



IT WORKSHOP

LAB MANUAL

(I/IV B.Tech I SEMESTER)



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Kanuru, Vijayawada-520007. Approved by AICTE Affiliated to JNTU
Sponsored by Siddhartha Academy of General and Technical Education,
Vijayawada**

**PROFORMA FOR LABORATORY-BASED
COURSE DESCRIPTION**

INDEX

- | | |
|---------------------------------|-----------------------------|
| 1. COURSE CODE | : 07A10595 |
| 2. COURSE TITLE | : IT WORKSHOP |
| 3. CORE/ELECTIVE | : CORE |
| 4. PRE-REQUISITE (IF ANY) | : _____ |
| 5. YEAR /SEMESTER | : I/IV B.TECH , II SEMISTER |
| 6. NO.OF INSTRUCTIONS WEEKS | : EIGHTEEN |
| 7. NO.OF HOURS PER WEEK | : THREE HOURS |
| 8. COURSE OBJECTIVE | : SEPARATE SHEET ENCLOSED |
| 9. LIST OF PRESCRIBED PROGRAMS | : SEPARATE SHEET ENCLOSED |
| 10. LIST OF ADDITIONAL PROGRAMS | : SEPARATE SHEET ENCLOSED |
| 11. LAB INTERNAL REFERENCE | : LABORATORY MANUAL |
| 12. VIVA QUESTIONS | : SEPARATE SHEET ENCLOSED |

COURSE OBJECTIVE

Objective:

The IT Workshop for engineers is a training lab course spread over 60 hours. The modules include training on PC Hardware, Internet & World Wide Web and Productivity tools including Word, Excel, Power Point and Publisher.

PC Hardware introduces the students to a personal computer and its basic peripherals, the process of assembling a personal computer, installation of system software like MS Windows , Linux and the required device drivers. In addition hardware and software level troubleshooting process, tips and tricks would be covered.

Internet & World Wide Web module introduces the different ways of hooking the PC on to the internet from home and workplace and effectively usage of the internet. Usage of web browsers, email, newsgroups and discussion forums would be covered. In addition, awareness of cyber hygiene, i.e., protecting the personal computer from getting infected with the viruses, worms and other cyber attacks would be introduced.

Productivity tools module would enable the students in crafting professional word documents, excel spread sheets, power point presentations and personal web sites using the Microsoft suite of office tools and LaTeX.

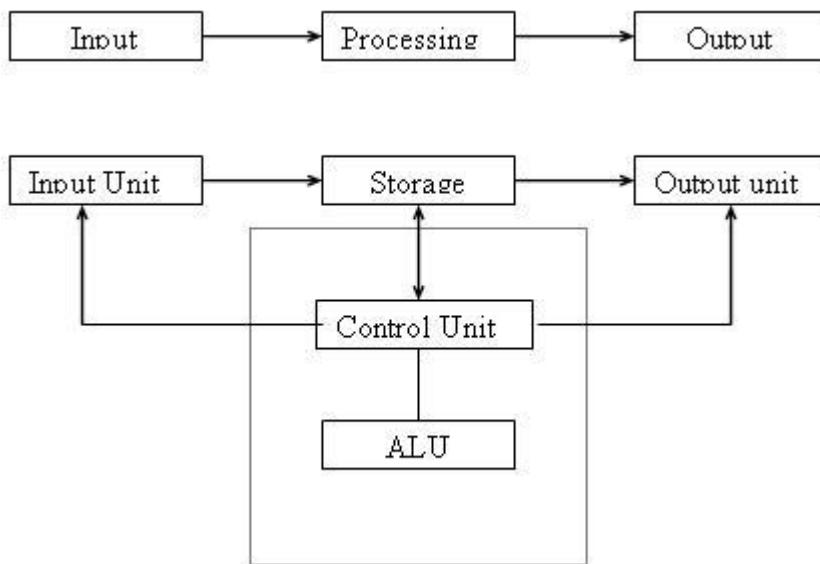
LIST OF PRESCRIBED PROGRAMS

TASK 1:

Identify the peripherals of a computer, components in a CPU and its functions. Draw the block diagram of the CPU along with the configuration of each peripheral .

AIM: To identify the peripherals of a computer.

Block Diagram of Computer :



A computer can process data, pictures, sound and graphics. They can solve highly complicated problems quickly and accurately.

InputUnit:

Computers need to receive data and instruction in order to solve any problem. Therefore we need to input the data and instructions into the computers. The input unit consists of one or more input devices. Keyboard is the one of the most commonly used input device. Other commonly used input devices are the mouse, floppy disk drive, magnetic tape, etc. All the input devices perform the following functions.

1. Accept the data and instructions from the outside world.
2. Convert it to a form that the computer can understand.
3. Supply the converted data to the computer system for further processing.

StorageUnit:

The storage unit of the computer holds data and instructions that are entered through the input unit, before they are processed. It preserves the intermediate and final results before these are sent to the output devices. It also saves the data for the later use. The various storage devices of a computer system are divided into two

categories.

1. Primary Storage: Stores and provides very fast. This memory is generally used to hold the program being currently executed in the computer, the data being received from the input unit, the intermediate and final results of the program. The primary memory is temporary in nature. The data is lost, when the computer is switched off. In order to store the data permanently, the data has to be transferred to the secondary memory.

The cost of the primary storage is more compared to the secondary storage. Therefore most computers have limited primary storage capacity.

2. Secondary Storage: Secondary storage is used like an archive. It stores several programs, documents, data bases etc. The programs that you run on the computer are first transferred to the primary memory before it is actually run. Whenever the results are saved, again they get stored in the secondary memory. The secondary memory is slower and cheaper than the primary memory. Some of the commonly used secondary memory devices are Hard disk, CD, etc.,

Memory Size:

All digital computers use the binary system, i.e. 0's and 1's. Each character or a number is represented by an 8 bit code.

The set of 8 bits is called a byte. A character occupies 1 byte space.

A numeric occupies 2 byte space.

Byte is the space occupied in the memory.

The size of the primary storage is specified in KB (Kilobytes) or MB (Megabyte). One KB is equal to 1024 bytes and one MB is equal to 1000KB. The size of the primary storage in a typical PC usually starts at 16MB. PCs having 32 MB, 48MB, 128 MB, 256MB memory are quite common.

Output Unit:

The output unit of a computer provides the information and results of a computation to outside world. Printers, Visual Display Unit (VDU) are the commonly used output devices. Other commonly used output devices are floppy disk drive, hard disk drive, and magnetic tape drive.

Arithmetic Logical Unit:

All calculations are performed in the Arithmetic Logic Unit (ALU) of the computer. It also does comparison and takes decision. The ALU can perform basic operations such as addition, subtraction, multiplication, division, etc and does logic operations viz, >, <, =, 'etc. Whenever calculations are required, the control unit transfers the data from storage unit to ALU once the computations are done, the results are

transferred to the storage unit by the control unit and then it is send to the output unit for displaying results.

Control Unit:

It controls all other units in the computer. The control unit instructs the input unit, where to store the data after receiving it from the user. It controls the flow of data and instructions from the storage unit to ALU. It also controls the flow of results from the ALU to the storage unit. The control unit is generally referred as the central nervous system of the computer that control and synchronizes its working.

Central Processing Unit:

The control unit and ALU of the computer are together known as the Central Processing Unit (CPU). The CPU is like brain performs the following functions:

- It performs all calculations.
- It takes all decisions.
- It controls all units of the computer.

A PC may have CPU-IC such as Intel 8088, 80286, 80386, 80486, Celeron, Pentium, Pentium Pro, Pentium II, Pentium III, Pentium IV, Dual Core, and AMD etc.

Introduction to Computer Hardware:

Hardware is the physical appearance of the devices or tools. It is what which we can touch and feel.

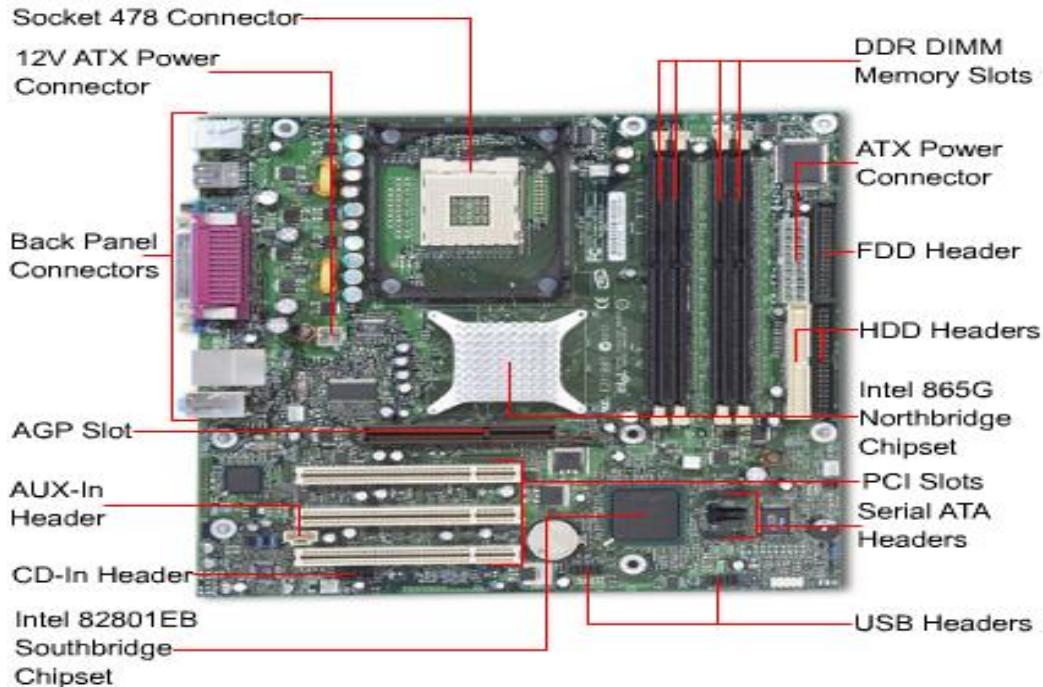
Computer Hardware consists of the Monitor, CPU, Keyboard, Mouse and all other devices connected to the computer either externally or internally.

A typical computer (personal computer, PC) consists of a desktop or tower case (chassis) and the following parts:

1. CPU The central processing unit contains the heart of any computer, the processor. The processor is fitted on to a Mother Board. The Mother Board contains various components, which support the functioning of a PC.



2. System board/Motherboard which holds the Processor, Random Access Memory and other parts, and has slots for expansion cards



3. RAM (Random Access Memory)- For program execution and short term data-storage, so the computer doesn't have to take the time to access the hard drive to find something. More RAM can contribute to a faster PC.

The main memory of the computer is called as Random Access Memory (RAM). The name derives from the fact that data can be stored in and retrieved at random, from anywhere in the electronic main memory chips in approximately the same amount of time, no matter where the data is. Main memory is in an electronic or volatile state. When the computer is off, main memory is empty, when it is on it is capable of receiving and holding a copy of the software instructions, and data necessary for processing. Because the main memory is a volatile form of storage that depends on electric power can go off during processing, users save their work frequently on to non volatile secondary storage devices such as diskettes or hard disk.

The main memory is used for the following purposes:

1. Storage of the copy of the main software program that controls the general operation of the computer. This copy is loaded on to the main memory when the computer is turned on, and it stays there as long as the computer is on.
2. Temporary storage of a copy of application program instruction, to be received by CPU for interpretation and processing or execution.

3. Temporary storage of data that has been input from the key board, until instructions call for the data to be transferred in to CPU for processing.

Temporary storage of data, which is required for further processing or transferred as output to output devices such as screen, a printer, a disk storage device.

ROM (Read Only Memory)

Instructions which are critical to the operation of a computer are stored permanently on Read only Memory. (ROM) chip installed by the manufacturer inside the computer. This ROM chip is also called firm ware, retains instructions in a permanently accessible nonvolatile form. When the power in the computer is turned off, the instructions stored in ROM are not lost. It is necessary and also convenient to have instructions stored in ROM. The more instructions in ROM, the fewer diskettes you may have to handle. Until recently the process of manufacturing ROM chips and recording data on them was more expensive than the process of producing RAM chips. As a result the manufacturers tended to record in ROM only those instructions that were crucial to the operation of the computer.

Today, due to improvements in the manufacturing process of ROM chips have lowered the cost to the point where manufacturers are beginning to include additional software instructions.

In addition to ROM, three additional categories of non volatile memory are used in some computer systems. They are PROMs, EPROMs, and EEPROMs. PROM stands for programmable read only memory. It works similar to that of ROM. PROM chips are custom made for the user by the manufacturer. The user determines what data and instructions are to be recorded on them. The data on PROM is permanent and cannot be erased. Erasable programmable read only memory (EPROM), developed as an improvement over PROM. The data on the EPROM can be read with the help of a special device that uses ultra violet light. The data or instructions on the EPROM are erasable and new data can be entered in its place. EPROM functions exactly same as PROM. Electronically erasable programmable read only memory (EEPROM) avoids the inconvenience of having to take chips out of the computer to change data and instructions. Changes can be made electrically under software control. These are used in point of sale terminals to records price related data for products. The prices

recorded on them can be easily updated as needed. The only disadvantage of EEPROM is, the regular ROM chips.

Differences between ROM &RAM

ROM (Read only memory)

1. You can only read the data.
2. Data can't be written every time, to write the data we need PROM, EPROM, OR EEPROM.
3. ROM is non volatile in nature. The data stored in ROM is permanent in nature.
4. Size of the ROM has nothing to do with processing.

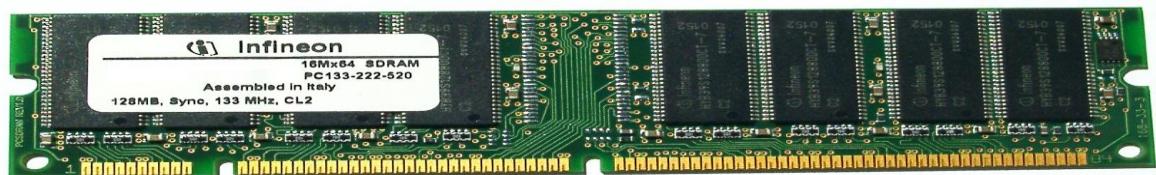
RAM (Random access memory):

1. You can read and write data on the chip.
2. RAM has volatile memory. It loses its contents when the power is switched off.
3. Size of the RAM makes difference in the processing i.e., bigger the size of the RAM more is the speed of processing.
4. The data can be read and written at anytime.

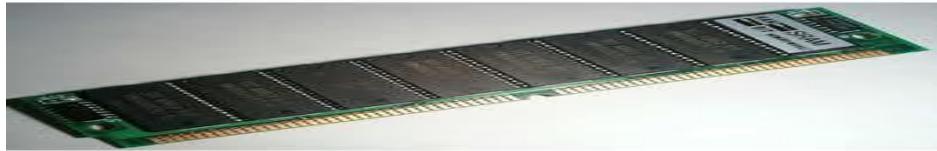
Dynamic RAM (DRAM)



- o **Synchronous DRAM (SDRAM)**



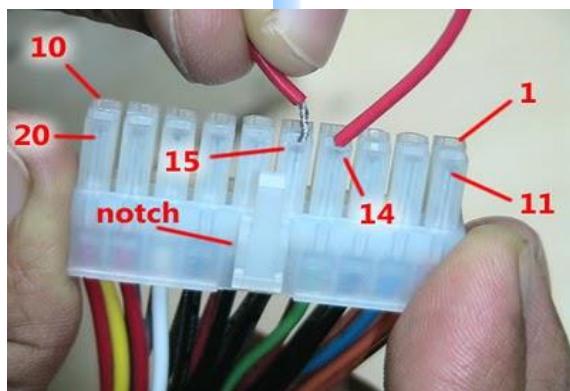
- o **Static RAM (SRAM)**



4. Buses : PCI bus, PCI-E bus, ISA bus (outdated), USB, AGP



5. Power Supply - a case that holds a transformer, voltage control and fan



Power Connectors



Molex



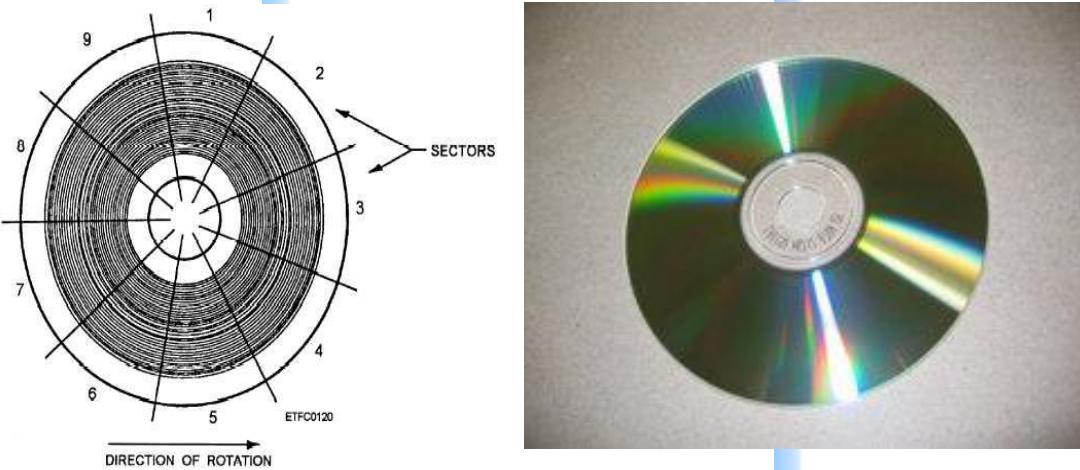
Berg

6. Storage controllers, of IDE, SCSI or other type, that control hard disk, floppy disk, CD-ROM and other drives; the controllers sit directly on the motherboard (on-board) or on expansion cards

7. Video display controller that produces the output for the computer display

8. computer bus controllers (parallel, serial, USB, Fire wire) to connect the computer to external peripheral devices such as printers or scanners
9. Some type of a removable media writer:
10. CD - the most common type of removable media, cheap but fragile.

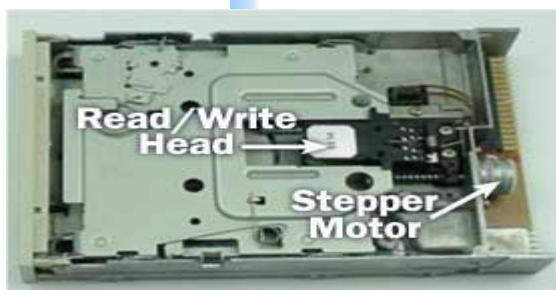
CD-ROM, , CD-RW, CD-R, DVD, DVD-ROM., DVD-RW, DVD-R,



11. Floppy disk



Floppy Disk Drive



12. Tape Drive - mainly for backup and long-term storage

13. Internal storage - keeps data inside the computer for later use.

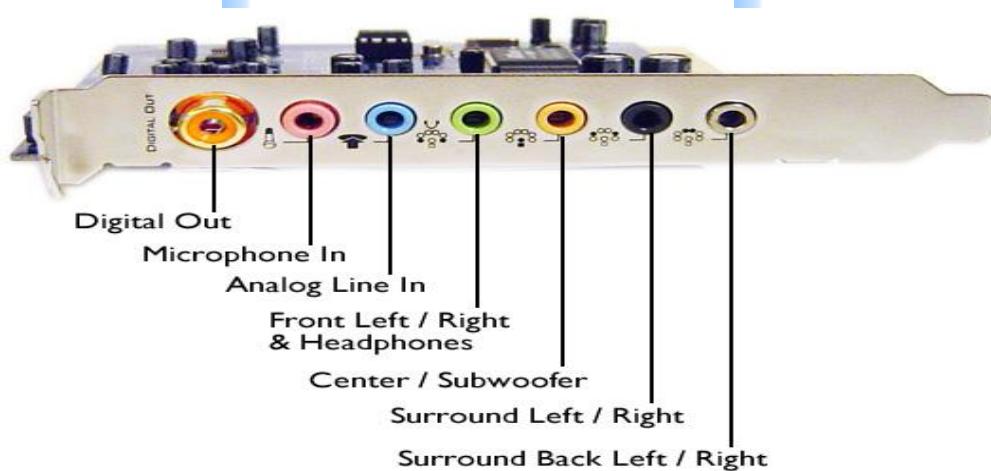
14. Hard disk - for medium-term storage of data.



15. Disk array controller



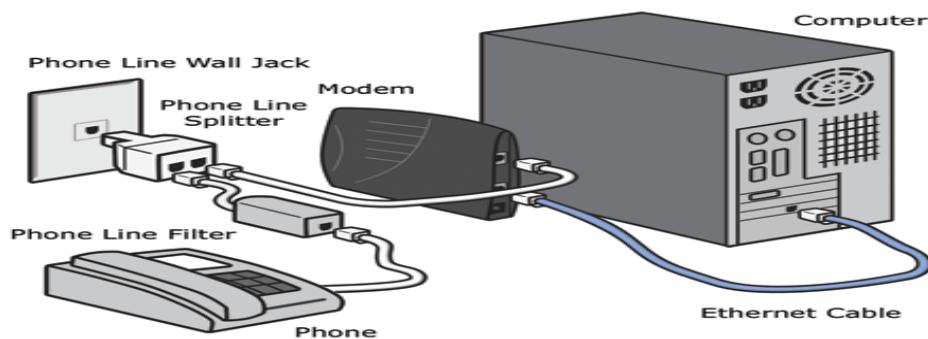
16. Sound card - translates signals from the system board into analog voltage levels, and has terminals to plug in speakers.



17. Networking - to connect the computer to the Internet and/or other computers



18. Modem - for dial-up connections

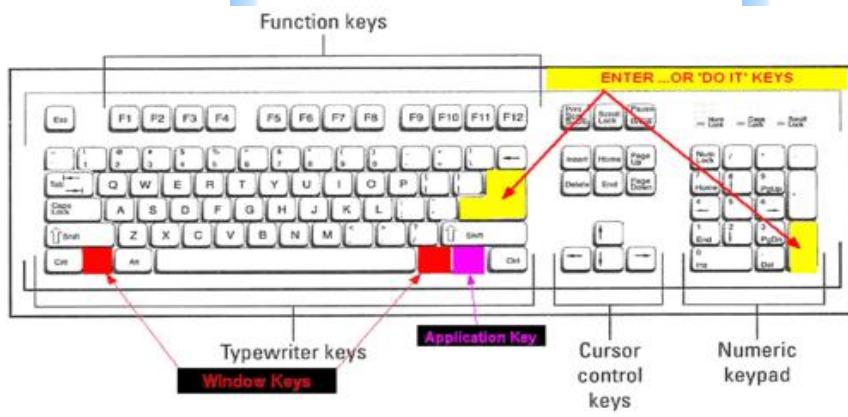


19. Network card - for DSL(Digital Subscriber Line)/Cable internet, and/or connecting to other computers.

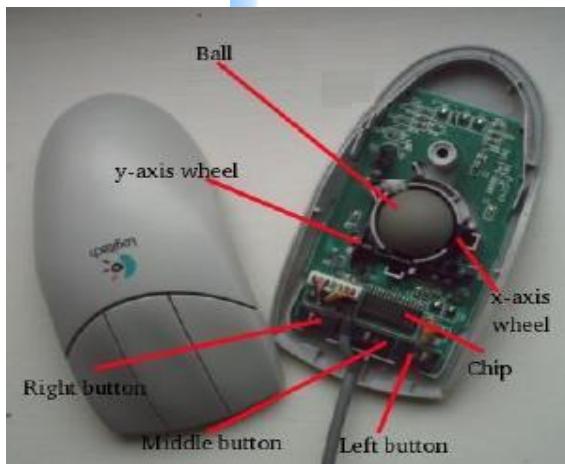


20. Other peripherals: In addition, hardware can include external components of a computer system. The following are either standard or very common.

Standard input devices: **Keyboard**



Mouse



Alternate input devices:

Pens, Touch screens, Game controllers (joy stick), Touch pad, Trackball.

Optical input devices: Barcode reader, Image scanners.

Audio visual input devices: Microphones, Video input, Digital cameras

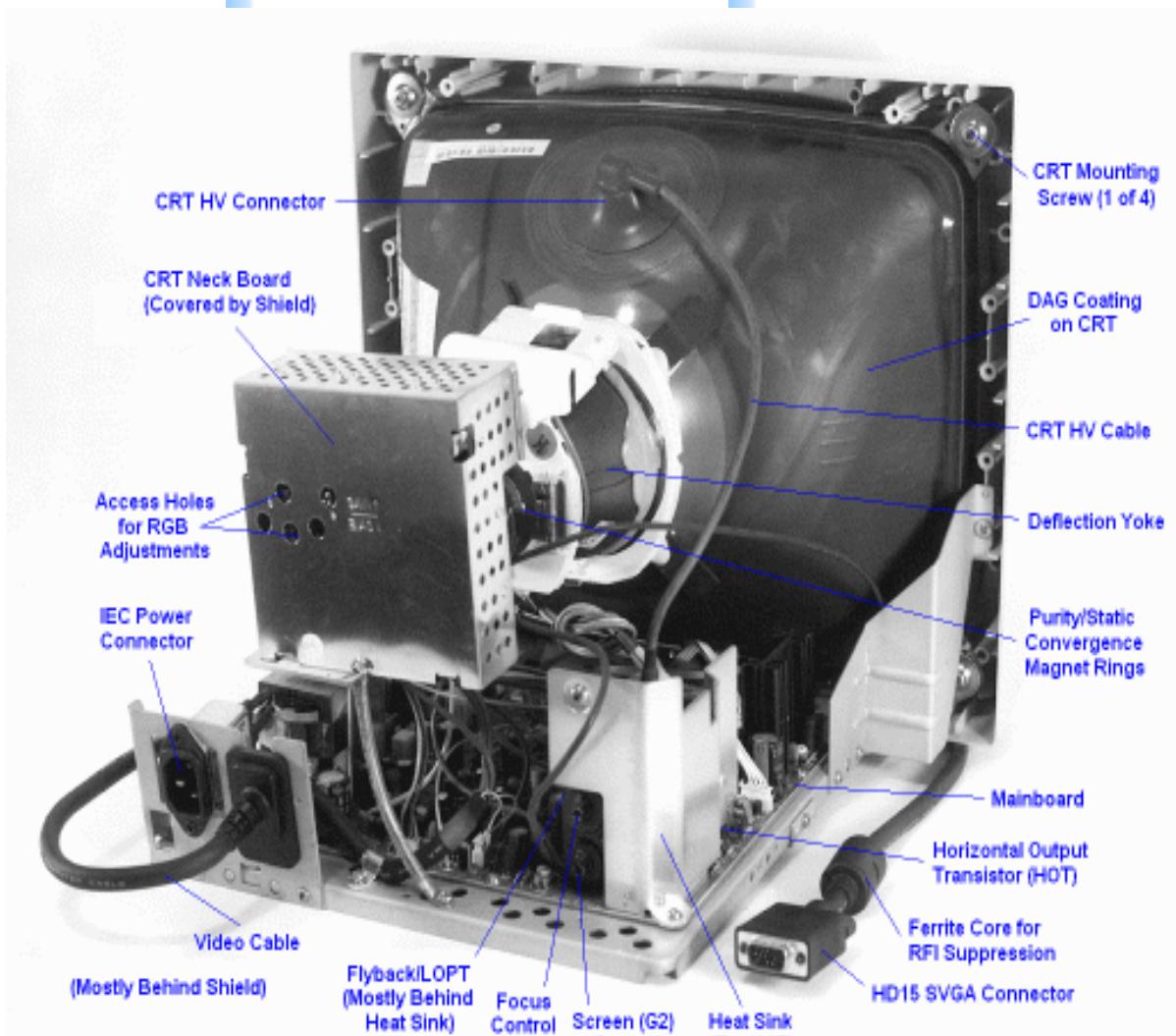


21. Output : The output devices are:

Standard output devices: Monitor

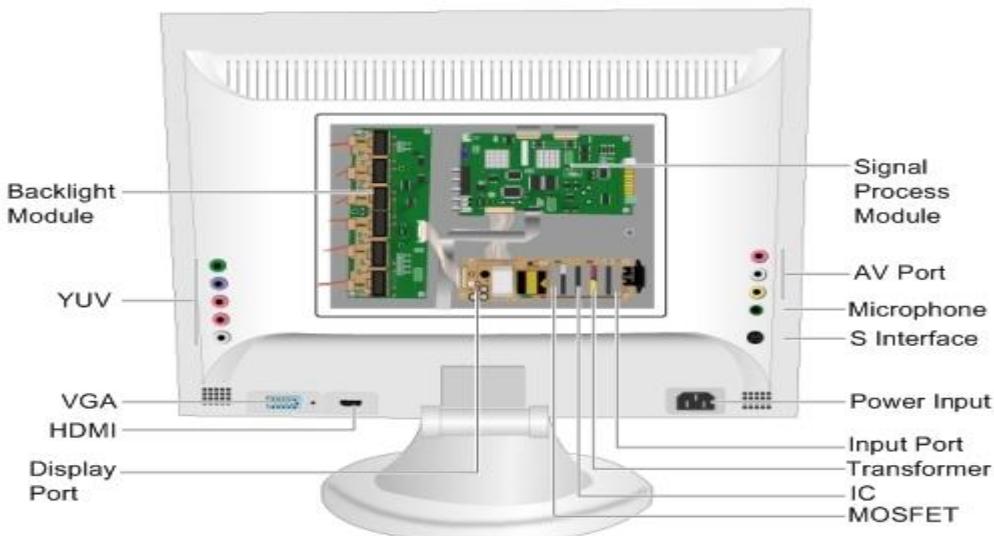
Types of monitors

CRT(cathode ray tube) monitors



Major Parts of Typical SVGA Monitor with Cover Removed

LCD(liquid crystal display) monitors



Printer

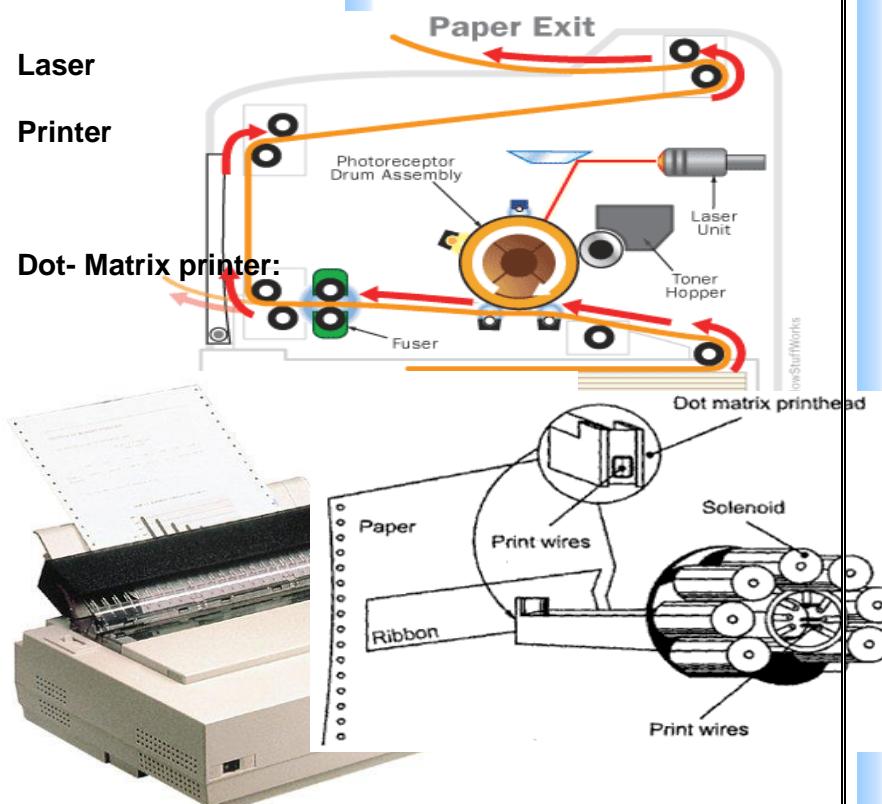
Types of printers

Impact printers: An impact printer creates an image by using pins or hammers to press an inked ribbon against the paper. ex. Dot matrix printer.

Non impact printers: This type uses other means to create an image for example in ink jet printers tiny nozzles are used to spray droplets of ink on the page. ex: Ink jet printer

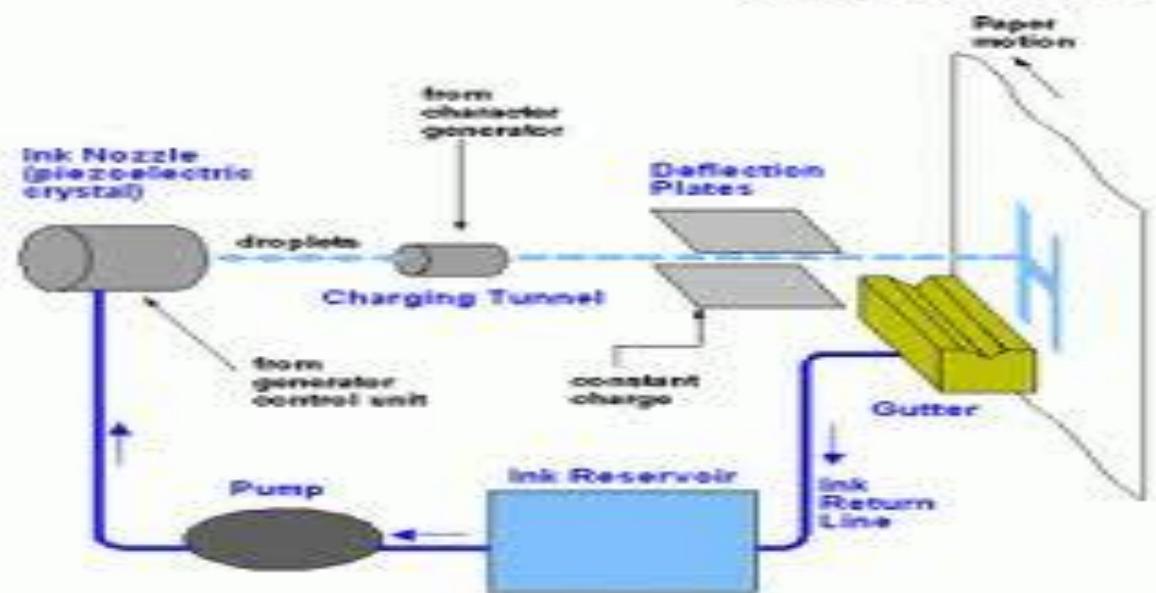


Inkjet printer





From Computer Dictionary, Encyclopedias
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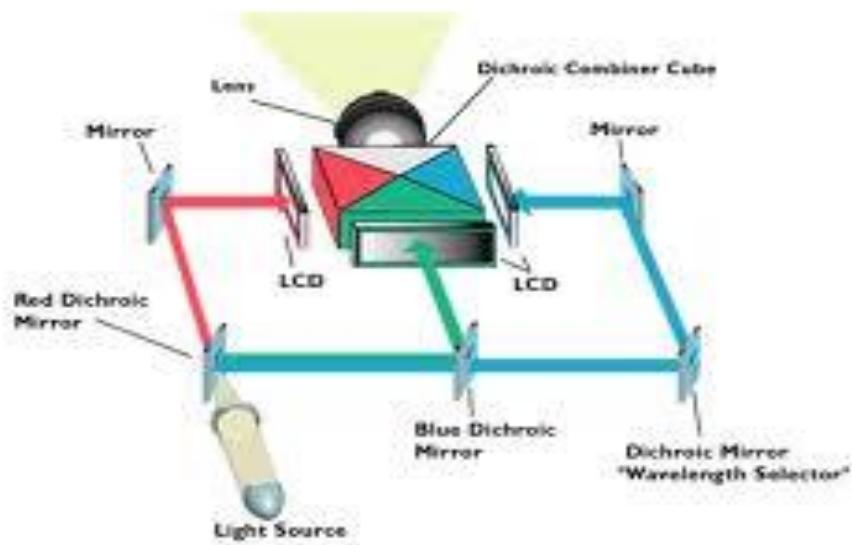
Other output devices:

Speakers, LCD projectors, Networking, Network card

Speakers



LCD Projectors:



Viva Questions:

- 1) Define a computer?
- 2) Define hardware and software?
- 3) What are the functional units of a computer?
- 4) Define the following: RAM, ROM, BIOS, BUS, BIT, PROGRAM.
- 5) What is the use of a mother board?

TASK 2:

Assembling and disassembling the PC back to working condition.

AIM: To assemble and disassemble the system

Safety Precautions:

1. Beware of electrostatic discharge (ESO)
2. Build computer on a hard surface, away from concepts.
3. Wear shoes and the short sleeved cotton wear.
4. Use Phillips, head screw driver.
5. Keep the components away from moisture.
6. Avoid using pressure while installing.

