word "Syntax:" is written in bold black text, followed by a thick black arrow pointing right. To the right of the arrows, the syntax of a switch statement is shown:

```
switch (expression)
{
    case value1:
        // code
        break;

    case value2:
        // code
        break;

    default:
        // code
}
```

On the right side of the slide, three blue circles are arranged vertically, each connected to a horizontal bar. The top circle is light blue and labeled "1. Case 1". The middle circle is medium blue and labeled "2. Case 2". The bottom circle is dark blue and labeled "3. Default".

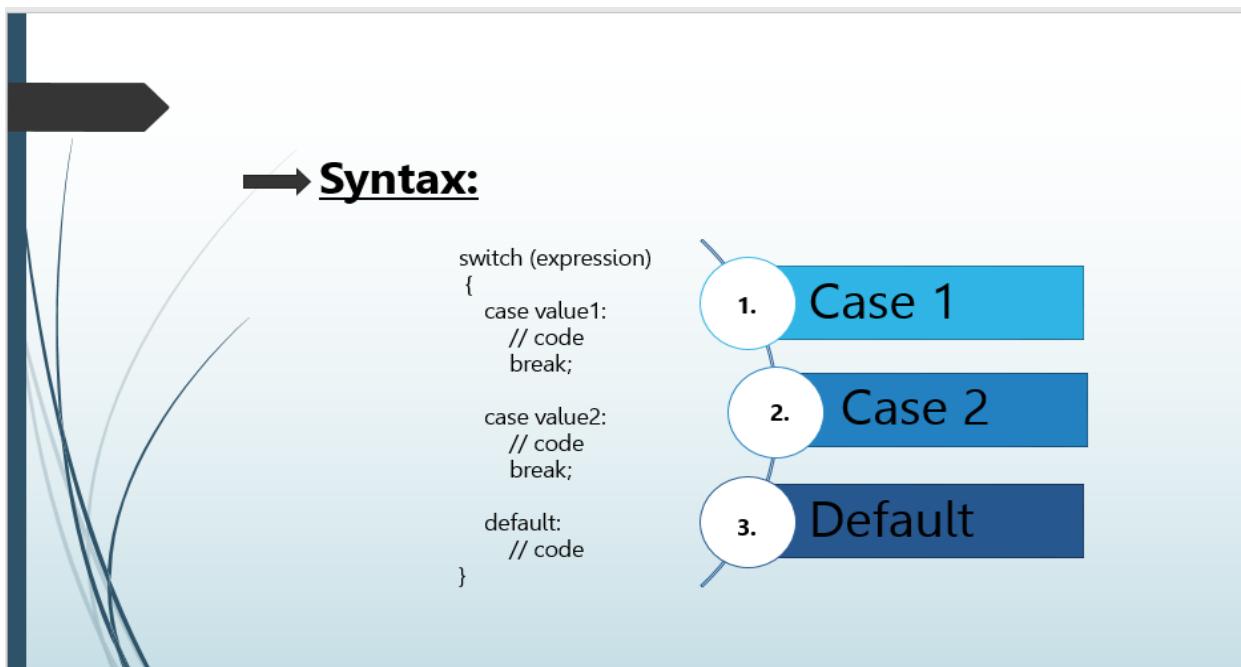
Slide no 6

Summary: We open Power Point and start creating our presentation. We collect and organize the data. Then, we put all data into our presentation, and start formatting it. At last we finalize our presentation.

Activity no 2: Use SmartArt, Charts, and Transitions.

SmartArt:

- It is a tool in PowerPoint that create diagrams and visuals easily.
- It helps to organize information like processes, flow, and relationships.
- We can add text, shapes, and colors to make presentations more attractive.



Charts:

- Charts show data visually in graphs.
- There are different types of charts like bar, line, pie, and column charts.
- They help to understand data quickly.



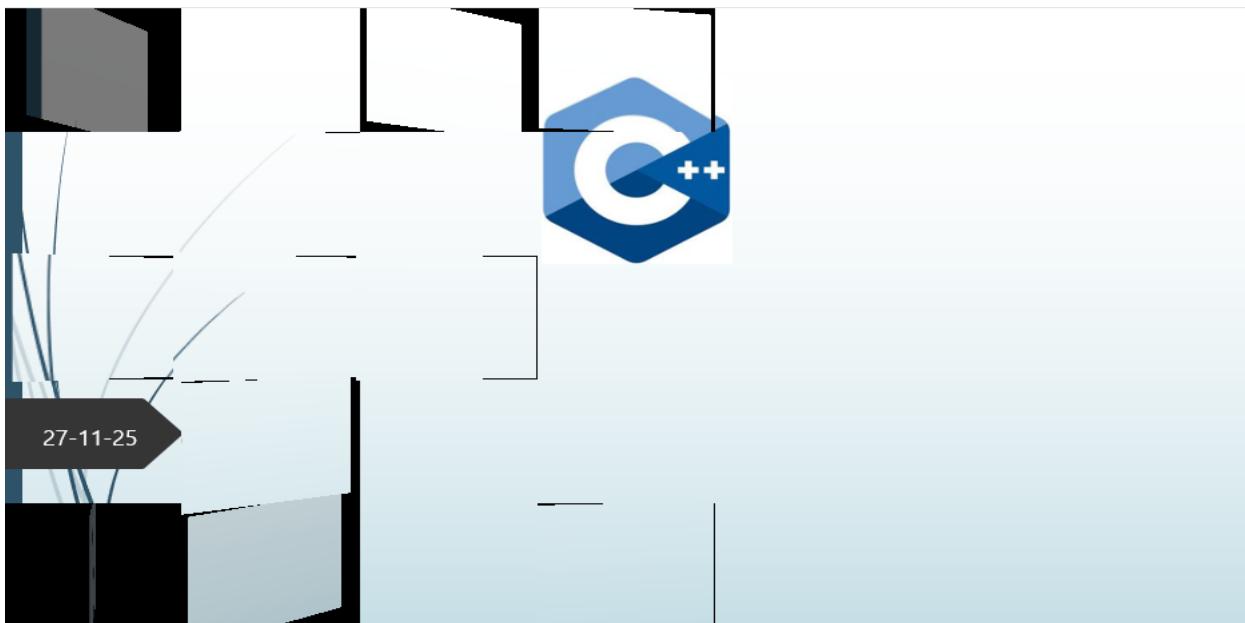
→ **Concept:**

■ Case 1 ■ Case 2 ■ Case 3
■ Case 4 ■ Case 5 ■ Default

- Used to make decisions based on the value of an expression.
- Compares the expression with multiple **case** labels.
- Executes the code block of the matching **case**.
- Uses **break** to stop the execution after a matching case.
- If no case matches, the **default** case runs.
- Makes code cleaner and easier to read than multiple **if-else** statements.
- Best used when comparing the same variable with different constant values.
- Supports integer and character types in C++.

Transitions:

- Transitions add effects in slides.
- They make presentations more attractive and smooth.
- You can adjust speed and style of transitions.

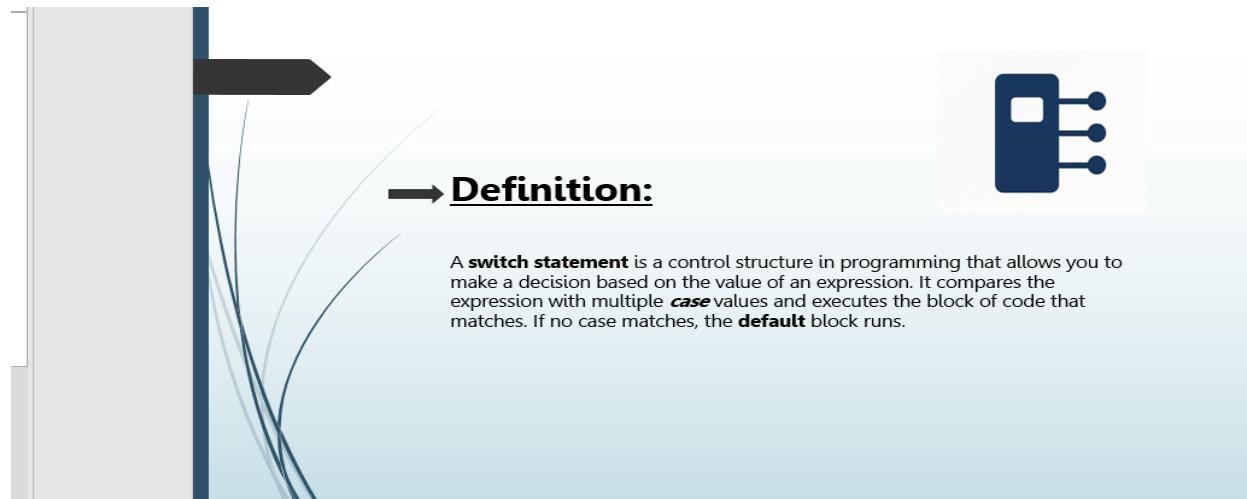


Summary: We add charts, transitions and smart art to our slides to make them more effective, clear and presentable. They make the presentation easier to understand and attractive.

Activity no 3: Add slide notes for each slide.

Slides notes:

- Slide Notes are extra information or reminders that presenter can see while presenting.
- They do not appear on the slides for the audience.

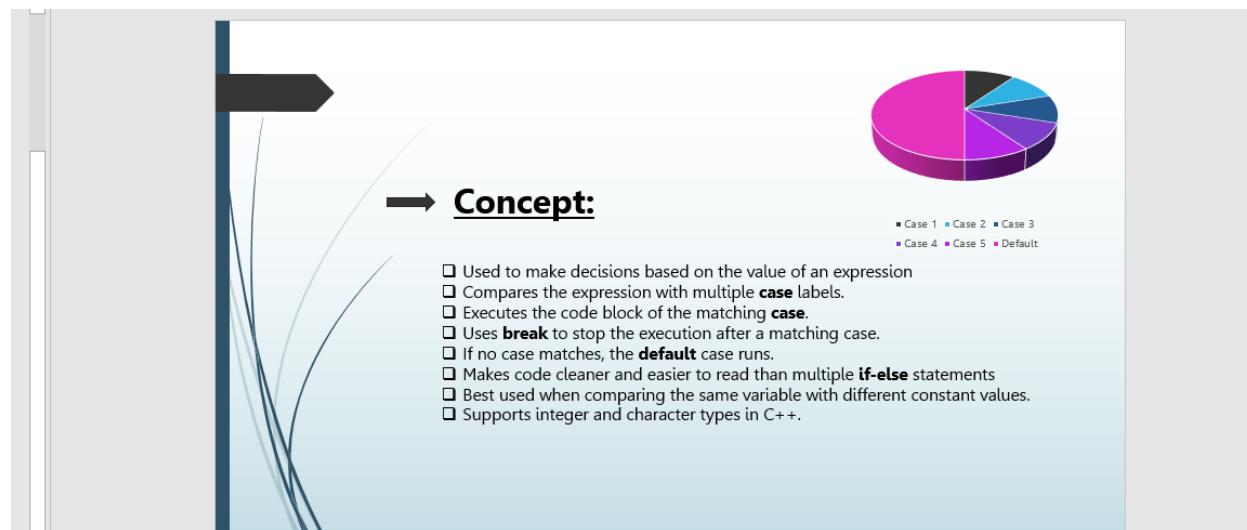


→ **Definition:**

A **switch statement** is a control structure in programming that allows you to make a decision based on the value of an expression. It compares the expression with multiple **case** values and executes the block of code that matches. If no case matches, the **default** block runs.

