

L154 - IT WORK SHOP

Week 1 - PC Hardware

Task 1: Identify 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 and submit to your instructor.

Task 2: Every student should disassemble and assemble the PC back to working condition. Lab instructors should verify the work and follow it up with a Viva. Also students need to go through the video which shows the process of assembling a PC. A video would be given as part of the course content.

Week2 – Operation System Installation

Task 1: Every student should individually install MS windows on the personal computer. Lab instructor should verify the installation and follow it up with a Viva.

Week 3 – PC Hardware/Software Troubleshooting

Task 1: Hardware Troubleshooting: Students have to be given a PC which does not boot due to improper assembly or defective peripherals. They should identify the problem and fix it to get the computer back to working condition. The work done should be verified by the instructor and followed up with a Viva

Task 2: Software Troubleshooting: Students have to be given a malfunctioning CPU due to system software problems. They should identify the problem and fix it to get the computer back to working condition. The work done should be verified by the instructor and followed up with a Viva.

Week 4 – Basic of Network

Task 1: Orientation & Connectivity Boot Camp: Students should get connected to their Local Area Network and access the Internet. In the process they configure the TCP/IP setting. Finally students should demonstrate, to the instructor, how to access the websites and email

Task 2: Web Browsers, Surfing the Web: Students customize their web browsers with the LAN proxy settings, bookmarks, and search toolbars. Also, plug-ins like Macromedia Flash and you tube downloader should be configured.

Task 3: 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. This should be demonstrated to the instructors.

Task 4: Cyber Hygiene: Students would be exposed to the various threats on the internet and would be asked to configure their computer to be safe on the internet. They need to first install an anti-virus software, configure their personal firewall.

Week 5 – MS-Word

Task 1:Word Orientation: The mentor needs to give an overview Microsoft word: Importance of word tool, Details of toolbars, saving files, Using help and resources, rulers.

Task 2: Using word to create project certificate. Features to be covered:-Formatting Fonts in word, Applying Text effects, Using Character Spacing, Borders and Colours, Inserting Header and Footer, Using Date and Time option in Word.

Week 6

Task 3: Creating project abstract Features to be covered:-Formatting Styles, Inserting table, Bullets and Numbering, Changing Text Direction, Cell alignment, Footnote, Hyperlink, Symbols, Spell Check.

Task 4: 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.

Week 7 – MS-Excel

Task 1: Excel Orientation: The mentor needs to tell the importance of MS 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 2: Calculating GPA - Features to be covered:- Cell Referencing, Formulae in excel - average, std. deviation, Charts, Split cells, Sorting, Boolean and logical operators, Conditional formatting.

Week 8 – MS-Power Point

Task1: Power Point Orientation Students will be working on basic 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, Lines and Arrows in PowerPoint.

Task 2: Topic covered during this task includes: Hyperlinks, Inserting -Images, Clip Art, Audio, Video, Objects, Tables and Charts.

Week 9 – Photo Shop

Task 1: Photo Shop Orientation Students will be working on

Basic utilities and tools which help them to edit a photograph. Topic covered during this week includes: -Details of toolbars, saving files, Using help and resources.

Week 10 – Introduction to Web blog

Task 1: Students will be working on www.blogspot.com to create a own free blog with Blogger.

Week 11 – Tips and tricks

Task 1: Tips and tricks. Keyboard shortcuts, taskbar, screen shot, Taking advantage of search, Task Manager, Power option, schedule tasks, user accounts, disk management, device manager, shared folders and folder options.