

**MALAD KANDIVALI EDUCATION SOCIETY'S NAGINDAS  
KHANDWALA COLLEGE OF COMMERCE,  
ARTS & MANAGEMENT STUDIES & SHANTABEN NAGINDAS  
KHANDWALA COLLEGE OF SCIENCE  
MALAD [W], MUMBAI – 64  
(AUTONOMOUS)**

**(Reaccredited 'A' Grade by NAAC)  
(AFFILIATED TO UNIVERSITY OF MUMBAI)  
(ISO 9001:2015)**

**CERTIFICATE**

**Name: Mr. \_\_\_\_\_ AKHILESH KUMAR \_\_\_\_\_**

**Roll No: 99 Programme: BSc CS Semester: II**

This is certified to be a bonafide record of practical works done by the above student in the college laboratory for the course **IT platforms, Tools and Practices** (Course Code: **2026UISTP**) for the partial fulfillment of Second Semester of BSc IT during the academic year 2020-2021.

The journal work is the original study work that has been duly approved in the year 2020-2021 by the undersigned.

**External Examiner**

**Subject-In-Charge  
(Ms.Sweety Garg)**

**Date of Examination: (College Stamp)**Name: AKHILESH KUMARRoll No: 99

Sr. No.	DATE	TITLE	SIGN
1.	2/2/21	INTRODUCTION and CONTRIBUTING TO WIKIPEDIA <ul style="list-style-type: none"><li>• What is Wikipedia?</li><li>• Steps to Create Account on Wikipedia</li><li>• Creating Page on Wikipedia</li><li>• Edit your page</li></ul>	
2.	9/2/21	Creating account, repository on GitHub and Cloning repository in GitHub Page	
3.	16/2/21	BASIC UNDERSTANDING ON FREE AND OPEN-SOURCE SOFTWARE <ul style="list-style-type: none"><li>• Describe Open-Source Software with Example.</li><li>• Describe Free Software with Example</li><li>• Difference between Free and Open-Source Software.</li></ul>	
4.	23/2/21	WRITING EMAIL	
5.	25/2/21	Using practical examples, describe green computing. List and explain the steps that you take to contribute to green computing	
6.	2/3/21	WRITING BLOGS	
7.	9/3/21	Implementing coding practices in Python using PEP8.	
8.	16/3/21	PRESENTATION: VALUE ADDED NETWORK	

# **PRAC**

# **TICAL**

**1**

**NAME:-**

**AKHILES**

**H**

**KUMARM**

**CLASS:-**

**FYCS**

**ROLL NO.:-99**

## **Introduction and Contribution to Wikipedia**

**Wikipedia:-** Wikipedia is a free, multilingual open-collaborative online encyclopedia created and maintained by a community of volunteer contributors using a wiki-based editing system.

**Launched:-** 15/01/2001

**Creator:-** Jimmy Wales & Larry Sanger

**Create account**



en.m.wikipedia.org/w/in

15



WIKIPEDIA



# Log in

**Wikipedia is made by people like you.**

Log in to contribute.



[Forgot your password?](#)

[Don't have an account?](#)

**After creating account successfully page will look like as below**

VO 4G 116 KB/s 1:27

en.m.wikipedia.org/wiki/ 15 :

WIKIPEDIA 🔍 🔔

# Welcome, Akhilesh13155!

Welcome to Wikipedia,

the free encyclopedia that anyone can edit.

6,279,226 articles in English

The arts Biography Geography History

Mathematics Science Society

Technology All portals

## From today's featured article



Amy Poehler

The six episodes of the first season of *Parks and Recreation*

originally aired in the United States on the NBC television networks on Thursdays between April 9 and

**Now click on source to write documents/articles**

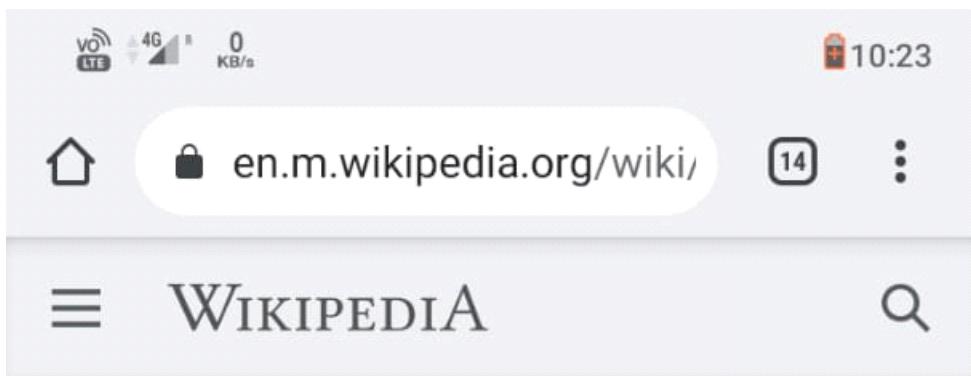
This screenshot shows a mobile browser interface on an Android device. The top status bar displays signal strength, battery level at 12:58, and other standard icons. The address bar shows the URL [en.m.wikipedia.org/w/index.php?title=Special%2FRecentChanges&oldid=9110000](https://en.m.wikipedia.org/w/index.php?title=Special%2FRecentChanges&oldid=9110000). Below the address bar is a navigation bar with a home icon, a lock icon, a '21' badge indicating multiple tabs, and a more options icon.

The main content area displays the Wikipedia mobile homepage. It includes a sidebar on the left with links: Home, Random, and Nearby. The main content area shows a user profile for 'Akhilesh13155' with an edit link and a lock icon. Below the profile are links for Watchlist and Contributions. At the bottom of the page are links for Settings, Donate, About Wikipedia, and Disclaimers.

A vertical sidebar on the right side of the screen displays a list of recent changes from the Wikipedia Recent Changes page. The visible text includes:

- track
- ect
- ed
- se
- directly
- below
- or if

**You will see a write box to write document/articles**



# Help:Getting started

文 A



## Welcome to Wikipedia!

We're glad you wish to help develop Wikipedia, and we hope you enjoy participating in [this virtual community](#).

