



**Government of Telangana, Collegiate Education,
M.A.L.D. Govt. Arts & Science College, Gadwal – 509125,
Jogulamba Dist., Telangana State**



**TELANGANA SKILLS AND KNOWLEDGE CENTER
(TSKC)**

**2Months Certificate Course Training Programme
on Libre Office Suite Cale..**

In month Dec2016 & Jan 2017




NOTICE

Date: 26-11-2016

All the III B.A /B.Com Students kindly informed that TSKC Department of this college conducting 2Months Certificate Course Training Programme on Libre Office Suite Calc. In month Dec2016 & Jan 2017 onwards Students who are interested may registered their Names with the TSKC Lab

Principal


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LibreOffice-Suite-Base-Instruction-Sheet-English.pdf - Adobe Reader

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Find

Instruction Sheet for LibreOffice Base
Spoken Tutorial Team
IIT Bombay

1 Online / Offline content

- The online content of Spoken Tutorials can be accessed from :
<http://spoken-tutorial.org/tutorial-search/>
- You can also download the Spoken Tutorials for offline learning from :
<http://spoken-tutorial.org/odcontent/>
- From this link download the FOSS categories in the language you wish to learn.
- The Spoken Tutorial content will be downloaded as a zip file on your machine.
- Extract the contents of the zip file & access them.

2 The procedure to practise

- You have been given a set of spoken tutorials and files.
- You will typically do one tutorial at a time.
- You may listen to a spoken tutorial and reproduce all the steps shown in the video.
- If you find it difficult to do the above, you may consider listening to the whole tutorial once and then practise during the second hearing.

3 LibreOffice-Base

- Click on "Select FOSS" or "All FOSS Categories" drop-down and choose "LibreOffice-Base".
- Click on "Select Language" or "All Languages" drop-down and choose the language (English, Hindi, Marathi ...) in which you wish to learn.
- Click on "Submit" button.
- You will see a list of tutorials based on your selection.
- Start with the first tutorial in the displayed list.

4 First tutorial: Introduction

- Locate the topic "Introduction" and click on it.

2. To view the tutorial, click on the Play icon which is located in the player.

- The Pre-requisite will be visible below the player (only for Online contents).
- Outline, Assignments, Code Files and Slides are available below the player.
- Adjust the size of the browser in such a way that you are able to practice in parallel.

4.1 Instructions to practise on Windows OS

- The tutorials are explained on the Windows OS.
- It will be easy for the Windows users to follow, as instructed in the tutorial.

4.2 Instructions to practise on Linux OS

- From 1:30 min to 1:50 min, the tutorial shows how to install Java Runtime Environment in Windows OS.
- Skip the video from 2:24 to 2:49 min; this part shows how to install LibreOffice Suite in Windows OS.
- From 2:03 min to 2:20 min and 6:46 min to 7:10 min the tutorial shows how to open LibreOffice Base in Windows OS.
- Depending on which version of Ubuntu Linux you are using, you can try one of the following methods to open LibreOffice on your machine.
 - 10.04- Click on Applications >> Office >> LibreOffice.
 - 11.10 and above, Click on Dash Home >> Search bar appears >> type LibreOffice >> Click on the icon.

4.3 Instructions to practise

- Create a folder on the "Desktop" with your "Name-RollNo-Component". (Eg. "vin-04-Base").
- Give a unique name to the files you save, so as to recognize it next time. (Eg. "Practice1-rin").
- Remember to save all your work in your folder.

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Side-by-Side-Method-English.org

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Find

4.4 Common instructions for Assignments

- Attempt the Assignments as instructed in the tutorial.
- Save your work in your folder.

4.5 Common instructions to use Code files

- Click on the link "Code files" located below the player and save it in your folder.

(d) This will ensure that your files don't get over-written by someone else.

(e) Save your work from time to time, instead of saving it at the end of the task.

(b) Extract the downloaded zip file.

(c) You will see all the code/source files used in the particular tutorial.

(d) Use these files as per the instructions given in the particular tutorial.

6. Play-pause-practise the whole tutorial.

7. Once the tutorial is complete, choose the next tutorial from the playlist which is located on the right side or below the player.

8. Follow all the above instructions, till you complete all the tutorials in the series.

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SYLLABUS FOR

Name: LibreOffice Suite Calc

1.Promo of LibreOffice Suite

Foss : LibreOffice Suite Calc - English

Outline: - LibreOffice promo - Features of LibreOffice - Uses of LibreOffice - LibreOffice formats - LibreOffice tutorials in Spoken Tutorial - Applications of LibreOffice - LibreOffi..

