SVRENGINEERINGCOLLEGE

AYYALURUMETTA(V),NANDYAL,KURNOOLDT.A
NDHRAPRADESH–518502

2018–2019

LABORATORYMANUAL
OF

IT WORKSHOP LABORATORY

(R-15REGULATIONS)

(15A99201)

Preparedby
Mrs.A.SWETHA
Asst.Professor

For
B.Tech.I Year/II Sem.(CSE)

DEPARTMENT OF COMPUTERSCIENCE ANDENGINEERINGSVRENGINEERING COLLEGE

(AFFILIATEDTOJNTUAANANTHAPURAM-AICITE-INDIA)
AYYALURUMETTA(V),NANDYAL,KURNOOLDT.A
NDHRAPRADESH–518502

LABMANUALCONTENT

IT WORKSHOP LABORATORY

(15A99201)

Institute Vision & Mission, Department Vision & Mission

1. PO, PEO& PSO Statements.
2. List of Experiments
3. CO-PO Attainment
4. Experiment Code and Outputs

1. Institute Vision & Mission, Department Vision & Mission

Institute Vision:

To produce Competent Engineering Graduates & Managers with a strong base of Technical & Managerial Knowledge and the Complementary Skills needed to be Successful Professional Engineers & Managers.

Institute Mission:

To fulfill the vision by imparting Quality Technical & Management Education to the Aspiring Students, by creating Effective Teaching/Learning Environment and providing State – of the – Art Infrastructure and Resources.

Department Vision:

To produce Industry ready Software Engineers to meet the challenges of 21st Century.

Department Mission:

- Impart core knowledge and necessary skills in Computer Science and Engineering through innovative teaching and learning methodology.
- Inculcate critical thinking, ethics, lifelong learning and creativity neededfor industry and society.
- Cultivate the students with all-round competencies, for career, highereducation and self-employabilit y.

2.PO,PEO&PSOStatements

2. PROGRAMME OUTCOMES

(POs)

PO-1: Engineering knowledge - Apply the knowledge of mathematics, science, engineering fundamentals of Computer Science& Engineering to solve complex real-life engineering problems related to CSE.

PO-2: Problem analysis - Identify, formulate, review research literature, and analyze complex engineering problems related to CSE and reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.

PO-3: Design/development of solutions - Design solutions for complex engineering problems related to CSE and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, cultural, societal and environmental considerations.

PO-4: Conduct investigations of complex problems - Use research-based knowledge and research methods, including design of experiments, analysis and interpretation of data and synthesis of the information to provide valid conclusions.

PO-5: Modern tool usage - Select/Create and apply appropriate techniques, resources and modern engineering and IT tools and technologies for rapidly changing computing needs, including prediction and modeling to complex engineering activities, with an understanding of the limitations.

PO-6: The engineer and society - Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the CSE professional engineering practice.

PO-7: Environment and Sustainability - Understand the impact of the CSE professional engineering solutions in societal and environmental contexts and demonstrate the knowledge of, and need for sustainable development.

PO-8: Ethics - Apply ethical principles and commit to professional ethics and responsibilities and norms of the relevant engineering practices.

PO-9: Individual and team work - Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

PO-10: Communication - Communicate effectively on complex engineering activities with the engineering community and with the society-at-large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, give and receive clear instructions.

PO-11: Project management and finance - Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

PO-12: Life-long learning - Recognize the need for and have the preparation and ability toengage in independent and life-long learning in the broadcast

context of technological changes.

Program Educational Objectives (PEOs):

PEO 1:Graduates will be prepared for analyzing, designing, developing and testing the software solutions and products with creativity and sustainability.

PEO 2: Graduates will be skilled in the use of modern tools for critical problem solving and analyzing industrial and societal requirements.

PEO 3:Graduates will be prepared with managerial and leadership skills for career and starting up own firms.

Program Specific Outcomes (PSOs):

PSO 1: Develop creative solutions by adapting emerging technologies / tools for real time applications.

PSO 2: Apply the acquired knowledge to develop software solutions and innovative mobile apps for various automation applications

4.0CO-POATTAINMNET

CO-ATTAINMENT:

SVR ENGINEERING COLLEGE			
Department:	**COMPUTER SCIENCE AND ENGINEERING**		
Course Outcome Attainment - Internal Assessments			
Name of the faculty :	N HARI KRISHNA	Academic Year:	2018-2019
Branch & Section:	COMPUTER SCIENCE AND ENGINEERING	Exam:	EXTERNAL LAB
Course:	Web and Internet Technologies Laboratory	Semester:	III-II

Course Outcomes	**Internal Lab**		**Internal Lab**	**University Exam**
15A05609.1	3		3	3
15A05609.2	3		3	3
15A05609.3	3		3	3
15A05609.4	3		3	3
15A05609.5	3		3	3

Course Outcomes		Attainment Level
15A05609.1	Create data sharing with different applications and sending and intercepting sms	**3**
15A05609.2	Creating the Application by using the Activity class	**3**
15A05609.3	Develop applications using services and publishing android applications.	**3**
15A05609.4	Design the Application by using (1) LINEAR LAYOUT (2) RELATIVE LAYOUT (3) ABSOLUTE LAYOUT	**3**
15A05609.5	Create Application by Using Building Menus and Storing Data	**3**
	Average Attainment	**3**
Overall Course Attainment		**3**

PO-ATTAINMENT:

SVR ENGINEERING COLLEGE

DEPARTMENT	**COMPUTER SCIENCE AND ENGINEERING**		
PROGRAM OUTCOME ATTAINMENT			
Name of Faculty:	N HARI KRISHNA	Academic Year	2018-2019
Branch & Section:	COMPUTER SCIENCE AND ENGINEERING	SUB CODE:	15A05609
Course:	Web and Internet Technologies Laboratory	Semester:	III-II

COURSE OUTCOME ATTAINMENT				
Course outcome attainment	**Internal lab**		**Internal lab**	**External lab**
15A05609.1	3		3	3
15A05609.2	3		3	3
15A05609.3	3		3	3
15A05609.4	3		3	3
15A05609.5	3		3	3

COURSE OUTCOMES AND PROGRAM OUTCOMES MAPPING

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
15A05609.1	3	3	2	2	1	2			1		1	2	3	1
15A05609.2	3	2	1	1		1		1				1	2	2
15A05609.3	3	3	2	2	2	1	1			1			2	1
15A05609.4	3	3	1	2		2			2		2	2	2	2
15A05609.5	3	2	2	2		2		2		1			3	1
AVERAGE	3.0	2.6	1.6	1.8	1.5	1.6	1.0	1.5	1.5	1.0	1.5	1.7	2.4	1.4

PO-ATTAINMENT

		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
INTERNAL	15A05609.1	9	9	6	6	3	6			3		3	6	9	3
	15A05609.2	9	6	3	3		3		3				3	6	6
	15A05609.3	9	9	6	6	6	3	3			3			6	3
	15A05609.4	9	9	3	6		6			6		6	6	6	6
	15A05609.5	9	6	6	6		6		6		3			9	3
UNIVERSITY	15A05609.1	9	9	6	6	3	6			3		3	6	9	3
	15A056	9	6	3	3		3		3				3	6	6

	09.2														
	15A05609.3	9	9	6	6	6	3	3			3			6	3
	15A05609.4	9	9	3	6		6			6		6	6	6	6
	15A05609.5	9	6	6	6		6		6		3			9	3
OVERALL	15A05609.1	3	3	3	3	3	3			3		3	3	3	3
	15A05609.2	3	3	3	3		3		3				3	3	3
	15A05609.3	3	3	3	3	3	3	3			3			3	3
	15A05609.4	3	3	3	3		3			3		3	3	3	3
	15A05609.5	3	3	3	3		3		3		3			3	3
Attainment		**3**	**3**	**3**	**3**	**3**	**3**	**3**	**3**	**3**	**3**	**3**	**3**	**3**	**3**

Faculty: N HARI KRISHNA				Head of the Department					

2.1SubjectTimeTable

SVRENGINEERINGCOLLEGE::NANDYAL DEPARTMENTOFCSE								
A.SWETHA					**I-II**			
Day/ Time	**9:30 AM**	**10:20 AM**	**11:30 AM**	**12:20 PM-**	**LUNCHBREAK**	**02:00 PM**	**02:50 PM**	**03:40 PM**
	10:20 AM	**11:10AM**	**12:20 PM**	**01:10 PM**		**02:50 PM**	**03:40 PM**	**04:30 PM**
MON								
TUE						ITWORKSHOP		
WED								
THU								
FRI								
SAT								