Shortcuts

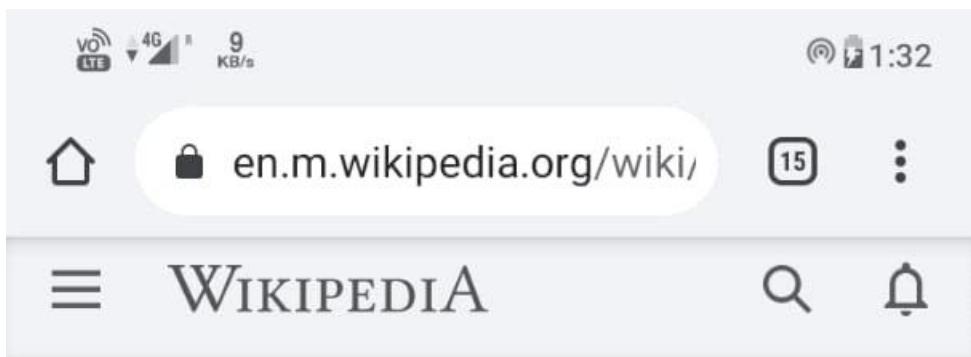
[H:GS](#)

[WP:HI](#)

**Linked** below are some brief [introductions](#) containing all the basics you need to use, comment on, and edit Wikipedia.

As a new contributor, you may feel a little overwhelmed by the sheer size and [scope of this project](#) named Wikipedia. Don't worry if you don't understand everything at first, as it is acceptable to [use common sense](#) as you go about editing. We encourage you to **be bold** in a [fair](#) and accurate manner, with a

**And down side you will see a publish button to publish it**



# Akhilesh13155

Joined 3 hours ago

User page Talk



Taj Mahal 1- Taj Mahal is a beautiful monument build on the bank of Yamuna river 2-it is made up of white Ivory marble 3-built by emperor Shah jahan



Last edited just now by Akhilesh13155



# WIKIPEDIA

Content is available under CC BY-SA 3.0 unless otherwise specified.

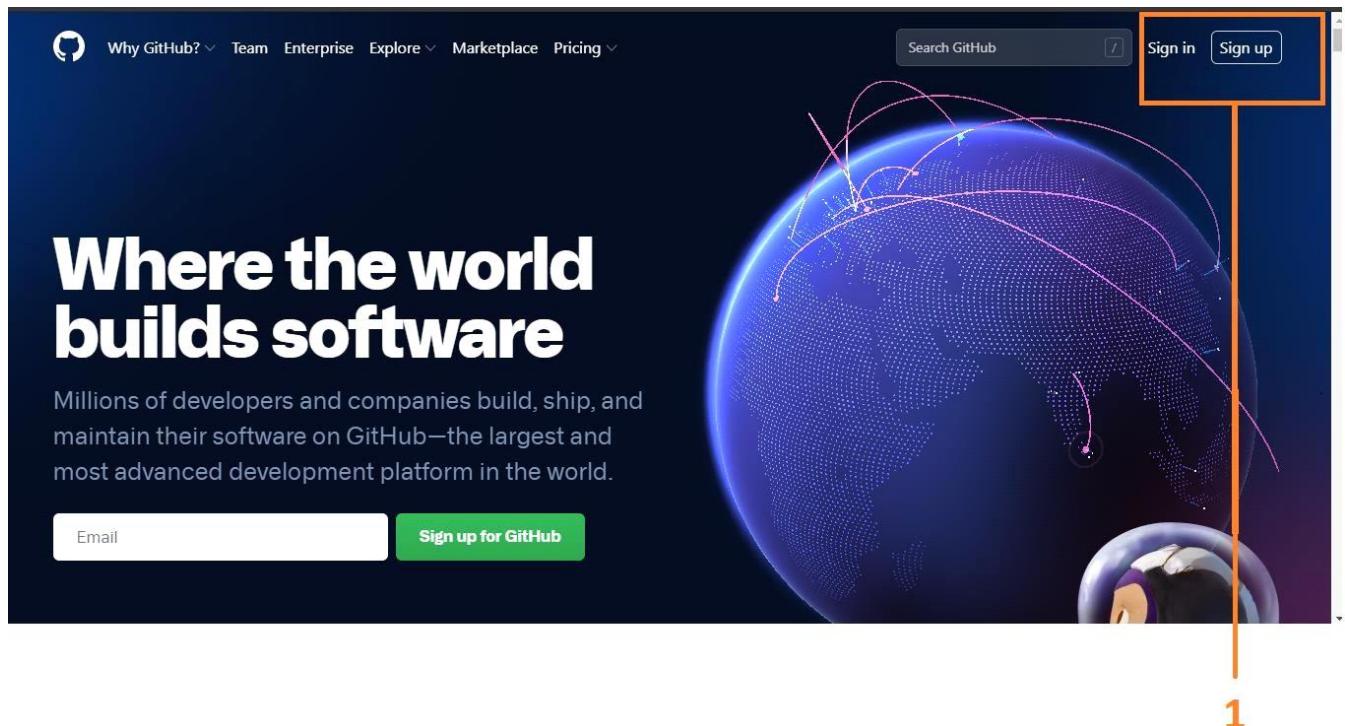
Congratulations on creating a new page!

Ter

## PRACTICAL 2

**Creating account, repository on Github and Cloning repository in Github**

### 1=CLICK ON SIGNUP TO MAKE ACCOUNT



Input username , email, password to create your account

---

## Create your account

Username \*

Email address \*

Password \*

Make sure it's at least 15 characters OR at least 8 characters including a number and a lowercase letter.  
[Learn more.](#)

Email preferences

Send me occasional product updates, announcements, and offers.

Verify your account



**Create account**

**2) click on the new to create a repository**

The screenshot shows the GitHub interface with a central modal window titled 'Introduce yourself'. The modal contains a message about creating a README file and a preview of the file's content. Below the modal are sections for 'Working with a team?' and 'Discover interesting projects and people to populate your personal news feed.'

**Introduce yourself**  
The easiest way to introduce yourself on GitHub is by creating a README in a repository about you! You can start here:

ashvanikumar145 / README.md

```
1 - 🌟 Hi, I'm @ashvanikumar145
2 - 💬 I'm interested in ...
3 - 🚧 I'm currently learning ...
4 - 🎨 I'm looking to collaborate on ...
5 - 📩 How to reach me ...
```

**Working with a team?**  
GitHub is built for collaboration. Set up an organization to improve the way your team works together, and get access to more features.

