

Section 4 : WorkSheet

Q4 Create a WorkSheet containing pricing information of a Company which deals in Sales of computers and Computer peripherals. You are required to calculate discount, Sales price and profit margin

Product	Product code	Manufacturing Cost	MRP	Discount (10%)	Profit Margin
Computer	C-1	24000.00	27000.00		
Laser printer	C-2	4000.00	6000.00		
Filing cabinet	C-3	6500.00	7000.00		
27th monitor	C-4	2200.00	3000.00		

Mouse	C-5	430.00	500.00		
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Solution:

Note : I am here using **MS Office Excel 2007**.

Final Worksheet

A	B	C	D	E	F
Product	Product code	Manufacturing Cost	MRP	Discount (10%)	Profit margin
Computer	C-1	24000.00	27000.00	2700.00	2700.00
Laser Printer	C-2	4000.00	6000.00	600.00	600.00
Filing Cabinet	C-3	6500.00	7000.00	700.00	700.00
27th Monitor	C-4	2200.00	3000.00	300.00	300.00
Mouse	C-5	430.00	500.00	50.00	50.00

Step 1: To open a Worksheet, Click on the “Start” menu.

Then in the **search bar**, type “**Microsoft Office Excel**”

After the end of searching, you can see the search result on your screen. From there you have to select “**Microsoft Office Excel (Year of Version)**”.

The following image is attached below:



A screenshot of Microsoft Excel. The ribbon at the top has tabs: Home, Insert, Page Layout, Formulas, Data, Review, View, and Developer. The active tab is Home. The status bar at the bottom says "Excel_BCS 12 Solved Assignment 2022-2023 - Microsoft Excel". The main area shows a grid with columns labeled A through L and rows labeled 1 through 7. Cell A1 is selected and contains the formula "fx". A large blue arrow points from the text "Type here the given data as mentioned in Section 4 of BCSL-013" to the cell A1.

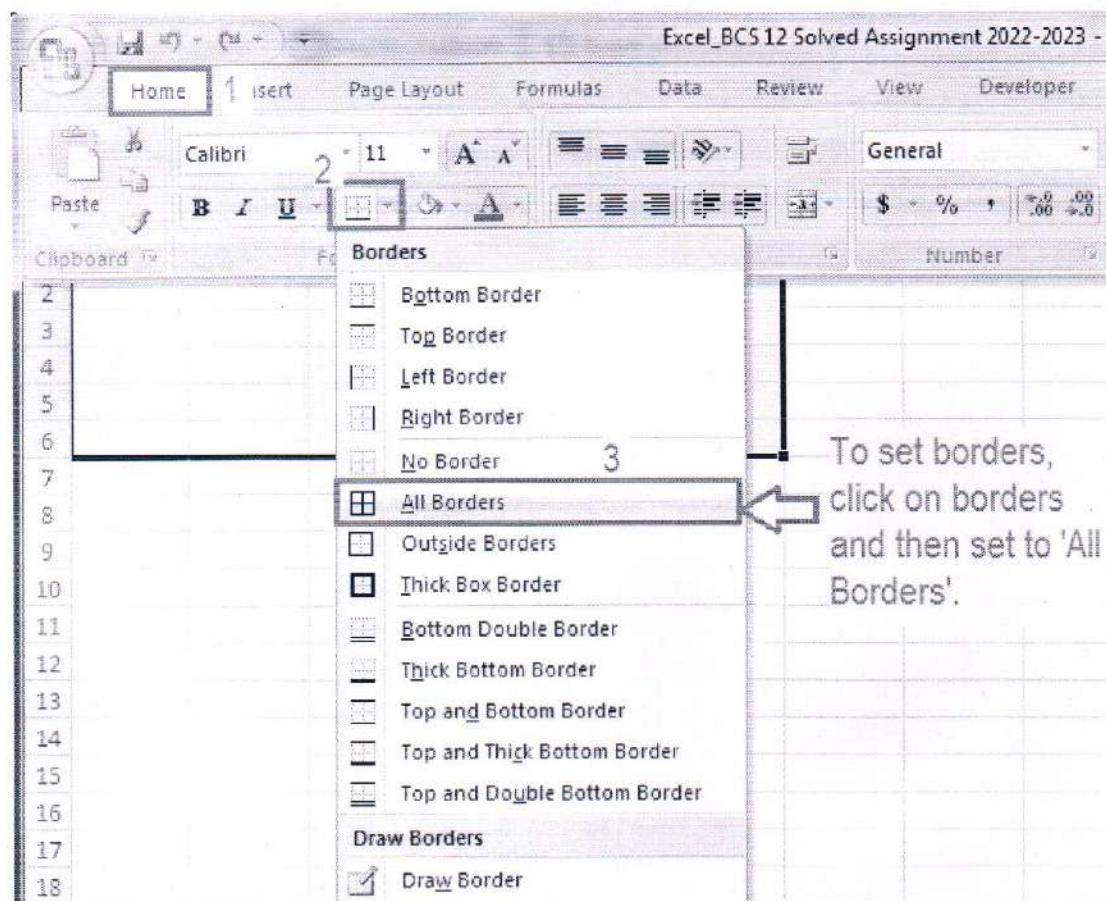
Search Tab

See more results

microsoft office excel

Shut down

Type here the given data as
mentioned in Section 4 of BCSL-013



Step 2: After opening a Worksheet page,

Type "**Product**" in the tab **A1**, type "**Product Code**" in the tab **B1**, "**Manufacturing Cost**" in the tab **C1**, "**MRP**" in the tab **D1**, "**Discount (10%)**" in the tab **E1**, and type "**Profit margin**" in the tab **F1**.

In the **Product** column, type the products name as '**Computer**', '**Laser Printer**', '**Filing Cabinet**', '**27th Monitor**' and '**Mouse**' levelled as A1, A2, A3, A4, A5 restectively.

In the **Product Code** column, type the product codes from **C-1** to **C-5** levelled as B1, B2, B3, B4, B5 restectively.

In the **Manufacturing Cost** column, type the amounts as **24,000.00**, **4000.00**, **6500.00**, **2200.00** and **430.00** inside the tab **C2**, **C3**, **C4**, **C5** and **C6** respectively.

Excel_BCS 12 Solved Assignment 2022-2023 - Microsoft Excel

	Product	Product code	Manufacturing Cost	MRP	Discount (10%)	Profit margin
2	Computer	C-1	24000.00			
3	Laser Printer	C-2	4000.00			
4	Filing Cabinet	C-3	6500.00			
5	27th Monitor	C-4	2200.00			
6	Mouse	C-5	430.00			

Then, In the **MRP** column, type the amounts as **27000.00, 6000.00, 7000.00, 3000.00** and **500.00** inside the tab **D2, D3, D4, D5** and **D6** respectively.

Book1 - Microsoft Excel

	A	B	C	D	E	F
1	Product	Product code	Manufacturing Cost	MRP	Discount (10%)	Profit margin
2	Computer	C-1	24000.00	27000.00		
3	Laser Printer	C-2	4000.00	6000.00		
4	Filing Cabinet	C-3	6500.00	7000.00		
5	27th Monitor	C-4	2200.00	3000.00		
6	Mouse	C-5	430.00	500.00		

Then, to fill the **Discount (10%)** column for the product code '**C-1**' select the tab under E i.e., **E2** and put the formula as "**=E2*0.1**" in the **formula bar** and then press 'Enter' button. To fill the rest tab under Discount, select E2 tab and drag it to E6.

Note: $\text{Discount} = \text{MRP} \times \text{Rate of Percentage Discount}$

The following image is shown below:

Excel_BCS 12 Solved Assignment 2022-2023 - Microsoft Excel

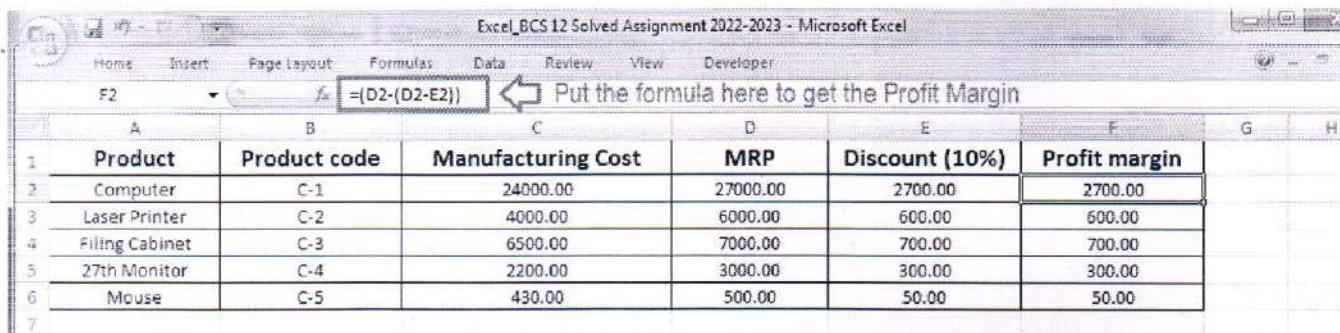
	A	B	C	D	E	F
1	Product	Product code	Manufacturing Cost	MRP	Discount (10%)	Profit margin
2	Computer	C-1	24000.00	27000.00	2700.00	
3	Laser Printer	C-2	4000.00	6000.00	600.00	
4	Filing Cabinet	C-3	6500.00	7000.00	700.00	
5	27th Monitor	C-4	2200.00	3000.00	300.00	
6	Mouse	C-5	430.00	500.00	50.00	

Then, to fill the **Profit Margin** column for the product code '**C-1**' select the tab under F i.e., **F2** and put the formula as "**=(D2-(D2-E2))**" in the formulabar and then press 'Enter' button. To fill the rest tab under Profit Margin, select F2 tab and drag it to F6.

Note:

1. Selling Price = $(MRP - Discount)$
2. Profit Margin = $(MRP - Selling Price)$.

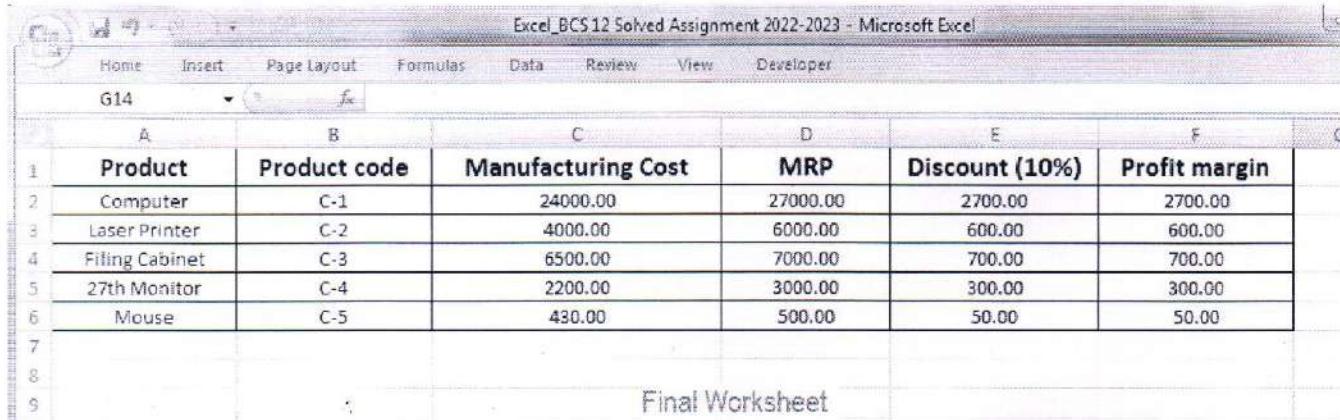
The following image is shown below:



Excel_BCS 12 Solved Assignment 2022-2023 - Microsoft Excel

F2 f_x = (D2-(D2-E2)) Put the formula here to get the Profit Margin

A	B	C	D	E	F	G	H
1	Product	Product code	Manufacturing Cost	MRP	Discount (10%)	Profit margin	
2	Computer	C-1	24000.00	27000.00	2700.00	2700.00	
3	Laser Printer	C-2	4000.00	6000.00	600.00	600.00	
4	Filing Cabinet	C-3	6500.00	7000.00	700.00	700.00	
5	27th Monitor	C-4	2200.00	3000.00	300.00	300.00	
6	Mouse	C-5	430.00	500.00	50.00	50.00	

Final Worksheet is Ready


Excel_BCS 12 Solved Assignment 2022-2023 - Microsoft Excel

G14 f_x

A	B	C	D	E	F	G	
1	Product	Product code	Manufacturing Cost	MRP	Discount (10%)	Profit margin	
2	Computer	C-1	24000.00	27000.00	2700.00	2700.00	
3	Laser Printer	C-2	4000.00	6000.00	600.00	600.00	
4	Filing Cabinet	C-3	6500.00	7000.00	700.00	700.00	
5	27th Monitor	C-4	2200.00	3000.00	300.00	300.00	
6	Mouse	C-5	430.00	500.00	50.00	50.00	

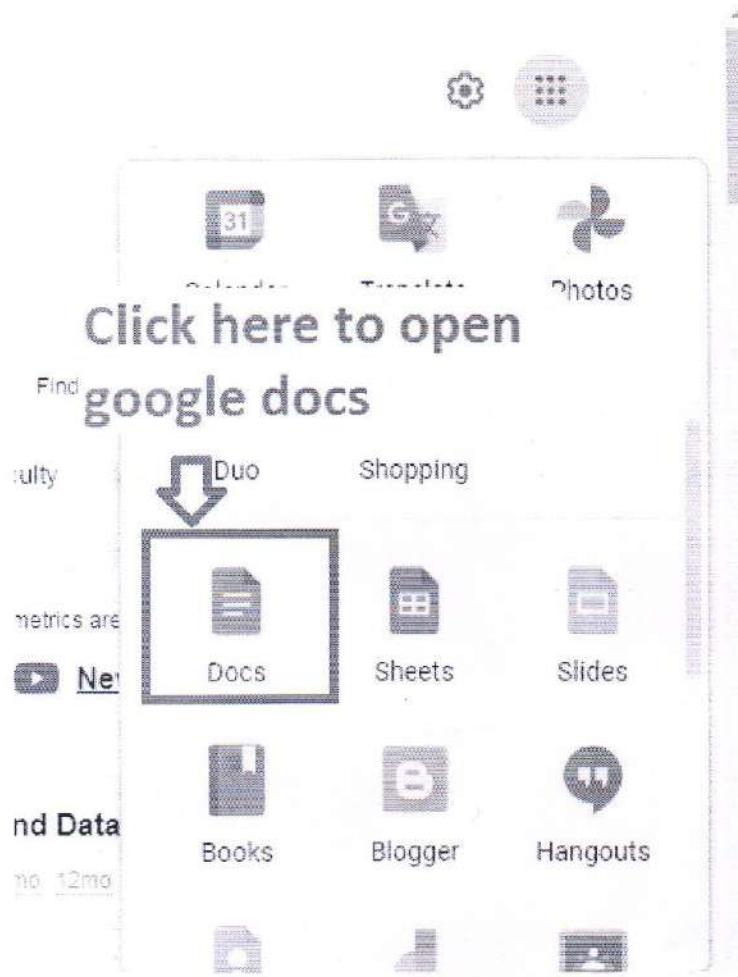
Final Worksheet

Section 5: Browsing and Discussion Forum

Q5. Collaborate online (in a group) on Google docs to create a presentation on 'Smart City Design'. All the group members should work on the presentation simultaneously from their respective machines. Use speaker notes for any online discussion and present a comprehensive report. (The report should comprise the latest amenities in the design of smart cities).

