

IT Workshop Lab Manual

IT Workshop

LAB MANUAL

www.btechsmartclass.com

IT WORKSHOP LAB MANUAL

Objective:

The IT Workshop for engineers is a 6 training lab course spread over 90 hours. The modules include training on PC Hardware, Internet, World Wide Web and Productivity tools including Word, Excel, PowerPoint and Publisher.

PC Hardware introduces the students to a personal computer and its basic peripherals, the process of assembling a PC, installation of System Software MS-Windows, Linux and the required device drivers. In addition hardware and software level troubleshooting process, tips and tricks would be covered.

Internet & WWW module introduces the different ways of hooking the PC on to the internet from home and workplace effectively usage of the internet. Usage of web browsers, e-mails, news groups and discussion forums would be covered. In addition, awareness of cyber hygiene, i.e., protecting the personal computer from getting infected with the viruses, worms and other cyber-attacks would be introduced.

HARDWARE

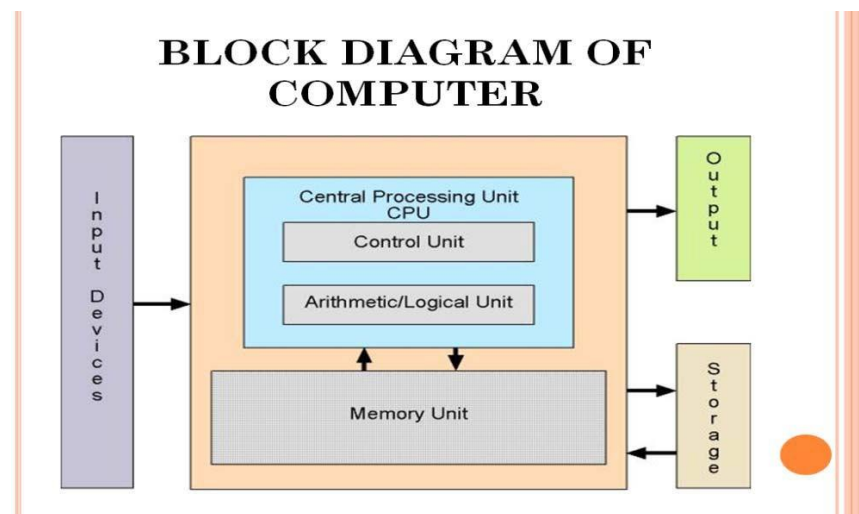
INTRODUCTION TO COMPUTER:

Computer is an electronic device which takes the input information from the input device and generates the output information and it will be displayed on the output.

It enables arithmetic computations, data processing, information management (storage) and knowledge reasoning in an efficient manner.

The word computer is derived from the word **compute which means 'to calculate'**. So a computer generally considered to be calculating device that perform operations at very faster rates.

BLOCK DIAGRAM OF COMPUTER



Basically the computer system has three major components. These are

- System Unit
 - Central Processing Unit (Processor)
 - Memory Unit. (Main memory and Auxiliary storage).
- Input Unit.
- Output Unit.

TASK 1:

Identification of the peripherals of a computer, components in a CPU and its functions. Draw the block diagram of the CPU along with the configuration of each peripheral.

1. Cabinet:

- a. It is used to install all hardware devices like(mother board, SMPS, HDD,CD ROM, FDD)
- b. It has Start, Restart Button, Led's, Audio and USB Connecters are available at front side.



2. Monitor :

- a. Monitor of a computer is like a television screen.
- b. It displays text characters and graphics in colors or in shades of grey.
- c. The monitor is also called as screen or display or CRT (cathode ray tube). In the monitor the screen will be displayed in pixels format.
 - i. 800 by 600 pixels
 - ii. 1024 by 768 pixels



3. Key Board:

- a. Key board is like a type writer, which contains keys to feed the data or information into the computer
- b. Keyboards are available in two modules. These are
 - i. standard key board with 83-88 keys
 - ii. enhanced key board with 104 keys or above



4. Mouse:

- a. Every mouse has one primary button (left button) and one secondary button (right button).
- b. The primary button is used to carry out most tasks, where as secondary button is used in special cases you can select commands and options



5. Printer:

- a. A device that prints images (numbers, alphabets, graphs, etc...) on paper is known as Printer.
- b. We have different types of printers to take printouts. These are as follows:
 - i. Dot matrix printer



6. Speakers:

- a. Speakers make your system much more delightful to use entertain you while you are working on computer



7. Scanner :

- a. Scanner used to scan images and text



8. System board/Motherboard

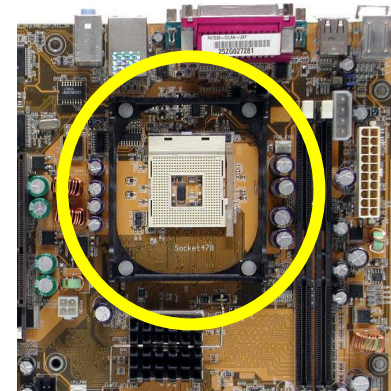
- a. This is the major part of the PC hardware
- b. It manages all transactions of data between CPU peripherals.
- c. which holds the Processor, Random Access Memory and other parts, and has slots for expansion cards
- d. It is rectangle shape



e.

9. Socket 478:

- a. It use 478 – PIN MICROPGA package it is used installing CPU
- b. It is square type design.



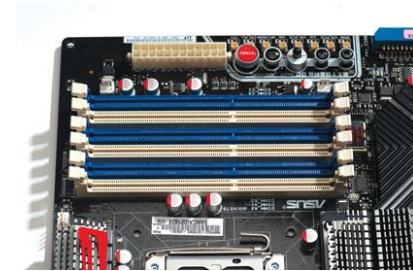
10. CPU (Processor)

- a. The central processing unit contains the heart of any computer, the processor. The processor is fitted on to a Mother Board. The Mother Board contains various components, which support the functioning of a PC.
- b. It is brain of the computer
- c. It is square shape



11. Ram Slots and Rams:

- Ram slots are used to install the rams
- It is large rectangle shape and each ending has small clips.
- There two type ram slots
- SD Ram;-----↗ Two Gaps
- DDR Ram;-----↗ One Gap



12. North Bridge:

- It is also called as controller
- It converts electronic signals to binary values and binary values to electronic signals
- It is near by socket 478
- It placed middle of the mother board



13. South Bridge:

- It is controls major components mother board and it back bone of the input out devices
- It is communicates PCI slots, IDE-1, IDE-2, floppy connector, BIOS chip.
- It near by CMOS battery



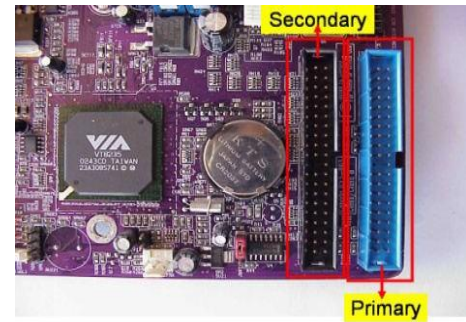
14. CMOS Battery:

- Computer is using a coin shape battery
- It generates the clock signal and it manage system continues time



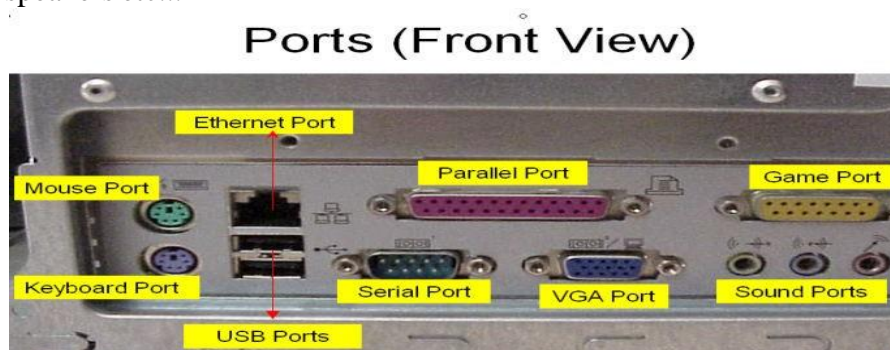
15. Primary & Secondary(IDE-1 & IDE-2) :

- a. It is also called as IDE-1, IDE-2.
- b. It used to connecting Hard Disk Drive, CD ROM, DVD ROM.