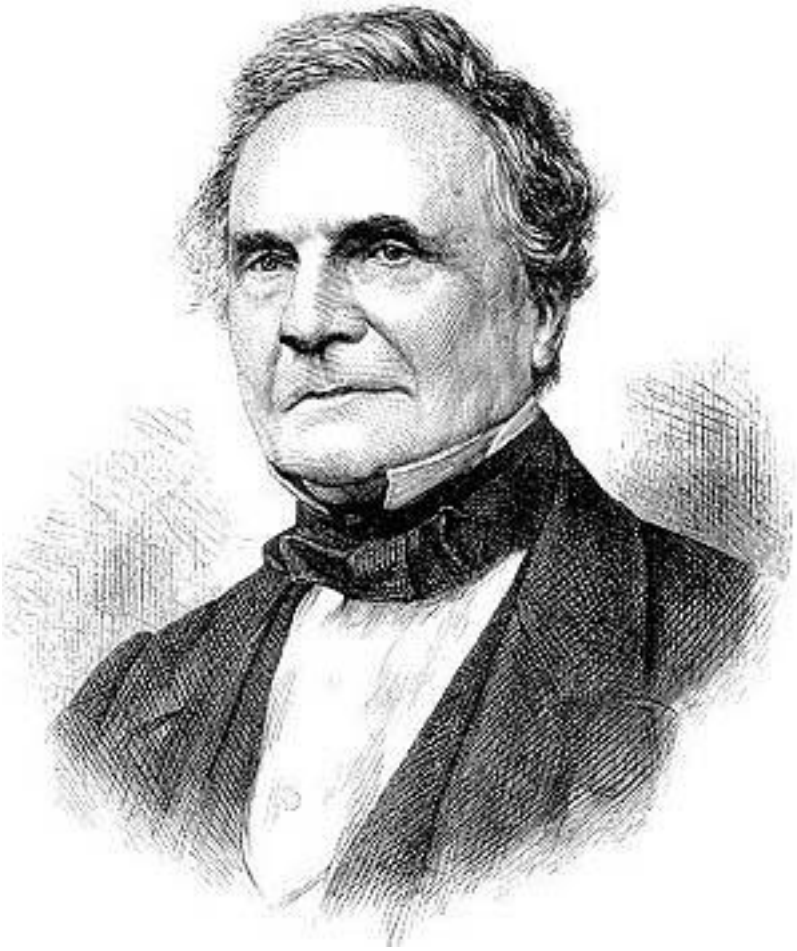
LIST OF EXPERIMENTS

SNO	EXPERIMENTS
1	**Task 1: Learn about Computer**
2	**Task 2: Assembling a Computer**
3	**Task 3: Install Operating system**
4	**Task 4**: **Operating system features**
5	**Task 5: Browsing Internet**
7	**Task 6: Word Processor**
	Students marks calculation
	Advertisement
	Preparing bio-data form
	Preparing certificate
	Preparing Leave letter
	Feed back form
	JNT University task
8	**Task 7: Spreadsheet**
	Students marks calculation
	Employee Information
	Calculating electricity Bill
9	**Task 8: Presentations**

Task 1: Learn about Computer

Charles Babbage, FRS (26 December 1791 – 18 October 1871) was an English polymath. He was a mathematician, philosopher, inventor and mechanical engineer, who is best remembered now for originating the concept of a programmable computer.

Considered a "father of the computer", Babbage is credited with inventing the first mechanical computer that eventually led to more complex designs. His varied work in other fields has led him to be described as "pre-eminent" among the many polymaths of his century.



Born	26 December 1791 London, England
Died	18 October 1871 (aged 79) Marylebone, London, England
Nationality	English
Fields	Mathematics, engineering, political economy, computer science
Institutions	Trinity College, Cambridge
Alma	Peterhouse, Cambridge

mater	
Known for	Mathematics, computing
Influences	Robert Woodhouse, Gaspard Monge, John Herschel
Influenced	Karl Marx, John Stuart Mill

Signature

What is a computer?

An electronic device that stores, retrieves, and processes data, and can be programmed with instructions. A computer is composed of hardware and software, and can exist in a variety of Sizes and configurations.

Block Diagram of a computer

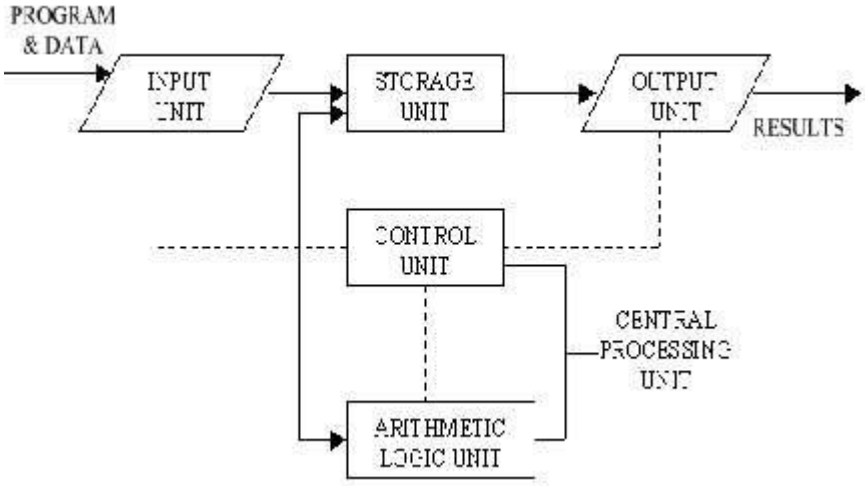


Fig : *Basic computer Operations*

1. Input: This is the process of entering data and programs in to the computer system. You should know that computer is an electronic machine like any other machine which takes as inputs raw data and performs some processing giving out processed data. Therefore, the input unit takes data from us to the computer in an organized manner for processing.

2. Storage: The process of saving data and instructions permanently is known as storage. Data has to be fed into the system before the actual processing starts. It is because the processing speed of Central Processing Unit (CPU) is so fast that the data has to be provided to CPU with the same speed. Therefore the data is first stored in the storage unit for faster access and processing. This storage unit or the primary storage of the computer system is designed to do the above functionality. It provides space for storing data and instructions.

The storage unit performs the following major functions:

• All data and instructions are stored here before and after processing.

• Intermediate results of processing are also stored here.

3. Processing: The task of performing operations like arithmetic and logical operations is called processing. The Central Processing Unit (CPU) takes data and instructions from the storage unit and makes all sorts of calculations based on the instructions given and the type of data provided. It is then sent back to the storage unit.

Output: This is the process of producing results from the data for getting useful information. Similarly the output produced by the computer after processing must also be kept somewhere inside the computer before being given to you in human readable form. Again the output is also stored inside the computer for further processing.

5. Control: The manner how instructions are executed and the above operations are performed. Controlling of all operations like input, processing and output are performed by control unit. It takes care of step by step processing of all operations inside the computer.

FUNCTIONAL UNITS

In order to carry out the operations mentioned in the previous section the computer allocates the task between its various functional units. The computer system is divided into three separate units for its operation. They are

1) arithmetic logical unit

2) control unit.

3) central processing unit.

Arithmetic Logical Unit (ALU) Logical Unit

Logical Unit :After you enter data through the input device it is stored in the primary storage unit. The actual processing of the data and instruction are performed by Arithmetic Logical Unit. The major operations performed by the ALU are addition, subtraction, multiplication, division, logic and comparison. Data is transferred to ALU from storage unit when required. After processing the output is returned back to storage unit for further processing or getting stored.

Control Unit (CU)

The next component of computer is the Control Unit, which acts like the supervisor seeing that things are done in proper fashion. Control Unit is responsible for co ordinating various operations using time signal. The control unit determines the sequence in which computer programs and instructions are executed. Things like processing of programs stored in the main memory, interpretation of the instructions and issuing of signals for other units of the computer to execute them. It also acts as a switch board operator when several users access the computer simultaneously. Thereby it coordinates the activities of computer's peripheral equipment as they perform the input and output.