Solution:

At first open web browser and then open Google Docs (make sure that you are already logged in on Google).



Parash Sharma

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Page No. (48)

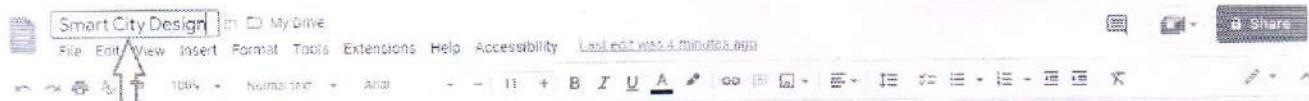


Start a new document

Click here to
create
presentation



Blank



Title of the
Presentation

Type (B) to insert

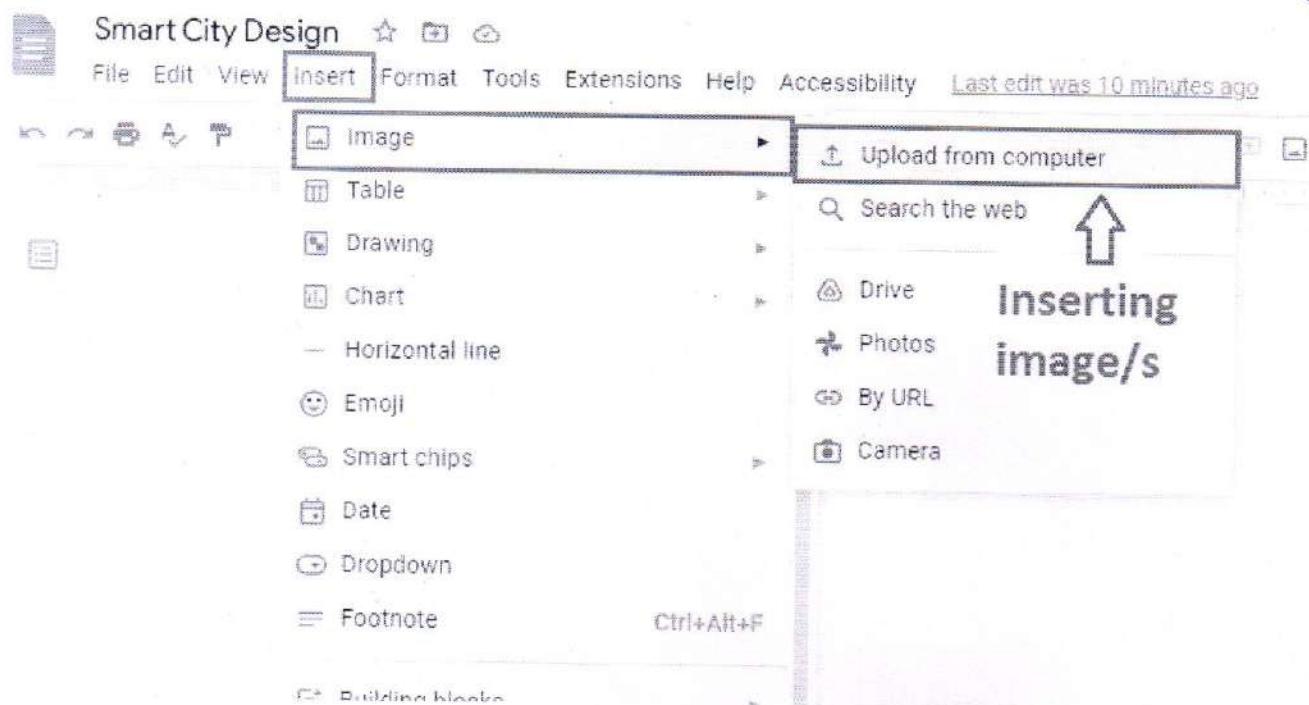
Smart City Design

File Edit View Insert Format Tools Extensions Help Accessibility Last edit was 10 minutes ago

Image Upload from computer
Table Search the web
Drawing Drive
Chart Photos
Horizontal line By URL
Emoji Camera
Smart chips
Date
Dropdown
Footnote Ctrl+Alt+F

Building blocks

Inserting image/s

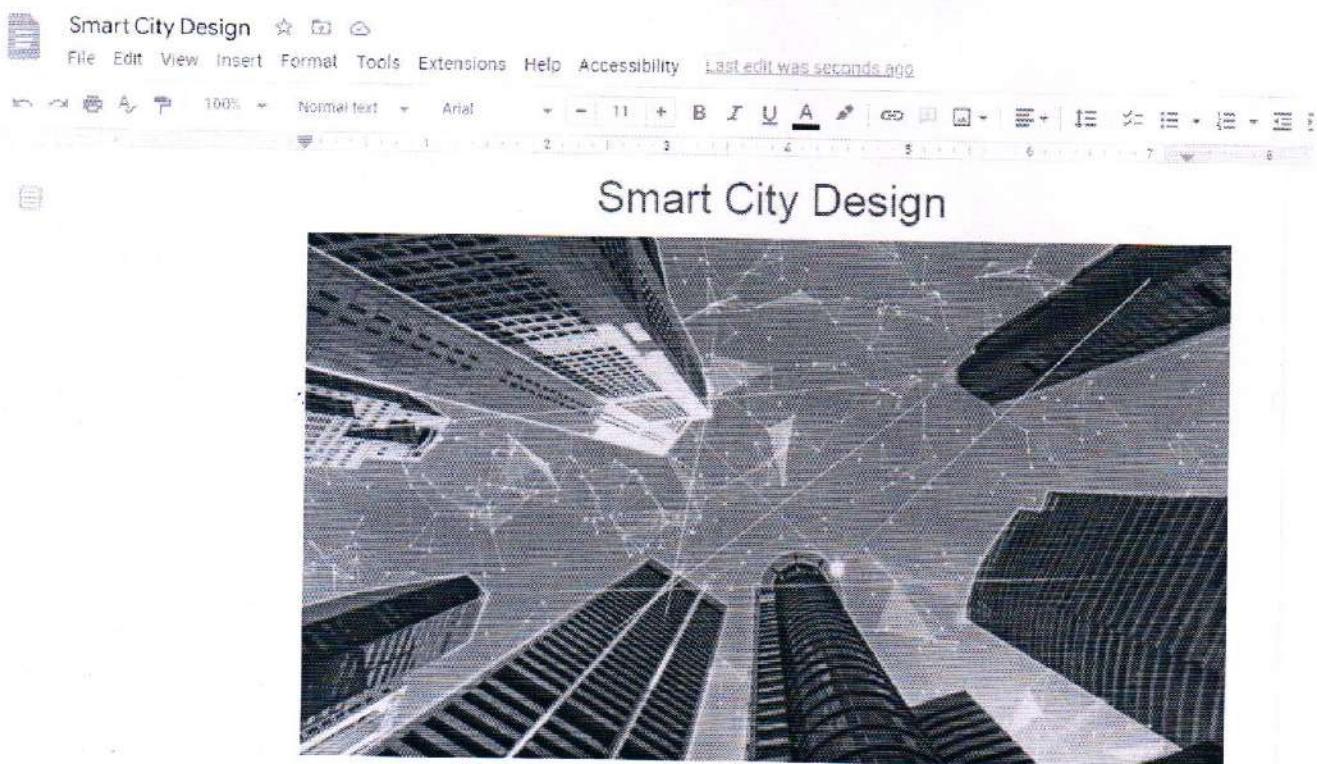


Smart City Design

File Edit View Insert Format Tools Extensions Help Accessibility Last edit was seconds ago

Normal text Arial 11 + B I U A

Smart City Design



Smart City Design

File Edit View Insert Format Tools Extensions Help Accessibility Last edit was seconds ago

Image Table Drawing Chart Horizontal line Emoji Smart chips Date Dropdown Footnote Ctrl+Alt+F Building blocks Special characters Equation Watermark Headers & footers

he elderly, to study when and where they want. time and place e.g., video streaming services and viewers to watch video or TV content whenever they esent at specific times. a producer e.g., in the energy field, people who interact as both a user and a supplier.

to developing sustainable cities

Writing speaker note where it is required

tizens

00,000 doctors and 1 million nurses. million teachers in government schools. reduce ≈ 30% of urban traffic and annual fuel v 40% of energy consumption.

Smart City Design

File Edit View Insert Format Tools Extensions Help Accessibility Last edit was 5 minutes ago

Normal text Arial 100% Font

Smart City : Introduction

Definition of Smart City by **Boyd Cohen**:

Smart cities use information and communication technologies (ICT) to be more intelligent and efficient in the use of resources, resulting in cost and energy savings, improved service delivery and quality of life, and reduced environmental footprint—all supporting innovation and the low-carbon economy.

Why Smart Cities are needed now?

The need to handle global environment and urbanization problems

- Global warming and climate change
- Population increase and resource depletion
- Adverse effects of increasing urbanization

Read the document carefully and can express your views about the design of Smart City.

Speaker Note

A screenshot of a web browser window. The title bar reads "Smart City Design". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Tools", "Extensions", "Help", and "Accessibility". A status bar at the bottom indicates "Last edit was 8 minutes ago". Below the menu is a toolbar with various icons for file operations like Open, Save, Print, and a magnifying glass. The main content area shows a grid-based interface for city planning, with a legend on the left and several layers of data visible.

9. Smart Work Spaces in order to enable employees to collaborate together anywhere, anytime instantly.
 10. Cisco is engaged in 90 global Greenfield and Brownfield projects, which include the Delhi Mumbai Industrial Corridor in India, where Cisco is developing the ICT master plan for four pilot cities in the \$90 billion flagship public sector infrastructure project.

The latest Amenities in the design of Smart Cities:

- Assured electricity supply
 - Efficient public transport and urban mobility
 - E-governance and citizens' participation
 - Security and safety of all citizens, especially children, women, and the elderly
 - Sustainable environment
 - Adequate water supply
 - Proper sanitation facilities, including solid-waste and sewage management
 - Affordable housing for everyone
 - Efficient digitalisation and IT connectivity

A screenshot of the Microsoft Word ribbon interface. The ribbon tabs visible are File, Edit, View, Insert, Format, Tools, Extensions, Help, Accessibility, and the currently selected Home tab. Below the ribbon, the toolbar includes buttons for Undo, Redo, Cut, Copy, Paste, Select All, Font Size (100%), Normal Text, Arial, Bold, Italic, Underline, and various alignment and style options. The status bar at the bottom shows "Last edit was 11 minutes ago".

- 9. Smart Work Spaces in order to enable employees to collaborate together anywhere, anytime instantly.
 - 10. Cisco is engaged in 90 global Greenfield and Brownfield projects, which include the Delhi Mumbai Industrial Corridor in India, where Cisco is developing the ICT master plan for four pilot cities in the \$90 billion flagship public sector infrastructure project.

Share the live presentation with the group members.

The latest Amenities in the design of Smart Cities:

- Assured electricity supply
 - Efficient public transport and urban mobility
 - E-governance and citizens' participation
 - Security and safety of all citizens, especially children, women, and the elderly

Smart City Design

File Edit View Insert Format Tools Extensions Help Accessibility Last edit was 15 minutes ago

9. Smart Work Space anytime instantly
10. Cisco is engaged Mumbai Industrial pilot cities in the

Add the email IDs of members of the group members to be shared.

The latest Amenities

- Assured electricity
- Efficient public transport
- E-governance and transparency
- Security and safety
- Sustainable environment
- Adequate water supply
- Proper sanitation
- Affordable housing for everyone
- Efficient digitalisation and IT connectivity

Share "Smart City Design"

prasanta28887@gmail.com

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prasanta28887@gmail.com

prasanta28887@gmail.com
prasanta28887@gmail.com

Restricted Only people with access can open with this link

Copy link Done

Open detailed view

Smart City Design

File Edit View Insert Format Tools Extensions Help Accessibility Last edit was 15 minutes ago

9. Smart Work Space anytime instantly
10. Cisco is engaged Mumbai Industrial pilot cities in the

The latest Amenities

- Assured electricity
- Efficient public transport
- E-governance and transparency
- Security and safety
- Sustainable environment
- Adequate water supply
- Proper sanitation
- Affordable housing for everyone
- Efficient digitalisation and IT connectivity

Share "Smart City Design"

prasanta28887@gmail.com

Editor

Notify people

Message

Viewer

Commenter

Editor

Click here to send

Copy link Cancel Send

Parish Sharing

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Page N(53)

The image shows two separate Google Doc windows side-by-side.

Left Window: The title bar says "Smart City Design - Google Docs". The document content includes the text "Shared members show up here" and a bulleted list titled "The latest Amenities in the design of Smart Cities:".

- Assured electricity supply
- Efficient public transport and urban mobility
- E-governance and citizens' participation
- Security and safety of all citizens, especially children, women, and the elderly
- Sustainable environment
- Adequate water supply
- Proper sanitation facilities, including solid-waste and sewage management
- Affordable housing for everyone
- Efficient digitalisation and IT connectivity!

Below the list, it says "It is Presnter's Google Doc".

Right Window: The title bar says "Smart City Design - Google Docs". The document content includes a bulleted list:

- E-governance and citizens' participation
- Security and safety of all citizens, especially children, women, and the elderly
- Sustainable environment
- Adequate water supply
- Proper sanitation facilities, including solid-waste and sewage management
- Affordable housing for everyone
- Efficient digitalisation and IT connectivity!

Below the list, it says "It is one of the Group Member's Google Doc".

Finally the presentation of "Smart City Design" with Google collaboration has been prepared.

Thank You.

Features of Windows OS - Microsoft PowerPoint

The screenshot shows a Microsoft PowerPoint presentation. The title slide has the title 'Features of Windows Operating System' and the Windows 7 logo. Below the title is a bulleted list of six features:

- 1. Speed
- 2. Compatibility
- 3. Lower Hardware Requirements
- 4. Safety and Security
- 5. Interface and Desktop
- 6. Taskbar/Start menu

The left sidebar shows a list of slides with thumbnails, including 'Speed', 'Compatibility', 'Lower Hardware Requirements', 'Safety and Security', 'Interface and Desktop', and 'Taskbar/Start menu'. The 'Speed' slide is currently selected.

Features of Windows OS - Microsoft PowerPoint

The screenshot shows a Microsoft PowerPoint presentation. The title slide has the title 'Features of Windows Operating System' and the Windows 7 logo. Below the title is a single bullet point:

- 1. Speed

Below the bullet point is a descriptive paragraph:

Even aside from incompatibilities and other issues that many people had with Vista, one of the most straightforward was speed – it just felt too sluggish compared to XP, even on pumped up hardware. Windows 7 brings a more responsive and sprightly feel and Microsoft has spent a lot of time and effort getting the Start Menu response just right.