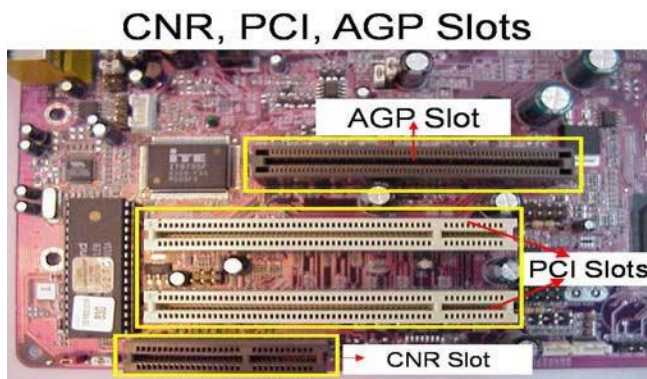
16. Input & Out put ports :

- a. IO ports are used to connecting IO device such as key boards, mouse, monitor, printer, scanner, speakers etc...



17. AGP Slot & AGP Card :

- a. AGP Slot is used install the AGP card.
- b. AGP back view same as VGA port(15-female pins) and used to connecting the monitors
- c. This slot is above PCI slots and its color is Black or Brown



18. CI Slots & PCI(Expansion) Cards :

- a. PCI slots are used to install the PCI cards such as
 - i. LAN (Ethernet) Card--- Back view Ethernet port



- ii. Sound Card- (Back view Audio pin connectors)



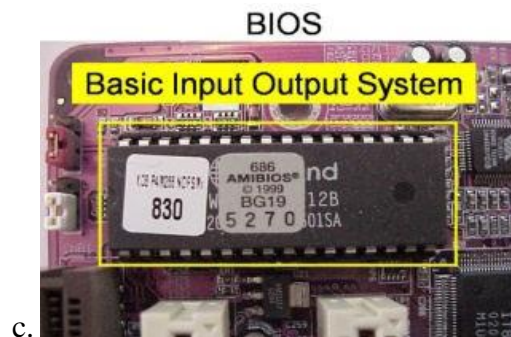
- iii. (Internal) Card - (Dish Pin connector)



- b. PCI Slots are white or yellow color
- c. PCI Card has Single gap only

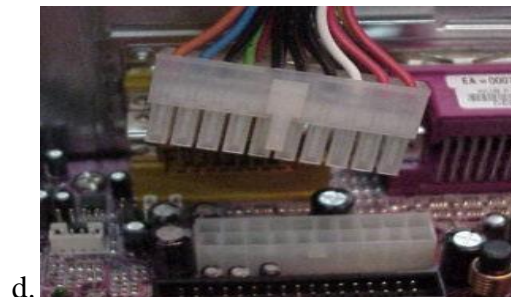
19. BIOS Chip :

- a. BIOS controls how the operating system and hardware work together
- b. BIOS identification is BIOS name is available on chip or mother board



20. ATX Power connector:

- a. ATX power connector is used to connect ATX power plug(This is from SMPS)
- b. ATX Power connector has 20/24 pins available.
- c. It is white color and it has ATX name is available on Mother Board



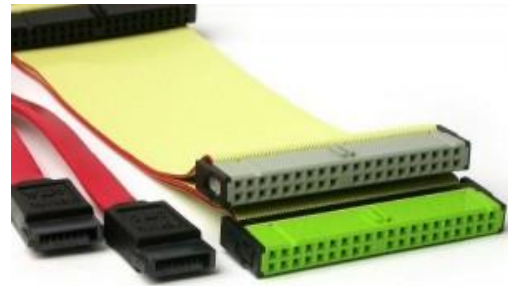
21. Floppy connector:

- a. Floppy connector is used to connect Floppy Disk Drive.
- b. This is beside of ATX power connector and Name FDD is available on the mother board.



22. Bus Cables or Data cables :

- A Bus is a collection of wires through which data is transmitted from one device to another device cables are two types
- IDE cable : it used to connect HDD, CD ROM, DVD ROM
- FDD cable: it used to connect FDD (braking or manufacture defecting)



23. Hard Disk Drive:

- The hard disk drive is the main, and usually largest, data storage device in a computer
- The operating system, software titles and most other files are stored in the hard disk drive
- Identifications is the panel name is Hard Disk drive



24. CD ROM Drive & CD-Writer:

- CD-Rom (Compact Disk Read only Memory) Drive is a device that reads the information from Compact Disks (CD).
- CD-Writer is used to write the data into Compact Disks.
- Identification is the panel name is CD Writer



25. Floppy Disk Drive:

- The floppy disk drive is used to read the information stored in floppy disks.
- Floppy disks also called as a diskette.
- Identification is smaller than CD writer.



26. SMPS:

- SMPS is used to supply the power to Mother Board HDD,CD ROM, FDD
- In SMPS holds a transformer, voltage control and fan
- Identification is the rectangular box shape and panel name is switching mode power supply.

TASK 2

Aim: Assembling and disassembling the system hardware components of the personal computer

Requirements:

- | | | |
|----------------------|---------------------|--------------------|
| 1. CPU(Processor) | 7. Speakers | 13. Power Cables |
| 2. Mother Board | 8. Key Board | 14. SMPS |
| 3. Floppy Disk Drive | 9. Mouse | 15. Screw Driver |
| 4. Hard Disk Drive | 10. Monitor | 16. Screws |
| 5. CD or DVD ROM | 11. RAM(SD or DDR) | 17. Printer etc... |
| 6. Cabinet | 12. Bus Cables | |

Procedure:

1. Mother Board Installation:

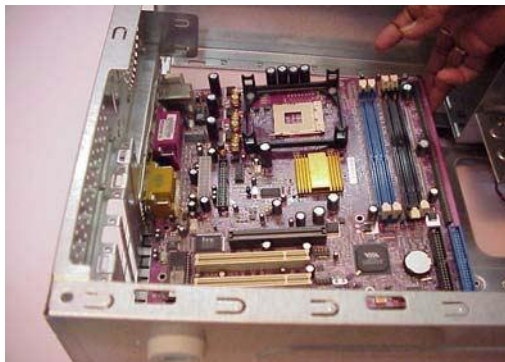
- a. Open the cabinet on either side.



- b. The back side of the cabinet has readymade provision for the installation of the I/O shields. An I/O shield is used for connecting the input and output devices through it.

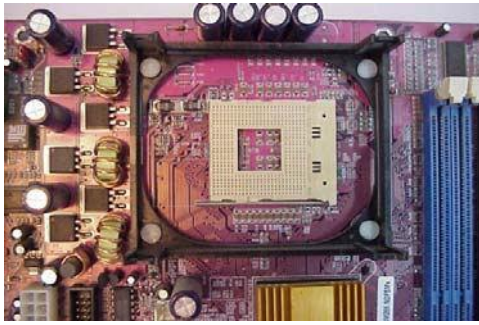


- c. Check whether the mother board is placed in such a way that the I/O ports of the motherboard correctly fit in the I/O shields. Ensure all the specified screws for the motherboard are fixed and intact.



CPU Installations:

1. CPU is one of the most dedicated components of the computer. The CPU pins have to be clearly studied before fixing into the relevant processor space on the motherboard. After the CPU is rightly placed in its position the lever is to be locked.

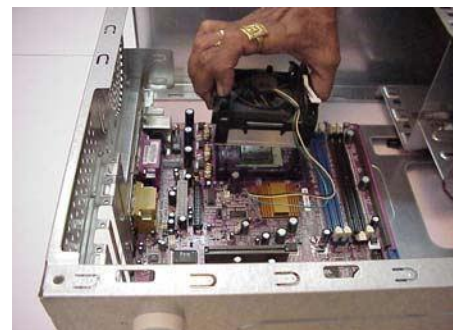


- 2 As a part of the CPU installation, before the CPU is fixed in the right position a lever is provided, which needs to be unlocked. This lever is perpendicular to the motherboard.
- 3 The CPU, which is a square shaped electronic component, comes with pins below it. One should find for an indication on one of the corners of the CPU on both sides. This arrow mark is also found on the motherboard which guides for the fixation of the CPU. Once match of the pins verses motherboard slot gently push the CPU.
- 4 After the CPU is rightly placed in its position, the lever is to be locked.



CPU heat sink fan installation:

- 5 The CPU heat sink fan is to be carefully plugged on to the CPU by pushing down the metal plastic clips.
- 6 The metal/plastic clips provided with heat sink fan should fix on to the CPU socket and have to be locked.



- 7 Once the CPU heat sink fan is fixed and locked, it should be connected to the Power supply available on the mother board through the power connector.

RAM Installation:

- 8 Next is installing the RAM. Insert the RAM into an available expansion socket. Note how the RAM is keyed to the socket. This ensures the RAM can be plugged into the socket one way only. Finally press the RAM firmly into position, making certain the Ram is completely seated in the socket.

