

INTERNATIONAL INSTITUTE OF PROFESSIONAL STUDIES

DEVI AHILYA UNIVERSITY, INDORE

M. Tech. (IT) 5 Years

Batch - 2K21

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**

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

Objectives:

- Understand basic concepts of Partial differentiation, Maxima & Minima of the function, convergence and divergence of the series.
- Solve mathematical problems based on the course material.
- To develop mathematical skills and methods appropriate for students in the computer science.
- To prepare students for more advanced mathematical courses.

Course Contents:

UNIT I

Review of the basic concepts of calculus: Introduction, concepts of function of one variable, Idea of limit, continuity and differentiability of the function.

UNIT II

Successive differentiation: Successive differentiation, Rolle's Theorem, Mean value theorem, Taylor's theorem, Taylor's and Mac Lauren series, Intermediate forms.

Application of differentiation: Tangents and normals, Curvature, Maxima and Minima of the function sketching of curves (Cartesian and polar form) Asymptotes.

UNIT III

Integration: integration of Rational, irrational, and Transcendental function, Reduction formula, Integral as the limit of the sum, summation of series.

UNIT IV

Partial Differentiation: Partial Differentiation function of several variable, limit continuity and differentiability, partial derivatives, Euler's theorem, Mean value theorem, Taylor's theorem

UNIT V

Maxima and Minima: Maxima and minima of function of two and three variables.

Convergence Divergence: Convergence and Divergence of series, Definition and various tests.

Text Books:

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

Reference Books:

1. H.K. Pathak, Calculus For IInd Yr.
2. R.B. Thakur, Advanced Calculus.

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

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

Objectives:

- The student will understand the need to reflect upon interpersonal communication practices
- The student will gain knowledge of concepts, theories, and research findings in interpersonal communication.
- The student will develop and practice communication skills in a supportive environment.

Course Contents:

UNIT I : Fundamentals of Communication and Self Discovery :

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 yourself, SWOT analysis: Benefits, SWOT analysis grid

UNIT II: Perception and Attitude

Perception: Introduction, Meaning, Factors, Process, Improving perception, Application in organizations.

Attitude: Introduction, Meaning, Features, Attitude and Behavior, Formation of attitude, Change of attitude, Attitude in a workplace, The power of positive attitude: Developing positive attitude, Obstacles in developing positive attitude, positive attitude and its results, Examples, Negative attitude: Staying negative, Overcoming negative attitude, Negative attitude and its results.

UNIT III: Group Discussion and Interview

Group Discussion :Meaning, Skills requires 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.

UNIT IV: Written Communication and Effective Listening

Written Communication: Skills required in written communication, preparing project report, business correspondence writing Bibliography , Drafting E-mails.

Effective Listening : commandments of listening , types of listening, Barriers to Listening, Importance of listening skills in Business.

UNIT V: Interpersonal communication and Transactional Analysis

Interpersonal communication - Introduction and Importance of Interpersonal communication, elements and types of interpersonal communication, Transactional Analysis, Johari Window.

Text Books:

1. D. Fisher, Communication in Organizations, latest edition, Jaico Publishing House, India.
2. S. Taylor, Communication for Business, latest edition, Pearson Education.

Reference Books:

1. William V. Ruch, Business Communication, Maxwell Macmillan, New York.
2. Lani Arredono, The McGraw-Hill 36-Hour Course: Business Presentation, McGraw-Hill, New York.
3. Bill Scott, The Skills of Communication, Jaico, Bombay.
4. Ronald E. Dulek and John S. Fielden, Principles of Business Communication, McMillan, New York.
5. Effective Technical Communication by M Ashraf Rizvi
6. Business Communication by Raman & Singh
7. M.Raman and P.Singh, Business Communication, latest edition, Oxford University Press, India.
8. M. E. Guffy, Essentials of Business Communication, latest edition, Thomson Publishers.

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

Aim of Course: To understand basic concepts of digital logic, its operations, principles and applications.

Objectives:

The course is designed to make students:

- Understand number systems and codes, and Boolean Algebra
- Understand TTL and CMOS circuit characteristics, followed by logic devices such as flip-flops, code converters, counters, multiplexers, and registers.