Steps for Assembling

- Fix the SMPS on the cabinet of PC using the screws provided.
- Fix the motherboard on the cabinet of PC using the screws provided.
- Connect the power cables from SMPS to motherboard.
- Insert the preprocessor into the slot provided such that the corner with no pin coincide with corner without pinhole on motherboard.
- Apply the appropriate adhesive on the processor for fixing the processor fan.
- Fix the processor fan on the processor and use clips on it to keep it firm.
- Connect the power cable to the processor fan
- Insert the RAM card into the slots provided on the motherboard.
- Set the jumpers setting on the hard disc drive.
- Fix the hard disc drive in the space provided in the PC cabinet using screws provided.
- Fix the FDD in the space provided in the PC cabinet using screws provided.
- Fix the CD-ROM in the space provided in the PC cabinet using screws provided.
- Connect the FDD,HDD, CD-ROM drive to motherboard using flat ribbon.
- Connect power supply to the HDD, FDD, CD-ROM drive using the cables from the SMPS.
- Connect wires of speakers and lights of cabinet to the motherboard.
- Connect the network interface and other cards to motherboard by inserting in right slots and fix them in cabinet using the screws provided.
- Place the cabinet in right position.
- Fix the doors of the cabinet.

- Connect the data cable of monitor to the CPU.
- Connect the keyboard cable to the CPU.
- Connect the mouse cable to the CPU.
- Connect other devices to CPU.
- Connect the LAN cable to NIC in CPU.
- Connect the power supply to CPU.
- Connect the power supply to Monitor.
- Switch on the computer after giving the power supply.

Getting the Cabinet ready:-

1. Check how to open the cabinet and determine where to fix the components.
2. Determine if the case has the appropriate risers installed.

Preparing to fit the Components:

1. Network adapter drive.
2. Floppy disk drive.
3. Ribbon cables.
4. Hard disk.
5. CD-ROM Drive.
6. RAM
7. CPU
8. Heat sink / cooler / fan.
9. Mother board.
10. Screws.

Fitting the Mother board.

1. Line up the patch on the motherboard (ps/l, USB, etc) with the appropriate holes in the block panel I/O shield of the case.
2. Check the points where you and to install
3. Install them and make the mother board sit on them and fix screws if required.

Mother board parts:

1. ACR slot.
2. PCI Slot.
3. AGP Slot.
4. ATX Connectors.

5. CPU Fan.
6. Chipset North Bridge.
7. CPU socket.
8. Floppy.
9. System memory.
10. Chipset south bridge.
11. Panel connector.
12. Power supply.
13. IDE connectors.

ATX Connectors:

1. PS, Mouse.
2. Key board.
3. USB.
4. Parallel (Prints)
5. Serial COM1.
6. Serial COM 2.
7. Joystick.
8. Sound.

Fitting the processor:

1. Raise the small lever at the side of the socket.
2. Notice that there is a pin missing at one corner, determine the direction to fit in the processor.
3. You should not force the CPU. When inserting it. All pins should slide smoothly into the socket.
4. Lock the lever back down.
5. Install the heat sink over it (Different type for each processor). Heat sink / CPU fan.

Fitting the RAM:

1. The RAM must be suitable for motherboard.
2. There are currently 3 types of RAM available.
 - a) SD RAM.
 - b) DDR SD RAM.
 - c) RD RAM.
3. The mother board's chipset determines which type of RAM may be used.

Installing the PCI Cards:

1. Most of the cards are inbuilt these days.
2. NIL, Sound Cards etc. are fitted into PCI slots.

Fitting the hard disk and Floppy disk:

1. Place the floppy and hard disks in their slots.
2. Leave some space above HDD to prevent heat building.
3. Check the jumper configuration.
4. Fix the screws.

Installing the CD-ROM Drives:

1. CD-ROM drive is similar to installing a hard disk.
2. 1ST check that the jumper configuration is correct.
3. Fix the screw.

Connecting the ribbon Cables:-

1. Attach the long end of the cable to the IDEU connector on the motherboard first.
2. The red stripe on the IDE cable should be facing the CD Power.

Powering the driver and motherboard:

Connecting the cables for the case front pane

1. SD, SPK or SPEAK: The loud speakers o/p. it has 4 pins.
2. RS, RE, RS or RESET: Connect the two pin Reset cable here.
3. PWR, PW, PWSW, PS or power SW: Power switch, the pc's on (switch, the plug is two pin).
4. PWLED, PWRLED or Power LED: The light emitting diode on the front panel of the case illuminates when the computer is switched on. It's a 2-pin cable.
5. HD, HDD, and LED: These two pins connect to the cable for the hard disk activity LED.

Final Check:-

1. Mother board jumper configurations are the settings for the processor operator.
2. Drive jumper settings, master/ slave correct?
3. Are the processor, RAM modules and plug in cards finally seated in there sockets?
4. Did you plug all the cables in? Do they all fit really?
5. Have you tightened all the screws in plug- in cards or fitted the clips?
6. Are the drive secure?
7. Have u connected the power cables to all driver?

Powering up for the first time:

1. Ensure that no wires are touching the CPU heat sink fan.
2. Plug your monitor, mouse and keyboard.
3. Plug in power card and switch the power supply.
4. If everything is connected as it should be
 - All system, fans should start spinning.
 - U should hear a single beep and after about 5-10 sec.
 - Amber light on monitor should go green.
 - You will see computer start to boot with a memory check.
 - Now check front LED'S to see if u plugged them in correctly.
 - Check all other buttons.
 - Power afford change any wrong settings.

Steps for Dissembling

- Switch off the power supply
- Disconnect the power supply cable from monitor.
- Disconnect the power supply cable from CPU.
- Disconnect the LAN cable to NIC in CPU.
- Disconnect the other devices in CPU such as printers.
- Disconnect the mouse cable from CPU.
- Disconnect the keyboard cable from CPU.
- Disconnect data cable of monitor from CPU.
- Remove the doors of cabinet.
- Place the cabinet such that motherboard faces the ceiling.
- Disconnect the NIC and other cards from mother board by removing from slots and unscrewing from cabinet.
- Disconnect the wires of speakers from mother board.
- Remove power supply cables from HDD, FDD, CD-ROM drive etc.
- Disconnect the HDD, FDD, CD-ROM drive from mother board by removing flat ribbon cable.
- Remove CR-ROM from cabinet.
- Remove the FDD from cabinet by unscrewing it.
- Remove the HDD from cabinet by unscrewing it.
- Removing RAM cards from slots on mother board.

- Disconnect the power cables from processor fan.
- Remove the processor fan by unlocking clips on it.
- Disconnect the power cables from SMPS on power cabinet.
- Remove mother board from cabinet by unscrewing it.
- Remove the SMPS from cabinet of PC by unscrewing it.

Viva Questions:

- 1) Define assembling of a system?
- 2) Explain the steps involved in the installation of the mother board?
- 3) What is the use of pin 1 indicated on the processor?
- 4) What is the use of locking level at the processor slot?
- 5) Define a port?

TASK3

Install MS windows on the personal computer.

INSTALLATION OF WINDOWS XP:

AIM: To install Windows XP

Windows XP (codename Whistler, also known as Windows NT 5.1) is the latest desktop version of the Microsoft Windows operating system. It was made publicly available on October 25, 2001. Two editions of Windows XP are most commonly available: Windows XP Home Edition which is targeted at home users and Windows XP Professional which has additional features such as dual-processor support and the ability to join a domain, a grouping of centrally managed Windows computers. The letters "XP" originate from the word "Experience".

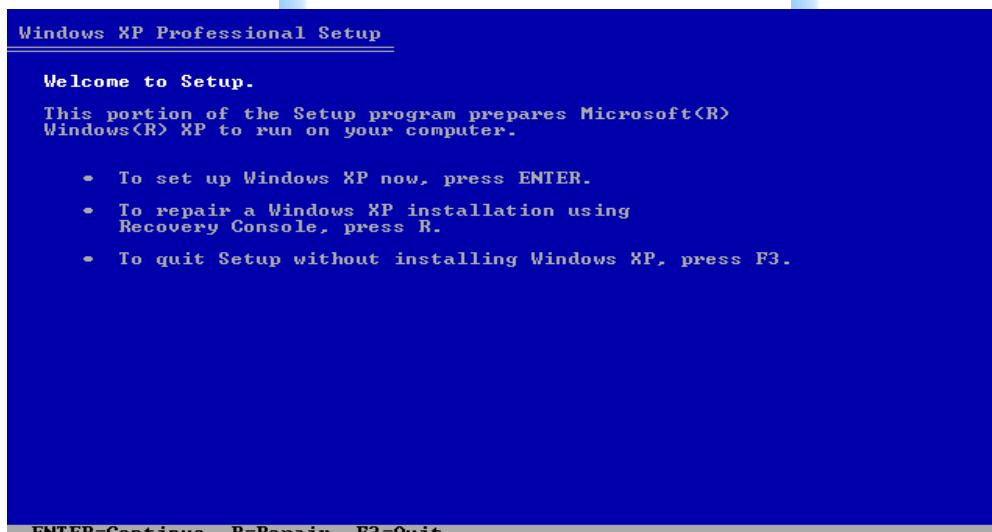
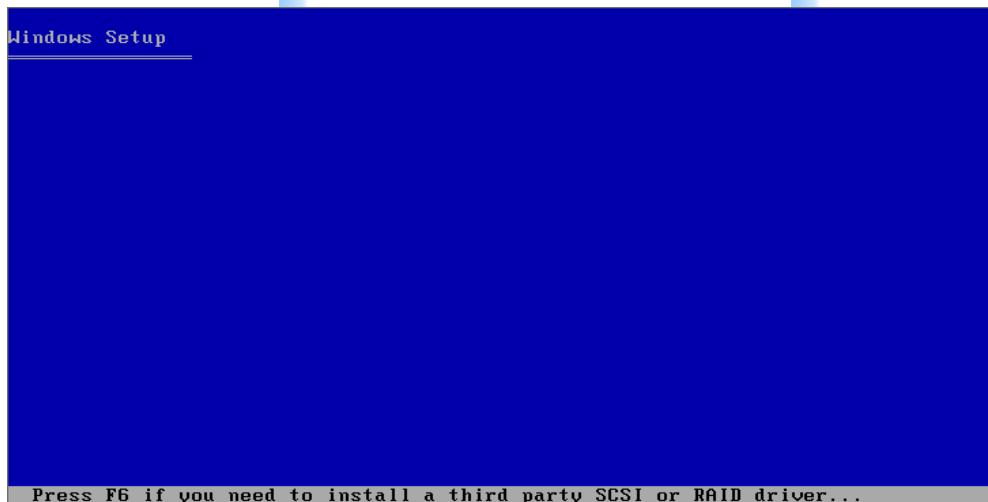
Step 1 : Prepare The Boot Sequence

Insert the windows XP cd in your cdrom and than go to the BIOS by hitting "DEL" or "F12" when your system in powering on. Go to Boot order and make sure cdrom is on the first place

Save settings and restart your computer.

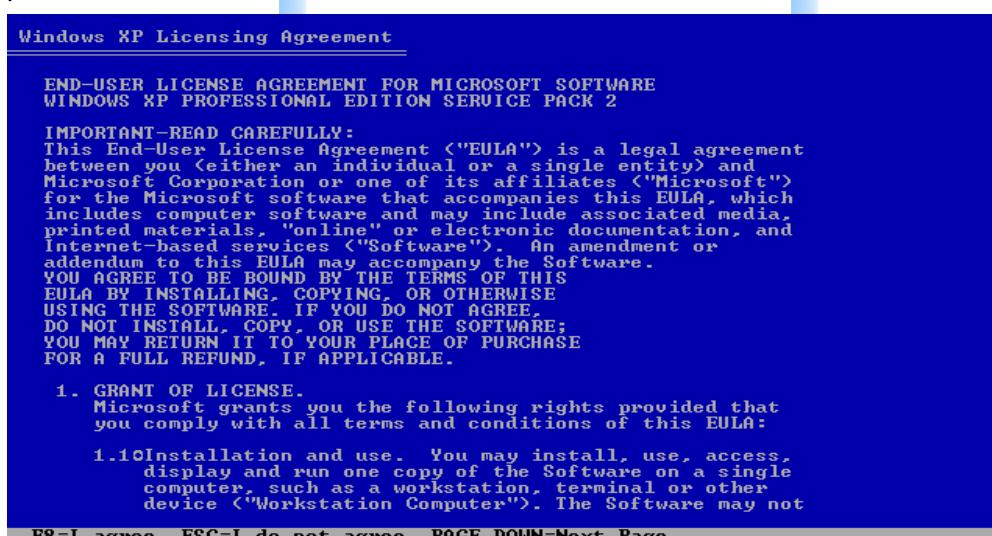
Once you have successfully booted from the CD, you will see the Windows XP "Welcome to Setup" screen. Press ENTER to begin the setup process.

Press any key to boot from CD.



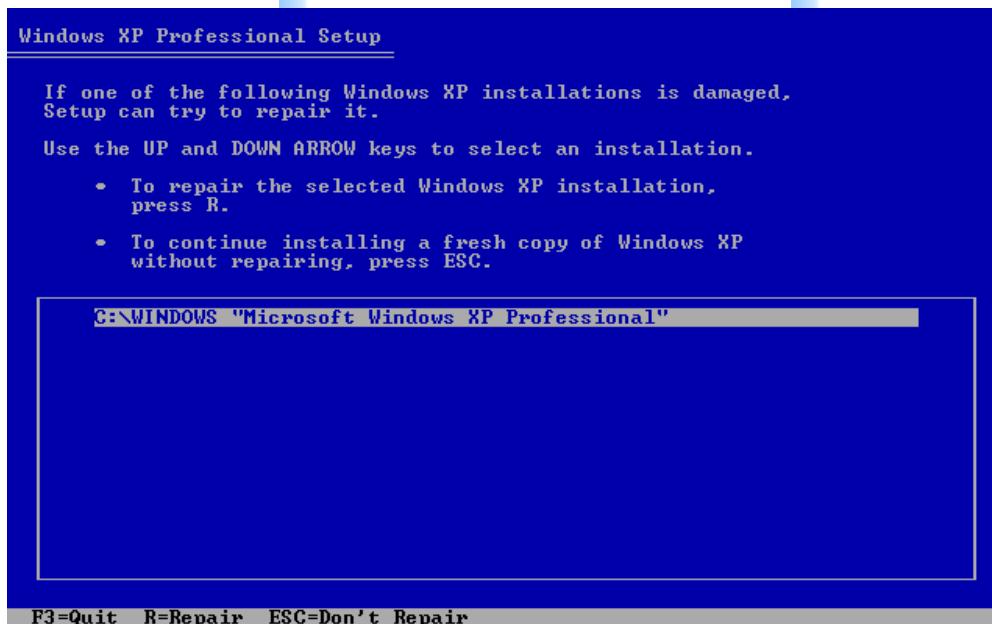
Step 2: Accept the license agreement

When you see the Windows XP license agreement press F8 to accept it and proceed.



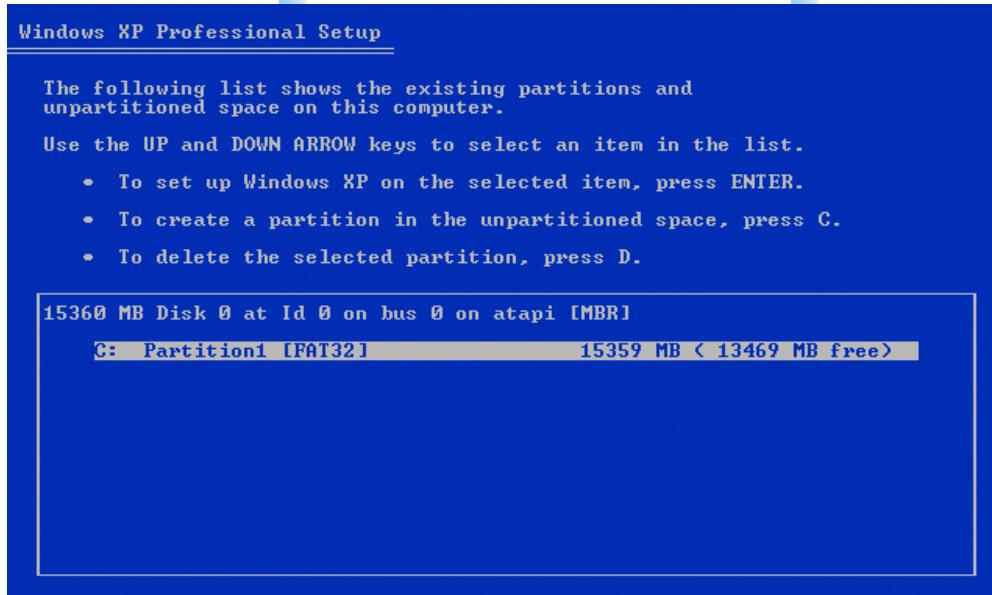
Step 3: Searching for Previous Versions of Windows XP

Setup will search for existing Windows installations. You will see the next “repair or install fresh copy” screen appear only if a Windows installation currently exists on your machine. If you’re installing on a brand-new hard drive, skip to Step 5.



Step 4: Continue Installing a Fresh Copy

Press ESC. You will be given a list of partitions available on your hard drive.

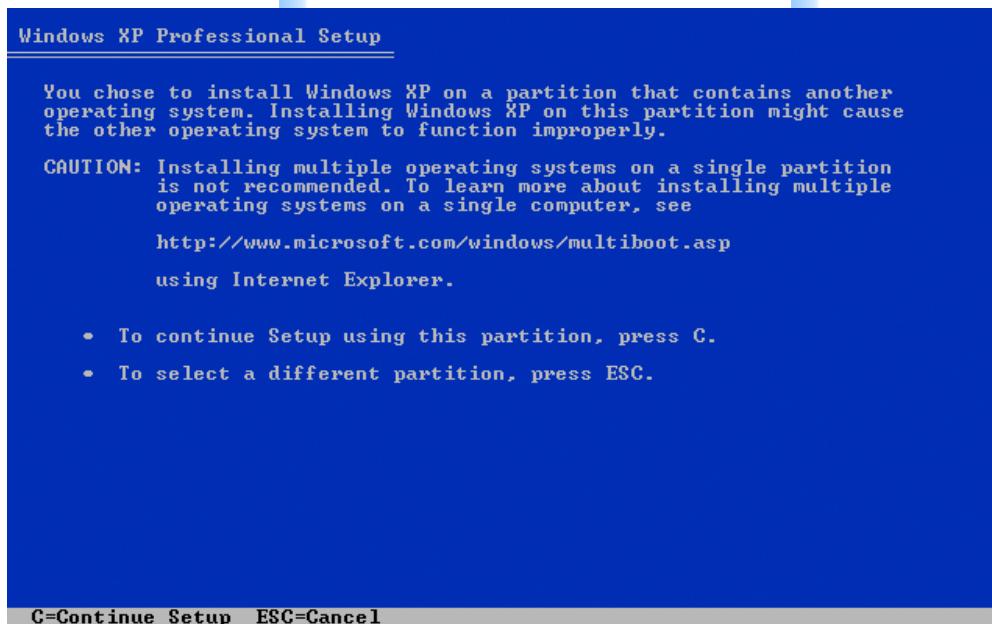


Step 5: Partitions

If there are multiple partitions on your hard drive, or you have multiple hard drives in the computer, use the UP or DOWN arrow keys to choose your install partition.

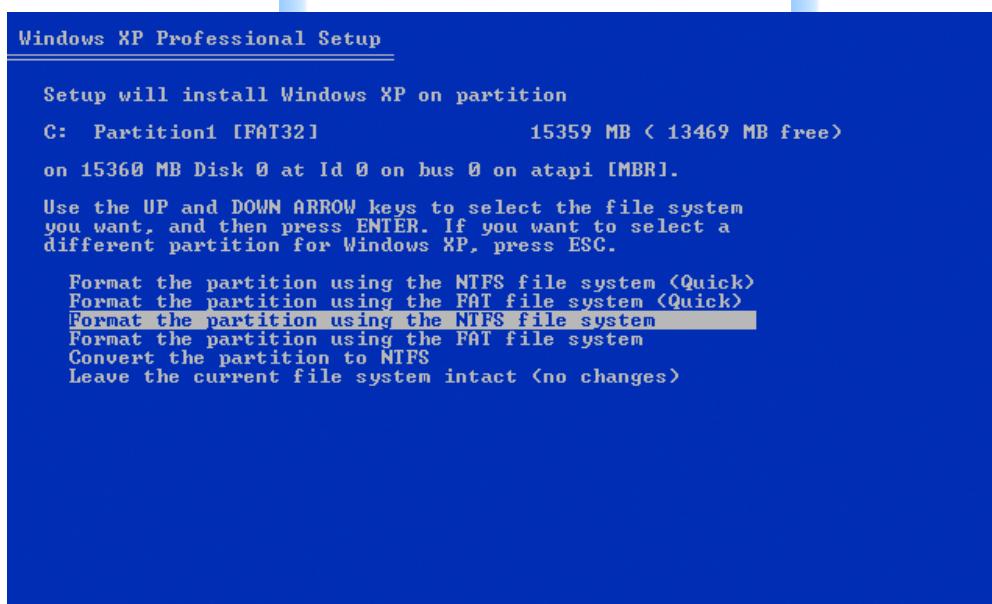
Please note that your system partition needs to be a primary partition (usually the first partition that shows up in the list), not a logical partition. The partition should be at least 10 GB in size. Make sure that all the data you need from this partition is copied elsewhere, because it will be deleted.

Once you have selected the right partition selected, press ENTER. You will see the next “you already have a system installed” screen only if you already have Windows installed on this partition. If you are installing on a brand-new hard drive, skip to Step 7.



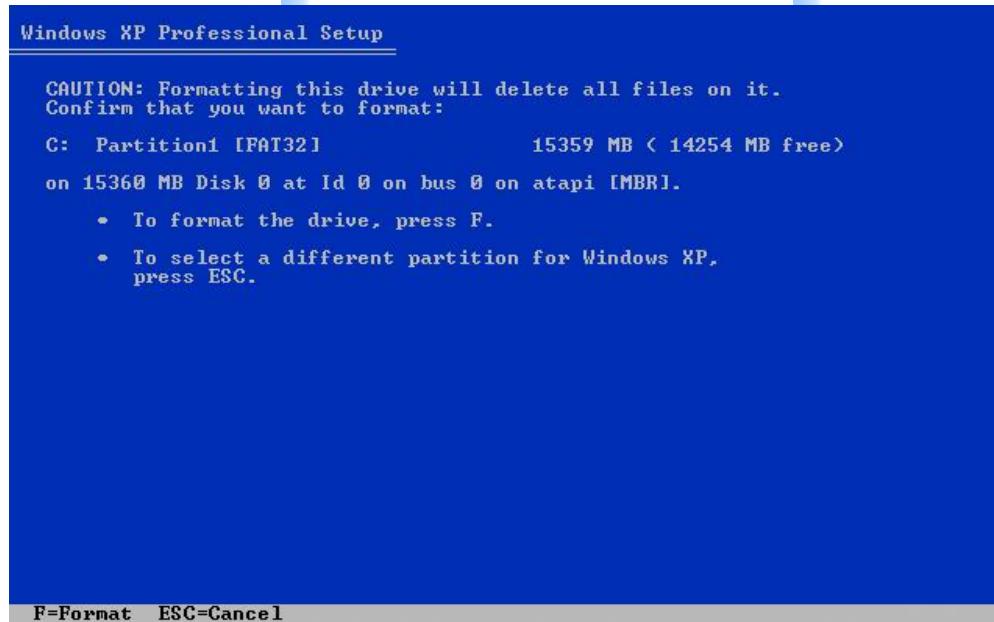
Step 6: Continue Installing On The Selected Drive

Press C to continue. You will be given a list of install options



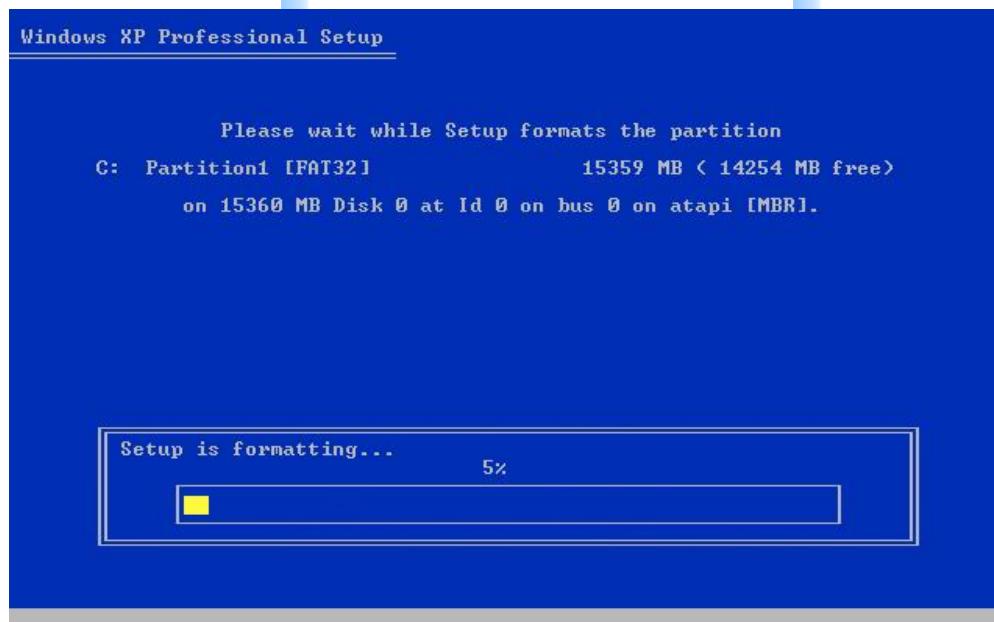
Step 7: Format The Selected Partition

Select the option to "Format the partition using the NTFS file system (quick) and press ENTER. You will receive a warning about formatting the drive unless the drive is brand-new.



Step 8: Continue With The Format

Press F to continue formatting selected partition. If you still haven't backed up, this is the last chance to backup your important data, after this step you will not be able to go back and restore your data.

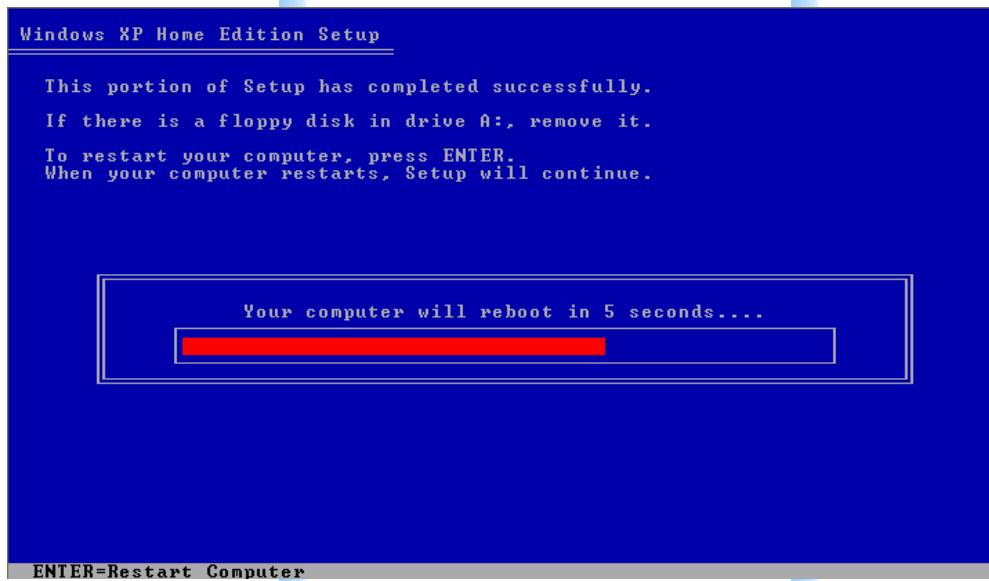


Step 9: Copying Files

After the format setup will automatically copy files and restart your computer. Go to BIOS and remove cdrom from first boot device. Start your computer.



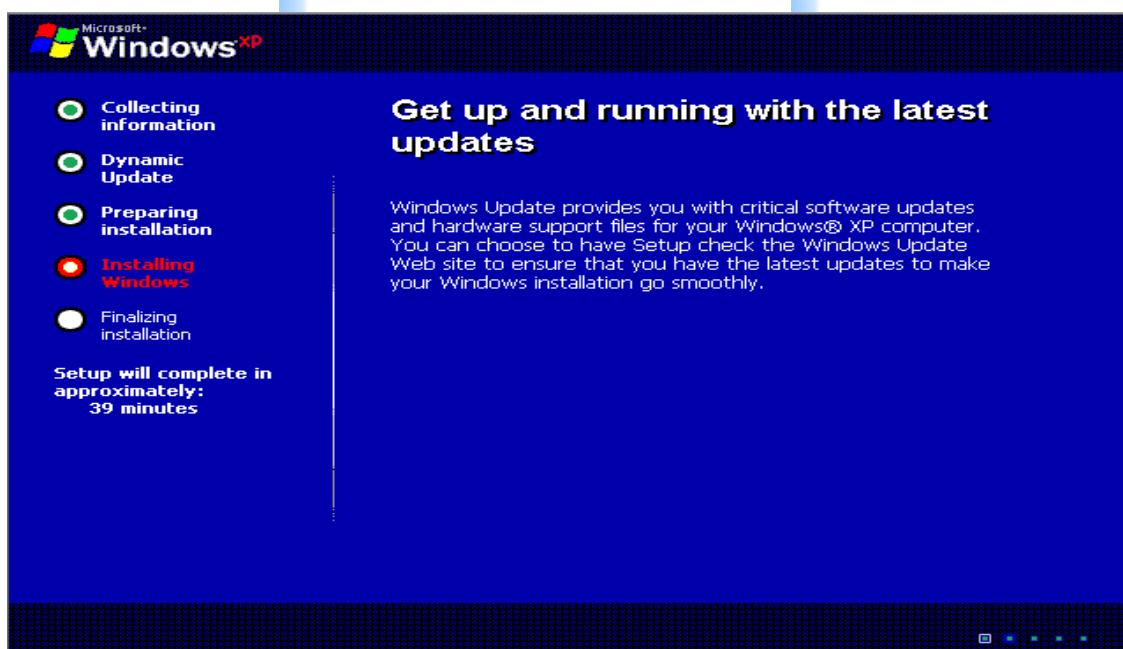
STEP 10: Setup will show a progress box and reboot when copying files is complete. When you see the "Press any Key to Reboot" do not Press any Key. If CD boots anyway, remove CD and reboot.

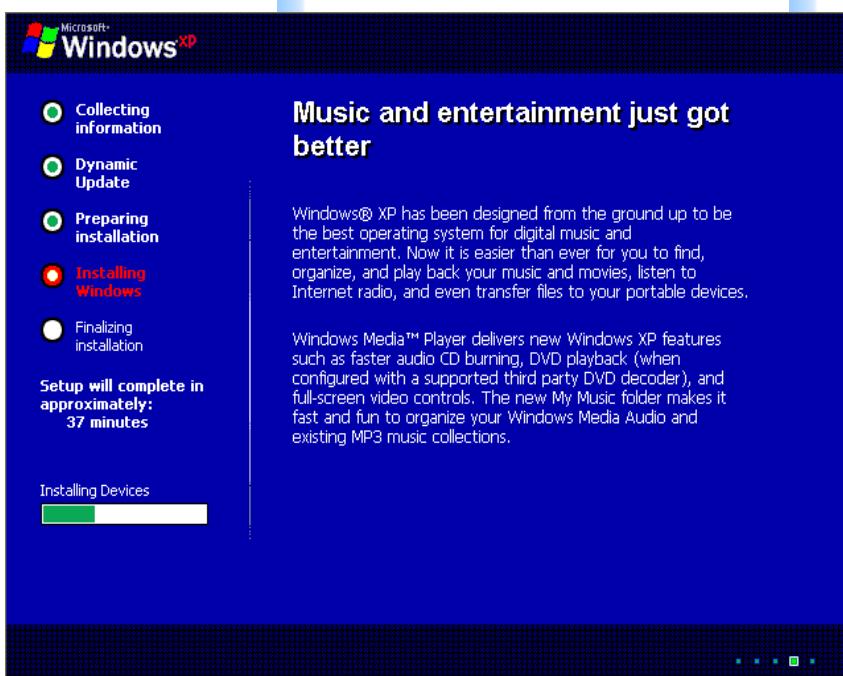
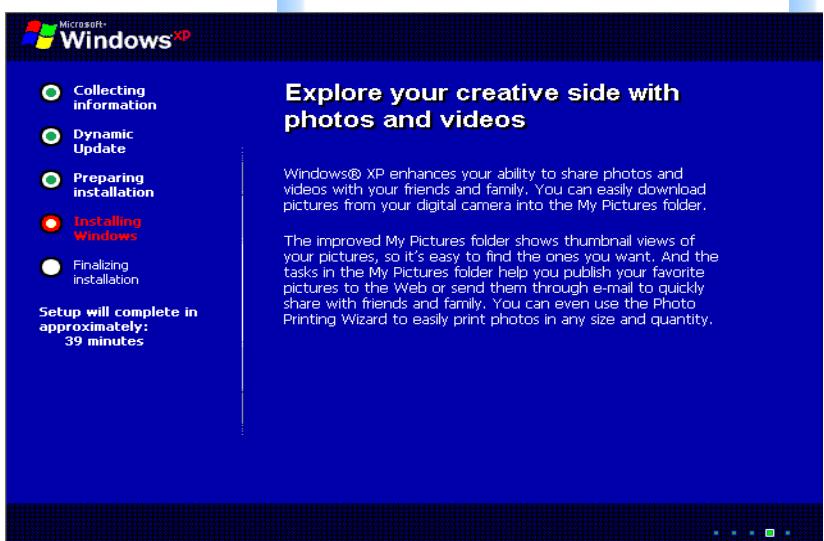


Step 11: From this point, you will follow the on screen prompts.



Step 12: If you live outside the US, you will probably need to modify the default settings.







Collecting information

Dynamic Update

Preparing installation

Installing Windows

Finalizing installation

Setup will complete in approximately:
37 minutes

Installing Devices

Windows® Movie Maker makes it easy and fun to capture, create, and share home movies

Movie Maker helps you easily create great home movies to share with friends and family and preserve your memories. With Movie Maker, you just transfer movies from your analog or digital video camera to your computer, then put your favorite clips together (and cut out the ones you don't like), add music, narration, and title slides—even still photographs. With superior compression technology, movies created with Movie Maker are small enough to easily e-mail or post to a Web site.