**Create an organization**

**Discover interesting projects and people to populate your personal news feed.**  
Your news feed helps you keep up with recent activity on repositories you [watch](#) and people you [follow](#).

2

Name the repository make it public or private and click on create repository

Create a new repository

A repository is a place to store files, including the repository itself. Already have a project repository? See how to move it here.

Repository name \*

ashvanikumar145 / refactored-doodle

Great repository names are short and memorable. Need inspiration? How about [refactored-doodle](#)? Description (optional)

## PRACTICAL 3

### BASIC UNDERSTANDING ON FREE AND OPEN-SOURCE SOFTWARE

- **Describe Open Source Software with Example.**

=> Open source software is a type of computer software in which source code is released under a license in which the copyright holder grants users the rights to use, study, change, and distribute the software to anyone and for any purpose.<sup>[1]</sup> Open-source software may be developed in a collaborative public manner. Open-source software is a prominent example of open collaboration.

EXAMPLE:-

- MOZILA FIREFOX :- Mozilla Firefox is a customizable internet browser and a free open source software. It offers thousands of plugins that are accessible with a single click of your mouse.
- LIBRE OFFICE :- Libre Office is a complete office suite that offers presentations, documents, spreadsheets and databases. Unlike Microsoft Office, which is not accessible for everyone due to its pricing model, Libre Office is totally free.
- VLC MEDIA PLAYER :- This multimedia player is used for video, media and audio files and it plays discs, webcams, streams and devices. Most of the users use it for streaming podcasts as well.

- **Describe Free Software with Example.**

=>Free software is software that can be freely used, modified, and redistributed with only one restriction: any redistributed version of the software must be distributed with the original terms of free use, modification, and distribution (known as copyleft). The definition of

free software is stipulated as part of the GNU Project and by the Free Software Foundation. Free software may be packaged and distributed for a fee; the "free" refers to the ability to reuse it, modified or unmodified, as part of another software package. As part of the ability to modify, users of free software may also have access to and study the source code.

#### EXAMPLE:-

- **LINUX KERNEL**:- The Linux kernel is protected by the GPL, and is used daily by millions of people throughout the world. As the kernel, it is one of the most important components of the GNU system.
- **APACHE**:- the most widely used web server in the world. More than 56% of the web servers on this planet use Apache; far more than its fierce competitors, Microsoft and Netscape
- **THE GIMP**:- is a powerful bitmap mode digital creation program. In spite of being relatively new, The Gimp has rapidly become serious competition for Photoshop
- **POSTGRESQL**:- is an object-relational database. It is currently the most sophisticated free software database available.

#### c) Difference between Free and Open Source Software.

=>

FREE SOURCE SOFTWARE	OPEN SOURCE SOFTWARE
The freedom to deploy the software for any use case without any restrictions. For example, saying that the license of a	Free redistribution of the software. The source code should be publicly available

program expires after 30 days makes it non-free.	
The freedom to study how the software works and modify it according to your needs and preferences.	The software can be modified and distributed in a different format from the original software.
The freedom to freely re-distribute the software to assist someone in need. The redistribution can be done at a cost or at no cost.	The software should not discriminate against persons or groups.
The freedom to enhance the performance of the software and release your enhancements for the community to benefit—both programmers and non-programmers. You can do this at a cost or at no cost.	The software should not restrict the usage of other software.