Course Contents:

UNIT I

Binary Systems and logic circuits. Decimal, Binary, Octal, Hexadecimal numbers and their inter conversions. ASCII, Gray, Excess-3, 8-4-2-1, Error detecting and BCD codes. Logic Gates. Boolean algebra. Demorgan's theorem. Binary addition and subtraction. Unsigned Binary numbers, Signed binary numbers. 2's complement representation and its arithmetic.

UNIT II

Circuit analysis and design.

Boolean laws and theorems. Sum of Product and Product of Sum simplification. Two, three and four variable karnaugh map. NAND and NOR implementation. Other two level implementation. Don't care conditions.

UNIT III

Combinational circuits.

Design procedure. Half adder, full adder, adder-subtractor circuit. Code converters. Various logic circuits. Multilevel NAND circuit. Multilevel NOR circuit. Data Processing circuits.

Multiplexers, demultiplexers, decoders and encoders. Binary parallel adder, look ahead carry generator, magnitude comparator, ROM, PROM, PLA.

UNIT IV

Sequential circuit.

Flip-flops, triggering of flip-flops. Analysis of clocked sequential circuits, state reduction and assignment, flip-flop excitation tables.

UNIT V

Registers, counters and integrated circuits.

Design of counters, registers, shift registers. Ripple counters, synchronous counters. TTL logic families.

Text Books:

1. Taub H. and Schilling D, Digital Integrated Electronics
2. Ronald J. Tocci, Digital System: Principles and application

Reference Books:

1. M. Morris Mano, Digital Logic and Computer Design.
2. Malvino A.P. and Leach D.P, Digital Principals and Application.
3. Taub H. and Schilling D, Digital Integrated Electronics

**INTERNATIONAL INSTITUTE OF PROFESSIONAL STUDIES, DEVI AHILYA
UNIVERSITY, INDORE**

M. Tech. (IT) 5 Yrs. I SEMESTER

IT-104A: Programming Using 'C'

Aim of Course: To develop logic of problem solving and learn basics of programming methodologies

Objectives:

- Develop the logic for the given problem
- Recognize and understand the syntax and construction of C code
- To gain experience of procedural language programming
- Know the steps involved in compiling, linking and debugging C code
- Apply all the concepts that have been covered in the theory course

Course Contents:

UNIT I

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.

History of C Language, Feature 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 Exercise.

UNIT II

Useful terms of Language: Data types, The C character set, Constants, Variables, Keywords, C Instructions, Type Modifier, Storage class specifies, Storage classes in C and Exercises. 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.

UNIT III

Control Structure in C : Decision Control Structures, Loop Control Structures, Conditional Statements and Exercises, break Statement, The continue Statement.

Console Input and Output: Introduction to Input/Output, Unformatted and Formatted Input/Output Function.

UNIT IV

Array : Introduction to Array, One Dimensional Array, Multidimensional Array, Initialization, Declaration, Storage and Access Mechanisms on Array and Exercises. String Manipulation: Introduction to Strings, Two Dimensional Array of characters.

Function : 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, Command Line, Arguments, Recursion in Function

UNIT V

Structure : 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 : 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.

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.

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

Aim of Course: To make students understand basics of computer and its working.

Objectives:

- To make students aware of basic units and model of computer.
- To understand number system for data representation in computer.
- Understand basics of Operating system and DBMS.
- Learn working with MS Office and Internet.

Course Contents:

UNIT I

Introduction to Computer: Definition, Characteristics, functions and applications of a 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. Data representation and computer software: Number system-Binary, Decimal, Octal, Hexadecimal and its conversion. Computer software: system software and application software. Computer languages: Machine, Assembly, High level and Fourth generation languages

UNIT II

Introduction to Operating System: 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

UNIT III

Microsoft office environment: 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, advanced features of excel. 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, advance features of Access.

UNIT IV

Internet and World Wide Web: 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. MSDOS: DOS features, External and Internal Commands, Managing disks, advanced command techniques, working with batch programs. Microsoft Windows and its environment

UNIT V

Introduction to Multimedia: Introduction, Multimedia in entertainment, Multimedia in software training, Multimedia in education training, Multimedia server and databases, Multimedia tools.

