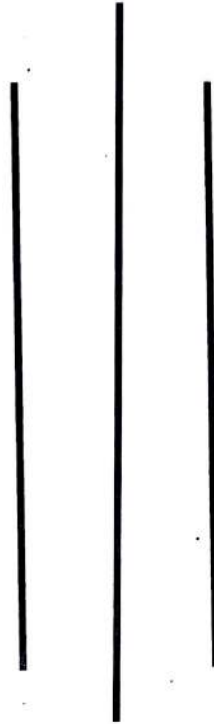


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Lab report on
Introduction to IT [ICT Ed. 415]

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TITLE : DEMONSTRATION OF PC COMPONENTS

OBJECTIVES

The objective of this practical is to study, identify and understand the structure, function and interactions of various hardware components of a PC.

INTRODUCTION

A personal computer consists of several interconnected hardware parts that collectively performs data processing. Understanding these components is crucial for assembly, maintenance, and ~~Troubleshooting~~.

LABORATORY REQUIREMENTS

- Desktop computer
- Screwdriver set
- Monitor, Keyboard, mouse
- Power cables

PROCEDURE

The computer was first switched off and disconnected from the power source. ~~Then~~, the CPU was opened carefully. After opening the case, the internal components were identified and their functions were demonstrated. Finally all the components were reassembled properly to complete the system.

OBSERVATION

During the practical session, various internal and external components of the computer system were observed. Those components are:

- A. Internal components
 - Motherboard: The main PCB that connects all hardware components.
 - CPU: Performs calculations and processes instructions.
 - RAM: Temporary working memory used
 - HDD/SSD: Storage device used to store data permanently.
 - GPU: Handles graphics and visual output.

- PSU: Supplies power to all internal components.
- Cooling system: Includes heat sink and fan to prevent overheating.
- Expansion cards: Such as NIC and Sound Card.
- CMOS Battery: Maintains BIOS settings and system time.

B. External Components

- Monitor: Display visual output
- Keyboard: Input device used to enter data
- Mouse: Pointing device used for navigation
- Speaker: Output device for sound.

RESULT

All hardware components were successfully identified and their functions were demonstrated.

CONCLUSION

This practical enhanced the understanding of hardware components essential for the operation of a computer system.

PRECAUTIONS

- Ensure the computer is powered off.
- Disconnect all cables.
- Avoid touching components with wet hand.
- Use an anti-static band.

TITLE 2: PERFORMING ACTIVITIES USING A WINDOWS BASED OPERATING SYSTEM

OBJECTIVE

- To develop basic practical skills in using a windows-based OS.
- To understand common OS features such as file management, desktop customization and application handling.

REQUIRED TOOLS

- Desktop or Laptop
- Windows - based operating system (windows 10/11)

ACTIVITY 1: Creating and Managing Files and Folders

PROCEDURE

1. The computer was started and logged into the system.
2. The desktop was right-clicked and New Folder was selected.
3. The folder was renamed as Labwork.
4. The folder was opened and a new Text Document was created inside it.
5. The file was renamed as Introduction.txt.
6. The file was opened, a short paragraph about windows-based operating systems was typed and the file was saved.
7. The file was copied and pasted inside the same folder.
8. The copied file was renamed as Introduction - Copy.txt.
9. The copied file was deleted and later restored from the Recycle Bin.

LEARNING OUTCOME

- I learned how to create, rename, copy, delete and restore files and folders.

ACTIVITY 2: USING BUILT-IN Applications

PROCEDURE

1. The start menu was opened.
2. Notepad (or WordPad) was opened.
3. A short note describing the importance of operating systems was typed.
4. The file was saved in the Lab-work folder.
5. Calculator was opened and basic calculations were performed.
6. Paint was opened, a simple diagram was drawn, and it was saved.

LEARNING OUTCOME

- I learned how to use basic built-in applications effectively.

ACTIVITY 3: Desktop and System settings

PROCEDURE

1. The desktop was right-clicked and Personalize was selected.
2. The desktop background was changed.
3. Display settings were adjusted.
4. The date and time settings were checked.
5. All applications were closed properly.