## **PRACTICAL 4**

**NAME:-**

**ASHVANI**

**KUMAR**

**ROLL:-145**

**CLASS**

**-FYIT**

**WRIT**

**ING**

## EMAI

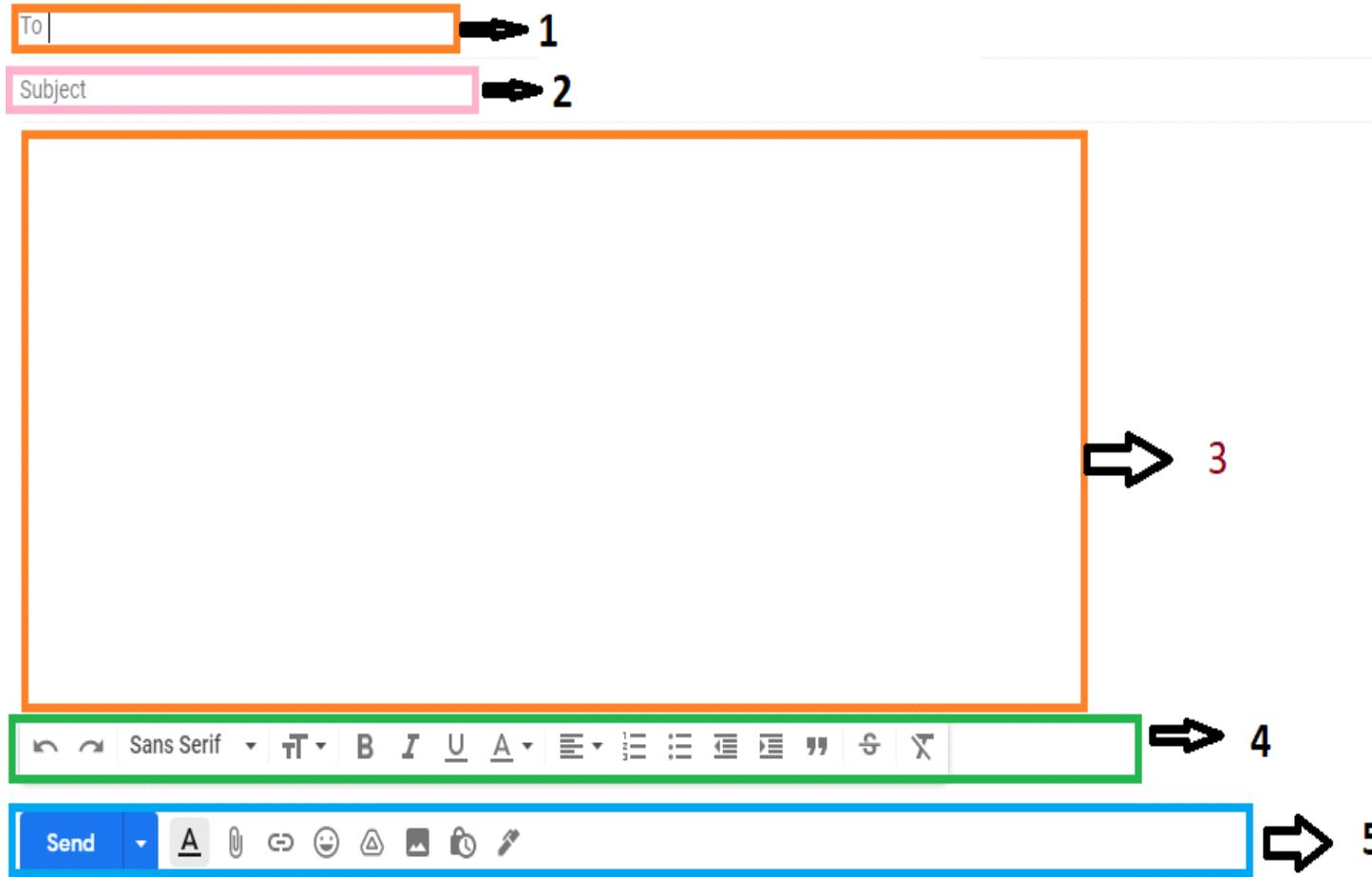
L

1= Here we have to write the mail address of the person whom we are sending the mail  
2=Here we have to write the main caughty subject which should attract the receivers  
3=This is the main box were we have to write the mail

4=we can edit the text and extra tools

5=Here u can attach a file picture ect

and by clicking the send button we can send the mail.



**This is how its look after sending the mail.**

---

### Invitation For Get-Together After Pandemic



**145\_FYIT\_ASHVANI KUMAR** <ashwani.kumarpintu@gmail.com>

to Davraharsh2001 ▾

11:17 AM (1 minute ago)

Dear Friend,

Good Morning

I hope you are doing well, In our busy lives we have forgotten the days when we friends used to play together and stay together in our hostels. We those days the fun which we had back in the day.

So,we are going to conduct a Get-together party with our old school mates and teachers to feel fresh and reduce the stress of work.  
we are inviting you to this get together.

Venue:-Barbeque Nation,Andheri

Date:- 22/03/2020

Meet you soon my friend

Thanks

Ashvani kumar

Reply

Forward

## PRACTICAL 5

**Describe green computing. List and explain the step that you have taken to contribute to green computing.**

- Green computing is the environmentally responsible and eco-friendly use of computers and their resources. In broader terms, it is

also defined as the study of designing, engineering, manufacturing, using and disposing of computing devices in a way that reduces their environmental impact.

Many IT manufacturers and vendors are continuously investing in designing energy-efficient computing devices, reducing the use of dangerous materials and encouraging the recyclability of digital devices. Green computing practices came into prominence in 1992, when the Environmental Protection Agency (EPA) launched the Energy Star program.

Green computing is also known as green information technology (green IT)

Steps that has been taken to contribute green computing:-

- Looked for the ENERGY STAR  
Considering energy efficiency when shopping for new equipment by looking for products with an ENERGY STAR.
- Turning Off Monitor  
monitor uses a lot of power, so by putting it in standby or turn it off when not in use.
- Adjusting the Brightness  
The brightest setting on a monitor consumes twice the power used by the dimmest setting.
- Don't Use a Screen Saver  
Screen savers consume power and are unnecessary. So by setting monitor to go blank or dim when not in use.
- Turn Off Peripherals  
When not in need turning speakers, scanner, and other add-ons, off.

- Leave Your Printer Off

A printer draws a lot of power, so leave it off until you need it. Also make sure its power settings include a standby mode that consumes less energy when on.

- Preview Before You Print

Select and print only the content you need. Omit unneeded pages from the printing job.

## **PRACTICAL 6**

Blog link:-



Lite

www.blogger.com

27



## 7 Benefits of Sleep for Exercise Recovery



### 4 Benefits of Sleep for Exercise Recovery



March 23, 2021







Lite

www.blogger.com

27



probably don't do enough of it, or you may not utilize it to the fullest extent. A sure-fire method of promoting recovery so that your exercise program produces the results you want is to get optimal sleep.

Preview





www.blogger.com

27



.3..One function of sleep is to allow time for muscles to repair themselves. Growth hormone is an anabolic hormone produced during stage 3 of non-rapid eye movement (NREM) or dreamless sleep and helps to repair tissues damaged during exercise; the longer a period of sleep, the more time for muscle tissues to regenerate and grow.

4

..Being overly tired, especially during exercise, could result in reduced reflex times or poor judgement,





Lite

www.blogger.com

27



..Being overly tired, especially during exercise, could result in reduced reflex times or poor judgement, each of which could cause a training injury. One important benefit of sleep is that it allows time for the removal of unnecessary metabolic waste from brain cells.



One final thought to keep in mind: Too much exercise and too little sleep could result in overtraining, which, at best, could keep you from reaching your goals and, at worst, lead to an injury



## **PRACTICAL 7**

**Program using**

**PEP8 rules.**

**What is pep8**

**rule?**

PEP 8, sometimes spelled PEP8 or PEP-8, is a document that provides guidelines and best practices on how to write Python code. It was written in 2001 by Guido van Rossum, Barry Warsaw, and Nick Coghlan. The primary focus of PEP 8 is to improve the readability and consistency of Python code.

```
pep8.py - C:/Users/DELL/AppData/Local/Programs/Python/Python39/pep8.py (3.9.1)
File Edit Format Run Options Window Help
# import needed package
import numpy as np
#define our data
my_dict = {'a' : 10, 'b' : 3, 'c' : 4, 'd' : 7}

#helper function
def dict_to_array(d):
    """convert dictionary values to numpy array"""
    # extract values and convert
    x = np.array(d.values())
    return x

print(dict_to_array(my_dict))
```

## OUTPUT



# Going Paperless

Presented By :-

- 1)Aniket Prajapati - 44
- 2)Parth Baraiya - 05
- 3)Aman Rai - 46
- 4)Anmol Kaur Saggi - 49
- 5)Akhilesh Kumar - 99
- 6)Karan Prajapati – 97
- 7)Rahim Khan - 21



- **INTRODUCTION**
  - Concept introduced in the 1980s.
  - Office of the Future, one that requires little or no paper to do business.
  - Instead of paper, the paperless office would use modern technology to accomplish all of the same goals.
  - **Going Paperless** can make documentation and Information sharing easier, keep personal information more secure and help the environment.