SMPS Installations:

- 9 Next is installing the SMPS. This is an electronic power supply unit that provides and regulates the power supply to all components of a computer system. As shown in the diagram the SMPS needs to install into cabinet at the place provided for it.
- 10 After placing the SMPS into the relevant provider space fix the outer screws to it intact.
- 11 Next installing the ATX power connector. It is a 20/24-pin power connector. This is the primary power supply to the mother board.

Hard Disk Drive Installation:

- 12 Installing the Hard Disk Drive (HDD) is clearly understood in the following steps. First see the rear of the HDD. It consists of the 3 types of pins. One left side the HDD has multiple pins termed as the IDE connector. In the middle is the jumper setting pins for the HDD. On the extreme right side is the power connector pins. Every device except FDD (floppy Disk Drive) uses this type of power connector. And HDD and CDD (Compact Disk Drive) connected by this type of IDE cable.
- 13 Mount the HDD into mounting slot meant for the HDD with the rear end facing and secure the inner screws intact.
- 14 Connect the IDE cable to the HDD as well as the mother board as shown in the figure.
- 15 Remember for all the power connectors to be plugged in, one needs to align the Red line on the cable to Pin-1 of the IDE port. Hence connect the power cable to the HDD rear end by gently pushing the connector.

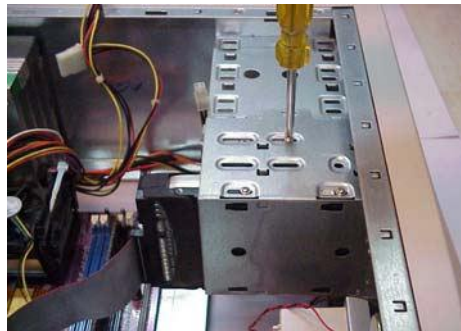


Floppy Disk Drive Installation:

- 16 Installation of a Floppy Disk Drive (FDD) is very similar to the HDD installation. We need to identify the relevant pins for the motherboard and power supply connectivity. First Step in the FDD installation is mounting of the FDD into the FDD mounting slot by removing the cover of front side of the cabinet as shown in the figure below.
- 17 Push the FDD case into opened of the cabinet curtaining of the FDD



- 18 Secure FDD with inner screws.



- 19 Connect the one end of cable to mother board and other to end to FDD.



- 20 Connect the power connector to the FDD.

CD ROM Installation:

- 21 Next installing the CD-ROM. Remove the cover of front side of the cabinet curtaining of the CD-ROM.
- 22 Push CD-ROM case into opened space.
- 23 Secure CD-ROM with inner screws.
- 24 Connect the one end of cable to motherboard and another end to CD-ROM.
- 25 Connect the power connector to the CD- ROM.

Switches and LEDs Connections:

- 26 Installing the Switches and LEDs of front side of the cabinet. Please refer to your mother board manual to locate where the connectors are. Different mother boards place the connectors in different locations. The connectors for the switches and LEDs are normally grouped together. They should look similar to the figure given below.

IO Devices Installations:

- 27 Finally connect all peripheral devices like mouse, key-board, monitor, etc, to the I/O ports shown in the figure below.

a) Keyboard:

Keyboard has round shape connectors. The male connector appears at the edge of the keyboard's cable and the female connector appears at the back side of the system unit. We are using the 6 pins round keyboard connector.

b) Mouse:

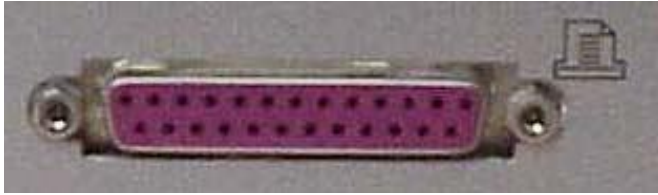
The mouse connector is same as the keyboard connector. The male connector appears at the edge of mouse cable and female connector appears at the backside of the system. It is also having 6 pins to connect the mouse.

c) Monitor:

The monitor of computer has 'D' shape connectors. The male Monitor connector has 15 pins and it appears at the edge of monitor's cable. The female monitor connector appears at the back of the system unit.

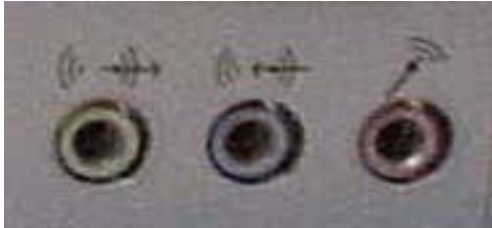
**d) Printer:**

Printer connector is the oldest connector of a computer. The male printer connector has 25 pins and it appears at the edge of the printer cable and the backside of the system unit.



e) Audio / Speaker:

For audio effect we are using speakers. The audio male connector have single thick pin and each male connector of individual speaker is distinguish with separate color. The male connectors appear at the edge of the speaker cables. The female audio connectors appear in same color at the back side of the system unit. The female audio connectors have some special symbols i.e.



1. The first symbol displays "line-out".
2. The second symbol displays "line-in".
3. The third symbol displays "Mic-in".

Line-out -----> it sends the out put to speakers.

Line-in-----> it takes the input from speakers.

Mic-in -----> it takes the input from microphone.

f) Ethernet / Networking:

The Ethernet connectors are used when two or more than two computers need to be linked with other over a computer network like LAN (local area network). The shape of male Ethernet connector is quite similar to male modem connector except it is more flat. The female Ethernet connector appears at the back of the system unit.

g) USB:

USB (universal serial bus) is the latest and most popular connector. Using USB connectors, we can connect so many different devices to our computer. Any device equipped with USB has slim male connector with slim metal coating appearing at the end of the devices cable. For connecting the device, a female USB connector is provided at the back of the system unit. We can identify the USB connector with this symbol.



USB:

Ethernet / Networking:



HARDWARE

TASK 3:

Aim: Windows XP Installation Steps

Requirement:

1. Operating System CD
2. Computer

Procedure:

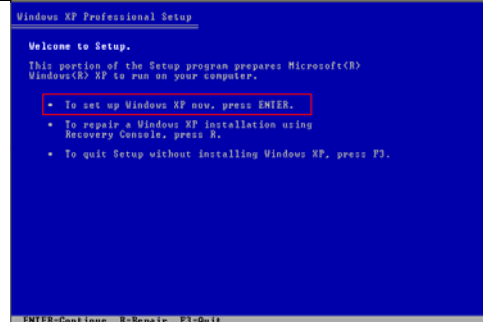
1. Insert the Windows XP CD-Rom and reboot the computer. If you see a message about hitting any key to boot the CD, do so now. Otherwise you will see a message about setup inspecting your system.

Press any key to boot from CD..._

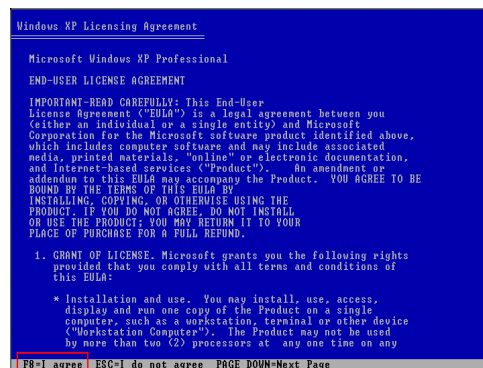
2. MS-DOS Portion of setup begins. In this setup first you will see a series of blue and gray MS-DOS based screens.

Setup is inspecting your computer's hardware configuration...

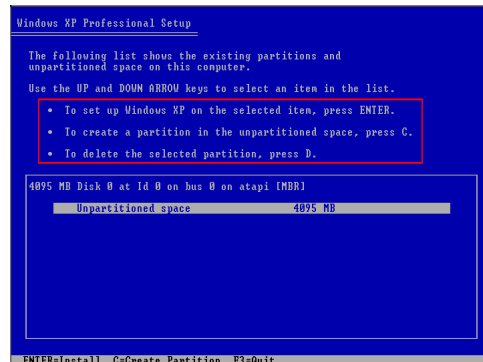
3. Welcome to setup. Finally setup begins. In this step you can setup XP, launch the recovery console, or quit. Press ENTER to continue the setup and it will examine your hard drives and removable disks.



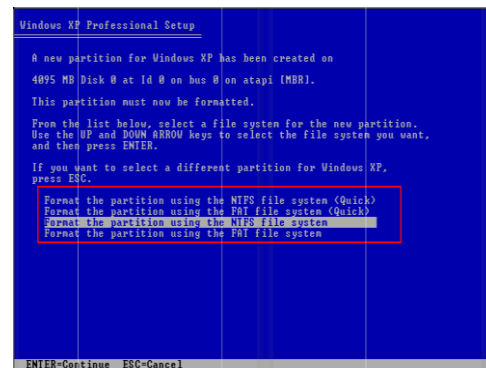
4. Read the License agreement. Next you will have to agree to Microsoft license agreement. Then press F8 to continue the setup.



