

# Lab Tasks

**Task #01:** Design layouts for input output storage devices.

## Storage Devices

**Storage Devices** are used to record (Store) data



**Hard Disk**



**USB Drive**



**CD/DVD Drive**



**SD Card**

**Can you think of any other Storage devices?**

## Input Devices

**Input Devices** send data and control signals to the computer.



**Keyboard**



**Mouse**



**Game Controller**



**Microphone**



**Scanner**



**Touch Screens**



**Webcams**



**Musical Instruments**

**Can you think of any other input Devices?**

## Output Devices

**Output devices** communicate the results of proceeded data.



**Monitor**



**Projector**



**Printer**



**Robot**



**Motor**



**Interactive Board**



**Speakers**



**Headphones**

**Can you think of any other Output Devices?**

**Task # 02:** To create an Advertisement.

## COMPUTER SLOW?

Take advantage of our grand opening  
**50% off** sale. IT only happens once.

We offer technology solutions and support for home users,  
home offices, and small-mid sized businesses.

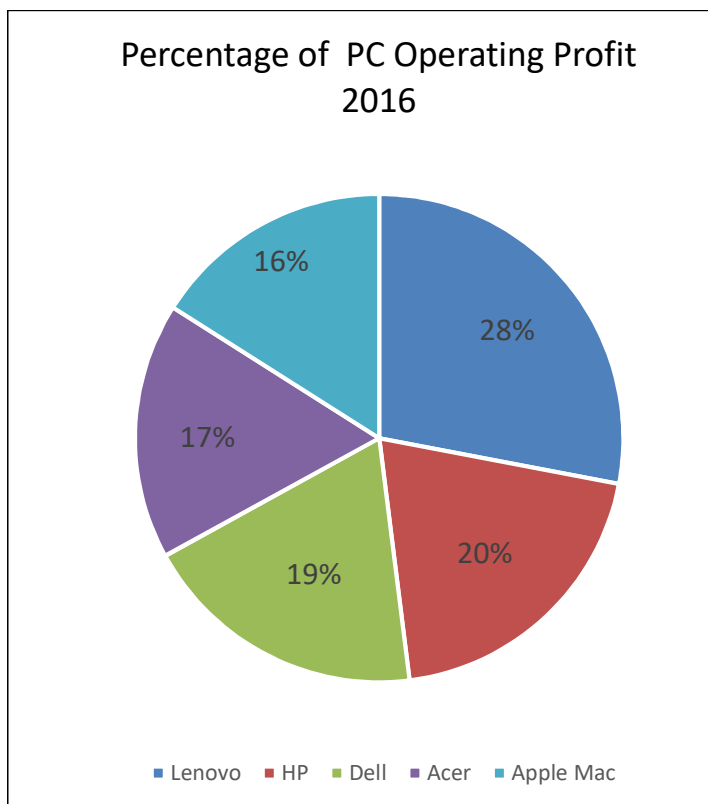
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Network setup, new office setup, web  
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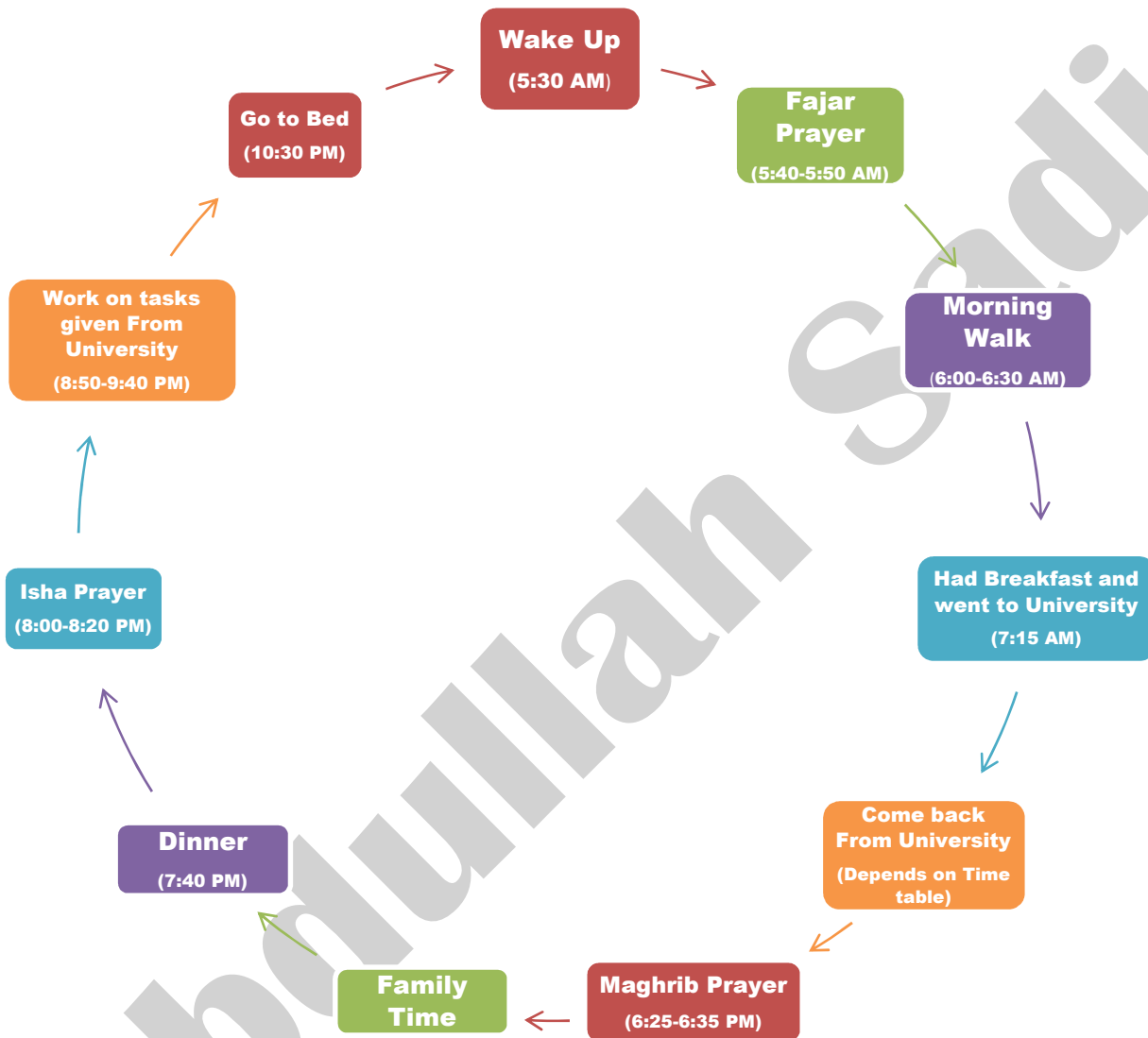
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**Task # 03:** Draw a pie chart to show a percent of PC operating profit 2016 with a different color, design and percentage choice, Format data labels and legend labels.



