

IT Workshop

Computer Hardware:

Experiment 1:

Identification of peripherals of a PC: Prepare a report containing the block diagram along with the configuration of each component and its functionality, Input/ Output devices, I/O ports, and interfaces. A practice on disassembling the components of a PC and assembling them to working condition (optional task).

Operating Systems:

Experiment 2:

Operating System installation: Installing an Operating System Windows on a PC

Experiment 3:

Operating System installation: Installing an Operating System Linux operating system on a PC.

Experiment 4:

Linux Operating System commands: Basic Linux commands like mkdir, rmdir, cat, touch, mv, cp, rm, cd, pwd, echo, date, cal, bc, and ls.

Experiment 5:

Networking and Internet: Networking Commands: Introduction of network models (TCP/IP protocol suite) and basic vocabulary and protocols useful in working with the internet.

Experiment 6:

Internet Services: Web Browser usage and advanced settings like security, cookies, extensions/ plugins Email creation and usage. ChatGPT

Experiment 7:

Basic Webpage Creation:

Basic HTML tags, Introduction to HTML5 and its tags, Introduction to CSS3 and its properties. Assignment: Develop your home page using HTML Consisting of your photo, name, address and education details as a table and your skill set as a list.

Experiment 8:

MS Word Word Orientation: Describe the Importance of MS- Word

Task 1: Using MS Word to create a project certificate. Features to be covered:- Formatting Fonts in Word, Drop Cap in Word, Applying Text effects, Using Character Spacing, Borders and Colors, Inserting Header and Footer, Using Date and Time options in Word.

Task 2: Creating project abstract for using MS-WORD: Abstract Features to be covered:- Formatting Styles, Inserting table, Bullets, and Numbering, Changing Text Direction, Cell alignment, Footnote, Hyperlink, Symbols, Spell Check, Images from files and clipart, Drawing toolbar and Word Art, Formatting Images, Textboxes, and Paragraphs.

Task 3: Creating a Newsletter : Features to be covered:- Table of Content, Newspaper columns, Images from files and clipart, Drawing toolbar and Word Art, Formatting Images, Textboxes, and Paragraphs.

Task 4: Creating a Feedback form - Features to be covered- Forms, Text Fields, Inserting objects, Mail Merge in Word.

Experiment 9:

MS-Excel Excel Orientation: The mentor needs to tell the importance of MS/ equivalent (FOSS) tool Excel as a Spreadsheet tool, give the details of the four tasks and features that would be covered in each. Using Excel Accessing, overview of toolbars, saving excel files, Using help and resources

Task 1: Creating a Scheduler - Features to be covered:- Gridlines, Format Cells, Summation, auto fill, Formatting Text.

Task 2: Creating Performance Analysis - Features to be covered:- Split cells, freeze panes, group and outline, Sorting, Boolean and logical operators, Conditional formatting.

Task 3: Calculating GPA - Features to be covered:- Cell Referencing, Formulae in excel average, std. deviation, Charts, Renaming and Inserting worksheets, Hyper linking, Count function.

Task4: Creating Cricket Score Card - Features to be covered:-Pivot Tables, Interactive Buttons, Importing Data, Data Protection, Data Validation.

Experiment 10:

MS-PowerPoint

Task 1: Students will be working on basic PowerPoint utilities and tools which help them create a basic PowerPoint presentation. Topic covered during this week includes:- PPT Orientation, Slide Layouts, Inserting Text, Word Art, Formatting Text, Bullets and Numbering, Auto Shapes, Lines and Arrows, Hyperlinks, Inserting Images, Clip Art, Tables, and Charts in PowerPoint.

Task 2: Concentrating on the in and out of Microsoft PowerPoint, Helping them learn the best Practices in designing and preparing PowerPoint presentations. Topic covered during this week Includes: - Master Layouts (slide, template, and notes), Types of views (basic,

presentation, AR 23: B.Tech. CSD I Year I Semester Aditya Institute of Technology and Management - Tekkali 11 slide slotter, notes,etc), and Inserting Background, textures, Design Templates, Hidden slides.