

INTERNATIONAL INSTITUTE OF PROFESSIONAL STUDIES

DEVI AHILYA UNIVERSITY, INDORE

M. Tech.(IT) 5Years

Batch - 2K23

Semester-I

Syllabus

Code	Subject	L	T	P	C
IT-101	Mathematics-I	3	1	0	4
IT-106D	Communication Skills	3	1	0	4
IT-103B	Digital Electronics	3	0	2	4
IT-104A	Programming Using 'C'	3	1	0	4
IT-105A	Fundamentals of Computer	3	1	0	4
IT-107E	Programming using 'C' Lab	0	0	4	2
IT-109	Fundamentals of Computer lab	0	0	4	2
IT-108	Comprehensive Viva	0	0	0	4
Total=					28

**INTERNATIONAL INSTITUTE OF PROFESSIONAL STUDIES,
DEVI AHILYA UNIVERSITY, INDORE
M. Tech. (IT) 5 Yrs. I SEMESTER
IT-101:Mathematics-I**

Course Type: -Core

Course Credits – L-4, T-1, P-0

Course Objective – To provide a course on elementary mathematical techniques and familiarize students with basics of differentiation and integral calculus.

Course Outcomes – After completion of the course, student will;

CO1: -Understand basic concepts of Partial differentiation, Maxima & Minima of the function, convergence and divergence of the series.

CO2: –Solve mathematical problems based on the course material.

CO3: –To develop mathematical skills and methods appropriate for students in the computer science

CO4: –To prepare students for more advanced mathematical courses.

Course Content -

Unit No	Name	Contents	Hours	Targeted Levels of Blooms T. (Q1)	Content and Pedagogy (Q2)	Online Resources (Q3)	Assignment /Assessment/Discussion (Q4)
1	Unit 1	Review of the basic concepts of calculus: Introduction, concepts of function of one variable, Idea of limit, continuity and differentiability of the function. LO: Understand the basic concept of calculus along with limits and continuity.	6 Hrs		(Lecture and discussion to solve the problems with numerical exercise)	Some useful web link given below**	Assignment /Exercise questions given in class.
2	Unit 2	Successive differentiation: Successive differentiation, Rolle's Theorem, Mean value theorem, Taylor's theorem, Taylor's and Mac Lauren series, Intermediate forms.	6 Hrs		(Lecture, discussion and numerical		

		LO: Detail study of successive differentiation with various theorems and series.			exercise)		
3	Unit 3	Application of differentiation: Tangents and normals, Curvature, Maxima and Minima of the function sketching of curves (Cartesian and polar form) Asymptotes. LO: Various application of differentiation and concepts related to it. All topics are covered with its detailed study.	6 Hrs		(Lecture, discussion and numerical exercise)		
4	Unit 4	Integration: integration of Rational, irrational, and Transcendental function, Reduction formula, Integral as the limit of the sum, summation of series. LO: Understanding with Integration, along with detailed concept development.	6 Hrs		(Lecture, discussion and numerical exercise)		
5	Unit 5	Partial Differentiation: Partial Differentiation function of several variable, limit continuity and differentiability, partial derivatives, Euler's theorem, Mean value theorem, Taylor's theorem LO: Skillfully use of Partial Differentiation with various concepts and theorems.To	6 Hrs		(Lecture, discussion and numerical exercise)		
6	Unit 6	Maxima and Minima: Maxima and minima of function of two and three variables. LO: Able to understand and solve the problems of maxima and minima with given variables.	6 Hrs		(Lecture, discussion and numerical exercise)		
7	Unit 7	Convergence Divergence: Convergence and Divergence of series, Definition and various tests LO:This unit provides knowledge of convergence and divergence of series.	4 Hrs		(Lecture, discussion and numerical exercise)		

Books and Reading:

1. Gorakh Prasad, Integral Calculus.
2. Shanti Narayan, Differential Calculus

Reference Books:

1. Dr. H.K. Pathak, Calculus For IInd Yr.
2. R.B. Thakur, Advanced Calculus.
3. Dr. H. K. Pathak, Calculus and Differential Equations.
4. Dr. D. C. Agarwal, Engineering Mathematics-1.

