Information and Communication Technologies

Information and communications technology (ICT) engineers are developing and creating a virtual world offering new services and new applications to help people both in their work and their daily lives. Nevertheless, ICT engineers are almost always constrained in their project development by the intrinsic hardware performances of calculators, storage systems, and communication systems. The monitoring and measurement of physical ICT system performances are crucial to assess the computer processing unit (CPU) load, the available memory, the used bandwidth, and so on to guarantee the ICT-based services correctly work regarding their expected use. The famous Moore's law states that the number of transistors on a chip tends to double every 18 months; this enabled a rapid growth of digital system performances. However, these technical performances do not provide direct information about the level of quality of the offered services. In the International Telecommunication Union-Telecommunication (ITU-T) standardization sector's E.800 recommendation (ITU-E800, 1994), quality of service (QoS) is defined as "the collective effect of service performances, which determine the degree of satisfaction of a user of the service."

The satisfaction of users is then the key of ICT business and must be specified in a service-level agreement (SLA) signed by ICT experts and their customers. By definition, SLA is not a technical document and must be understandable by all stakeholders who are not necessarily aware of ICT terms. Two major issues should be analyzed during the SLA specification: the identification of relationships between the performance indicators defined by the user's application and

XII Actual procedure followed

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XIII Resources used (with major specifications)

Computer System | Any desktop or laptop with basic configuration
Office software package | MS Office or any other software

XIV Precautions followed

1. Appropriate use of watermark and page borders.
2. Strictly layout operation in a document.

XV Observations and Calculations

- Not Applicable -

XVI Results

Thus we came to know more about Document Page layout

XVII Interpretation of results

Thus got information about two columnar view and how to use watermark.

XVIII Conclusions and Recommendations (if any)

Got to know about all features of word in detail.

XIX Practical Related Questions

Note: Below given are few sample questions for reference. Teachers must design more such questions so as to ensure the achievement of identified CO.

1. Explain the importance of section break in document.
2. Can we make portrait and landscape pages in the same document?

XX Exercise

Note: Below given are few sample questions for reference. Teachers must design more such questions so as to ensure the achievement of identified CO.

1. Write steps to split a document in two windows.
2. Create a document and make one paragraph as *Two Columnar view.*
3. Create a document and write your name as "Watermark Text".

XXI References / Suggestions for further Reading

1. https://www.gcflearnfree.org/word2016/page-layout/1/
2. https://wordribbon.tips.net/C0716_Page_Layout.html

XXII Assessment Scheme

Performance indicators		Weightage
Process related (10 Marks)		**40 %**
a.	Tool Selection Ability	20%
b.	Use of Appropriate tool to perform the identified task(s)	20%
Product related (15 Marks)		**60 %**
a.	Performed/completed the identified task(s)	20%
b.	Correctness of output achieved	20%
c.	Completed the practical in stipulated time	10%
d.	Correctness of question asked	10%
Total (25 Marks)		**100 %**

List of Student Team Members

1. .....
2. .....
3. .....
4. .....

Marks Obtained			Dated signature of Teacher
Process Related(10)	Product Related(15)	Total(25)	

(Space for Answer)

x Actual Procedure Followed:

I Insert page layout Elements to documents:-

• Create a document file and apply following operations:

a. Choose relevant option to insert and delete page break.

b. Select relevant option to set page layout

c. Change the page orientation (portrait and landscape).

d. Set the page margins.

e. Set the header and footer.

f. Set paper size.

g. Insert page numbers

h. Insert the date and time

2. Work with columned layouts and section breaks:
. Create document on a desktop and apply operation to perform following tasks.
a. Select relevant menu option to insert/remove section break.
b. Set a different page layout for newly created section.
c. Choose relevant option to create multi-column page.
d. Create Newsletter Style Colums.
e. Increase/ Decrease column width.
f. Adjust column spacing.
g. Insert manual column breaks.

3. Printing a document
a. Go to relevant menu and choose 'PRINT' option.
b. Choose the printer name from the drop down list.
c. Choose all pages/ selected pages to be printed.
d. Choose number of copies.
e. Choose relevant options to set properties to:
i) Take printout on both sides on A4 size paper
ii) Set printing intensity (Dark/ Normal/ Faint)
f. Take a print preview
g. Once satisfied with all the settings, click OK to take print out on paper.

XIX Practical Based Questions

1. Explain the importance of section break in document.

Answer: A section break is used to create a separate section on the same page. It is very important to separate 2 important Information.

2. Can we make potrait and landscape page in the same Document.

Answer: Yes we can create potrait and landscape page in the same document.