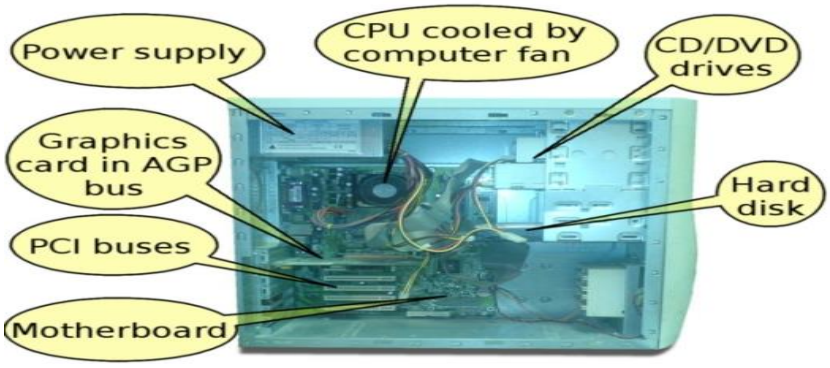
Central Processing Unit (CPU)

The ALU and the CU of a computer system are jointly known as the central processing unit. You may call CPU as the brain of any computer system. It is just like brain that takes all major decisions, makes all sorts of calculations and directs

different parts of the computer functions by activating and controlling the operations.

Internal parts of Computer

Computer Hardware is the physical part of a computer, as distinguished from the computer software that executes or runs on the hardware. The hardware of a computer is infrequently changed, while software and data are modified frequently. The term soft refers to readily created, modified, or erased. These are unlike the physical components within the computer which are hard.



Inside Computer

Motherboard smps

The motherboard is the body or mainframe of the computer, through which all other components interface. It is the central circuit board making up a complex electronic system. A motherboard provides the electrical connections by which the other components of the system communicate. The mother board includes many components such as: central processing unit (CPU), random access memory (RAM), firmware, and internal and external buses.

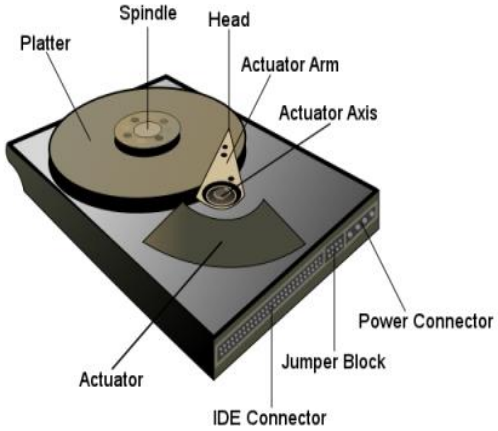
RAM

Random access memory (RAM) is fast-access memory that is cleared when the computer is power-down. RAM attaches directly to the motherboard, and is used to store programs that are currently running. RAM is a set of integrated circuits that allow the stored data to be accessed in any order (why it is called random). There are many different types of RAM. Distinctions between these different types include: writable vs. read-only, static vs. dynamic, volatile vs. non-volatile, etc.

RAM

Hard Disk Drive

A hard disk drive (HDD) is a non-volatile storage device which stores digitally encoded data on rapidly rotating platters with magnetic surfaces. Just about every new computer comes with a hard disk these days unless it comes with a new solid-state drive. Typical desktop hard disk drives store between 120 and 400GB, rotate at 7,200 rpm, and have a madia transfer rate of 1 Gbit/s or higher. Hard disk drives are accessed over one of a number of bus types, including parallel ATA(also called IDE), Serial ATA (SATA), SCSI, Serial Attached SCSI, and Fibre Channel.



Internal Storage

Internal storage is hardware that keeps data inside the computer for later use and remains persistent even when the computer has no power. There are a few different types of internal storage. Hard disks are the most popular type of internal storage. Solid-state drives have grown in popularity slowly. A disk array controller is popular when you need more storage then a single hard disk can hold.

SMPS

switched-mode power supply (switching-mode power supply, SMPS, or switcher) is an electronic power supply that incorporates a switching regulator to convert electrical power efficiently. Like other power supplies, an SMPS transfers power from a source, like mains power, to a load, such as a personal computer, while converting voltage and current characteristics.

Processor

A central processing unit (CPU), also referred to as a central processor unit,[1] is the hardware within a computer that carries out the instructions of a computer program by performing the basic arithmetical, logical, and input/output operations of the system. The term has been in use in the computer industry at least since the early 1960s.[2] The form, design, and implementation of CPUs have changed over the course of their history, but their fundamental operation remains much the same.

A computer can have more than one CPU; this is called multiprocessing. Some integrated circuits (ICs) can contain multiple CPUs on a single chip; those ICs are called multi-core processors.

Two typical components of a CPU are the arithmetic logic unit (ALU), which performs arithmetic and logical operations, and the control unit (CU), which extracts instructions from memory and decodes and executes them, calling on the ALU when necessary.

INPUT DEVICES

- Keyboard
- Mouse
- Scanner
- optical character readers
- barcode readers

Keyboard

Most common and very popular input device is keyboard. The keyboard helps in inputting the data to the computer.The layout of the keyboard is like that of traditional typewriter, although there are some additional keys provided for performing some additional functions.

Keyboard are of two sizes 84 keys or 101/102 keys, but now 104 keys or 108 keys keyboard is also available for Windows and Internet.

The keys are following

Sr. No.	Keys	Description
1	Typing Keys	These keys include the letter keys (A-Z) and digits keys (0-9) which are generally give same layout as that of typewriters.
2	Numeric Keypad	It is used to enter numeric data or cursor movement. Generally, it consists of a set of 17 keys that are laid out in the same configuration used by most adding machine and calculators.
3	Function Keys	The twelve functions keys are present on the keyboard. These are arranged in a row along the top of the keyboard.Each function key has unique meaning and is used for some specific purpose.
4	Control keys	These keys provides cursor and screen control. It includes four directional arrow key.Control keys also include Home, End,Insert, Delete, Page Up, Page Down, Control(Ctrl), Alternate(Alt), Escape(Esc).
5	Special Purpose Keys	Keyboard also contains some special purpose keys such as Enter, Shift, Caps Lock, Num Lock, Space bar, Tab, and Print Screen.

Mouse

Mouse is most popular Pointing device. It is a very famous cursor-control device. It is a small palm size box with a round ball at its base which senses the movement of mouse and sends corresponding signals to CPU on pressing the buttons.

Generally it has two buttons called left and right button and scroll bar is present at the mid. Mouse can be used to control the position of cursor on screen, but it cannot be used to enter text into the computer.

Advantages

- Easy to use
- Not very expensive
- Moves the cursor faster than the arrow keys of keyboard.

Scanner

Scanner is an input device which works more like a photocopy machine. It is used when some information is available on a paper and it is to be transferred to the hard disc of the computer for further manipulation.Scanner captures images from the

source which are then converted into the digital form that can be stored on the disc.These images can be edited before they are printed.

Optical Character Reader(OCR)

OCR is an input device used to read a printed text. OCR scans text optically character by character, converts them into a machine readable code and stores the text on the system memory.

Bar Code Readers

Bar Code Reader is a device used for reading bar coded data (data in form of light and dark lines). Bar coded data is generally used in labelling goods, numbering the books etc. It may be a hand held scanner or may be embedded in a stationary scanner.

Bar Code Reader scans a bar code image, converts it into an alphanumeric value which is then fed to the computer to which bar code reader is connected.

OUTPUT devices

- Monitor
- Printers (all types)
- Speaker(s)

Monitor

A monitor is a screen used to display the output. Images are represented on monitors by individual dots called pixels. A pixel is the smallest unit on the screen that can be turned on and off or made different shades. The density of the dots determines the clarity of the images, the resolution.

Cathode Ray Tubes (CRT)

A CRT is a vacuum tube used as a display screen for a computer output device. Although the CRT means only a tube, it usually refers to all monitors. IBM and IBM compatible microcomputers operate two modes unlike Macintosh based entirely on graphics mode. They are a text mode and a graphics mode. Application programs switch computers into appropriate display mode.

LCD

LCD stands for Liquid Crystal Display. This is a flat screen that several advantages over the older CRT monitors. These advantages include:

They are much lighter and smaller than CRT monitors so they can be carried around easily and do not take up as much room on a desk.