## • REALITY

- Paper is the number one material thrown away and also one of the biggest polluting industries.
- Companies interested in reducing cost and building business sustainability are actively pursuing PAPERLESS OFFICE.
- While a completely 100% paperless office may be unattainable, a few decisive steps applied over the time can dramatically reduce if not eliminate the vast majority of paper in office.

# WAY GOING PAPERLESS



1.SAVES TIME



2.SAVES  
MONEY



3.SAVES  
SPACE



4.IMPROVES  
SECURITY



5.BOOTHS  
COMPANY  
IMAGE

# 1. Save time



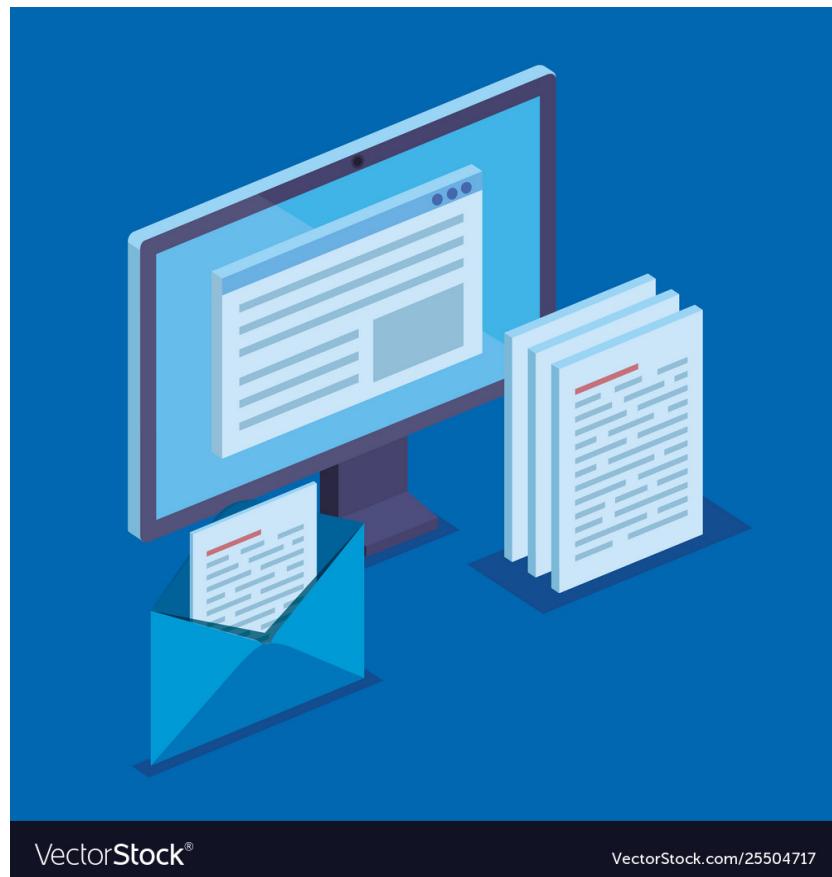
With a paperless filing system, searching through thousands of files becomes as easy as “Ctrl + F.” Of course there is a learning curve, but the Small Business Administration (SBA) suggests that going paperless increases the productivity, functionality and efficiency of an office.

## 2. SAVE MONEY



A paperless office obviously buys less paper, saving an average of almost \$80 per employee, according to the EPA. But less obvious is the far more significant savings in ink, toner, postage, files storage space, trips to the post office and time spent shredding old files or searching for misfiled documents.