A switch statement in C++ is a multi-way decision-making statement that allows a variable to be tested for equality against a list of values (called cases)

Slide no 1



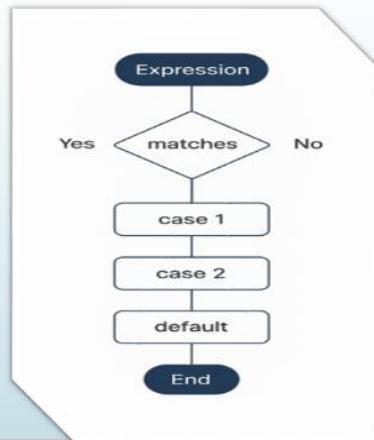
→ **Concept:**

Used to make decisions based on the value of an expression
 Compares the expression with multiple **case** labels.
 Executes the code block of the matching **case**.
 Uses **break** to stop the execution after a matching case.
 If no case matches, the **default** case runs.
 Makes code cleaner and easier to read than multiple **if-else** statements
 Best used when comparing the same variable with different constant values.
 Supports integer and character types in C++.

It makes code cleaner, easier to read, and more efficient. Each case must end with a break statement to stop further execution (unless we intentionally want fall-through).

Slide no 2

→ Flowchart :



It show the flow of program

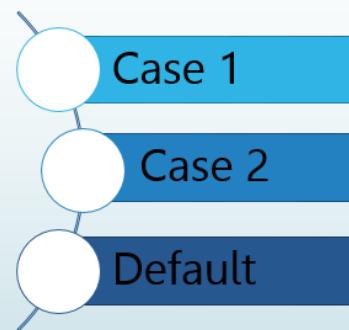
Slide no 3

→ Syntax:

```
switch (expression)
{
    case value1:
        // code
        break;

    case value2:
        // code
        break;

    default:
        // code
}
```



It show the structure of correct program that do not produce any error.

Slide no 4

Summary: We add notes to all our slides. These notes contain extra information that is not written on the slides. The presenter can see this information, but it is not visible to the audience.

LAB NO 10

Activity no 1: Co-edit a presentation with a classmate.

- The slides have been prepared using Google Drive.

The screenshot shows a Google Slides presentation. The current slide is titled "HOW TO BUILD CONFIDENCE". The slide content includes a large title, a small image of a person, and a text box with the presenter's information: "presented to: Miss Ayesha Zahid Our Team members: ujala , Yousra". The left sidebar shows five other slides in the deck, each with a different title and a preview image. The top navigation bar includes options like File, Edit, View, Insert, Format, Slide, Arrange, Tools, Extensions, Help, Slideshow, and Share.

- This is the slide number 1. **Click here to view these slides.** ➡

The screenshot shows a Google Slides presentation. The current slide is titled "COMMON CAUSES OF LOW CONFIDENCE IN STUDENT". The slide content includes a title, a small image of two people, and a bulleted list of causes: 1) Fear of failure and poor academic results, 2) Unhealthy academic pressure and stress, 3) Poor communication and presentation skills. The left sidebar shows five other slides in the deck, each with a different title and a preview image. The top navigation bar includes options like File, Edit, View, Insert, Format, Slide, Arrange, Tools, Extensions, Help, Slideshow, and Share.

- This is the slide number 2. **Click here to view these slides** ➡

WHAT IS CONFIDENCE?
Confidence is the belief in your own abilities, qualities, and decisions. It earns trusting yourself and having the courage to face challenges without fear or doubt.

- This is the slide number 3. [Click here to view these slides](#)

PRACTICAL WAYS STUDENTS CAN BOOST THEIR CONFIDENCE

- 1- Know Yourself: Understanding yourself is the foundation of confidence
- 2- Set Realistic Goals: Establishing achievable goals provides a sense of purpose and direction
- 3- Practice Positive Self-Talk: Pay attention to your internal dialogue
- 4- Improve Your Body Language: Body language communicates a powerful message

- This is the slide number 4. [Click here to view these slides](#)

Untitled presentation

File Edit View Insert Format Slide Arrange Tools Extensions Help

Background Layout Theme Transition

1 HOW TO BUILD CONFIDENCE

2 CONFIDENCE

3 CONFIDENCE

4 COMMON SIGNS OF LOW CONFIDENCE

5 CONCLUSION

Why CONFIDENCE IS IMPORTANT:

- 1) Improves communication and self-expression.
- 2) Encourages Participation and leadership skills.
- 3) Reduces fear, stress, and anxiety.
- 4) Supports effective decision-making.
- 5) Builds resilience to face challenge.

Click to add speaker notes

- This is the slide number 5. [Click here to view these slides](#) ➔

Untitled presentation

File Edit View Insert Format Slide Arrange Tools Extensions Help

Background Layout Theme Transition

4 COMMON SIGNS OF LOW CONFIDENCE

5 CONFIDENCE

6 CONCLUSION

7 Thank you

CONCLUSION

Confidence grows through effort, self-discipline, and positive thinking. Fear, failure, and criticism may cause self-doubt, but they do not decide a student's future. By understanding the signs of low confidence and replacing myths with healthy habits, every student can build strong self-belief. The moment you believe in yourself, your true success begins

Click to add speaker notes

This is the slide number 6 . [Click here to view these slides](#) ➔

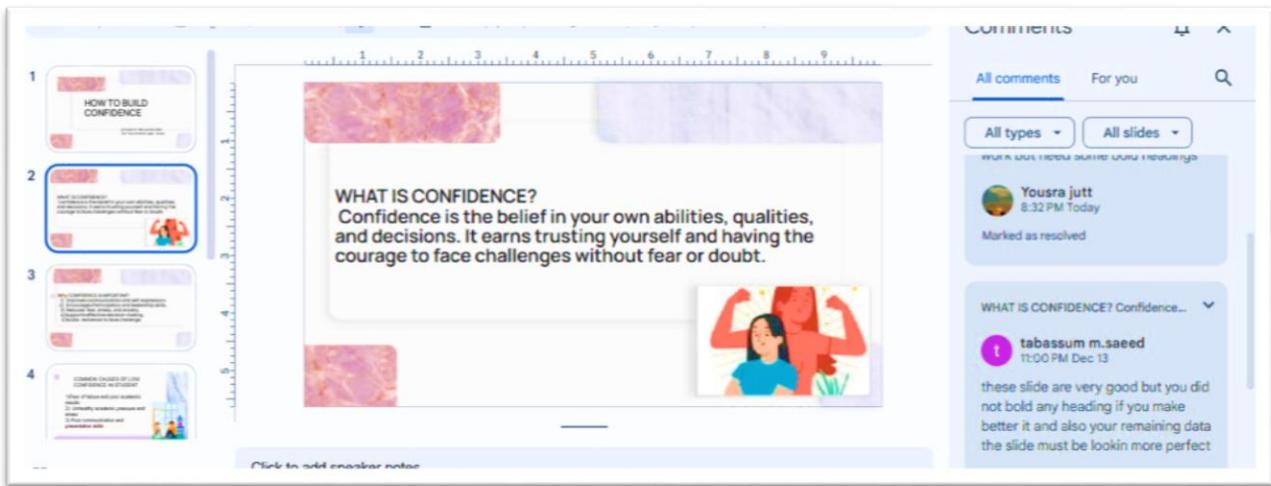
Summary: In this lab activity, a presentation was collaboratively created and edited with a classmate using Google Drive. The presentation was shared online, allowing both participants to work on the same file simultaneously. Screenshots of the slides were included, along with

hyperlinks that provide direct access to the shared presentation. We observed this activity demonstrated real-time collaboration, file sharing, and version control using cloud-based tools.

—

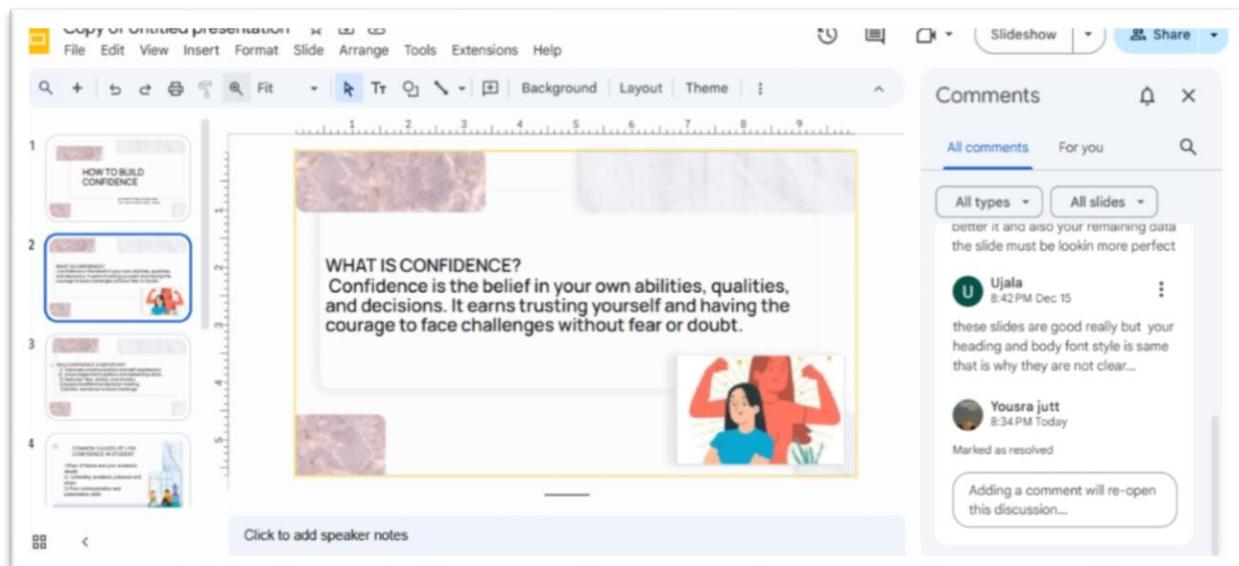
Activity no 2: Comment and review feedback using online tools.

- Click here to view these comments and reviews. Click here to observe these reviews and comments. 



The screenshot shows a presentation slide titled "WHAT IS CONFIDENCE?". The slide content includes a text box with the following text:
WHAT IS CONFIDENCE?
 Confidence is the belief in your own abilities, qualities, and decisions. It earns trusting yourself and having the courage to face challenges without fear or doubt.
 Below the text is an illustration of a person flexing their biceps. The slide is part of a larger deck with four other slides visible on the left. On the right, the "Comments" panel shows two comments from users "Yousra jutt" and "tabassum m.saeed".

- Click here to view these reviews. 