They use much less electricity than a CRT monitor.

LED

A light-emitting diode (LED) is a semiconductor light source.[7] LEDs are used as indicator lamps in many devices and are increasingly used for general lighting. Appearing as practical electronic components in 1962,[8] early LEDs emitted low-intensity red light, but modern versions are available across the visible, ultraviolet, and infrared wavelengths, with very high brightness.

Printers

A printer is an output device that produces a hard copy of data. a printer is a device that accepts text and graphic output from a computer and transfers the information to paper, usually to standard size sheets of paper.

Speakers

Speakers are one of the most common output devices used with computer systems. Some speakers are designed to work specifically with computers, while others can be hooked up to any type of sound system. Regardless of their design, the purpose of speakers is to produce audio output that can be heard by the listener.

Task 2: Assembling and De-Assembling a Computer

This is tool kits or PC tools that are used to disassembling and assembling the Hardware Component in the PC.

First thing first, we were given a PC in a group of 5 where 4 people in each group. We were told by our instructor to dissemble the PC except for the power supply and motherboard. The PC given was HP brand and Windows Vista.

Steps on how to disassemble a computer

1. ***The first thing you do, is unplug every cable that's plugged in to your computer.***
2. Now that your computer is fully unplugged, move your PC to a clean work space, preferably a carpet. The carpet is better than tile, because screws and other small parts will roll around.
3. Remove outer Shell/Casing
4. Now that the case is off, begin to remove the internal components which is system fan. Remove the CPU fan.
5. Unscrew the power supply.
6. Unscrew or disassemble DVD or CD Drive.
7. Remove or unscrew the Card reader (Available in new computer)

8. Remove the hard Disk Drive.
9. Remove the Expansion Card slots.
10. Remove the Connectivity Center Cables
11. Remove RAM (Random Access Memory)
12. Remove Power Button & Power LED + HDD LED
13. Remove the Connectivity Center
14. Remove Motherboard.

Those steps mentioned above are the supposedly or proper way on how to disassemble all the hardware or components in a Computer. However, due to lack of components inside the PC, we were able to disassemble only the necessary components that was directed by our instructor.

Disassembling

The first thing to do is we open the container of the PC and the internal of the PC look like the picture below.

After that, we did the disassembling all the hardware which have been direct by our instructor and all the hardware that we have uninstall are such as Hard Disk Drive, Floppy Disk, CPU Fan, Cooling Fan, Speaker, CD Rom Player and USB ports.

Next, we will show you our group while they disassembling and installing back all the hardware to its position earlier.

First this picture above shows that we was disassembling the Hard Disk Drive using PC tools provided by the instructor.

Next, the above picture is showing you that we were trying to disassemble the DVD Rom and the second pictures is how the DVD Rom of the Hardware in the PC look like.

Followed by the above pictures shown, it shows that the cooling fan was uninstall from the PC.

On the other hand, this is the USB Port and the the audio entertainment from the front side of the PC.

This is where the speaker from the PC was disassemble and it looks like the second picture been post here.

However, this are the images where we have disassemble the CPU fan.

This is where the floppy disk were taken out from the PC.

From this, we have completed disassembling all the components or hardware inside the PC, with that we had to assemble back all the components that have been disassemble from its position earlier. Overall we managed to complete the assembling and disassembling the components in the PC.

Task 3: Install Operating system

How to Install Microsoft Windows XP

If your computer is a laptop ensure that it is connected to AC power while you go through the Windows XP installation. Installing Windows XP is a straightforward process, with few interactive requirements. Note that the XP Home and Pro Setup procedure is subtly different. I'll note the differences when certain steps are for Pro- or Home-only.

1. Insert the Windows XP CD-ROM and reboot the computer

a. If you see a message about hitting any key to boot the CD, do so now. Otherwise, you will see a message about Setup inspecting your system

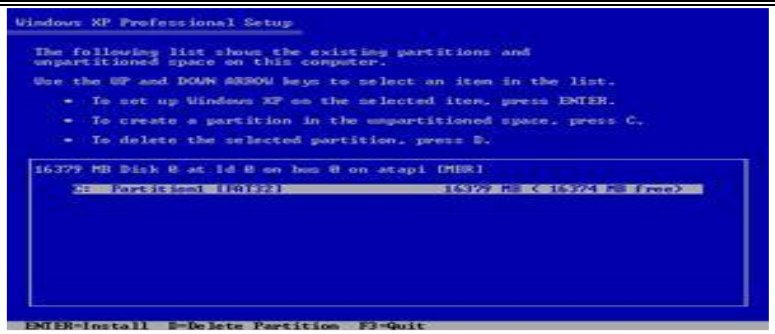
2. In the first stage of Setup, you will see a series of blue and gray MS-DOS-based screens. In the first step, you

will be asked to press F6 if you need to install any third-party or RAID drivers. Then, you can press F2 to initiate the Automated System Recovery (ASR) tool, a new XP feature that lets you recover non-booting systems from XP Setup. Ignore this. Finally, Setup will load the files it needs to start the installation.

3. Finally, Setup begins. In this step, you can set up XP, launch the Recovery Console (a system recovery tool), or quit. Press *ENTER* to continue Setup, now it will examine your hard drives and removable disks

4. Next, you'll have to agree to Microsoft's licensing agreement. Hit *F8* to continue.

5. This step lets you choose where to install Windows XP. On a clean install, you will typically install to the C: drive. Setup will show you all of your available disks (in this case, just one) and let you create and delete partitions as needed.



6. If you created a new partition, or wish to change the file system of an existing partition, you can do so in this next step. We recommend choosing NTFS, since it's the most secure file system available.

7. If you did choose to change or format the file system, this will occur next. First, you'll be asked to verify the format. If you're installing XP on a system with more than one partition, especially one that still holds your data on one of the partitions, be sure you're formatting the correct partition. Hit *F* to continue, and a yellow progress bar will indicate the status of the format. When this is complete, Setup will again examine your disks, and create a list of files to copy.

8. Setup will now copy system files to the system/boot partition(s) you just created. This will allow the PC to boot from the C: drive and continue Setup in GUI mode. When the file copy is complete, Setup will initialize and save your XP configuration. It will then reboot your PC. When the system reboots, you will probably see the "Press any key to boot from CD" message again. If this happens, do not press a key: Setup will now boot from your C: drive. In the event that you cannot prevent the CD-based Setup from reloading, eject the CD and reboot. Setup will ask for the CD when needed.

9. Once the system reboots, you will be presented with the GUI Setup phase. Next, your hardware devices are detected. This could take several minutes.

10. In the first interactive portion of GUI Setup, you can choose to customize the regional and language settings that will be used by XP, as well as the text input language you'd like. Users in the United States will not need to change anything here. Click *Next* to continue.

11. Enter your name and, optionally, your company. The name you enter is not the same as your user name, incidentally, so you should enter your real name here (i.e. *John Doe* or whatever). Click *Next* to continue.

12. Now you must enter the 25-character product key that is located on the orange sticker found on the back of the CD holder that came with Windows XP. You cannot install XP without a valid product key.

a. Later on, you will be asked to activate and optionally register your copy of Windows XP. A product key can be used to install XP on only one PC.

b. Click *Next* to continue.

13. In the next phase of Setup, you can create a name for your computer (which is used to identify it on a network) and, optionally in Pro Edition only, a password for the system Administrator, the person who controls the PC (this will generally be you, of course).

a. Setup generates a random name for your PC, so it is recommended renaming it something more logical (i.e. *John_Doe_PC*). After Setup is complete, you can provide a better description of the PC too (like *John Doe's desktop computer* or whatever).

b. In XP Pro, the Administrator password is optional--that is, you can leave it blank--but I strongly recommend that you provide a good password here for security reasons. Windows XP Home doesn't allow you to enter an Administrator password, as this account is hidden on Home installs. So you can only enter a machine name in Home Edition.

c. Click *Next* to continue.

14. Next, you can supply the date and time, which are auto-set based on information in your BIOS, and the time zone, which is set to PST. Change these as appropriate. Click *Next* to continue.

15. If you have a networking card or modem, Setup now installs the networking components, which include the client for Microsoft networks, File and Print Sharing, the Quality of Service (QoS) Packet Scheduler, and the TCP/IP networking protocol by default.