2.Introduction to LibreOffice Calc

Foss : LibreOffice Suite Calc - English

Outline: Introduction to LibreOffice Calc. Various toolbars in calc Opening new document in calc Opening an existing document in calc Save and Close a document Workbook in calc Grid ..

3.Working with Cells

Foss : LibreOffice Suite Calc - English

Outline: Working with Cells Enter numbers Text Numbers as text Date and time in a spreadsheet. Use the Format Cells dialog-box. Navigate between cells and in between sheets Select it.

4.Working with Sheets

Foss : LibreOffice Suite Calc - English

Outline: Working with Sheets Inserting rows and columns Inserting and deleting sheets Renaming Sheets Deleting rows and columns Insert a single row or a single column.

5.Formatting Data

Foss : LibreOffice Suite Calc - English

Outline: Formatting Data Learn about Formatting borders Learn about background colors Formatting multiple lines Automatic Wrapping Merging Cell Shrinking text to fit the cell Merge..

6.Basic Data Manipulation



Foss : LibreOffice Suite Calc - English

Outline: Basic Data Manipulation Introduction to basics of Formula Sorting by Columns Basics of Filtering Data is equal to SUM Sort data AutoFilter Sorting in Descending order Sorti..

7.Working with data

Foss : LibreOffice Suite Calc - English

Outline: Working with data Selection lists Speed up using Fill tools Sharing content between sheets Removing data Replacing data Changing part of a data Different Fill tool Differen..

8.Using Charts and Graphs

Foss : LibreOffice Suite Calc - English

Outline: Using Charts and graphs in Calc Creating, editing and formatting charts Resizing and moving of charts. Chart formats Create a chart Data Series Format Selection Title option..

9.Images and Graphics

Foss : LibreOffice Suite Calc - English

Outline: Images and graphics in Calc Add Inserting an image file directly Add Inserting an image file from a graphics program Add Images Help of a clipboard Add Images From the galler..

10.Advanced Formatting and Protection

Foss : LibreOffice Suite Calc - English

Outline: Advanced Formatting and Protection Password protect a spreadsheet Password protect a single sheet Define Ranges for a database Use the Subtotal option Validate cells Datab..

11.Formulas and Functions

Foss : LibreOffice Suite Calc - English

Outline: Formulas and Functions Conditional Operator If..Or statement Basic statistic functions Rounding off numbers. SUM for addition PRODUCT for multiplication QUOTIENT for divis..

12.Linking Calc Data

Foss : LibreOffice Suite Calc - English



Outline: Linking Calc Data Referencing Working with Hyperlink Use of Hyperlink in C
Remove the hyperlink Cell referencing

Two Months Certificate Course I B.Sc Computer Student Details Report
Telangana Skills & Knowledge Center

S.No	First Name	Last Name	E-mail ID	Male / Female
1	Ofiyahusna	O.Ofiyahusna	ofiyahusna123@gmail.com	F
2	Swetha	S.Ganga	swethaganga7351@gmail.com	F
3	Chidhige	C.Thanuja	chidhigethanuja@gmail.com	F
4	Renuka	M.Renuka	mrenuka780@gmail.com	F
5	Anurdha	Gondla.Anurdha	anurdha24gondla@gmail.com	F
14	Bhuvanewari	T.Bhuvanewari	tskc.tbhuvanewari@gmail.com	F
7	V,Amurtha	V,Amurtha	amurthavarshinitskc@gmail.com	F
8	Mounika	Mounika	tskcmahankalimounika@	F
9	Golla	G.Rajeswari	tskcgollarajeswari@gmail.com	F
10	Pothu	P.Akhila	tskcakhila@gmail.com	F
11	Golla	G.Vani	tskc.vani@gmail.com	F
12	Neha	Neha	neha3103199@gmail.com	F
13	Sandhya	S.Sandhya	sandhya25121998@gmail.com	F
14	Poojari	P.Revathi	tskc.revathi47@gmail.com	F
15	Putta	P. Thanuja	tskcthanuja@gmail.com	F
16	S	S.Vyshnavi	svyshnavibangaram@gmail.com	F
17	Y	Y.Aswini	aswinireddyashu602@gmail.com	F
18	U	U.Bhargavi	bhargaviu97@gmail.com	F
19	U	U.Varalakshmi	varalakshmivaru559@gmail.com	F