LEARNING OUTCOME

- I learned how to personalize the desktop, adjust display settings and manage basic system configurations in a windows-based operating systems.

CONCLUSION

Through this practical work, I gained hands-on experience in file handling, using built in applications and adjusting system settings in a windows-based operating system. The activity improved my basic computer handling skills.

TITLE 3: PERFORMING ACTIVITIES USING WINDOWS BASED OPERATING SYSTEMS

AIM

To perform basic activities and understand the functionality of a windows-based operating system.

ACTIVITY 1: Creating and Managing Folders

PROCEDURE

1. Right-clicked on the Desktop → selected New → Folder
2. Renamed the folder.
3. Created a text document inside the folder.
4. Saved and closed the file.

OBSERVATION

I learned how to create folders and files, rename them and organize them on the computer.

ACTIVITY 2: Using File Explorer

PROCEDURE

1. Pressed Windows + E to open File Explorer.
2. Navigated through different drives and folders.
3. Copied and pasted files between folders.
4. Deleted and restored files.

OBSERVATION

I understood how to navigate files, manage them efficiently and restore deleted items.

ACTIVITY 3: Using Control Panel / Settings

PROCEDURE

1. Opened Settings from the start menu.
2. Explored and modified system settings.
3. Adjusted the date and time settings.

OBSERVATION

I learned how to customize system settings and manage basic configurations in Windows.

ACTIVITY 4: Using Basic Windows Application

PROCEDURE

1. Opened Notepad and typed simple passages
2. Used paint to draw.
3. Opened Calculator and performed basic calculations.

OBSERVATION

I became familiar with ~~built-in~~ applications and their basic uses.

ACTIVITY 5: Managing Applications

PROCEDURE

1. Opened Task Manager
2. Viewed running applications
3. Closed unnecessary applications.

OBSERVATIONS

I learned how to monitor ~~running~~ programs and manage system resources efficiently.

CONCLUSION

By performing these activities, I gained a basic understanding of windows operating system operations, including file management, system settings, built in applications and application management. These skills are essential for everyday computer use and efficient system navigation.

TITLE 4: PERFORMING WORD PROCESSING ACTIVITIES USING OFFICE AUTOMATION SOFTWARE (MS WORD)

OBJECTIVE

The objective of this lab work was to develop practical skills in using Ms word for creating, editing, formatting and managing Text documents. The activity helped in understanding essential word processing features commonly used in offices, schools and organizations.

REQUIRED SOFTWARE

- Microsoft word
- Computer system with keyboard and mouse.

Task 1: Creating A new Document

PROCEDURE

1. Ms word was opened.
2. A new blank document was created.
3. The document was saved with the name word-processing Lab-docx.

TASK 2: Text Entry and Editing

PROCEDURE

1. A short paragraph on "Importance of Computer in Education" was typed.
2. Editing was practiced by inserting, deleting and replacing words.
3. Undo and Redo commands were used where necessary.

TASK 3: Text Formatting

1. The font style, size and color were changed.
2. Bold, Italic and underlined formatting were applied.
3. The Text was aligned using left, Center Right and Justify options.

TASK 4: Paragraph Formatting

PROCEDURE

1. Line spacing was adjusted.
2. Indentation was added to the paragraph.
3. Bullets and numbering were applied where necessary.

TASK 5: Page Layout

PROCEDURE

1. Page margins were set
2. Page orientation was changed between portrait and landscape.
3. Page breaks were inserted.

TASK 6: Inserting objects

PROCEDURE

1. An image was inserted into the document.
2. A table consisting of 3 rows and 4 columns was inserted.
3. Shapes and Symbols were added to the document.

TASK 7: Header, Footer and Page Number

PROCEDURE

1. A header containing my name was added.
2. A footer with the date was inserted.
3. Page numbers were added to the document.