Collecting information

Dynamic Update

Preparing installation

Installing Windows

Finalizing installation

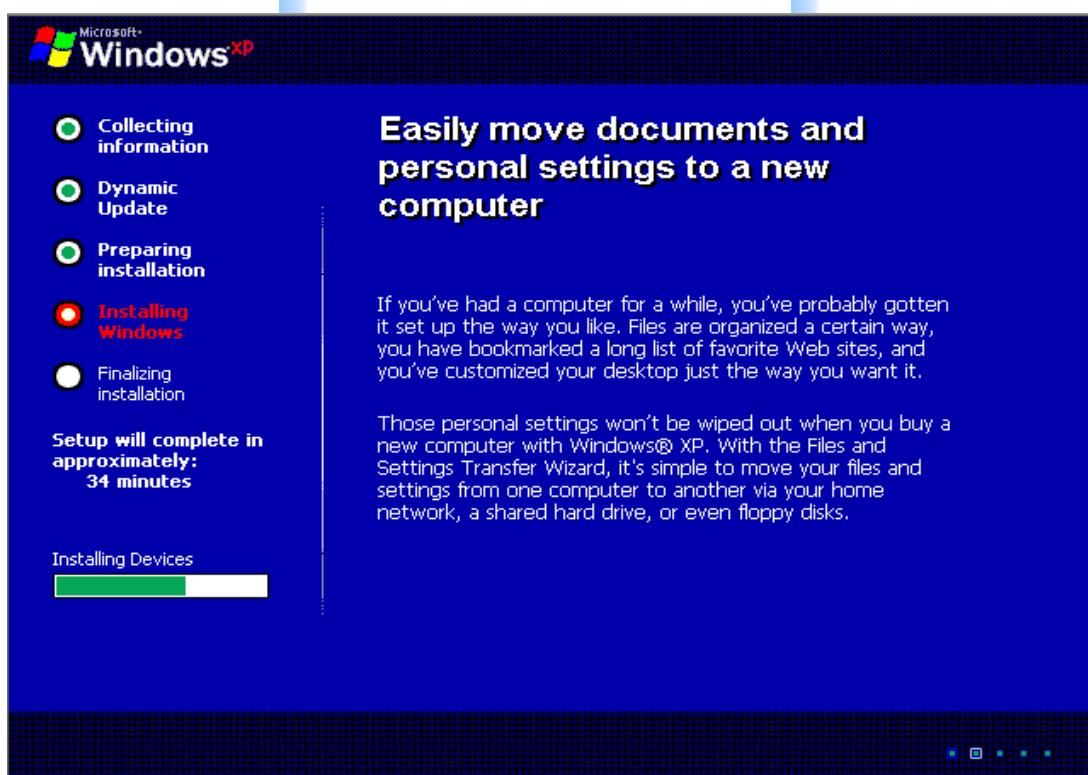
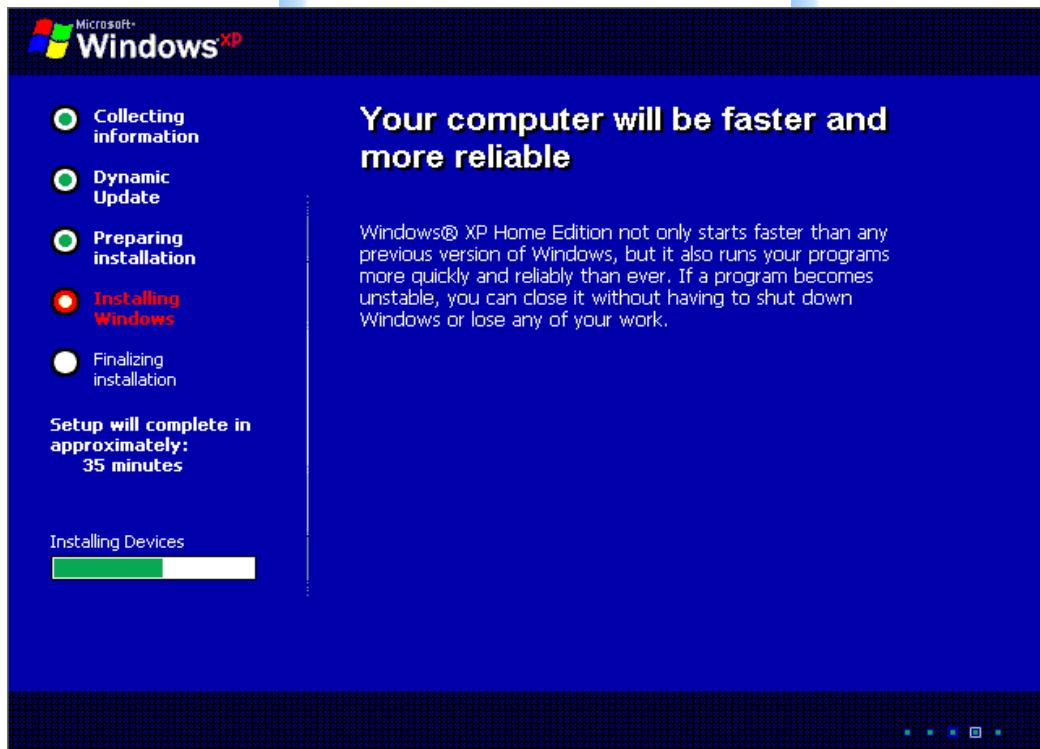
Setup will complete in approximately:
36 minutes

Installing Devices

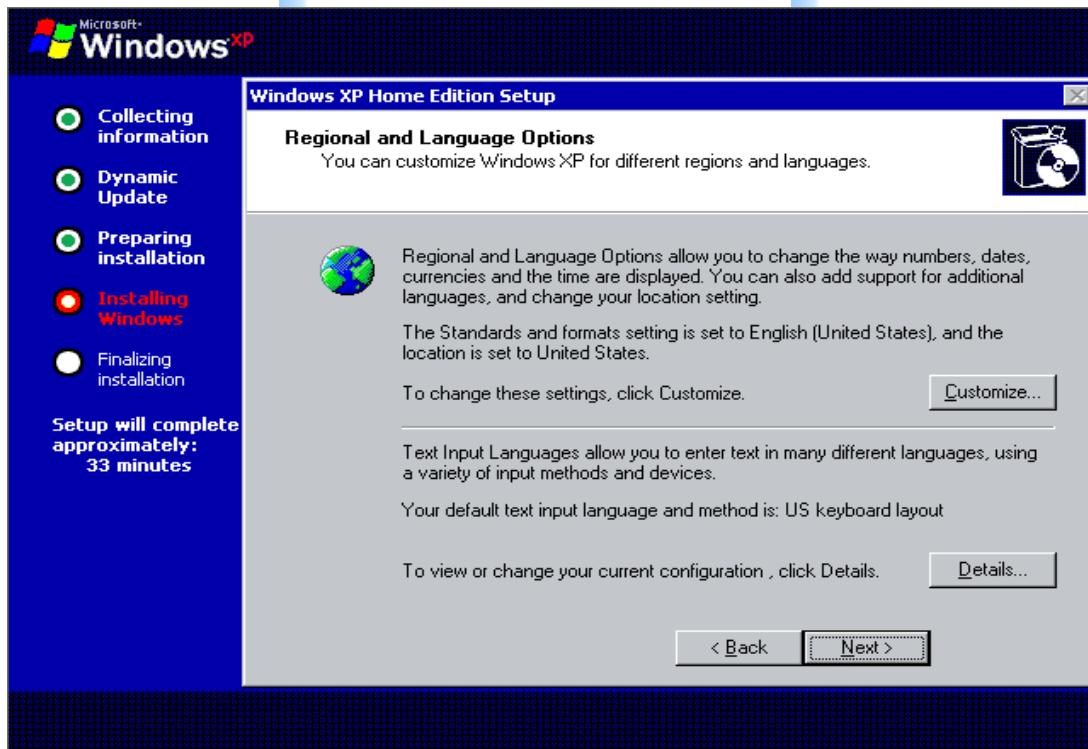
Try the easiest Windows® yet

Windows XP makes it easy to manage all of your information. We've enhanced the My Documents, My Pictures, and My Music folders to make them more useful. Now whenever you open these folders, you'll also see handy shortcuts to the most common tasks for documents, pictures, and music.

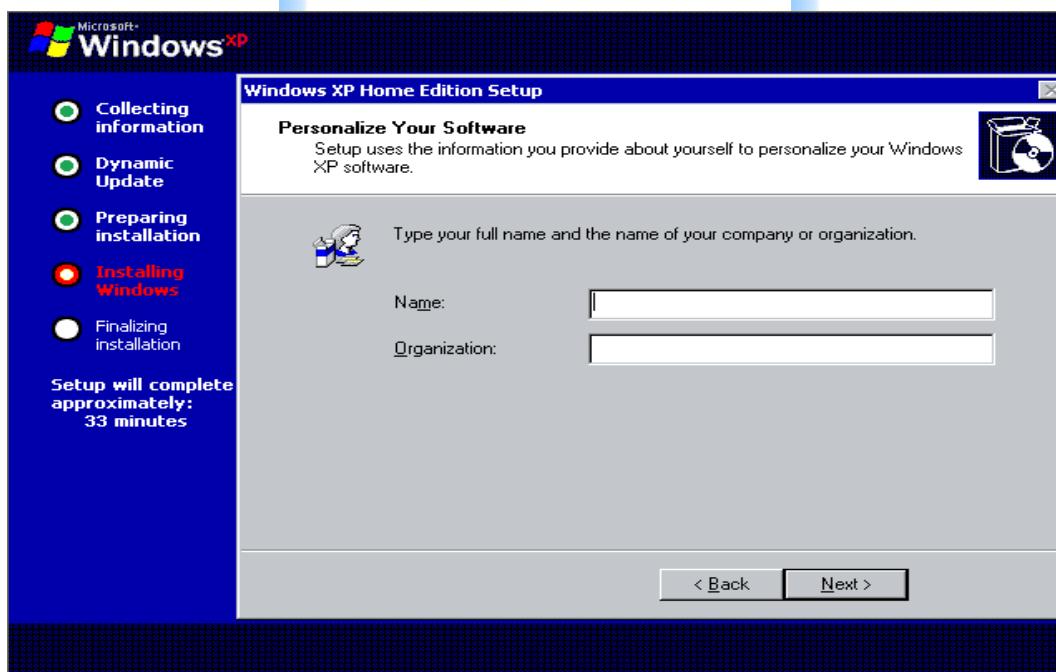
Integrated support for Web publishing means that you can put your documents on the Internet and get to them from any location.



Step 13: If you live outside the US, you will probably need to modify the default settings.



Step 14: Personalize your XP Enter your Name and Organization.



Step 15: Enter the Product Key. The Key is located on the back of the CD folder in the Retail versions, and on a holographic label with the OEM versions purchased with a piece of hardware. Write this key down and secure it in a safe place in case the

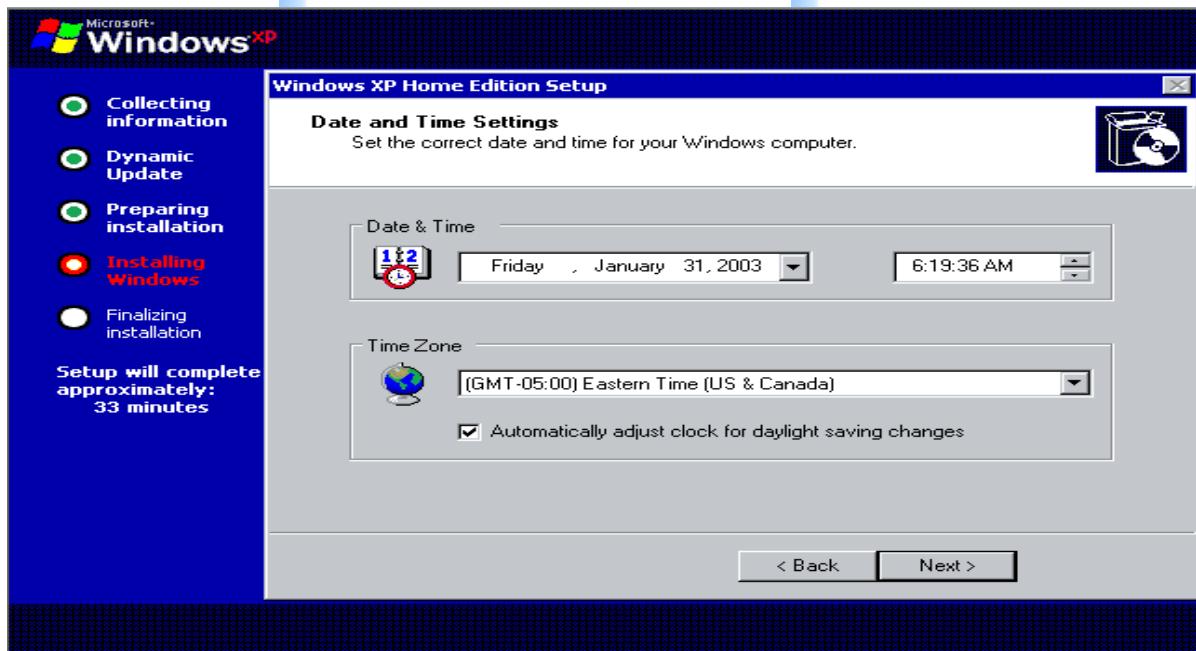
original is misplaced or destroyed through natural causes .



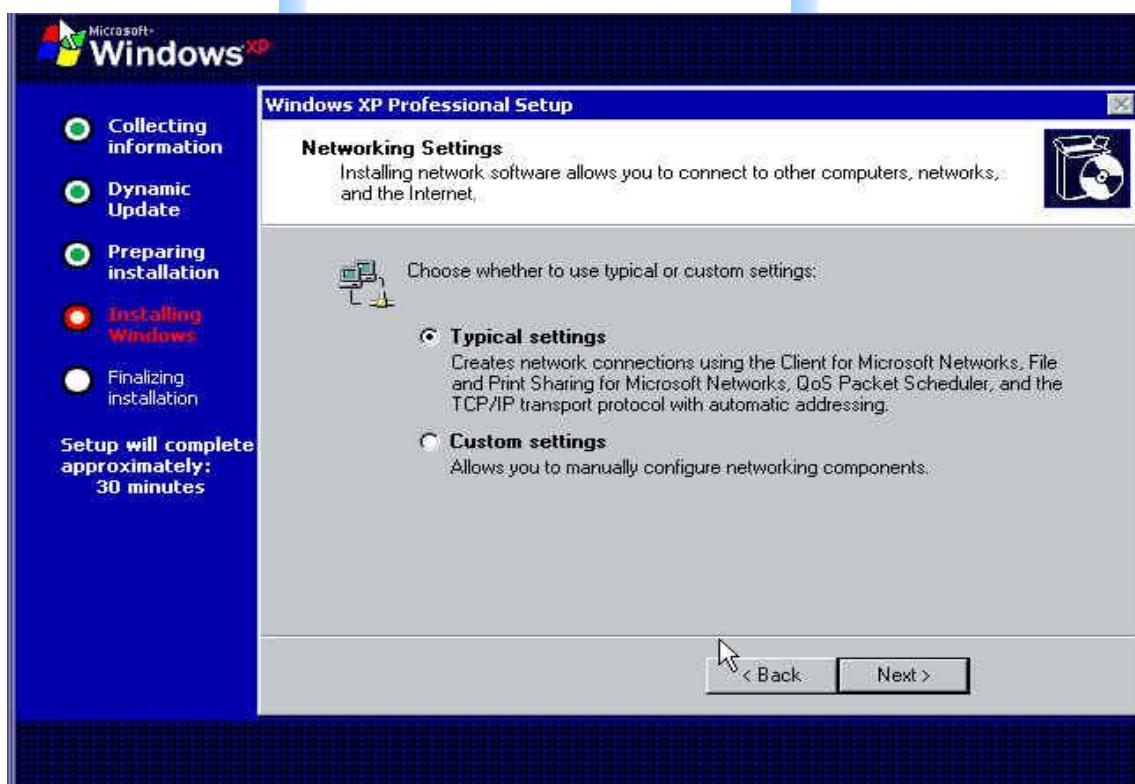
Step 16: Choose a name for the computer, this should be a unique name for the computer, especially if it is to be connected to a network. In Pro, you are given the option of creating a password or leaving it blank.



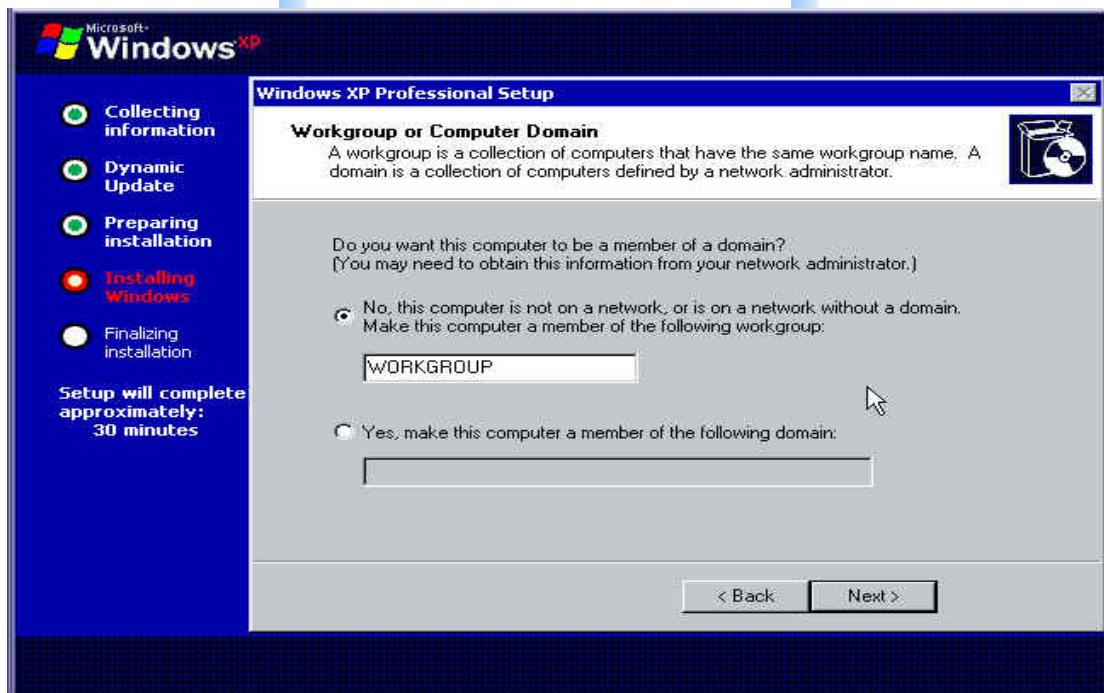
Step 17: Set your Time Zone and Time and Date.



Step 18: If detected you will have the choice to choose a typical configuration or custom. Choose typical if you are unsure.



Step 19: For home you will choose your workgroup, if a network is already established and you intend to connect to it, use the existing workgroup name, otherwise, I suggest using the default.



Step 20: For Pro, the same goes for Pro as suggested for Home, but you will have the choice to join a Domain, if you do not have a Domain or do not know leave blank.

Setup will continue and reboot when completed ignore the "Press Any Key".

The XP loading window will now display after reboot.

Viva Questions:

- 1) NTFS stands for-----?
- 2) What is the use of product key in the installation process of a software?
- 3) How many characters does a product key contain fro windows XP?
- 4) Describe different kinds of Microsoft Operating systems?
- 5) What are the pre-arrangements for installing the windows OS?

TASK-4

FEDORA Linux Installation Process:

1. LINUX BOOT OPTIONS

Actually Linux can be installed in two different modes, based on the requirement of the user.

Graphical Mode.

Text Mode.

Graphical Mode - In this you can work with Graphical Interface (i.e., it supports mouse and Icons). By clicking the icon with the mouse, you can perform related action.

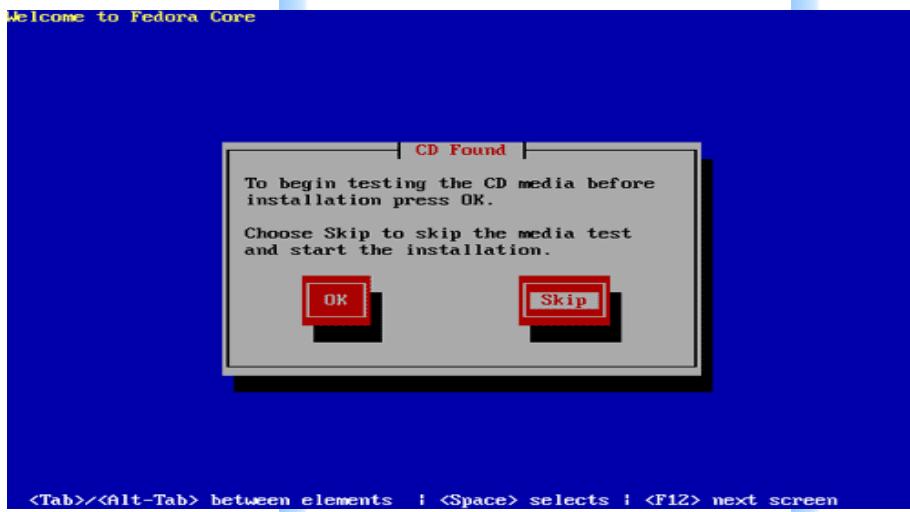
To install Linux in Graphical Mode Press Enter.



Text Mode - In this mode you have to interact with character based interface (i.e., Command prompt).

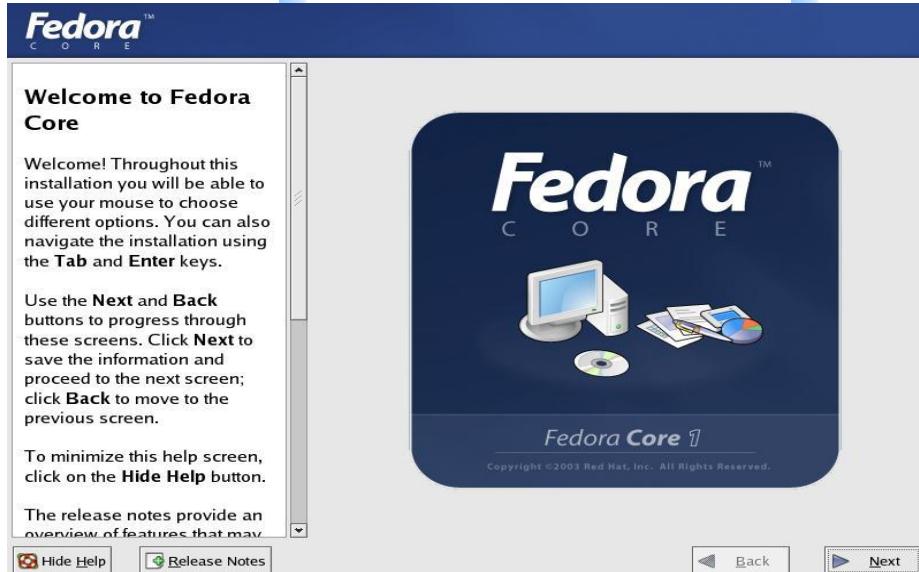
To install Linux in Text Mode Type : Linux text and Press Enter.

After selecting the mode of installation, it goes on detecting the basic input output devices and file systems. And at last it displays a screen asking whether to test the CD inserted to install or to Skip the test process. Otherwise we can test total installation CD's.



On completion of testing the CD's, it goes on loading an installation program "ANACONDA" which helps us in the installation of the remaining part.

2 WELCOME TO INSTALLATION PROCESS



It starts with the display of the welcome screen containing the online help , and four buttons to help us in the different activities in the installation process.

Hide Help>Show Help - Which helps you in guiding the installation process, which can be activated or hidden.

Release Notes - Which contain the Basic Hardware Requirements that are necessary for the installation of the Red Linux 9.0 and some other post-installation issues.

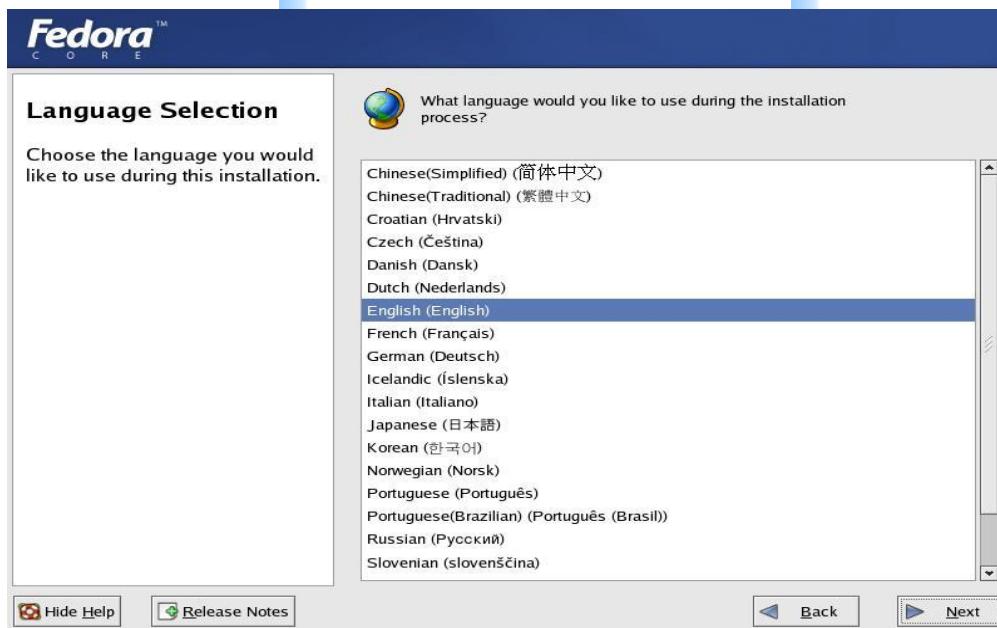
Next - This button allows you to go to next step of the installation process by the current step.

Back - This button allows you to move back of the installation process to make any changes that previously mentioned.

Action: click “Next” to move to next screen.

3. SELECTING A LANGUAGE

It displays a screen containing various languages, to select a language you would like to use during this installation process.



4. CONFIGURING KEYBOARD AND MOUSE

Here we need to select our own keyboard and mouse layouts which will help you to interactively proceed in the installation process.

At this point of time it displays you the different types of keyboard layouts. So that you can select your desired one that you would like to use for the system.

And also choose the appropriate Mouse for the system, based on the following:

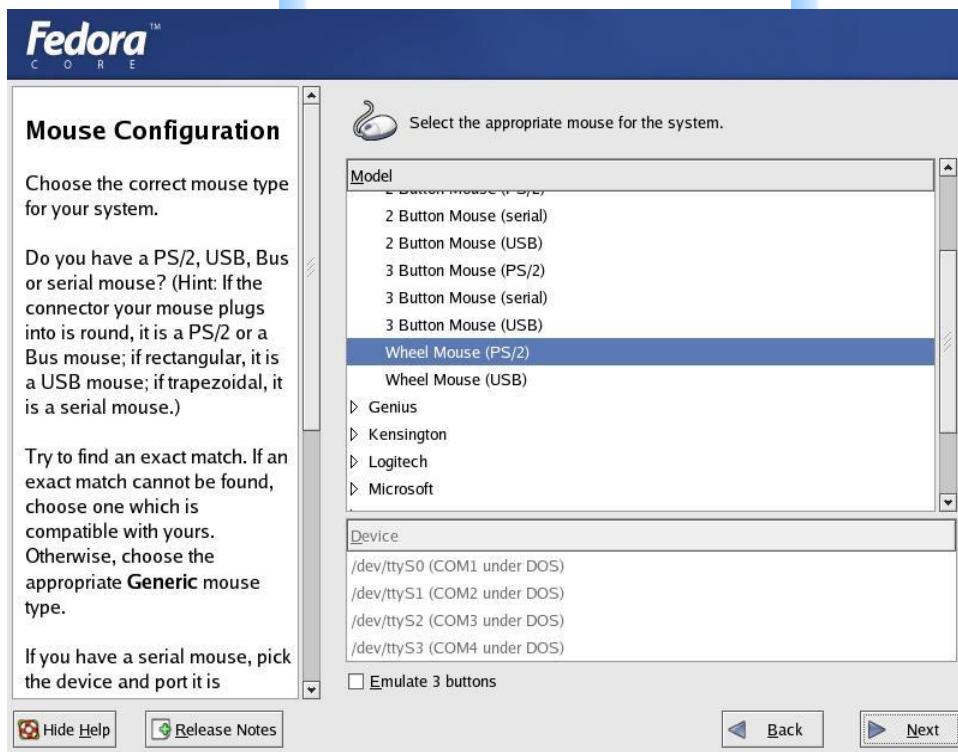
Do you have a PS/2, USB, Bus or Serial mouse?

Hint:- If the connector your mouse plugs into is Round - It is a PS/2

If the connector your mouse plugs into is Rectangular - It is a USB mouse

If the connector your mouse plugs into is Trapezoidal - It is a Serial mouse

Select the exact mouse type among the available.



5. TYPE OF INSTALLATION:

There are different installation types that are available which will enable you to select that will best meet your needs.

There are four different types of installations are there –

Personal Desktop

- You select it for personal computers or laptops, select this installation type to install a graphical desktop environment and create a system ideal for home or desktop use.

Work Station

- This option installs a graphical desktop environment with tools for software development and system administration.

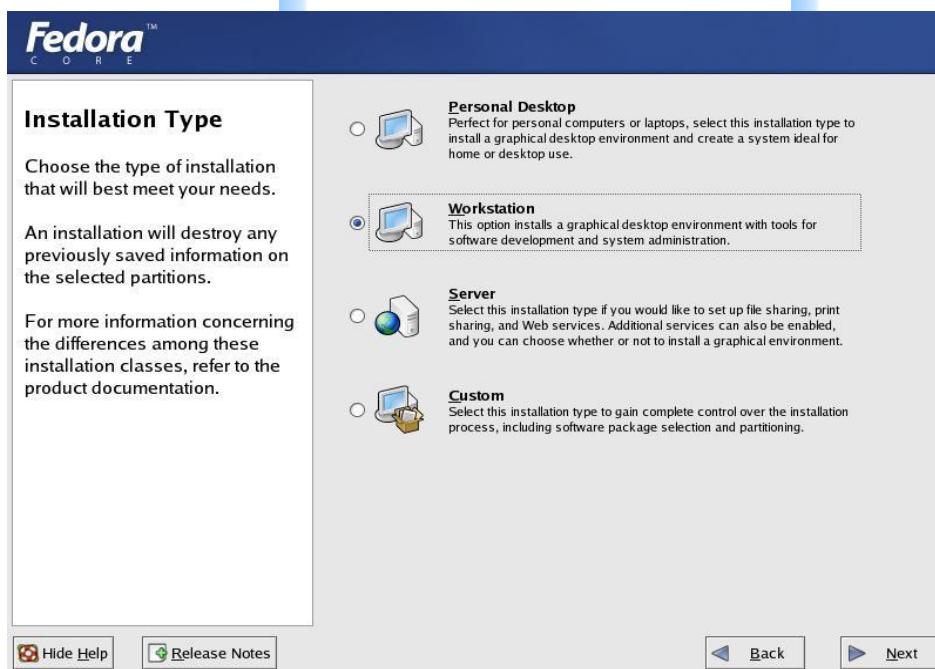
Server

- If you would like to set up file sharing, print sharing, and web services and additional services.

Custom

- Select this installation type to gain complete control over the installation process,

Including software package selection and authentication preferences.:



6. PARTITIONING THE DISK

Partitioning the disk can be done either automatically or manually.

AUTOMATIC PARTITIONING

- By selecting automatic partitioning, you will not have to use partitioning tools to assign mount points, create partitions, or allocate space for your installation. Automatic partitioning allows you to have some control concerning what data is removed from your system.

To remove only Linux partitions remove all Linux partitions on this system.

To remove all partitions on your hard drive, select remove all partitions on this system.

To retain your current data and partitions, assuming you have enough free space available on your hard disk, select Keep all partitions and use existing free space.

You can review the partitions that are automatically created using the check box Review (and modify if needed) the partitions created.

MANUAL PARTITIONING

– To partition manually, choose the Disk Druid partitioning Tool. For the manual partitioning of Linux installation you need assign disk space for the three compulsory file systems, they are /boot, /(root), swap

/boot

- This type of partition should of ext3 file system type. For this /boot partition a minimum of about 150MB is necessary.

Swap

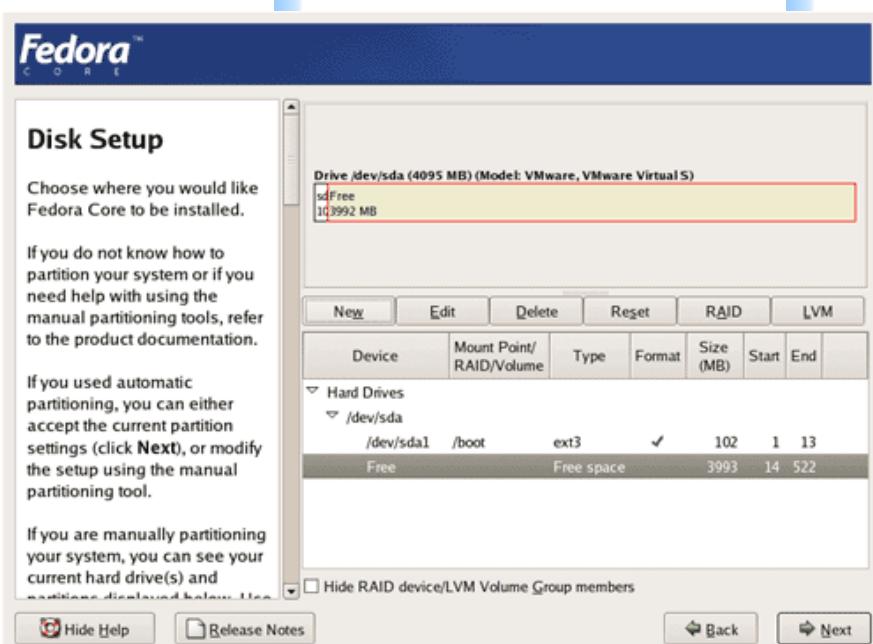
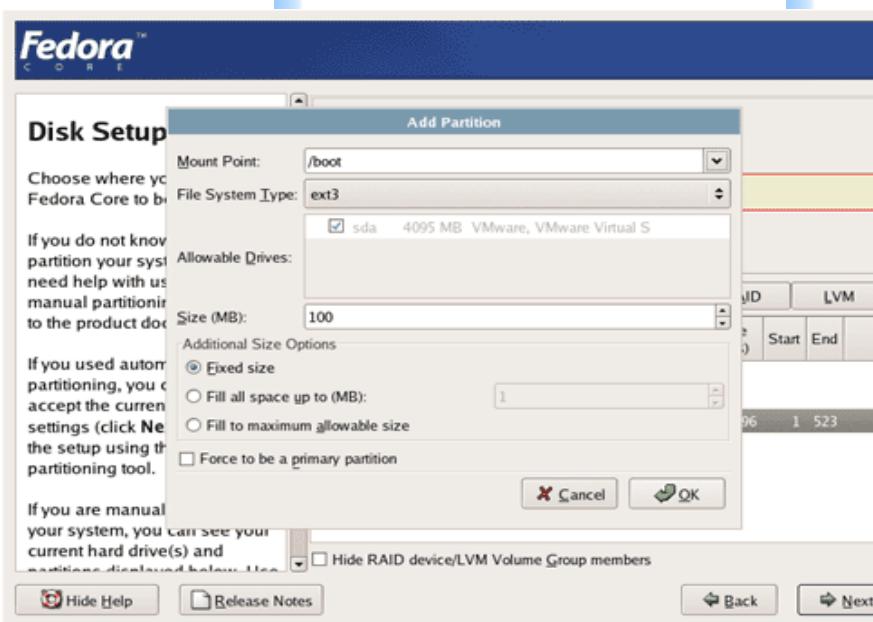
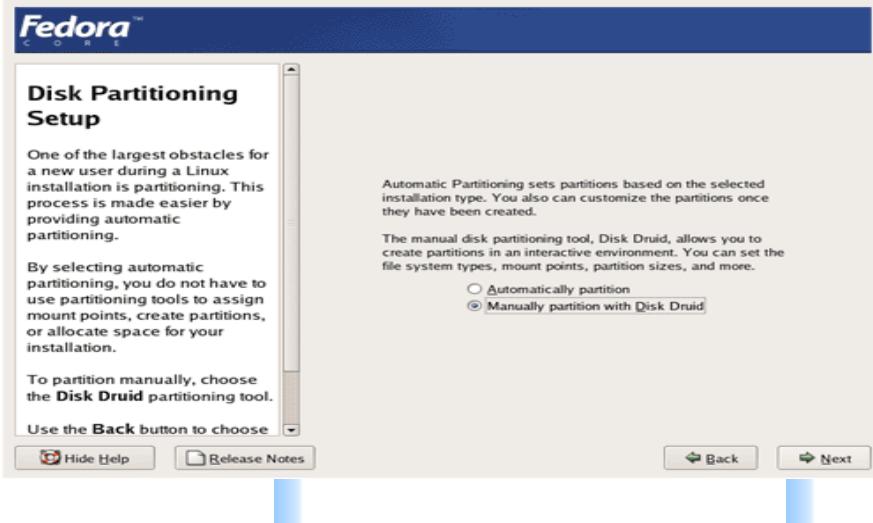
The swap partition should of swap file system type having a minimum of the double the RAM available on your system. (i.e., if, RAM is of 512MB, your swap should be a minimum of 1024MB.)