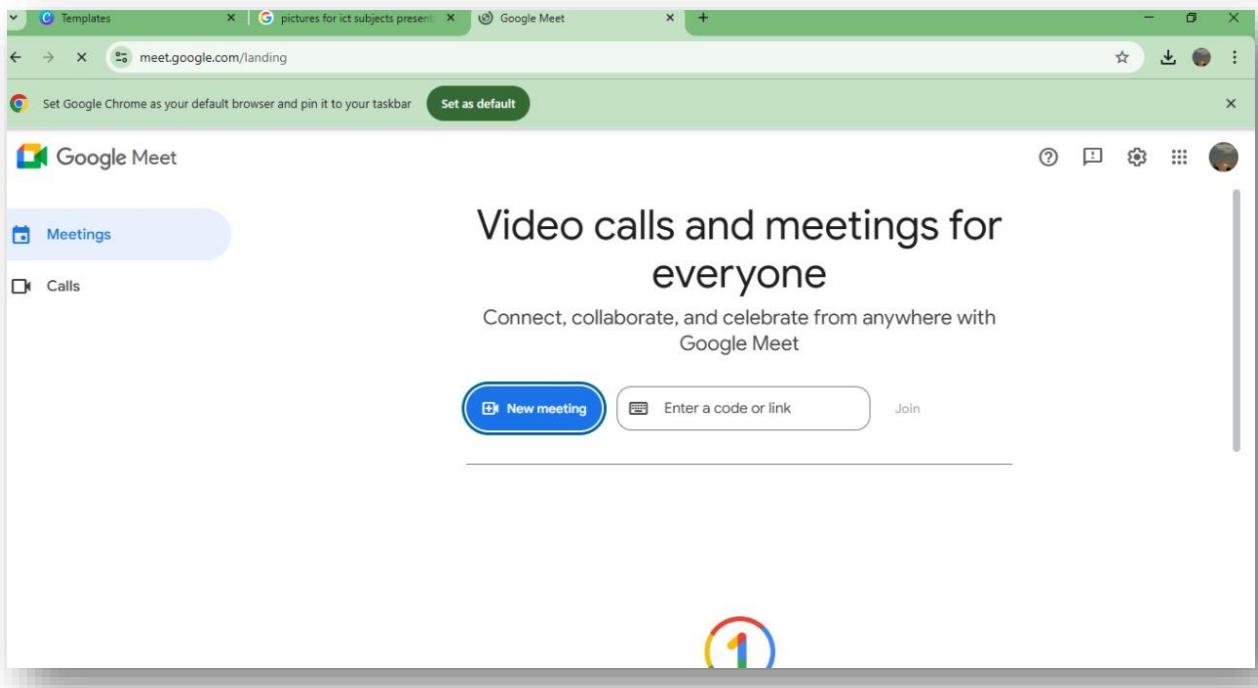
The screenshot shows the same presentation slide with a yellow border around the central content area. The slide content is identical to the previous screenshot. On the right, the "Comments" panel shows two reviews from users "Ujala" and "Yousra jutt".

Summary:

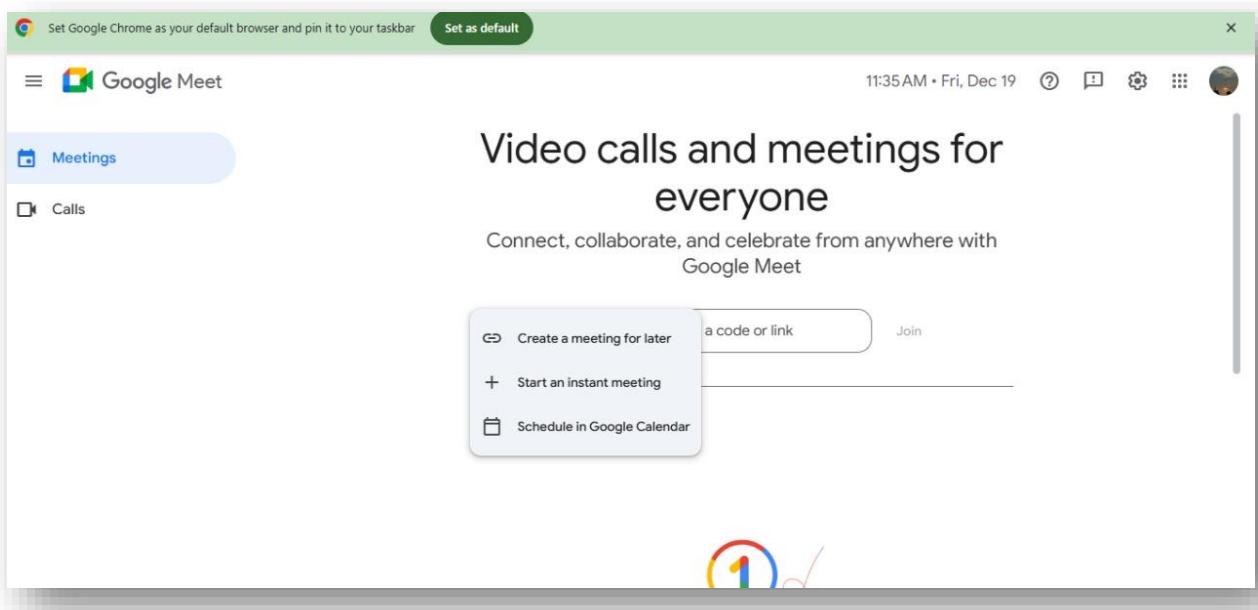
We observed, in this activity, online tools were used to provide and receive comments and review feedback effectively. This activity enhanced collaborative learning, improved digital communication skills, and demonstrated the practical use of online platforms for reviewing and evaluating content efficiently.

Activity no 3: Present slides using online meeting software(zoom/teams).

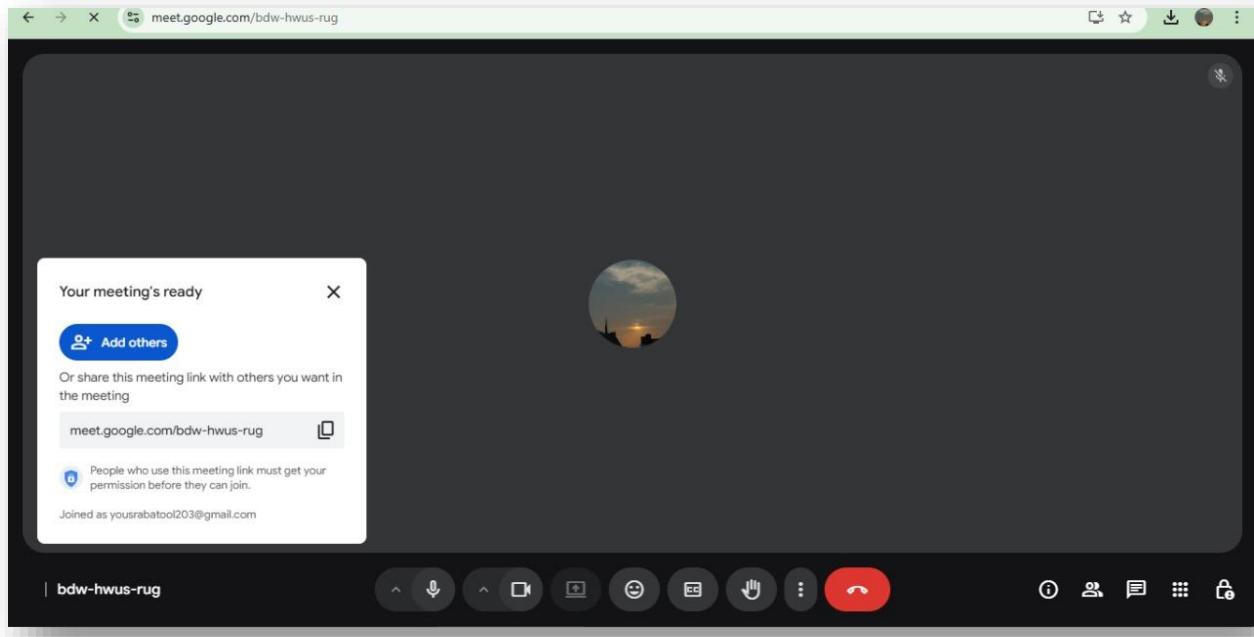
First, we use Google Meet to conduct the team call.



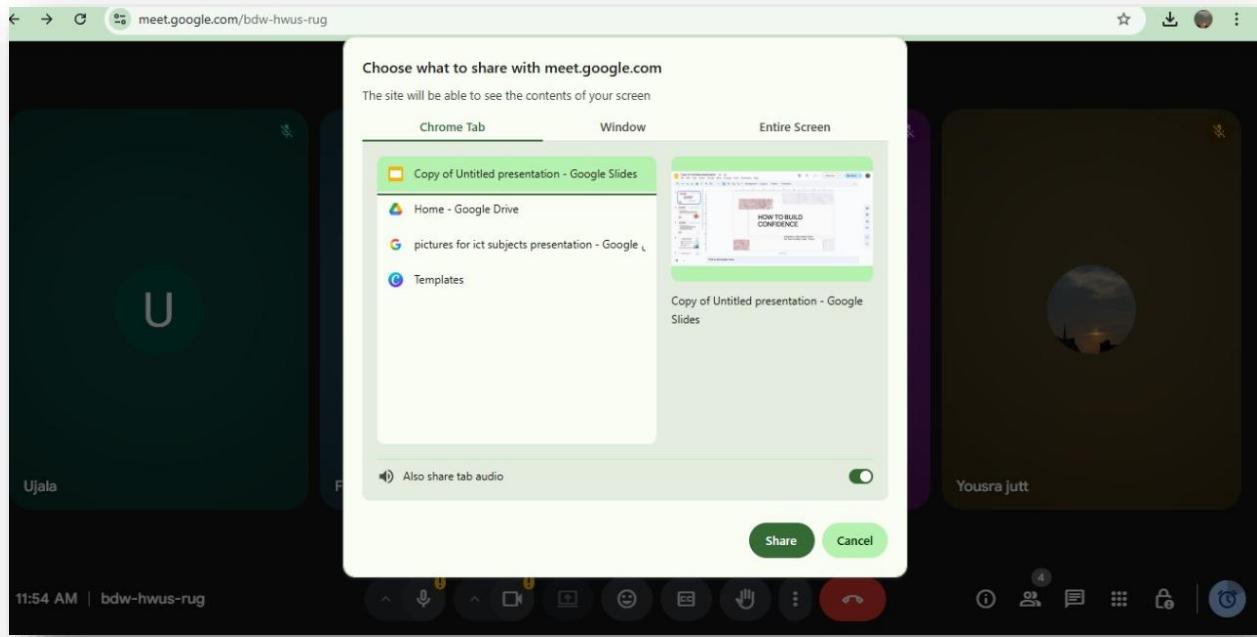
- Next, we select *Start an instant meeting* to begin the call.