Text Books:

1. Alexis Leon, Introduction to Computer.
2. Alexis Leon, Introduction to Information Technology.

Reference Books:

1. P.K.Sinha , Fundamentals of computers .

**INTERNATIONAL INSTITUTE OF PROFESSIONAL STUDIES, DEVI AHILYA
UNIVERSITY, INDORE
M. Tech. (IT) 5 Yrs. I SEMESTER
IT-107E Programming using 'C' Lab**

Assignment

Simple/Basic programs

1. WAP for addition, subtraction, multiplication, division, modulo following numbers
 - a. 2 or 3 integer numbers.
 - b. 2 or 3 characters.
 - c. 2 or 3 Real numbers.
2. Write the code for creating global (Integer, Character and Real) and local variables?
3. Write a program to exchange values of following numbers
 - a. 2 or 3 (integer, real, characters) numbers using 3rd variable.
 - b. 2 or 3 (integer, real, characters) numbers without 3rd variable.
4. Write a program to calculate result for following formulas :
 - a. Simple interest.
 - b. Compound interest.
 - c. Area and circumference of circle.
 - d. Area and perimeter of rectangle.
 - e. Area of a rectangle
 - f. Area of a triangle
 - g. Convert temperature from Centigrade to Fahrenheit.
 - h. WAP to convert temperature from Fahrenheit to Centigrade.
 - i. Convert & print this distance of 2 cities in meter, feet, inches & centimeter.
 - j. $(a+b)^2$, $(a+b)^3$, $(a-b)^2$, $(a-b)^3$
 - k. Display square and cube of a number
5. Write a program to perform following operation with entered single character:
 - a. Upper case and print it in lower case.
 - b. Lower case and print it in upper case.

If-else

1. Write a program to perform following operation:
 - a. Find out the maximum and minimum number between two numbers.
 - b. Find out the maximum and minimum number between three numbers.
 - c. Check whether enter number is positive, negative or zero
 - d. Check whether enter number is odd or even number.
2. Any character is entered through the keyboard, WAP using conditional operator to determine whether the
 - a. Character entered is a small case alphabet or not.
 - b. Special symbol or not.
3. Any year is input through the keyboard. WAP to determine whether the year is leap year or not.
4. WAP while purchasing certain items, a discount of 10% is offered if the quantity purchased is more than 1000. If quantity and price per item are input through the keyboard, then to calculate the total expenses.
5. The current year and the year in which the employee joined the organization are entered through the keyboard. If the number of years for which the employee has served the organization is greater than 3 then a bonus of Rs. 2500/- is given to the employee. If the years of service are not greater than 3, then program should not do anything.
6. In a company an employee is paid as under :
If his basic salary is less than Rs. 1500, then HRA=10% of basic salary

and DA=90% of basic salary. If his salary is either equal to or above Rs.1500, then HRA=Rs. 500 and DA=98% of basic salary. If the employee's salary is entered through the keyboard WAP to find his gross salary.

7. The marks obtained by a student in 5 different subjects are input through the keyboard. The student gets a division as per the following rules:
- Percentage above or equal to 60 - First Division
 - Percentage between 50 and 59 - Second Division
 - Percentage between 40 and 49 – Third Division
 - Percentage less than 40- Fail

Write a program to calculate and print the total, percentage, division obtained by the student.

8. If the cost price and selling price of an item is input through the keyboard, Write a program to determine whether the seller has made profit or incurred loss. Also determine how much profit he has made or loss he incurred.

Loop

Note: Create following programs by all loops (for, while, do-while)

1. Write a program to perform following operations:
 - a. Print numbers from 1 to n.
 - b. Print all odd and even numbers from 1 to n.
2. Write a program to perform following operations:
 - a. Add and print result from numbers from 1 to n.
 - b. Add and print result of all odd and even numbers from 1 to n individually.
 - c. Multiply and print result from numbers from 1 to n.
 - d. Multiply and print result of all odd and even numbers from 1 to n individually.
3. Write a program to input 5 digit number and perform following operations:
 - a. Print reverse of the given number
 - b. Input 5 digit number and Sum of the digits of the number.
 - c. Sum of the first and last digit of this number.
4. Write a program to perform following operations:
 - a. Generate Fibonacci series up to given number
 - b. Find a factorial of given number
 - c. Find a given number is prime or not
 - d. Input base and power as a number and calculate power of base number
 - e. Print table of a number
 - f. Print all prime number from 1 to 500
 - g. Print all Armstrong numbers from 1 to 500
5. Write a program to perform following operation with matrix (size can be assumed by own).
 - a. Addition of 2 matrixes
 - b. Multiplication of 2 matrixes
 - c. Transpose of a matrix.
6. Write a program to print following pyramids with the help of nested loops:

a.
1
2 2 2
3 3 3 3 3

b.
1
3 3 3

5 5 5 5 5

c.