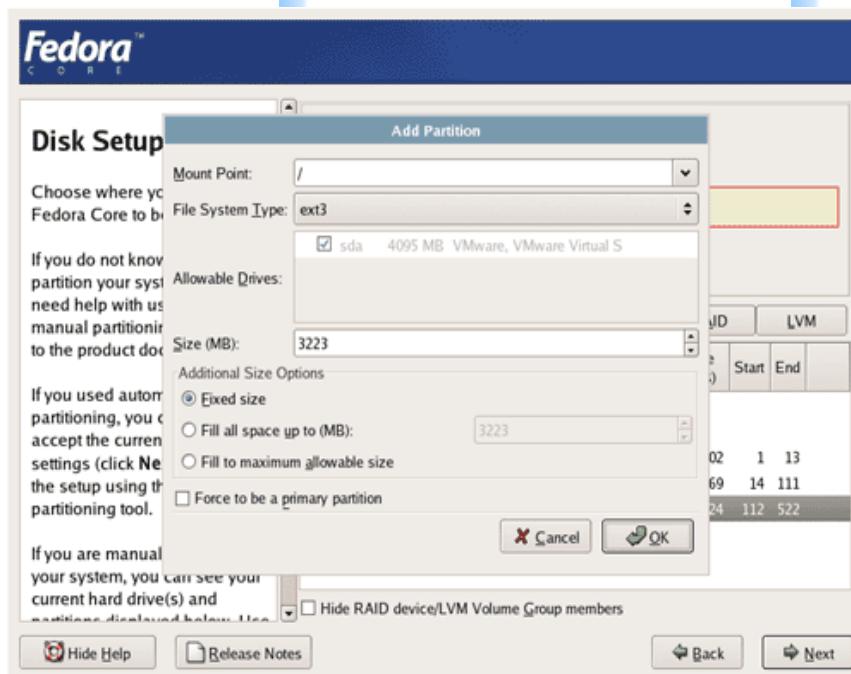
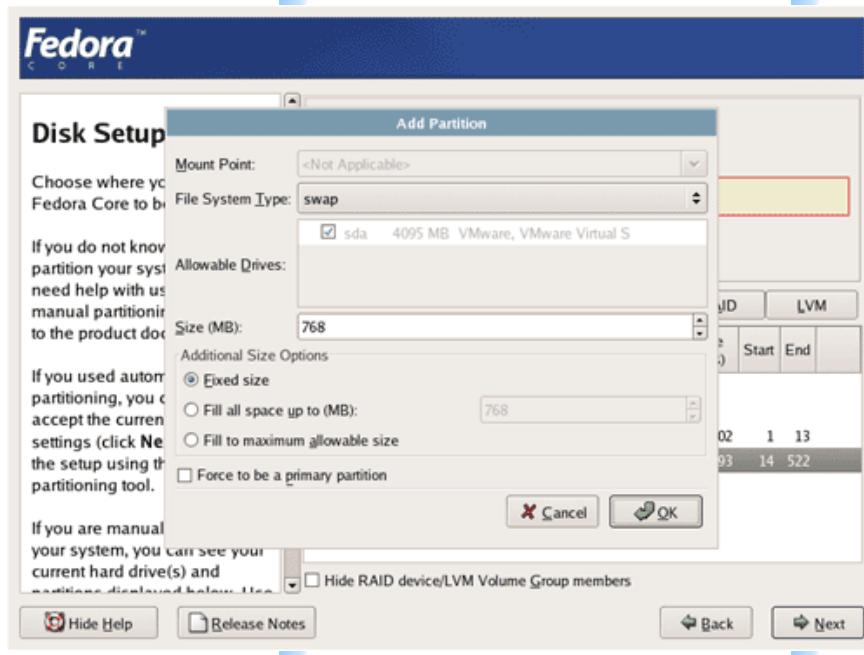
/(root) –

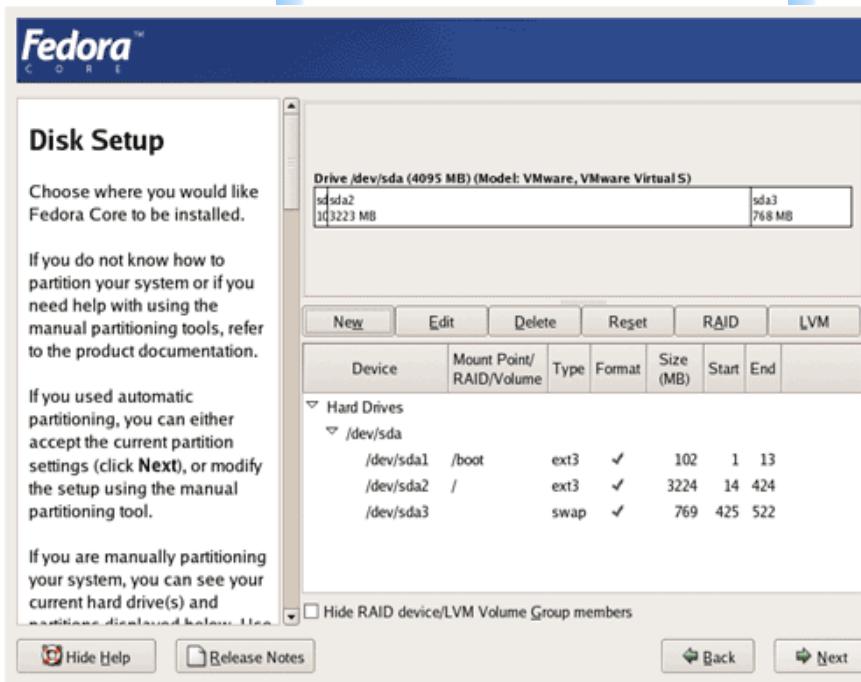
The symbol ‘/’ stands for the root. This root partition should be a minimum of 5GB. And you can also increase it based on your availability to increase your system performance.

To add a new partition Just click on the NEW button and select your mount point (i.e., directory of partition ex: /, /boot, /user, etc.,), select your file system type among the available i.e. Ext3, ext2, swap, vfat, etc.,), and you have different additional size options like Fixed Size, Fill all space up to(MB), Fill to maximum allowable size. And also you can make a partition to be primary partition and check for the bad blocks on each partition.

Now we have to partition our hard disk. You can choose to let the Fedora installer do the partitioning, or you can do it yourself. I want to create a small /boot partition (less than 100 MB) with the file system ext3, a swap partition and a huge / partition (again with ext3):







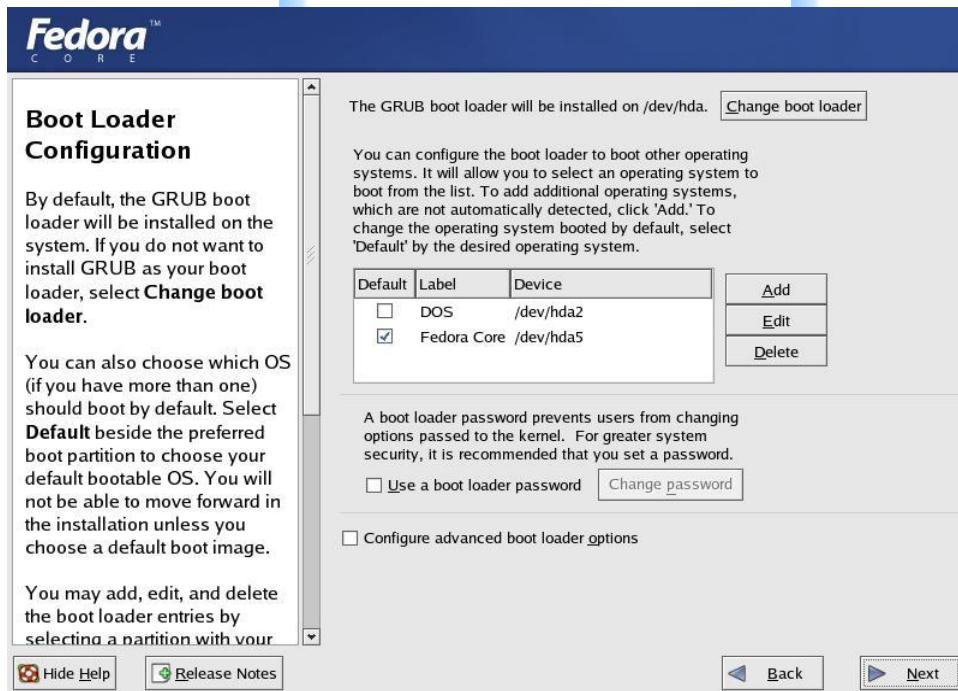
Now the boot loader GRUB will be installed. You can leave the default settings unchanged and click on Next:

7. BOOT LOADER CONFIGURATION

The GRUB boot loader will allow you to boot other operating systems. It will allow you to select an operating system to boot from the list. To add another operating system. You can also add other operating systems that are not detected automatically.

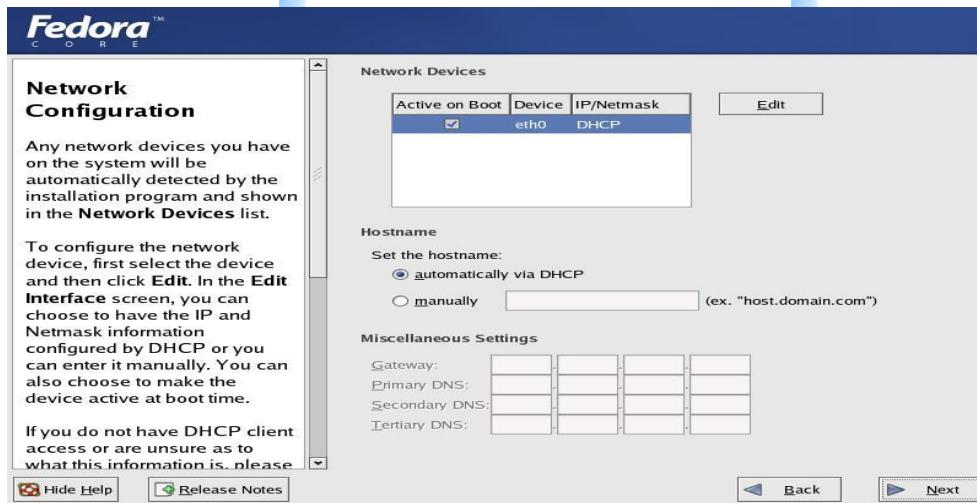
For greater system security, you can set your password for the boot loader. To avoid unauthorized changes to the system.

You can also change the type of boot loader other than GRUB, among the available like LILO. And also you can avoid to install boot loader.



8. NETWORK CONFIGURATION

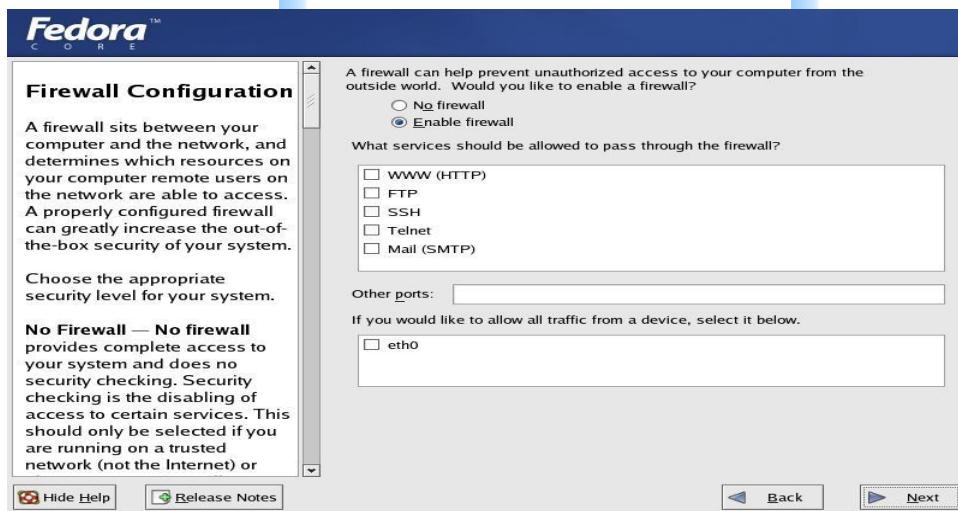
With this option you can set your Network devices manually or using DHCP (Dynamic Host Configuration Protocol) which will automatically takes default IP address, and Net mask addresses. The DHCP also set your Hostname.



9. FIREWALL CONFIGURATION

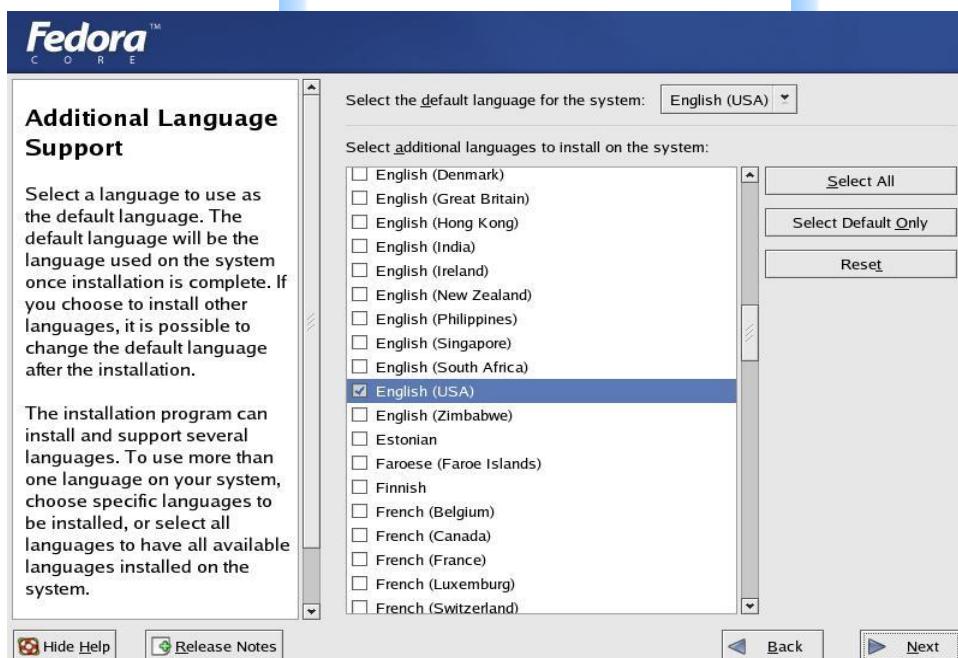
A firewall configuration is set between yours computer and network. And decides which resources of your computer are accessible by the remote users on the network. On proper configuration of firewall we can set different security levels for the system.

By using firewalls we can avoid any entrusted passage of data and also we can set our own protocol supports.



10 . ADDITIONAL LANGUAGE SUPPORT

This screen shows different additional languages for installation. These additional languages can be used to switch after installation process.



11. SELECTING A TIME ZONE

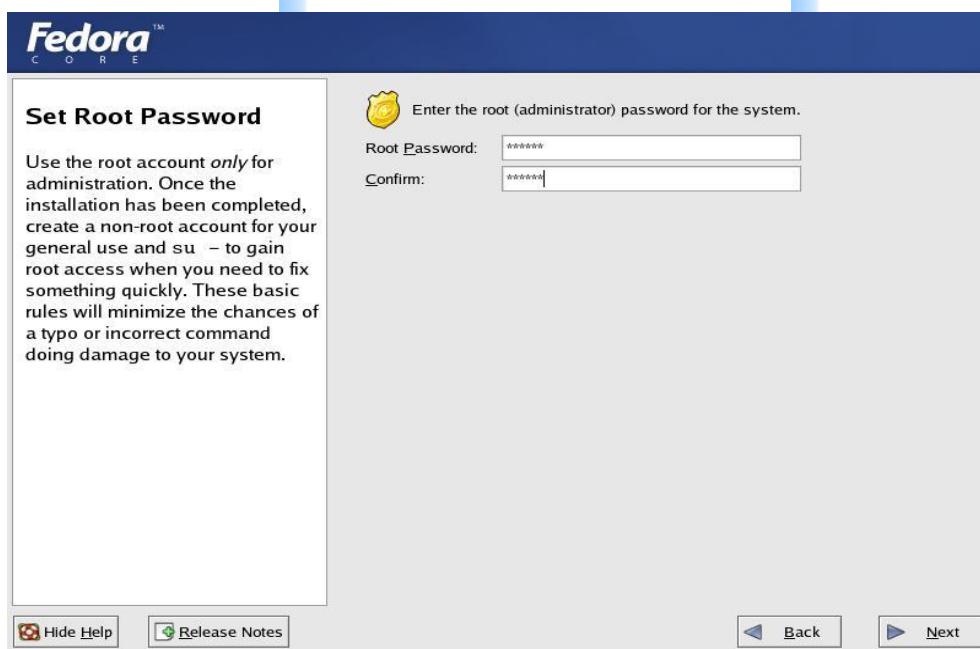
To set our time zone we can do it either by selecting computers physical location or by your time zone's offset from Universal Time, Coordinated. This screen shows two

tabs namely location and UTC Offset. First tab offers you the ability to configure by location. Second tab allows to set UTC Offset.



12. ROOT PASSWORD SETTINGS

The Root password is for avoiding any unauthorized access to Administration settings .



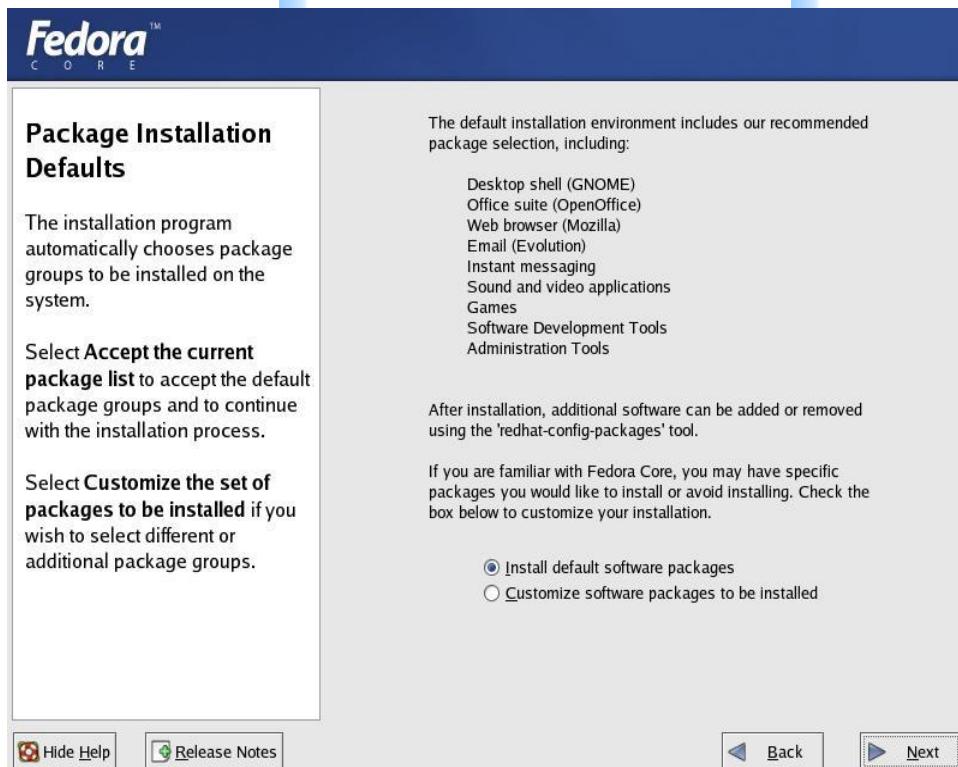
13. PERSONAL DESKTOP DEFAULTS

With this screen we can accept the default package list or we can customize the set of packages to be installed.

14. SELECTION OF PACKAGES TO INSTALL

On selecting the customized set of packages we can select our own selection of desktops, applications, servers, development tools and system tools to be installed among the available.

And also we have an option to select a minimal set of packages and all the packages that are available which will install complete set of packages(about 1400) which will require about 4850 MB of space.



15. ABOUT TO INSTALL

This is the final step to make any modifications to the installation process. Once you click the next button you cannot do any modifications.



About to Install

Caution: Once you click **Next**, the installation program will begin writing the operating system to the hard drive(s). This process cannot be undone. If you have decided not to continue with this installation, this is the last point at which you can safely abort the installation process.

To abort this installation, remove all installation media, and press your computer's Reset button or reset using **Control-Alt-Delete**.



Click next to begin installation of Fedora Core.

A complete log of the installation can be found in the file '/root/install.log' after rebooting your system.

A kickstart file containing the installation options selected can be found in the file '/root/anaconda-ks.cfg' after rebooting the system.



About to Install

Caution: Once you click **Next**, the installation program will begin writing the operating system to the hard drive(s). This process cannot be undone. If you have decided not to continue with this installation, this is the last point at which you can safely abort the installation process.

To abort this installation, remove all installation media, and press your computer's Reset button or reset using **Control-Alt-Delete**.

Required Install Media

The software you have selected to install will require the following CDs:

Fedora Core 1 CD #1
Fedora Core 1 CD #2

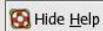
Please have these ready before proceeding with the installation. If you need to abort the installation and reboot please select "Reboot".



Click next to begin installation of Fedora Core.

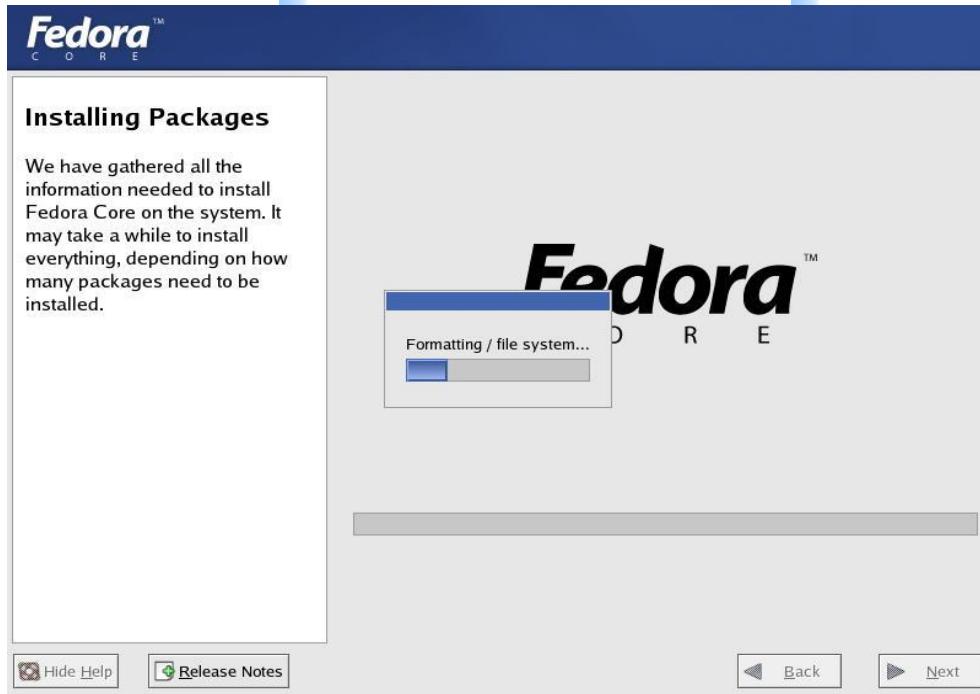
A complete log of the installation can be found in the file '/root/install.log' after rebooting your system.

A kickstart file containing the installation options selected can be found in the file '/root/anaconda-ks.cfg' after rebooting the system.



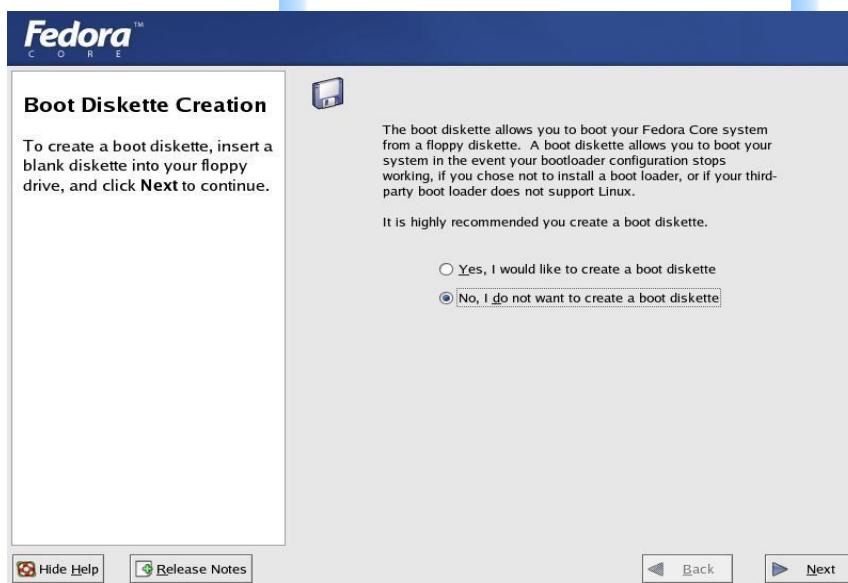
16. INSTALLING THE PACKAGES

First it formats the file systems and copies the files to our hard disk to continue installation. Then there starts the installing of packages which may take up to several minutes of time during which we need to insert next two CD ROMs to complete the installation process.



17. CREATING A BOOT DISK

Here the prompts you to create a Linux boot disk on your choice for your further requirement.



18. CONFIGURING YOUR DISPLAY

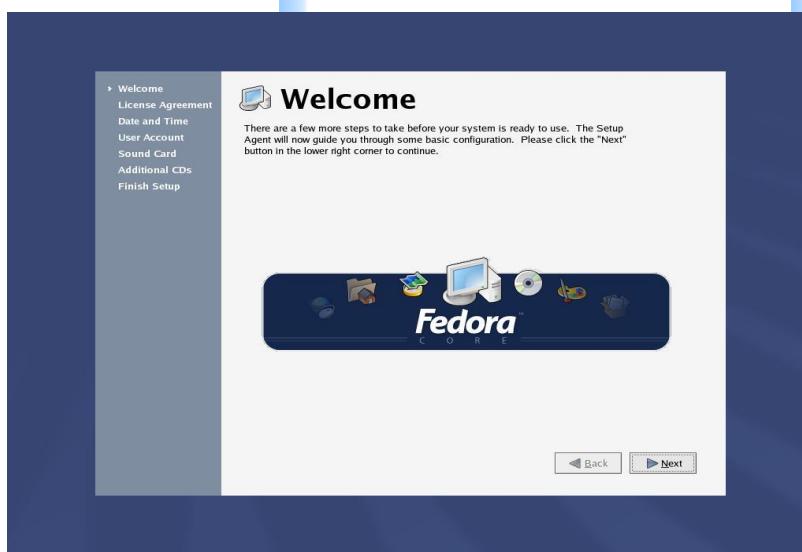
At this stage you need to select your video card type and monitor configuration and also you restore to the original values.

19. END OF INSTALLATION PROCESS At the end of the installation process it will remove all the media that is used by the installation. And reboots your system again.

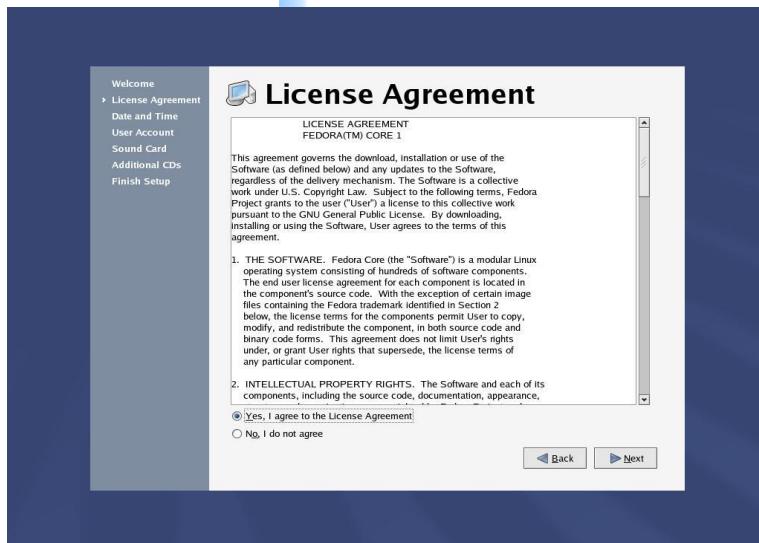


After the Installation:

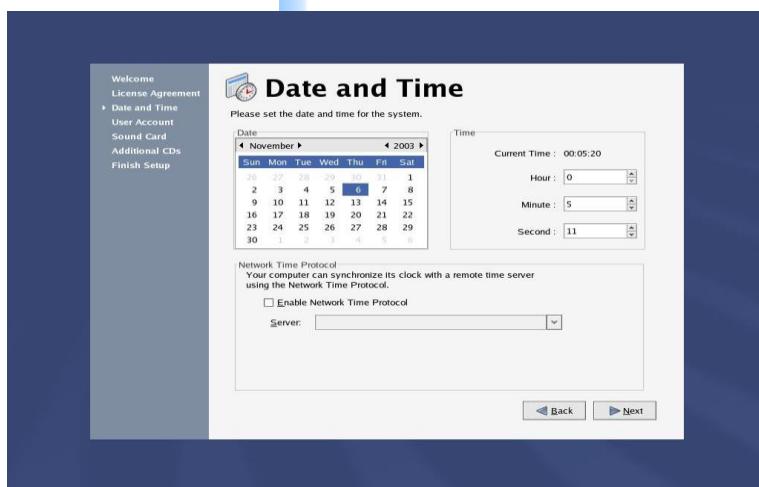
After the installation your computer will reboot and you will go through a simple configuration procedure to get your computer ready for use. It includes such things as setting the time, setting the password for the "root" user, and creating other user accounts.



Click Next:



Click Next:



Click Next:



Click Next:



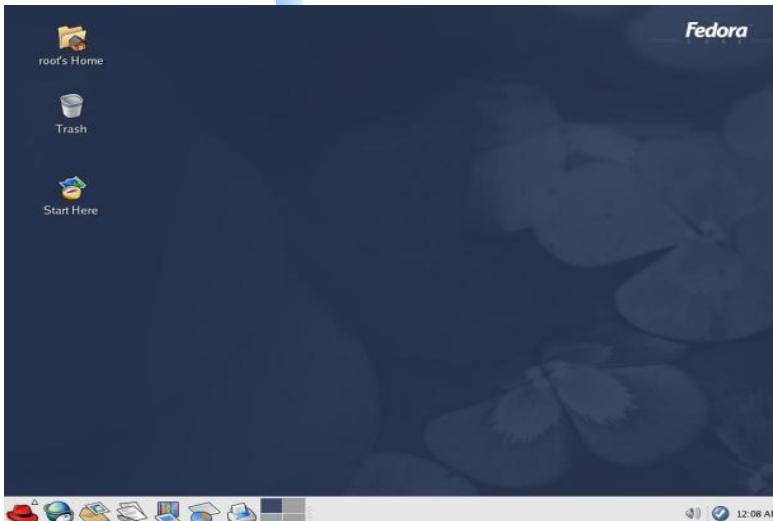
Click Next:



Click Next:



Out-Of-The-Box Experience:



Note: All of the following assumes that you used the defaults during installation of Fedora Core. If you picked different defaults then you might not have pieces like XMMS (an audio player like Win Amp) already installed and you'll need to add those as you go along. It doesn't really hurt anything; it will just add a few extra steps here and there.

Many of the tools you are likely to need for everyday use come with Fedora Core but you might not recognize them if you are more familiar with Windows tools. For example, Mozilla is the most commonly used browser under Linux. It takes the place of Microsoft's Internet Explorer (IE) and in my opinion does a much better job than IE does. Here's a quick table listing some common equivalences:

Internet Explorer	Mozilla
Adobe Photoshop	The GIMP
Adobe Acrobat Reader	GPDF
Win Amp	XMMS
Microsoft Outlook	Ximian Evolution
Microsoft Word	Open Office Writer
Microsoft PowerPoint	Open Office Impress
WinZip	File Roller
Notepad	gedit
ICQ/AIM/MSN Messenger/Trillian	Gaim
Audio grabber	Sound Juicer

As time goes by I hope to talk about all of these applications and provide screenshots and some basic information for each one, in the meantime though I've singled out

just a few for further attention. Click on the links to see more information on each one.

Filling In the Gaps:

As a long time Windows user there are certain pieces of software and certain capabilities that I really expect to have. For example, I expect to be able to view and interact with the same multimedia elements as my Windows counterparts. Music files (.MP3, .WAV, and .OGG), video files in various formats (.WMV, .MPG, .MOV, .RM, .AVI), video discs (VCD, SVCD, DVD), etc. are all things you can hardly go three clicks on the Internet without stumbling across. I need to be able to view/listen to all of them.

The following software addresses many of those needs and installation of it is really really simple. In fact it is easier than installing similar software on Windows usually is. To get to that level of ease does take a couple of steps though so you will want to read the sections below entitled

[A Word About Permissions](#) and [Software Installation Made Easy](#) eventually to add the Apt and Synaptic software to your machine. In the meantime, first read about some of the software that Apt and Synaptic can get for you.

Viva Questions:

- 1) Give the advantages of Linux over other OS?
- 2) What do you mean by open source OS?
- 3) What are the commands used to make disk partitioning manually in Linux OS?
- 4) What do you mean by dual boot systems?
- 5) Which type of file systems are required to install hard disk at the time of installation of Linux OS?

TASK 5:

Several mini tasks would be that covers Basic commands in Linux and Basic system administration in Linux which includes: Basic Linux commands in Bash, create hard and symbolic links, text processing, using wild cards.

AIM: To learn basic Linux commands.

/	Root directory
/bin	Essential commands
/boot	Boot loader files , Linux kernel
/dev	Device files
/etc	System configuration files
/home	User home directories
/lib	Shared libraries , kernel modules
/mnt	Usual mount files for local , remote file system
/opt	Ad- on software packages
/proc	Kernel information, process control
/root	Superuser directory
/sbin	System commands directory
/tmp	Temporary files
/usr	Secondary software file directory
/var	Variable data directory

To edit a file-\$vi

i-for insert mode, character you type will show up as text

x-for deleting a character

3x-for deleting 3 consecutive characters

a-for appending characters

[esc}-to get into command mode

u-to undo the most recent change

U-to undo all the changes made to the line

p-to put the contents of the recent buffer back to where the cursor is

press [esc]-wq to write the file to disk and quit

press [esc]-q! to quit without writing the file to disk

1 or space bar or right arrow – To move right one character

h or ctrl+h or left arrow-To move left one character

j or ctrl+j or ctrl+n or down arrow –To move down one line

k or ctrl+p or up arrow- To move up one line
 0-To move to the top of the line
 \$- To move to the end of the current line
 + or RETURN – To move to the beginning of the next line
 . – To move to the beginning of the previous line
 CTRL+f – move forward one full screen
 Ctrl+d – move forward one half screen
 Ctrl+b – move back one full screen
 Ctrl+u – move back one half screen
 G-move to the end of the file
 R b – replace the current character with b
 3rd-replace 3 characters with b
 /look-search forward for the first occurrence of look
 //repeat search
 n-repeat search
 N-reverse search direction
 ?look-search backward for the first occurrence of look

Wild cards:

Wild cards are a shell feature that makes the command line much more powerful than any GUI file managers.

Wild card	Matches		
*	0 or more characters		
?	Exactly one character		
[abcde]	Exactly one character listed		
[a-e]	Exactly one character in the given range		
[!abcde]	Any character that is not listed		
[!a-e]	Any character that is not in the given range		
{debian,linux}	Exactly one entire word in the options given		
s.no	Command name	description	example
1	Date	Display or set the linux system time	\$date
2	Ls	Viewing linux file system	\$ls
3	Tree	Show the root or base directory lay out, along sub directories	\$tree
4	Man	Display the manual pages	\$man
5	Cat	Outputs contents of file name to display	\$cat

6	Mv	Moves specific files/directories to specific files/directories	\$mv file(s)/dir(s) files(s)?dir(s)
7	Cp	Copies one file and creates another file	\$cp file 1 file 2
8	Rm	Deletes file	\$rm file
9	Grep	Searching through file and displays lines containing matching string	\$grep string files(s)
10	Mkdir	Creates an empty directory	\$mkdir dirname
11	Rmdir	Deletes directory(if empty)	\$rm dir dirname
12	Ps	Displays quick list of process	\$ps
13	Pwd	Displays the path of current directory	\$pwd
14	Clear	Clears all text and leave you with the and prompt at the top of the window	\$clear
15	Head	Display the first few Lines of a file	\$head-line count file name
16	Tail	Display the last few lines of a file	\$tail-line count file name
17	Wc	Count number of lines/words /characters in a file	\$wc file name
18	Who	List users currentlyloggedin	\$who

Viva Questions:

- 1) What are the default directories in the Linux operating systems?
- 2) Is command used for?
- 3) What are the various directory commands in Linux?
- 4) How can you search a file for key words in Linux?
- 5) What is the function of 'cat' and 'clear' command?

TASK 6:

Identify the problem in PC which does not boot due to improper assembly or defective peripherals, fix it to get the computer back to working condition.

AIM: Hardware troubleshooting

Troubleshoot:-

1. If you hit the power button & nothing happened.
 - Check all power connections.
 - Check for power on mother board.
2. If the system turns on but does not beep or begin to boot up.
 - Remove all components except motherboard/ cpu / mother check by giving power to them

Computer error beeps codes:

No beep: short, no power, bad CPU/ MD, loose peripherals.

One beep: everything is normal & computer posted tax.

Two beeps: post / CMOS error.

One long beep One short beep: Motherboard problem.

One long beep two short beep: video problem.

One long beep 3 short beeps: video problem.

3 long beeps: keyboard error.

Repeated long beep: memory error.

Continuous high- low beeps: CPU overheating **Experiment no: 1**

Basic troubleshooting:

Sometimes things do not work exactly as planned at this point. Sometimes the system will not power on at all. Sometimes it will power on, but you get no video. Sometimes you will get beep codes. Sometimes you hear the fans, but the rest of the PC just sits there and does nothing. If things didn't go according to plan, troubleshoot the system. Walk mentally through the boot process and check all hardware as it goes. Think like the computer thinks, if you know what I mean. Here is a list of some of the more common problems.

1. The power does not even turn on. This sometimes happens on ATX machines and it usually tracks down to the fact that the power switch is not properly connected to the motherboard or it is not connected at all. Find the power switch lead and make sure it is connected to the motherboard. It's a possibility that simply reversing the lead will do the trick. If this is the not the

case, then make sure the motherboard is not grounded somehow. Make sure that the board is not touching the case (this is what the spacers are for). Make sure that none of the screws that hold the board in place is touching anything metal or any of the electrical pathways on the motherboard. If you have any doubt on this, you can remove each screw one at a time and place a washer on them. You do not need to remove the motherboard to do this.