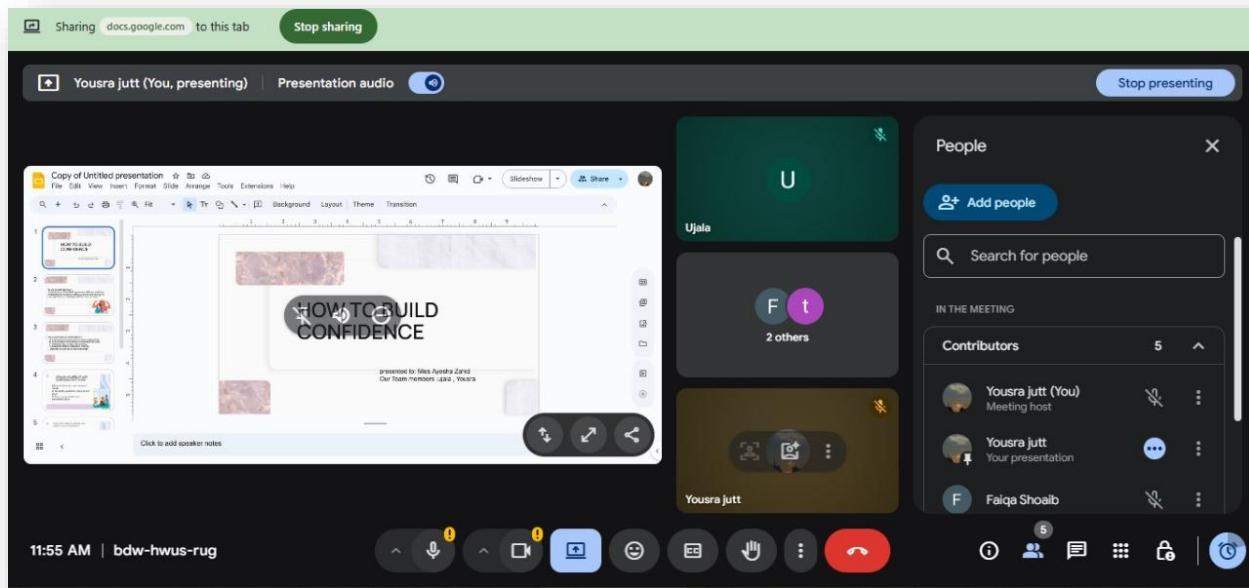


- Once the meeting is ready, the meeting link is shared with team members for joining the call.
- Next, we share our screen with the team to present these slides.

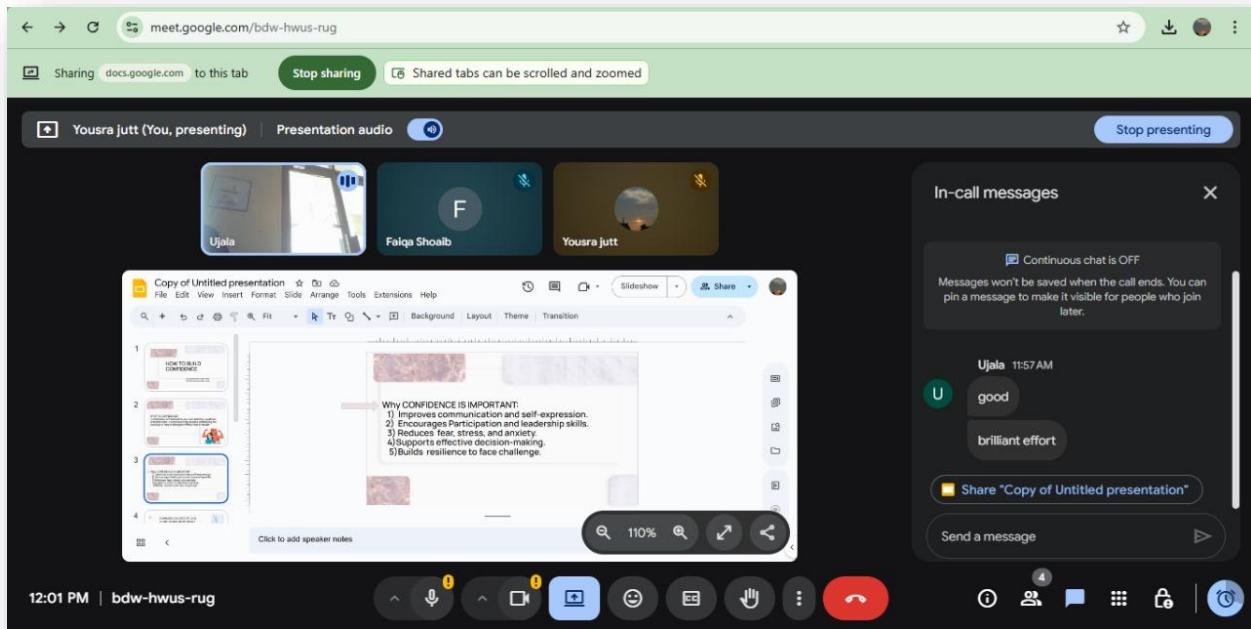


- Now our screen is sharing with team members.

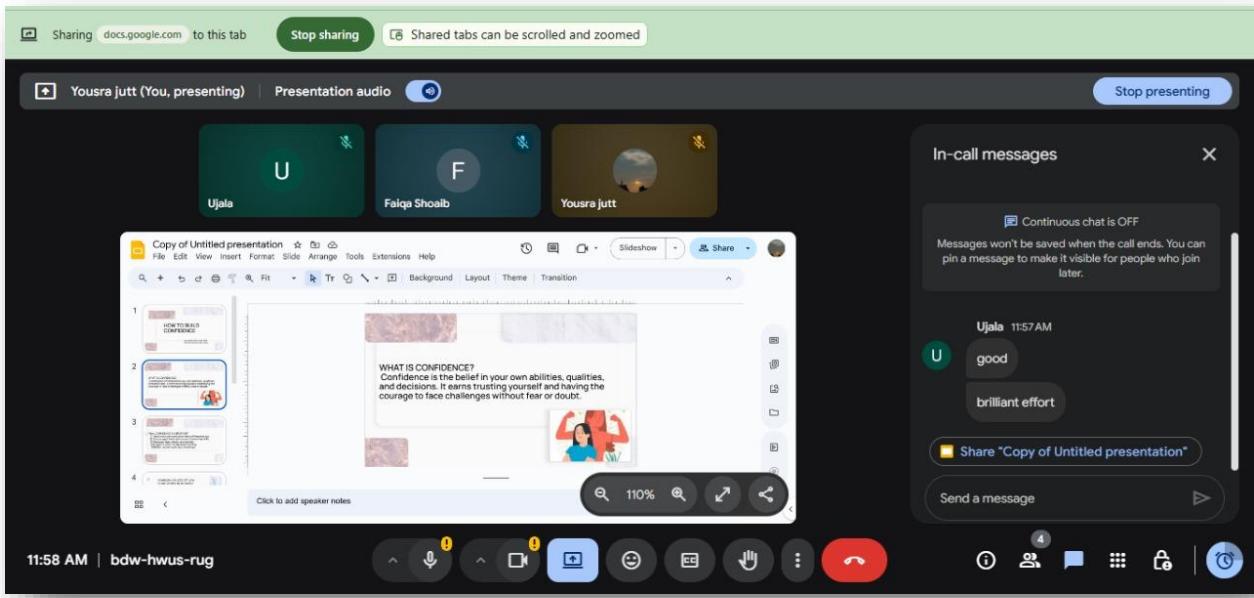




- Team members can provide comments on the slides and share their feedback.



- Team members may enable their audio and video to speak and interact face to face.

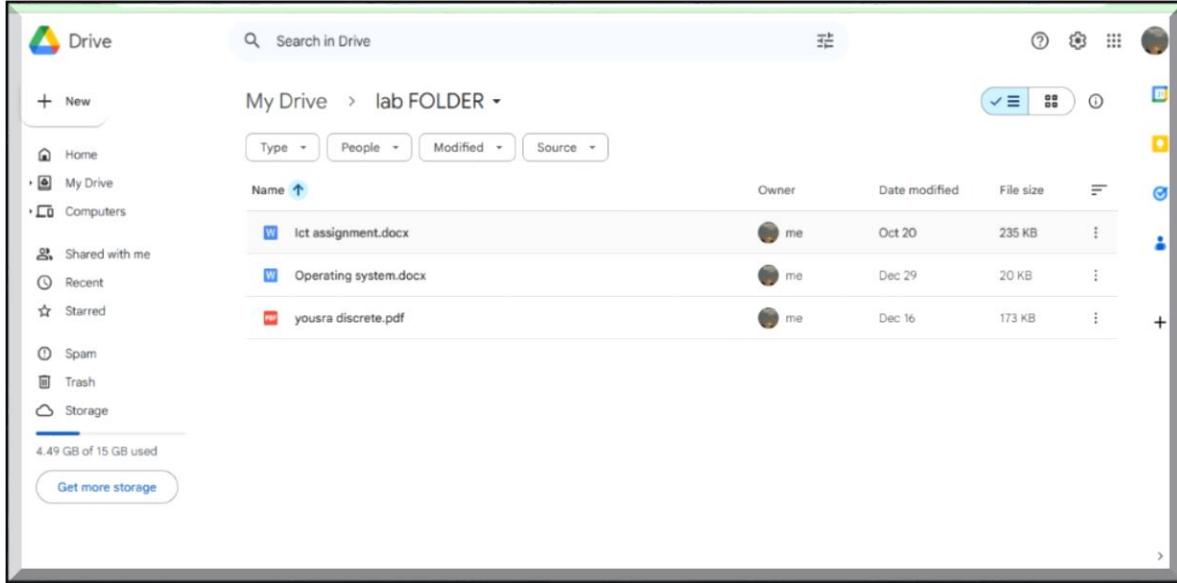


Summary: We observed, that the meeting is conducted using Google Meet, where an instant meeting is started and the meeting link is shared with team members. The presenter shares their screen to display the slides, while team members join the call, review the presentation, provide feedback, and communicate by enabling their audio and video.

LAB NO 11

Activity no 1: Create a folder in cloud storage and upload three files.

- Create a folder in Google Drive and upload three files to it.



- Click this link to access the file 

Summary: We created a folder in Google Drive, uploaded three files to it, and added a link to access the files.

Activity no 2: Share the folder with restricted permissions.

- We shared the file with restricted permissions, and the recipient added comments to it.

The screenshot shows a Google Docs document titled "lct assignment". The content includes a section titled "Question no 1" and a sub-section titled "Data in computers is measured in different units". A comment from a user named Ujala is visible on the right side, stating: "data are very perfect but the formatting of all question is not same".