1
2 4
3 6 9
4 8 12 16

d.

1
2 2
3 3 3
4 4 4 4
5 5 5 5 5

e.

* * * * *
* * * * *
* * *
*

f.

*
* * *
* * * * *
* * * * * * *

g.

*
* *
* * *
* * * * *
* * * * *

h.

*
* *
* * *
* * * *
* * * * *

i.

* * * * *
* * * * *
* * *
* *
*

j.

* * * * *
* * * *
* * *
* *
*

7. Write a program to print following series till user wants:
 - a. $\frac{1}{2}(x-1)/x + \frac{1}{2}(x-1/x)^2 + \frac{1}{2}(x-1/x)^3 + \dots$
 - b. $1/! 1 + 2/! 2 + 3/! 3 + \dots$
 - c. $S = 1 + x + x^2 + x^3 + \dots + x^n$.
 - d. $S = 1*2 + 2*3 + 3*4 + \dots + n * (n+1)$.
8. If 5 digit number is input through keyboard, then WAP to print a new number by adding one to each digit. For ex. If the input is 12391 then output should be 23402.

Switch

1. WAP to enter a character from user, check and print it is vowel or consonant.
2. Write a program to create menu for following operators :
 - a. Arithmetic operator
 - b. Modulo operator
 - c. Relational operator
 - d. Logical operator e. Bitwise operator
3. Design any menu to perform nested switch-case for restaurant.
4. Write a program to design a menu
 - a. For week (0 for Sunday and 6 for Saturday). Take corresponding number between 0-6 and print day according to given number.
 - b. For year (1 for January and 12 for December). Take corresponding number between 1-12 and print month according to given number.

String

1. Write a Program:
 - a. To print the first letter of your name using special character.
 - b. Input a character from user and display its ASCII number on screen.
 - c. Input an ASCII value from user and display its character on screen.
2. Write a program to perform following operations with string:
 - a. Find length of a string given by the user
 - b. Copy one string in to another string given by the user
 - c. Concatenate one string with another string given by the user
 - d. Compare one string with another string given by the user
 - e. Convert lower case string in to upper case letter given by user
 - f. Convert upper case string in to lower case letter given by user
 - g. Reverse a string given by user
 - h. Count the number of occurrences of a letter in string given by user
 - i. Sets all characters of a string to a given character by user
 - j. Check input string is palindrome or not
 - k. Input a line from the user and print number of spaces present in it.
 - l. Input string from the user and count number of upper and lower alphabets in the string.

Array

Notes: You can take assumption for all array size. (Array: 1D, 2D and 3D with Integer, Float and Character)

1. Write a program to enter 10 numbers

- a. Input a number and search that number in a list of 10 elements. If it is found print message "Number is found" otherwise print message "Number is not found".
- b. Count and print total number of odd and even numbers in the list.
- c. Count and print total number of positive, negative numbers and zeros.
- d. Print sum of all odd and even numbers individually.
- e. Print the sum of first and last index element.
- f. Copy one array into another array.
- g. Display reverse of array elements.
- h. Find out total and average of all elements in array.

Function

1. A 5-digit positive integer is entered through the keyboard, write a function to calculate sum of digit of the 5-digit number :
 - i. Without using recursion
 - ii. Using recursion
2. Write a program to perform following operations with recursion
 - i. Sum of first 25 natural numbers.
 - j. Multiply of first 25 natural numbers.
 - k. Factorial of a number

Pointer

Notes: Print all necessary notation of pointer.

1. WAP to implement pointer working. (Pointer pointing to single variable)
2. WAP to implement pointer to pointer concept and print all possible notation of pointer (Pointer pointing to pointer)
3. WAP to implement single pointer pointing to array (1-D, 2-D, 3-D) (scanning and printing elements by pointer).
4. WAP to implement double pointer pointing to 2-D array (scanning and printing elements by pointer).
5. WAP to implement pointer pointing to function.
6. WAP to implement pointer pointing to structure.
7. WAP to implement multiple different pointers pointing to different variable.
8. WAP to implement multiple different pointers pointing to 1-D array.
9. WAP to implement array of pointer pointing to different variables.
10. WAP to implement array of pointer pointing to 1-D and 2-D array.
11. WAP to implement void pointer pointing to all data types variables.
12. WAP to implement array of void pointer.
13. WAP to implement array of pointer to string.
14. WAP to implement pointer to an array.
15. WAP to take 1-D array size through malloc, calloc, free functions.
16. WAP to implement 2-D array size through malloc, calloc, free functions.

Structure

1. Create a structure to specify data on students given below: Roll number, Name, Department, Course, Year of joining
Assume that there are not more than 450 students in the collage.
 - (a) Write a function to print names of all students who joined in a particular year.
 - (b) Write a function to print the data of a student whose roll number is given.
2. Create a structure to specify data of customers in a bank. The data to be stored is: Account number, Name, Balance in account. Assume maximum of 200 customers in the bank.
 - (a) Write a function to print the Account number and name of each customer with balance below Rs. 100.
 - (b) If a customer request for withdrawal or deposit, it is given in the form: Acct. no, amount, code (1 for deposit, 0 for withdrawal)

Write a program to give a message, "The balance is insufficient for the specified withdrawal".

3. There is a structure called **employee** that holds information like employee code, name, and date of joining. Write a program to create an array of the structure and enter some data into it. Then ask the user to enter current date. Display the names of those employees whose tenure is 3 or more than 3 years according to the given current date.
4. Write a menu driven program that depicts the working of a library. The menu options should be:
 1. Add book information
 2. Display book information
 3. List all books of given author
 4. List the title of specified book
 5. List the count of books in the library
 6. List the books in the order of accession number
 7. Exit
5. Create a structure called **library** to hold accession number, title of the book, author name, price of the book, and flag indicating whether book is issued or not.

File Handling

1. There are 100 records present in a file with the following structure: struct date


```

      {
      int d, m, y ;
      } ;
      struct employee
      {
      int empcode[6] ;
      char empname[20] ;
      struct date join_date ;
      float salary ;
      } ;
      
```

Write a program to read these records, arrange them in ascending order of **join_date** and write them in to a target file.
2. A hospital keeps a file of blood donors in which each record has the format: Name: 20 Columns
Address: 40 Columns
Age: 2 Columns
Blood Type: 1 Column (Type 1, 2, 3 or 4)
3. Write a program to read the file and print a list of all blood donors whose age is below 25 and blood is type 2.
Given a list of names of students in a class, write a program to store the names in a file on disk. Make a provision to display the **nth** name in the list (**n** is data to be read) and to display all names starting with S.
4. In a small firm employee numbers are given in serial numerical order, that is 1, 2, 3, etc.
 - Create a file of employee data with following information: employee number, name, sex, gross salary.
 - If more employees join, append their data to the file.
 - If an employee with serial number 25 (say) leaves, delete the record by making gross salary 0.
 - If some employee's gross salary increases, retrieve the record and update the salary.

Write a program to implement the above operations.
5. Write a program to read a list of words, sort the words in alphabetical order and display them one word per line. Also give the total number of words in the list. Output format should be: Total Number of words in the list is _____
Alphabetical listing of words is:

Assume the end of the list is indicated by **ZZZZZZ** and there are maximum in 25 words in the Text file.
6. Write a C program to read a large text file 'NOTES.TXT' and print it on the printer in cut-sheets, introducing page breaks at the end of every 50 lines and a pause message on the screen at the end of every page for the user to change the paper.

**INTERNATIONAL INSTITUTE OF PROFESSIONAL STUDIES, DEVI AHILYA
UNIVERSITY, INDORE
M. Tech. (IT) 5 Yrs. I SEMESTER
IT-109: Fundamentals of Computer Lab**

Assignments

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

Working with Pictures

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 lighthouse
Select an images 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 Christian Academy.

Sincerely, Your Name

Assignment -1.4

4.1 Create a Resume.

Assignment - 2

MS-Office - Excel Spreadsheets

1. Introduction

- 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

2. 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

3.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

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

Assignment 3.2

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

Assignment 3.3

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

Assignment 3.4

1. Change the View to Slide Master at least 75% of the time
 2. Use the Slide Master to change the text formatting at least 75% of the time
 3. Add an image to the Slide Master at least 75% of the time
 4. Modify the Slide Background
 5. Edit the Footer
 6. Close the Slide Master and Return to the Normal View at least 75% of the time
 7. Add sample text and review the slide design
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