2. The PC boots, but it is giving beep codes. This is actually better than having to track everything down on your own, because at least the PC is giving you a hint as to what is wrong. You can also use the PC Mechanic Beep Codes E-book available on the PC Mechanic CD to track it down for other BIOS versions. Often, these beep codes will not tell you exactly what the problem is, but will point you at the trouble device. This information will then get you pointed in the correct direction.
3. The fans come on, but you get no video or beeps. Sometimes, this is because some key component may not be plugged in well or may not be operational. Check the memory modules and the processor to be sure they are firmly installed. You might want to make sure the processor is actually working. One way that I have used to see if a processor is working is to remove or unplug the CPU fan and place your fingers on the CPU to see if it heats up real fast. If it does, its OK and don't let it run this way for long. If it remains at room temperature for awhile, then there is no juice going through the processor and it may need replacing. The keyboard doesn't seem to work. This one doesn't happen too often, but if it does, your two trouble sources will be the keyboard itself or the keyboard controller on the motherboard. Hope it isn't the second one.

Viva Questions:

- 1) Define trouble shooting?
- 2) Mention a few problems associated with Modem.
- 3) What is the function of a modem?
- 4) What are the different key board problems?
- 5) Give the preventive measures for better computer utilization?

TASK 7:

Identify the malfunctioning CPU due to system software problems. Fix the problem to get the computer back to working condition.

AIM: Software troubleshooting

PROCEDURE:

Error messages encountered during boot before Windows loads

Ensure that your computer BIOS settings are correctly configured to the hardware that is installed in your computer

Error messages while windows loading

- 1.If you have recently installed or changed something that could have caused normal windows to stop loading , try loading the last known good configuration
- 2.If you are unable to get into Normal windows and believe that removing or uninstalling a program or changing a setting may help enable you to get into windows , boot the computer into windows XP safe mode
- 3.If your computer has worked fine in the past but recently has been experiencing the issue you are encountering run the system restore option to restore the computer to an earlier date

Other error messages that occur while windows is loading or after windows is loaded

- 1.If error occur but windows still loads , verify no issues or conflict exists in device manager
- 2.Ensure that if programs are loading automatically that these errors are not associated with these programs
- 3.Make sure Windows XP is up to date by checking Microsoft windows update page
- 4.If your computer has virus protection installed make sure that it is up to date and that no virus are being detected
5. If your computer has worked fine in the past but recently has been experiencing the issue you are encountering run the system restore option to restore the computer to an earlier date

Software Troubleshooting:

BIOS SETUP & DISK FORMATTING

What Is BIOS?

BIOS is an acronym for *Basic Input Output System*.

Why BIOS?

To run any system, there must be default settings so that the system can load those settings when it is started or restarted. For a computer system the basic I/O settings and boot process details are necessary to start a system.

All these default, predefined settings will be loaded in the BIOS and whenever we start the system, these settings will be loaded.

How to view BIOS?

Whenever we start the system, we can enter into the BIOS Setup Utility by pressing *Del Key*. Sometimes an *F1* or *F8* key has to be instead of *DEL* key, depending on the type of BIOS.

When we enter in to this utility we get these following menus/services, depending upon our mother board.

In main Menu, we can view the details such as BIOS Version, Processor Type, and Speed, RAM Size and the system bus speed and memory speed.

We can change the settings like language system time and date. We can even change the hyper threading facility if the processor supports this technology.

We must be very careful when we change these settings otherwise it may cause our system to malfunction.

Here, we can change the settings of PCI devices, Floppy Drives configuration and chipset, USB peripheral devices and even monitoring the Hardware.

Security

We can set the supervisor password, to restrict unauthorized users to enter the BIOS setup utility.

User password can also be set to restrict the unauthorized persons to boot or use the system.

How to type a Password?

We can even set the Chassis Intrusion to protect the system devices from removing the components of the system.

Power

The power settings protect the system from power failures by configuring the ACPI.

For example, after power failure we can stay off the system or Power on the system or else we can even make the system to restore its previous state by selecting the appropriate options.

Boot

Silent boot : If this option is enabled it displays only the OEM logo and in the background POST(Power on Self Test) completes. If this is disabled, instead of LOGO, we can view POST messages

Rapid BIOS Boot: By enabling this option it will decrease the time needed to boot the system by skipping some unnecessary tests.

Here, we can also set the boot sequence from the available devices by selecting *Boot Device Priority*.

We can even view the Hard Drives and any removable devices and attached to the system.

Exit

By selecting the appropriate options we can exit from the BIOS setup like exiting the setup by saving or discarding the changes or even by loading optimal or default values.

Viva questions:

- 1) Define a software
- 2) What are the general software problems we encounter?
- 3) Define virus
- 4) What is the minimum free space required?
- 5) What are the reasons for slow running ?

TASK 9:

Orientation & Connectivity Boot Camp: Students should get connected to their Local Area Network and access the Internet. In the process they configure the TCP/IP setting. Finally students should demonstrate, to the instructor, how to access the websites and email. If there is no internet connectivity preparations need to be made by the instructors to simulate the WWW on the LAN

PURPOSE: To learn Local Area Network and access the Internet. In the process they configure the TCP/IP setting. Finally students should demonstrate, to the instructor, how to access the websites and email

THEORY:

The internet is a world wide, publicly network of interconnected computer networks

LOCAL AREA NETWORK:

LANs are privately owned networks with in a single building or campus of up to few kilometers in size.

WIDE AREA NETWORK:

A WAN is a network that connects computers across a large geographic area such as a city or country

TCP/IP (Transmission Control Protocol/Internet Protocol):

Collection of methods used to connect servers on the internet and to exchange data.

HTML (Hyper Text Markup Language):

The coding used to control the look of documents on the web

HTTP (Hyper Text Transfer Protocol):

Part of a URL that identifies the location as one that uses HTML

IP(Internet Protocol):

A format for contents and addresses of packets of information sent over the internet

IP ADDRESS:

An identifier for a computer or device on a TCP/IP network

SEARCH ENGINE:

A program that searches documents located on the Internet for keywords or phrases entered by a person browsing the net.

Internet Connection requirements:

- TCP/IP protocol
- Client Software
- ISP Account

Means of communication to the net

- telephone Modem

- Ethernet
- ISDN(Integrated Services Digital Network)
- DSL(Digital Subscriber Line)
- Satellite.

PROCEDURE:

1. Go to **start→control Panel**
2. open **Network Connections**
3. Click **create a new connection** and then click **next**
4. The new connection wizard window opens , click **next** to continue
5. Choose one of the options in the next dialog box
6. Choose one of the three options in the next dialog box
 - If you do not have an internet account click **choose from a list of ISPs** and then click **next**
 - If you have an account click **Set up my connection manually**
 - If you have a CD from the ISP click **use the CD I got from an ISP** and then click **next**
7. Follow the next steps ad per the option you selected.

Viva Questions:

- 1) Define internet
- 2) What do you mean by network?
- 3) Define a web browser
- 4) What are the different types of web browsers?
- 5) What are the advantages and disadvantages of an email?

TASK 10:

Web Browsers, Surfing the Web: Students customize their web browsers with the LAN proxy settings, bookmarks, search toolbars and pop up blockers.

Also, plug-ins like Macromedia Flash and JRE for applets should be configured

PURPOSE: To learn to surf the web

THEORY:

- Web browser provides the means to the searching and also helps to download the web content.
- Web browsers support most of the famous Internet Protocols like HTTP, FTP.
- Common file formats a browser accepts are HTML
- Well known browsers natively support a variety of other formats in addition to HTML such as JPEG,PNG,GIF image formats
- Different web browsers available in the market are:
 - ✓ Silversmith
 - ✓ Mosaic
 - ✓ Netscape
 - ✓ Mozilla
 - ✓ Opera
 - ✓ Lynx
 - ✓ Safari

Bookmark:

Each web browser is built-in with the support of Internet Bookmarks which serve as a named anchor – primarily to URLs. The primary Purpose of this book mark is to easily catalog and access web pages that the web browser user has visited or plans to visit, without having to navigate the web to get there.

Pop-up Blockers:

Pop-ups are a form of online advertising on the WWW intended to attract the attention of the users. These pop ups are hosted on the web sites which are frequently visited by the netizens. These pop ups are activated when these web sites open a new web browser window and thereby displaying the advertisements.

Plug-ins:

A plug-in is a software component program that interacts with a main application to provide a better integration of the media. The basic difference between application programs and plug-ins is that multimedia files are launched in a separate window whereas in plug-ins multimedia play in the browser window.

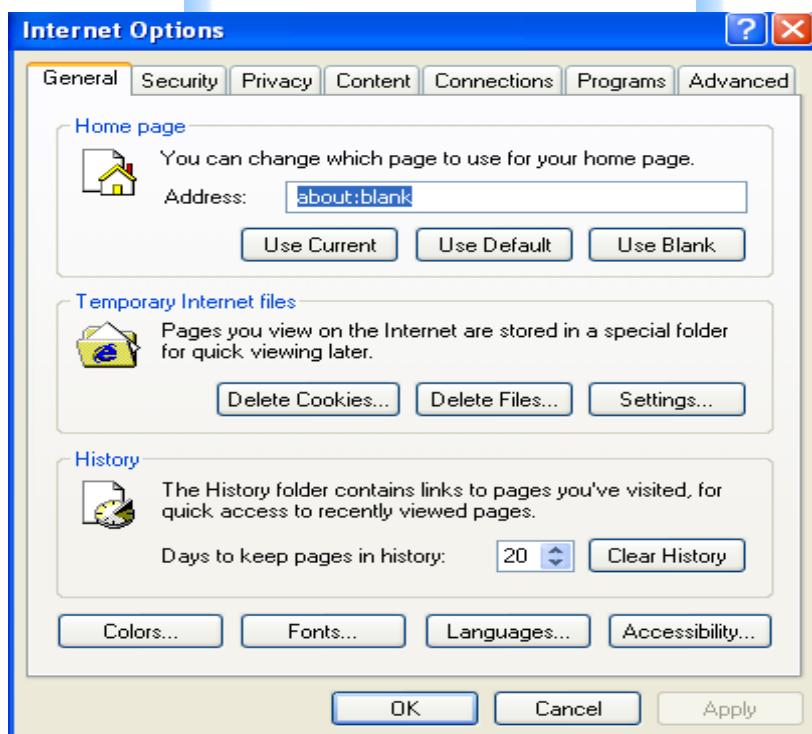
Few famous plug-INS are:

- Apple Quick Time
- Macromedia flash
- Microsoft Media Player
- Adobe Shockwave
- Sun Microsystems Java Applet

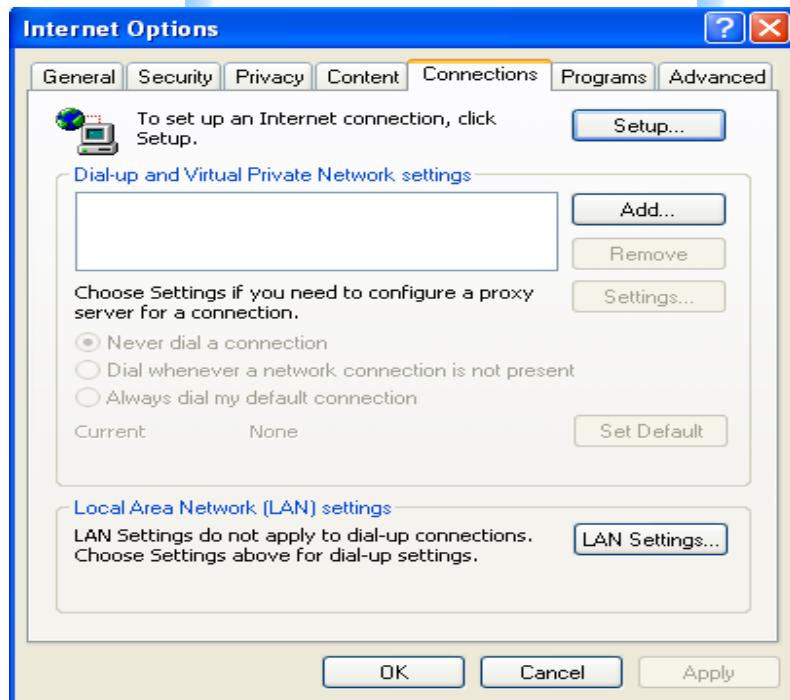
PROCEDURE:

LAN Proxy Settings:

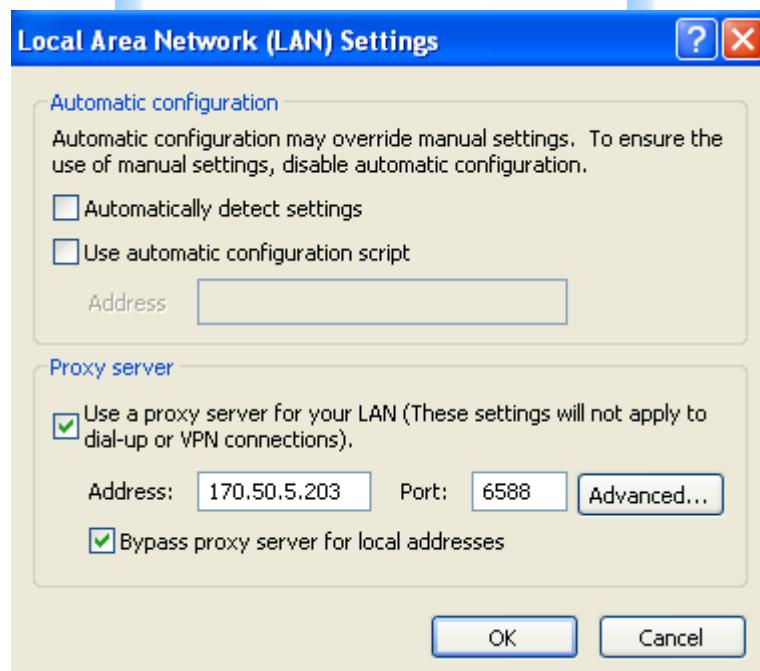
- Select **tools** menu in Internet Explorer
- Select **Internet Options**



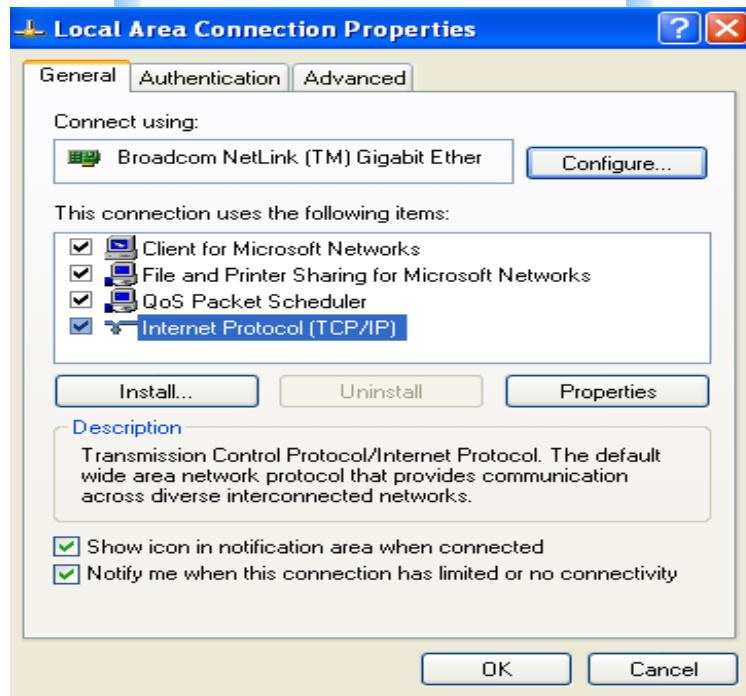
- Select **Connections**



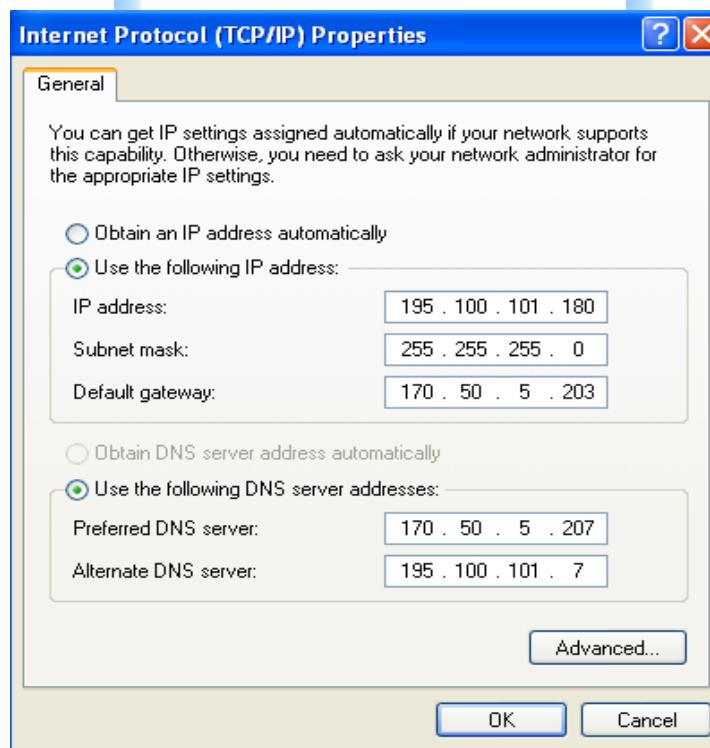
- You end up in two options
 - ✓ **Dial-up and virtual network settings**
 - ✓ **LAN setting**



The LAN connection Settings are as follows:



Select the properties button. The properties of the ipaddress, default Gateway and the DNS server details are reflected in the dialog box.



- The selection at this step is dependent on the kind of connection you are trying to configure. They are:

- ✓ **Dial-up modem connection**

- ✓ **LAN connection**
- ✓ **DSL or Cable modem**

Viva Questions:

- 1) Define surfing
- 2) Abbreviate HTML,WWW
- 3) What is a bookmark?
- 4) Define a plug-in
- 5) What are pop-up ads?
- 6) What are pop-up blockers?

TASK 11:

Search Engines & Netiquette: Students should know what search engines are and how to use the search engines. A few topics would be given to the students for which they need to search on Google. This should be demonstrated to the instructors

PURPOSE: To know what search engines are and how to use the search engines.

THEORY:

Search engine:

A search engine can be defined as a web site with tools which help you to find information on the internet

Function of a search engine:

You can find anything from a schedule of White house tours to instructions for removing stains from clothes.

Limitations:

Search engines visit web sites only several weeks. Search engines cannot see information in other data bases later on.

On the internet a search engine is a coordinated set of programs that includes: A spider (crawler or bot) that goes to every page or representative pages on every web site that wants to be searchable and reads it, using hypertext links on each page to discover and read site's other pages.

Pros:

- You can select the search terms
- You can use the same search terms with multiple search engines
- You can change search terms as much as you wish
- You will normally receive numerous links
- Its fast

Cons:

- There are so many different search engines it may be difficult to choose
- You will normally receive too many links often making it difficult to identify the most relevant sites.
- The vast majority of links may be only marginally relevant or altogether irrelevant

EX:

- Alta Vista

- Ask Jeeves
- Google
- Lycos etc.,

Meta Search Engines:

Meta search engines or “metacrawlers” don’t crawl the web themselves. Instead they search the resources of multiple search engines by sending a search to several search engines at once aggregating the result.

Pros:

- You only need to use one search tool which is time- efficient
- You only need to learn how to use one search engine reducing learning curve
- You benefit from the difference among several search tools at once

Cons:

- Meta search services may not be able to leverage each individual search engines full range of query tools resulting in less refined searches
- You can not personally select the search engines queried by Meta search services.

Viva Questions:

- 1) Define search engine
- 2) What is a spider?
- 3) What are popular search engines?
- 4) What is a meta search engine
- 5) Give the main Purpose of WWW

TASK 12:

Cyber Hygiene: Students would be exposed to the various threats on the internet and would be asked to configure their computer to be safe on the internet. They need to first install an anti virus software, configure their personal firewall and windows update on their computer. Then they need to customize their browsers to block pop ups, block active x downloads to avoid viruses and/or worms

PURPOSE: To learn various threats on the internet and configure the computer to be safe on the internet.

THEORY:

Antivirus:

Antivirus software is a program that either comes installed on your computer or that you purchase and install yourself. It protects your computer against most viruses, worms, Trojan horses and other unwanted invaders that can make your computer sick.

Firewall:

A firewall is a special software or hardware designed to protect a private computer network from unauthorized access. A firewall is a set of related programs located at a network gateway server which protects the resources of the private network from users from other networks.

PROCEDURE:

Installing Symantec antivirus for Windows:

- Insert Symantec antivirus CD into your CD drive
- Double click on the Symantec-setup.exe
- The installer will open
- Click **next** to proceed
- License agreement will open. Click **I accept the terms of the license agreement** and then click **next**.
- Follow the instruction on the screen to complete the installation.

Get Computer Updates:

- Click **start→ settings→control panel**
- Click **Automatic Updates** icon to open Automatic Updates dialog box
- Check the box **Keep my computer up to date**
- Choose a setting
- Click **OK**

Block Pop ups:

- In the Internet explorer open **tools**→**pop-up blocker**
- Click on **Turn on Pop- up blocker**

Windows Firewall:

- Go to **Start**→**control panel**→**Network and Internet Connections**→**windows firewall**
- In the general tab check the **On(recommended)** box
- If you don't want any exceptions check on **Don't allow exceptions box**

Viva Questions:

- 1) What is antivirus software?
- 2) Define virus
- 3) Define worm
- 4) What are the advantages of antivirus software?
- 5) What are the types of antivirus software's available?

TASK 13:

A test which simulates all of the above tasks would be crafted and given to the students.

PURPOSE: Test to simulate all the tasks related to Internet Security

THEORY:

- ❖ Identify and explain the components required to establish a network
- ❖ Establish internet connection and create a new email id , send mail and attachment file to other mail account
- ❖ Define search engine. List the various search engines. Navigate through any of the search engine like Google and explore its features.
- ❖ Download a file from the internet. Write the various steps involved in downloading
- ❖ What is Antivirus software? List a few popular anti virus kits available.
- ❖ Explain the functionality of the firewall quoting a few examples

TASK 14:

To create project certificate, Features to be covered:-Formatting Fonts in word, Drop Cap in word, Applying Text effects, Using Character Spacing, Borders and Colors, Inserting Header and Footer, Using Date and Time option in both LaTeX and Word.

PURPOSE:

To create a document applying the above mentioned techniques.

THEORY:

Header and Footer:

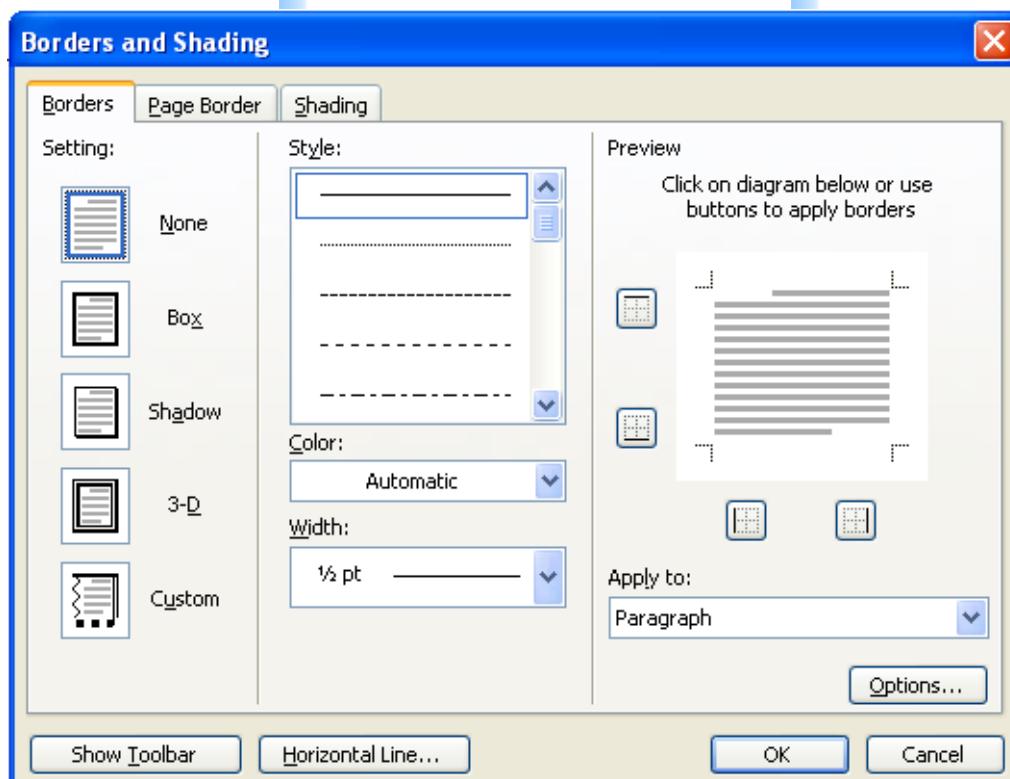
1. To create a header, enter text or graphics in the header area or click button on the header and footer tool bar.
2. To create footer, click switch between header and footer.
3. Then click exit.

Date and Time:

Insert a date field that automatically updates so that the current date is displayed when you open or print the file.

Insert a time field that automatically updates so that the current time is displayed when you open or print the file.

Border:



On the format menu, click borders and shadings.

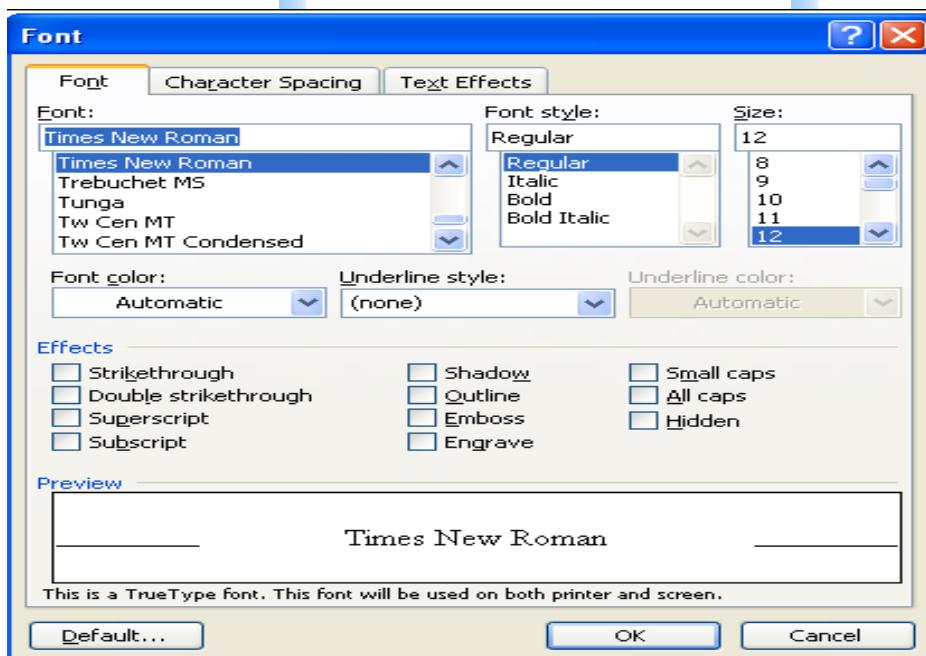
To specify that the border appears on a particular side of a page, such as only at the top, click custom under setting.

To specify a particular page or section for the borders to appear, click the option you want to apply.

To specify the exact position of the border on the page.

Finally, click OK.

Color:

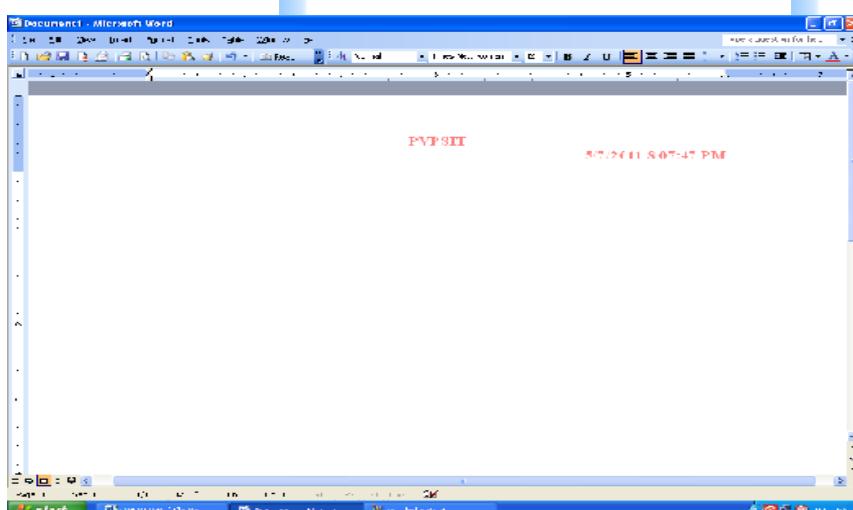


Select the text you want to make a different color.

To apply the color most recently applied to text, click font color.

To apply different colors, click the arrow on the right of the font color button, select the color you want and then click the button.

Procedure:



First click start button on the status bar.

Then select program and again select Microsoft word. On the menu bar click the file option.

Then again click new. Then enter the text not less than 100 words.

A header appears at the top and the footer appears at the bottom of each page.

On the view menu, click header and footer option. From dialogue box, make the required changes and then click OK.

On the format menu, click borders and shading s make required changes and the click OK.

Select the text you want and make the different color. Click on right of the font color button,

Then select the color you want and then click on the button.

Viva Questions:

- 1) What are the benefits of MS-Office?
- 2) What is a word processor?
- 3) Explain the basic features of Ms-word
- 4) How can you save a document?
- 5) What is the function of tile bar, menu bar, and status bar, tool bar?

TASK 15:

Formatting Styles, Inserting table, Bullets and Numbering, Changing Text Direction, Cell alignment, Footnote, Hyperlink, Symbols, Spell Check and Track Changes.

PURPOSE:

To create a document applying the above mentioned techniques.

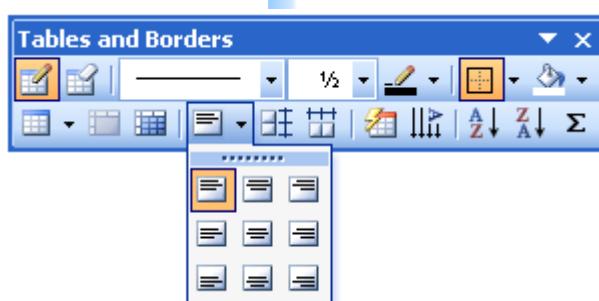
THEORY:

Table:



A table consists of rows and columns.

Cell Alignment:

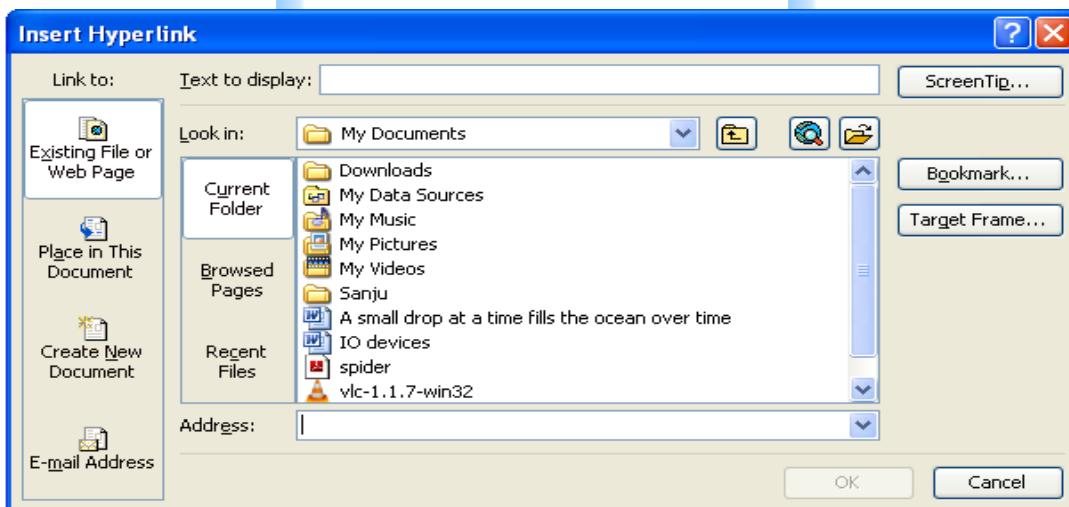


Aligns contents written in a table in the top left corner or top right corner or in the center etc...

Foot Note:

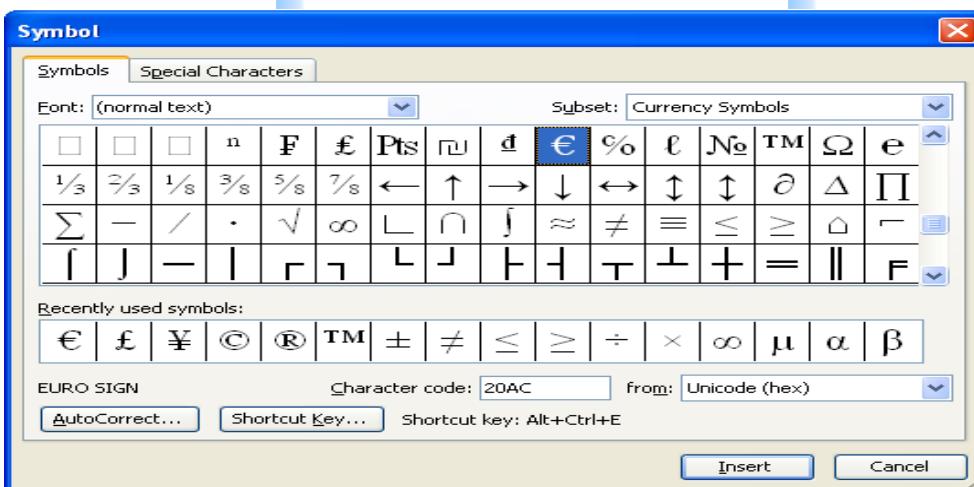
Foot notes are used to comments on, or provide references for text in a document.

Hyperlink:



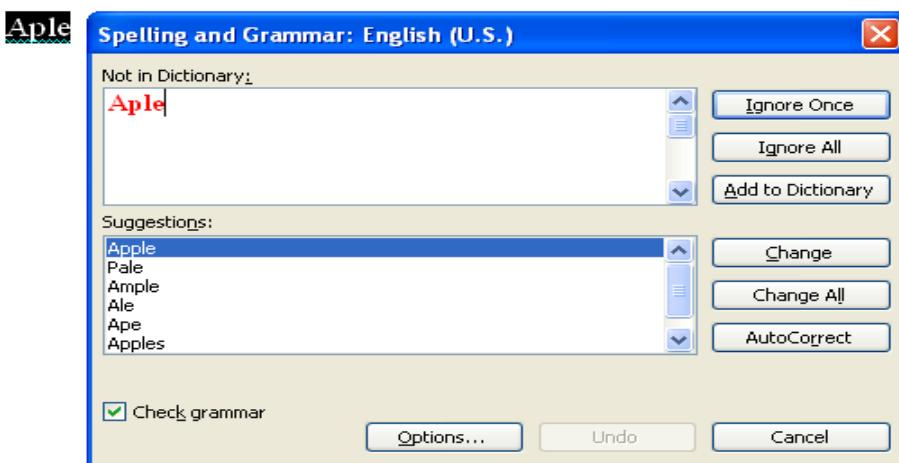
It is a colored and underlined text or a graphic that you click to go to a file, a location in a file, an HTML page on the World Wide Web, or an HTML page in an intranet.

Symbols:



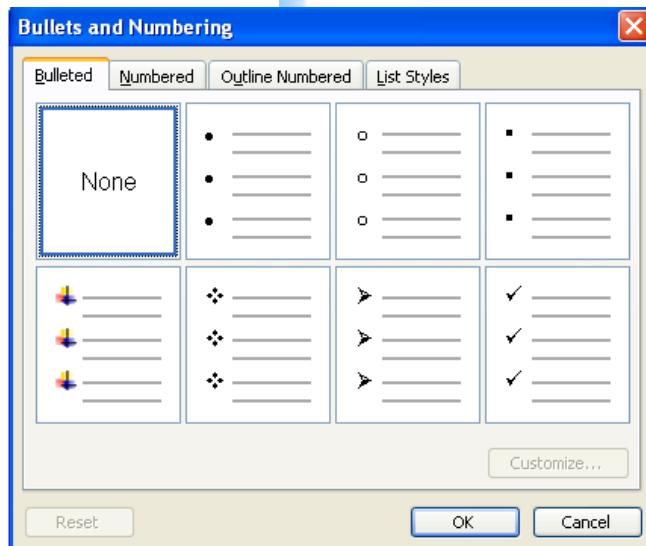
You may not be able to enter certain symbols into your word document, as there is a limitation on the keys on the key board. Creating these new symbols especially when working with mathematical terms it becomes very difficult .For example we can insert symbols such as =, ≈, ↓, ..

