

CS307ES: IT WORKSHOP

B.Tech. II Year I Sem.

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Course Objectives:

- The IT Workshop is a training lab course to get training on PC Hardware, Internet & World Wide Web, and Productivity tools for documentation, Spreadsheet computations, and Presentation.
- To introduce to a personal computer and its basic peripherals, the process of assembling a personal computer, installation of system software like MS Windows, Linux and the required device drivers, hardware and software level troubleshooting process.
- To introduce connecting the PC on to the internet from home and workplace and effectively usage of the internet, Usage of web browsers, email, newsgroups and discussion forums. To get knowledge in awareness of cyber hygiene, i.e., protecting the personal computer from getting infected with the viruses, worms and other cyber attacks.
- To introduce the usage of Productivity tools in crafting professional word documents, excel spreadsheets and power point presentations using open office tools and LaTeX.

Course Outcomes:

- Apply knowledge for computer assembling and software installation.
- Ability how to solve the trouble shooting problems.
- Apply the tools for preparation of PPT, Documentation and budget sheet etc.

PC Hardware: The students should work on working PC to disassemble and assemble to working condition and install operating system like Linux or any other on the same PC. Students are suggested to work similar tasks in the Laptop scenario wherever possible.

Problem 1: Every student should 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. Every student should disassemble and assemble the PC back to working condition.

Problem 2: Every student should individually install operating system like Linux or MS windows on the personal computer. The system should be configured as dual boot with both windows and Linux.

Problem 3: 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.

Problem 4: 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.

Internet & World Wide Web.

Problem 5: 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 how to access the websites and email.

Problem 6: Web Browsers, Surfing the Web: Students customize their web browsers with the LAN proxy settings, bookmarks, search toolbars and pop up blockers. Also, plug-ins like Macromedia Flash and JRE for applets should be configured.

Problem 7: Search Engines & Netiquette: Students should know what search engines are and how to use the search engines. Usage of search engines like Google, Yahoo, ask.com and others should be demonstrated by student.

Problem 8: Cyber Hygiene: Students should learn about viruses on the internet and install antivirus software. Student should learn to customize the browsers to block pop ups, block active x downloads to avoid viruses and/or worms.

Problem 9: Develop home page: Student should learn to develop his/her home page using HTML consisting of his/her photo, name, address and education details as a table and his/her skill set as a list.

Productivity tools: LaTeX and Word

Word Orientation: An overview of LaTeX and Microsoft (MS) office / equivalent (FOSS) tool word should be learned: Importance of LaTeX and MS office / equivalent (FOSS) tool Word as word Processors, Details of the three tasks and features that should be covered in each, using LaTeX and word – Accessing, overview of toolbars, saving files, Using help and resources, rulers, format painter.

Problem 10: Using LaTeX and Word to create project certificate. Features to be covered:- Formatting Fonts in word, Drop Cap in word, Applying Text effects, Using Character Spacing, Borders and Colors, Inserting Header and Footer, Using Date and Time option in both LaTeX and Word.

Problem 11: Creating project abstract Features to be covered:-Formatting Styles, Inserting table, Bullets and Numbering, Changing Text Direction, Cell alignment, Footnote, Hyperlink, Symbols, Spell Check, Track Changes.

Problem 12: 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, Paragraphs in word.

Problem 13 - Spreadsheet Orientation: Accessing, overview of toolbars, saving spreadsheet files, Using help and resources. **Creating a Scheduler:-** Gridlines, Format Cells, Summation, auto fill, Formatting Text

Problem 14: Calculating GPA - .Features to be covered:- Cell Referencing, Formulae in spreadsheet – average, std. deviation, Charts, Renaming and Inserting worksheets, Hyper linking, Count function, Sorting, Conditional formatting.

Problem 15: Creating Power Point: Student should work on basic power point utilities and tools in Latex and Ms Office/equivalent (FOSS) which help them create basic power point presentation. PPT Orientation, Slide Layouts, Inserting Text, Formatting Text, Bullets and Numbering, Auto Shapes, Lines and Arrows, Hyperlinks, Inserting Images, Tables and Charts

REFERENCE BOOKS:

1. Introduction to Information Technology, IITL Education Solutions limited, Pearson Education.
2. LaTeX Companion – Leslie Lamport, PHI/Pearson.
3. Comdex Information Technology course tool kit Vikas Gupta, WILEY Dreamtech
4. IT Essentials PC Hardware and Software Companion Guide Third Edition by David Anfinson and Ken Quamme. – CISCO Press, Pearson Education.
5. PC Hardware and A+ Handbook – Kate J. Chase PHI (Microsoft)