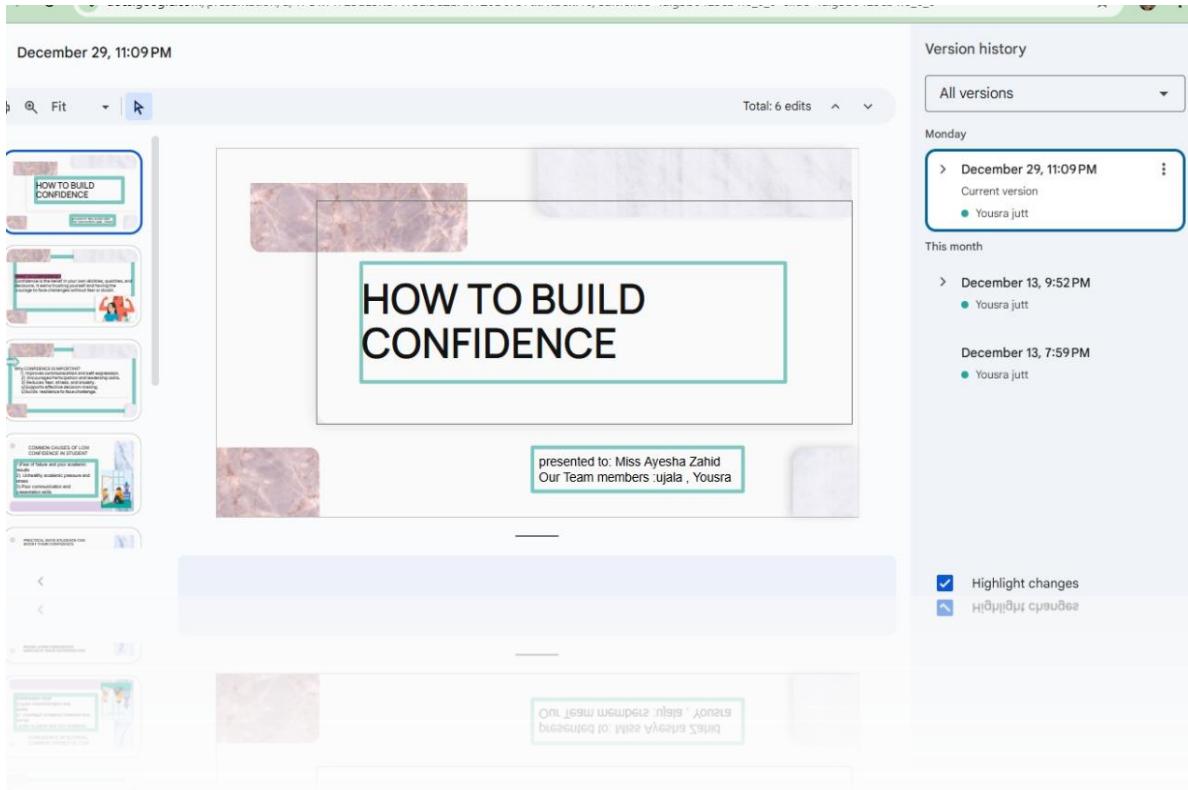
The screenshot shows a PDF document titled "Operating system.pdf". The main content is a yellow-highlighted section titled "Operating system(os)". It contains a "Definition:" section describing the operating system as software that controls hardware and interacts with users and applications. It also contains a "Functions:" section listing the operating system's functions. A comment from Ujala is visible on the right side, stating: "Full document is well arranged and informative".

Summary:

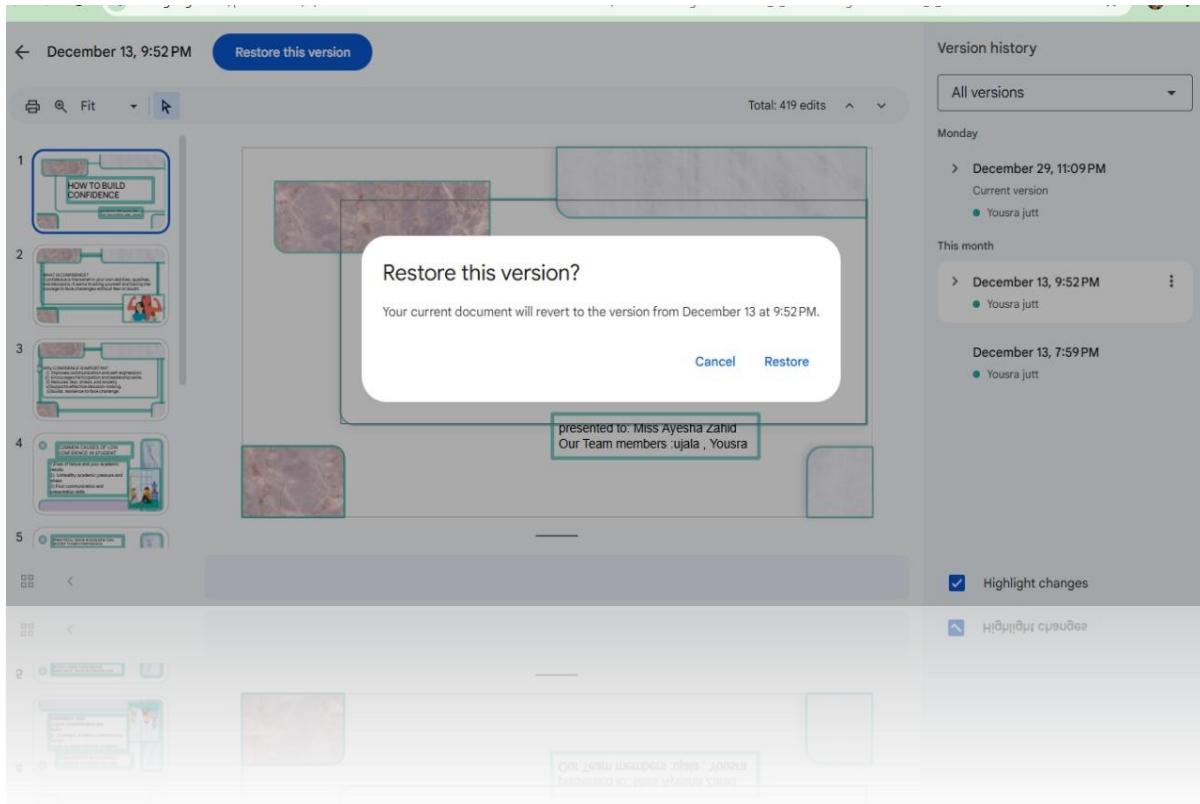
I shared the file with restricted permissions, requested comments, and included screenshots of the comments in the lab activity.

Activity no 3: Use version history to restore an older file.

- We opened the file we work on daily and reviewed its version history.



- If we are not satisfied with the most recent edits, we can restore a previous version of the file from the version history. 



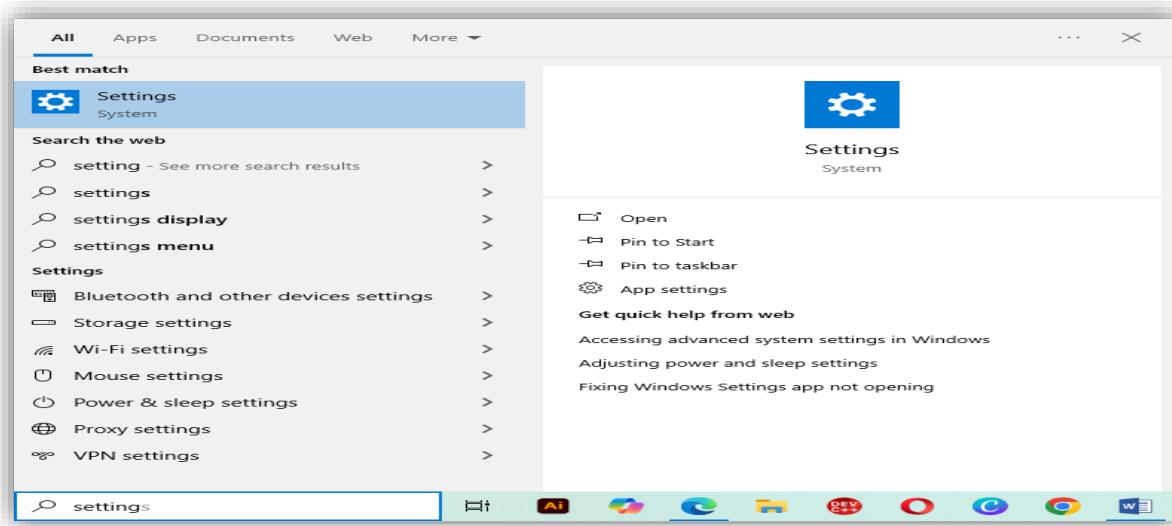
Summary: We reviewed the file's version history and restored a previous version when necessary. Click the link below to access the file .

LAB NO 12

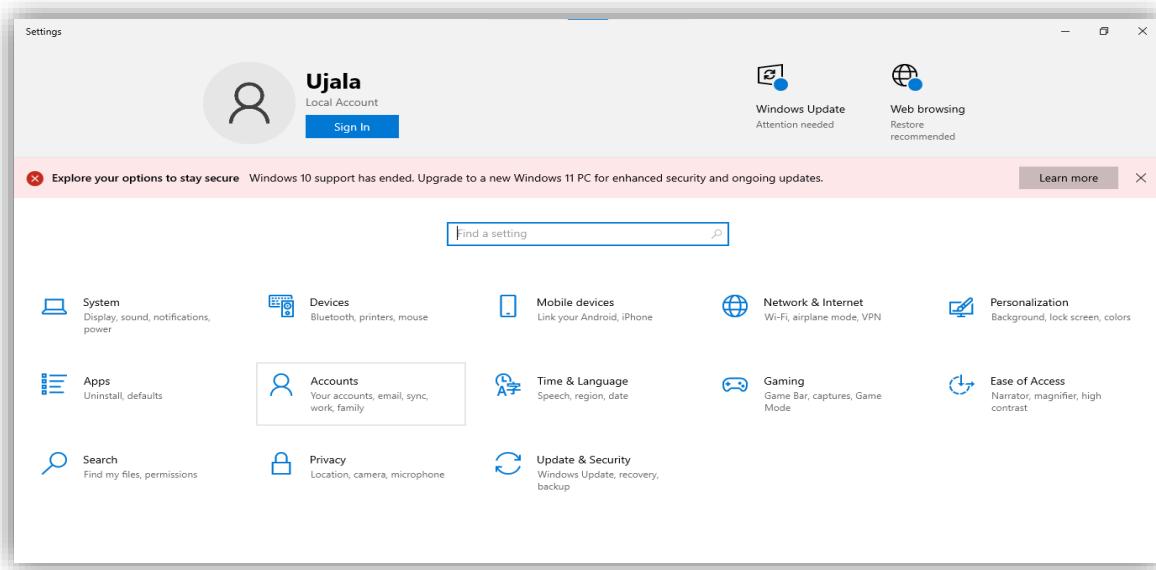
Activity no 1: Create strong passwords using a password manager.