Spell check:



It automatically checks for spelling and grammatical errors

Bullets and Numbering:



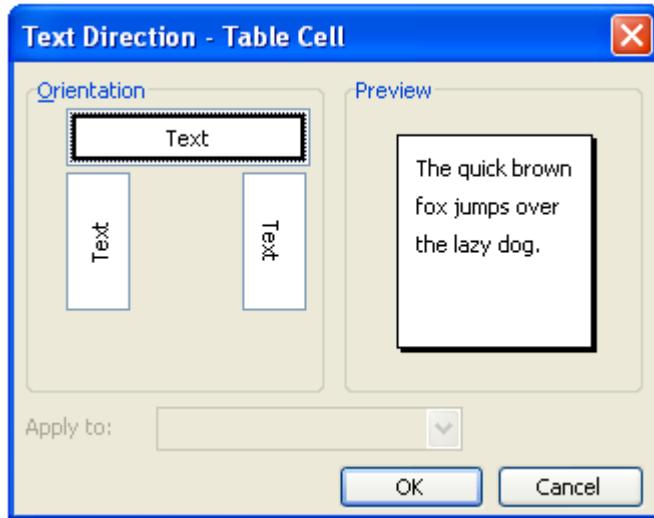
In Microsoft word we can easily create bulleted or numbered list of items.

Formatting Styles:



A style is a set of rules to be followed for the effective document. Style can be applied to text, paragraph, table or a list.

Changing text direction:



You can change the text orientation in drawing objects, such as text boxes, shapes, and callouts, or in table cells so that the text is displayed vertically or horizontally.

Track changes:

Track changes are an excellent feature of Microsoft word as it enables a user or reviewer to keep track of the changes that have taken a period. Changes like insertion, deletion or formatting changes can be kept track of.

Procedure:

Changing Text direction:

1. Click the drawing object or table cell that contains the text you want to change.
2. On the Format menu, click Text Direction.
3. Click the orientation you want.

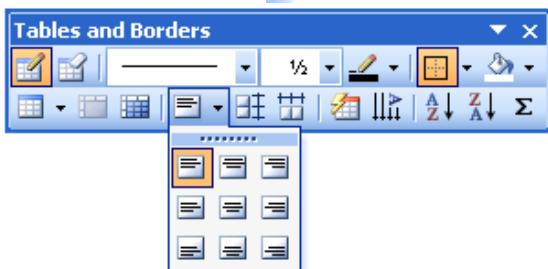
Table:



1. Click where you want to create a table.
2. On the Table menu, point to Insert, and then click Table.

3. Under Table size, select the number of columns and rows.
4. Under AutoFit behavior, choose options to adjust table size.
5. To use a built-in table format, click AutoFormat.
Select the options you want

Cell Alignment:



1. Click the cell that contains text you want to align.
2. On the Tables and Borders toolbar, select the option for the horizontal and vertical alignment you want—for example, Align Bottom Center or Align Top Right.

Foot Note:

1. In print layout view, click where you want to insert the note reference mark.
2. On the Insert menu, point to Reference, and then click Footnote.
3. Click Footnotes or Endnotes.

By default, Word places footnotes at the end of each page and endnotes at the end of the document. You can change the placement of footnotes and endnotes by making a selection in the Footnotes or Endnotes box.

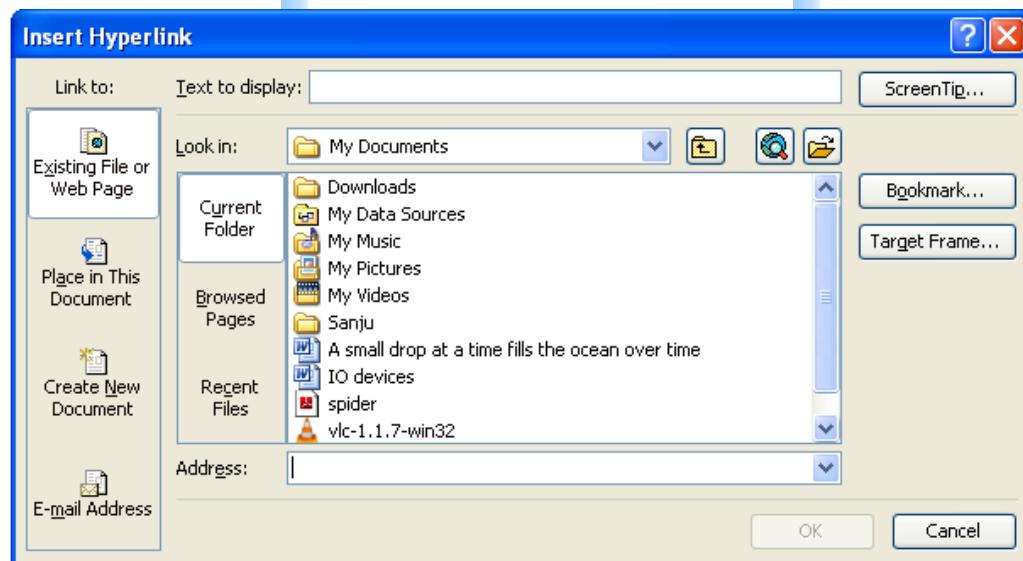
4. In the Number format box, click the format you want.
5. Click Insert.

Word inserts the note number and places the insertion point next to the note number.

6. Type the note text.
7. Scroll to your place in the document and continue typing.

As you insert additional footnotes or endnotes in the document, Word automatically applies the correct number format.

Hyper link:



Select the text or picture you want to display as the hyperlink, and then click Insert Hyperlink on the Standard toolbar

Do one of the following:

1. Link to an existing file or web page:
 1. Under Link to, click Existing File or Web Page.
 2. In the Address box, type the address you want to link to or, in the Look in box, click the down arrow, and navigate to and select the file.
2. Link to a file you haven't created yet

Under Link to, click Create New Document.

3. In the Name of new document box, type the name of the new file.
4. Under When to edit, click either Edit the new document later or Edit the new document now

An e-mail address:

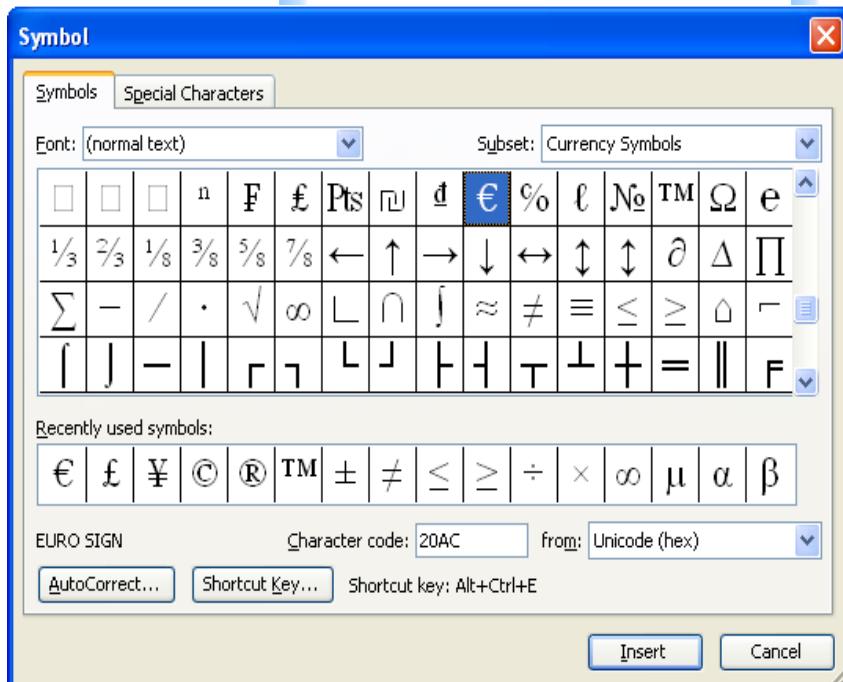
1. Select the text or picture you want to display as the hyperlink, and then click Insert Hyperlink on the Standard toolbar
2. Under Link to, click E-mail Address.
3. Either type the e-mail address you want in the E-mail address box, or select an e-mail address in the recently used e-mail addresses box.
4. In the Subject box, type the subject of the e-mail message

A specific location in another document

1. Insert a bookmark in the destination file or Web page.
2. Open the file that you want to link from, and select the text or object you want to display as the hyperlink. On the Standard toolbar, click Insert Hyperlink.
3. Under Link to, click Existing File or Web Page.

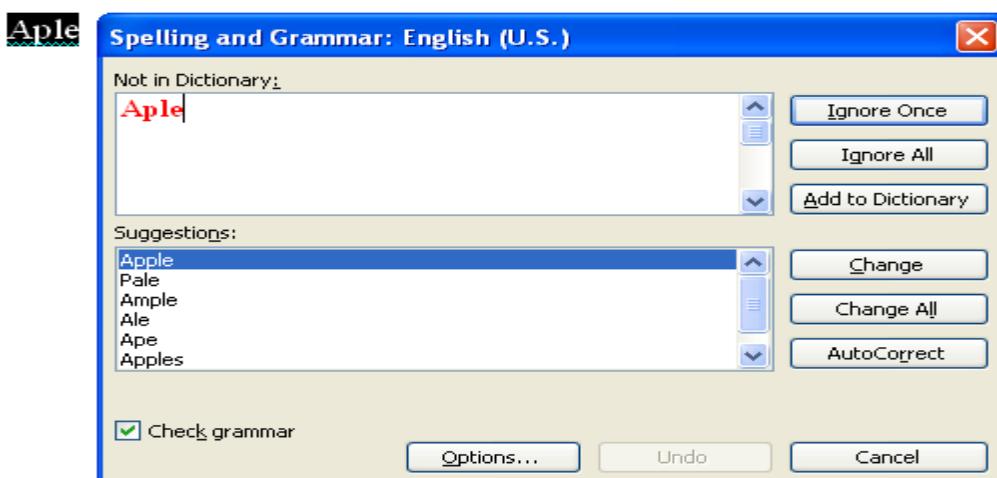
- In the Look in box, click the down arrow, and navigate to and select the file that you want to link to.
- Click Bookmark, select the bookmark you want, and then click OK.

Symbol:



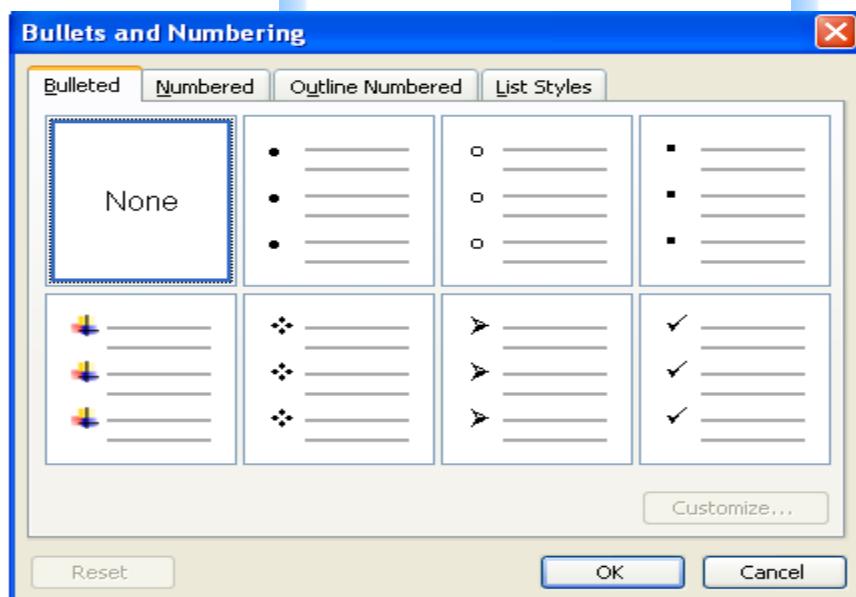
- Click where you want to insert the symbol.
- On the Insert menu, click Symbol, and then click the Symbols tab.
- In the Font box, click the font that you want.
- Double-click the symbol that you want to insert.
- Click Close

Spell check:



1. On the Standard toolbar, click Spelling and Grammar .
2. When Word finds a possible spelling or grammatical problem, make your changes in the Spelling and Grammar dialog box.

Bullets and Numbering:



1. Type 1. to start a numbered list or * (asterisk) to start a bulleted list, and then press SPACEBAR or TAB.
2. Type any text you want.
3. Press ENTER to add the next list item.
Word automatically inserts the next number or bullet.
4. To finish the list, press ENTER twice, or press BACKSPACE to delete the last bullet or number in the list

Formatting Styles:



1. Select the words, paragraph, list, or table you want to change.
2. If the Styles and Formatting task pane is not open, click Styles and Formatting on the Formatting toolbar
3. Click the style you want in the Styles and Formatting task pane.
If the style you want is not listed, click All Styles in the Show box

Track Changes:

1. Open the document you want to revise.
2. On the Tools menu, click Track Changes

Viva questions:

- 1) What is the function of spell check?
- 2) How can you insert a table?
- 3) Define header, footer
- 4) Explain about clipart
- 5) How can you create a hyper link?

TASK 16:

Create a Newsletter. Features to be covered:-Table of content. Newspaper columns, Images from files and clipart, Drawing toolbar and Word Art, Formatting Images, Textboxes and Paragraphs.

PURPOSE:

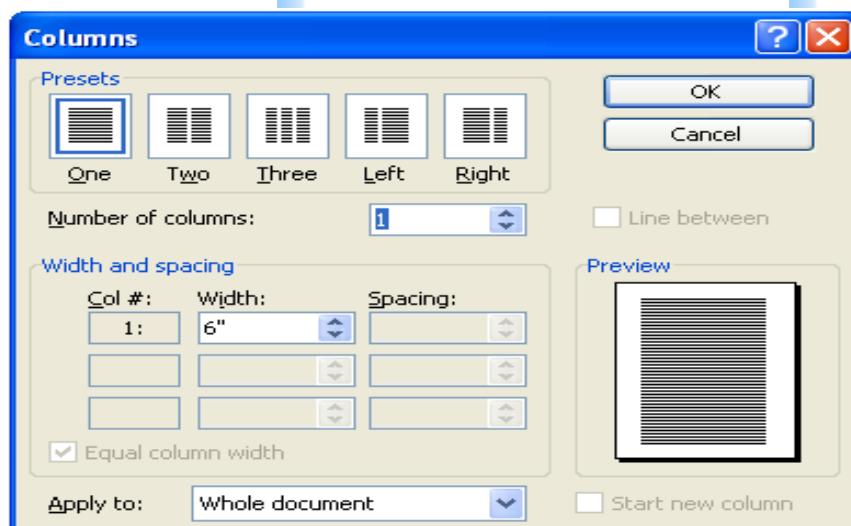
To create a news Letter

THEORY:

Table of contents:

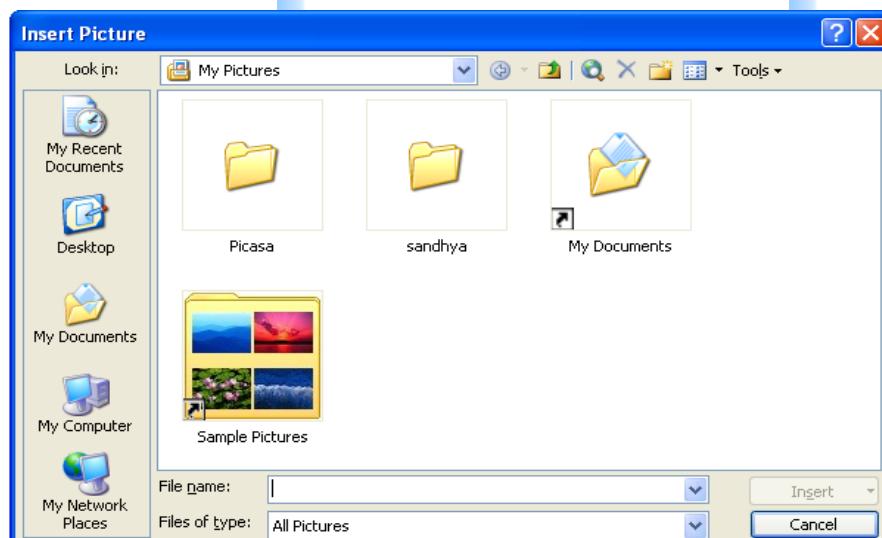
Table of contents displays a list of headings in a created document. It basically provides an outline of the entire document created

Newspaper columns:



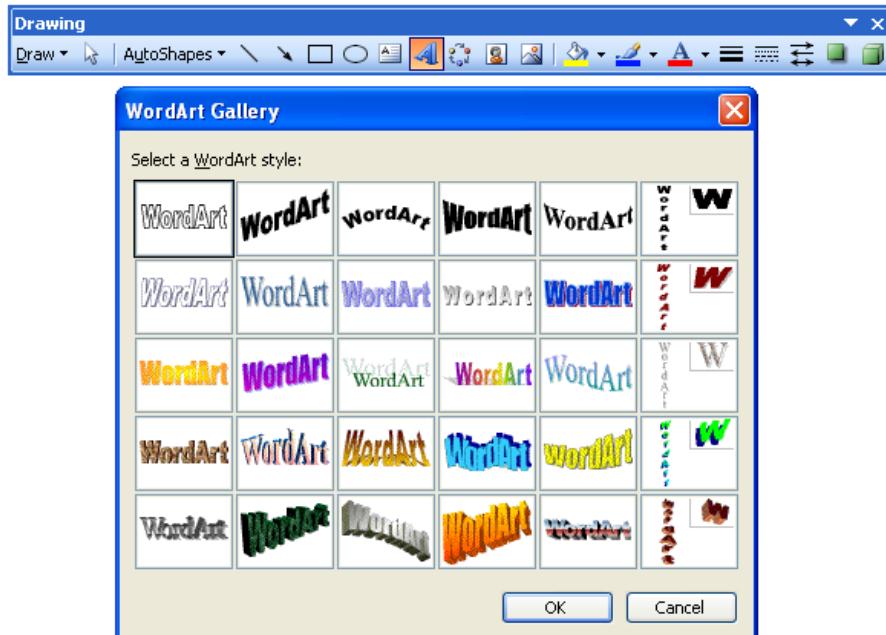
One can create a newspaper columns document by specifying the number of new letter-style column required and then adjust their width, and add vertical lines between columns.

Images from files and clipart:



Inserting a picture (graphic) from a file and clipart may be required for a document. This picture could be a scanned photograph or any other digitally produced one. These pictures can be modified, resized, cropped and enhanced.

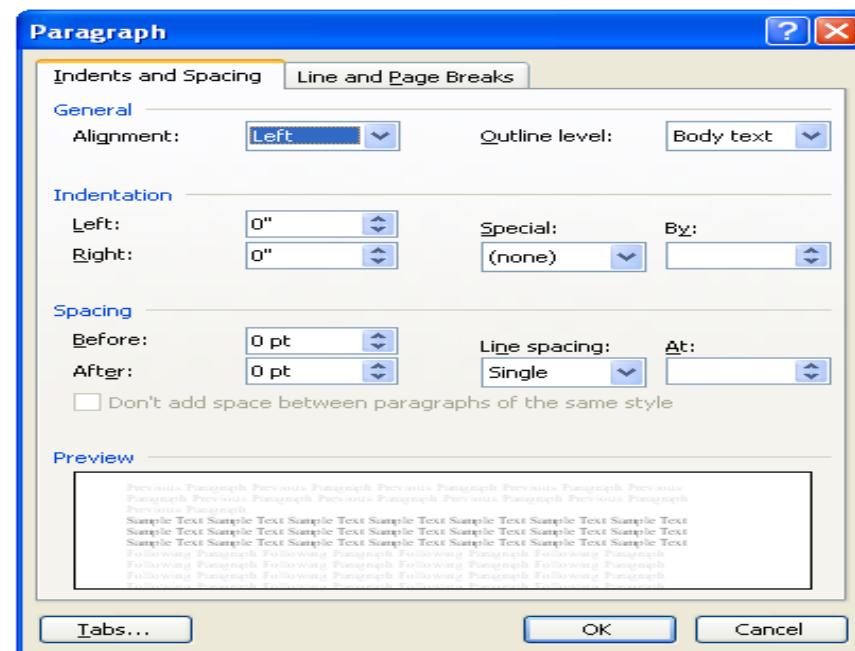
Drawing toolbar and Word Art:



One can create his/her own drawings in Microsoft word. Ms word provides a full fledged drawing tool bar.

Word Art in Microsoft word enables you to create special and decorative text.

Formatting Images, Textboxes and Paragraphs:



Formatting an image includes selecting appropriate color, size, layout and cropping.

Generally the text in a document follows a standard orientation (line after line). A text box provides a different orientation to the text within a document. It can arrange the text anywhere and can be resized and moreover moved to any section of the document or even outside.

When you are formatting a paragraph, you do not need to highlight the entire paragraph. Placing the cursor anywhere in the paragraph enables you to format it. After you set a paragraph format, subsequent paragraphs will have the same format unless you change the format

PROCEDURE:

Table of contents:

1. Click where you want to insert the table of contents.
2. On the **Insert** menu, point to **Reference**, and click **Index and Tables**.
3. Click the **Table of Contents** tab.
4. To use one of the available designs, click a design in the **Formats** box.
5. Select any other table of contents options you want.

Newspaper columns:

1. Select the entire or part of document to be converted into a newsletter-style
2. Click on format menu, select columns
3. Any desired number of columns are presets-one or two or three or left or right b\can be selected.
4. Width and spacing can be fixed and equal columns width can be checked for uniformity
5. If newspaper columns are to be separated by a line, then check line between
6. Under apply to will be whole document if entire document is selected else we have to select a selected text.
7. Click ok

Inserting images from files and clip art:

1. Click where you want to insert the picture.
2. On the Insert menu, point to Picture, and then click From File.
3. Locate the picture you want to insert.
4. Double-click the picture you want to insert.

CLIP ART:

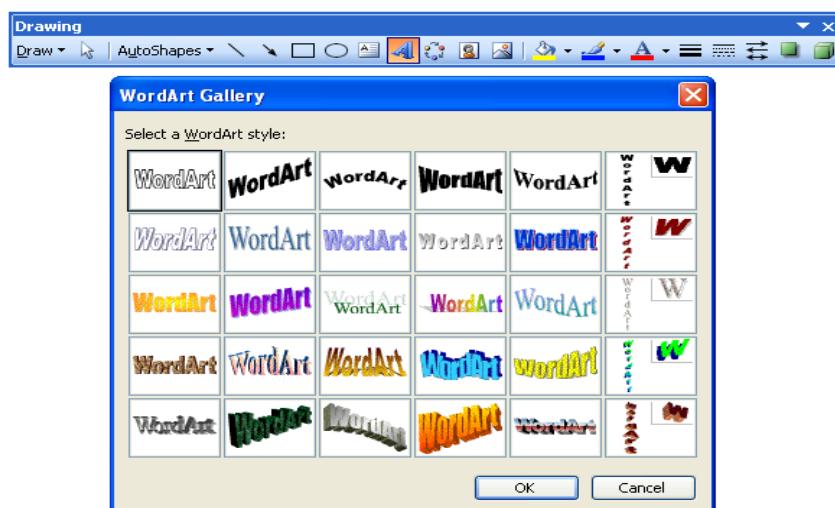
1. On the Insert menu, point to Picture, and then click Clip Art.

2. In the Clip Art task pane, in the Search for box, type a word or phrase that describes the clip you want or type in all or some of the file name of the clip.
3. To narrow your search, do one or both of the following:
 - To limit search results to a specific collection of clips, in the Search in box, click the arrow and select the collections you want to search.
 - To limit search results to a specific type of media file, in the Results should be box, click the arrow and select the check box next to the types of clips you want to find.
4. Click Go.
5. If you don't know the exact file name, you can substitute wildcard characters for one or more real characters. Use the asterisk (*) as a substitute for zero or more characters in a file name. Use the question mark (?) as a substitute for a single character in a file name.
6. In the Results box, click the clip to insert it.

Drawing Toolbar and Word Art:

1. Click in your document where you want to create the drawing.
2. On the Insert menu, point to Picture, and then click New Drawing.
A drawing canvas is inserted into your document.
3. Use the Drawing toolbar to add any shapes or pictures that you want.

WORD ART:



1. On the Drawing toolbar, click Insert WordArt .
2. Click the WordArt effect you want, and then click OK.
3. In the Edit WordArt Text dialog box, type the text you want.

4. Do any of the following:

- To change the font type, in the Font list, select a font.
- To change the font size, in the Size list, select a size.
- To make text bold, click the **Bold** button.
- To make text italic, click the Italic button.

Formatting Images:

1. Formatting of the images can be achieved by selecting the image and double click on the picture, format picture dialog box appears.
2. The same can be achieved by selecting the tools menu → customize→tool bars tab→picture and click close.

Basic formatting features of an image

Resize a drawing

1. Select the drawing canvas
2. On the Drawing Canvas toolbar, do one of the following:
 - To make the drawing canvas boundary larger without changing the size of the objects on the canvas, click Expand.
 - To make the drawing canvas boundary fit tightly around the drawing objects or pictures, click Fit.
 - To scale the drawing and make the objects and canvas proportionately smaller or larger, click Scale Drawing, and then drag the edges of the canvas.

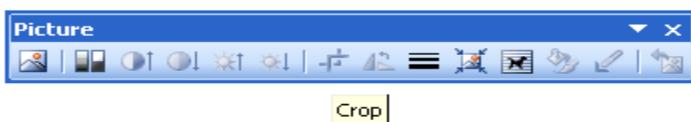
Resize a picture or shape

1. Position the mouse pointer over one of the sizing handles
2. Drag the sizing handle until the object is the shape and size you want.

To increase or decrease the size in one or more directions, drag the mouse away from or toward the center, while doing one of the following:

- To keep the center of an object in the same place, hold down CTRL while dragging the mouse.
- To maintain the object's proportions, drag one of the corner sizing handles.
- To maintain the proportions while keeping the center in the same place, hold down CTRL while dragging one of the corner sizing handles.

Crop a picture

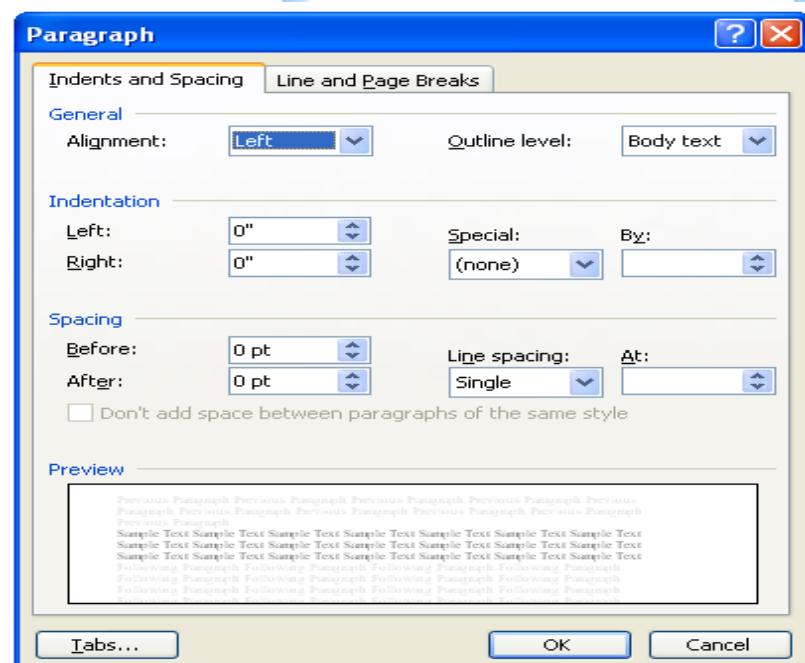


1. Select the picture you want to crop.
2. On the Picture toolbar, click Crop.
3. Position the cropping tool over a cropping handle and then do one of the following:
 - o To crop one side, drag the center handle on that side inward.
 - o To crop equally on two sides at once, hold down CTRL as you drag the center handle on either side inward.
 - o To crop equally on all four sides at once, hold down CTRL as you drag a corner handle inward.
4. On the Picture toolbar, click Crop to turn off the Crop command.

Text Box:

1. On the Drawing toolbar, click Text Box .
2. Click or drag in your document where you want to insert the text box
3. You can use the options on the Drawing toolbar to enhance a text box—for example, to change the fill color—just as you can with any other drawing object

Paragraphs:



Change line spacing

Select the text you want to change.

1. On the Formatting toolbar, point to Line Spacing, and then do one of the following:
 - To apply a new setting, click the arrow, and then select the number that you want.
 - To apply the most recently used setting, click the button.
 - To set more precise measurements, click the arrow, click More, and then select the options you want under Line Spacing.

Change spacing before or after paragraphs

1. Select the paragraphs in which you want to change spacing.
2. On the Format menu, click Paragraph, and then click the Indents and Spacing tab.
3. Under Spacing, enter the spacing you want in the Before or After box.

Change paragraph direction

1. Place the insertion point in the paragraph that you want to change, or select several paragraphs.
2. Do one of the following:
 - To have text begin from the left, click Left-to-Right on the Formatting toolbar.
 - To have text begin from the right, click Right-to-Left on the Formatting toolbar.

When you change the paragraph direction, Microsoft Word leaves justified and centered text as it is. In the case of left-aligned or right-aligned text, Word flips the alignment to its opposite. For example, if you have a left-to-right paragraph that is right aligned, such as the date at the top of a letter, clicking Right-to-Left results in a right-to-left paragraph that is left aligned.

Viva questions:

- 1) Define undo, redo
- 2) What is the main Purpose of a drop cap?
- 3) What are footnotes and end notes?
- 4) How can you print a document ?
- 5) How can you make alignment of text in a table?

TASK 17:

Creating a Feed Back Form:-Features to be covered: Forms, Text Fields, Inserting objects and Mail Merge in Word.

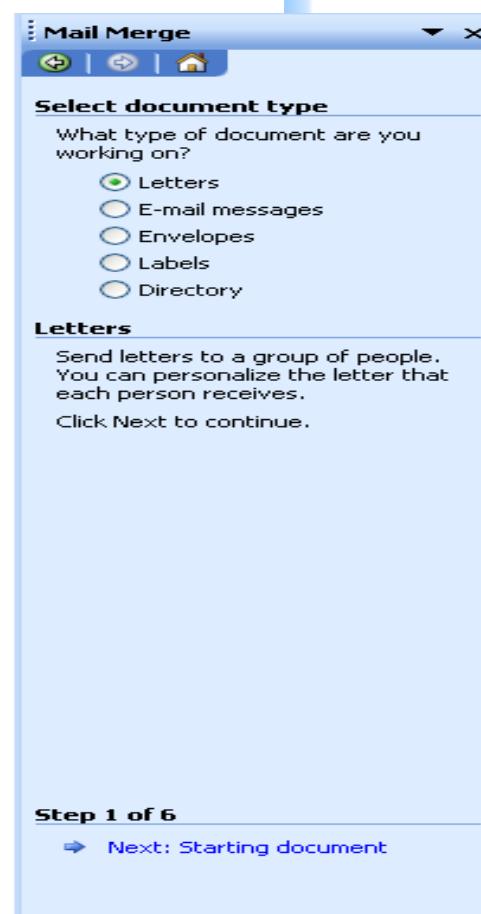
PURPOSE: To create a Feed Back form, text fields, inserting objects, mail merging,

THEORY:

Forms:

Using Microsoft word one can create an organized and structured document with a provision to enter the required information into it. A document of such nature is called a form.

Mail Merge:



It helps us to produce from letters mailing labels envelopes catalogs and others types of merged document. It is so found in the tools option on the menu bar. In tools we have letters and mailing. In letters and mailing we have mail merge mail merge tool box envelopes tables and letters wizard. In mail merge select the required document you are working on. A window for customizing the data base structure

appears. This file contains the names, address details with contact numbers etc of people you wish to send the letters.

Inserting objects:

Insert an object such as drawing word art text effects or an equation at the inserting point.

Fields:

It inserts a field at the inserting font fields are used to insert a variety of information automatically. Select table in table select insert. In that select insert table a box containing number of rows and columns will appear. Select six colors and four rows and click o.k. Given the first row as date, problem repeated student's signature action recommended problem status and councilors sign. Insert the objects in the feed back form and apply the text fields in the form.

PROCEDURE:

Mail Merge:

1. Open a document and type the complete body of the letter and format it as required.
2. Create a data source and choose mail merge from tool bar a window is displayed.
3. Click on create button and choose from letter options. Then a window is displayed.
4. Click active window choose currently active document. Click on data and create data source option.
5. A window for customizing the data base structure appears and this file contains the names address details with contact number etc. we can add or remove fields from this file.
6. Once the list of fields is finalized a window of same is displayed and types the required file names and click on save button.
7. A window is displayed. Type the details of 10 candidates. After typing details of one person, click on add menu.
8. Click on the o.k. to finish entering the records mail merge tool bar is displayed.
9. Place the curser at the place where you wish to insert names and click on insert mail merge button. A drop list is displayed all fields created would be shown.
10. By highlighting to desired file and click on it we can insert the field into the main document and go to begin the mail merge click on mail merge.

11. A window is displayed click once on the merge button to generate letters for all records in your data source file.

Forms:

1. Design the form by sketching a layout first, or use an existing form template as a guide. Tables, text boxes, borders, and shading are all design elements that can help you create a well-designed form that's easy to use.
2. On the Standard toolbar, click New Blank Document .
3. Add the text or graphics you want. For example, enter the questions you want answered, and list the available choices.
4. To insert a text box where users can enter their responses, click the document, and then click Text Form Field on the Forms toolbar. If you need more space, you can insert multiple text boxes side by side. To insert check boxes that list choices, such as Yes and No, click the document, and then click Check Box Form Field on the Forms toolbar.
5. Save the form.

Insert line numbers:

1. On the File menu, click Page Setup, and then click the Layout tab.
2. In the Apply to box, click Whole document.
3. Click Line Numbers.
4. Select the Add line numbering check box, and then select the options you want.

Viva Questions:

- 1) What is the functionality of print payout view?
- 2) How can you insert a picture from another file?
- 3) How can you start a mail merge?
- 4) How can you customize a mail merge?
- 5) What is a mail merge?

TASK 18:

Latex and word module Test-replicate the given document inclusive of all features

PURPOSE: Word Module Test

PROCEDURE:

- 1 Create a resume in MS word
- 2 Create a certificate
3. Create a three column newsletter which highlights al the academic activities of your college
- 4 create a table and apply al feature of MS-Office on that table
5. Demonstrate the working of paragraphs by taking some data
- 6 Create an online feed back form for national paper presentation competition conducted in your department
- 7 Create a registration form which should be circulated among the students for registering a course

TASK 19:

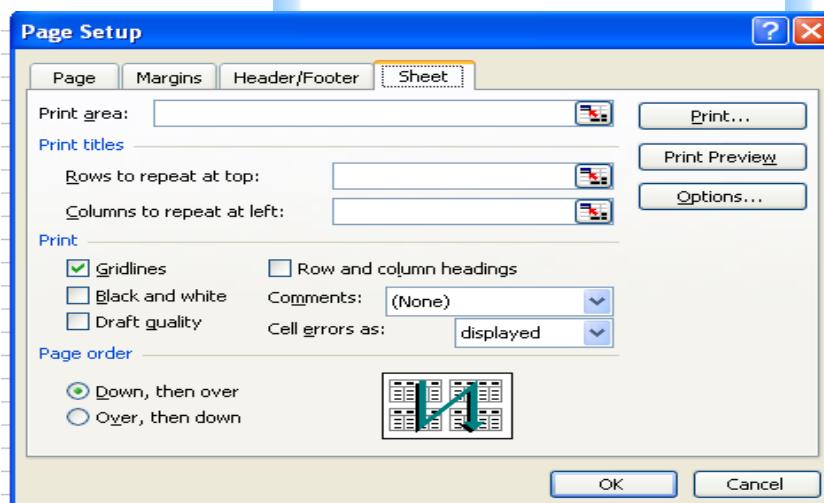
Creating a Scheduler:-Features to be covered: - Gridlines, Format Cells, Summation, auto fill, Formatting Text

PURPOSE:

To maintain a shift schedule with specifications

THEORY:

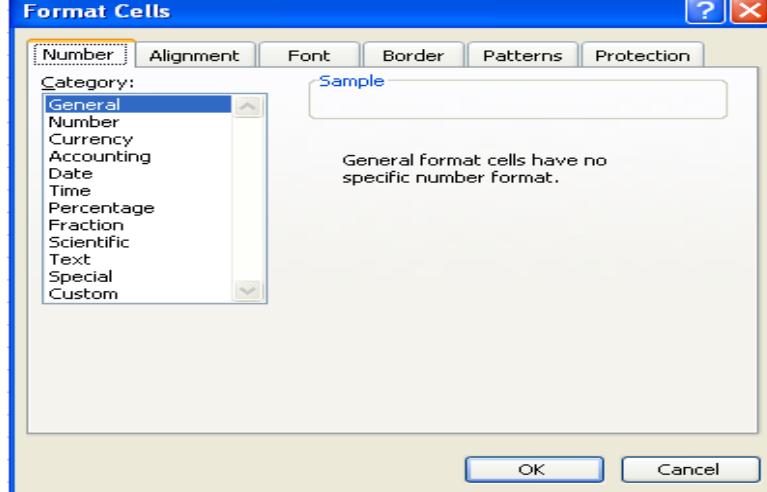
Grid lines:



1. Click the worksheet.
2. On the file menu, click page setup and the click the sheet tab.
3. Click gridlines.
4. Select the sheets on which you want to change the gridlines color.
5. On the Tools menu click options click the color you want in the color box.
6. To use the default gridlines color click automatic.
7. Lines you can add to a chart that make it easier to view and evaluate data.