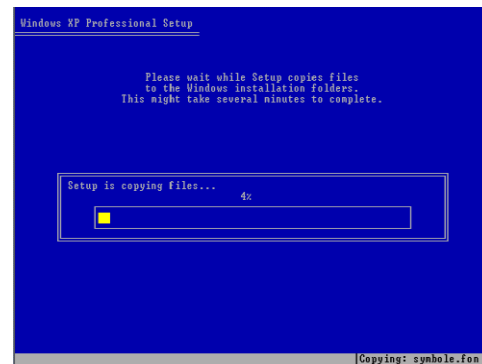
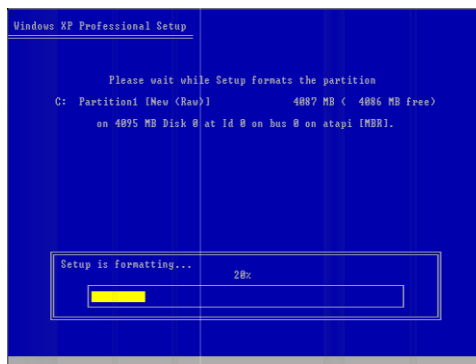
5. Choose an installation Partition. This crucial step lets you choose where to install XP. On a clean installation you will typically install to the C: Drive.



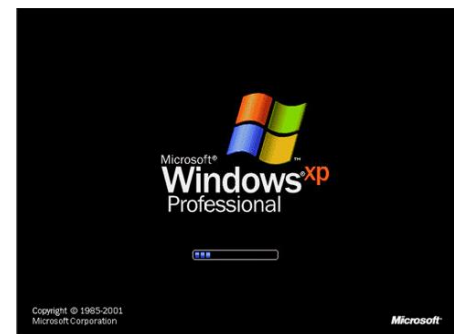
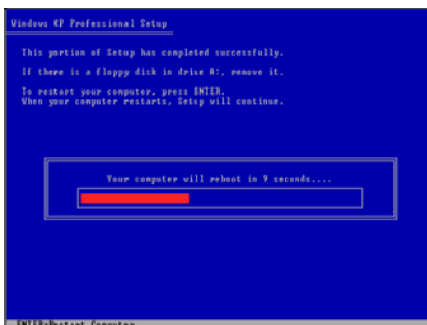
- Select the file system. If you created a new partition of wish to change the file system of an existing partition you can do so in the next step. Generally speaking it is recommended to go with the NTFS file system.



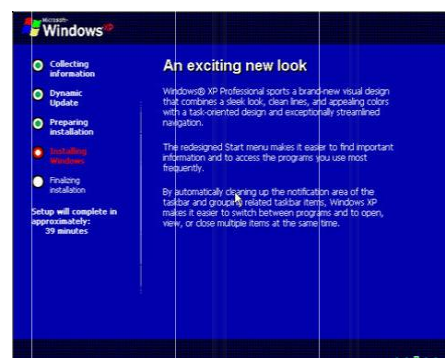
- Optionally format the partition. If you choose to change or format the file system, this will occur next. First you will be asked to verify the format. Press ENTER to continue and a yellow progress bar will indicate status of the format. When this complete, setup will again examine your disks and create a list of files to copy.



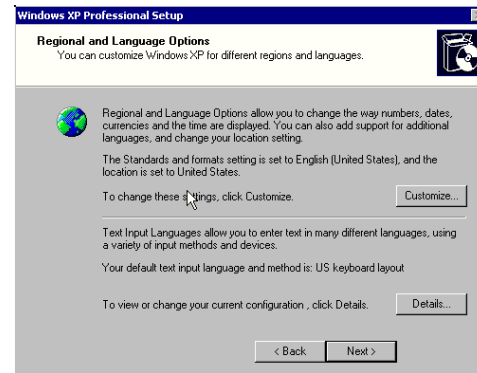
- Setup folder copy phase and reboot. Setup will now copy system files to the system/ boot partition just you created. This will allow the PC to boot from the C: drive and continue setup in GUI mode. After copying the system will reboot. While rebooting it will show "Press any key to boot from CD" message again. This time do not press any key.



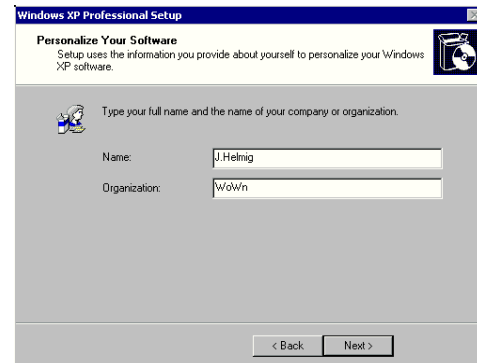
- GUI setup begins. Once the system reboots you will be presented with the GUI setup phase. This could be taking several minutes



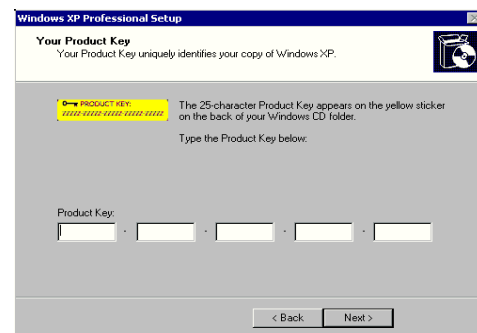
10. Regional and language options. In the first interactive portion of GUI setup, you can choose to customize the regional and language settings. Click NEXT to Continue.



11. Personalize your software. Now enter your name and optionally your company name. Click NEXT to continue.



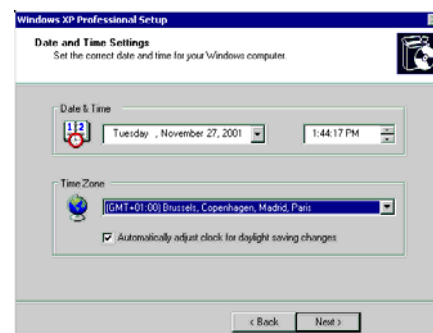
12. Enter your Product key. Now you must enter the 25 character product key. Then click NEXT to continue.



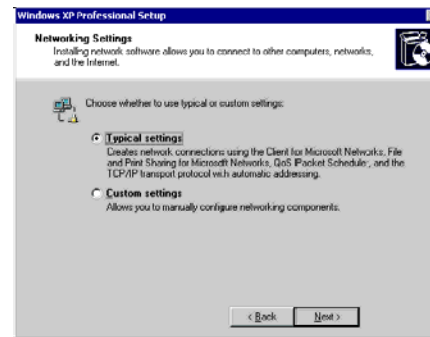
13. Enter a Computer Name and Administrator password. In the next phase of setup you can create a name for your computer. And optionally enter Administrator password. Then click NEXT to continue.



14. Supply your DATE and TIME settings. Next you can supply the date and time, which are auto set based on information in your BIOS. Click NEXT to continue.



15. Network Setup. If you have a networking card or modem, setup now installs the networking components.



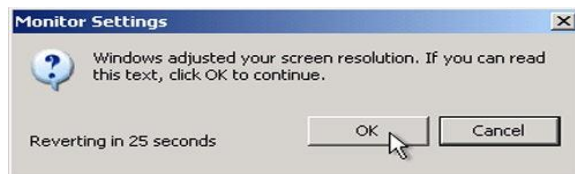
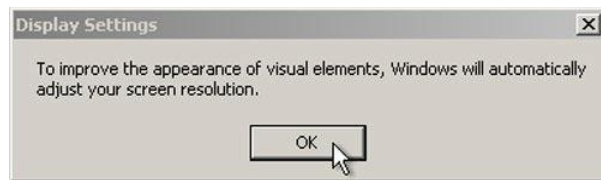
16. Setup completion. From this point on setup will continue to completion without any further need for interaction. Setup will now copy files, complete installation, install your start menu items, register system component, save settings, remove any temporary files need to be setup. After system will again reboot. And while rebooting the system it will ask “Press any key to boot from CD” again. At this time also do not press any key.



17. First Reboot. You will be greeted by the XP splash screen on first boot.



18. Change Display settings. Users with CRT monitors or LCD monitors will see a display settings dialogue appear. It will ask you like to change your display settings automatically. Then Click OK and it will shows your screen with modified display settings and ask keep this settings for your computer. Press OK to continue.