Online Resources**

1. <https://swayam.gov.in/explorer>
2. <https://ncert.nic.in>
3. <https://swayamprabha.gov.in/>
4. <https://www.education.gov.in/ict-initiatives>
5. <https://ignou.ac.in>

**INTERNATIONAL INSTITUTE OF PROFESSIONAL STUDIES,
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M. Tech. (IT) 5 Yrs. I SEMESTER
IT-106D : Communication Skills**

Course Type: Core

Course Credits: 4 Theory

Course Objective: The aim of this course is to enable students to improve both their ability to communicate and technology-enabled competency in the English language.

Course Outcomes: After completion of the course students will: -

CO1: -Understand the need to reflect upon interpersonal communication practices.

CO2: – Gain knowledge of concepts, theories, and practical knowledge of oral and written skills of communication in business.

CO3: – Develop and practice communication skills in a supportive environment.

CO4:–Able to focus on the various aspects of personality, attitude, and professional skills to enhance managerial abilities.

Course Contents:

Unit No.	Name	Contents	Hours Targeted
1	Fundamentals of Communication	Fundamentals of Communication: Definitions, Importance of communication, Objectives of communication, process of communication, Methods of Communication, Types of Communication and Barriers of Communication. Self-Discovery: Introduction and Importance of knowing yourself, Process of knowing your self, SWOT analysis: Benefits, SWOT analysis grid.	10
2	Non-verbal communication and Effective Listening	Importance of appearance and how to use it as a tool in communication, body language and oculesics, Paralanguage, Proxemics, Chronemics, Haptics, Using Non-Verbal Tools (oral and written) to communicate effectively. Effective Listening : Commandment of listening, types of listening, Barriers to Listening, Importance of listening skills in Business.	7
3	Perception and Attitude	Perception: Introduction, Meaning and Application in Organizations. Attitude: Formation of attitude, Change of attitude, Attitude in a workplace, The power of positive attitude and its results, Developing positive attitude and Obstacles in developing positive attitude. Negative attitude : Overcoming negative attitude, Negative attitude and its results and examples.	5

4	Group Discussion and Interview	Group Discussion: Meaning, Skills required in a GD, GD etiquette, Tips of GD. Interview: Points to be borne in mind as an interviewer or an interviewee, commonly asked questions, Dos and Don'ts. Telephonic Interview, Tips to present well in Interview.	7
5	Written Communication	Written Communication: Skills required in written communication, preparing project report, business correspondence, Essentials of Business Letter, Resume Writing, Drafting E-mails.	7
6	Interpersonal Communication	Interpersonal communication – Introduction, Elements and Importance of Interpersonal communication, Transactional Analysis, Johari Window.	5
7	New Trends in Business Communication	Professional Presentation, Call Center, Short Message Service, Ethics in Communication.	4

Reference Books:

1. D.Fisher, CommunicationinOrganizations,latestedition,JaicoPublishingHouse,India.
2. S.Taylor,Communicationfor Business,latestedition,PearsonEducation.
3. WilliamV. Ruch,BusinessCommunication,Maxwell Macmillan,NewYork.
4. Lani Arredono,TheMcGraw-Hill 36-HourCourse:BusinessPresentation,McGraw-Hill, NewYork.
5. Bill Scott,TheSkillsofCommunication,Jaico, Bombay.
6. BusinessCommunication byRaman&Singh.
7. M. RamanandP.Singh,BusinessCommunication,latestedition,OxfordUniversityPress,India.
8. M.E.Guffy,EssentialsofBusinessCommunication,latest edition,ThomsonPublishers.