16. In this phase, you can choose to keep the default settings (recommended) or enter custom settings. Click *Next* to continue.

a. In Windows XP Professional only, you will be able to select a workgroup or domain name next. Home Edition doesn't work with Windows domains, however, and Setup will automatically supply the workgroup name *MSHOME*, which you can change later. The default workgroup name in XP Pro is, *WORKGROUP*. Click *Next* to continue.

17. From this point on, Setup will continue to completion without any further need for interaction.

a. Setup will now copy files, complete installation, install your Start Menu items, register system components, save settings, remove any temporary files needed by Setup, and then reboot.

b. Again, you will probably see the "Press any key to boot from CD" message on reboot. If this happens, do not press a key, and your new XP install will boot up. You can remove the XP Setup CD now.

18. You'll be greeted by the XP splash screen on first boot. The splash screens for XP Pro and Home are subtly different.

19. Users with CRT monitors and some LCDs (such as laptops and flat panel displays) will see a Display Settings dialog appear. This asks whether you'd like XP to automatically set the resolution. Click *OK* and let XP change the resolution. Then, accept the settings if the screen display changes and can be read. If you can't see the display, it will time out after 30 seconds and return to the 800 x 600 resolution. Click *OK* to accept the screen resolution change.

20. Now, you are presented with XP's "Out of Box Experience," (OOBE) which presents a wizard to guide you through the final set up of your PC. Click *Next* to continue.

21. In the opening OOBE phase, you are asked to set up your network/Internet connection, which is required for activation and registration. If you selected the default networking configuration during Setup and know it will work, then select *Yes*. Otherwise, you can select *No* and then *Skip*.

a. We'll assume that your network is up and running and select *Yes*. Click *Next* to continue.

22. If you selected Yes in the previous step, you are asked if you'd like to activate Windows XP. This will tie your copy of XP to the current PC semi-permanently, so be sure this is what you want. Activation requires a connection to the Internet, but you can perform this step later if you want.

a. It is recommended to select *No* here, since you can activate later. If you do select Yes, you are asked whether you'd like to register the product. Unlike activation, registration is optional.

23. Now, you can set up the user names of the people who will be using the PC. You will want at least one user (for you), since you shouldn't be logging on as Administrator.

a. Click *Finish* when done creating users. At this point, OOBE ends and you are ready to go. Click *Finish* again.

24. Now you are presented with the XP Welcome Screen for the first time. This will list all of the users you created. When you click on a user name, that account will logon and you'll be presented with the XP desktop. After you create passwords, however, you'll be asked to enter a password before you can logon.

Task 4: Operating system features

HOW TO BURN A CD/DVD IN WINDOWS XP

There are two ways to **burn files** to a CD or DVD using Windows XP:

1. Using *Sonic RecordNow! Plus* **or**
2. Using the *Windows Explorer*

CD Burning with Sonic Recordnow! Plus

Sonic RecordNow! Plus is the CD burning software installed on the computers in the *Innovation Center* and it is used to create and burn CDs and DVDs. There are two ways to launch the ***Sonic RecordNow! Plus*** program:

1. Double-click the desktop icon *Burn CDs & DVDs with RecordNow! Plus*

OR

2. Click Start > All Programs > Sonic > RecordNow! Plus > RecordNow! Plus.

1) Select either **Audio CD for Car or Home CD Player** or **Jukebox CD**.

2) **Add tracks** to burn by dragging songs into the window on the right.
3) When finished, click the **Burn button** to create your CD or DVD.

***NOTE*:** Once the disc is

Data Projects

1) Select **Data Disc**.

2) **Add files** by clicking the **Add Files and Folders** button and browse for files, or **dragging files** directly into the burn window.

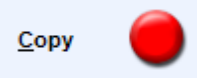
3) **Name the disc** by clicking in the **Volume Label** area and typing in your new label

4) When finished, click the **Burn button** to create your CD or DVD.

CD Copy Projects

1) Select **Exact Copy**.

2) **Insert the disc** you wish to copy into the DVD+-RW drive and click the **Copy button**.



3) When RecordNow! Completes reading the disc contents, **insert your blank disc** and click **OK** to begin the burning process.

burned, you will not be able to
add any more music.

To Make a Music/Audio Disc

1. Select the **Audio Projects tab** then select the type of audio disc you want to create (Audio CD for Car or Home, Exact Copy or Jukebox CD).
2. Select the appropriate function and then you will either be prompted to insert **a blank CD** or a CD with music or audio files on it to record.
3. To create a Audio CD for Car or Home, you will need to select the audio files that you want to record by browsing your computer. Click **Find** to **Browse** or **Scan** your computer for audio files. If you **Browse**, you will locate the audio files on your computer, then click and **select Add** to put them on the **Music to Burn list.** If you select **Scan,** then your computer will search your computer for all the audio files and make a list where you can select the files Music on System list**. Click and drag** the files you want to record to CD from the **Music to Burn list window.**

4. You may **arrange** the audio files **in the order you want them to** appear on your CD in the Music to Burn window by selecting the name of the audio file then using the menu . 
5. Click the **Burn Button** 

to begin the CD burning process. When the **CD is done**, a window will be displayed indicating that the **Disc was created successfully**.
6. Click on the **DONE** button and your **CD will eject**.

To Make a Data Disc

1. You will be prompted to insert a **Disc** and the drive will open automatically. Insert the blank Disc.
2. You now need to **select the files** to be burned onto the Disc. Click on the **Add Files and Folders** button. Once you have selected the file(s) that you want, click the **Add** button. You can repeat this procedure until all of the files that you want on the CD **have been selected** and now appear on the **file list window**. Click the **Burn** button when done with your selections. 

3. The **burning process** will now begin. When the CD is done, a window will be displayed indicating that the **Disc was created successfully**.
4. Click on the **DONE** button and your **CD will eject**.

To Make an Exact Copy of an Existing CD or DVD

1. You will be prompted to **insert the CD** that you **want to copy from**. Insert the CD and the program will read contents off the Disc.
2. Press the **Copy** button.
3. After reading the data, you will be prompted to insert your **blank CD** that **you want to copy to**. Then the burning process will continue and write to the blank CD. When the CD is done, a window will be displayed indicating that the **Disc was created successfully**.
4. Click on the **DONE** button and your **CD will eject**.

Closing a Disc in Sonic RecordNow! Plus

IMPORTANT! A typical **CD disc** contains **650 MB** of space to record data and a **DVD** can store up to **4.7 Gbytes** of data. Empty recording space left on the disc can be used for later sessions only if the disc is **NOT** closed. **DO NOT close** a disc if you want to add more files later to the disc.

To use Sonic RecordNow! Plus to close a Disc:

1. **Double-click** on the *My Computer* icon on the Desktop.
2. Then **right-click** on the CD or DVD drive and select **Make Compatible** from the popup menu.

Formatting a CD/DVD-RW (Read/Write) Disc in Sonic RecordNow

You can use **Sonic RecordNow! Plus** to format a CD/DVD-RW disc.

1. Open **Sonic RecordNow! Plus** and click the **Home Tab**.
2. Under **Utilities**, click **Erase Disc**. All **contents will then be erased** and the **CD-RW** will be formatted.

NOTE: Only CD or DVD Rewritable Disc (CD-RW or DVD-RW) can be erased for rewriting purposes. CD-R or DVD-R cannot be erased or formatted.

Copying Files to CD Using the Windows Explorer

Another way to save files to a Disc is to use the **Windows Explorer**. If you already have a blank disk in the drive, you simply **double-click** on the Disc to open it from **My Compute**r. This will begin the preparation to copy files to the blank CD-R, CD-RW, or DVD disc.