TASK 8: Spell Check and Grammar

PROCEDURE

1. The review tab on the menu bar was clicked, then spelling and grammar option was selected.
2. Ms word highlighted spelling and grammatical errors in the document.
3. Each suggested correction was reviewed carefully and appropriate corrections were selected and applied.
4. The document was rechecked to ensure that all errors were corrected.

EXPECTED OUTCOME

After completing this lab work, I was able to:

- Create and manage word documents efficiently.
- Apply text and paragraph formatting properly.
- Insert and manage objects in documents.
- Prepare professional documents using Ms word.

CONCLUSION

This lab work provided hands on experience with Msword an essential office automation tool. The skills learned during the practical session are useful for academic tasks as well as professional document preparation.

TITLE 5: PERFORMING PRESENTATION ACTIVITIES USING OFFICE AUTOMATION SOFTWARE (MS POWERPOINT)

OBJECTIVE

The objective of this lab work was to develop practical skills in creating and designing presentations using Ms PowerPoint. It helped in understanding how to present information clearly and efficiently.

REQUIRED SOFTWARE

- Microsoft PowerPoint (2016 or later)
- Computer system with keyboard and mouse.

TASK 1: Creating a New Presentation

PROCEDURE

1. Ms PowerPoint was opened.
2. A new blank presentation was created.
3. The file was saved with the name PowerPoint-lab-Work-pp7x.

TASK 2: Adding slides

PROCEDURE

1. New slides were added to the presentation.
2. Different slide layouts were selected.
3. Content was added to each slide.

TASK 3: Text Formatting

PROCEDURE

1. Text was typed into the slides.
2. Font style, size and colour were changed.
3. Text alignment and formatting were applied.

TASK 4: Inserting objects

PROCEDURE

1. Images were inserted into slides.
2. Shapes and icons were added.
3. Tables or charts were included where necessary.

TASK 5: Applying Design and Transitions

PROCEDURE

1. A design theme was applied to the presentation.
2. Slide Transitions were added between slides.
3. Animation were applied to text and objects.

TASK 6: Slide show

PROCEDURE

1. The slideshow was started from the beginning by clicking F5 on the keyboard.
2. Slides were presented one by one.
3. The presentation was reviewed and adjusted if necessary.

EXPECTED OUTCOME

After completing this labwork, I was able to create and manage presentation, ~~format~~ and organize slide content. Insert images, shapes and other objects and also to apply designs, transitions and animations.

CONCLUSION

The lab work provided hands-on experience in creating presentations using MS Power Point. It improved my ability to present information in a clear, organized and visually appearing manner.

TITLE 6: SURFING WEB SITES (INTERNET BROWSING) USING WEB BROWSER

OBJECTIVES

The objective of this practical is to understand Internet and web browsing, use web browser, search information, navigate pages and download files available there on browser and to understand about bookmark feature.

REQUIRED MATERIALS

- Computer
- Internet
- Web browser

THEORY

Internet is a global network. A browser helps access websites. URL is the address of a site.

PROCEDURE

1. A web browser was opened.
2. The website www.google.com was visited.
3. The topic was searched using the search bar.
4. Different web pages were navigated to gather information.
5. A new tab was opened to access multiple websites.
6. A useful webpage was bookmarked for future reference.
7. A file + image was downloaded from the Internet.
8. Then, the browsing history was viewed.

TASKS PERFORMED

1. Three different websites were opened.
2. A topic was searched online.
3. A website was bookmarked.
4. An image was downloaded.
5. Features of web browsing were observed and noted.

TITLE 7: PERFORMING SEARCH ACTIVITIES USING SEARCH ENGINE

OBJECTIVE

The objective of this lab work was to develop skills in using search engines effectively to find relevant information on the internet using appropriate keywords.

REQUIRED MATERIALS

- Computer System
- Internet Connection
- Web browser

PROCEDURE

1. A web browser was opened.
2. A Search engine (Google) was accessed.
3. Relevant keywords were typed in the search bar.
4. The Enter key was pressed to view search results.
5. The search results were carefully reviewed.
6. Relevant links were opened in new tabs.
7. Information from different websites was compared.

LEARNING OUTCOME

I learned how to search information efficiently using proper keywords and evaluate diff sources of information.

CONCLUSION

This activity helped me understand how to really use search engines effectively and find accurate and useful information from the internet.

PRECAUTIONS AND SAFETY TIPS

- Appropriate and specific keywords were used to get accurate results.
- Only trusted and reliable websites were opened.
- Misleading or suspicious links were avoided.
- Information from multiple source was verified before using it.

TITLE 8: CREATING AND MANAGING AN EMAIL ACCOUNT

OBJECTIVE

The objective of this lab work was to learn how to create and manage an email account and use it for communication process.

REQUIRED MATERIALS

- Computer system
- Internet connection
- Web browser

PROCEDURE

1. A web browser was opened.
2. The GMAIL website was accessed.
3. The "Create Account" option was selected.
4. Personal details were entered correctly.
5. The account was verified using the required method.
6. The email account was logged in successfully.
7. A new email was composed and sent.
8. A file was attached to the email.

LEARNING OUTCOME

I learned how to create an email account, send messages and attach files using email services.

CONCLUSION

This activity provided ~~practical~~ knowledge of email communication and its importance in academic and professional use.

PRECAUTIONS AND SAFETY TIPS

1. Personal information was entered carefully and securely.
2. A strong password was created and kept confidential.
3. The email account was logged out after use.
4. Unknown emails and attachments were not opened.

RESULT

After comparing this experiment, I learned how to browse websites search for information, download files and bookmark useful pages effectively.

PRECAUTIONS

- Unsafe or suspicious website were avoided.
 - Unknown files were not downloaded.
 - Antivirus protection was ensured while browsing.
- 

TITLE 9: PERFORMING ACTIVITIES USING SOCIAL MEDIA PLATFORMS.

OBJECTIVES

The objective of this lab work was to understand the use of social media platforms for communication and information sharing while maintaining safety and ethics.

REQUIRED MATERIALS

- Computer system
- Internet connection
- Web browser or mobile application

PROCEDURE

1. A social media platform was opened.
2. The account was logged in (or created if necessary).
3. Profile details were completed.
4. A sample post was created and shared.
5. Posts from others were viewed.
6. Like and comment features were used.
7. Privacy settings were checked and adjusted.

LEARNING OUTCOME

I learned how to use social media platforms responsibly, interact with others, and manage privacy settings.

CONCLUSION

The activity helped me to understand the proper use of social media, including its benefits and the importance of using it safely and responsibly.

PRECAUTIONS AND SAFETY TIPS

1. Personal details were not shared publicly.
2. Privacy settings were checked and adjusted properly.
3. Only appropriate and respectful content was posted.

TITLE 10 : CREATING , FORMATTING AND PRINTING WORKSHEETS, USING SPREADSHEET SOFTWARE (MS EXCEL)

OBJECTIVES

The objective of this labwork was to understand the basics of spreadsheets to create and edit a worksheet, to apply formatting to data and to print the worksheet properly.

REQUIRED MATERIALS

- Computer System
- Spreadsheet Software (Ms Excel)

Theory

A spreadsheet is a software application used to organize data in rows and columns. It allows users to perform calculations, apply formatting and analyze data effectively. Each data entry is stored in a cell, which is the intersection of rows and column.

PROCEDURE

1. MS Excel was opened.
2. A new worksheet was created.
3. A sample data such as Name, Age and Marks are entered in the worksheet.
4. Formatting such as bold text, colours and borders was applied.
5. Column width was adjusted for better visibility.
6. A basic formula (sum) was used to perform calculations.
7. The print preview option was accessed from the menu.
8. The worksheet was printed successfully.

Task Performed

1. A Table with at least 5 records were created.
2. Formatting was applied to the worksheet.
3. The sum formula was used for calculations.
4. Print Preview of the Worksheet was checked.

OBSERVATION

The worksheet was successfully created properly for formatted and prepared for printing.

RESULT

After completing this lab work, I was able to create, format and print a worksheet effectively using spreadsheet software.

[Signature]