### 3. SAVE SPACE

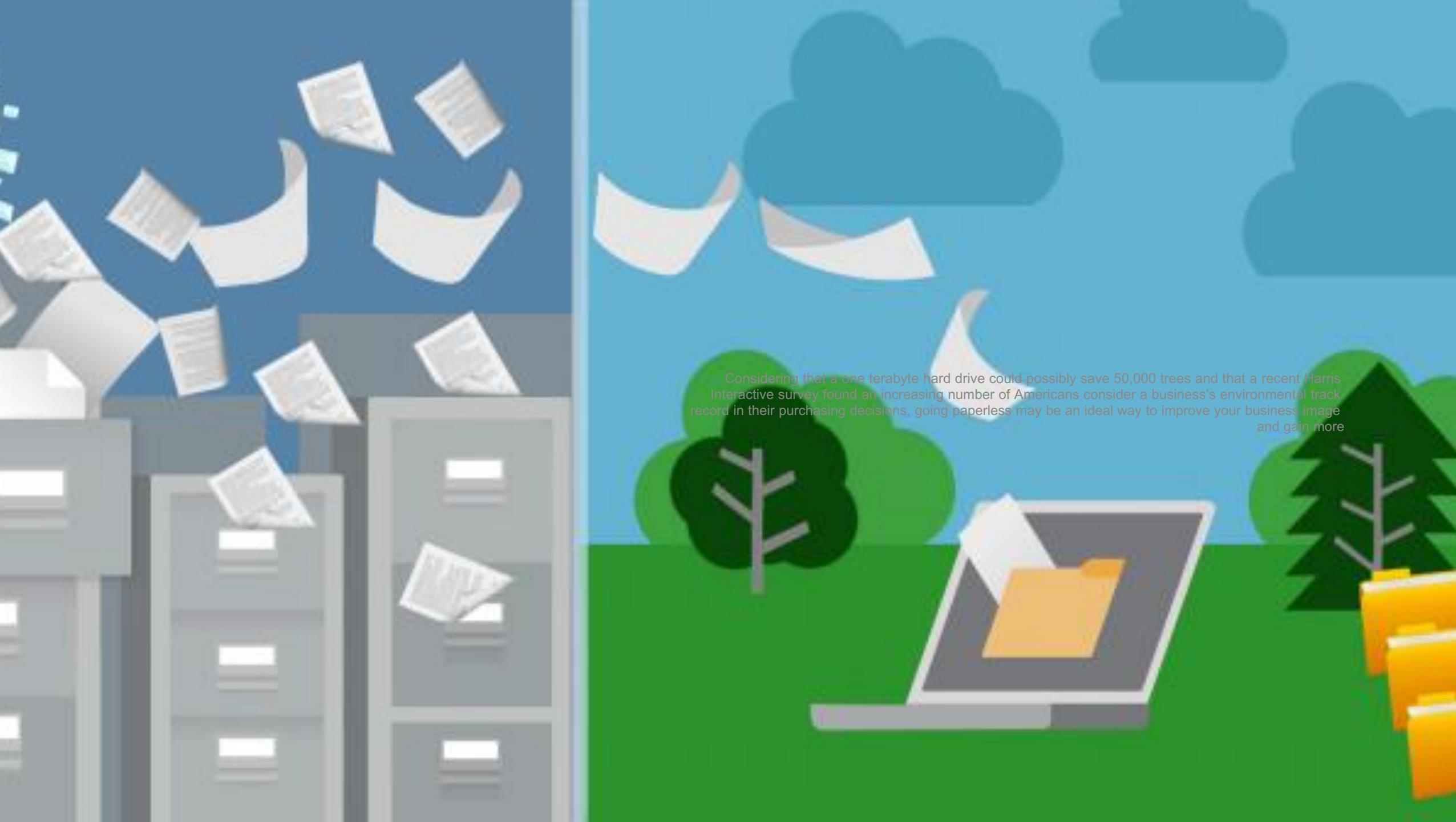


Bulky file cabinets are obsolete. A whole cabinet of contents can be condensed into two gigabytes of neatly organized files on a hard drive. Old file rooms can become new offices.

## 4. IMPROVES SECURITY

Storing and backing up documents on the cloud (online) eliminates the need to carry sensitive papers out of the office. Rigorous safeguards built into backup systems ensure data is not lost through natural disaster or accident, either.





Considering that a one terabyte hard drive could possibly save 50,000 trees and that a recent Harris Interactive survey found an increasing number of Americans consider a business's environmental track record in their purchasing decisions, going paperless may be an ideal way to improve your business image and gain more

# Benefits of going paperless



Getting documents faster.

Saves time and money.

Saving more space in the office.

Getting easier transfer of information.

Promotes the environment.

Boosts security.

Paperless files are easily saved and retrieved on the time.

We have automatic backups.

Helps in Financial benefits.

Receive payments faster.

Protect your company from disasters.

Improves customer service

Copy documents with scanners and phone apps.

Uses E-Mail instead of traditional mail.



# **\*Paperless Office Tools\***

- E-mail :

Email has had the biggest impact, allowing communications to become electronic with the ability to attach.



- Scanners :

Scanners are one of the most essential tools for a paperless office.

- Software :

Software plays an important role in a paperless office.

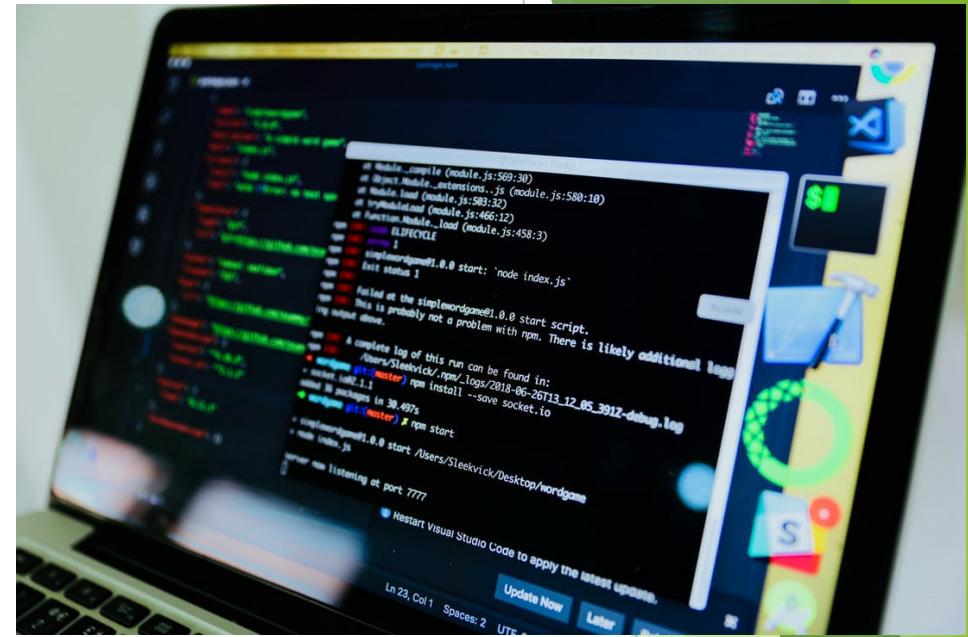
Some of such software applications are:

~ NitroPDF.

~ Fax to E-mail Services.

~ EchoSign.

~ Online backup applications.



- Displays :

Reading content from a computer screen saves the need to print a paper copy, but some standard monitors can cause eye strain after extended use.



- Hard Drives :

Eliminating paper copies of documents means risking losing the information they contain in the event of a computer system crash or hard drive failure.

**\* What are the  
obstacles towards a  
paperless office?**

- In spite of many efforts which have been done so far to consume less paper, still large amounts of paper are used.
- There are also some technology-related problems on the way towards implementing a paperless office some of which are as follows;

- Signature :

As we know the scanned from of signatures in many official business relationships and contracts is not acceptable.



- Reading on screen is difficult:  
The second problem is that there are still a large number of people, including people with eyesight problems and old people, who do not like to read on monitors and prefer to read in prints.

- Risk of data loss :

Another problem is the risk of losing data and document due to software or hardware failure.