To Copy Files to CD from Windows XP:

1. Insert a **Blank CD-R** into your CD Drive and push the button to close the door.
2. Wait a moment for the "**What do you want Windows to do?"** dialog box. **NOTE:** If this box does not appear, you can open the **Windows Explore**r by double-clicking the *My Documents* icon or the *My Computer* icon on your Desktop.
3. When asked "**What do you want Windows to do?"** click **Open writable CD folder using**
4. Once the **Windows Explorer** opens, click on the link on the left that says ***My Documents*** or My Computer to locate the items you want to copy to the disc.
5. Select the items you wish to copy. ***NOTE****:* If you only want to copy *certain* files/folders to CD, hold the **Ctrl** key on your keyboard to select only the files / folders that you want to copy.
6. The files are selected, click **Copy the selected items** on the task pane on the left side of the window. (If you do not see these words on the left, click the **Folders** button once.)
7. When the **Copy Items** box appears, select the **CD/DVD Drive** and click **Copy**.
8. The files will be sent to a temporary folder and you will see a balloon in the bottom right corner of your screen that says "**You have files waiting to be written to the CD"**

***NOTE*: If you do not see that balloon, wait a few more moments. If you still do not see it, click on the My Computer link on the task pane on the left, then double-click the CD/DVD drive to open and view the contents.**

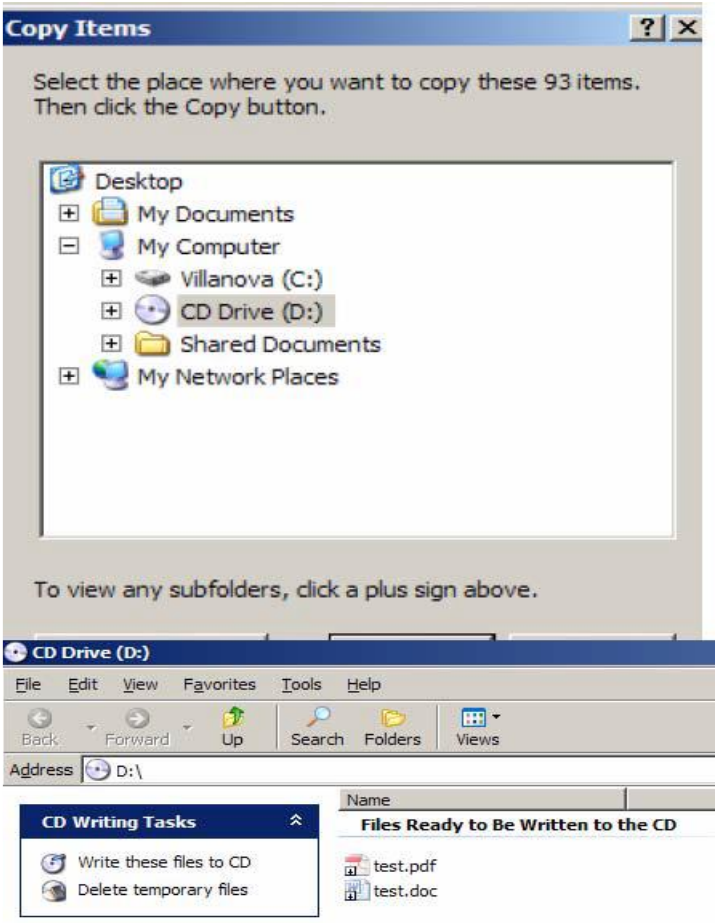
9. Under the **Files Ready to Be Written to the CD** area, you will see the files you have copied are waiting to be written.
10. Click **Write these files to CD** on the left task pane. You will be asked to type a **Disc name**. This simply gives the Disc a name and is optional (16-character limit). Since this is a new CD, the default name in XP will usually be the **current date.** To change, select the text, delete it, and replace the text **with a name** for your Disc.
11. Click **Next**. When the **CD Writing Wizard** is complete, your **Disc will be ejected** and you will see a box telling you that you have successfully written the files to the Disc.

12. Click **Finish**. To ensure that the files have been successfully written to the Disc, **insert the Disc again and wait a moment**. The Disc and its contents should appear on your screen after a few seconds.

To Erase a Disc using Windows XP

You can continue to copy files to a CD until it is full. **When the CD is full, you will be told so by Windows.** If you are using a **CD-RW** you can **erase the disk** and write to it again.

1. Open **My Computer** and **right-click** on the CD/DVD drive.
2. Select **Format** from the drop-down menu.
3. Type in a new **Volume Label** and choose **Quick Erase or Full**.
4. Click **Start** and all data on the CD-RW will be erased.



Task 5: Browsing Internet

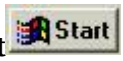
Once you have established your Internet account, you are now ready to "surf" the World Wide Web from your computer. To do so, perform the following steps (specific instructions will vary depending on your access provider and software):

1. Start up your computer, and make sure that your modem is on and connected to a telephone line.
2. Open your access software.
3. Initiate the connection. Many access software packages will display the status of the connection process, which generally takes between 15 and 30 seconds.
4. Once you have successfully connected, access and launch your Web browser.

If you have successfully accessed the Web, you will see in your browser window the *home page*, or the first page that your browser is set to access. Often the home page is a site belonging to the manufacturer of the Web browser you're using. On most browsers, you can change the home page to a site that you'd like to access each time you begin a Web session.

Depending on the speed of your modem and the size or complexity of the page you're accessing, the time necessary to completely load a page can range from a few seconds to several minutes.

Opening a the Internet Explorer Browser

1. Click the **Start**  button.
2. Go to **Programs,** highlight and click **Internet Explorer**.
3. Alternatively click the **Internet Explorer** icon  on the **Desktop** or on the **Taskbar**  next to **Start** button.

Beginning Basic Browsing

The important thing to remember when you first begin browsing the web is the Web address of a site you wish to visit. Go up to the "Address Bar" near the top of the page, and click on it. Now you can type in the Web address of the site you want, and then press enter. Internet Explorer will go to this site directly from whatever document you were currently viewing. This is much faster than going to a search engine and trying to locate the site you want in their directories, or searching for it with a query. (Address Bar shown below)

Your first time that you browse the web, you may have some difficulty. Efficiently browsing the Web is just like any other complex task in life, it takes practice to be good at it. Internet Explorer has some built-in features which will help to make it easier for you to browse the web. The fastest way to get to a place that you don't know its address and you want to search for, is to click on the "Search" button on the Internet Explorer main toolbar. This button will take you to a document within Microsoft's home site. On this document you will find a choice of categories to look through and a list Search Engines to use. A Search Engine is an application that will attempt to find any documents that contain the subject or phrase that you enter into the search parameters. You can also browse through the categories of Web sites that the search engines have already organized for you.
Alternatively you can go to specific search engines that you know their address.

The Main Explorer Toolbar

The main toolbar is composed of eleven different buttons. Each of these buttons has a different function and purpose in Internet Explorer. The individual buttons will each be discussed in the following sections.

1. **The Back Button :** This button will take you back to whatever document you were previously viewing.

Pressing it immediately takes you back one document. If you have browsed many pages, or are well into a multi-page document, pressing it repeatedly will continue to back you up one page at a time. Once you reach your starting location, it will be greyed-out and unavailable.

2. **The Forward Button :** This button will take you forward to the next document if you have previously browsed multiple documents and had then backed-up to the page you are currently viewing. (If you have not backed up at all, the forward button will be greyed-out) Pressing it repeatedly will continue to move you forward one page at a time.
3. You can move forward until you reach the last page that you had browsed, at which time the forward button will be greyed-out.

4. **The Stop Button :** The stop button stops ANY current operations by Internet Explorer. It will stop any type of file from loading. It can also be used to stop animations from continuing once a page is loaded. If you press it before a page has finished loading, the page will display everything it had finished loading before the stop button was pressed. If a document is completely loaded and there are no animations, movies, or other files still running, the stop button will have no immediate function.
5. **The Refresh Button :** This button will reload the current document that you are viewing. It is useful if the page updates very frequently so that you can view these changes as soon as they are available. If you are loading a document and the transfer was interrupted, you can reload the full document again by clicking here.
6. **The Home Button :** This button will return you to the page you have selected as the default start-up page for Internet Explorer. It will not take you back to the beginning of your web browsing, it will just return you to your home location from where you are. If you press back after reaching your home page, you will go back to the page you left after you hit the Home button.
7. **The Search Button :** This button will take you to the page you have selected as the default Web search page for Internet Explorer. If you have not selected a page it will take you to Microsoft's default search page.
8. **The Favorites Button :** This button will open up the Favorites menu. You can choose a favorite that you wish to go to from the list, add a favorite to the list, or organize your favorites from this menu.
9. **The Print Button :** The print button will bring up a Print dialog box. In the box you can decide if you would like to print the contents of the page you are viewing, how many pages you will print, and also how many copies you will print. Keep in mind that if you try to print a page that is graphics intensive, you will need a printer that is capable of printing graphics. Also, the more graphics and pages a Web site has, the longer it will take to print.
10. **The Font Button :** Pressing this button causes Internet Explorer to cycle through the available font sizes. This button is useful if the text is too small to read, or too large to fit comfortably in the window.

