XM 9105  COMPUTER LAB – 1  L T P C  0 0 4 2

AIM
To provide hands on experience with computer hardware and Office Packages.

OBJECTIVES
• To understand the various components of a computer system.
• To familiarize the students with office automation.
• Develop an understanding on how various electronic media are used in real life situations.

EXERCISES
1. Assembling the entire computer system.
2. Formatting and Installing the Windows Operating System.
3. Formatting and Installing MAC OS
4. Formatting and Installing Linux OS
5. Installing Application Softwares.

Word Processing
7. Working with Tables, Inserting Cliparts and Pictures, shapes, symbols, charts, smartarts, input fields.
9. Working with Mail merge and Macros.
10. Protecting the document, providing passwords for opening and modifying the document.

Spreadsheets
12. Working with different types of Charts – Column, Line, Pie, Bar, Area, Scatter and others
13. Working with formulas – Text, Math, Logical, Date & Time and other formulas and functions.
15. Creating Macros.

Presentations
16. Working with Powerpoint – Creating a slide presentation.
17. Using templates and Creating master slide.
18. Importing Multimedia Contents.
19. Adding Animation effects and transition, Creating Macros.

Relational Database Management Software
20. Creating the database and tables, Designing the table structure, Entering data.
21. Working with Queries.
22. Working with Forms.
23. Generating Reports.

Internet Applications
24. Creating and working with Blogs.

Total 60 periods