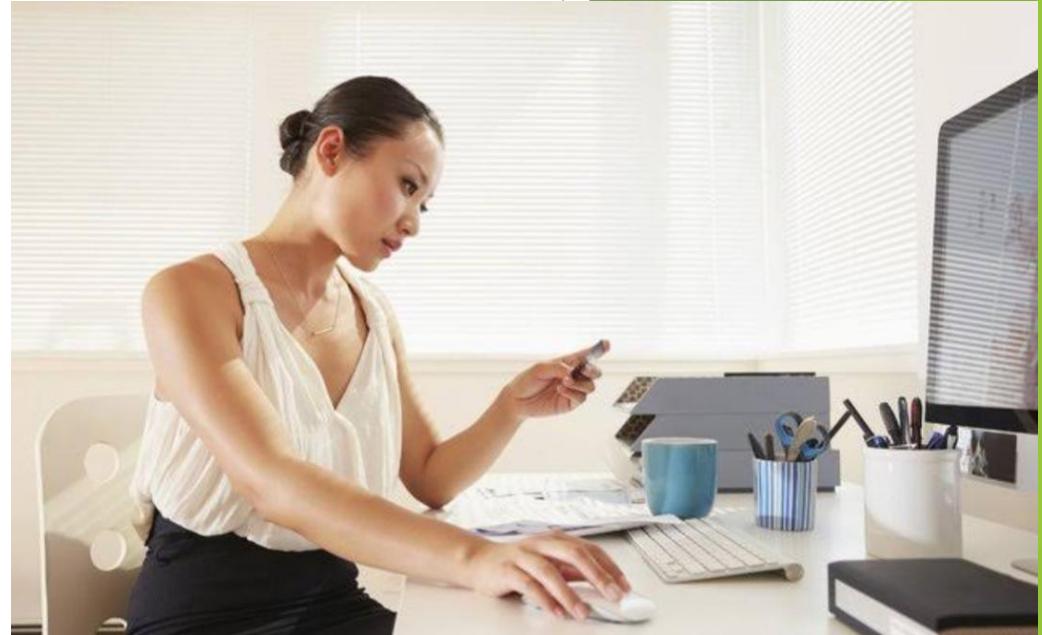


- Technology isn't ready for a paperless office :

While the technology for going paperless is readily available, the rate of adoption for these tools and this system is quite low.

- Fear :

Although electronic storage is much more secure than having data on paper, some people do not trust the authenticity or security of online tools.





# T DIFFERENT WAYS TO GO PAPERLESS..

BY: AKHILESH

# INTRODUCTION

Very few companies are truly paperless. Though many have started to cut down on processes that use paper, there are still areas where paper is useful and even necessary.

Back then, the technology to take any actionable steps toward a paperless office didn't exist. The idea of doing business, both personal and professional, without using any paper was a sort of prediction of the future brought about by the invention of computers. The phrase "paperless office" started as a marketing slogan before it could possibly be a reality.



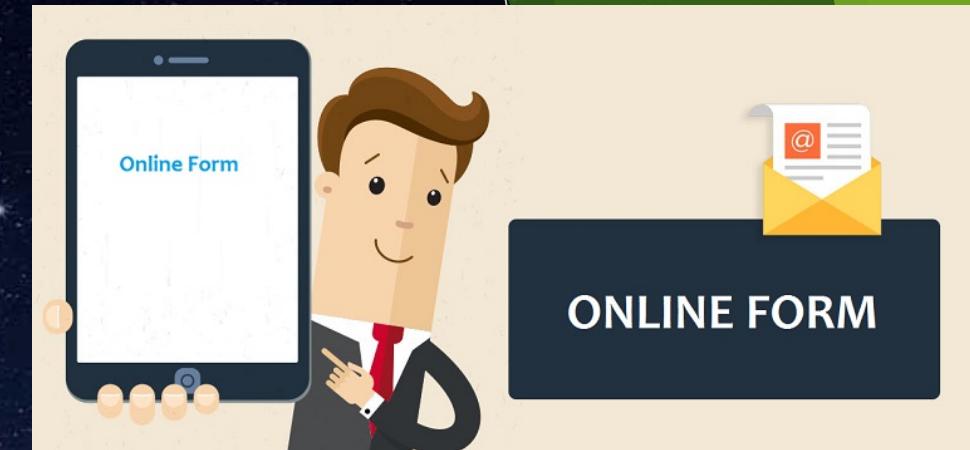
Modern offices have the means to use far less paper. What's surprising is that statistically, we're using far more paper. Not only is our consumption higher as a society, but a lot of it is purely wasteful.

# DIFFERENT WAYS TO GO PAPERLESS.....

If you break down the process into steps, it becomes much easier to manage. The challenge gets more manageable with each positive change your organization makes. And going forward, you can choose new digital technologies that don't involve paper.

Here are a few paperless options:

**Online forms:** Instead of gathering data with paper forms, use an online form builder, like JotForm. You can customize digital forms for use with both internal and external audiences.



**Cloud storage:** This is probably one of the most popular options today because it allows all of your team members to stay on the same page and have the same information in real time. It also means that your digital files are saved outside of your office. You can access them from anywhere in the world as long as you have an internet connection.



**Scanners:** If you have a great deal of documentation to transfer or if you receive a lot of paper from outside companies, you may want to rent or buy a good scanner. Today there are even apps that allow individual employees to scan paper documents when needed and save them to the appropriate place.



**Use devices for meetings:** Encourage employees to use laptops, tablets, and mobile phones for meetings and other situations where they need to take notes. You can also switch from paper handouts to digital files emailed to each team member in advance.

**Encourage the use of note-taking apps:** Most companies go through a great deal of paper in the form of Post-it notes and legal pads. There is a theory that people learn information better when they hand write it, and we don't recommend mandating an end to physical note taking. Some employees even brainstorm better while they doodle. It can be worth the trade off to allow for people's creative processes to function at full steam. Other employees will embrace options to completely digitize their note taking, using apps on their phones or other devices.



**Switch to e-signatures:** There's no legal reason to require paper documents with hand-written signatures at this point. An e-signature is legally binding. Rather than having to fax or mail contracts to each party and wait for them to sign, scan, and email the contract back to you, even worse, print out the document, sign it, and mail it back, digital documents can be signed, completed, returned, and saved, all within a few minutes.



