1/4 B.Tech SECOND SEMESTER

IT2L4   **BASIC SOFTWARE TOOLS LAB**   **Credits: 1**

Lecture: --   **Internal assessment: 25 marks**
Lab   : 2 periods/week   **Semester end examination: 50 marks**

Objectives:
- To attain knowledge on World Wide Web& Awareness of cyber hygiene.
- To learn productivity tools like Word, Excel, Power point etc…

Outcomes:
The students will be able to
- Get the knowledge on World Wide Web, Cyber Hygiene.
- Apply MS Office tools.

Internet & World Wide Web Different ways of hooking the PC on to the internet from home and workplace and effectively usage of the internet, web browsers, email, newsgroups and discussion forums .Awareness of cyber hygiene (protecting the personal computer from getting infected with the viruses), worms and other cyber attacks .

Productivity tools crafting professional word documents excel spread sheets, power point presentations and personal web sites are using the Microsoft suite of office tools and LaTeX.

Internet & World Wide Web

Exercise 1 Basic guide to internet

Students should get connected to their Local Area Network and access the Internet. In the process they should configure the TCP/IP setting and demonstrate how to access the websites and email.

Exercise 2 a) Surfing the internet Students customize their web browsers using bookmarks, search toolbars and pop up blockers.

b) Search Engines Students should know what search engines are and how to use the search engines.

A few topics would be given to the students for which they need to search on Google.

Exercise 3 Cyber Hygiene (Demonstration) Awareness of various threats on the internet. To install an anti virus software and to configure their personal firewall and windows update on their computers.

LaTeX and Word

Explanation of window components (menu bar, tool bar, title bar)

Word Orientation Importance of LaTeX and MS/ equivalent (FOSS) tool Word as word Processors.

Details of the four tasks and features that would be covered in each, Using LaTeX and word – Accessing, overview of toolbars, saving files, Using help and resources, rulers, format painter in word.

Exercise 4 Using LaTeX and word to create 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 option in both LaTeX and Word.

Exercise 5 Creating project Abstract Features to be covered-Formatting Styles, Inserting table, Bullets and Numbering, Changing Text Direction, Cell alignment, Footnote, Hyperlink, Symbols, Spell Check , Track Changes, Images from files and clipart, Drawing toolbar and Word Art, Formatting Images, Textboxes and Paragraphs.

Note instructors has to explain about IEEE formats and standards

Exercise 6 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

Exercise 6.1 Creating a Scheduler – Features to be covered- Gridlines, Format Cells, Summation, auto fill, Formatting Text

LOOKUP/VLOOKUP

Exercise 6.2 Performance Analysis - Features to be covered- Split cells, freeze panes, group and outline, Sorting, Boolean and logical operators, Conditional formatting

Exercise 6.3 Cricket scorecard- features to be covered-pivot tables, interactive buttons, importing data, data protection , data validation

LaTeX and MS/equivalent (FOSS) tool Power Point

Exercise 7 Students will be working on basic power point utilities and tools which help them create basic power point 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 both LaTeX and Powerpoint.

Exercise 8 Concentrating on the in and out of Microsoft power point and presentations in LaTeX. Helps them learn best practices in designing and preparing power point presentation. Topic covered during this week includes – Master Layouts (slide, template, and notes), Types of views (basic, presentation, slide slotter, notes etc), Inserting – Background, textures, Design Templates, Hidden slides.

Text book :

1. Basic concepts of information technology workshop, 3rd edition, G.P raven Babu, M.V.Narayana,B.S Publications.

Reference Book:
1.Office 2007 for Dummies. by Wallace Wang.