**Task # 04:** Draw a Cycle Process through word smart art which include Daily Routine.



**Task # 05:** Create a word document that include following headings:

1. My biography
2. My best childhood memory
3. My inspiration
4. My favorite sports
5. Where do I see myself in five years?
6. My social Networking Sites/links

**Solution:**

### **1) My Biography:**

My name is Abdullah Sadiq. My father name is Muhammad Sadiq. I am 17 years old. I have passed 10<sup>th</sup> from E.A.B PN Secondary School Karachi. I have done my FSC from Bahria College NORE-1. I am studying Software Engineering at Bahria University Karachi. My home town is Faisalabad but I am currently living in Karachi. My hobby is Photography.

### **2) My best childhood memory:**

I still remember the day when I was 7 years old, my Father gifted me a Brand New Bicycle. I was so excited to ride it because it was a totally new experience for me. And this is one of the best childhood memory I can't forget.

### **3) My inspiration:**

I am extremely inspired by my Father. My Father is an inspiration for me. Whenever I feel dull or depressed, I just think about the efforts he has done for us and he is still doing. He has taught me the toughest lessons of life. He is an ideal for me and I am nothing without my father.

### **4) My favorite sports:**

"Honesty is a great policy". To be honest, I don't have any interest in sports. But as we know "Healthy body has a healthy mind". So, to maintain fitness I prefer running. I wake up early in the morning and start running.

### **5) Where do I see myself in Five year:**

After Five years, I see myself as a Skilled Software Developer performing his Best to Digitalize Pakistan and making every possible effort to represent Pakistan in a positive way.

### **6) My Social Networking Sites:**

**All of my Social Media Handles:**

[Email](#)

[Facebook](#)

[Instagram](#)

**Task # 06:** Apply mail merge on a letter.

**Solution:**

To:

«First\_Name»«Last\_Name»

«City»«Province»

«Postal»

Dear «First\_Name»

Hoping that you are doing good. You had applied in our company XYZ as an Assistant manager. We are glad to inform you that you are selected for the interview. Kindly report on the day of interview.

Yours Truly,

«Company\_Name»

To:

Rehab Khaleed

Khariyan Punjab

12300

Dear Rehab,

Hoping that you are doing good. You had applied in our company XYZ as an Assistant manager. We are glad to inform you that you are selected for the interview. Kindly report on the day of interview.

Yours Truly,

XYZ