The left sidebar shows a list of slides with thumbnails, including 'Speed', 'Compatibility', 'Lower Hardware Requirements', 'Safety and Security', 'Interface and Desktop', and 'Taskbar/Start menu'. The 'Speed' slide is currently selected.

The image shows a Microsoft PowerPoint presentation slide. The title bar reads "Features of Windows OS - Microsoft PowerPoint". The slide itself has a blue header with the text "Windows 7 Features". Below the header, there is a section titled "2. Compatibility" with the following text: "In simple terms, compatibility on Windows 7 will be far better than it was with Vista. Many programs that individuals and companies used on Windows XP did not work immediately and required updates, but with Windows 7 almost all applications that work on Vista should still run." On the right side of the slide, there is a large Windows 7 logo.

Features of Windows OS - Microsoft PowerPoint

Design Animations Slide Show Review View MathType

New Slide Layout Reset Delete Slides Font Paragraph Drawing

Text Direction Align Text Convert to SmartArt

Shapes Arrange Click Styles Shape Effects

Features of Windows Operating System

Windows 7

3. Lower Hardware Requirements

Vista gained a reputation for making even the beefiest hardware look rather ordinary. Windows 7, however, will run well on lower end hardware, making the transition from Window XP less painful.

Microsoft is even pushing Windows 7 for netbooks. This could provide a modern replacement for Windows XP, which has found a new lease of life as the OS of choice on netbooks, supplanting Linux. The downside is that Windows 7 Starter Edition, as it will be called, will be limited to only three applications running at the same time.

Features of Windows Operating System

Features of Windows OS - Microsoft PowerPoint

Design Animations Slide Show Review View MathType

Layout - NEW Slide Reset Delete Shapes

Font Paragraph

Text Direction Align Text Convert to SmartArt

Shapes Fill Shape Outline Shape Effects

Arrange Order Drawing

Features of Windows Operating System

Windows 7

4. Safety and Security

New security features in Windows include two new authentication methods tailored towards touchscreens (PINs and picture passwords), the addition of antivirus capabilities to Windows Defender (bringing it in parity with Microsoft Security Essentials) Smart Screen filtering integrated into Windows, and support for the "Secure Boot" functionality on UEFI systems to protect against malware infecting the boot process. Family Safety offers Parental controls, which allows parents to monitor and manage their children's activities on a device with activity reports and safety controls. Windows 8 also provides integrated system recovery through the new "Refresh" and "Reset" functions, including system recovery from USB drive. Windows 8's first security patches would be released on November 13, 2012; it would contain three fixes deemed "critical" by the company.

Features of Windows Operating System

Features of Windows OS - Microsoft PowerPoint

File Design Animations Slide Show Review View MathType

New Slide Reset Delete Slides Font Paragraph Drawing

Features of Windows Operating System



5. Interface and Desktop

Windows introduces significant changes to the operating system's user interface, many of which are aimed at improving its experience on tablet computers and other touchscreen devices. The new user interface is based on Microsoft's Metro design language, and uses a Start screen similar to that of Windows Phone as the primary means of launching applications. The Start screen displays a customizable array of tiles linking to various apps and desktop programs, some of which can display constantly updated information and content through "live tiles". As a form of multitasking, apps can be snapped to the side of a screen. Alongside the traditional Control Panel, a new simplified and touch-optimized settings app known as "PC Settings" is used for basic configuration and user settings. It does not include many of the advanced options still accessible from the normal Control Panel.

Features of Windows Operating System



6. Taskbar/Start menu

At first glance, the task bar looks like nothing has much changed since Vista. In fact, that's not the case and it's a lot more powerful. Microsoft is now making best use of its aero technology. By default, taskbar icons are now larger and items are grouped together and are not labelled with clumsy text. If you have multiple Word documents or Windows Explorer windows open then you'll see a stack appear on the task bar. Hover the mouse over the app and each Window will be visible in a thumbnail. Hover over each thumbnail and it will become visible, while all other open windows temporarily disappear, save for their outlines. You can close each document or Window down from the thumbnail directly or click on it to bring it to the front. In the Start menu, a small arrow to the right of applications such as Word now expands to give a list of recent documents and any can be pinned so you can keep one permanently on the list.

Features of Windows Operating System

Features of Windows Operating System



-: The End :-

Thank You

Section 3

Word Processing

Q3a Create multi level month and week wise schedule for performing different academic tasks. Months should be numbered as A1... to A12. Each month should be further broken into weeks numbered as W₁ ... W₄. For each week, academic activities such as attending Counselling sessions, watching video lectures, etc, should be in numerical order (1, 2, 3...).

Sol.

Months	Weeks	Academic Activities				
		1. Counselling	2. Video Lectures	3. Dance Practicing	4. Yoga Class	5. Singing Class
	W ₁	Attended	Attended	Attended	Not Attended	Attended

Parsh Sharma

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Page No. 28

A1						
	W2	Attended	Attended	Attended	Attended	Attended
	W3	Not Attended	Attended	Attended	Not Attended	Attended
A2	W4	Attended	Not Attended	Attended	Attended	Attended
	W1	Attended	Attended	Not Attended	Attended	Attended
	W2	Not Attended	Attended	Attended	Attended	Attended
	W3	Attended	Attended	Attended	Not Attended	Attended
A3	W4	Attended	Attended	Not Attended	Attended	Not Attended
	W1	Not Attended	Attended	Attended	Attended	Attended
	W2	Attended	Attended	Attended	Not Attended	Attended
	W3	Attended	Not Attended	Not Attended	Not Attended	Attended
A4	W4	Attended	Attended	Attended	Attended	Attended
	W1	Attended	Attended	Attended	Attended	Not Attended

Parsesh Sharma

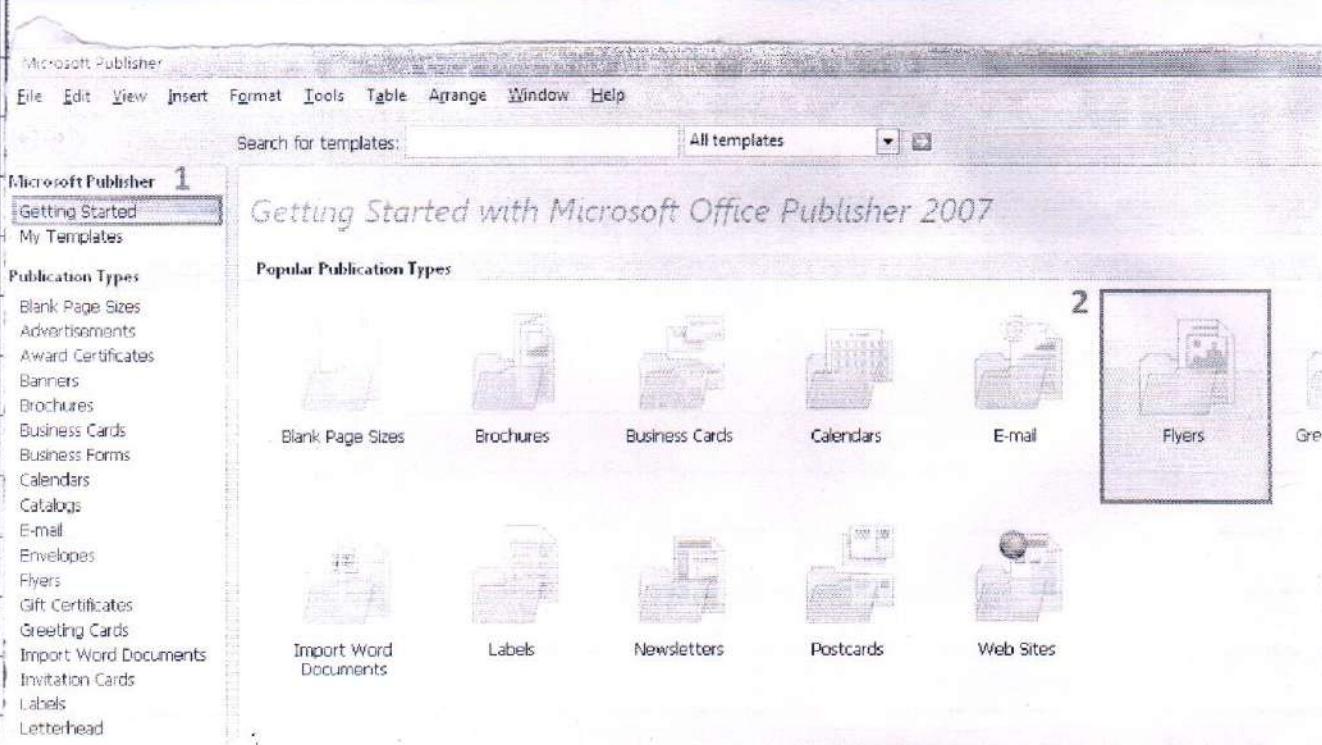
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Page No 29

	W2	Not Attended	Attended	Not Attended	Attended	Attended
	W3	Attended	Not Attended	Attended	Attended	Not Attended
	W4	Attended	Attended	Attended	Not Attended	Attended
	W1	Attended	Attended	Attended	Attended	Attended
A5	W2	Not Attended	Not Attended	Not Attended	Attended	Attended
	W3	Attended	Not Attended	Attended	Attended	Attended
	W4	Not Attended	Attended	Not Attended	Attended	Not Attended
	W1	Attended	Attended	Attended	Not Attended	Attended
A6	W2	Attended	Not Attended	Attended	Attended	Attended
	W3	Not Attended	Attended	Not Attended	Attended	Attended
	W4	Attended	Attended	Attended	Not Attended	Attended
	W1	Attended	Attended	Attended	Not Attended	Attended
A7	W2	Attended	Attended	Attended	Attended	Attended

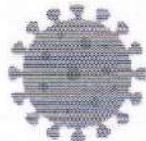
	W3	Not Attended	Attended	Attended	Not Attended	Attended
	W4	Attended	Not Attended	Attended	Attended	Attended
A8	W1	Attended	Attended	Not Attended	Attended	Attended
	W2	Not Attended	Attended	Attended	Attended	Attended
	W3	Attended	Attended	Attended	Not Attended	Attended
	W4	Attended	Attended	Not Attended	Attended	Not Attended
A9	W1	Not Attended	Attended	Attended	Attended	Attended
	W2	Attended	Attended	Attended	Not Attended	Attended
	W3	Attended	Not Attended	Not Attended	Not Attended	Attended
	W4	Attended	Attended	Attended	Attended	Attended
A10	W1	Attended	Attended	Attended	Attended	Not Attended
	W2	Not Attended	Attended	Not Attended	Attended	Attended
	W3	Attended	Not Attended	Attended	Attended	Not Attended

	W4	Attended	Attended	Attended	Not Attended	Attended
A11	W1	Attended	Attended	Attended	Attended	Attended
	W2	Not Attended	Not Attended	Not Attended	Attended	Attended
	W3	Attended	Not Attended	Attended	Attended	Attended
	W4	Not Attended	Attended	Not Attended	Attended	Not Attended
A12	W1	Attended	Attended	Attended	Not Attended	Attended
	W2	Attended	Not Attended	Attended	Attended	Attended
	W3	Not Attended	Attended	Not Attended	Attended	Attended
	W4	Attended	Attended	Attended	Not Attended	Attended

Q3 Design a flyer for a COVID 19 Vaccination Campaign. Use different styles, sizes, fonts, colours and effect.



COVID-19



Vaccination Campaign



1. Vaccine can protect from COVID-19.
2. Getting children and teens vaccinated against COVID-19 can help keep them from getting very sick if they do get COVID-19.

Contact Person

7946468728

Hurry!

We can design the flyer digitally with tools such as Photoshop or Microsoft Publisher. Here I am working on Microsoft Office Publisher 2007.

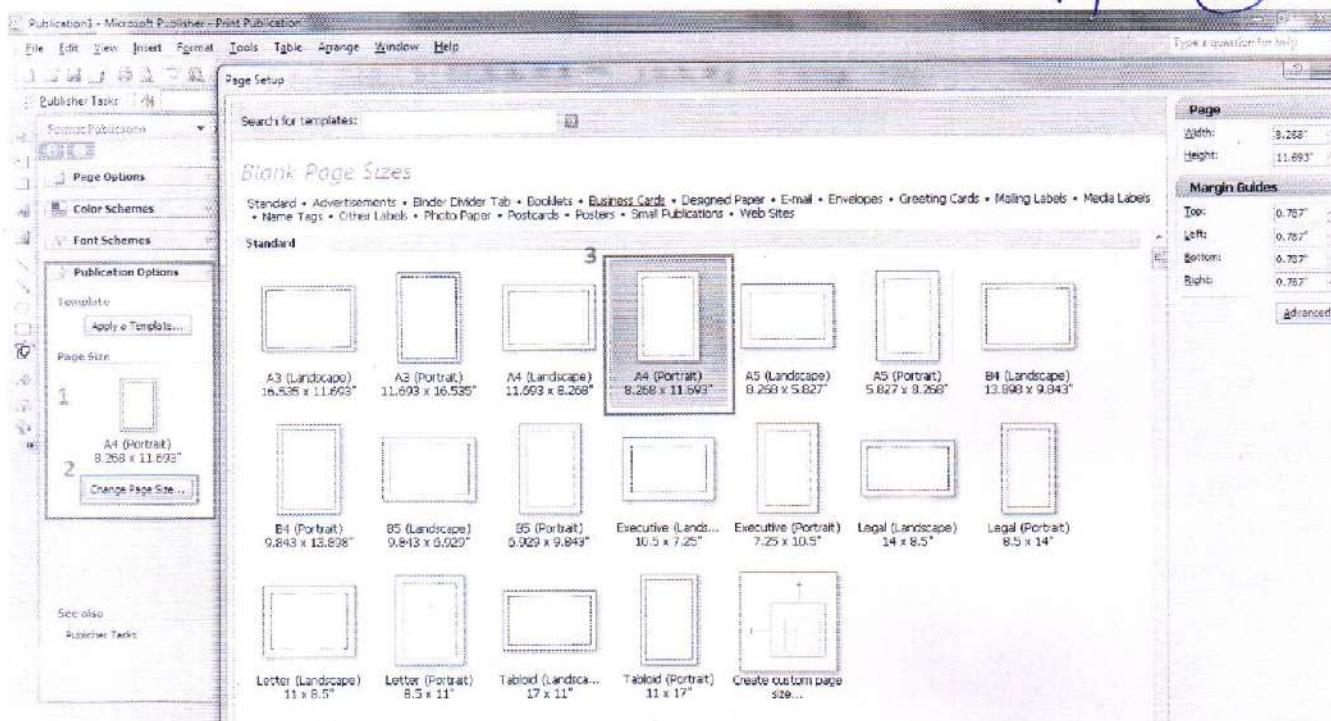
Step 1 Open Microsoft Office Publisher

To Create Flyer for a Covid 19 Vaccination Campaign, we have to open Microsoft Office Publisher. To open it, go to the Start menu and on the search bar type "Microsoft Office Publisher".