19. Net work setup.



20. Set up users. Now you can enter the at least one user name, that could be anything. And click NEXT to continue. After creating users it will shows FINISH button. Click that FINISH completing your XP installation.



SOFTWARE

MS Word

LEAVE LETTER


Task 1:

Aim: Write a leave letter to the Principal by using different alignments, correct formats in MS-Word.


Procedure:


Step 1: Open MS-Word by click on START button; go to All Programs, then select Microsoft Office Word 2007.

Step 2: To open a new document, Click on Office Button then select  New - > Blank Document then click on create option.

Step 3: Then select TEXT AREA, and then write Leave Letter as a heading, Select the text, click on bold button  to make it bold as “**LEAVE LETTER**”, and change the font size to 16.

Step 4: Then write date and place in a format as follows
DATE: 05/01/2011,
Karimnagar.


Then Select the text and make it right by clicking on right alignment button 

Step 5: Then write To address as follows and select this text and make it left by clicking on left alignment button 

To
The Principal,
BTech Smart Class,
Jal Vayu Vihar Colony,
Hyderabad.

Step 6: Then write Subject according to your letter. And select this text and press tab button for two times.

Step 7: Then write the body of the letter according to your letter. And select this text and make it justification


by clicking on justify alignment button 

Step 8: Then write “Thanking you Sir,” select this text and make it to center by clicking on center alignment

button 

Step 9: Now write the “From address” as follows

Yours Faithfully,
B. Raja.

Then make it right by clicking on Right alignment button 

Step 10: This is the final step in writing leave letter. In this step, we have to save the letter as “leave letter.doc” by selecting “Save” option from Office button. Then a prompt window will ask you to write a file name. Now you have to give the file name and press the save button.

OUTPUT:

D:24/3/2016,
Hyderabad.

To
The Principal,
BTech Smart Class,
JVV Colony,
Hyderabad.

Sub:Requesting for 5 days leave-Reg

Respected Sir,

I B. Raja studying B.Tech I year in CSE department in your college. As I am going to my home on the occasion of Ugadi festival and also to celebrate my birthday on the next day. So I kindly request you to grant me leave for 5 days i.e.,24/3/2016 to 28/3/2016.

Thanking You Sir,

Yours Faithfully,
B. Raja,
B.Tech I year,
CSE Branch.

VISITING CARD

Task 2:

Aim: Create a Visiting Card of your college using page size as follows

- Page width="3.2"
- Page height="2.2"

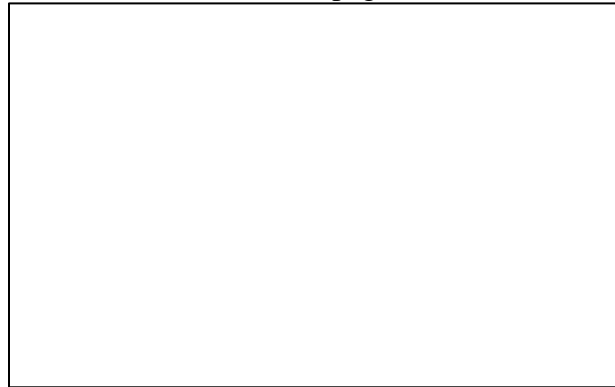
And use different font styles, sizes, alignments, and apply printed watermark on the paper.

Procedure:



Step 1: Open MS-Word by click on START button; go to All Programs, then select Microsoft Office Word 2007.


Step 2: To open a new document, Click on Office Button then select New - > Blank Document then click on create option.


Step 3: Now click on "Page Layout" from the Menu bar. Then click on Margins then click on Custom Margins option. Then the "Page Setup" dialog box appears. In this you find three tabs namely "Margins", "Paper", "Layout". Then in the 'Margins' tab, make all the parameters like Top, Bottom, Left, Right, and Gutter to zero and make Gutter Position to Left. Then in the Page tab, change the width and height options to 3.2 and 2 respectively. Then in the Layout tab, make the Header and Footer to zero. Now this page is set to the visiting card as follows.



Step 4: In this step we have to enter the telephone number and Fax number on the top part of the paper. it can be done as follows:

- First go to Insert menu, then select Symbol option.
- Then change Font to "Windings".
- Then select the appropriate to your need i.e., to the telephone option select , and to the Fax option select .

Step 5: Now write your institution name and make it to the center alignment  button.

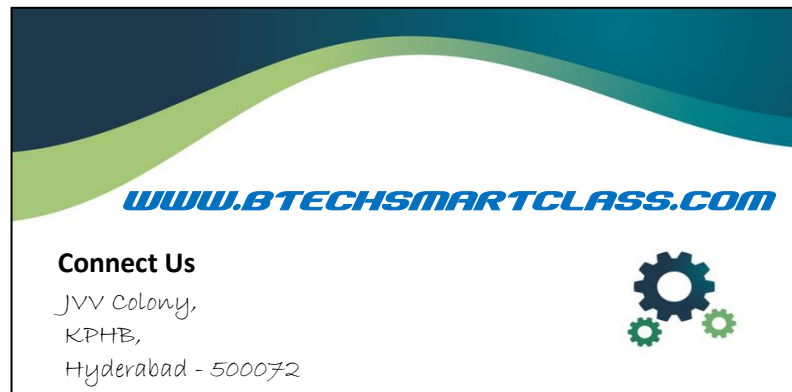
Step 6: Now write all the details you want to put in your visiting card as your needs. And select the text and  make it to center.

Step 7: Now change the background color by selecting Page color option from Page Layout menu.

Step 8: Now insert printed Watermark option from the Page Layout menu which is in the Menu bar.

Step 9: This is the final step in creating Visiting Card. In this step, we have to save the letter as “Visiting Card.doc” by selecting “Save” option from Office button. Then a prompt window will ask you to write a file name. Now you have to give the file name and press the save button.

OUTPUT:



ID CARD

Task 3:

Aim: Create a Identity Card of your own which contains your own details by using different font styles, font colors, alignments and page size as follows

- Page width="2.2"
- Page height="3.2"

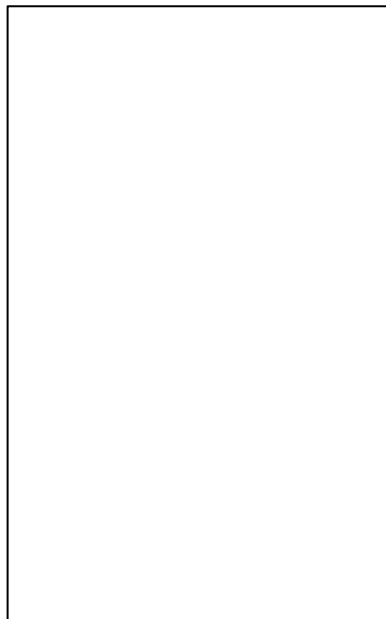
Procedure:



Step 1: Open MS-Word by click on START button; go to All Programs, then select Microsoft Office Word 2007.

Step 2: To open a new document, Click on Office Button then select New - > Blank Document then click on create option.

Step 3: Now click on "Page Layout" from the Menu bar. Then click on Margins then click on Custom Margins option.

Then the "Page Setup" dialog box appears. In this you find three tabs namely "Margins","Paper","Layout".Then in the 'Margins' tab, make all the parameters like Top,Bottom,Left,Right, and Gutter to zero and make Gutter Position to Left. Then in the Page tab, change the width and height options to 2 and 3.2 respectively. Then in the Layout tab, make the Header and Footer to zero. Now this page is set to the visiting card as follows.



Step 4: In the text area type the text as "Sree Chaitanya College of Engineering" then select the text and change the font size to 18 and font to bold  and make the text to center by clicking on center alignment button 

Step 5: Then in the next line type the texts as "Identity Card", then select the text and apply the format as size 16 and font to Arial Bold.

Step 6: Draw a box for attesting photo by clicking on the Shapes button from Insert menu.

Step 7: After that in the next line type all your details as follows:

NAME:

FATHER'S NAME:

....

Then select the text and make it to Justify alignment

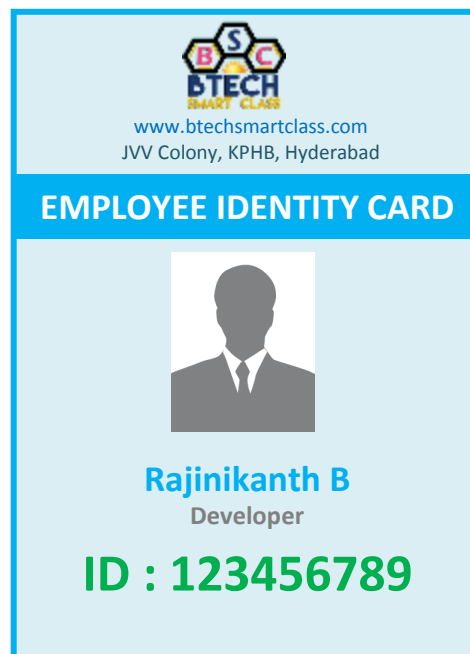


Step 8: After that in the next line, type the text as “Principal” and make it to left alignment by clicking Left Alignment button. Then press tab for multiple times , then type the text as “Student’s Signature”.