11. **The Mail Button :** This button will open into a drop down menu from which you can select to read or send E-Mail. You can also open up your newsgroups from this menu.

12. **The Edit Button :** This button will ONLY be on your toolbar if you have a Windows system Web editor (such as Microsoft Frontpage or Microsoft Word) installed on your computer. If you press this button, it will launch that editor and open the document you are currently viewing in it.

Task 6: Word Processor

PROGRAM 1:

STUDENTS RESULTS

PROBLEM:CREATE A PROGRAM BY USING MS-WORD DOCCUMENT TO CALCULATE STUDENT MARKS .ENTER ATLEAST FIVE STUDENT RECORDS .CALCULATE TOTAL AND AVERAGE?

PROCEDURE:

- START MS WORDDOCCUMENT BY CLICKING THE MOUSE POINTER TO START BUTTON
- SELECT PROGRAMS ANDTHEN SELECT MICROSOFT OFFICE
- CLICK ON THE MICROSOFT WORD DOCCUMENT AND NAME IT AS STUDENT INFORMATION
- CLICK ON THE " TABLE " MENU BUTTON AND THEN SELECT "INSERT" SUB MENU THEN SELECT " TABLE " MENU
- SPECIFY NUMBER OF THE COLUMNS AND ROWS CLICK ON THE "OK" BUTTON
- THE TABLE WILL APPEAR ENTER THE HEADDINGS AS SNO ,SNAME ,S1,S2,S3,TOTAL,AVERAGE .
- ENTER THE SPECIFIED DATA IN THE TABLE

- TO CALCULATE THE TOTAL OF THE TABLE CLICK ON THE "TABLE" MENU THEN SELECT THE "FORMULA " SUB MENU.THEN WRITE THE FORMULA AS "=SUM(LEFT)"
- APPLY SAME FORMULA TO ALL VALUES.
- TO CALCULATE THE AVERAGE OF THE TABLE CLICK ON THE "TABLE" MENU THEN SELECT THE "FORMULA " SUB MENU.THEN WRITE THE FORMULA AS "=AVERAGE(LEFT)/1.5"
- APPLY SAME FORMULA TO ALL VALUES.
- SAVE THE DOCCUMENT

STUDENTS RESULTS

SNO	SNAME	S1	S2	S3	TOTAL	AVERAGE
1	RAMU	36	89	74	199	66.33
2	SIRISH	39	56	58	153	51
3	GUPTA	38	98	41	177	59
4	KIRAN	47	68	52	167	55.667
5	HARI	74	95	98	267	89.00

FORMULAS:

SUM : =SUM(LEFT)
AVERAGE : =AVERAGE(LEFT)/1.5

PROGRAM 2:

ADVERTISEMENT

PROBLEM:CREATE AN ADVERTISEMENT PROGRAM BY USING MS-WORD DOCCUMENT .

PROCEDURE:

- START MS WORDDOCCUMENT BY CLICKING THE MOUSE POINTER TO START BUTTON
- SELECT PROGRAMS ANDTHEN SELECT MICROSOFT OFFICE
- CLICK ON THE MICROSOFT WORD DOCCUMENT AND NAME IT AS ADVERTISEMENT
- IN INSERT MENU SELECT TEXTBOX AND FORMAT THE TEXTBOX.
- SELECT THE WORD ART FROM DRAWING TOOL BAR AND THEN WRITE THE TEXT AND CLICK "OK" BUTTON.
- SELECT TEXTBOX FROM DRAWING TOOLBAR AND WRITE THE TEXT.
- SELECT ANOTHER TEXT BOX AND WRITE THE TEXT BY ANOTHER SPECIAL SYMBOLS.
- ON THE INSERT MENU CLICK SYMBOL AND THEN CLICK THE SYMBOL BAR.
- SELECT FILL OLOR FROM THE FORMATTING TOOLBAR.
- WE CAN INSERT THE PHONE SYMBOL; BY USING THE CLIP ART FROM THE DRAWING TOOL BAR.
- SAVE THE DOCCUMENT

PROGRAM 3:

BIODATA

PROBLEM:CREATE A BIO DATA BY USING MS WORD DOCCUMENT.

PROCEDURE:

- START MS WORD DOCCUMENT BY CLICKING THE MOUSE POINTER TO START BUTTON
- SELECT PROGRAMS ANDTHEN SELECT MICROSOFT OFFICE
- CLICK ON THE MICROSOFT WORD DOCUMENT AND NAME IT AS EMPLOYEE BIO-DATA
- TYPE DATA AS IN THE PAPER
- TO ARRANGE BOLD SELECT THE TEXT AND CLICK CNTRL+B
- TO ARRANGE ITALIC SELECT THE TEXT AND CLICK CNTRL+I
- TOARRANGE BULLETS FOR THE TEXT CHOOSE THE TEXT AND SELECT THE BULLETS AND NUMBERING.
- TO ARRANGE THE UNDERLINE THE TEXT SELECT THE TEXT AND CLICK CNTRL+U
- TO ARRANGE THE TEXT IN THE MIDDLE SELECT THE TEXT AND PRESS CNTRL+E
- SAVE THE DOCCUMENT

PROGRAM 4:

CERTIFICATE

PROBLEM:CREATE AN "CERTIFICATE" PROGRAM BY USING MS-WORD DOCCUMENT .

PROCEDURE:

- START MS WORDDOCCUMENT BY CLICKING THE MOUSE POINTER TO START BUTTON
- SELECT PROGRAMS ANDTHEN SELECT MICROSOFT OFFICE
- CLICK ON THE MICROSOFT WORD DOCCUMENT AND NAME IT AS "CERTIFICATE"
- SELECT THE FONT AS "TIMES NEW ROMAN" AND FONT SIZE AS 22 AND WRITE THE HEADING.
- SELECT THE FONT "CHILLER" AND SIZE AS 36 AND WRITE AS "STUDENT DEVELOPMENT PROGRAME".
- SELECT THE FONT AS "ALGERAIN" AND SIZE AS 22 TYPE TEXT.
- SET PAGE BORDER BY APPLYING THE PAGE LAYPUT MENU AND PAGE BORDERS CHOOSE THE BORDER AND SET FOR THE PAGE.
- SAVE THE DOCCUMENT

PROGRAM 5:

LEAVE LETTER

PROBLEM:CREATE A LETTER TO ASK PERMISSION FOR THREE DAYS BY USING MS WORD DOCCUMENT

PROCEDURE:

- START MS WORDDOCCUMENT BY CLICKING THE MOUSE POINTER TO START BUTTON
- SELECT PROGRAMS ANDTHEN SELECT MICROSOFT OFFICE
- CLICK ON THE MICROSOFT WORD DOCCUMENT AND NAME IT AS LEAVE LETTER.
- NOW TYPE THE LETTER AS THE FOLLOWING CONTENT ASKING PERMISSION FOR THREE DAYS.
- SAVE THE DOCCUMENT

PROGRAM 6

PROCEDURE FOR FEED BACK FORM

1. *Click on start programs, select Microsoft office then choose ms-word document.*
2. *Apply border for page, to apply page border choose page layout menu, and select page borders, choose page border option, then click on ok button.*
3. *Apply Header and Footer by choosing INSERT menu button and select header and footer options.*
4. *Click on INSERT and select TABLE choose the no.of rows and columns as 3 and 14. Click on ok button. Select grid lines by choosing BOTTOM BORDER option.*
5. *Type the text as per content.*
6. *To increase the font size, select FONT option choose TIMES NEW ROMAN and select 12 for headings, and 10 for other text.*
7. *To apply colour for grid lines,select the cell and choose SHADING option and select the colour for single or multiple grid lines.*
8. *To apply strikethrough for text, select the text and choose STRIKETHROUGH option in the main menu.*
9. *To increase the text size, select the text and press CTRL+SHIFT+>.*
10. *To decrease the text size, select text and press CTRL+SHIFT+<.*
11. *To underline the text, select the text and press CTRL+U.*
12. *To bold the text, select the text and press CTRL+B.*
13. *To intiailize select the text and press CTRL+I.*
14. *To apply bullets and numbering, select the text and choose BULLETS OPTION and NUMBERING OPTION from the main menu.*
15. *To merge the cells, select more than one cell and choose layout and click on MERGE CELLS option.*