Small Window will open to Show Search result, there you can see "Microsoft Office Publisher" click on it to Open

Step -2 Page Style

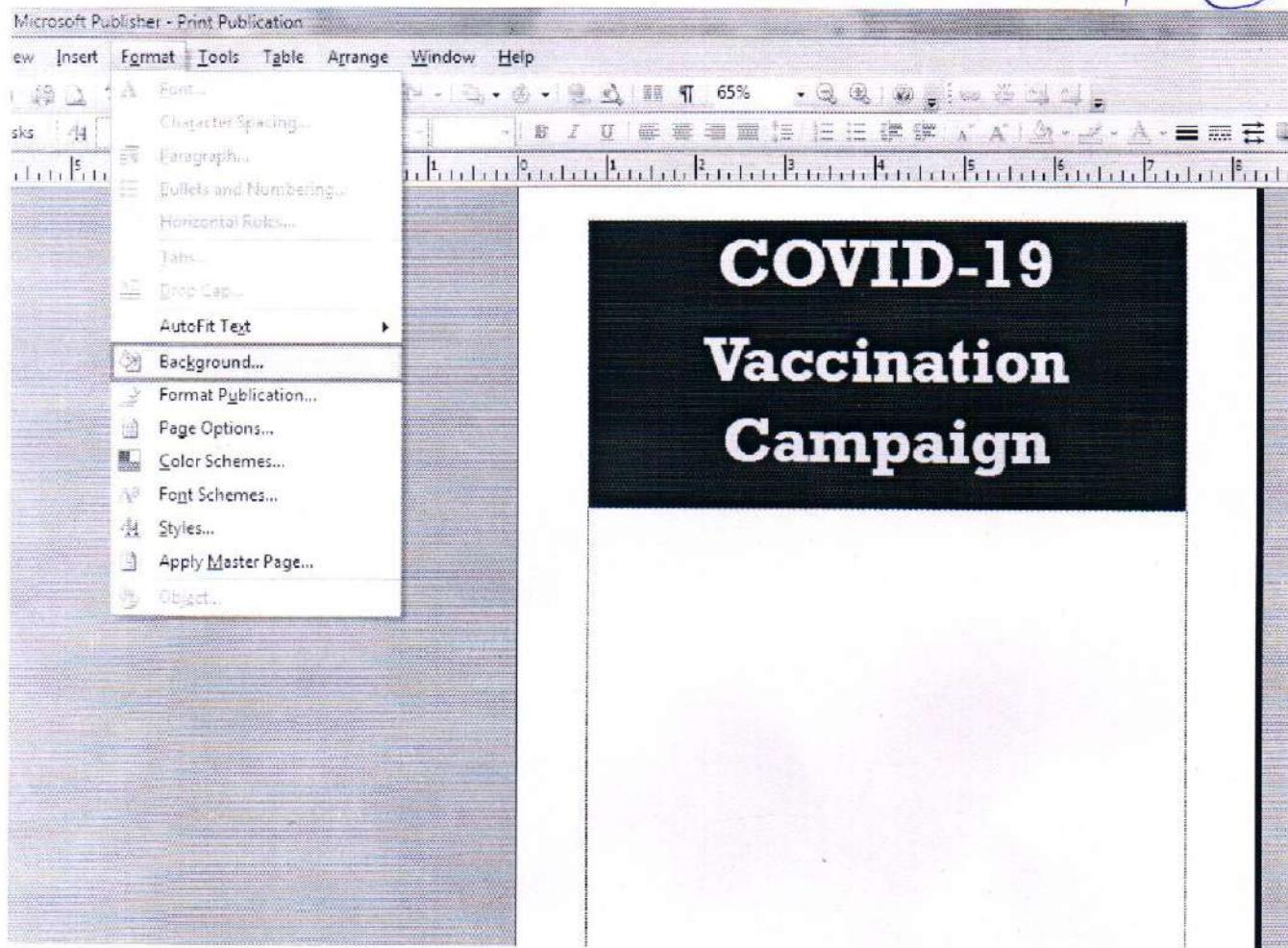
To Select Style of your page, go to "Publication Option" and then Select "Change Page Size". After that, Select your page style which you want. Click Ok to finalise this style.



Step 3: Writing a Headlines

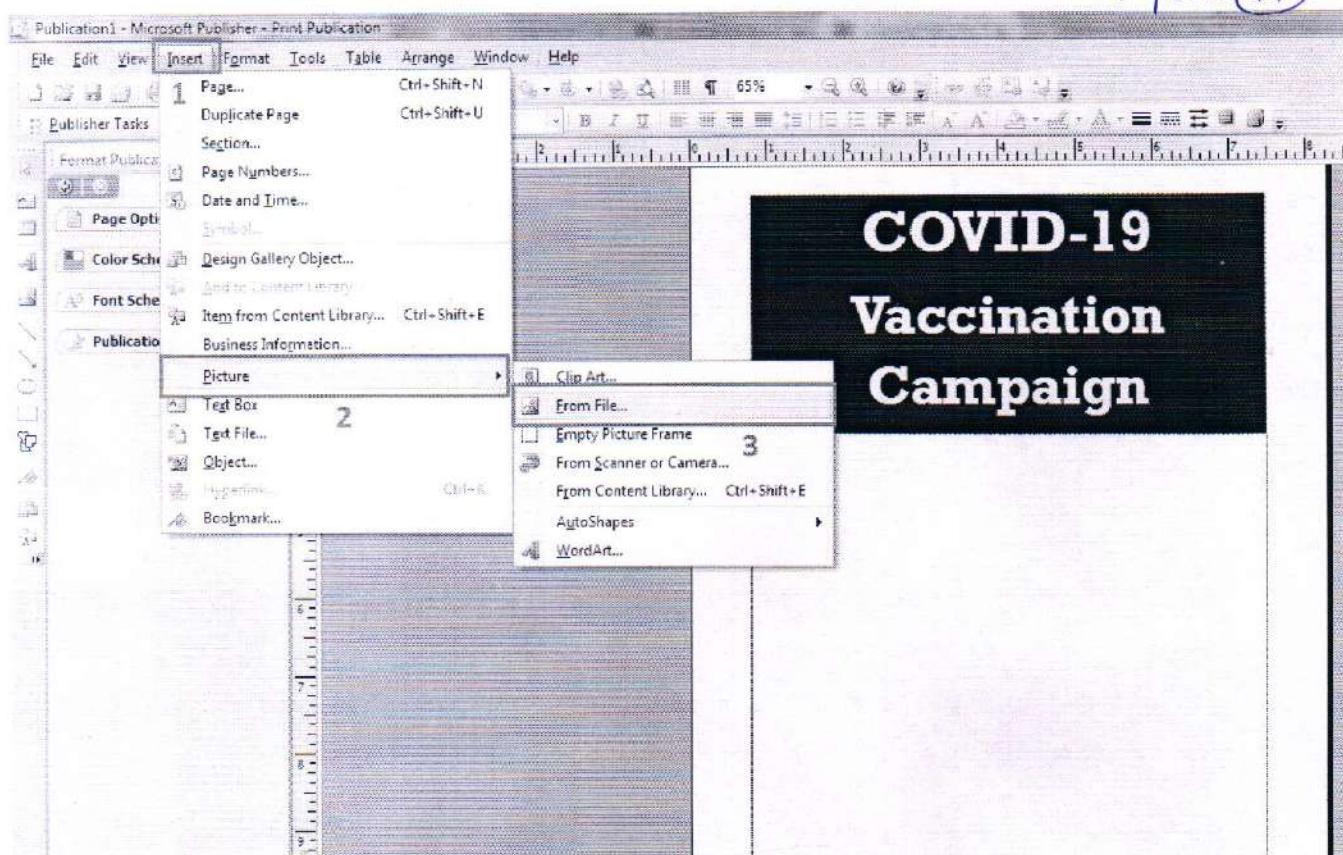
The screenshot shows a Microsoft Publisher document. On the left, the 'Font Schemes' panel is open, displaying the 'Etched' scheme with 'COPPERPL...' as the active font. The main content area features a large black rectangular box containing the text 'COVID-19 Vaccination Campaign' in a large, white, bold, sans-serif font.

Step 4: Changing Style, Font, Colour scheme, Background etc. which will make it touchy.



Step 5: Add images

To add images, click on **Insert** button, then select **Pictures** and then select "**From file**". After that, you should select the location from where you want to add the images. Select your picture and click on "Insert" button to insert. After inserting the image, set the position and crop the image which fits your page.



You can add images and pictures in all the pages in your flyer template in this similar way.

Arrange Window Help

65%

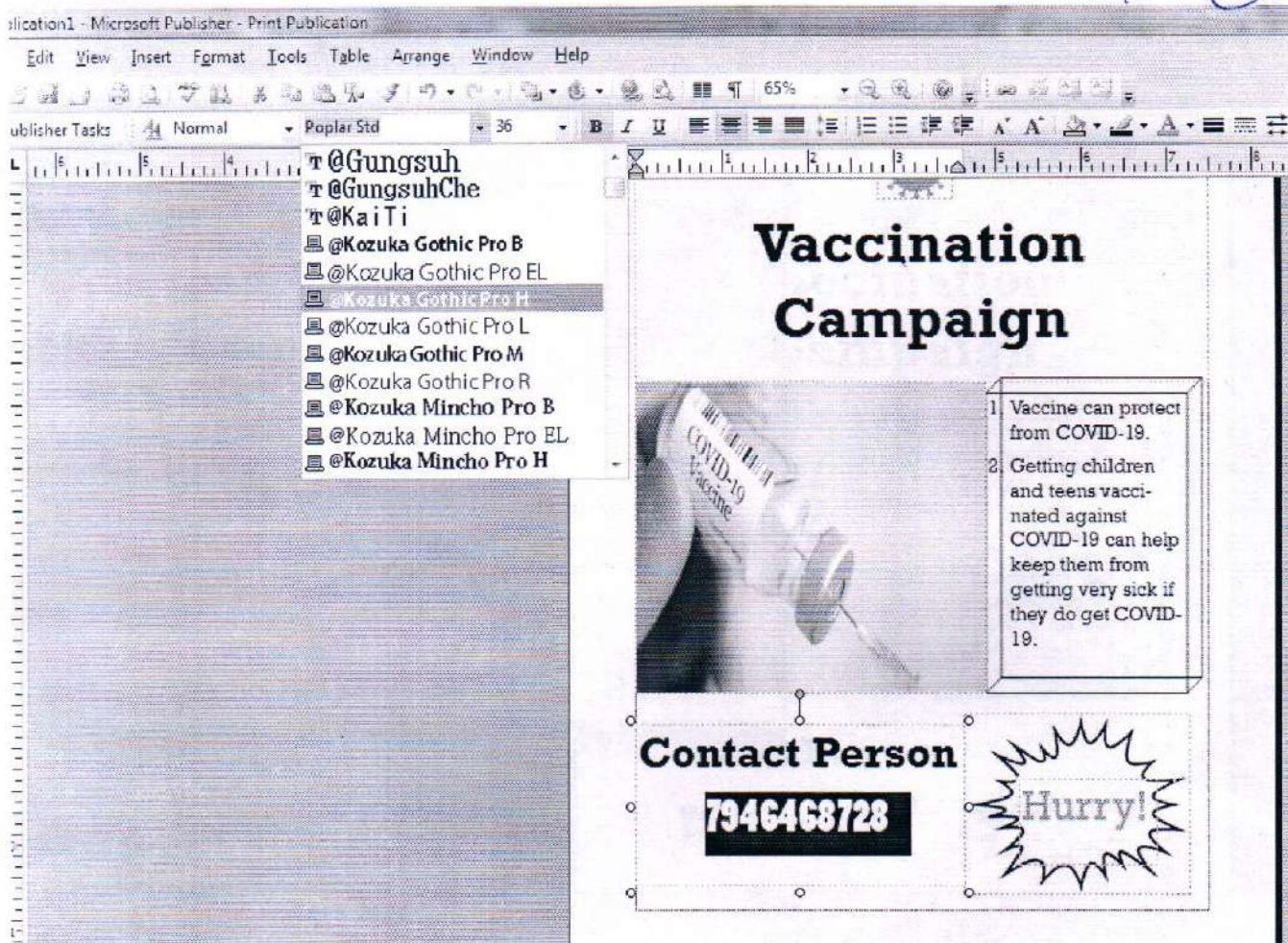
COVID-19



Vaccination Campaign



- 1 Vaccine can protect from COVID-19.
- 2 Getting children and teens vaccinated against COVID-19 can help keep them from getting very sick if they do get COVID-19.

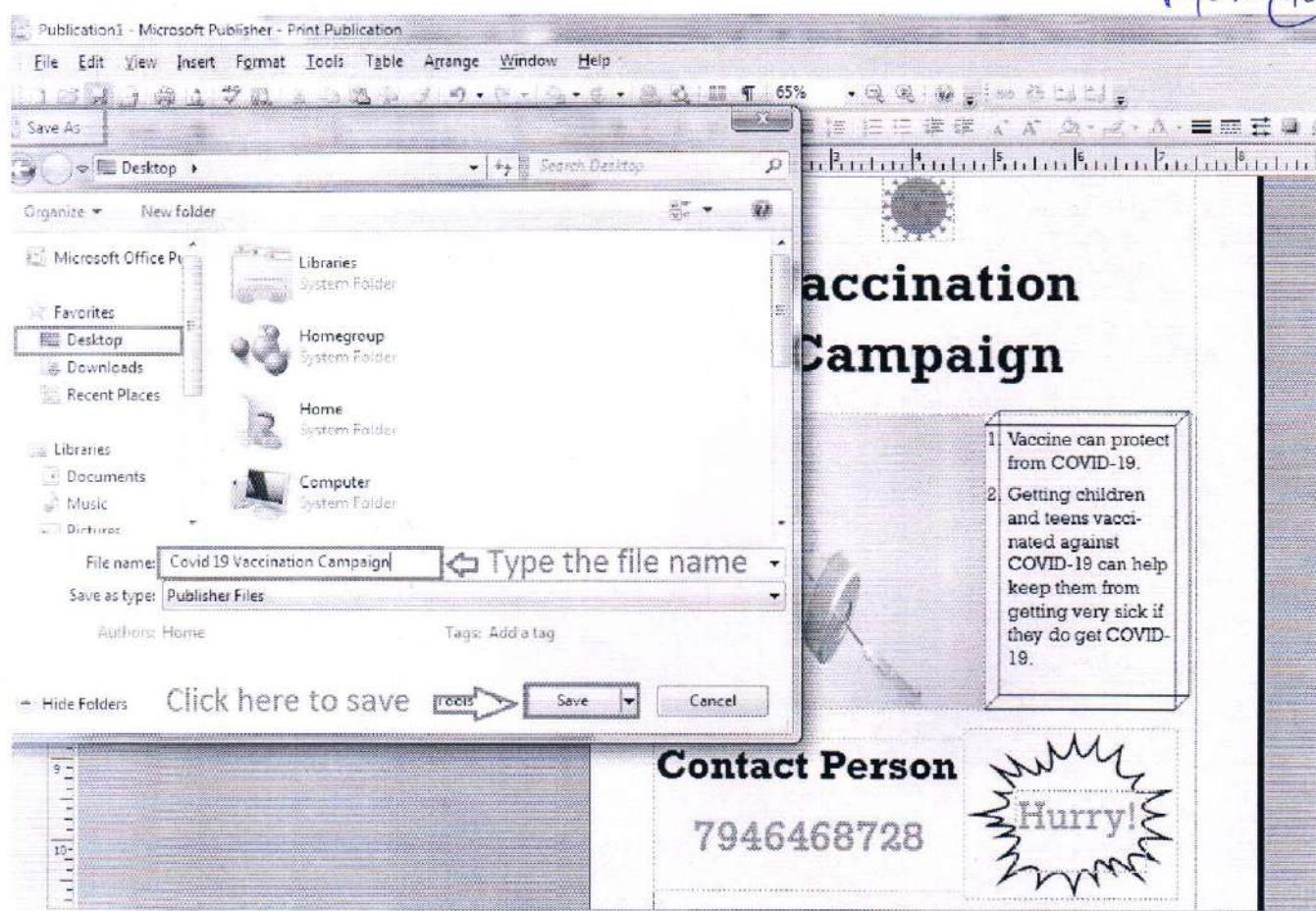


Step 6: Save the Publisher file (flyer for Covid 19 Vaccination Campaign)

To save the office publisher file, click on “File” button, then click on “save as” button. After that, set the location where we want to save it. Then type the name of our file and finally click on “Save” button.