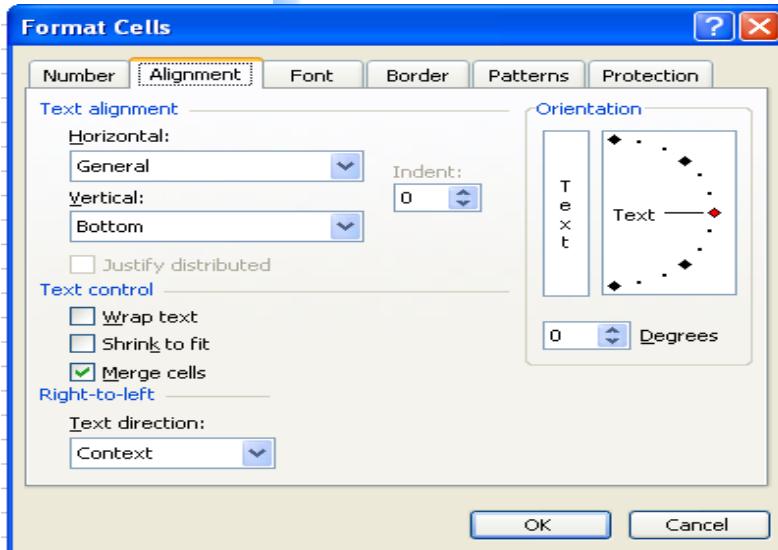
Gridlines extend from the tick marks on an axis across a plot area.

Format Cell:



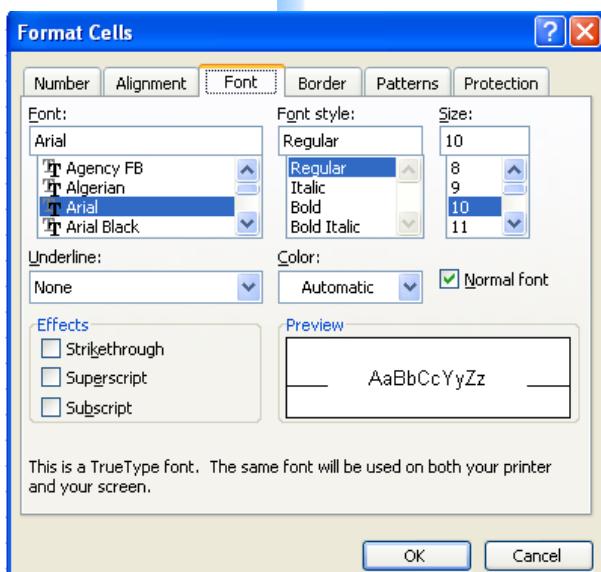
1. Change the font and font size.
2. Change the text color.
3. Make selected text or numbers bold, italic or underlined.
4. Create a new style.

Auto fit:



1. Combine cells horizontally or vertically to make one large cell.
2. Add borders to cells.
3. Shade cells with colors.
4. Change the column width and row height
5. Change the font, font size or colors of text.
6. Align text vertically at the top, center and bottom of cell.

Formatting the text:



1. Select the text you want to format.
2. On the format menu click cells and then click number tab.

3. In the catalog box click text.
4. Enter the numbers in the formatted cells.
5. Click ok.
6. Then press enter and reenter the data.

PROCEDURE:

First click start button of the screen on status bar. Click on programs and then Microsoft excel. To get a new blank work sheet go to programs and then click on excel sheet. On the file menu click page setup and then click sheet tab click gridlines. In this way do the required changes using format cell, make the required changes using formatting text also make the required changes. Enter the data in the data in the worksheet consisting of week name person name and timings 7 a.m. to 3 p.m. Make all the above changes to the text.

Viva Questions:

- 1) What do you mean by a spread sheet?
- 2) What are the contents of a spread sheet?
- 3) Describe different types of toolbars available in ms-excel
- 4) How can you calculate simple formulas in excel?
- 5) How can you navigate the spread sheet?

TASK 20:

Calculating GPA-Features to be covered-Cell Referencing, Formulae in excel – average, std. deviation, Charts, Renaming and Inserting worksheets, Hyper linking, Count Function, HLOOKUP/VLOOKUP

PURPOSE:

To maintain a control chart for printing books with given data.

THEORY:

1. On the chart menu click chart type

2. Text direction.

Click the arrow down next to the text direction button. For right to left click right to left. For left to right reading order, click left to right.

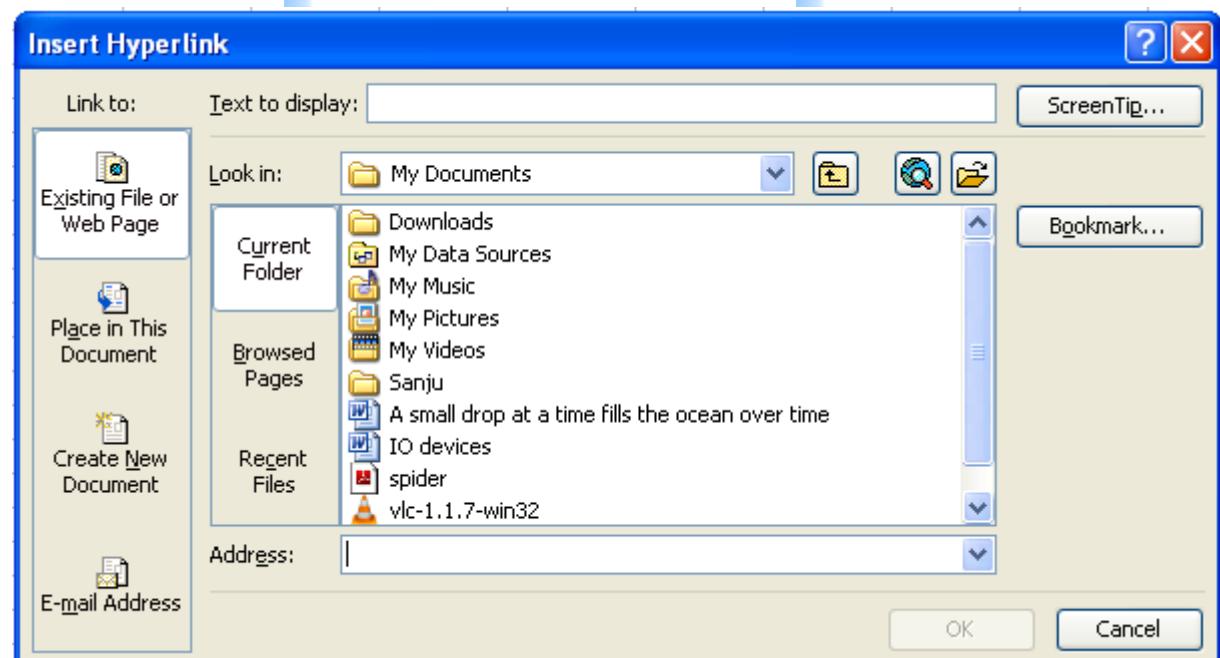
For reading order that is consistent with the language of the first entered character, click context. For reading order that is inconsistent with the language of the first entered character, click control.

3. In the tools menu click options and then click chart tab.

4. To show all worksheet data in the chart even if some rows and columns are hidden, clear the plot visible cells by check box.

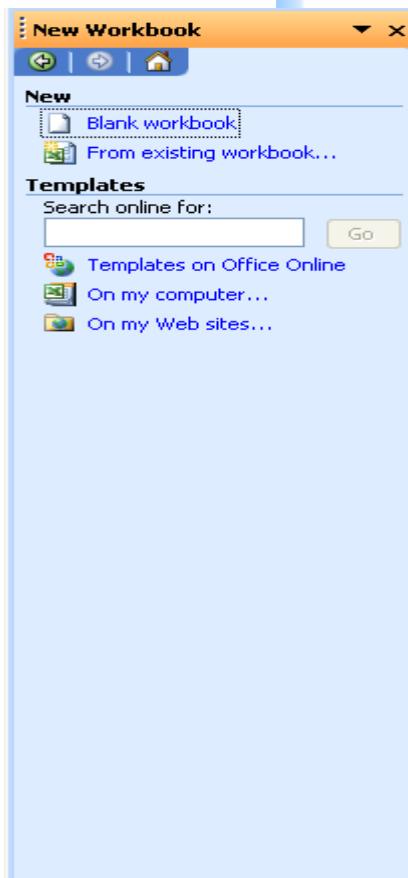
5. To prevent hidden rows and columns from displaying in the chart, select the plot cells only check box.

Hyper Linking:



1. Create a worksheet: On the file menu, click new, and then click blank workbook task pane.
2. Insert a worksheet: Click worksheet on the insert menu. Right click on sheet tab and then click insert double click the template for the type of sheet you want.
3. Hyperlink: Using hyperlink we can insert one more sheet in the present sheet
4. Count function: Create a blank worksheet press control +c. In the worksheet select cell A and press control +c. On the tools menu point to formula auditing and then click formula auditing menu.

Worksheet:



1. In the file menu go to menu then a new worksheet is created.
- 2 To add a single worksheet, click worksheet on the Insert menu. To add multiple worksheets hold down shift and then click the number of worksheet tasks to add in a open workbook

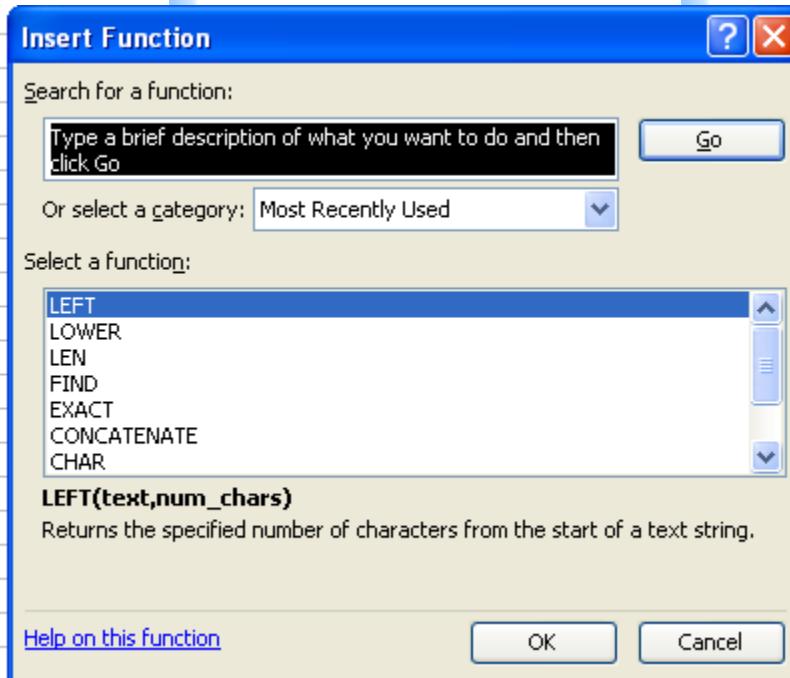
Sort:



1. Click a cell in the list you want to sort.
2. On the Data menu click sort.
3. Under first key sort click the custom sort order you want and then click ok.
4. Click any other sorting option you want.

PROCEDURE:

Formulae in Excel:



First click on start button at the bottom of the screen on status bar. Click on programs and then on Microsoft excel. Then open a new document. Give the main heading and subheading by changing the size so that they look in block letters. Enter the data. To calculate go to Insert menu in the menu bar and then click on function and then ok. Then select the data to which you want to calculate mean. Then you get the required answer. In same way, sample means standard deviation lower count

limit and upper count limit. Go to insert menu and click on function and select the required operation to be done and select the data and calculate. Formulas for all the above are given below.

Mean = $(s_1 + s_2 + s_3 + s_4 + s_5)/5$;

Sample mean = avg (mean)

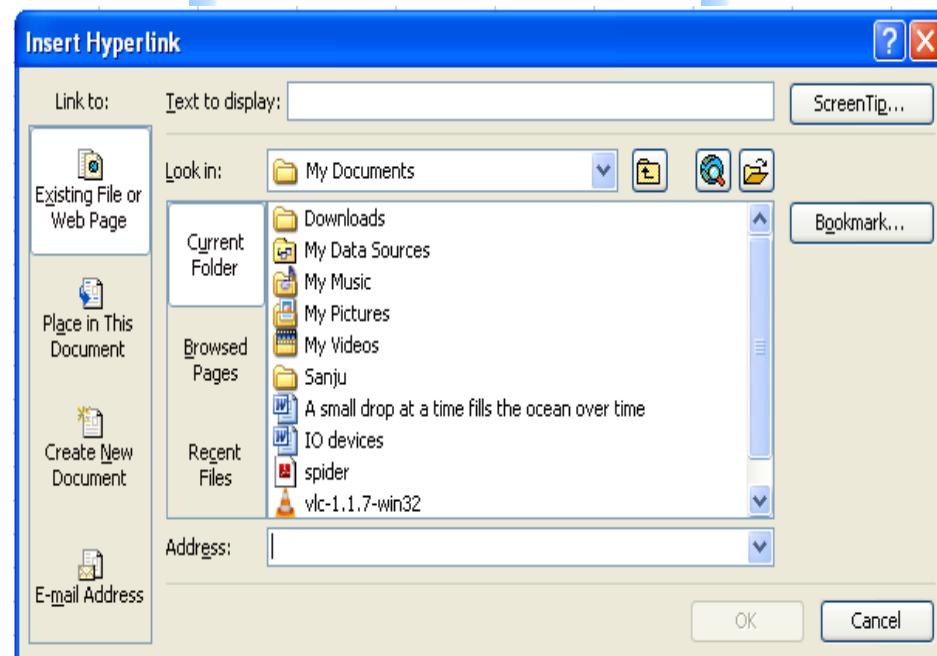
Standard deviation = (mean, sample, mean)

Sample standard deviation= avg (Standard deviation)

Lower count limit = sample mean – sample standard deviation.

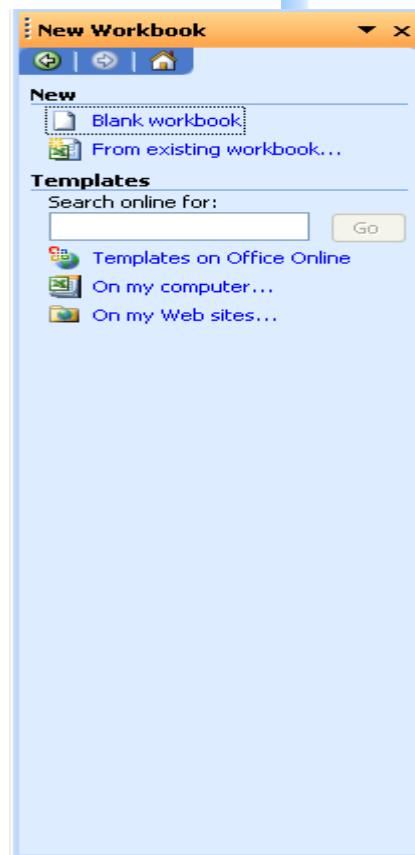
Upper count limit = Sample mean + Sample Standard deviation

Hyper linking:



First click on start button of the screen on status bar. Click on programs and then Ms-excel. To get a new blank worksheet go to programs and then click on excel sheet. Rename the first sheet as student by right clicking on sheet 1 and renaming. Insert hyperlink insert and click on hyperlink. Then go to sheet 2 and rename as CSE type in particulars of ECE right click on sheet 3. Then go to sheet -4 rename as IT. In this type all the four sheets are created.

WORKSHEET



First click on start button at the bottom of the screen on status bar. Click on programs and then Ms-excel. Then enter the data as given. Enter the student's names, Subjective wise marks, total and avg. Then calculate the total and avg by using formula. Then go to Data menu and click sort. Under first key sort, click custom sort order needed i.e. ascending order or alphabetical order and then click o.k. Then the required worksheet is prepared,

Viva Questions:

- 1) What is an average function?
- 2) Explain about chart
- 3) How can you open chart wizard?
- 4) Explain about chart formatting tool bar
- 5) How can you resize a chart?

TASK 21:

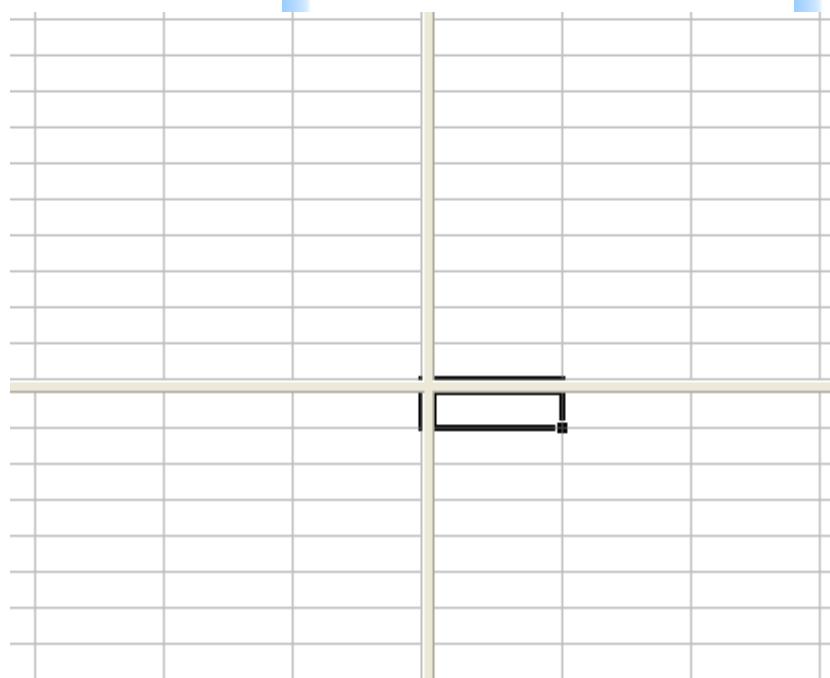
Performance Analysis-Features to be covered:-split cells, freeze panes, group and outline, sorting, Boolean and logical operators, Conditional formatting

PURPOSE:

To create Excel with split cells, freeze panes, group and outline, sorting, Boolean and logical operators, conditional formatting

THEORY:

Split Cells:



Excel allows you to split the workbook window into two horizontal or vertical panes and also to split cells or data across many cells.

Sort:

5. Click a cell in the list you want to sort.
6. On the Data menu click sort.
7. Under first key sort click the custom sort order you want and then click ok.

Click any other sorting option you want

Freeze Panes:

You can freeze a pane from a split window or just freeze rows or columns without splitting the window.

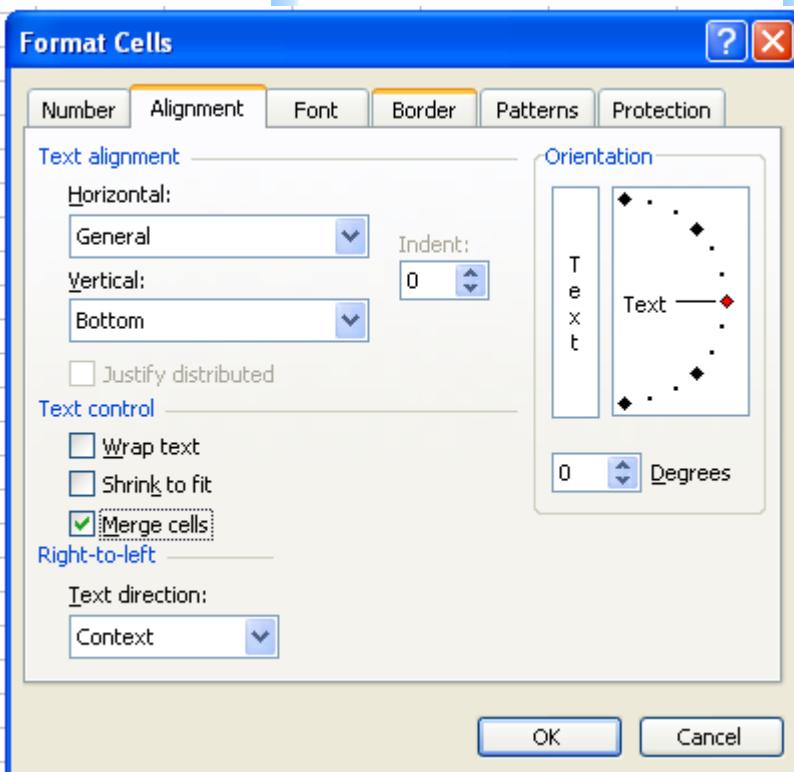
PROCEDURE:

Sort:



First click on start button at the bottom of the screen on status bar. Click on programs and then Ms-excel. Then enter the data as given. Enter the student's names, Subjective wise marks, total and avg. Then calculate the total and avg by using formula. Then go to Data menu and click sort. Under first key sort, click custom sort order needed i.e. ascending order or alphabetical order and then click o.k. Then the required worksheet is prepared

Split cells:



Spread the content of one cell over many cells

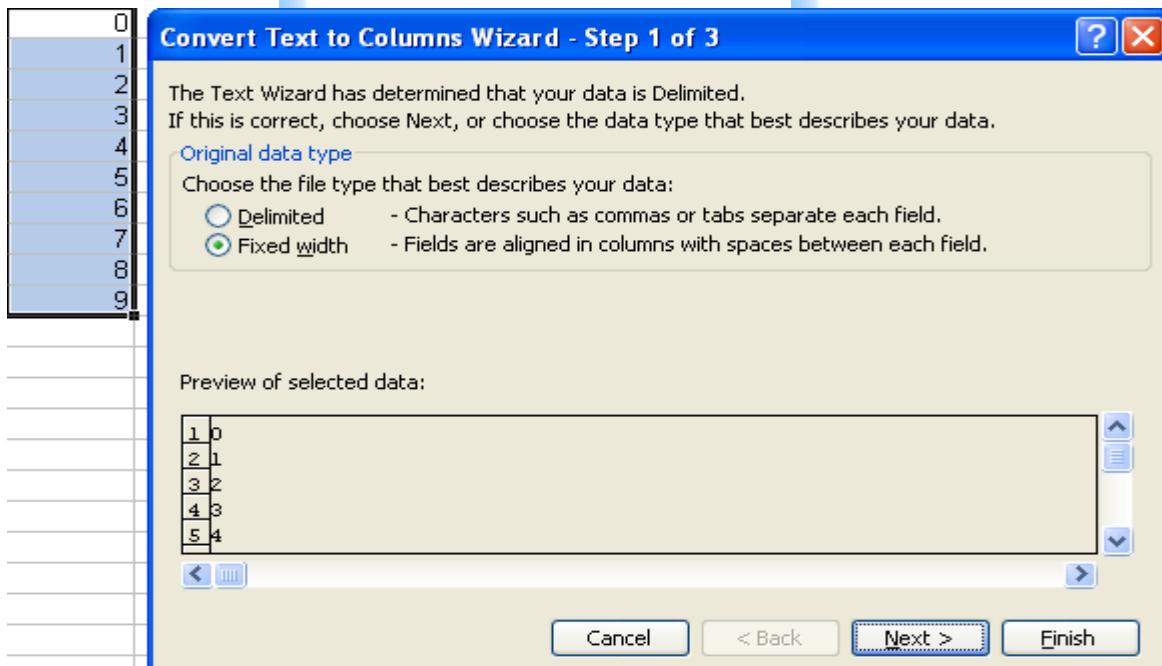
1. Copy the data you want into the upper-leftmost cell within the range.
2. Select the cells you want to merge.
3. To merge cells in a row or column and center the cell contents, click **Merge and Center** on the **Formatting** toolbar.

Split merged cells



1. Select the merged cell. When cells have been combined, **Merge and Center** on the **Formatting** toolbar is selected
2. Click **Merge and Center** on the **Formatting** toolbar.

Divide text across cells



1. Select the range of cells that contains the text values. The range can be any number of rows tall, but no more than one columns wide.
2. On the **Data** menu, click **Text to Columns**.
3. Follow the instructions in the Convert Text to Columns Wizard to specify how you want to divide the text into columns.

Split Windows:

1. At the top of the vertical scroll bar or at the right end of the horizontal scroll bar, point to the split box.

- When the pointer changes to a split pointer, drag the split box down or to the left to the position you want.

Freeze Panes:

- To freeze a pane, do one of the following:

The top horizontal pane Select the row below where you want the split to appear.

The left vertical pane Select the column to the right of where you want the split to appear.

Both the upper and left panes Click the cell below and to the right of where you want the split to appear.

- On the **Window** menu, click **Freeze Panes**.

Outline:

	1	2	A	B	C	E	
1	1	A					
2	2	A					
3	3	A					
4	4	A					
5	5	A					
6	6	A					
7	7	A					
8	8	A					
9	9						
10	10						
11	11						
12	12						
13	13						
14	14						
15	15						
16	16						
17	17						
18	18						
19	19						
20	20						
21	21						
22	22						
23	23						
24	24						
25							

- Outline the data automatically

- Select the range of cells you want to outline. To outline the entire worksheet, click any cell on the worksheet.
- On the **Data** menu, point to **Group and Outline**, and then click **Auto**

Outline. Outline the data manually

- Select the rows or columns that contain detail data.

4. On the **Data** menu, point to **Group and Outline**, and then click **Group**. The outline symbols appear beside the group on the screen.
5. Continue selecting and grouping detail rows or columns until you have created all of the levels you want in the outline.

Group:

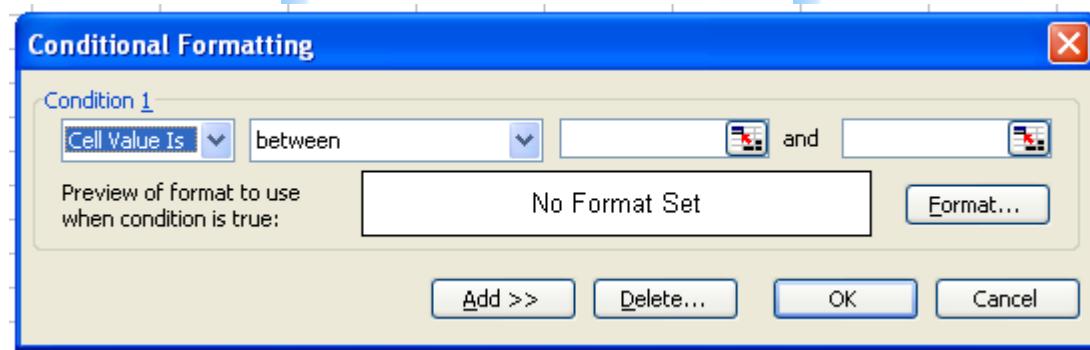
Group objects

1. Select the objects you want to group.
To select multiple objects, hold down SHIFT while you select each object.
2. On the **Drawing** toolbar, click **Draw**, and then click **Group**.

Ungroup objects

1. Select the group you want to ungroup.
2. On the **Drawing** toolbar, click **Draw**, and then click **Ungroup**.
To continue ungrouping, click **Yes** when the message box appears.
To change an individual object, continue to select and ungroup objects until the one you want becomes available.
3. Use the tools on the **Drawing** toolbar to change the object

Conditional Formatting:



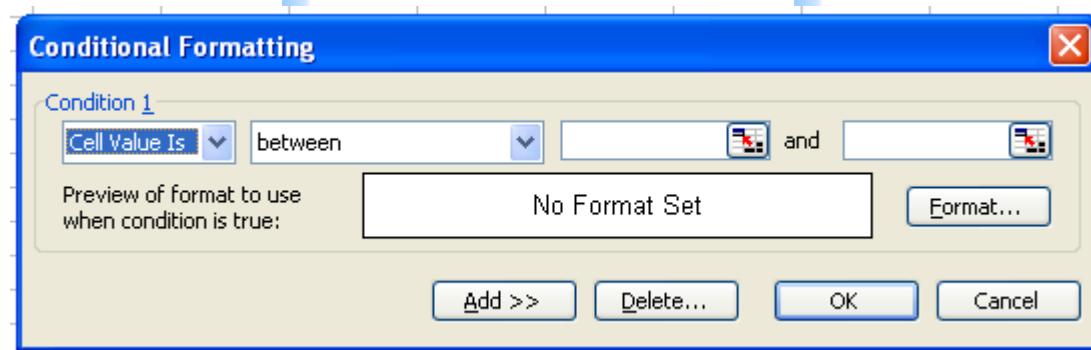
1. Select the cells for which you want to add, change, or remove conditional formatting
2. On the **Format** menu, click **Conditional Formatting**.
3. Do one of the following:
Add a conditional format
 1. Do one of the following:
To use values in the selected cells as the formatting criteria, click **Cell Value Is**, select the comparison phrase, and then type a constant value or a formula. If you enter a formula, start it with an equal sign (=).
To use a formula as the formatting criteria (to evaluate data or a condition other than the values in selected cells), click **Formula Is** and

then enter the formula that evaluates to a logical value of TRUE or FALSE.

2. Click **Format**.
3. Select the formatting you want to apply when the cell value meets the condition or the formula returns the value TRUE.
4. To add another condition, click **Add**, and then repeat steps 1 through 3.

You can specify up to three conditions. If none of the specified conditions are true, the cells keep their existing formats

Change or remove a conditional format



Do one or more of the following:

- o To change formats, click **Format** for the condition you want to change.
- o To reselect formats on the current tab of the **Format Cells** dialog box, click **clear** and select new formats.
- o To remove one or more conditions, click **Delete**, and then select the check box for the conditions you want to delete

Viva Questions:

- 1) List a few important features of excel
- 2) Define split cell
- 3) How can you split a window into a horizontal pane?
- 4) How can you make a freezing pane?
- 5) How to perform grouping and ungrouping?

TASK 22:

Cricket Score card-Features to be covered:-pivot tables, Interactive Buttons, Importing data, Data Protection, Data validation

PURPOSE: To learn about pivot tables, Interactive Buttons, Importing data, Data Protection, Data validation.

THEORY:

Pivot Tables:

A PivotTable report is an interactive table that quickly combines and compares large amounts of data. You can rotate its rows and columns to see different summaries of the source data, and you can display the details for areas of interest.

Interactive Buttons:

MS- Excel allows you to create Interactive Buttons

Data Protection:

Ms excel allows you to protect your work sheet from being added or renamed or deleted or copied by providing password protection to your worksheets.

Data Validation:

Data validation is a tool that helps you to control the kind of information that is entered in your worksheet. With data validation you can:

- Provide users with a list of choices
- Restrict entries to a specific type or size
- Create custom settings

PROCEDURE:

Pivot Tables:

1. Open the workbook where you want to create the PivotTable report.
 - o If you are basing the report on a Web query, parameter query, report template, Office Data Connection file, or query file, retrieve the data into the workbook, and then click a cell in the Microsoft Excel list containing the retrieved data.
If the retrieved data is from an OLAP database, or the Office Data Connection returns the data as a blank PivotTable report, continue with step 6 below.
 - o If you are basing the report on an Excel list or database, click a cell in the list or database.
2. On the **Data** menu, click **PivotTable and PivotChart Report**.
3. In step 1 of the PivotTable and PivotChart Wizard, follow the instructions, and click **PivotTable** under **What kind of report do you want to create?**

4. Follow the instructions in step 2 of the wizard.
5. Follow the instructions in step 3 of the wizard, and then decide whether to lay out the report onscreen or in the wizard.

Button:

- Select the **commands** tab
- Scroll to the bottom of the **categories** list
- Select the **custom button**
- Drag this button to your new toolbar in the location where you want it to be.
- You can obtain a description of the command button by selecting the command and pressing the **Description** button

Data Protection:

Protect worksheet elements from all users

1. Switch to the worksheet you want to protect.
2. Unlock any cells you want users to be able to change: select each cell or range, click **Cells** on the **Format** menu, click the **Protection** tab, and then clear the **Locked** check box.
3. Hide any formulas that you don't want to be visible: select the cells with the formulas, click **Cells** on the **Format** menu, click the **Protection** tab, and then select the **Hidden** check box.
4. Unlock any graphic objects you want users to be able to change.

You don't need to unlock buttons or controls for users to be able to click and use them. You can unlock embedded charts, text boxes, and other objects created with the drawing tools that you want users to be able to modify. To see which elements on a worksheet are graphic objects, click **Go To** on the **Edit** menu, click **Special**, and then click **Objects**.

1. Hold down CTRL and click each object that you want to unlock.
2. On the **Format** menu, click the command for the object you selected: **AutoShape**, **Object**, **Text Box**, **Picture**, **Control**, or **WordArt**.
3. Click the **Protection** tab.
4. Clear the **Locked** check box, and if present, clear the **Lock text** check box.
5. On the **Tools** menu, point to **Protection**, and then click **Protect Sheet**.
6. Type a password for the sheet.
7. In the **Allow all users of this worksheet to** list, select the elements that you want users to be able to change.

8. Click **OK**, and if prompted retype the password.

Protect a shared workbook

1. If the workbook is already shared, and you want to assign a password to protect the sharing, unshare the workbook.

1. Have all other users save and close the shared workbook. If other users are editing, they will lose any unsaved work.
2. Unsharing the workbook deletes the change history. If you want to keep a copy of this information, print out the History worksheet or copy it to another workbook.
 1. On the **Tools** menu, point to **Track Changes**, and then click **Highlight Changes**.
 2. In the **When** box, click **All**.
 3. Clear the **Who** and **Where** check boxes.
 4. Select the **List changes on a new sheet** check box, and then click **OK**.
 5. Do one or more of the following:

- To print the History worksheet, click **Print** .
- To copy the history to another workbook, select the cells you want to copy, click **Copy**, switch to another workbook, click where you want the copy to go, and

click **Paste** .

3. On the **Tools** menu, click **Share Workbook**, and then click the **Editing** tab.
4. Make sure that you are the only person listed in the **Who has this workbook open now** box.
5. Clear the **Allow changes by more than one user at the same time** check box.

If this check box is not available, you must unprotect the workbook before clearing the check box.

1. Click **OK**, point to **Protection** on the **Tools** menu, and then click **Unprotect Shared Workbook**.
2. Enter the password if prompted, and then click **OK**.
3. On the **Tools** menu, click **Share Workbook**, and then click the **Editing** tab.
6. When prompted about the effects on other users, click **Yes**.

2. Set other types of protection if you want: Give specific users access to ranges, protect worksheets, protect workbook elements, and set passwords for viewing and editing.
3. On the **Tools** menu, point to **Protection**, and then click **Protect Shared Workbook** or **Protect and Share Workbook**.
4. Select the **Sharing with track changes** check box.
5. If you want to require other users to supply a password to turn off the change history or remove the workbook from shared use, type the password in the **Password** box, and then retype the password when prompted.
6. If prompted, save the workbook

Protect a workbook file from viewing or editing

1. On the **File** menu, click **Save As**.
2. On the **Tools** menu, click **General Options**.
3. Do either or both of the following:
 - o If you want users to enter a password before they can view the workbook, type a password in the **Password to open** box, and then click **OK**.
 - o If you want users to enter a password before they can save changes to the workbook, type a password in the **Password to modify** box, and then click **OK**.
4. When prompted, retype your passwords to confirm them.
5. Click **Save**.
6. If prompted, click **Yes** to replace the existing workbook.

Data Validation:

- Select the cells in which you want to apply data validation
- From the **Data** menu, choose **Validation**
- From the **Allow drop-down** list choose **List**
- In the source box type an equal to sign and list the name
- **Click ok**

Viva questions:

- 1) Explain about pivot table reports
- 2) Define macro
- 3) Define template
- 4) How can you open protection tool in excel?
- 5) How can you check errors in excel?

TASK 23:

Excel module test-replicate the given document inclusive of all features

PURPOSE: Module Test

PROCEDURE:

- Move the open toolbar button from its current position to the end of the standard toolbar
- Create a new worksheet containing three columns
- Add comments and do data validation that is appropriate for each field
- Add informative headers and footers
- Create an invoice purchase order ,expense sheet, employee list and other worksheets necessary for a small business
- Format the text so that it has a professional look and is aesthetically pleasing

TASK 24:

PPT Orientation, Slide Layouts, Inserting Text, Word Art, Formatting Text, Bullets and Numbering, Auto Shapes, Lines and Arrows in both LaTeX and PowerPoint.

TITLE:

Create a power point presentation consists of slide layouts inserting text, formatting text, bullets and numbering of five slides with following information's.