**Use electronic billing:** Most of your vendors will provide you with the option to switch to electronic billing. Bills can be emailed to your AP/AR department, and payment can be made online, removing the clutter of mailed paper bills and the hassle of writing checks.



**Provide digital receipts:** If you need to provide receipts to customers as part of your business model, switching to digital receipts is an excellent option. It allows your company and your customers an easy way to save all records without wasting paper.

## **Benefits of Going Paperless**

Saves Time. Time spent filing, organizing, and searching for paper documents is time that could be spent on more productive tasks .

Saves Space .

Saves Money .

Eases Transfer of Information .

Promotes the Environment .

Boosts Security .



## Different ways to go paperless

Online **forms**. Instead of gathering data with paper **forms**, use an online form builder, like JotForm .

Cloud storage .

Scanners .

Use devices for meetings .

Encourage the use of note-taking apps .

Switch to e-signatures .

Use electronic billing .

Provide digital receipts .



## ways to go paperless in the office

- 1) Take a Stand .
- 2) Start at reception .
- 3) Downplay printing .
- 4) **Move** to digital financial statements .
- 5) Encourage recycling and reuse .
- 6) Find paper alternatives .
- 7) Reconsider **paperless** marketing .
- 8) It's time for electronic signature software .



**GOING PAPERLESS**

***GO PAPERLESS.***



# ADVANTAGES OF GOING PAPERLESS

- Saves time. Times spent filing, organizing And searching for other documents is time that could be spent on more productive task.
- Saves space.
- Saves money.
- Eases transfer of information.
- Promotes the environment.
- Boost security.

# DISADVANTAGES OF GOING PAPERLESS

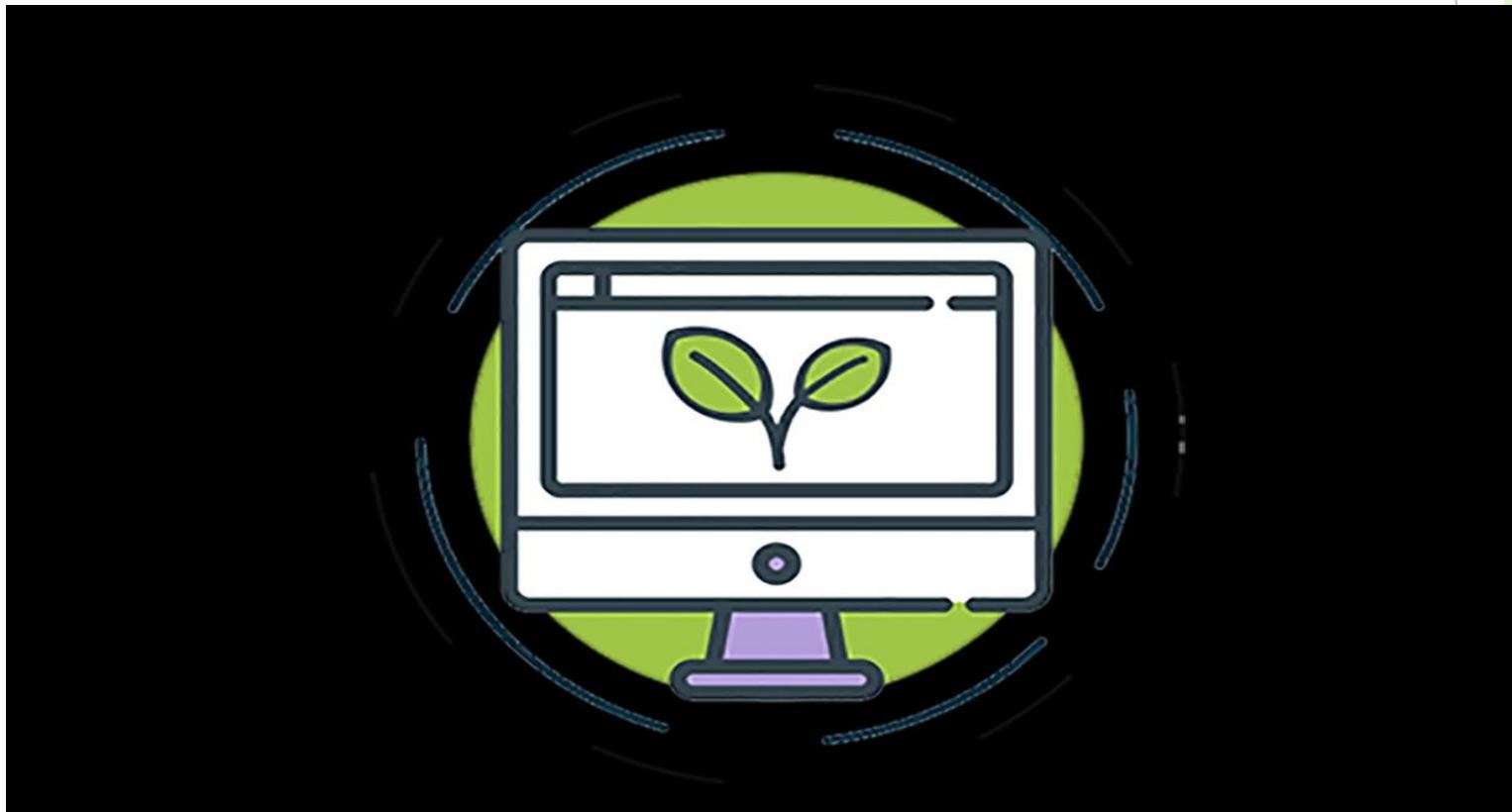
- There are some disadvantages of going paperless Which still make business cautious including:
- Security risk and viruses.
- Initial cost.
- Difficulties digitalizing existing Documents.

# STOP USING PAPER

- By using less paper, we can reduce our impact on forest.
- Cut energy use and Climate change emission, limit water and other pollution and produce less waste.
- Using less paper also help ensure We can only use our fair share of the earth's resource.



GO  
PAPERLESS



THANK  
YOU

The image features the words "THANK" and "YOU" in a bold, 3D-style font. The letters are primarily red with white glowing interiors, resembling neon signs. They are mounted on a black metal frame with visible bolts and nuts. The background is a dark, atmospheric space with a horizontal gradient from red on the left to blue on the right, creating a sense of depth.