B Parsh Sharma

Q2S165R356
Page No (40)



All done

Thank you.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY REGIONAL CENTRE DELHI-1

Assignment Submission for Term End Exam December - 2020
(Please read the instructions given below carefully before submitting assignments)

1. Name of the Student : Sparsh Sharma
2. Enrollment Number : 2251652356
3. Programme Code : BCA
4. Course Code : BCSL-013
5. Study Centre Code : 07162 (P)
6. Name of the Study Centre With complete address : Mohgal Education and research Institute of Tech (MERIT)- A 9 Outub Indus - titutional area U SO Rd, Near JNU New Delhi - 110067
7. Mobile Number : 8200426536
8. E-mail ID : xPredator2021@gmail.com
9. Above information is cross checked and it is correct: Yes/No

(The same details should also be filled up by the students in the google form, any mismatch in the form may result in rejection of assignment)

(Signature of the student)

Date of Submission: 27-11-22

A. General Instructions:

1. Please do not send any assignment at any email of the Regional Centre Delhi-1, it will not be considered. No email in this regard will be responded individually.
2. Please write your name and enrollment no at the bottom of each page of your assignment.
3. Please retain ORIGINAL ASSIGNMENT submitted with you for record and also keep the assignment submission Email receipt automatically generated and received in your email given by you in google form in your safe custody. No other submission receipt will be given in this regard for online submission.
4. Please ensure that single legible PDF file is submitted for one course and it is successfully uploaded so that it may be downloaded for evaluation.

B. Assignment PDF file (10MB maximum) should have following components in the sequence given:

1. Copy of IGNOU Identity Card
2. Second page should be this document as Annexure-I.
3. Copy of valid/applicable assignment question paper attempted by you.
4. Hand written Assignments.



Course Code	: BCSL-013
Course Title	: Computer Basics and PC Software
Assignment Number	: BCA(1)/L-013/Assignment/2022-23
Maximum Marks	: 100
Weightage	: 25%
Last date of Submission	: 31st October, 2022 (For July Session) : 15th April, 2023 (For January Session)

Answer all the questions in the assignment which carry 80 marks in total. Rest 20 marks are for viva voce. You may use illustrations and diagrams to enhance the explanations. Please go through the guidelines regarding assignments given in the Programme Guide for the format of presentation. Make suitable assumption if necessary

Section 1: Linux operating system

Q1. (a) Run the following (Linux commands and write the output) (10)

- mkdir
- init
- ls -l
- chmod
- kill

(b) Perform the following tasks in Linux (6)

- (i) Display the first 10 lines and last 10 lines of a text file (you need to create a text file consisting around 50 lines)
- (ii) Identify all files in your home directory which a group has written permission on it.
- (iii) To count the no. of times word “*the*” has occurred in the text file.

Section 2: Power point

Q2. Create a Power Point Presentation on the important features of Windows OS (minimum 10 slides) (16)

- (i) All slides should follow the common design format
- (ii) Add a video to at least one slide which can be run on full screen option
- (iii) All the slides should have timer based transition.
- (iv) All the slides should have perform heading and slide notes.
- (v) Each slide should have one image related to Windows operating system.

Section 3: Word Processing

- Q3.** (a) Create multilevel month and week wise schedule for performing different academic tasks. Months should be numbered as A1.....to A12. Each month should be further broken into weeks numbered as W1...W4. For each week , academic activities such as attending counseling sessions, watching video lectures, etc., should be in numerical order(1,2,3...) (6)
- (b) Design a flyer for a COVID 19 vaccination campaign. Use different styles, sizes, fonts, colours and effects. (10)

Section 4: Worksheet

- Q4.** Create a work sheet containing pricing information of a company which deals in sales of computers & computer peripherals. You are required to calculate discount, sales price (MRP- Discount) and profit margin(MRP-sales price) (16)

Product	Product code	Manufacturing Cost	MRP	Discount (10%)	Profit margin
Computer	C-1	24000.00	27000.00	-	-
Laser printer	C-2	4000.00	6000.00		
Filing cabinet	C-3	6500.00	7000.00		
27th monitor	C-4	2200.00	3000.00		
Mouse	C-5	430.00	500.00		

Section 5: Browsing and Discussion Forum

- Q5.** Collaborate online (in a group) on Google docs to create a presentation on 'Smart City Design'. All the group members should work on the presentation simultaneously from their respective machines. Use speaker notes for any online discussion and present a comprehensive report. (The report should comprise the latest amenities in the design of smart cities). (16)

Section : I Linux as operating system

Q. Run the following Linux commands and write the output

- mkdir

This command mkdir stand for "make directory". It creates each directory specified on the command line in the order given. It reports an error if DIRECTORY already exists, unless the -P option is given.

Create a simple directory at current folder/directory

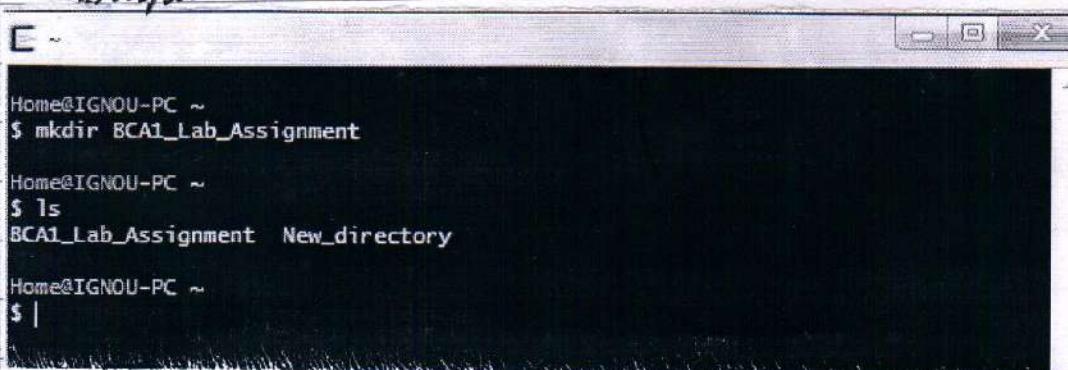
Syntax : mkdir < directory name >
command to get output : ls

Example

Command 1 → ~~cd~~ mkdir BCA1_LAB_Assignment

Command 2 → ls

Output :



```

E ~
Home@IGNOU-PC ~
$ mkdir BCA1_Lab_Assignment
Home@IGNOU-PC ~
$ ls
BCA1_Lab_Assignment New_directory
Home@IGNOU-PC ~
$ |

```

init

The init command is an executable shell script that terminates all active processes on a system and then synchronizes the disk before changing run levels. The init 6 command stops the operating system and reboots into the state that is defined by the initdefault entry in the /etc/inittab file.

syntax: init 6
output:

```
[root@onworks@onworks-Standard-PC-1440FX-PIIX-1996: ~]# onworks@onworks-Standard-PC-1440FX-PIIX-1996:~$ init 6
```

```
SeaBIOS (version rel-1.12.1-0-ga5cab58e9a3f-prebuilt.qemu.org)
```

```
iPXE (http://ipxe.org) 00:03.0 C980 PCI2.10 PnP PMM+BB791460+BB6F1460 C980
```

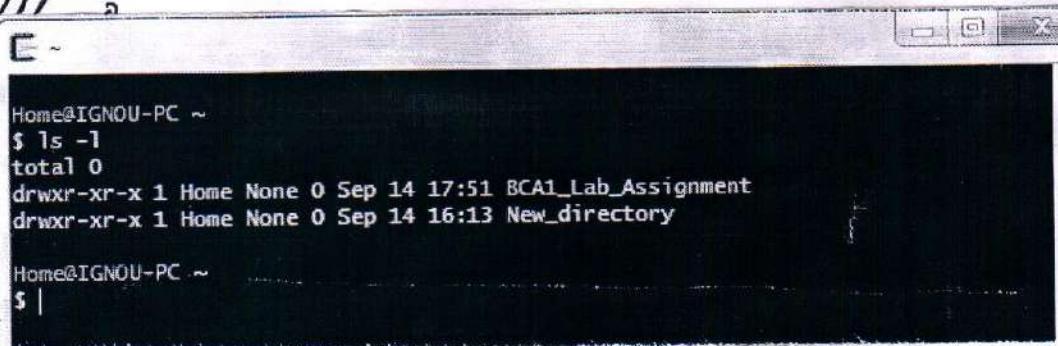
```
Booting from DUD/CD...  
Boot failed: Could not read from CDROM (code 0003)  
Booting from Floppy...  
Boot failed: could not read the boot disk
```

```
Booting from Hard Disk...
```

ls -l

Type the ls -l command to list the contents of the directory in a table format with columns including:

- content permission
- number of links to the content
- owner of the content
- group owner of the contents
- size of the content in bytes
- last modified date / time of the content
- file or directory name

Output :-


```
Home@IGNOU-PC ~
$ ls -l
total 0
drwxr-xr-x 1 Home None 0 Sep 14 17:51 BCA1_Lab_Assignment
drwxr-xr-x 1 Home None 0 Sep 14 16:13 New_directory

Home@IGNOU-PC ~
$ |
```

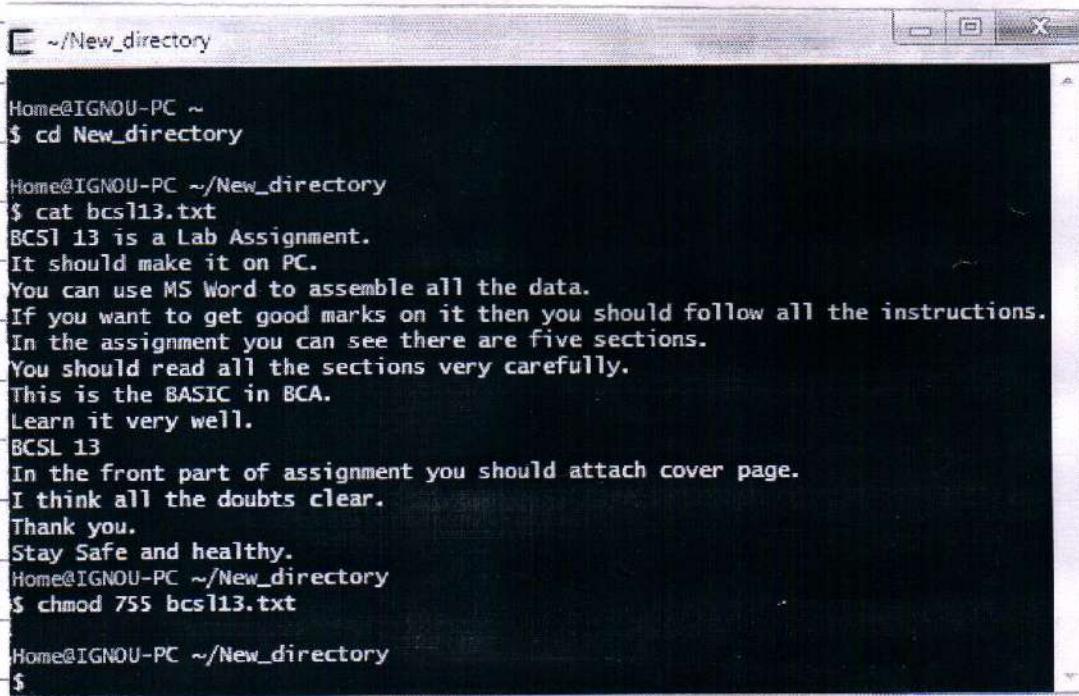
chmod

Linux chmod command is used to change the access permission of file and directories. It stands for change mode.

Basic Syntax / Command chmod <options> <Permissions> <file name>

Example of Command: chmod 755 bcs113.txt

The above command is used for the setting of bcs113.txt to "read, write, and execute by owner" and "read and execute by the group and everyone else".



```

~/New_directory
Home@IGNOU-PC ~
$ cd New_directory
Home@IGNOU-PC ~/New_directory
$ cat bcs113.txt
BCSL 13 is a Lab Assignment.
It should make it on PC.
You can use MS Word to assemble all the data.
If you want to get good marks on it then you should follow all the instructions.
In the assignment you can see there are five sections.
You should read all the sections very carefully.
This is the BASIC in BCA.
Learn it very well.
BCSL 13
In the front part of assignment you should attach cover page.
I think all the doubts clear.
Thank you.
Stay Safe and healthy.
Home@IGNOU-PC ~/New_directory
$ chmod 755 bcs113.txt
Home@IGNOU-PC ~/New_directory
$
```

Kill

Kill command in Linux (located in /bin/kill), is a built-in command which is used to terminate processes manually. Kill command signal to a process which terminates the process.

Kill 1: To display all the available signals you can use below command Option:

Syntax : Kill 1

Output :

```

Home@IGNOU-PC ~
$ kill -1
 1) SIGHUP      2) SIGINT      3) SIGQUIT     4) SIGILL      5) SIGTRAP
 2) SIGABRT    7) SIGEMT      8) SIGFPE      9) SIGKILL     10) SIGBUS
 41) SIGSEGV   12) SIGSYS     13) SIGPIPE     14) SIGALRM    15) SIGTERM
 16) SIGURG    17) SIGSTOP     18) SIGTSTP     19) SIGCONT    20) SIGCHLD
 21) SIGTTIN   22) SIGTTOUT    23) SIGIO       24) SIGXCPU    25) SIGXFSZ
 26) SIGVTALRM 27) SIGPROF    28) SIGWINCH   29) SIGPWR     30) SIGUSR1
 31) SIGUSR2   32) SIGRTMAX
Home@IGNOU-PC ~
$ |

```

Solution 1 (6)

Display the first 10 lines and last 10 lines of a text file

command to create a new directory
Hdg and make New directory

Command to Change the directory : cd .New dir

Command to Create the New txt file : cat > filename.txt

and then type file Content. Press Ctrl+D to Save the file

Display first 10 line

command - head

Syntax head -10 <filename.txt>

Display the last 10 line

command : tail

Syntax tail -10 <filename.txt>

- (ii) Identify all files in your home directory which a group has written permission on it.

command - chmod a+w <filename.txt>

command2 - ls -l

```
Home@IGNOU-PC ~/New_directory
$ ls -l
total 1
-rw-rw-rw- 1 Home None 574 Sep 14 16:20 bcs113.txt
Home@IGNOU-PC ~/New_directory
$
```

occurred

- (iii) To count the no. of the times word "the" has occurred in the text file.