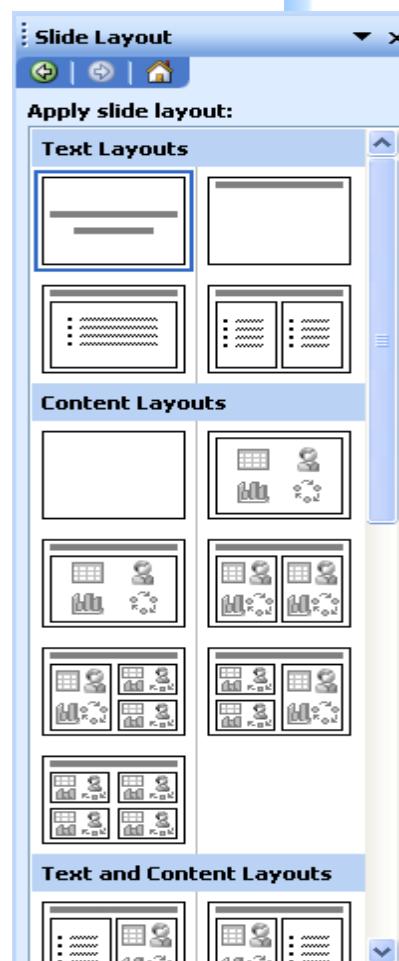
- Slide 1 – contents
- Slide 2 – Name
- Slide 3 – Address
- Slide 4 – Hobbies
- Slide 5 – Friends

PURPOSE:

To maintain a PowerPoint presentation with some specifications

THEORY:

SLIDE LAYOUT:



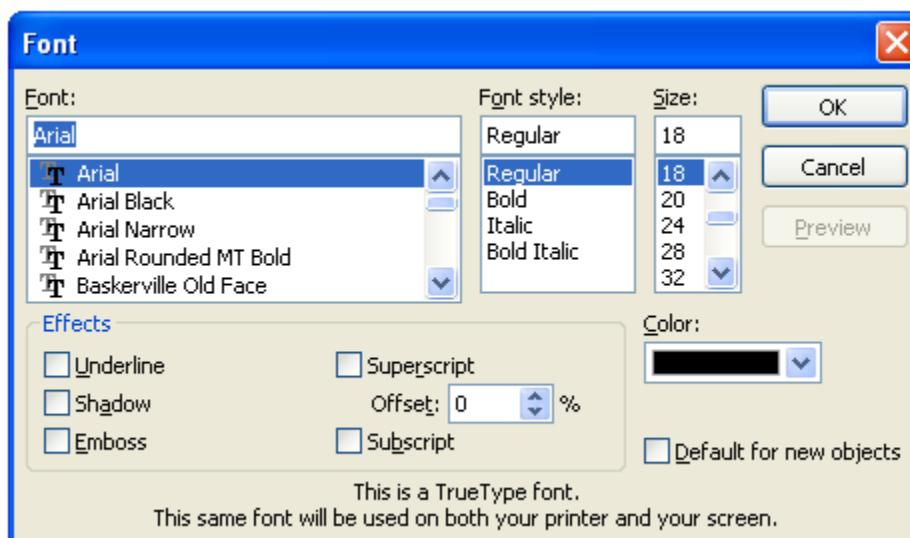
1. On the format menu, click slide layout.
2. On the slides tab in normal view, select the slides; you want to apply a layout too.
3. In the slide layout task pane, point to layout you and then click it.
4. A new slide can also be inserted within the task pane. Point the layout you want the slide to have, click the arrow and then click the insert new slide.

INSERT TEXT:



1. Text can be added to layout.
2. Align text in the top, middle or bottom of a cell.
3. Align text on the right or left, or in the center of a cell.
4. Change cell margins.
5. Insert a tab in a table.
6. To make the symbol command available, in normal view, place the insertion point on the outbox tab or in a text place holders on the slide.
7. On the insert menu, click symbol.
8. To change fonts, click a name in the font box.

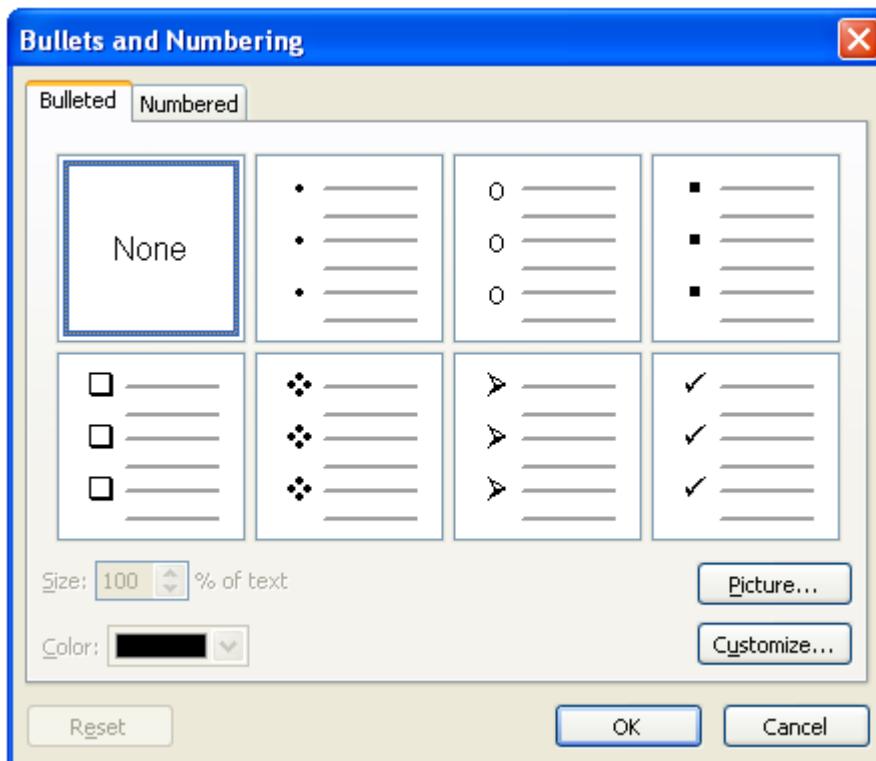
FORMATTING TEXT:



1. Select the text you want to format as superscript or subscript.
2. On the format menu, click font.
3. To show or hide text formatting, on the standard toolbar, click show formatting.

4.

BULLETS AND NUMBERINGS:



1. Select the lines of text that you want to add bullets or numbering to.
2. Click bullets or numbering.

AUTOSHAPES:



1. Select the auto shape that has the text you want to position.
2. Double-click the selection rectangle of the auto shape or text box and then click the text box tab in the format dialog box.
3. In the text anchor point box, click the position you want the text to start in.

LINES AND ARROWS:



1. In Microsoft power point, double click the chart.
2. Double click the chart item you want to change.

3. On the patterns tab, do one or both of the following.
4. To change the colors, patterns or lines, select the options you want.
5. To specify a fill effect, click fill effect and then select the options you want on the gradient, text patterns or picture tabs.

To return to the slide, click outside the about.

PROCEDURE:

First click on start button at the bottom of the screen on status bar. Click on programs and then Microsoft PowerPoint. Go to file and new. Then you find different pattern of slides on right side of your screen. Then select which is completely empty. Then enter the contents in the first slide as per given information, name in the second slide, Address in the third slide, Hobbies in the fourth slide and friends in the fifth slide. Except first slide, all the second, third, fourth, fifth slides should be inserted. When you select pattern of slide from a new slide, on slide which you selected you will find an arrow towards its right side, click that arrow and then again click insert slide. Then save it. Then adjust the layout. Then format the text then give bullets or numbering to the text if required. Go to auto shapes. Select more auto shapes and insert wherever required. Then again go to insert option and select new slides. And select chart and a chart with datasheet appear. Give the name, roll no, marks in three subjects and calculate the total. Then save the file

Viva Questions:

- 1) Explain about power point
- 2) What is word art?
- 3) Explain about slide transition
- 4) How can you rotate the picture in power point?
- 5) What are the different auto shapes available in power point?

TASK 25:

Hyperlinks, Inserting –Images, Clip Art, Audio, Video, Objects, Tables and Charts

TITLE:

Create a power point presentation consisting of hyperlinks, inserting images, clip art, audio, video objects of 4 slides with the following information.

Slide 1:- Name of your college in bold letters.

Slide 2:- Address of your college in bold letters.

Slide 3:- List of all available courses.

Slide 4:- Extra co-curricular activities.

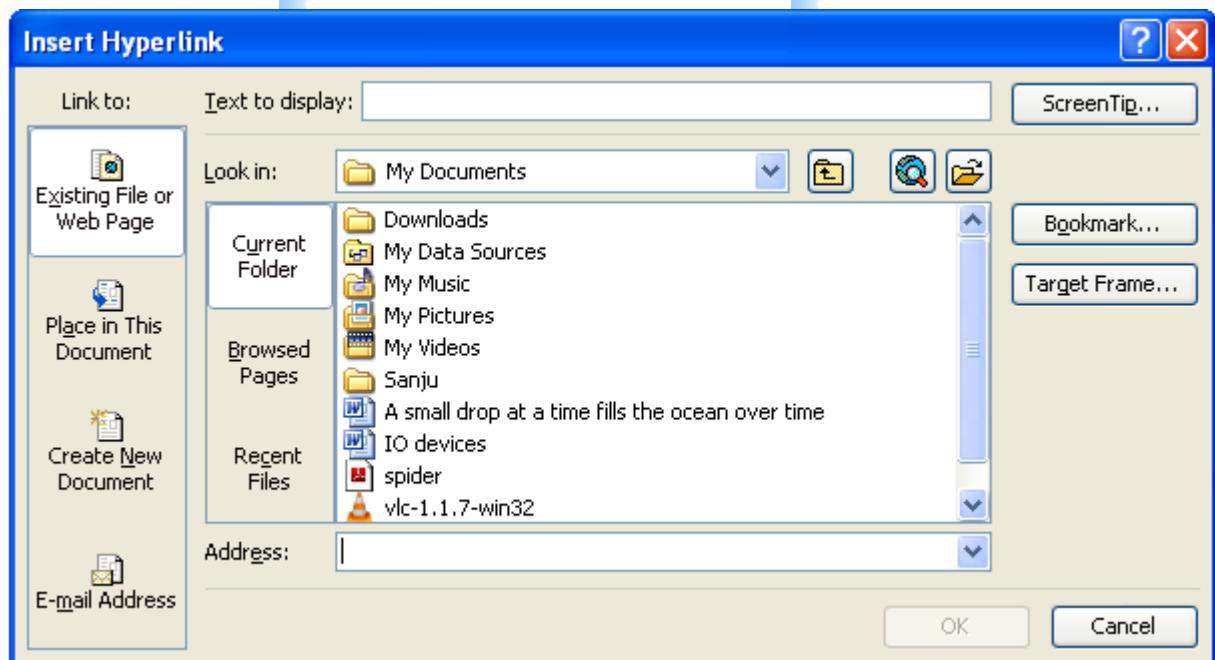
And apply the transaction effects and set the time three seconds for each slide and view it in slide show.

PURPOSE:

To maintain a PowerPoint presentation using some specifications

THEORY:

HYPERLINK:



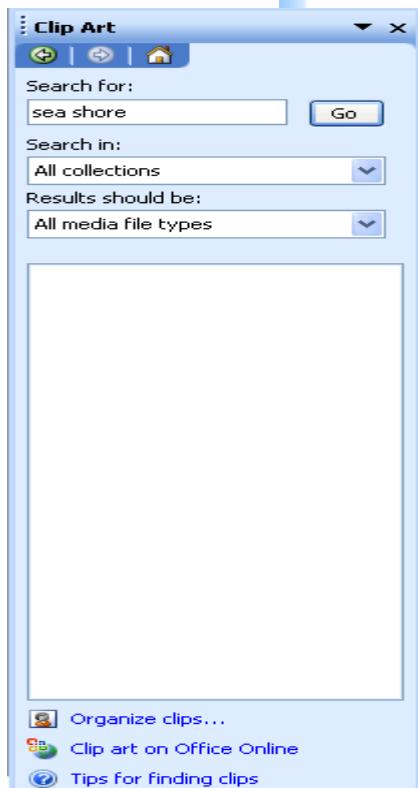
1. Select the text or object that you want to represent the hyperlink.
2. Click insert hyperlink.
3. Under link to, click place in this document.

INSERT IMAGES:



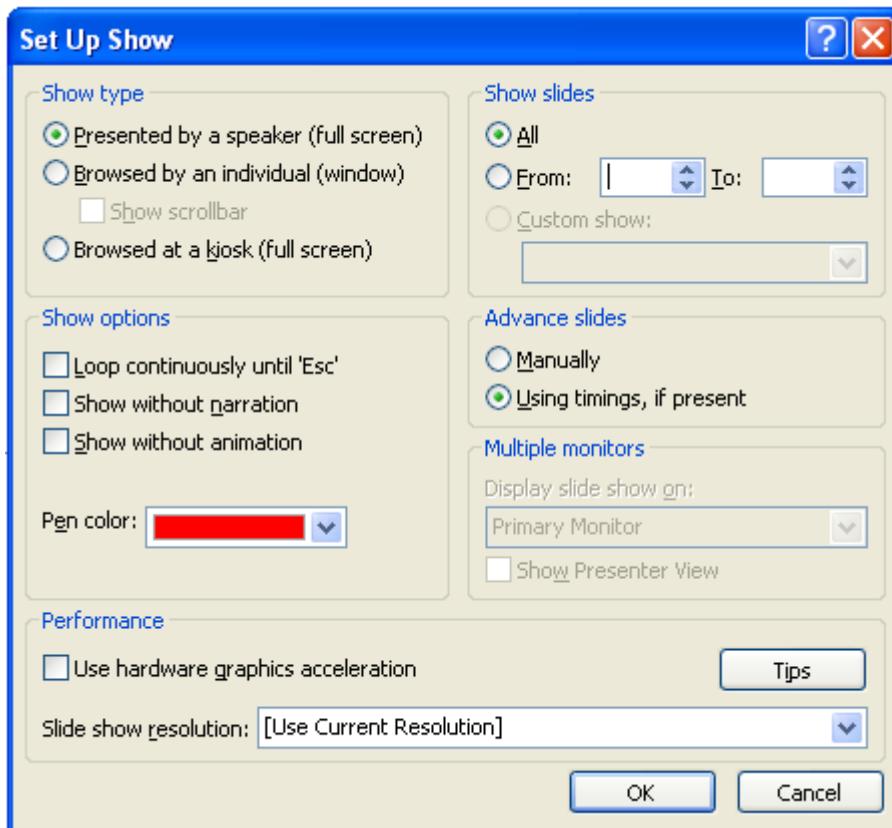
1. Click where you want to insert the picture.
2. On the drawing tool bar, click insert picture.
3. Locate the folder that contains the picture that you want to insert, and then click the picture file.

CLIP ART:



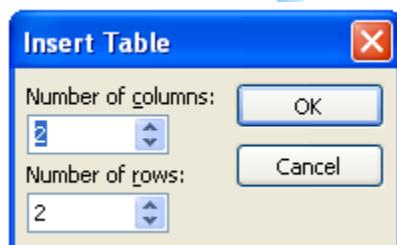
1. On the insert menu, point to structure and then click clipart.
2. in the clipart task pane, in the search for box, type a word or phrase that describes the clip, you want to type in all or same of the file menus of the clip.
3. in the results box, click the clip to insert it.

AUDIO VIDEO OBJECTS:



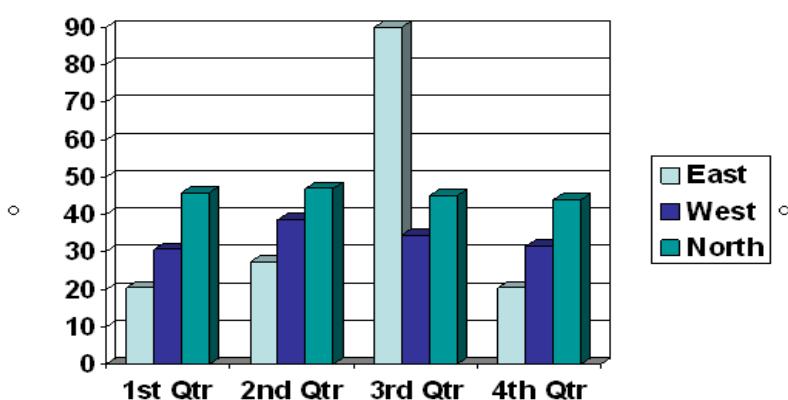
1. On the slide show menu, click setup show. Under performance check box. If your computer has their capability, office PowerPoint will attempt to use it.
2. Animation performance will be much better with a video card that has Microsoft direct 3D.

TABLE:



1. On the standard tool bar, click insert table.
2. Print to select the numbers of rows and columns you want and then click.

CHART:



1. Click the slide where you want to place the embedded object.
2. On the insert menu, click chart.
3. Click a cell on the data sheet and then type the information you want.

To return to the slide, click outside the chart

PROCEDURE:

First click on start button at the bottom of the screen on status bar. Click on programs and then Microsoft power point go to file menu. Then you find different pattern of slides on right side of your screen. Then select which is completely empty. Then enter the name of your college in bold letters. Address of your college in bold letters in the second slide. List of all the available courses in the third slide, extra co-curricular activities in the fourth slide except first slide, all the second, third, fourth slide should be inserted. When you select pattern of slide from a new slide, on slide which you selected, you will find an arrow towards it right side click that arrow and then again click insert slide. Then save it the select the slide show and then select the view show option. Then review the presentation in slide show by selecting next and after completing the slide show then click end show. Click on start button at the button of the screen on status bar, click on programs and then Microsoft power point. Go to file menu. On insert menu and select table option and give no. of rows and no. of columns and give the name, Roll no and marks in three subjects and find the total

Viva Questions:

- 1) Define hyper link
- 2) Define slide show
- 3) Define slide transition
- 4) What is animation
- 5) How can you insert a table in power point?

TASK 26:

Master Layouts (slide, template, and notes), Types of views (basic, presentation, slide slotted, notes etc), Inserting – Background, textures, Design Templates, Hidden slides.

TITLE:

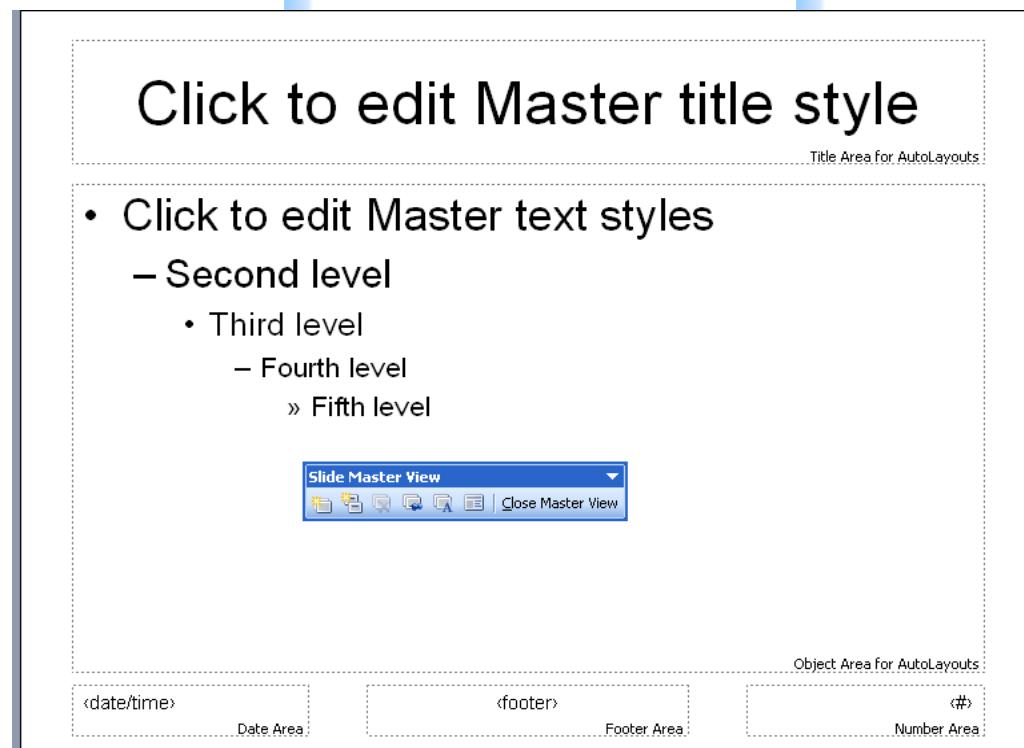
Create a power Point presentation on business by using master layouts and see the presentation in different views.

PURPOSE:

To maintain a power point presentation with some specifications

THEORY:-

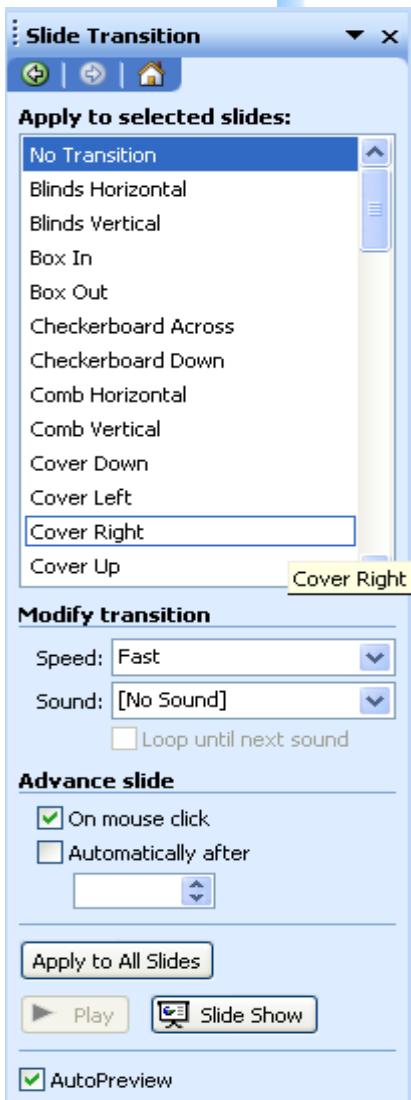
MASTER LAYOUTS:-



1. On the view menu, point to master, and then click slide master.
2. To insert a slide master, do the presentation given in slides and lastly add date and footer to the slides.

SLIDE SHOW:

1. On the slides tab in the normal view, select the slides you want to set the things for.
2. On the slide show menu, click side transition.
3. Under advance slide, select the automatically after checkbox, and then number of seconds you want the slide to appear on the screen.



PROCEDURE:

First click on start button. Then click programs, and then power point presentation. Then select file menu and click on new. Then you get a new blank presentation. Then in the first slide, enter the title as business and give product name as sub title. Then insert the second slide. Then enter the title as about the product and give description as sub title. Then insert the third slide and enter the title as sales about product and enter something about it sales. In this way, complete the three slides. Then click on view and then master and then enter date in the space provided for footer. Then you find these two in all slides and then again go to view and click on slide show.

Viva Questions:

- 1) What do you mean by clip art?
- 2) What is grouping of objects?
- 3) What is ungrouping of objects?

- 4) What are the contents of Microsoft clip gallery?
- 5) Explain about custom animation

TASK 27::

Using Auto content wizard, Slide Transition, Custom Animation, Auto Rehearsing

TITLE:

Created a power point presentation to welcome a guest using auto content wizard, slide transaction, custom animations and auto-recharging effects.

PURPOSE:

To maintain a power point presentation with some specifications

THEORY:

AUTO-CONTENT WIZARD:

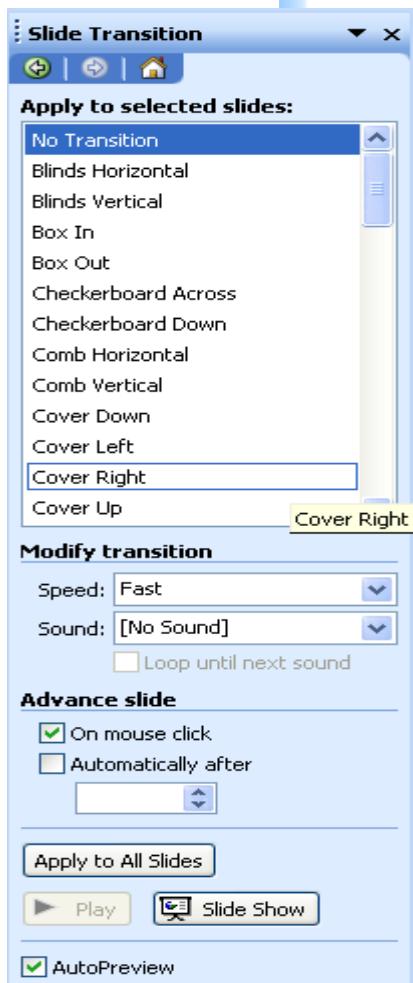


1. If the new presentation task pane is not displayed on the file menu, click new.
2. Under new, click from auto content wizard, and then follow the instructions in the wizard.
3. In the presentation, replace the text suggestions with the text you want and then make any other changes you want such as adding or deleting slides, adding art elements or animation effects and inserting headers and footers.

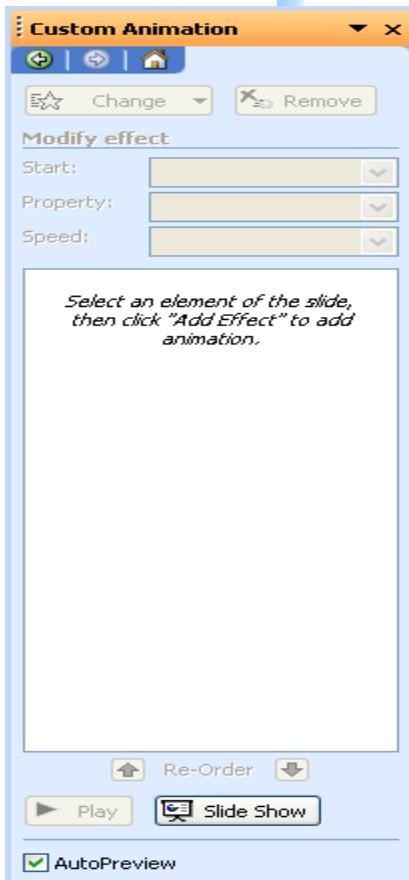
4. When you finish, on the file menu, click save, type a name in the file name box, and then click save.

SLIDE TRANSACTION:

It helps to design the slides in anyway with our own interest we can set anything we want.



CUSTOM ANIMATION



It's used to add animation to the element of the slide.

AUTO RECHARGING:

1. Select the auto shape or text box you want to resize.
2. Double click the selection rectangle of the auto shape or text box, and then click the text box tab in the format dialog box.
3. Select the resize. Auto shape to fit text check box.

PROCEDURE:

First click on start button at the button of the screen on status bar, click on programs and then Microsoft power point. Go to file menu. Prepare some slides in which each given the information about when you are going to welcome and topics to be covered. Now go to 'Auto content wizard' in that you are provided with four options. Click text in that dialog box to get them and give the details. Then go to slide transaction. In that we can set the time, font design by selecting apply to all slides. Go to customer animation option in 'slide show' and there select or required type of presentation.

Viva Questions:

- 1) How can you insert bullets and numbers in power point?
- 2) Explain about connectors
- 3) What are the uses of connectors
- 4) How can you edit word art text?
- 5) What is navigation?

TASK 28:

Power point test would be conducted .Students will be given a model power point presentation which needs to be replicated.

PURPOSE:

Test on power point

PROCEDURE:

Students will be given a model PowerPoint presentation and they have to create a replica of the given presentation.

TASK 29:

Help students in preparing their personal website using Microsoft/ equivalent (FOSS) tool publisher. Topic covered during this week includes - Publisher Orientation, Using Templates, Layouts, Inserting text objects, Editing text objects, Inserting Tables, Working with menu objects, Inserting pages, Hyper linking, Renaming, deleting, modifying pages, Hosting website.

PURPOSE:

To learn Using Templates, Layouts, Inserting text objects, Editing text objects, Inserting Tables, Working with menu objects, Inserting pages, Hyper linking, Renaming, deleting, modifying pages, and Hosting website

THEORY:

Layouts:

Layout guides comprise margin, column, row, and baseline guides. They are used to create a grid on a master page. This grid appears on every page in your publication where that master page is used. Use layout guides to organize text, pictures, and other objects into columns and rows so that your publication will have an ordered, consistent look. Set layout guides in the **Layout Guides** dialog box (**Arrange** menu). Margin guides, column guides, and row guides are represented by blue dotted lines; baseline guides are represented by gold dotted guides; and ruler guides are represented by green dotted lines

Hyper Link:

hyperlink is a link from a document that, when clicked, opens another page or file. The destination is frequently another Web page, but it can also be a picture, an e-mail address, or a program. The hyperlink itself can be text or a picture.

PROCEDURE:

Template:

1. Create the publication you want to use as a template.
2. On the **File** menu, click **Save As**.
3. In the **File name** box, type a name for the template.
4. In the **Save as type** box, click **Publisher Template**.

The destination folder changes to **Templates**. You need to save your template in this folder if you want it to appear in the **Preview Gallery** of the **New Publication** task pane later.

5. Click **Save**.

Layouts:

- On the **View** menu, click **Boundaries and Guides**.

Note If the **Snap to Guides** command is on (On the **Arrange** menu, point to **Snap**, and then click **To Guides**), objects will continue to snap to the guides even when the guides are hidden.

Inserting

Text

Objects:

In your publication, select an AutoShape

1. Type the text you want

Editing Text objects:

1. Double-click the WordArt object you want to change.
2. In the **Edit WordArt Text** dialog box, change the text, and then click **OK**.

Inserting Tables:

1. On the **Objects** toolbar, click the **Insert Table**.
2. Click inside your publication.
The **Create Table** dialog box will appear.
3. Select the options you want, and then click **OK**.
4. Size your table.

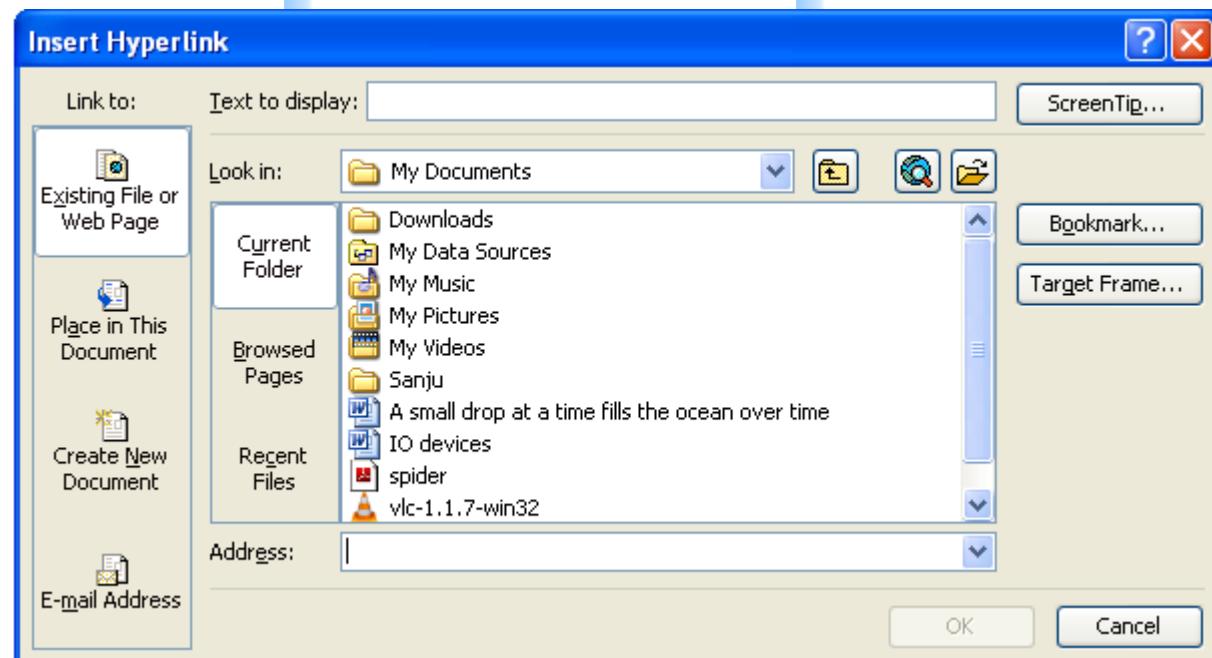
Select the table, position the mouse pointer over a selection handle until you see the **Resizer** icon, and then drag to resize the table.

5. In the table, click the cell where you want to add text, and then start typing.

To add text to another cell, click inside that cell.

Each cell expands to fit your text, unless you lock the table size by clearing the check mark next to **Grow to Fit Text** on the **Table** menu.

Hyperlink:



Create a hyperlink to a file or page

1. Select either text or a picture.
2. Click **Insert Hyperlink**.
3. Under **Link to**, click **Existing File or Web Page**.
4. Do one of the following:
 - o To select a file from your My Documents folder, click **Current Folder**.
 - o To select a file that was recently viewed in your Web browser, click **Browsed Pages**.
 - o To select a file that you were recently working in, click **Recent Files**.
5. Navigate to the file or page you want.

Create a hyperlink to an e-mail address

1. Select either text or a picture.
2. Click **Insert Hyperlink**.
3. Under **Link to**, click **E-mail Address**.
4. Either type the e-mail address you want in the **E-mail address** box, or select an e-mail address from the **recently used e-mail addresses** box.
5. In the **Subject** box, type the subject of the e-mail message.

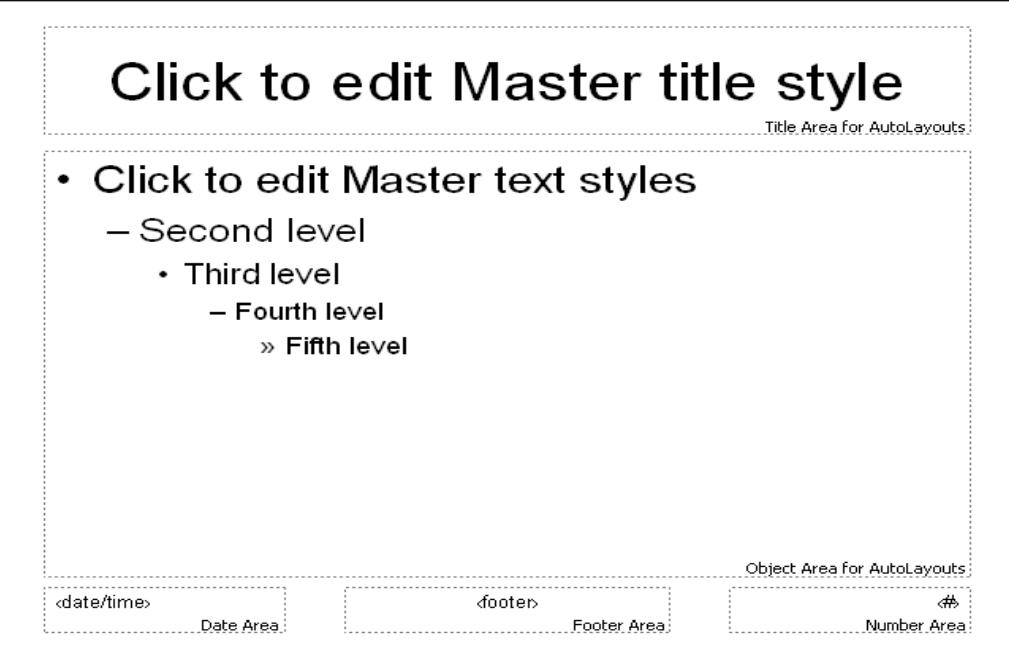
Create a hyperlink to another place in your document

1. Select either text or a picture.
2. Click **Insert Hyperlink**.
3. Under **Link to**, click **Place in This Document**.
4. Select the page you want

Create a hyperlink to a new page

1. Select either text or a picture.
2. Click **Insert Hyperlink**.
3. Under **Link to**, click **Create New Document**.
4. Either type the path and name of the new file, or click **Change** to navigate to a location.
5. Select either **Edit the new document later** or **Edit the new document now**.

Pages:



Create a master page

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click **New Master Page**.
3. In the **New Master Page** dialog box, do any of the following:
 - In the **Page ID (1 character)** box, type a single-character identifier for your new master page. This can be any single Unicode character.
 - In the **Description** box, type a brief description of your new master page.
 - If you want your new master page to be a two-page spread, select **Two-page master**.
4. Click **OK**.

Edit a master page

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the master page you want to edit, and then click **Edit**.
3. Edit the page as desired.
4. To see the updated publication pages, click **View publication pages**, and then navigate to a page to which the master page is applied

Delete a master page

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the master page you want to delete, and then click **Delete**.

3. In the alert box, click **Yes**

Viva Questions:

- 1) What are the features provided by Ms Publisher?
- 2) How can we create accessible web site?
- 3) Define meta tag
- 4) What is absolute and relative URL?
- 5) What is a master page?

TEXT BOOKS & REFERENCE BOOKS:

TEXT BOOK

1. Comdex Information Technology Course tool kit 'Vikas Gupta, WILEY Dreamtech
2. Introduction to Computers- Peter Norton's.

REFERENCE BOOKS

1. Complete computer upgrade and Rep-air book, 3rd edition Cheryl A Schmidt, Wiley Dreamtech
2. Introduction to Information Technology, ITL Education Solutions limited, Pearson Education.
3. PC Hardware and A +Handbook –Kate J. Chase PHI (Microsoft)
4. Latex Companion –Leslie Lamport, PHI/Pearson
5. "Introduction to Computers with MS-Office 2000", Alexis Leon and Mathews Leon, Leon Tech world.