20	D	D.Sravani	sravanibujji087@gmail.com	F
21	G	G.Mounika	mouni3861@gmail.com	F
22	Nikhitha	M.Nikhitha	nikkiyadav496@gmail.com	F
23	MD	MD.Mansura	manurabegum222@gmail.com	F
24	Mohd	M.Reshma	reshu2946@gmail.com	F
25	Vikram	P.Vikram	vikrapotula@gmail.com	M
26	T	T.Shiva Krishna	sk297191@gmail.com	M
27	Rakesh	R.Jaladurgam	rakesharjun1729@gmail.com	M
28	J	J. Shanker Nayak	shankernayakj569@gmail.com	M
29				
30				

Sguy
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Certificate of Participation

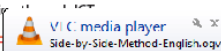
This is to certify that **ARUNA JOITHI ARUNAJOTHI** participated in the **LibreOffice Calc** training organized at **M.A.L.D. Government Arts & Science College, Gadwal** in **January 2017** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Impress** were covered in the training.

January 30th 2017


Prof. Kannan M Moudgalaya
IIT Bombay

Spoken Tutorial is a project at IIT Bombay, started with funding from the National Mission on Education
Ministry of Education (previously MHRD), Govt. of India



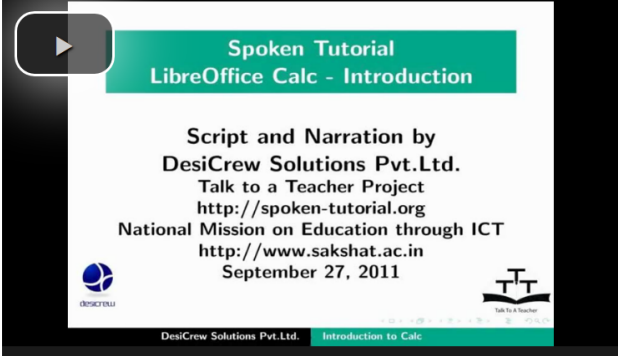


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spoken-tutorial.org/watch/LibreOffice+Suite+Calc/Introduction+to+LibreOffice+Calc/English/

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Introduction to LibreOffice Calc - English



Questions posted on Forums LibreOffice Suite Calc Tutorials - English

No questions yet

Show video info

Pre-requisite

No Pre-requisites for this tutorial.

Spoken-Tutorial IIT Bombay 14996 visits

YouTube 76K

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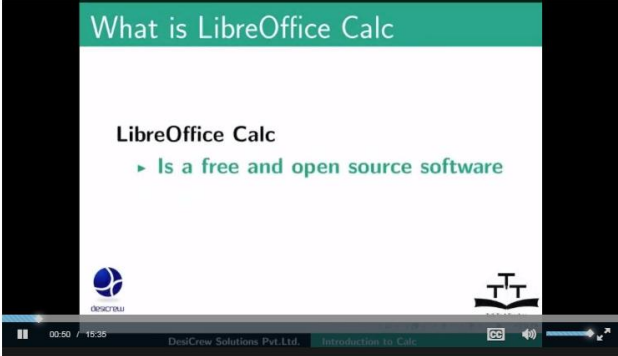
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Introduction to LibreOffice Calc - English



Questions posted on Forums LibreOffice Suite Calc Tutorials - English

No questions yet

Show video info

Pre-requisite

No Pre-requisites for this tutorial.

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Working with Cells - English

Spoken Tutorial
LibreOffice Calc -Working with Cells

Script and Narration by
DesiCrew Solutions Pvt.Ltd.
Talk to a Teacher Project
<http://spoken-tutorial.org>
National Mission on Education through ICT
<http://www.sakshat.ac.in>
September 27, 2011

Questions posted on Forums

LibreOffice Suite Calc Tutorials - English

No questions yet

Spoken-Tutorial IIT Bombay **7560 visits**

YouTube **76K**

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Pre-requisite

Introduction to LibreOffice Calc

Working with Sheets - English

Personal-Finance-Tracker.ods - LibreOffice Calc

SN	Items	Cost	Spent	Received	Date	Account
1	Salary				10/10/2011	Rs. 30,000.00
2	House rent	Rs. 6,000.00				
3	Electricity bill	Rs. 600.00				
4	Phone bill	Rs. 600.00				
5	Laundry	Rs. 200.00				
6	Miscellaneous	Rs. 2,000.00				

Questions posted on Forums

LibreOffice Suite Calc Tutorials - English

Questions posted on ST Forums:

ADDING BUTTON IN CALC MENUBAR

Sir, I have added a button in menu bar by modifying the file `so/luiconfig/scale/menubar/menubar.xml` of calc but the text background not showing, how get that text in button where the file to locate this problem....?thnx in advance regards Rajiv Pune Uni

06:07M Sept. 19, 2021, 9:17 p.m. **rkayadv**

Spoken-Tutorial IIT Bombay **5587 visits**

YouTube **76K**

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Pre-requisite

Working with Cells

Formatting Data - English

Questions posted on Forums: No questions yet

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Basic Data Manipulation - English

Questions posted on Forums: No questions yet

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YouTube 76K



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SN	Items	Cost	Spent	Receive Date	Account
1	Salary			10/10/2011	Rs. 30,000.00
2	House rent	Rs. 6,000.00			
3	Electricity bill	Rs. 800.00			
4	Phone bill	Rs. 200.00			
5	Lundry	Rs. 600.00			
6	Miscellaneous	Rs. 2,000.00			
7	TOTAL TOTAL				

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Working with data - English



Fill tool

- ▶ The Fill tool is used for filling some series as data in sheets.
- ▶ Calc provides default lists

4132 visits

Pre-requisite: Basic Data Manipulation

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Images and Graphics - English

Images - File Browser

Looking for data files Modules

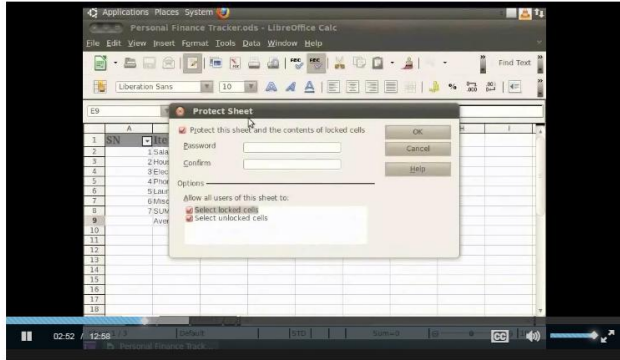
3746 visits

Pre-requisite: Using Charts and Graphs

12:50 PM 9/22/2021



Advanced Formatting and Protection - English



Questions posted on Forums

LibreOffice Suite Calc Tutorials - English

No questions yet

Spoken-Tutorial IIT Bombay 3553 visits

YouTube 76K

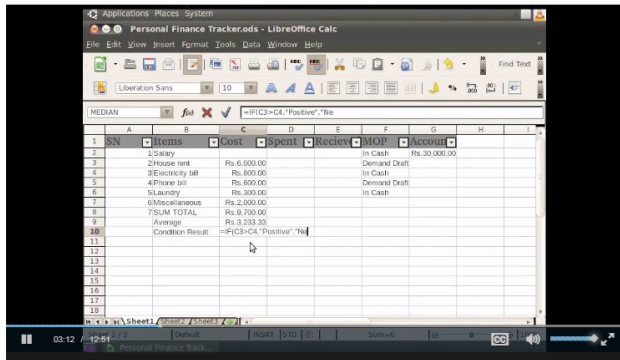
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Pre-requisite

Images and Graphics

Formulas and Functions - English



Questions posted on Forums

LibreOffice Suite Calc Tutorials - English

No questions yet

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Pre-requisite

Advanced Formatting and Protection

Boucher


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M.A.L.D. Govt. Arts & Science College, Gadwal – 509125,
Jogulamba Dist., Telangana State**



**TELANGANA SKILLS AND KNOWLEDGE CENTER
(TSKC)**

**2Months Certificate Course Training Programme
on Hardware & Networking.**

In month Jan & Feb 2018



NOTICE

Date: 26-12-2017

All the III B.A /B.Com Students kindly informed that TSKC Department of this college conducting 2Months Certificate Course Training Programme on Hardware & Networking. In month Jan & Feb 2018 onwards Students who are interested may registered their Names with the TSKC Lab


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MALD . Govt. Degree College, Gadwal , Jogulamba Gadwal Dist.
Two Months Certificate Course III B.A / B.Com TM