We can use grep command to count the number of times "the" appears in the file as show.

Syntax grep -wc "your-text" filename

```
Home@IGNOU-PC ~/New_directory
$ cat bcs113.txt
BCSL 13 is a Lab Assignment.
It should make it on PC.
You can use MS Word to assemble all the data.
If you want to get good marks on it then you should follow all the instructions.
In the assignment you can see there are five sections.
You should read all the sections very carefully.
This is the BASIC in BCA.
Learn it very well.
BCSL 13
In the front part of assignment you should attach cover page.
I think all the doubts clear.
Thank you.
Stay Safe and healthy.
Home@IGNOU-PC ~/New_directory
$ grep -wc "the" bcs113.txt
7 ← word "the" mentioned 7 times. in the file.

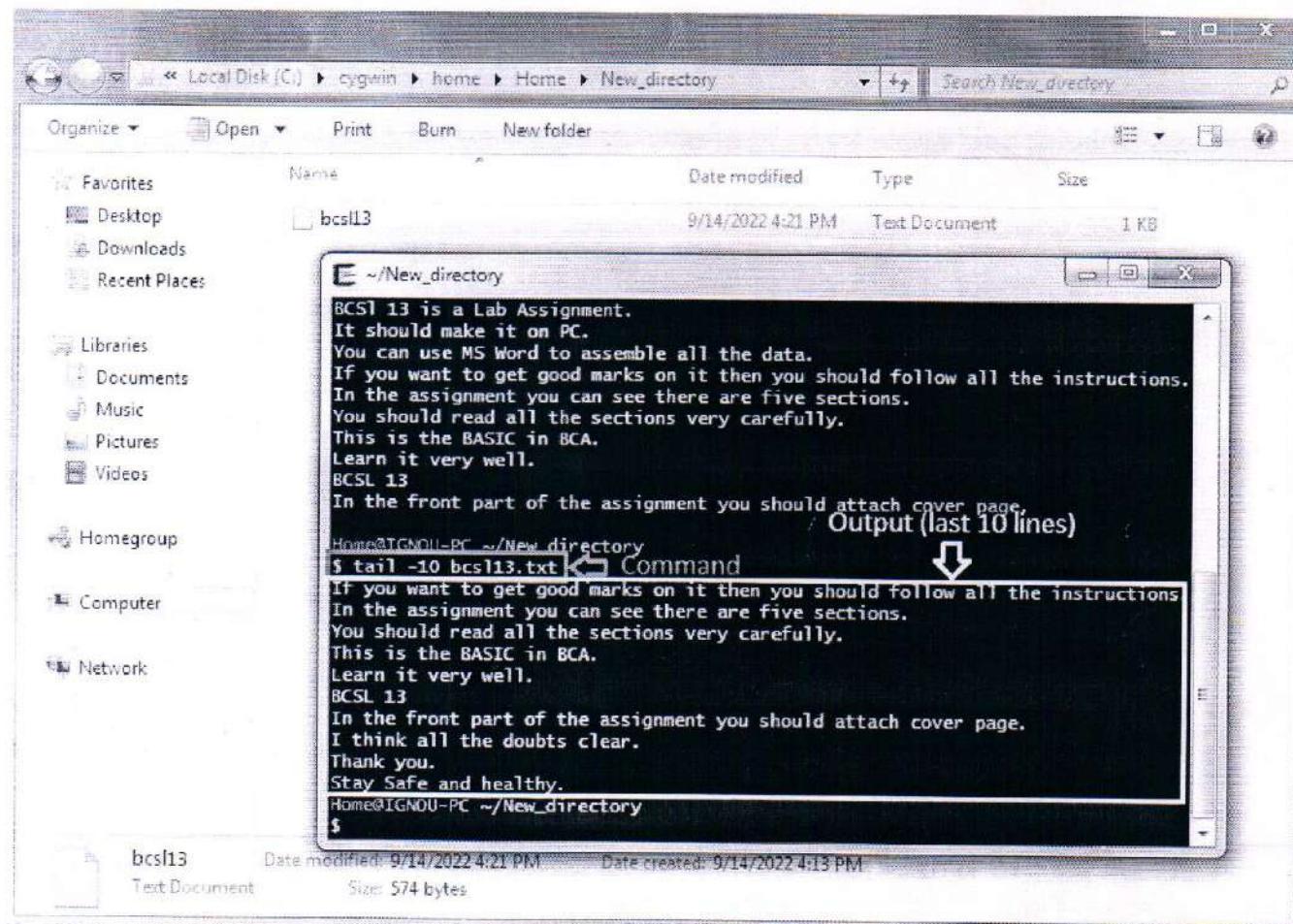
Home@IGNOU-PC ~/New_directory
$
```

Syntax: `tail -10 <filename.txt>`

```
~/New_directory
Home@IGNOU-PC ~
$ mkdir New_directory

Home@IGNOU-PC ~
$ cd New_directory

Home@IGNOU-PC ~/New_directory
$ cat>bcs113.txt
BCSL 13 is a Lab Assignment.
It should make it on PC.
You can use MS Word to assemble all the data.
If you want to get good marks on it then you should follow all the instructions.
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This is the BASIC in BCA.
Learn it very well.
BCSL 13
In the front part of the assignment you should attach cover page.
I think all the doubts clear.
Thank you.
Stay Safe and healthy.
Home@IGNOU-PC ~/New_directory
```



(ii) Identify all files in your home directory which a group has written permission on it.

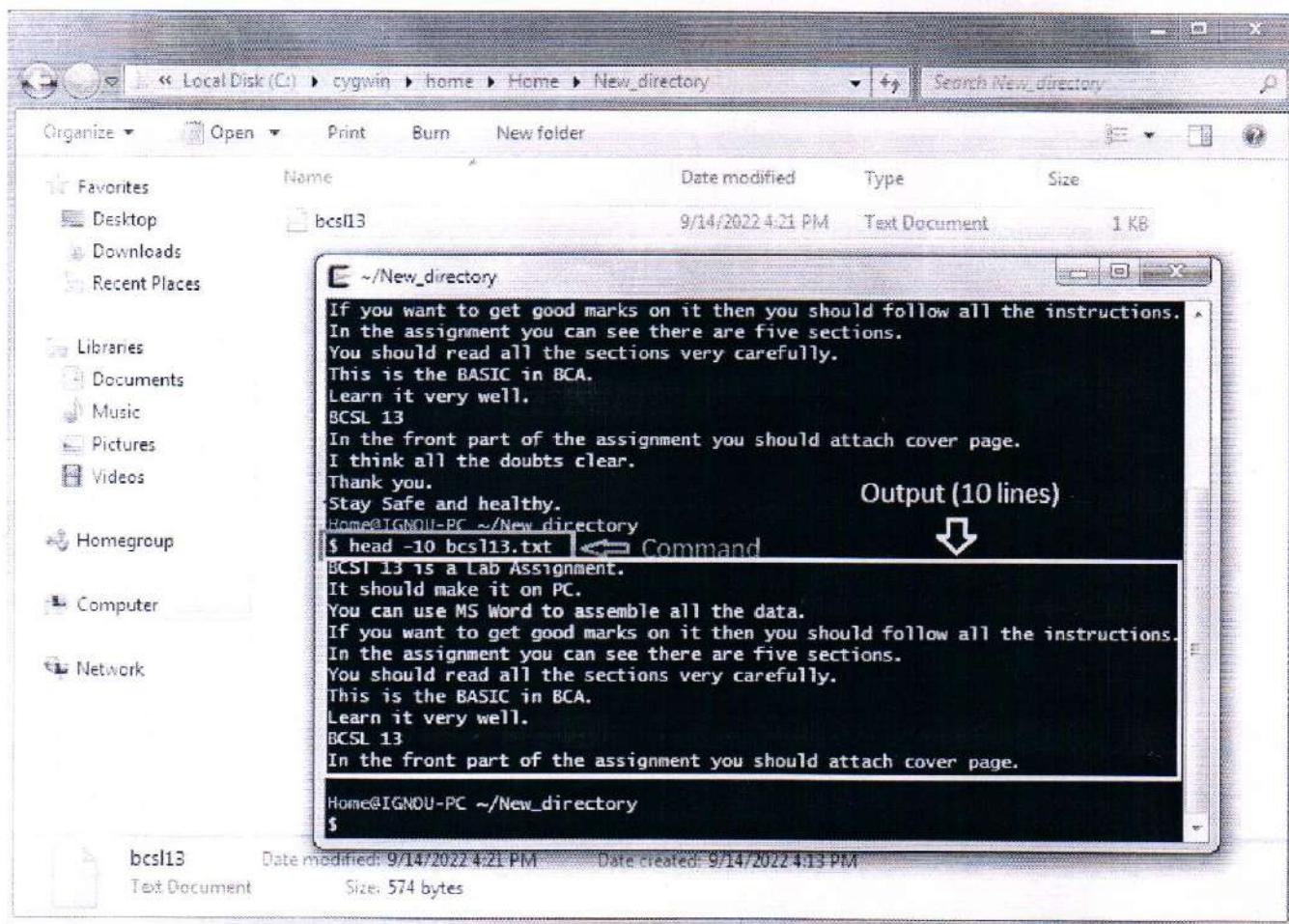
```

~/New_directory
Home@IGNOU-PC ~
$ mkdir New_directory

Home@IGNOU-PC ~
$ cd New_directory

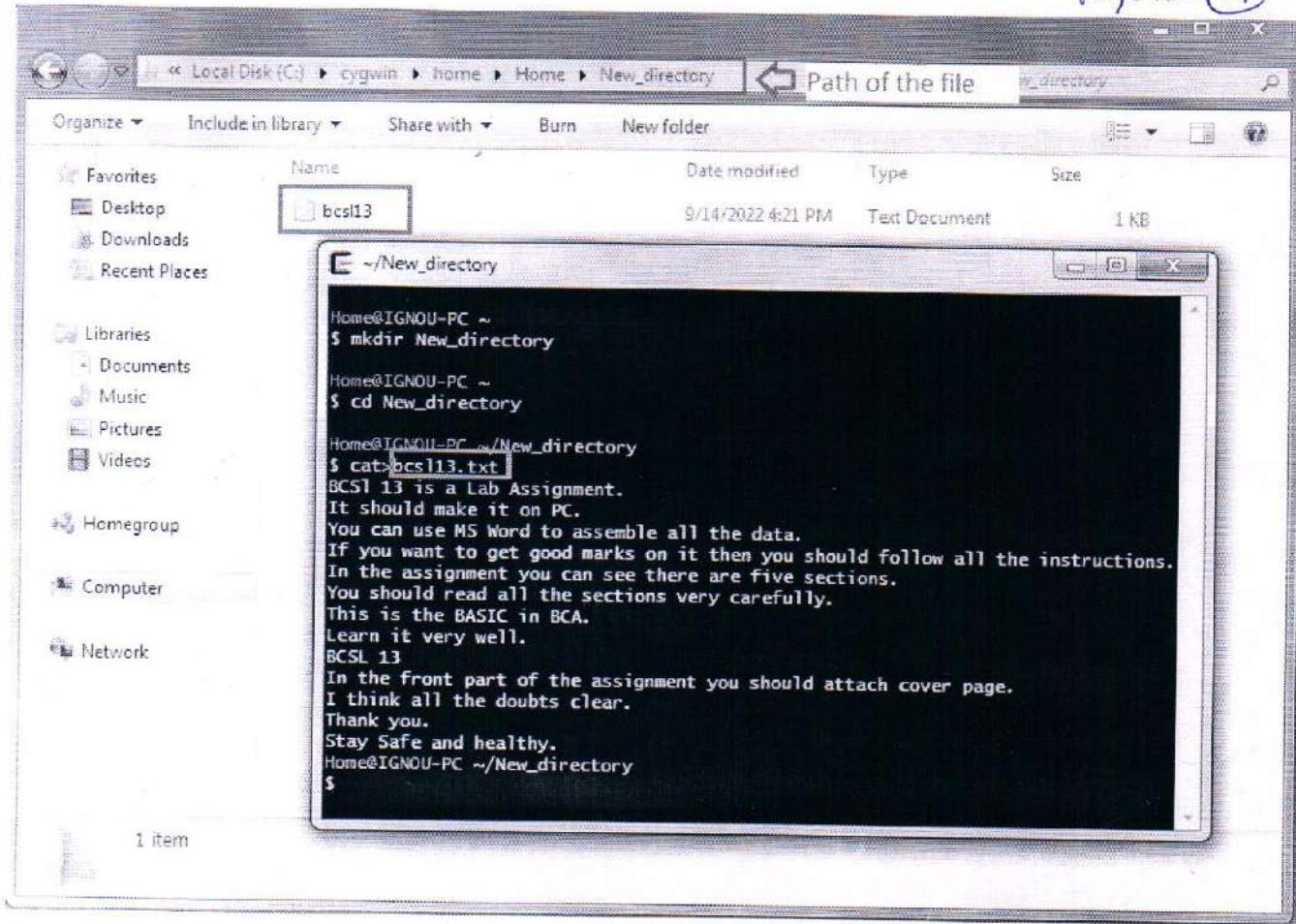
Home@IGNOU-PC ~/New_directory
$ cat>bcs113.txt
BCS1 13 is a Lab Assignment.
It should make it on PC.
You can use MS Word to assemble all the data.
If you want to get good marks on it then you should follow all the instructions.
In the assignment you can see there are five sections.
You should read all the sections very carefully.
This is the BASIC in BCA.
Learn it very well.
BCS1 13
In the front part of the assignment you should attach cover page.
I think all the doubts clear.
Thank you.
Stay Safe and healthy.
Home@IGNOU-PC ~/New_directory

```



Display the last 10 lines:

Command : tail



Display first 10 lines:

Command: **head**

Syntax: **head -10 <filename.txt>**

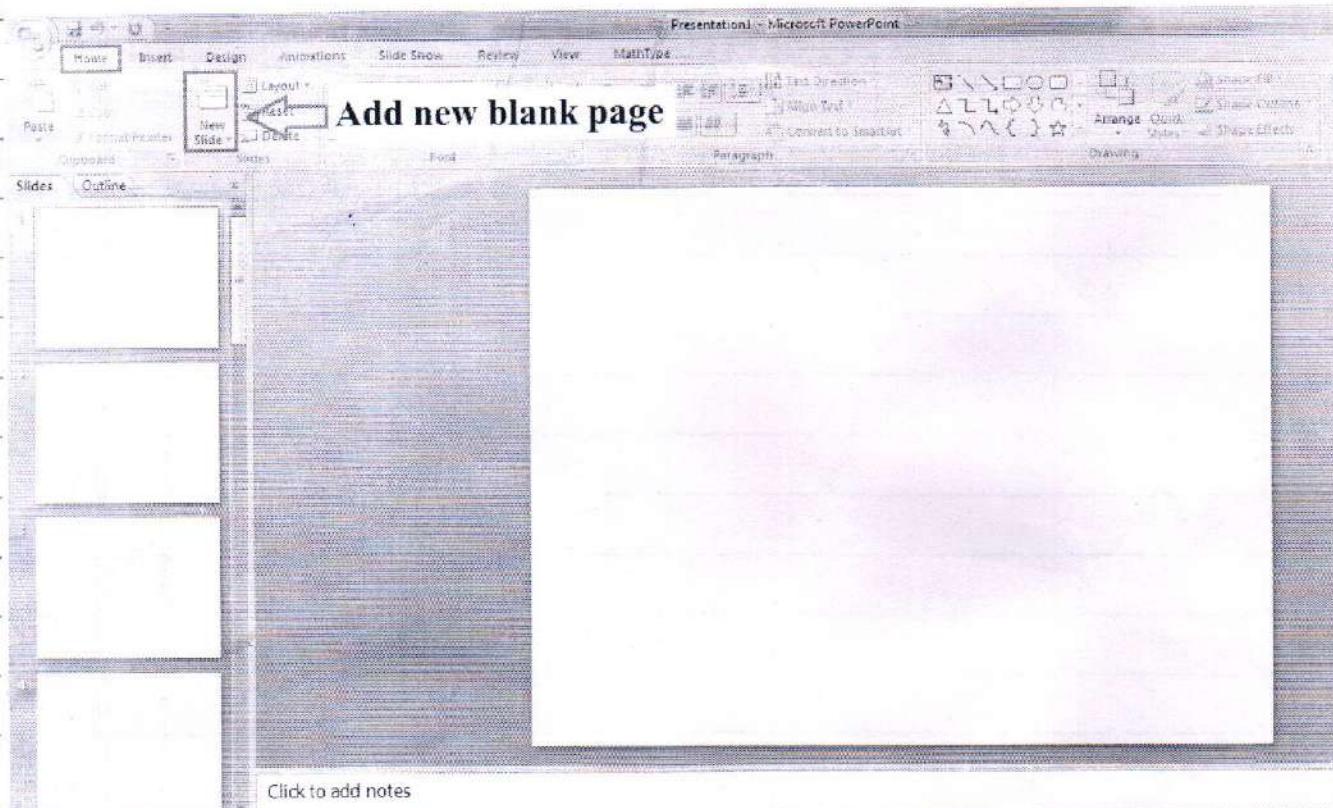
Section - B or 2

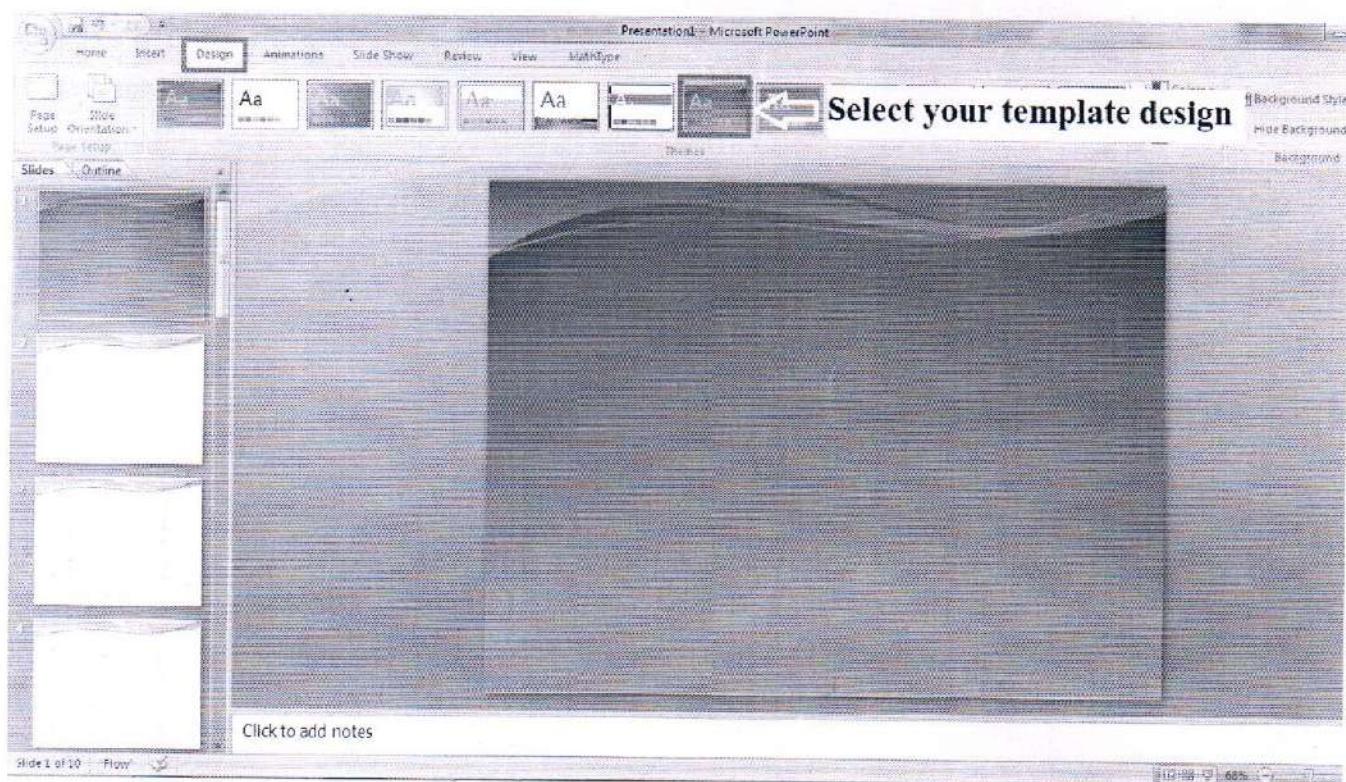
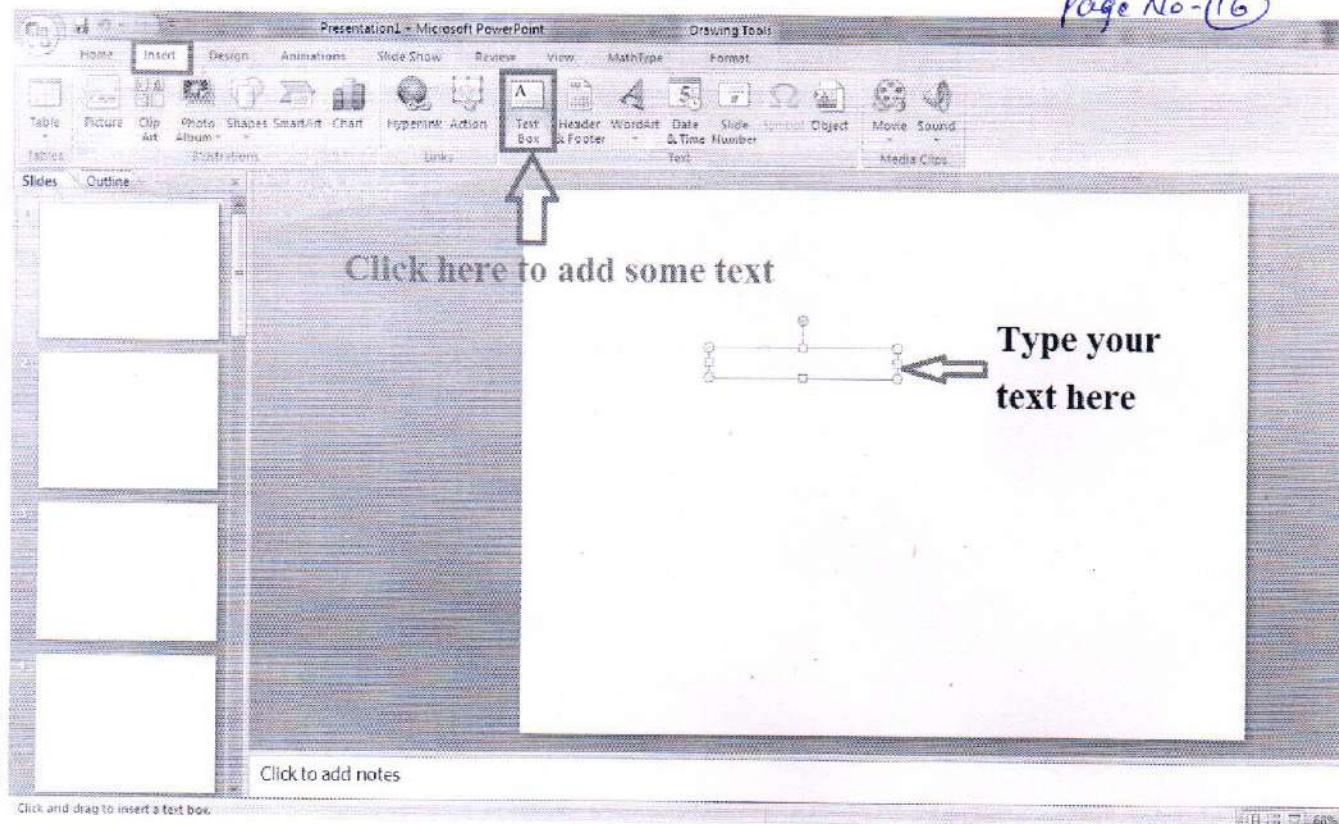
Power Point

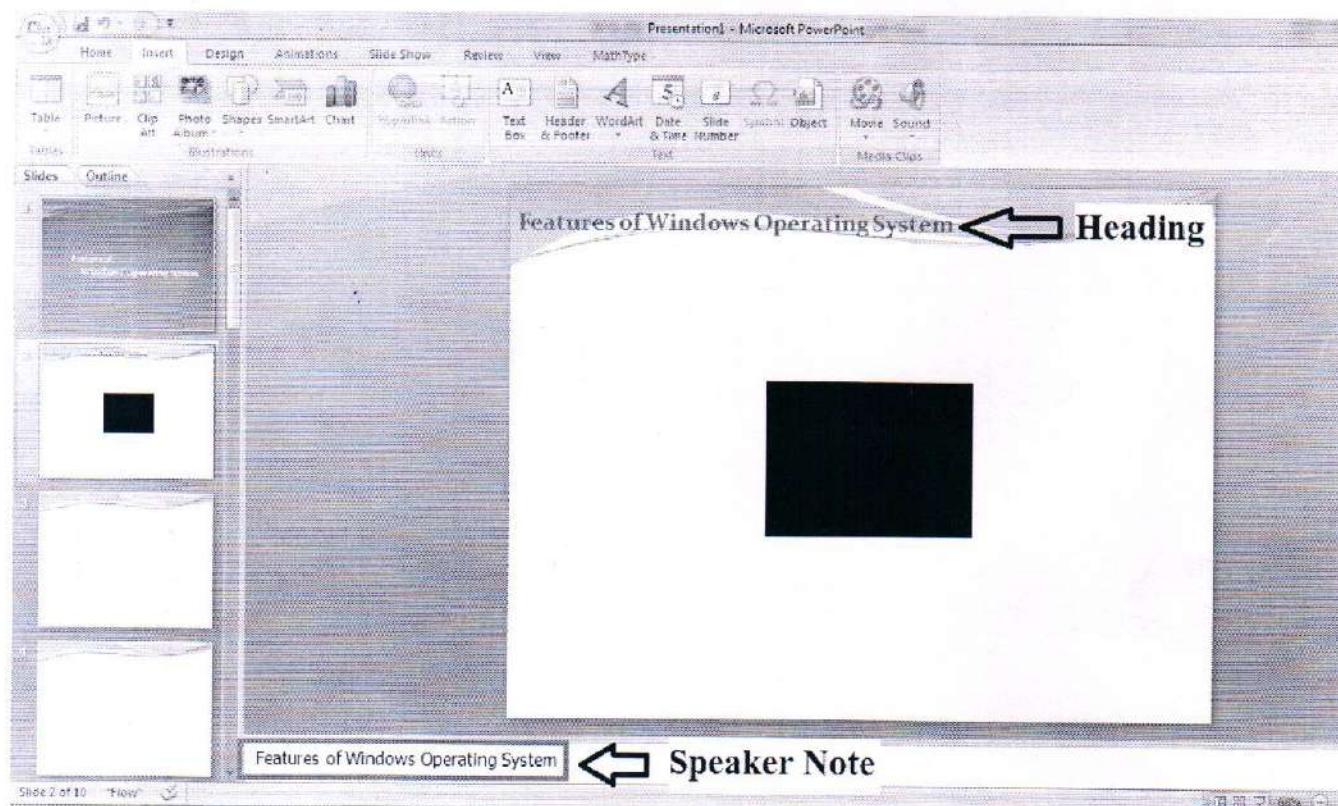
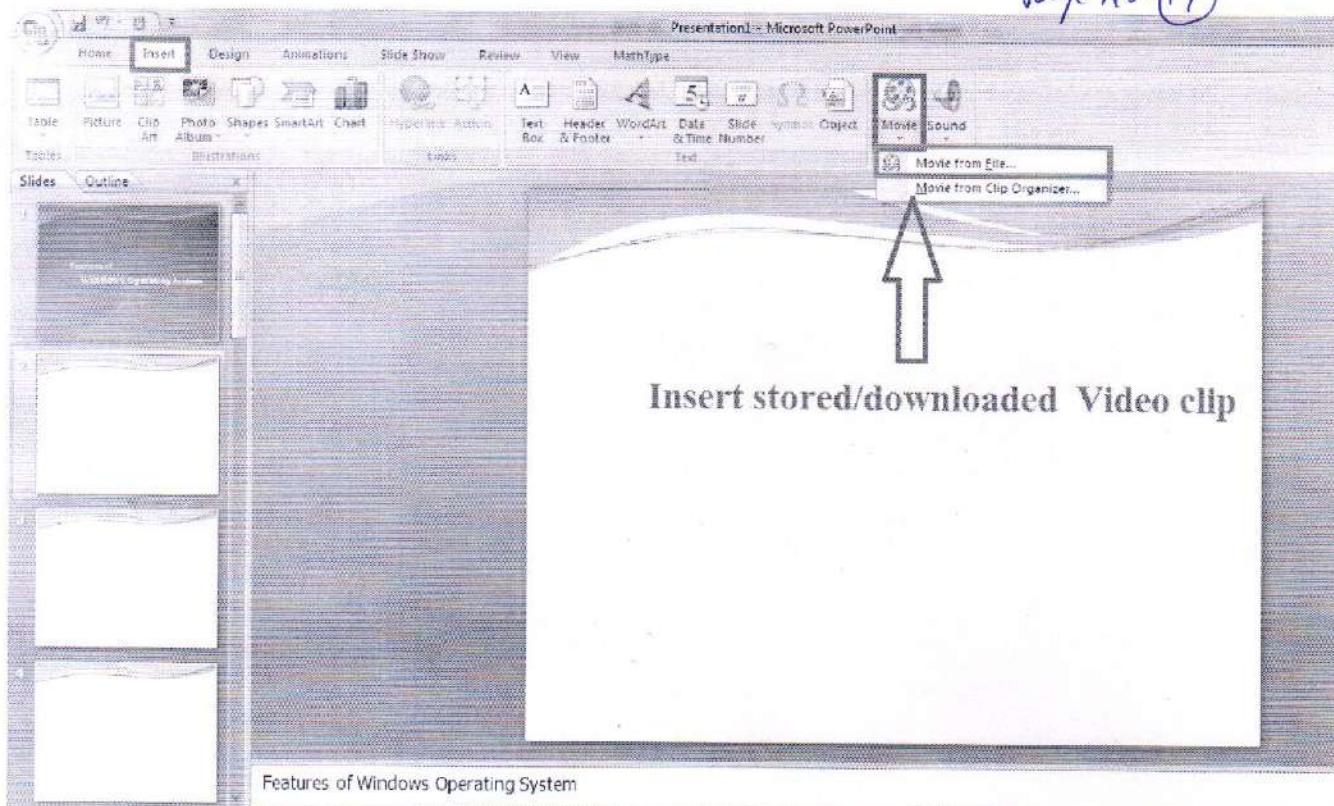
Q2 Create a power Point Presentation on the ~~imp~~ features of windows OS