Step by step password creation:

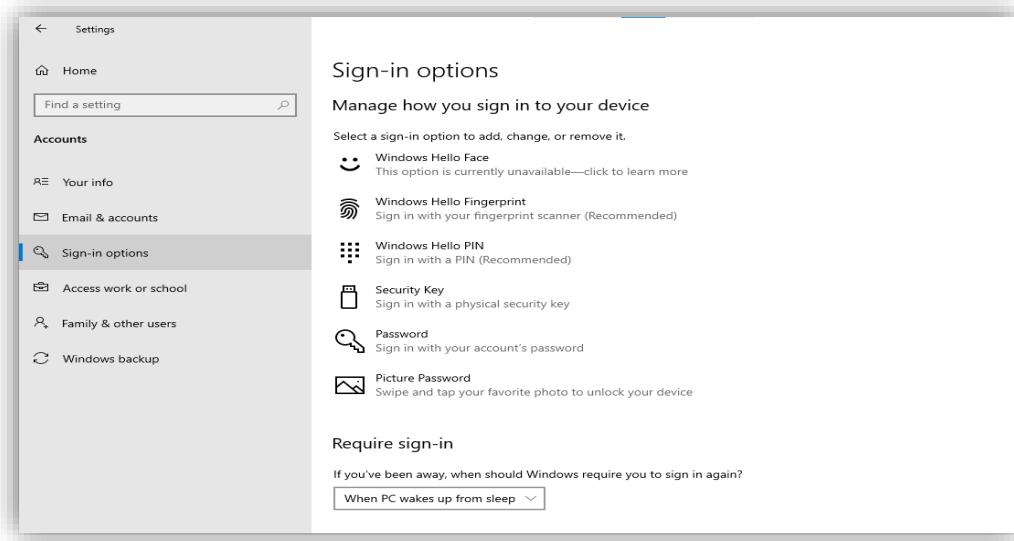
Step no 1:



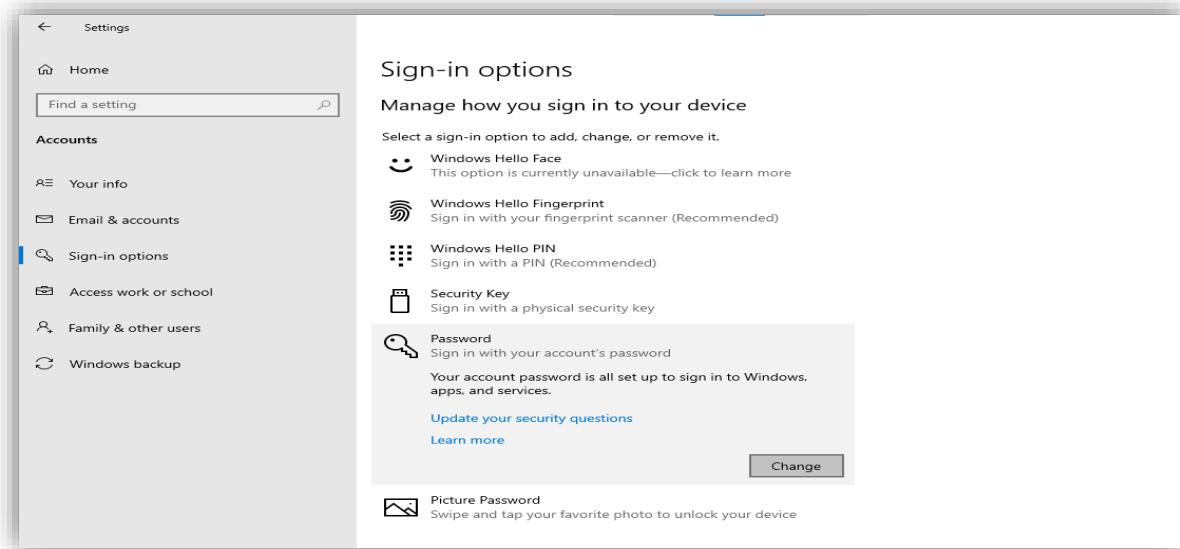
Step no 2:



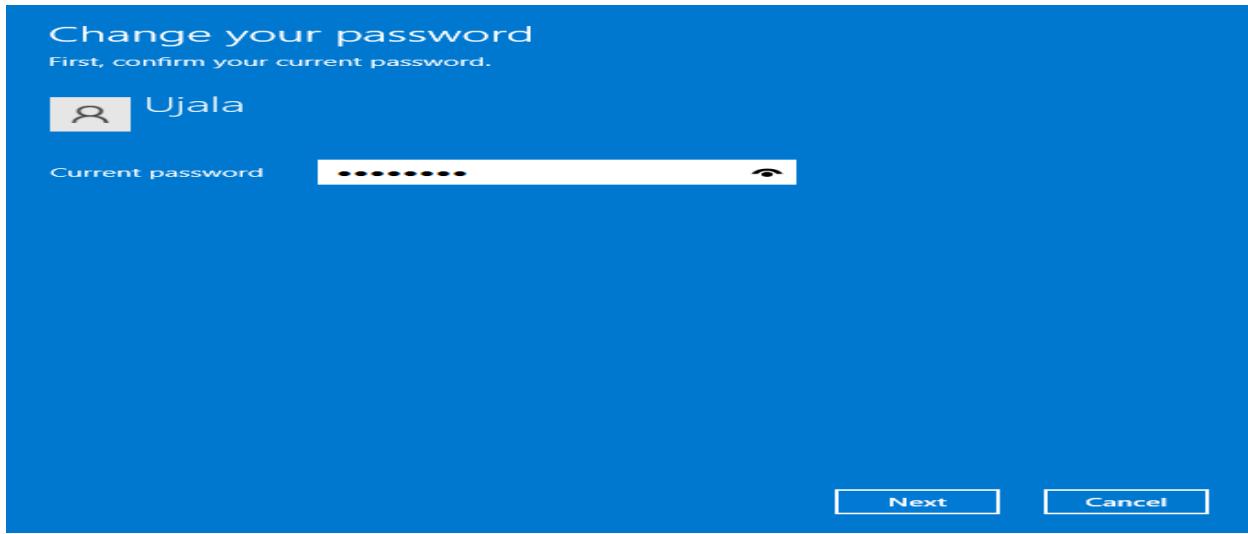
Step no 3:



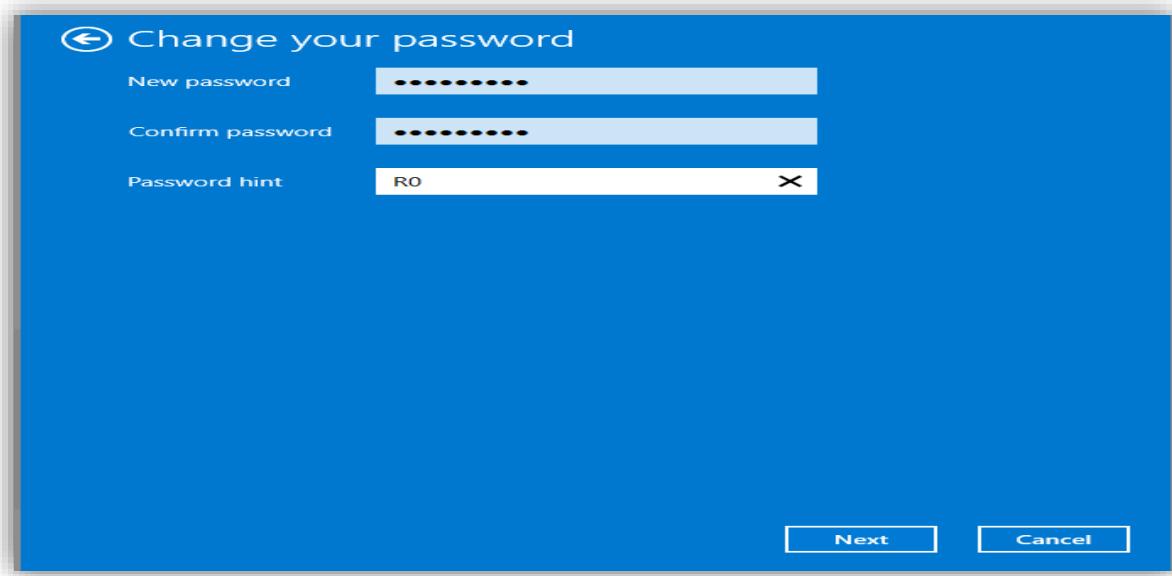
Step no 4:



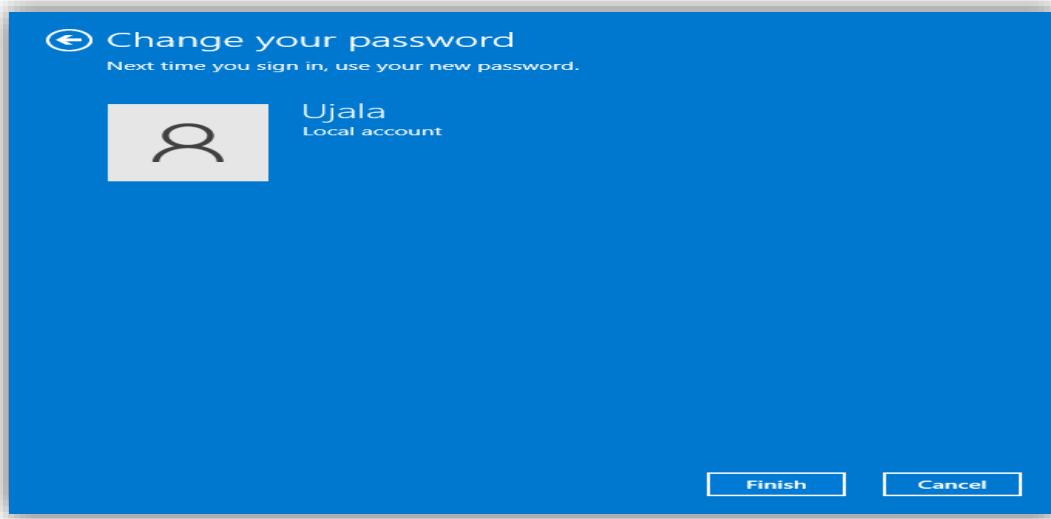
Step no 5:



Step no 6:



Step no 7:



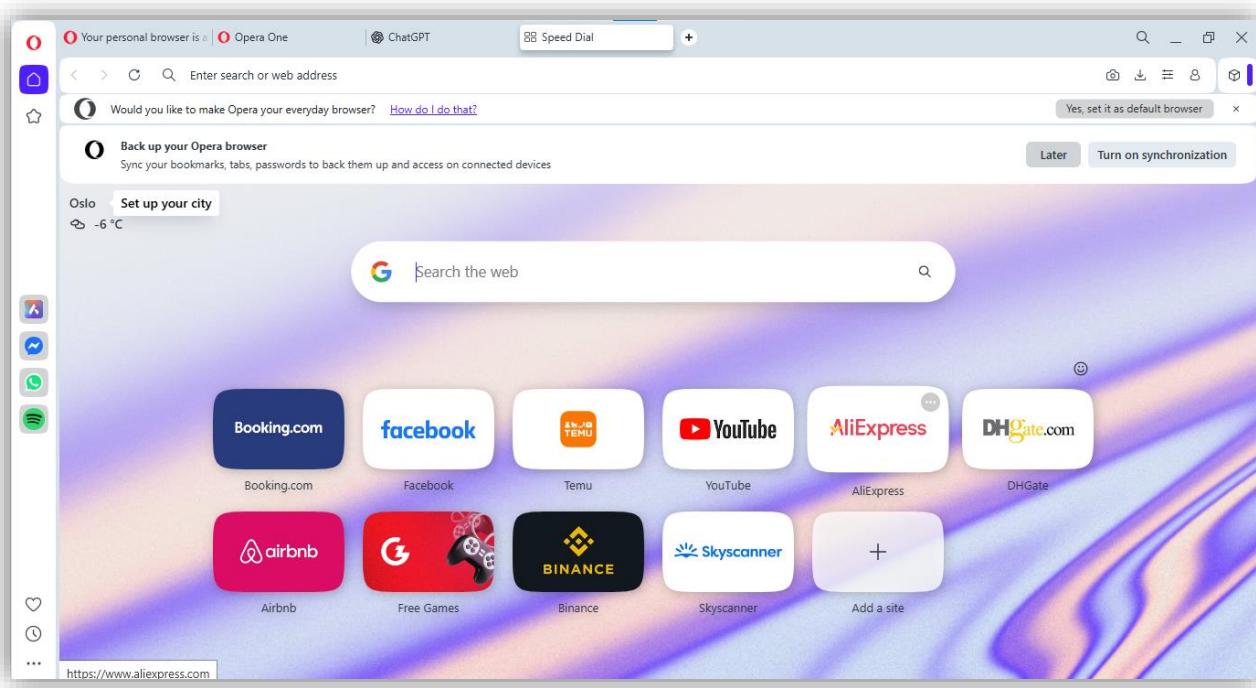
Summary:

We create a strong password that help to protect a laptop from unauthorized access. Strong password contains UPPER CASE and lower case letters, numbers and special characters. Using a password keeps personal data safe and secure.

Activity no 2: Review privacy settings in browser and OS.

Browser Privacy Settings:

Opera: Opera is a fast and secure web browser with a built-in VPN and ad blocker. It helps users browse safely, protect privacy, and access the internet efficiently. It also offers features like battery saver, customizable interface, and integrated messaging apps.



O Menu

- New tab Ctrl+T
- New tab in tab island Alt+T
- New window Ctrl+N
- New private window Ctrl+Shift+N
- Page >
- Zoom – 100% +
- Find... Ctrl+F
- Search tabs Ctrl+Space
- Snapshot Ctrl+Shift+5
- Aria command line Ctrl+/
- History >
- Downloads Ctrl+J
- Bookmarks >
- Extensions >
- News
- Pinboards
- Log in to Opera Account...
- Developer >
- Restart Opera to update to newer version

Settings Alt+P

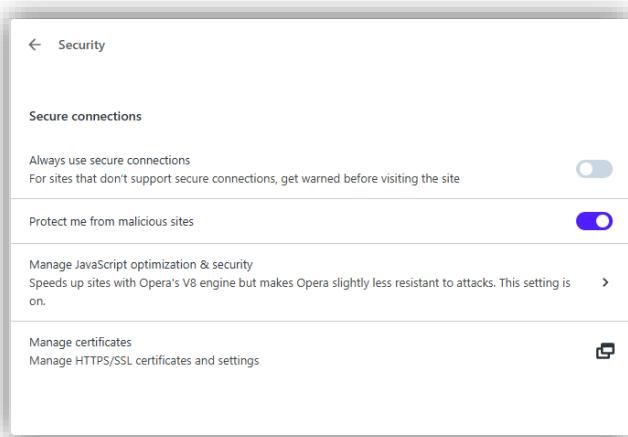
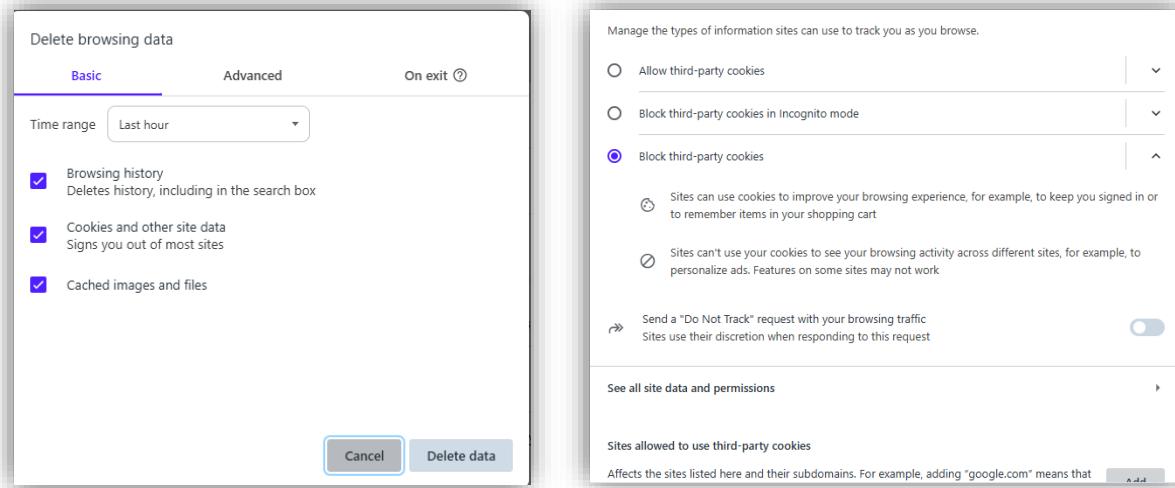
Privacy and security

- Delete browsing data [Learn more](#)
Delete history, cookies, cache, and more
- Third-party cookies
Third-party cookies are blocked in Incognito mode
- Security
Protection from malicious sites and other security settings
- Site settings
Controls what information sites can use and show (location, camera, pop-ups, and more)
- Privacy consent settings
Manage your privacy to create your own personal browsing experience

Opera may use web services to improve your browsing experience. You may optionally disable these services.

Automatically send crash reports to Opera [Learn more](#)

Help improve Opera by sending feature usage information [Learn more](#)



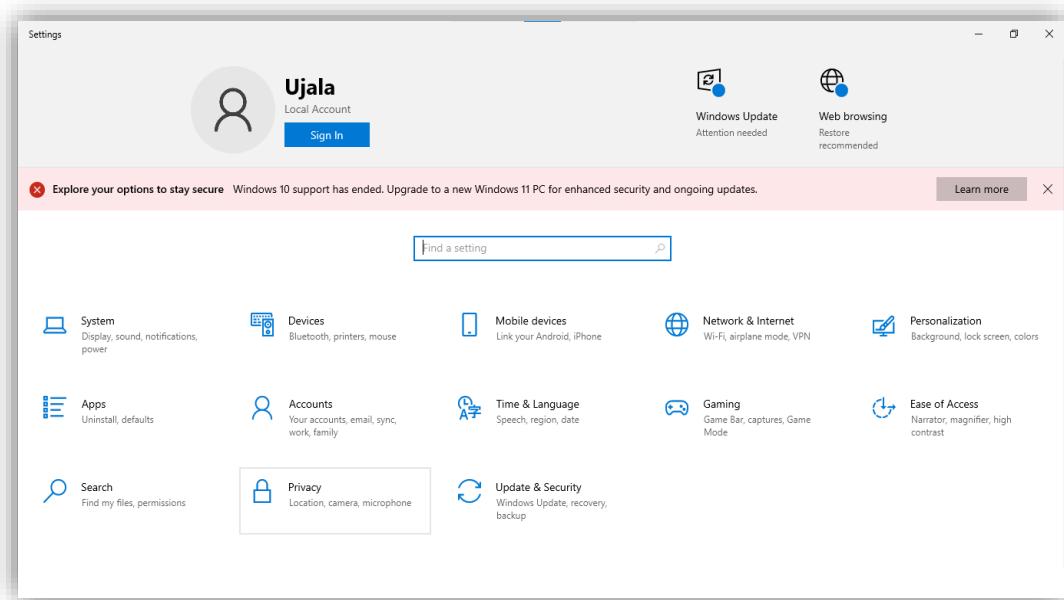
Review:

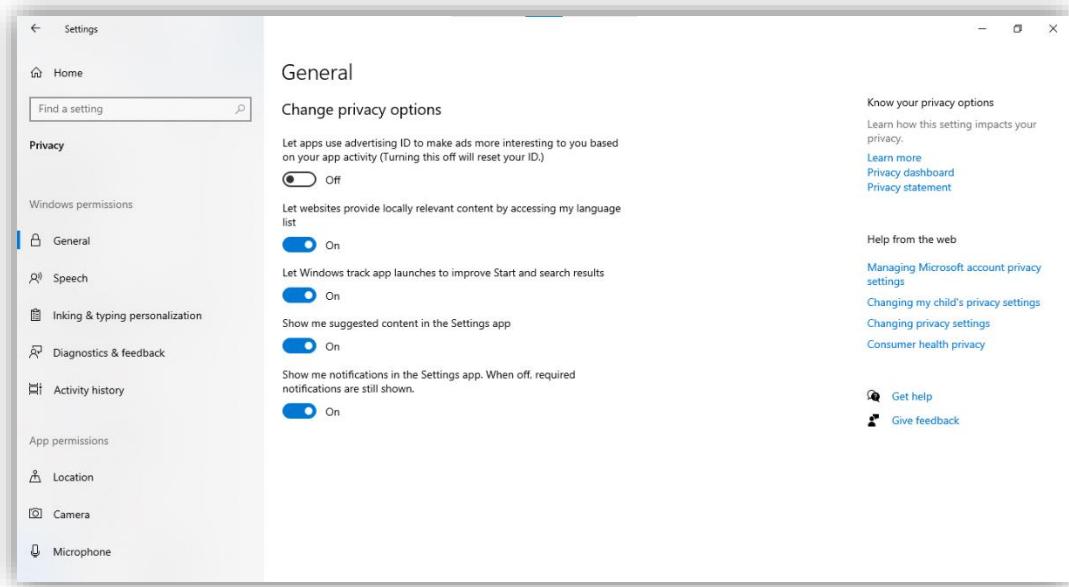
Sr.	Observed	Purpose
1.	Delete browsed data	Remove old history, cache, and temporary files to protect privacy and save storage.

2.	Cookies management	Control website trackers and personal data by managing cookies.
3.	Secure connections	Use HTTPS or secure connections to keep data safe and encrypted online.

OS (Operating System) Privacy Settings:

Windows: Windows is a popular operating system which is developed by Microsoft. It provides a friendly interface for managing files, running software, and connecting to the internet. Windows is widely used for personal and professional purposes all around the world.





Review:

Sr.	Observed	Purpose
1.	Advertising ID	Controls if apps can use your activity for personalized ads.
2.	App Launch Tracking	Limits Windows from tracking app usage for suggestions.
3.	Suggested Content:	Turns off tips and suggestions in Settings to protect privacy..

Summary: We open both Browser Settings and Operating System Settings and observe their Privacy and Security options. We see many facilities that help to secure our data which were provided by both.

Activity no 3: List at least 5 green computing practices.

Report Title: Cybersecurity and Green Computing

Introduction:

In today's digital world, technology plays important role in our daily lives. Along its benefits, it also brings different challenges like cyber threats and environmental impact. Understanding *cybersecurity* and *green computing* is essential to protect both our data and the planet.

Cybersecurity:

Cybersecurity refers to the protection of computers, networks, and personal information from unauthorized access, theft, or damage. Common threats include viruses, malware, phishing attacks, and hacking. To stay safe, individuals and organizations should follow best practices such as:

- Using strong and unique passwords
- Updating software and operating systems regularly
- Avoiding suspicious links and emails
- Using antivirus and firewall protection
- Encrypting sensitive data

Cybersecurity is not only important for individuals but also for businesses, as data breaches can cause financial loss and damage to reputation. Awareness and education are key to reducing risks.

Green Computing:

Green Computing is the practice of using computers and technology in an environmentally responsible way. It focuses on reducing energy consumption, minimizing electronic waste, and promoting sustainable technology use. Techniques include:

- Switching off computers and devices when not in use
- Using cloud storage to reduce local hardware energy consumption
- Choosing virtual meetings instead of traveling to save energy
- Extending the lifespan of devices through proper maintenance
- Using eco-friendly peripherals like LED monitors and low-power printers

Green computing helps reduce carbon footprints and preserves natural resources. When combined with cybersecurity practices, it ensures that technology is both safe and sustainable.

Conclusion:

Awareness of cybersecurity protects our data and privacy, while green computing protects our environment. By following simple practices in both areas, we can enjoy technology safely and

responsibly. Everyone, from students to professionals, should be conscious of these practices to create a safer, cleaner, and more sustainable digital world.

Summary: We write report on Cybersecurity and Green Computing, Green also included five practices of Green Computing, both helps in our daily life and both helps to protect our data, environment, both.

LAB NO 13

Activity no 1: Create 4 cover pages for documents.

Sr.	Before edit	After edit
1.	<p>The original cover page for an Annual Report from 2025. It features a blue and white design with a circular image of a modern building at night. Text includes 'ANNUAL REPORT', 'thank you for being part of our journey this year', 'PREPARED BY: JULIANA SELVI', '2025', and contact information '123-456-7890' and 'www.readystyle.com'.</p>	<p>The edited cover page for an Assignment. It has a blue and white theme with a circular image of a laptop screen. Text includes 'Govt. College Women University Faisalabad', 'ASSIGNMENT', 'INFORMATION AND COMMUNICATION TECHNOLOGY', 'Course code: CSC-301', 'Submitted to: Miss Sara Hanif', 'Submitted by: Ujala', and 'Roll no: 25129'.</p>
2.	<p>The original cover page for a Medical Proposal from 2024. It features a collage of medical images and a blue and white design. Text includes 'Medical Proposal 2024', 'Baroda Hospital', 'Prepared By: Richard Sanchez', and '123 Anywhere St, Any City'.</p>	<p>The edited cover page for an Assignment. It features a collage of images related to technology and medicine. Text includes '(GCWUF)', 'Information and communication technology', 'Department name: Computer Science', 'Submitted to: Miss Sara Hanif', 'Submitted by: Ujala', and 'Roll no: 25129'.</p>
3.	<p>The original cover page for a Marketing Proposal. It features a blue and white design with a cityscape background. Text includes 'MARKETING PROPOSAL', 'FOR BUSINESS SOLUTION', '02/05/2021', 'PREPARED BY: Meher Nazar', and 'PREPARED FOR: Muhammad Patel'.</p>	<p>The edited cover page for an Assignment. It features a blue and white design with a circuit board image. Text includes 'Yousra Mehreen' and 'Roll no: 25131'.</p>



Summary: The cover page design was adapted from Canva templates and customized by replacing images and modifying the text to align with our subject assignment.

Activity no 2: Create 2 cover pages for presentations.

Sr.	Before edit	After edit
1.	 <p>Studio Shodwe</p> <p>Computer Presentaion</p> <p>Presented by Team Studio Shodwe</p>	 <p>GCWUF</p> <p>Computer Presentaion</p> <p>Presentation</p> <p>Course Title : ICT Course Code : CSC - 301 Submitted to : Miss Sara Hanif Submitted by : Ujala Roll no : 25129</p>
2.	 <p>PROJECT PRESENTATION</p> <p>Presented by: Larana Group</p>	 <p>ICT OPERATING SYSTEM</p> <p>Presented To: Miss Sara Haneef Presented By: Yousra Mehran Roll No 25131</p>

Summary: We observed that using Canva templates and editing them by adding relevant images and text allows us to create presentation pages tailored to our own style and preferences.

Activity no 3: End semester project.

Created by: Ujala (25129)

Sr.	Before editing	After editing:																																																																				
1.	<p>Nail Art salon</p> <p>Welcome to our salon, where beauty meets art! Treat yourself to a luxurious experience with our expert nail and beauty services.</p> <table border="1"> <thead> <tr> <th colspan="2">MANICURE</th> </tr> </thead> <tbody> <tr> <td>Traditional Nail Polish</td> <td>\$10</td> </tr> <tr> <td>Gel Nail Polish</td> <td>\$12</td> </tr> <tr> <td>Gel Nail Polish Removal</td> <td>\$15</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">PEDICURE</th> </tr> </thead> <tbody> <tr> <td>Regular Pedicure</td> <td>\$20</td> </tr> <tr> <td>French Pedicure</td> <td>\$25</td> </tr> <tr> <td>Shellac Pedicure</td> <td>\$35</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">NAIL ART</th> </tr> </thead> <tbody> <tr> <td>Marble Effect</td> <td>\$25</td> </tr> <tr> <td>Full Nail Extensions</td> <td>\$20</td> </tr> <tr> <td>Glitter Finish</td> <td>\$30</td> </tr> <tr> <td>Custom Artwork</td> <td>\$25</td> </tr> <tr> <td>Ombre Nails</td> <td>\$20</td> </tr> <tr> <td>Single Color Polish</td> <td>\$12</td> </tr> <tr> <td>3D Nail Art</td> <td>\$25</td> </tr> <tr> <td>Foil Art</td> <td>\$20</td> </tr> </tbody> </table>	MANICURE		Traditional Nail Polish	\$10	Gel Nail Polish	\$12	Gel Nail Polish Removal	\$15	PEDICURE		Regular Pedicure	\$20	French Pedicure	\$25	Shellac Pedicure	\$35	NAIL ART		Marble Effect	\$25	Full Nail Extensions	\$20	Glitter Finish	\$30	Custom Artwork	\$25	Ombre Nails	\$20	Single Color Polish	\$12	3D Nail Art	\$25	Foil Art	\$20	<p>Computer Festival</p> <p>Welcome to our Computer Festival, a unique world of technology and AI. Enjoy a modern and luxurious digital experience where innovation and the future of computing come together.</p> <p>[NOTE: Prize distribution ceremony for students' projects, awarding 1st, 2nd, 3rd place and participation certificates at the end of festival.]</p> <table border="1"> <thead> <tr> <th colspan="2">SHOW CASE</th> </tr> </thead> <tbody> <tr> <td>• Robotics</td> <td></td> </tr> <tr> <td>• New software's and apps</td> <td></td> </tr> <tr> <td>• Handmade Tech Gadgets</td> <td></td> </tr> <tr> <td>• Art & Tech Fusion</td> <td></td> </tr> <tr> <td>• Tech Experiments & Demos</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">STUDENT PROJECTS</th> </tr> </thead> <tbody> <tr> <td>• Technology & Robotics Projects</td> <td></td> </tr> <tr> <td>• Coding & App Development</td> <td></td> </tr> <tr> <td>• Creative Art & Design Projects</td> <td></td> </tr> <tr> <td>• Teamwork Projects</td> <td></td> </tr> <tr> <td>• Engineering Models</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">GAME ZONE</th> </tr> </thead> <tbody> <tr> <td>• Virtual Reality (VR) Gaming</td> <td></td> </tr> <tr> <td>• Puzzle & Strategy Games</td> <td></td> </tr> <tr> <td>• Interactive Game Demos</td> <td></td> </tr> <tr> <td>• Multiplayer Competitions</td> <td></td> </tr> </tbody> </table> <p>Held at: Innovation Hall, 123 Tech Avenue, Foreshadow Contact no: 0000-1000000</p>	SHOW CASE		• Robotics		• New software's and apps		• Handmade Tech Gadgets		• Art & Tech Fusion		• Tech Experiments & Demos		STUDENT PROJECTS		• Technology & Robotics Projects		• Coding & App Development		• Creative Art & Design Projects		• Teamwork Projects		• Engineering Models		GAME ZONE		• Virtual Reality (VR) Gaming		• Puzzle & Strategy Games		• Interactive Game Demos		• Multiplayer Competitions	
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Ombre Nails	\$20																																																																					
Single Color Polish	\$12																																																																					
3D Nail Art	\$25																																																																					
Foil Art	\$20																																																																					
SHOW CASE																																																																						
• Robotics																																																																						
• New software's and apps																																																																						
• Handmade Tech Gadgets																																																																						
• Art & Tech Fusion																																																																						
• Tech Experiments & Demos																																																																						
STUDENT PROJECTS																																																																						
• Technology & Robotics Projects																																																																						
• Coding & App Development																																																																						
• Creative Art & Design Projects																																																																						
• Teamwork Projects																																																																						
• Engineering Models																																																																						
GAME ZONE																																																																						
• Virtual Reality (VR) Gaming																																																																						
• Puzzle & Strategy Games																																																																						
• Interactive Game Demos																																																																						
• Multiplayer Competitions																																																																						

Summary: I design a flyer that tell about the computer festival in which different activities will be performed like gaming zone for kids, show case for researchers and students project for encouraging youth.

Created by: Yousra (25131)

Sr.	Before editing	After editing:
1.	 <p>Charity FUNDRAISING</p> <p>key Focus Area</p> <ul style="list-style-type: none"> • Health and Medical • Clean Water Access • Refugee and Immigrant Support • Access to Education • Disaster Relief Response <p>Help us, To Reach our goals 25,000,000PKR</p> <p>Event Details</p> <p>Venue: 123 Any Address, St, your locations 22th June Sunday 9am-3pm call for details: +0123 4567</p>	 <p>CONSTRUCTION SAFETY TRAINING COURSE</p> <p>Protect lives, prevent accidents — start with proper safety training.</p> <p>OUR BENEFITS</p> <ul style="list-style-type: none"> • Certified and Experienced Trainers • Practical, Hands On Training • Up-to-Date Safety Standards • Real-Life Case Studies • Flexible Learning Schedules • Certification Upon Completion <p>FREE REGISTER</p> <p>JOIN NOW</p> <p>@reallygreatsite www.reallygreatsite.com</p>

Summary: I design a flyer that tell about the construction safety training course which have many benefits with free registration.

References:

1. <https://chat.openai.com>
 2. <https://copilot.microsoft.com/>
 3. <https://www.canva.com>
 4. [https://meet.google.com/](https://meet.google.com)
 5. [https://drive.google.com/](https://drive.google.com)
 6. [https://www.opera.com/](https://www.opera.com)
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