Online Resources:

1. <https://nptel.ac.in/courses>
2. <https://swayam.gov.in>
3. <https://ncert.nic.in>
4. <https://www.geeksforgeeks.org>

**INTERNATIONAL INSTITUTE OF PROFESSIONAL STUDIES,
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M. Tech. (IT) 5 Yrs. I SEMESTER
IT-103B:Digital Electronics**

Course Type: - Core

Course Credit:- 4 (Theory)

Course Objective:-To present a problem oriented introductory knowledge of Digital circuit and its applications and to focus on the study of electronic circuit.

Course Outcomes:-

CO1:-Examine the structure of number systems and perform the conversion among different number system.

CO2:- Realize combinational circuits for given application

CO3:-Design and analyses synchronous and asynchronous sequential circuit using flip-flop.

CO4:-Illustrate reduction of logical expressions using Boolean algebra, K-map and tabulation method and implement the function using logic gates.

Course Content:-

Unit No.	Name	Contents	Hours	Targeted Levels	Content and Pedagogy	Online Resources	Assign/Assesment/Discussion
1	Number system and codes	Binary, octal, hexadecimal, decimal number system and their inter conversion, BCD number(8421,2421),gray code,excess-3 code. binary addition and subtraction, signed and unsigned binary number,1's and 2's complement representation	5	1 and 2			
LO1:-Upon completion of this unit students will be able to identify and apply number systems operations and codes							
2	Boolean Algebra and logic Gates	Basic logic circuit, logic gates(AND,OR,NOT,NAND,NOR,EX-OR,EX-NOR and their truth tables) Laws of Boolean algebra, De-Morgan's theorem, Minterm, Maxterm, POS, SOP,K-Map, Simplification by Boolean theorems, don't care condition	5	1 and 2			
LO2:-Define different types of logic gates, identify their ICs and also verify their truth table and illustrate realization of boolean expression in SOP and POS form and design it using logic gates							
3	Arithmetic Circuits	Half adder, Full adder, Half subtractor,Full subtractor, parallel binary adder, controlled	6	1,2 and 3			

		inverter,					
	LO3:-Derive basic logic gates adder and subtractor and also derive arithmetic circuits using universal gates						
4	Combinational Circuits	Multiplexers, Demultiplexers, Decoder, Encoders, Parity generators/ Checkers, Code converters,	6	1,2 and 3			
	LO4:-Design and test combinational circuits						
5	Flip-Flop and Timing circuit	Set-Reset latches, RS flipflop, D-flipflop, JK flipflop, T-flip-flop	6	1,2,3 and 4			
	LO5:-Design and develop sequential circuits Flip-Flop						
6	Registers and Counters	Synchronous/ Asynchronous counter, up/down counter, shift registers, Bi-directional register	6	1,2,3 and 4			
	LO6:-Design and develop sequential circuits Register and Counter						
7	Logic Families	Introduction to digital logic family such as RTL, DTL, TTL etc. Their Basic circuit, performance characteristics	6	1, 2 and 4			
	LO7:-Upon completion of this unit the student will able to identify digital logic family						

***1- Remember, 2-Understand,3-Apply,4-Analyze**

Text Books:-

- 1 Digital Fundamental by Morris and Mano, PHI publication
- 2 Fundamental of Digital circuits by A.AnandKumar ,PHI publication
- 3 Modern Digital Electronics by R.P. Jain, prentice hall of india
- 4 Digital Circuits and Design by S.Salivahanan and S.Arivazhagan
- 5 Digital Principal and Applications, Malvino and Leach, TMH
- 6 Digital Fundamentals, Thomas L.Floyd, Pearson Education

**INTERNATIONAL INSTITUTE OF PROFESSIONAL STUDIES,
DEVI AHILYA UNIVERSITY, INDORE
M. Tech. (IT) 5 Yrs. I SEMESTER
IT-104A: Programming Using 'C'**

Course Type :- Core

Course Credits –Theory -4

Course Objective – To develop logic of problem solving and learn basics of methodologies for C language programming.

Course Outcomes – After completion of this course, learners will be able to

- CO1- Develop the logic for the given problem which will help to develop programs, applications in C and gain experience of procedural language programming.
- CO2– Recognize and understand the syntax and construction of C code and Understand functional hierarchical code organization along with arrays, character and strings.
- CO3- Understanding a defensive programming concept and ability to handle possible errors during program execution.
- CO4 - Easily switch over to any other language in future.

Course Content –

Unit No	Name	Contents	Hours	Targeted Levels (Q1)	Content and Pedagogy (Q2)	Online Resources (Q3)	Assignment/ Discussion (Q4)
1	Introduction to Programming Language & Problem solving Approach	Development of flow charts & Algorithms, Why Programming Language? Program development steps, Programming language classification, Translators, Program design techniques.	5	Remember, Understand	(Lecture, discussion)		Draw flowcharts & algorithms for various given problems.
LO: Acquisition of clarity about concepts of Programming languages.							
2	Introduction to C language	History of C Language, Features of C Language, Why is C Language Popular? Structure of C Program, A Sample C Language Program. Errors, Compilation and Execution of C Programs and Exercises.	5	Remember, Understand	(Lecture, discussion)		Write programming codes to understand the structure of C programs.
LO: Acquisition of clarity about fundamentals of C Programming.							

3	Useful terms of Language/Basic Concepts of C	Data types, The C character set, Constants, Variables, Keywords, C Instructions, Type Modifier, Operator Expressions and Assignment Statements : Arithmetic Operators, Relational and Logical Operators, Increment and decrement Operators, Assignment Operators and Expressions, Conditional Expression, Precedence and order of Evaluation and Exercises.	6	Understand, Analyze	(Lecture, Exercises & discussion)		Write C programs to make use of various Datatypes, Operators & Constants.
LO: Illustrate the key concepts of C language required for programming.							
4	Input/output functions and Control Structures	I/O functions, Decision Control Structures, Loop Control Structures, Case control structures, break and continue Statement, Conditional Statements and Exercises.	6	Analyze, Evaluate, Create	(Lecture, Exercises & discussion)		Write C programs to make use of I/O functions, Decision Control & Loop Control Structures and Conditional Statements.
LO: Understood the various control & loop structures with the help of programming exercises.							
5	Arrays and String Manipulation	Introduction to Arrays, One Dimensional Array, Multidimensional Array, Initialization, Declaration, Storage and Access Mechanisms on Array and Exercises. Introduction to Strings, Standard library string functions, Two Dimensional Array of characters.	6	Apply, Evaluate, Create	(Lecture, Exercises & discussion)		Write C programs to make use of Arrays & Strings.
LO: Understood the concepts of Arrays, Strings and various string functions with the help of programming exercises.							
6	Functions	Introduction to Functions, Function Declaration and Prototypes, Function Definition, Call by Value and Call by Reference, return statement, exit() function, Function with arguments, Calling Function with Array, Recursion in Function, Introduction to pointers.	6	Apply, Evaluate, Create	(Lecture, Exercises & discussion)		Write C programs to make use of User defined Functions & Pointers.
LO: Understood the various concepts of functions with the help of programming exercises.							

7	Structure & Union	Structure Definition, Giving Values to members, Structure initialization, Comparison of Structure variables, Array of Structure, Array within Structures, Structures within Structures, Passing Structures to Functions, Why use Structure, Features and Uses of Structures Union Definition and Declaration, Accessing a union Member, Union of Structures, Initialization of a Union Variable, Use of Union, Use of User Defined Type Declarations	6	Apply, Analyze, Evaluate, Create	(Lecture, Exercises, Presentations & discussion)	Write C programs to make use of Structures & Unions.
LO: Understood the various concepts of Structures & Unions with the help of programming exercises and get skilled for developing programs for complex problems.						

Text Book:

1. Y.P. Kanitkar, Let us C, B.P.B. Publication

Reference Books:

1. C -The Complete Reference, Tata Mcgraw Hill
2. Deitel & Deitel, C-How to Program.

Online Resources (Q3):

1. <https://nptel.ac.in/courses>.
2. <https://swayam.gov.in/explorer>

**INTERNATIONAL INSTITUTE OF PROFESSIONAL STUDIES,
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M. Tech. (IT) 5 Yrs. I SEMESTER
IT-105A : Fundamentals of Computer**

Course Type: - Core

Course Credits – 4 Theory, 2 Practical

Course Objective – To familiarize students with the core concepts and practices of computers and its working. To know the practical application of various automation tools like Microsoft Office environment, Web browser, Multimedia tools, etc.

Course Outcomes – After completion of the course, student will;

CO1: - To acquire clarity of the basic components and the design of CPU, ALU and Control Unit.

CO2: – To classify memory hierarchy and its concurrent access to the memory system, to train students thoroughly in different number system and their conversion.

CO3: – To correlate software identifies software types like Operating Systems and DBMS. Demonstrate detailed understanding of Microsoft Office environment.

CO4: – To use concepts of Networking, the Internet, and different terms related to the Security, Cryptography and Multimedia.

Course Content -

Unit No	Name	Contents	Hours	Targeted Levels of Blooms T. (Q1)	Content and Pedagogy (Q2)	Online Resources (Q3)	Assignment/Assessment/Discussion (Q4)
1	Introduction to Computer	Definition, Characteristics, Functions and applications of Computer, Components of a Computer: Hardware and Software. Block diagram of a computer: Input devices, Output devices, CPU, Memory. Classification of computer, Generation of computer. LO: Comprehend the definition, characteristics, functions, and applications of a computer, elaborate its hardware and software components, interpret the input/output devices, CPU, and memory, and classify computer generations.	6 Hrs	1 and 2*	Ch. 1-4 from Alexis Leon & Ch. 1-2 from D.P. Nagpal (Lecture and discussion)	Some useful web link given below**	Assignment/Assessment given below***
2	Data Representation	Number system - Binary, Octal, Decimal, Hexadecimal and its conversion. Computer software: System software and Application software. Computer languages: Machine, Assembly, High level and Fourth generation languages.	6 Hrs	1, 2, 3 and 6*	Ch. 3, 8 from D.P. Nagpal & Ch. 10, 12		

		<p>LO: Demonstrate a comprehensive understanding of number systems and their conversions differentiate between system software and application software, and identify the characteristics and differences of computer languages.</p>			from P.K. Sinha (Lecture, discussion and numerical exercise)		
3	Introduction to Operating System & DBMS	<p>Definition and functions of an Operating System, Type and classification of Operating Systems. Introduction to Data Base Management System: Introduction, Quality of information, What is Database, DBMS? Why a database, DBMS? Types of DBMS.</p> <p>LO: Define and explain the functions of an Operating System, distinguish between various types and classifications of Operating Systems, understand the fundamentals of DBMS, evaluate the quality of information, and comprehend the significance and types of DBMS in the context of managing databases efficiently.</p>	6 Hrs	1 and 2*	Ch. 10 from D.P. Nagpal & Ch. 29 from Alexis Leon (Lecture and discussion)		
4	Microsoft Office Environment - I	<p>Microsoft Word: Working with Word, Typing and Editing, Formatting Text, Page design and layout, Adding tables, Using graphs, Mail merge. Microsoft Excel: Working with excel, Entering data, formatting, Customizing workplace, Calculation in worksheet, Adding charts and Explore features of excel.</p> <p>LO: Proficiently navigate and utilize Microsoft Word for typing, editing, text formatting, page design, table insertion, graph creation, and mail merge, as well as demonstrate proficiency in Microsoft Excel by effectively entering data, formatting cells, customizing the workplace, performing calculations in worksheets, adding charts, and exploring various features of Excel.</p>	6 Hrs	1, 2, 3 and 6*	Ch. 6-11 from Sanjay Saxena (Lecture, discussion and creation)		

5	Microsoft Office Environment - II	<p>Microsoft–PowerPoint: Working with PowerPoint, Adding Text, Including Multimedia, Customize PowerPoint. Microsoft Access: Creating database, addition and deletion of records, searching, sorting and indexing the records, Creating tables and records, Explore features of Access.</p> <p>LO: Skillfully uses Microsoft PowerPoint to create presentations, add text and multimedia elements, and customize PowerPoint features, as well as demonstrate proficiency in Microsoft Access by creating databases, managing records through addition, deletion, searching, sorting, and indexing, creating tables, and effectively exploring various features of access.</p>	6 Hrs	1, 2, 3 and 6*	Ch. 12-13 from Sanjay Saxena (Lecture, discussion and creation)		
6	Internet and World Wide Web	<p>Introduction, Internet access, Internet basics, Internet protocols, Internet addressing, Web pages and HTML, Web browser and search engines, Electronic mail. Computer Security: Physical access restriction, Passwords, Firewalls, Cryptography, Computer virus, Bombs and worms. Antivirus software. Introduction of MSDOS.</p> <p>LO: Demonstrate a comprehensive understanding of the Internet, including its web browsers, search engines, and electronic mail; possess knowledge of computer security measures such as physical access restriction, passwords, firewalls, cryptography, and computer viruses as well as the use of antivirus software.</p>	6 Hrs	1 and 2*	Ch. 18 from P.K. Sinha & Ch. 23-26 from Alexis Leon (Lecture and discussion)		
7	Introduction to Multimedia	<p>Introduction, Multimedia in entertainment, Multimedia in software training, education training etc., Multimedia server and databases, Multimedia tools.</p> <p>LO: Explain the fundamental concepts of multimedia, its applications in entertainment and software training, as well as its implementation in multimedia servers and databases, and gain proficiency in using various multimedia tools for creating and manipulating multimedia content.</p>	4 Hrs	1 and 2*	Ch. 19 from P.K. Sinha & Ch. 36-37 from Alexis Leon (Lecture and discussion)		

* 1-Remember, 2-Understand, 3-Apply, 4-Analyze, 5-Evaluate, 6-Create

Books and Reading:

1. Alexis Leon, Introduction to Computer, Leon Press and Vikas Publications.
2. Alexis Leon, Introduction to Information Technology, Leon Press and Vikas Publications.
3. P.K. Sinha, Fundamentals of Computers, BPB Publications.

4. D.P. Nagpal, Computer Fundamentals, S. Chand Publications.
5. Sanjay Saxena, M.S. Office for Everyone, Vikas Publications.
6. Peter Norton's, Introductions to Computer, Galgotia Publications.
7. R.K. Taxali PC Software for Windows Made Simple, Tata McGraw Hills, New Delhi.

****Online Resources (Q3):**

1. <https://nptel.ac.in/courses>
2. <https://swayam.gov.in/explorer>
3. <https://ncert.nic.in>
4. <https://www.geeksforgeeks.org>
5. <https://www.nielit.gov.in>
6. <https://swayamprabha.gov.in/>
7. <https://www.education.gov.in/ict-initiatives>

*****Assignment/Assessment/Discussion (Q4):**

Assignment - 1 MS-Office -Word

Assignment -1.1

1. Format text color, bold, and size at least 75% of the time
2. Insert a file INTO an existing Word document
3. Format text into columns
4. Insert a picture from Clip Art and the Design Gallery Live at least 75% of the time
5. Change text wrapping around a picture at least 75% of the time
6. Apply borders and shading to a whole page using the Format Borders and Shading command

Assignment -1.2

Open a blank Microsoft Word document. You can use Microsoft ClipArt, or Clips Online, to do the following practice exercises.

Insert a picture of a sun or sunset - Use Format->Size to resize the picture to 1.5" wide Use In-Line Text Wrapping.

Next to the picture type - The weather is great!

Insert a picture of a camera - Change the Text Wrapping to Tight Resize the picture to be 2.5 inches tall Place the picture to the bottom of the page.

Insert a picture of a beach - Format Text Wrapping to Tight Place the picture into the center of the page Add a thick BLUE border around the picture Crop the picture 5 inches from the left.

Save your practice document and name it - Beginning Word Practice 2<your name>

Assignment -1.3

Create a Letter - Example below:

Type the company name and address

Open a blank Microsoft Word document. Type the following information:

Indian house Academy, 8923 Park dale, New Delhi, BC, V9B 4G9, 474-5311

Select all of the text and use the Font options to format the type:Tahoma, 12 point, bold, centered, and dark red

Select the first line of type and make it 14 point.

Insert a Picture from ClipArt - Search for a photo or cartoon of a light house Select an image and Download it. Use one of the pictures for a company logo Resize the picture Center it above the Company name and address.

Insert the Date and Time - Remember, the default Date and Time updates automatically. This option is not appropriate for medical or legal documents that must be date/time stamped, but is fine for this exercise.

Type a sample business letter:

Dear Mr. Chalifour,

Write in complete sentences and in paragraph form 10 things you like about Lighthouse ChristianAcademy.

Sincerely, Your Name

Assignment -1.4

4.1 Create a Resume.

Assignment - 2

MS-Office - Excel Spreadsheets

Exercise 1.1 – Creating a Spreadsheet

Exercise 1.2 – Changing the look and style

Exercise 1.3 – Adding Formulae

Exercise 1.4 – Adding a Row to a Spreadsheet

Exercise 1.5 – Making a Graph of the Data

Exercise 1.6 – Multiple Sheets

Exercise 1.7 – Dynamic Linking & Explore More Advanced Excel Functions Advanced Word Techniques

Exercise 2.1 – Building a Word Template

- Exercise 2.2** – Updating Normal.dot
- Exercise 2.3** – Inserting a Table of Contents
- Exercise 2.4** – Inserting Cross-References Composite Documents
- Exercise 3.1** – Producing a Spreadsheet
- Exercise 3.2** – Making a Graph of the Data
- Exercise 3.3** – Making a Drawing
- Exercise 3.4** – Adding a Picture to the Document
- Exercise 3.5** – Adding a Table to the Document
- Exercise 3.6** – Adding a Graph to the Document
- Exercise 3.7** – Adding an Object

Assignment - 3

MS-Office - Power point presentation

Assignment – 3.1

Add new slides at least 75% of the time, Enter and edit text in a slide at least 75% of the time. Insert a Text Box at least 75% of the time, Format the fill and border of a Text Box, Change text direction and Text alignments in Text boxes, Format text size, font face, color, and bold at least 75% of the time Format Slide background.

Assignment – 3.2

The Learner will be able to: Insert and Format Slide Text. Insert Picture from Clip Art at least 75% of the time, Format picture using Picture Tools at least 75% of the time, Insert an AutoShape, Format AutoShape color and lifestyle at least 75% of the time, Group and move Objects.

Assignment – 3.3

Create a new PowerPoint using a Design template. Insert and Format pictures from ClipArt or from Files at least 75% of the time. Use and modify animations at least 75% of the time, Add Sound to Custom Animation Effects. Insert slide transitions and modify the timing, View the Slide Show at least 75% of the time.

Assignment – 3.4

Change the View to Slide Master at least 75% of the time. Use the Slide Master to change the text formatting at least 75% of the time, add an image to the Slide Master at least 75% of the time. Modify the Slide Background, Edit the Footer. Close the Slide Master and Return to the Normal View at least 75% of the time, Add sample text and review the slide design.