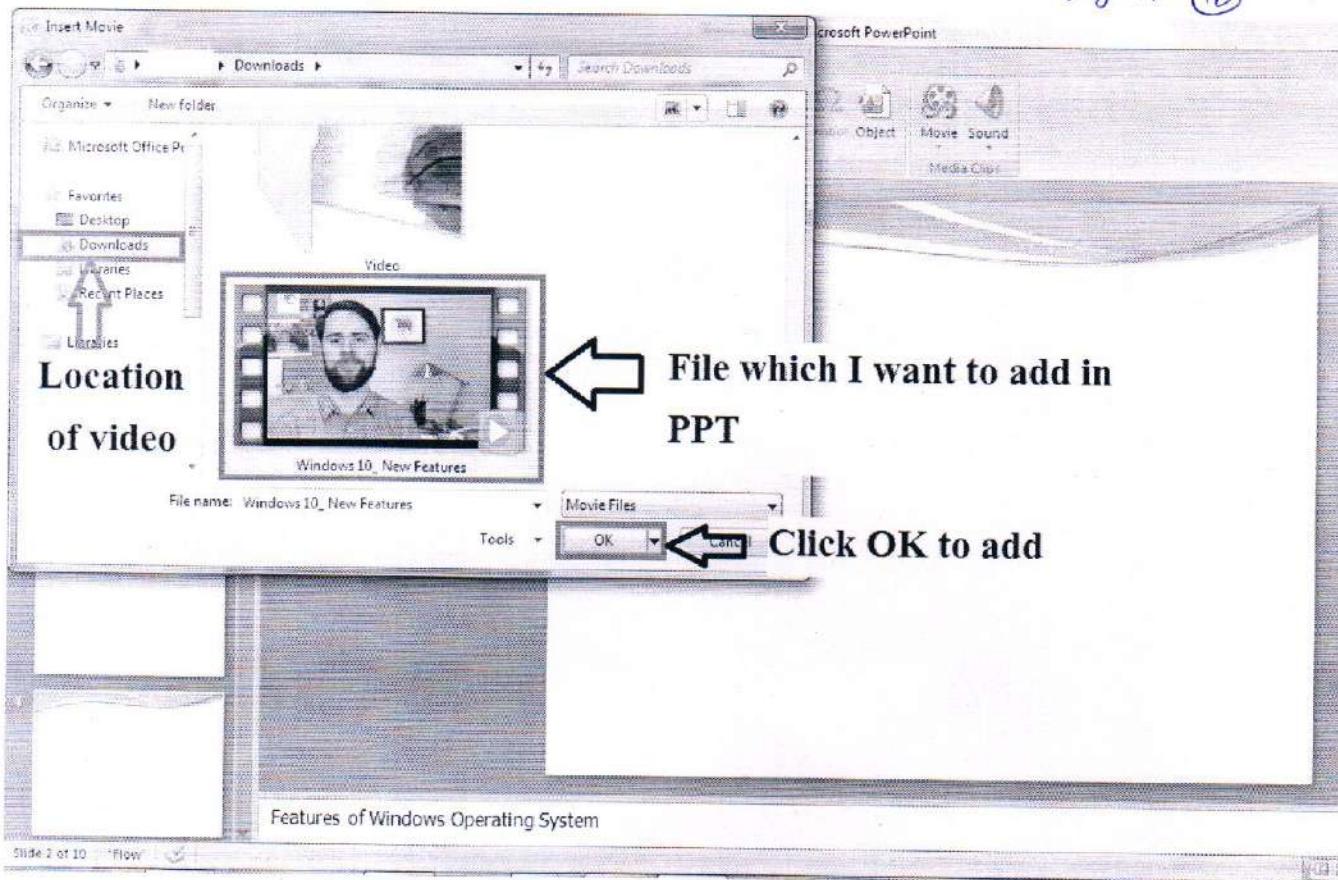
- (1) All Slides Should follow the common design format
- 2 Add a video to at least one slide which can be run on full screen option
- 3 All the Slides Should have timer based transition
- 4 All Slides Should have time to perform heading and slide notes
- 5 Each slide Should have one image related

Creating a Power Point Presentation on the *Important Features of Windows OS*:-





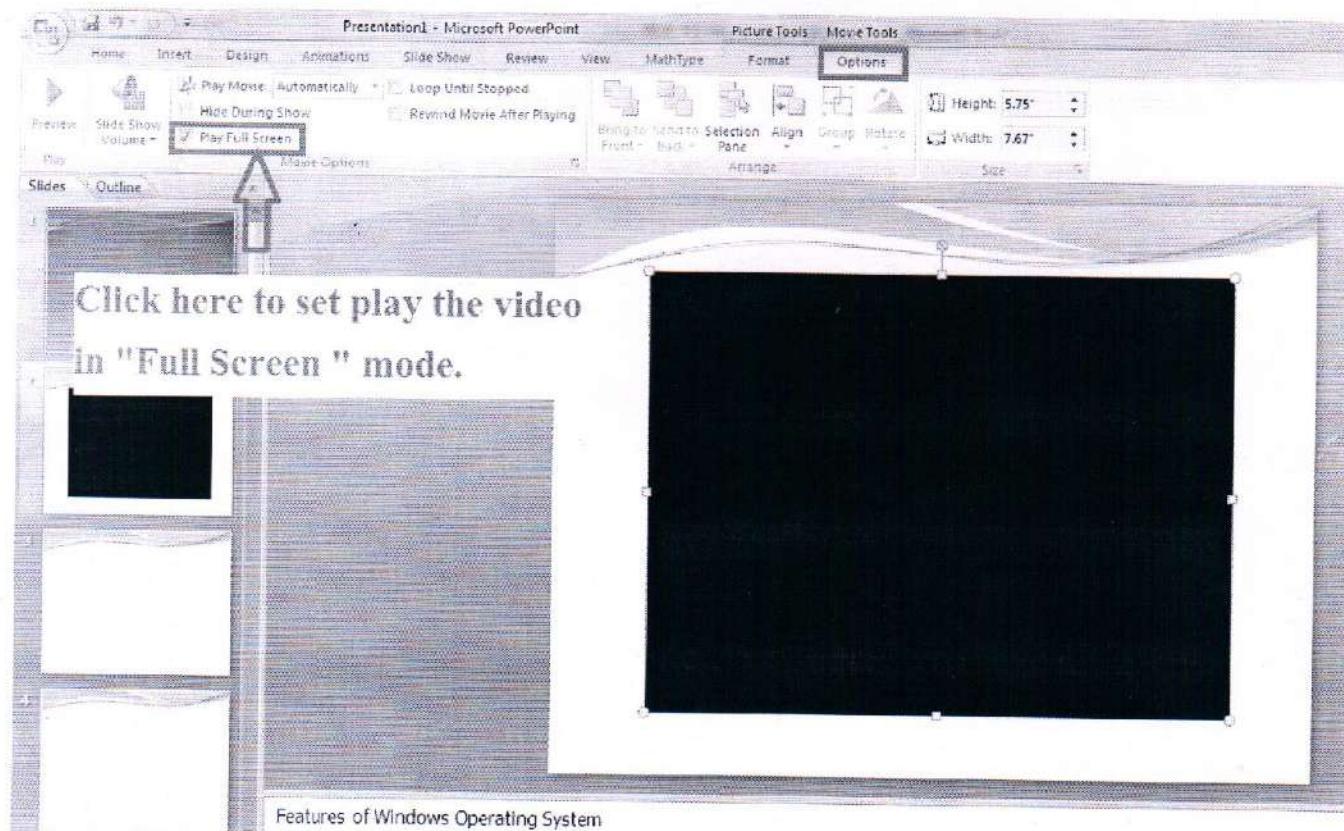




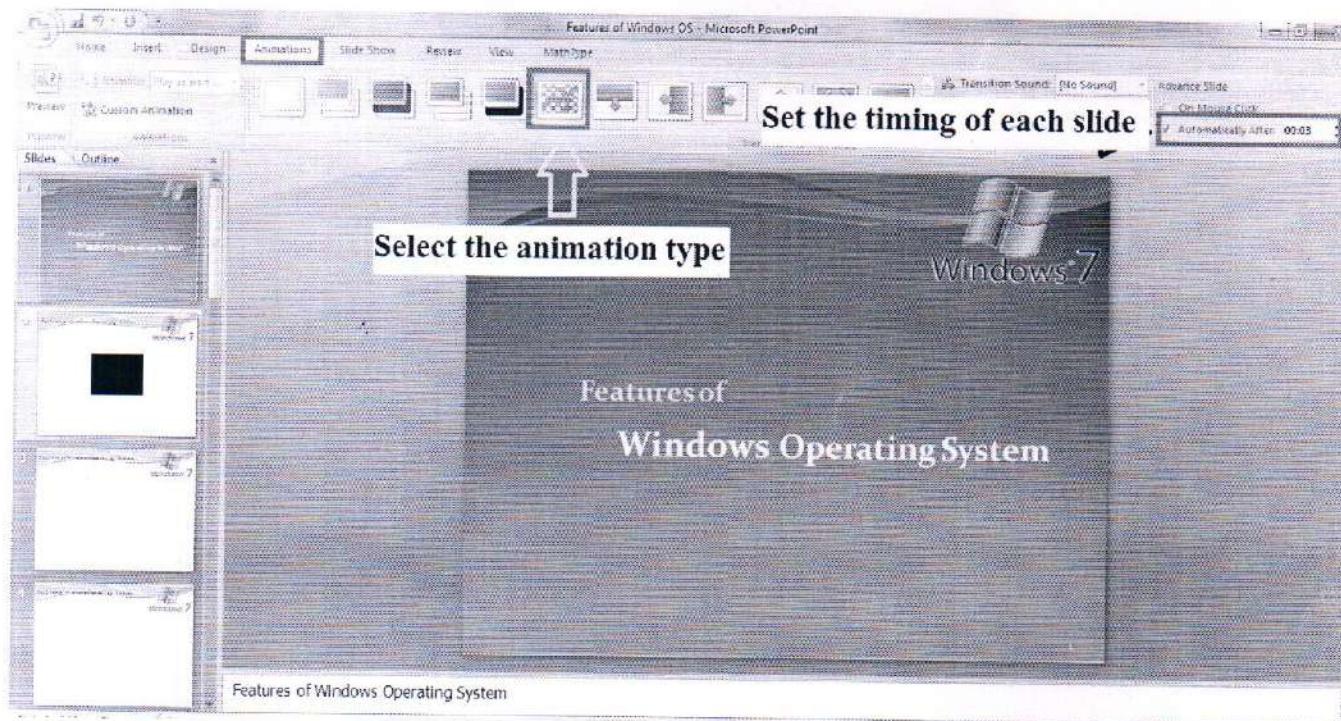
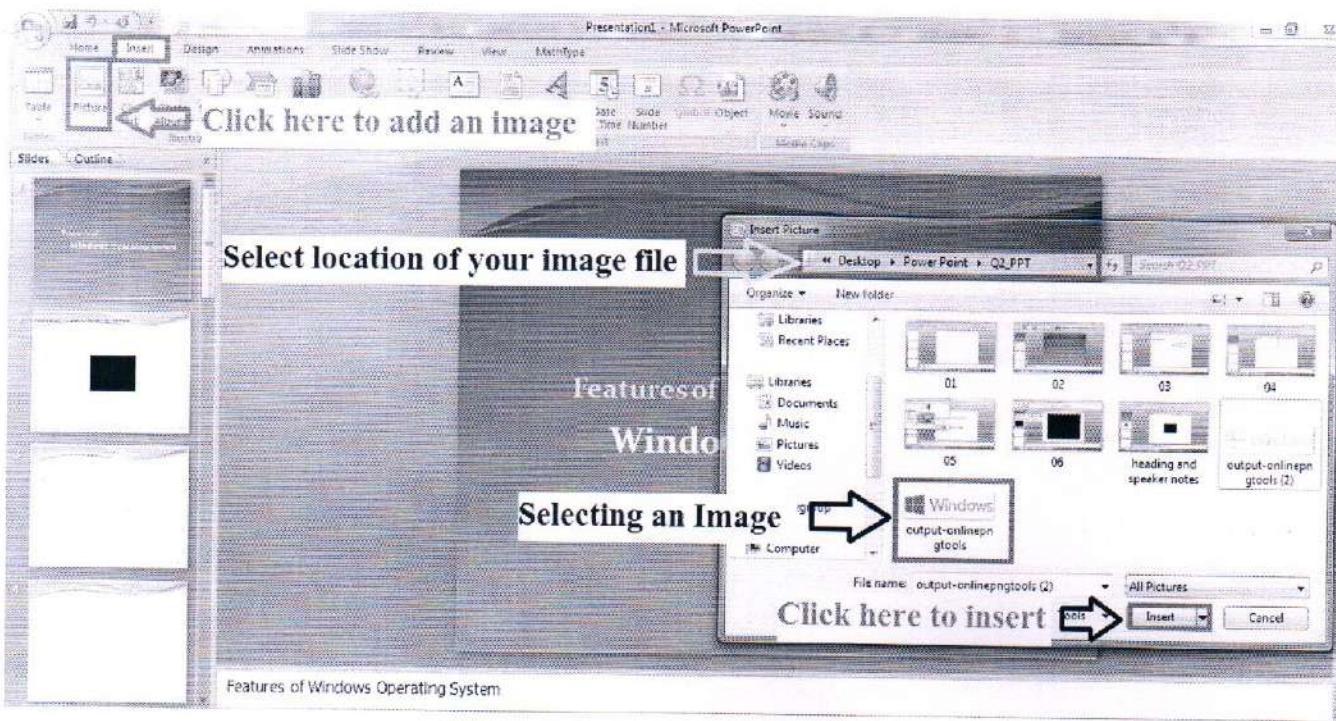
Location
of video

File which I want to add in
PPT

Click OK to add



Click here to set play the video
in "Full Screen " mode.



Our PPT is completely ready to present.

Now, screenshots of 10 slides are the following:

