**ICT Lab important Notes**

**Week No. 1**

**Lab Questions:**

1. What is Microsoft Office, and how does it contribute to office productivity? Explain with examples.
2. List and explain three common applications of MS Office, highlighting their primary functions.
3. Identify the major parts of MS Word and describe how each part helps in document creation.
4. Why are shortcut keys important in MS Word? List at least five commonly used shortcut keys and their functions.
5. Suppose you need to format a research document efficiently in MS Word. Which features and shortcut keys would you use to improve your workflow? Justify your answer.

**Week No. 2**

**Lab Questions:**

1. What are Styles in MS Word, and how do they help in formatting documents efficiently? Provide examples of different styles.
2. Explain the importance of the ‘Find and Replace’ feature in MS Word. How does it improve document editing and efficiency?
3. How does the Spelling and Grammar check feature in MS Word work? Why is it essential for professional document creation?
4. You need to create a professional report in MS Word. Explain the steps to add a theme and watermark to enhance the document's appearance.
5. What is the purpose of adding headers, footers, and borders in an MS Word document? How do they improve document presentation?

**Week No. 3,4**

**Lab Questions:**

1. What is Microsoft PowerPoint, and how does it help in creating effective presentations? Explain its significance in professional and educational settings.
2. Describe the step-by-step process of creating a new PowerPoint presentation. How can adding new slides and formatting text improve presentation quality?
3. How can images, charts, shapes, and icons enhance a PowerPoint presentation? Provide an example where these elements improve visual appeal.
4. Explain the difference between Transitions and Animations in PowerPoint. How do they contribute to making a presentation more engaging?
5. You need to create an interactive presentation with a professional look. How would you use Themes, PowerPoint Designer, and Audio/Video elements to improve audience engagement?

**Week No. 5 & 6**

**Lab Questions:**

1. What is Microsoft Excel, and how is it used for data management? Explain its importance in business and academic settings.
2. Describe the major components of MS Excel. How does understanding the Excel interface improve efficiency in working with spreadsheets?
3. Explain the difference between basic functions and conditional formulas in Excel. Provide an example of a commonly used function and a conditional formula.
4. What are logical operators in Excel? How can they be used in decision-making formulas? Provide examples of at least two logical operators.
5. Errors in Excel can affect calculations and data accuracy. Identify common Excel errors and explain how to troubleshoot them effectively.

**Week No. 7 & 8**

**Lab Questions:**

1. What is MS Access, and how does it differ from other database management systems? Explain its significance in handling large datasets.
2. Define key terms and objects in MS Access, such as tables, queries, forms, and reports. How do they help in database management?
3. What are the different data types available in MS Access? Provide examples of how each data type is used in database design.
4. MS Access and MS Excel both handle data, but they serve different purposes. Compare their functionalities and explain when to use each tool.
5. Google Suite offers cloud-based alternatives to traditional office software. How does Google Suite compare to MS Access in terms of data storage and accessibility?

**Week No. 10 & 11**

**Lab Questions:**

1. What is Cisco Packet Tracer, and why is it used in networking? Explain its significance in network simulation and troubleshooting.
2. Define network design and explain its importance in setting up a structured and efficient computer network.
3. What is an IP address? Describe its role in networking and explain how subnetworks help in efficient IP address management.
4. List and explain the different classes of IP addresses. How do they determine the number of available hosts in a network?
5. What is Star Topology? Describe its structure, advantages, and disadvantages in network implementation.

**Week No. 12 & 13**

**Lab Questions:**

1. What is an algorithm, and what are its key characteristics? Explain how algorithms help in problem-solving with an example.
2. Describe the step-by-step process of writing an algorithm. Why is it important to follow a structured approach when designing an algorithm?
3. What are flowcharts, and how do they help in visualizing algorithms? Explain with an example.
4. List and describe the common symbols used in flowcharts. How does each symbol contribute to the flowchart's readability?
5. Explain the control structures used in algorithms and flowcharts. How do sequence, selection, and iteration contribute to efficient program design

**Week No. 14, 15, & 16**

**Lab Questions:**

1. What is HTML, and why is it essential for creating web pages? Explain its role in structuring content on the web.
2. Describe the basic structure of HTML tags. How do HTML elements work together to build a web page? Provide examples.
3. What are text formatting tags in HTML? Provide examples of at least three text formatting tags and explain their functions.
4. Explain the use of the <font>, background color, and text color tags in HTML. How do these tags enhance the appearance of web content?
5. How do the <table>, <rowspan>, and <colspan> tags in HTML help in creating structured data layouts? Provide a sample code to demonstrate their use.