Step 9: Then go to Page Layout menu - >Watermark then click on Custom watermark. Then Printed Watermark dialog box appears, then select Text Watermark radio button and write the “Text” as “SCCE”.

Step 10: At last we have to save the file as “Identity Card” by clicking on “Save” option from “Office” button.

OUTPUT:



MAIL MERGE

Task 4:

Aim: Create a mail merge to send a letter 2 3 members.

Procedure:

Step 1: Open MS-Word by click on START button; go to All Programs, then select Microsoft Office Word 2007.

Step 2: To open a new document, Click on Office Button then select New - > Blank Document then click on create option.

Step 3: Select the text area, then write a letter with remaining the “To address” field empty.

Step 4: Select “Mailings” from “Tools’ menu. Then click on “Start Mail Merge” option then select “step by step Mail merge wizard...” Then Mail merge dialog box appears on the right side of the screen.

Step 5:

- i) Select the Letter Type as “Letters” Radio button from “Select document type list. Click on” Next: Starting document”.
- ii) Select the “Use the current document “radio button from the “select starting document “list. Then click on “Next : Select Recipients”
- iii) Select “Type a new list” radio button from “select recipients “list .Then click on “create”. Then a new dialogue box “New address list” appears. Then enter address information for 10 entries. Then click on “OK”. Then click on “save “. Then 10 entries list will appear, select needed ones. Then press on “OK”. Then click “Next: Write your letter”.
- iv) Select “More items”, then the list will appear. Then select need information and click on “Insert” -> ”Close” button as many as you want. Then click on “Next: Preview your letters”.
- v) We can preview of 10 letters by clicking on “Recipients” then click on “Next: Complete the merge”.
- vi) Select “Edit individual letters...” then select “All” Radio button then click “OK”, to edit any of the address if needed.

Step 6: At last we have to save the file as “Mail Merge” by clicking on: “Save” button from “Office” button.

OUTPUT:

D:20/05/2016,
Hyderabad.

To,
Raja B,
xxxxxxxxxx,
JVV Colony,
KPHB,
Hyderanad.

Dear Raja B,

Hi! How are you? Am fine here. How are your studies going on? What about the mid exams.

Am happy to say that our college has conducted FRESHERS PARTY for us in the last week at our college premises. Many competitions such as sports, food competition and funny games were conducted before the Fresher's Day. We enjoyed a lot up to the last second of the party and our college has provided food and transportation facility also.

Ok bye and "ALL THE BEST" for your exams.

Yours Lovingly,
Rajanikanth

D:20/05/2012
Karimnagar.

To,
Shiva,
yyyyyyyyyy,
Geetha Bhavan,
Karimnagar,
Karimnagar.

Dear Shiva,

Hi! How are you? Am fine here. How are your studies going on? What about the mid exams.

Am happy to say that our college has conducted FRESHERS PARTY for us in the last week at our college premises. Many competitions such as sports, food competition and funny games were conducted before the Fresher's Day. We enjoyed a lot up to the last second of the party and our college has provided food and transportation facility also.

Ok bye and "ALL THE BEST" for your exams.

Yours Lovingly,
Rajanikanth.

D:20/05/2012,
Siddipet.

To,
Shilpa,
zzzzzzzzzz,
Thimmapur,
Karimnagar,
Karimnagar.

Dear Shilpa,

Hi! How are you? Am fine here. How are your studies going on? What about the mid exams.

Am happy to say that our college has conducted FRESHERS PARTY for us in the last week at our college premises. Many competitions such as sports, food competition and funny games were conducted before the Fresher's Day. We enjoyed a lot up to the last second of the party and our college has provided food and transportation facility also.

Ok bye and "ALL THE BEST" for your exams.

Yours lovingly,
Rajanikanth.

MS Excel

MS-EXCEL

Notes

Method1:

1. Click on start button
2. Click on programs
3. Click on MS-Office
4. Click on Excel

Method2:

1. Click on Start button
2. Click run
3. Type the Excel
4. After click ok button

Excel is an electronic spreadsheet program that can be used for storing, organizing and manipulating data

Work Book: Collection of sheets is nothing but work book.

Work sheet: Collection of cells [65536x256]

Cells: Combination of rows & columns

Row: Horizontal line [1, 2,3,.....]

Column: Vertical line [A, B, C,]

Cell address: Column name followed by Row name

Ex :(A1, B10, H2, C3...)

New Work Book: (ctrl+N)

1. Click on file menu
2. click on new [It will appears dialog box]
3. Click on blank work book
4. Default file name(bok1,book2,...)
5. Extension Excel file .XLS

Close the Work book: (ctrl+w)

1. Click on the file menu
2. click on close

Save the work Book(Ctrl+s):

1. Click on file menu
2. Click on Save
3. Type the file name
4. Click on save button(Ctrl+l)

Default setting

1. Sheets -- 3
2. Font - Arial
3. Font size - 10
4. Row Height - 12.75
5. Column Width - 8.43
6. Font Style - regular
7. Font Color - Black
8. Text alignment - Left
9. Numbering alignment - Right alignment

Insert the work Sheet:

1. Click on the insert menu
2. Click in work sheet

Delete the work Sheet:

1. Click on the edit menu
2. Click on delete sheet

Rename the work sheet:

1. Click on format menu
2. Click on the sheet
3. Click on the rename
4. type the sheet name
5. After press enter key

Navigation in spread Sheet

To move the cell pointer to the left row Side ← (left arrow)

To move the cell pointer to the up row Side ↑ (up arrow)

To move the cell pointer to the down t row Side ↓ (down arrow)

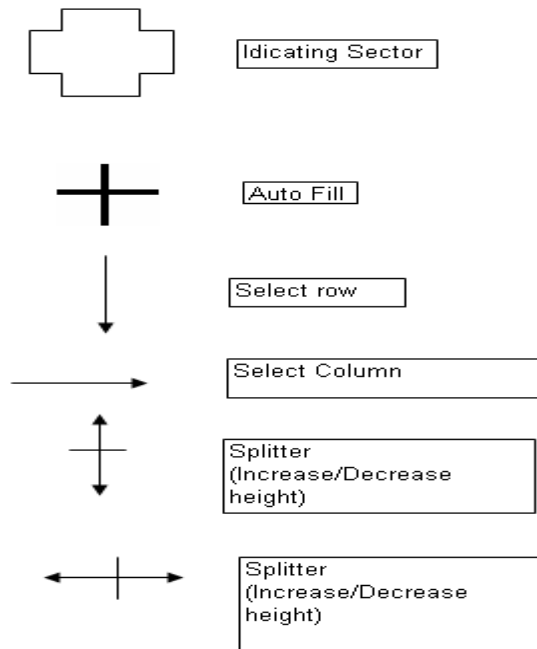
To move the cell pointer to the right row Side → (right arrow)

To move the cell pointer to the first column in same row ("HOME")

To move the cell pointer to the last column in last row ("CTRL+RIGHT ARROW"))

To move the cell pointer to the first column in same row CTRL+LEFT ARROW"))

To move the cell pointer to the same row column same row (CTRL+LEFT ARROW"))



Functions:

1. Text functions
2. Date and Time Functions
3. Math functions
4. Logical functions

Text functions

1 CONCATENATE (): Single text item after join the arguments

Syn: =CONCATENATE(text1,text2)

EX: =CONCATENATE(A2," : ",B2) or =CONCATENATE(raju," ",m)

After press enter key o/p: raju m

2 EXACT():true arguments are initial else or false case sentence

Syn: =EXACT(text1,text2)

Ex: =EXACT("cnu","somu")

Output: fasle.

3 FIND():position of the first arguments with in second the third arguments can used to specified the string point of search.

Syn: =FIND(find text1,within text2,start number)

Ex: =FIND("computers","aptech computers",2)

Out put:8

4 LEFT():No of characters specified by the second argument counting the left start

Syn: =LEFT("text",number)

Ex: =LEFT("computers",3)

Out put :com

5 RIGHT():No of characters specified by the second argument counting the left start

Syn: = RIGHT ("text",number)

Ex: = RIGHT ("computers",3)

Out put :ers

6 LOWER():upper case character in a string converted to lower case

Syn : =LOWER("text")

Ex: =LOWER("COMPUTERS")

Out put : computer

7 UPPER():upper case character in a string converted to upper case

Syn : = UPPER ("text")

Ex: = UPPER ("computer ")

Out put : COMPUTERS computer

Mathematical Function:

Ex:

NAMES	SYNTAX	SYNTAX
SUM	=A1+B1+C1	=SUM(A1:E1)
AVERAGE	= (A1+B1+C1)/3	=AVERAGE(A1:C1)
MAX	=MAX(A1+B1+C10)	=MAX(A1:C1)
FACT	=FACT(A1)	=FACT(B1)
MUTLIFICATION	=A1*B1	=MMULT(A1,B1)

TIME TABLE

Task 1:

Aim: Create your class time table by using different formatting styles.

Steps:

1. Open MS-EXCEL by clicking on START Button, go to Programs then click on Microsoft Office then select Microsoft Office Excel 2007.
2. Write the title name is Sree Chaitanya College of Engineering at (A1 address)
3. Write the sub title name is I.B.Tech IT TIME TABLE FOR ACADEMIC YEAR 2011-2012 at (A2 address)
4. Write the date is =Today() at G3 address
5. Write the fields A4 address to J4 address location
- 6.

DAY/ TIME	I	II	10:40- 10:50	III	IV	12:30- 1:10	V	VI	VII
	9:00-9:50	9:50-10:40		10:50-11:40	11:40-12:30		1:10-2:00	2:00-2:50	2:50-3:40

In the above format the DAY/TIME will appear as above by right clicking the mouse button on A4 cell and go to Format cells and select Alignment .In that under the Text control select tick on wrap text then click on OK button

7. Write the MON at A5 address location and drag cell with auto fill option up sat(A10 address)
8. Write subject name MM fill all cells if you have lab hour's like ITWS LAB, Enter the lab name leave 2 cells.
9. If any break or lunch leave the cell

Formatting Styles:

10. Select the cell A1 to J1, click on HOME then click the merge and center button, set font size to 16.
11. Select the cell A2 to J2, click on HOME then click the merge and center button, set font size is 12.
12. Select the cell address G5 to G10, click on merge and center button, then type "LUNCH" and click on orientation button & select "Vertical Text".
13. Fill the cells with particular subjects according to schedule.
14. Write "MM" in B5, "M-1" in C5 and so on.
15. Select D5&D6, click on merge & center button then type "BREAK", click on orientation & select "Vertical Text".
16. Select H5, I5, J5 cells & type "PHY/CHE LAB".
17. Repeat above steps for the remaining cells B5 to J5.
18. At last select A1 to J10 cells and keep borders by clicking on Borders Button and select All Borders.
19. At last save the file by clicking on office button then "save", give file name as Time Table then press "ok".

OUTPUT:

www.btechsmartclass.com									
I.B.Tech IT TIME TABLE FOR ACADEMIC YEAR 2015-2016									
D:13/01/2016									
DAY/ TIME	I 9:00-9:50	II 9:50-10:40	10:40- 10:50	III 10:50-11:40	IV 11:40-12:30	12:30 -1:10	V 1:10-2:00	VI 2:00-2:50	VII 2:50-3:40
MON	MM	M-1	BREAK	ENG	CPDS	LUNCH	< -----PHY/CHE LAB----- >		
TUE	CPDS	ED		MM	ENG		<-----ITWS LAB----->		
WED	CHE	<-----CPDS LAB----->					M-1	ED	PHY
THU	PHY	CPDS	BREAK	M-1	CHE		<-----ED LAB----->		
FRI	CPDS	<-----ENG LAB----->					ED	M1	MM
SAT	MM	CHE	BREAK	M-1	ED		CPDS	PHY	ENG

Task 2:**Aim: Create a marks sheet for 10 students using EXCEL.****Steps:**

- 1 Open MS-EXCEL by clicking on START Button, go to Programs then click on Microsoft Office then select Microsoft Office Excel 2007.
- 2 Write the title name is Sree Chaitanya College of Engineering at (A1 address)
- 3 Write the sub title name is I.B.Tech IT MARKS SHEET at (A2 address).
- 4 Now write the requirements fields for calculation of marks, like S.No,H.T.No,subjects,Grand Total & Percentage from A3 to O3 cells as follows

S.No	H.T.No	ENG	E PHY	E CHE	M-1	MM	CPDS	ED	CP LAB	PHY/CHE LAB	ELC LAB	ITWS	G.TOT	%
------	--------	-----	----------	----------	-----	----	------	----	-----------	----------------	------------	------	-------	---

- 5 Write S.no's from 1-10 in A4 - A13 cell addresses and H.T.No's from B4- B13.
- 6 Now enter the marks in C4 – M13 cell addresses.
- 7 Now in the G.Total cell,select N4 cell and apply the formula for adding the marks contained in C4 – M4 cell addresses in the formula bar as
fx= C4+D4+E4+F4+G4+H4+I4+J4+K4+L4+M4 then press ENTER key.
- 8 Select the N4 cell and drag towards down for further students calculations.
- 9 Now calculate the Percentage.For that select O4 cell and type % calculation formula in Formula bar as
fx=N4/1000*100
- 10 Select the O4 cell and drag towards down for further students results.
- 11 Now the % appears in decimal values,now in order to appear the values as rounded values,select the O4 cell then right click the mouse button , select Format cells then Numbers and now make decimal places to 0(zero) then click OK.Now again drag for other cell values to be rounded.
- 12 Now for keeping the borders,select cells from A1 – O13 and select All Borders on the home Menu.
- 13 Now for saving click on OFFICE button and click on Save and type file name as “Marks Sheet”,then click OK.

OUTPUT:

www.btechsmartclass.com														
I B.Tech IT MARKS SHEET														
S.No	H.T.No	ENG	E PHY	E CHE	M-1	MM	CPDS	ED	CP LAB	PHY/CHE LAB	ELC LAB	ITWS	G.TOT	%
1	10N01A1213	71	42	54	66	80	67	86	73	70	67	70	746	75
2	10N01A1215	62	64	71	46	60	66	70	69	51	46	67	672	67
3	10N01A1216	52	62	63	49	78	58	97	71	58	55	69	712	71
4	10N01A1217	72	43	51	47	34	68	61	67	69	58	60	630	63
5	10N01A1219	76	62	28	38	61	52	27	73	65	57	63	602	60
6	10N01A1224	78	65	27	19	49	50	31	65	64	62	59	569	57
7	10N01A1225	69	52	76	42	72	62	54	65	72	56	67	687	69
8	10N01A1229	70	85	90	46	76	79	79	71	68	57	73	794	79
9	10N01A1236	75	62	47	46	78	52	41	70	64	57	71	663	66
10	10N01A1237	72	69	85	21	60	70	77	66	45	66	60	691	69

POWER POINT

Introduction

PowerPoint is a presentation tool in which the presentation is displayed as a slide show.

Finished presentations can be shown as:

As slides in slide projector

As overheads on an overhead projector

As a web page

From a screen projector linked to a computer


Open Microsoft PowerPoint 2007:

Click on Start button, goto All programs, click on Microsoft Office, select Microsoft Office PowerPoint 2007.

Creating a New Presentation:

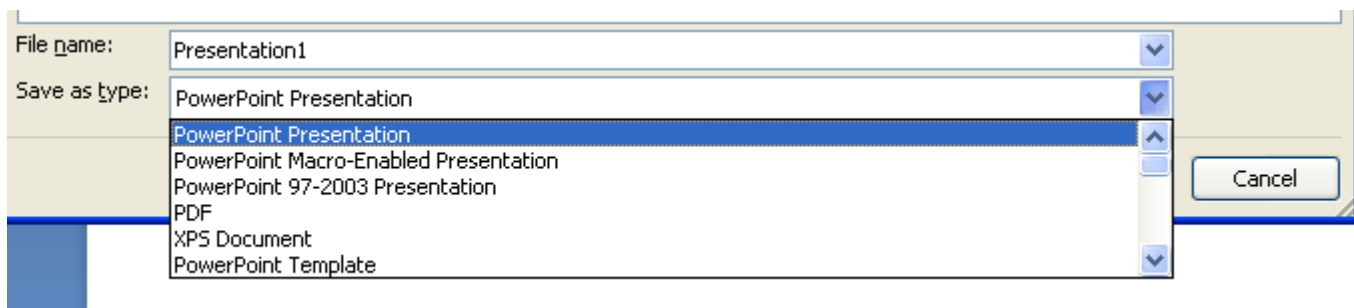
After opening MS PowerPoint 2007, select “Blank Presentation” and click on *Create*.

Saving your Presentation:


To save your document, simply click on the MS 2007 logo in the top left-hand corner  and the menu bar that you see on your right here will drop down giving you various options, including saving.

When you save a workbook in MS Excel 2007, it automatically saves with “.pptx” as its extension.

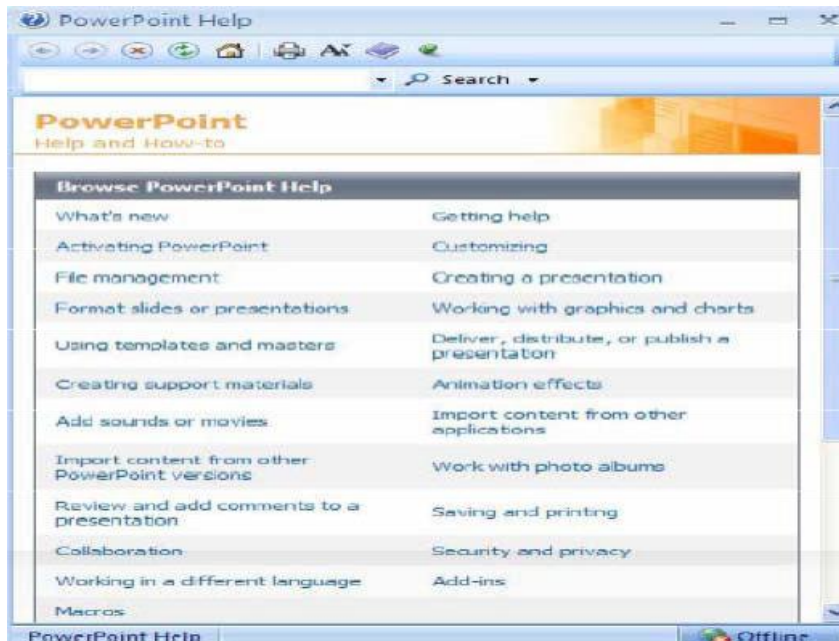
However, you can also save your presentation so that it's readable by earlier versions of MS PowerPoint (97 – 2003) by simply selecting “PowerPoint 97-2003 Presentation” when choosing what file type to save as (please see the screenshot below).



Getting Help in MS PowerPoint 2007:

- To get help in Excel 2007, look for the help icon  in the top right-hand corner of the screen and click on it.

You will be presented with a window that looks like the one here below.



The Slide Master

On the master slide you can set the default “look” for each slide.

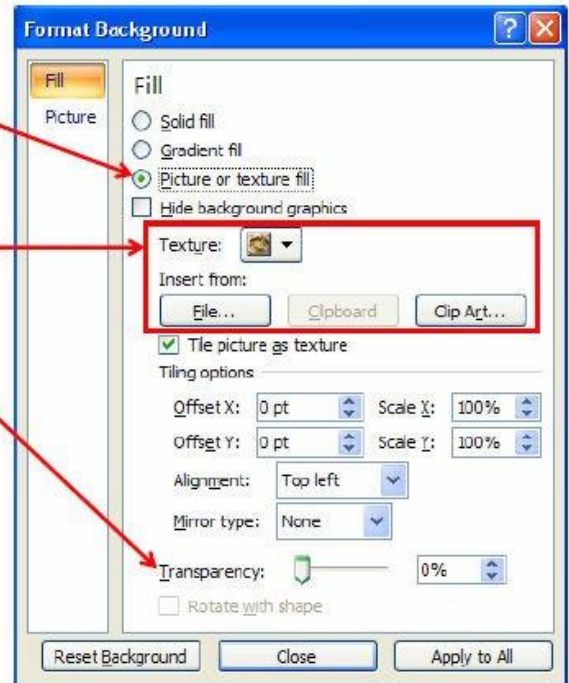
–NOTE, the slide master is different than a theme in the sense that the slide master is used to add default content (which can include background pictures) to your presentation and a theme is used to add a default art style to your presentation.

- All objects that you place on the master slide will be placed on each slide.
- The master slide contains placeholders that can be formatted.
- You can set the attributes for the text (Size, Weight, Font) and you can also set the background images and background colour.
- You can also set the style of bullets to be used.

To access the slide master, go to the **View** tab and select “Slide Master”

The Slide Master *cont'd*

- To add a custom, transparent background to your presentation, go to “Background styles” from the Slide Master tab and select “Format Background”
 - Select “Picture or texture fill”
 - To add a texture or picture...
 - Select a pre-installed texture
 - Select a picture from your computer
 - Select a picture from the clipboard
 - Select clip art
 - To add transparency, simply use the side scroll
 - NOTE, you need to make sure your background is not so dark that it is difficult to read the writing on the slides
 - When satisfied, click on “Apply to All”



Inserting a Slide:

To insert a new slide...

–From the **Hometab**, select “New Slide”

–As well, you can right-click between any 2 slides in the preview frame located on the left-hand side of the Normal view and select “New Slide”

Deleting a Slide:

To delete a slide...

–Select the slide you’d like to delete (eg. by highlighting it) and selecting “Delete” from the **Hometab**

–As well, you can right-click on any slide in the preview frame located on the left-hand side of the Normal view and select “Delete Slide”

Inserting Pictures:

To insert pictures...

–From the **Inserttab** you can insert pictures from your computer, clip art, shapes, etc...

–Also, when you have a blank slide (or parts of a blank slide), you can also click on options within these blank compartments to insert pictures.

Inserting Charts:

To insert charts...

–From the **Inserttab** you can insert pictures from your computer, clip art, shapes, etc...

–Also, when you have a blank slide (or parts of a blank slide), you can also click on options within these blank compartments to insert charts.

- Once you've selected to insert a chart, it will ask you choose what kind of chart you'd like to insert.
- After you've picked a type, the screen will split in half with the chart on one side and an excel spreadsheet on the other
 - To modify the chart, make changes in the data presented in the spreadsheet
 - Charts from Excel can also be copied and pasted into PowerPoint

Inserting Tables:

To insert a table...

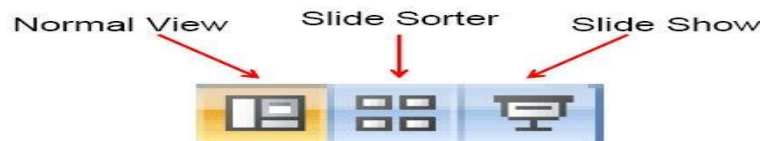
- From the Insert tab, select "Table" and a box will drop down giving you more options for inserting a table.
- Also, when you have a blank slide (or parts of a blank slide), you can also click on options w/n these blank compartments to insert tables

Presentation Views

- There are multiple ways to view the slides in your presentation
- The view can be changed by going to the **View** tab and choosing from either Normal, Slide Sorter, Notes Page, or Slide Show



- As well, towards the bottom right hand corner of the screen are some small view buttons that can also change the view

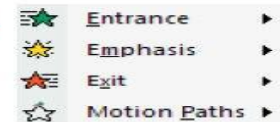


- **Normal view** is the default view
- **Slide Sorter** displays all the slides in consecutive order as thumbnails.
- **Notes Page** is similar to the normal view except the slides are reduced in size and located in the upper portion of the screen with the lower portion of the screen being allocated for adding notes to the slide.
- **Slide show** is the presentation where the slides are enlarged to fit the entire screen.

Animations

- All sorts Animation Effects can be added to your slides and the best way to find out what works best for your presentation is to play around and experiment with all the different options.
- But first, a cautionary note. Many bad presentations will overly rely on animations (and other stylistic effects) to keep the audience interested (probably because the presentation itself was less than riveting). The best presentations are the ones that effectively use animations as an aid in presenting information, rather than distracting from it. In short, a good rule of thumb to remember would be "Less is more."
- Animating objects on a slide...
 1. Go to the **Animation** tab.
 2. Select/Highlight an object on the slide (this could be the title, the main body of text, a textbox, a picture, a shape, a chart, a table, a bullet point, etc...)
 3. Click on "Custom Animation"

4. The custom animation box will pop up.
5. Click on "Add Effect"
6. Select the type of animation you'd like for this object / component.
7. Select the specific animation that you'd like for this object / component



Transitions

- A transition is an entrance animation that is applied to a slide as a whole when that slide is displayed
- Transitions can be accessed from the **Animations** tab.
- Adding transitions is easy, simply...
 - View the slide you want to add a transition to
 - From the Animations tab click on the appropriate transition
- You can adjust the speed of the transition add sounds, and determine whether or not the transition occurs on a mouse click or after an allotted amount of time has passed.



EXAMPLE OUTPUT