Department : TSKC

Hardware & Networking Training Programme Students Data Base 2017-18

SL NO	H.T.No.	STUDENT NAME	Father's Name	Caste
1	302415111501	A SAWMYUKTHA	A SRINIVASRAO	BC-D
2	302415111502	CHENNAMA	MALDAKAL	ST
3	302415111512	B NAGESH	B RAMUDU	BC-B
4	302415111513	B NAVEEN	B KUMAR	BC-A
5	302415111514	B PARUSHARAMUDU	B VENKATANNA	BC-A
6	302415111516	B RAVI	B LAXMANNA	BC-A
7	302415111521	BANGARI RAJU	B MAREPPA	SC
8	302415111522	BHASKAR	NARSANNA	SC
9	302415111523	BORUSUGARI NALLANNA	BORUSUGARI RANGANNA	BC-D
10	302415111524	BOYA VASU	BOYA GADWAL THIMMAIAH	BC-A
11	302415111525	BOYA VENKATESH	BOYA MUNEPA	BC-A
12	302415111526	C VAMSHI	C CHINNA NAGANNA	BC-A
13	302415111547	K RAMESH	K HANMANTHU	BC-B
14	302415111572	NARASIMHULU GOUD	NADIPENNA GOUD	BC-B
15	302415111578	PRASAD	DEVADAS	SC
16	302415111580	PREENISH H	GAJJALANNA H	SC
17	302415111581	RAJ KUMAR	SESHANNA	SC
18	302415111582	RAJESH	BEEANNA	BC-A
19	302415111592	SHIVA	NAGANNA	BC-D
20	302415111593	SIVA KUMAR	ANJANEYULU	BC-A
21	302415111594	SUPER PATEL VINOD KUMAR	S VEERANNA	BC-B



22	302415111601	T PURUSHOTHAM	T SAVARANNA	BC-D
23	302415111603	T SHIVA KUMAR	T SRINIVASULU	BC-D
24	302415111610	VEERESH	BHEEMANNA	BC-A
25	302415114501	B BHARATHI	B JAYANNA	BC-A
26	302415114502	MADAM VINEETH	M ANJANEYULU	BC-B
27	302415114503	P KAVITHA	P RAMUDU	SC
28	302415114512	B. BHEEMESH	B. EERANNA	BC-A
29	302415114513	B. GOVINDU	B. THIMMANNA	SC
30	302415114514	B. NAGARAJU	CHINNA VEERANNA	SC
31	302415114515	B. RAMUDU	B. HANUMANNA	BC-A
32	302415114525	G.RAVIKIRAN	G.SHIVAJI	BC-B
33	302415114526	G.VENKATESH	G.THIMMULANNA	BC-D
34	302415114527	C GOPAL	KISTANNA	BC-A
35	302415114529	PEDDAEDDULA ANJANEYULA	HANMANTHU	SC
36	302415114530	H NARESH	CHINNA TIPPANNA	SC
37	302415114531	H SREEDHAR	H CHINNA NARSANNA	SC
38	302415114534	K DHANUNJAYA	K SRINIVASULU	BC-B
39	302415114535	K KHAJAVALI	K BASHA	BC-E
40	302415114537	K PRASHANTH	K SRINIVASULU	BC-B
41	302415114547	MUSTTI VENKATESH	NARASHIMULU	BC-D
42	302415114548	N BHASKAR	N EEDANNA	BC-D
43	302415114549	NARESH	NARSIMHULU	BC-A
44	302415114550	NARASIMHULU B	KARRE NAGANNA	BC-A
45	302415114551	PARAMESHU B	ANJANEYULU	BC-A
46	302415114553	PRAVEEN	PRABHUBAS	SC
47	302415114554	RAVI KUMAR A	NAGARAJU	SC