16. *To split the cells select the cell and give the no.of rows and columns and click on ok button.*
17. *To change the text direction, click on PAGE LAYOUT and choose TEXT DIRECTION option, and change the direction.*
18. *To apply borders for the text, select the text and click on PAGE LAYOUT menu and select PAGE BORDERS sub menu, choose BORDERS from BORDERS AND SHADINGS window and select TEXT from APPLY TO text box.*
19. *SELECT OFFICE BUTTON RT CLICK ON THE OFFICE BUTTON SELECT "CUSTOMIZE QUICK ACESS TOOL BAR " AND SELECT COMBP BOX AS "POPULAR COMMANDS" AND CHOOSE "LEGACY TOOLS" ADD TO CUSTOMIZE QUICK ACCESS TOOL BAR"*
20. *SELECT "LEGACY TOOLS" TO INSERT A CHECK BOX IN THE FORM.*
21. *Click on SAVE button to save the document.*
22. *Exit from document.*

PROGRAM 7:

JNT UNIVERSITY TASK

1. Click on start programs, select Microsoft office then choose ms-word document.
2. Apply border for page, to apply page border choose page layout menu, and select page borders, choose page border option, then click on ok button.
3. Apply Header and Footer by choosing INSERT menu button and select header and footer options.
4. Click on INSERT and select TABLE choose the no.of rows and columns as 3 and 14. Click on ok button. Select grid lines by choosing BOTTOM BORDER option.
5. Type the text as per content.
6. To increase the font size, select FONT option choose TIMES NEW ROMAN and select 12 for headings, and 10 for other text.
7. To apply colour for grid lines,select the cell and choose SHADING option and select the colour for single or multiple grid lines.
8. To apply strikethrough for text, select the text and choose STRIKETHROUGH option in the main menu.
9. To increase the text size, select the text and press CTRL+SHIFT+>.
10. To decrease the text size, select text and press CTRL+SHIFT+<.
11. To underline the text, select the text and press CTRL+U.
12. *To bold the text, select the text and press CTRL+B.*
13. To intiailize select the text and press CTRL+I.
14. To apply bullets and numbering, select the text and choose BULLETS OPTION and NUMBERING OPTION from the main menu.
15. To merge the cells, select more than one cell and choose layout and click on MERGE CELLS option.
16. To split the cells select the cell and give the no.of rows and columns and click on ok button.
17. To change the text direction, click on PAGE LAYOUT and choose TEXT DIRECTION option, and change the direction.
18. To apply borders for the text, select the text and click on PAGE LAYOUT menu and select PAGE BORDERS sub menu, choose BORDERS from BORDERS AND SHADINGS window and select TEXT from **APPLY TO** text box.
19. Click on SAVE button to save the document.
20. Exit from document.

Task 7: Spreadsheet

PROGRAM 1:

STUDENT RESULTS IN EXCEL

PROBLEM:CREATE AN EXCEL PROGRAM TO CALCULATE STUDENTS RESULTS BY USING THE FIELDS AS SNO,SNAME,S1,S2,S3,S4,S5,S6,TOTAL,AVERAGE,AND GRADE.

PROCEDURE:

- START MS EXCELDOCCUMENT BY CLICKING THE MOUSE POINTER TO START BUTTON
- SELECT PROGRAMS ANDTHEN SELECT MICROSOFT OFFICE
- CLICK ON THE MICROSOFT EXCEL DOCCUMENT AND NAME IT AS STUDENTS PROGRAM
- WRITE THE HEADDING AS THE "STRUDENTS PROGRAM"
- ENTER THE DETAILS OF EACH STUDENTS AS PER THE CONTENT
- TO FIND TOTAL WRITE THE FORMULA AS

  TOTAL: =SUM (C9:H9) OR =C9+D9+E9+F9+G9+H9
- TO FIND THE AVERAGE WRITE THE FORMULA AS

  AVERAGE: =I9/6 OR =AVERAGE (I9/6)
- TO FIND THE GRADE OF EACH AND EVERY STUDENT WRITE THE FORMULA AS

  GRADE:=IF(MIN(C9:H9)<35,"FAIL",IF(J9>=75,"DISTINCTION",IF(J9>=60,"FIRST CLASS",IF(J9>=50,"SECOND CLASS",IF(J9>=35,"THIRD CLASS")))))
- SAVE THE DOCCUMENT

PROGRAM 2:

EMPLOYE INFORMATION

PROBLEM:CREATE AN EXCEL PROGRAM TO CALCULATE EMPLOYEE DETAILS .ENTER THE FIELDS AS ENO, ENMAE, BASIC SALARY,TA,DA,HRA,PF,GROSS SALARY,NETSALARY.

TA = 30% OF BASIC SALARY

DA= 25% OF BASIC SALARY

HRA=20% OF BASIC SALARY

PF= 10% OF BASIC SALARY

PROCEDURE:

- START MS EXCELDOCCUMENT BY CLICKING THE MOUSE POINTER TO START BUTTON
- SELECT PROGRAMS ANDTHEN SELECT MICROSOFT OFFICE
- CLICK ON THE MICROSOFT EXCEL DOCCUMENT AND NAME IT AS EMPLOYEE INFORMATION
- WRITE THE HEADDING AS THE "EMPLOYEE INFORMATION"
- ENTER THE DETAILS OF EACH STUDENTS AS PER THE CONTENT
- ENTER THE BASIC SALARY FOR EACH AND EVERY EMPLOYEE.
- TO CALCULATE TA WRITE THE FORMULA AS

  TA: =C8*30/100
- TO CALCULATE DA WRITE THE FORMULA AS

DA: =C8* 25/100

- TO CALCULATE HRA WRITE THE FORMULA AS

HRA: =C8*20/100

- TO CALCULATE THE PF OF EVERY EMPLOYEE WRITE THE FORMULA AS

PF: =C8*10/100

- TO CALCULATE THE GROSS SALARY OF EVERY EMPLOYEE WRITE THE FORMULA AS

GROSS SALARY: =C8+D8+E8+F8

- TO CALCULATE THE NETSALARY OF EVERY EMPLOYEE WRITE THE FORMULA AS

NET SALARY: =G8-F8

- SAVE THE DOCCUMENT

PROBLEM 3:

ELECTRICITY BILL

Create Electricity Bill which consists CNO, CNAME, PMR, CMR, TOTAL UNITS, AMOUNT using about data base implement the following conditions.

TOTAL UNITS=CMR-PMR

IF TOTAL UNITS<=200 then calculate AMOUNT=3*TOTAL UNITS

ELSE AMOUNT=5*TOTAL UNITS

PROCEDURE:

- Start MS-Excel application by using going to the START
- Click START and select the PROGRAMS.
- Click PROGRAMS and select the MS-Office.
- Click on MS-Office and select the MS-Excel.
- Select then Click on "NEW" Button.
- In the Data Sheet enter the CNO, CNAME, PMR, CMR, TU, AMT.
- Enter 10 Fields and First enter the Formulas are

Formula for TOTAL UNITS=SUM(D2-C2)

Formula for AMOUNT=IF(E2>200,5*E2,IF(E2<=200,3*E2)

Task 8

Presentations

INSTRUCTIONS

Power Point is a powerful mechanism to create impressive presentation. For this

table we will learn about below things.

1. Forming colors, font type and size
2. Drawing tool bar
3. Bullets, Numbering
4. Header and footer
5. Design templates
6. Custom animation

- Select title menu choose option new.
- Then select new presentation from design templates.
- Add select any type of designed style from slides.
- Click on add title box and then add you're heading text with new font name.
- Drawing tool bar to draw and also use fill color to fill.
- Use auto shapes to select shape and insert.
- Use header footer option from view menu.

Applying Custom Animation

Apply dissolve in animation to all text boxes in your presentation with different colors. Click this option go to slide, then click on add effect on entrance option and select dissolve in effect and save your presentation.