48	302415114561	T SURESH KUMAR	T SREENIVASULU	BC-D
49	302415114562	T VEERESH	ANJANEYULU	BC-D
50	302415114566	VADDE RAJU	V GIDDAIAH	BC-A
51	302415114567	G RADHA	G NAGESH	BC-D
52	3024-15-401-501	A ANAND	A ANJANEYULU	BC-D
53	3024-15-401-502	A RAMAKRISHNA GOUD	A VENKATESHWARLU GOUD	BC-B
54	3024-15-401-503	ANJANAPPA	HANUMANTHU	SC
55	3024-15-401-504	ANJANEYULU	SAVARANNA	BC-B
56	3024-15-401-510	B KRISHNA	B VENKATRAMULU	BC-A
57	3024-15-401-511	B NARSIMULU	B CHINNAIAH	BC-A
58	3024-15-401-521	G KISHOR	SAVARANNA	BC-A
59	3024-15-401-523	G RAMESH	G NAGABHUSHANAM	BC-D
60	3024-15-401-525	J RAHIMATH	J HABEEB	BC-E
61	3024-15-401-526	JAYANNA GOUD	BASWARAJ GOUD	BC-B
62	3024-15-401-529	K LAXMIBABU	K PRAKASH	SC
63	3024-15-401-530	K MANIVARDHAN	K BHEEMI REDDY	BC-D
64	3024-15-401-536	K THIMMANNA	BHEEMANNA	BC-B
65	3024-15-401-537	K VEERESH	K RANGANNA	BC-B
66	3024-15-401-542	M KUMAR	M PARUSHARAMUDU	BC-A
67	3024-15-401-543	M RAMESH	M RAMAKRISHNA	BC-A
68	3024-15-401-544	M RAVI	M EERANNA	SC
69	3024-15-401-545	M RAVI	M HANUMANTHU	BC-D
70	3024-15-401-552	NARESH	GOVINDU	BC-B
71	3024-15-401-553	NARSIMHULU	SRINIVASULU	BC-B
72	3024-15-401-564	RAMA KRISHNA	JAGANNATHAM	BC-D
73	3024-15-401-566	RAVI	K NARSAPPA	BC-B



74	3024-15-401-567	RAVI KUMAR	ANAND	SC
75	3024-15-401-568	S KRISHNA	S MALDHAKAL	SC
76	3024-15-401-576	SHEKHAR G	ANJANEYULU G	BC-D
77	3024-15-401-581	T HARIKRISHNA	T KRISHNA	BC-D
78	3024-15-401-582	T KESHAVULU	T NARSIMHULU	BC-D
79	3024-15-401-588	T VEERANNA	T LAXMANNA	BC-A
80	3024-15-401-590	U ANIL KUMAR	U THIMMAPPA	BC-D
81	3024-15-401-591	U SHIVA	U VENKATESH	BC-D
82	3024-15-401-594	V RAVINDRACHARY	V NARASIMHAIAH	BC-B
83	3024-15-401-595	VEERESH KUMAR	KRUSHNAIAH	BC-A
84	3024-15-401-596	VEERESHBABU G	KISTANNA	BC-A
85	3024-15-401-603	RAMU	SHANTHANNA	BC-B
86	3024-15-401-604	H RAJESH	YESEBU	SC


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Mahabubnagar Dist. Telangana State



Course Certificate

This is to certify that Mr./Miss Siva Kumar
Studying B.com has completed the **Certificate Course**
in Hardware and Networking
conducted in M.A.L.D. Arts & Science College, Gadwal from Jan 2018 to Feb 2018
and obtained AB grade.


Course Co-ordinator


Convenor
Coordinator, TSKC
M.A.L.D. Govt. Arts & Science College
GADWAL - 509 125
Mahabubnagar Dist. (T.S.)


Principal
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GADWAL - 509 125

AA - Excellent

AB - Very Good

BB - Good

BC - Satisfactory



SYLLABUS FOR

Name: PC Hardware & Networking

Course Duration 80 hours

ALLOCATION OF TOTAL HOURS FOR EACH CHAPTER:

SI No	Chapter	Theory in Hours	Practical in Hours
1.	Introduction about computer	2	2
2.	Basic Networking concepts	6	10
3.	Introduction to various networking devices	4	4
4.	Inside the PC	4	4
5.	Network basic and configuration	4	15
6.	Introduction to servers and network security	10	15
		30	50

DETAILED SYLLABUS

1. Introduction about Computer
 - Basics of computer
 - Organization of computer.
 - Software and hardware.
 - Input/output devices.
2. Basic networking concepts,
 - Network topologies:
 - LAN, WAN, MAN, PAN, CAN.
 - Networking Model
 - The OSI model
 - TCP/ IP Model
 - Network adapters.
 - Introducing protocols.
 - Cabling and troubleshooting.



3. Introduction to various networking devices:

Routers.
Switches.
Modems.
Hubs etc.
Wired and Wireless technology.

4. Inside the PC:

Opening the PC and identification.
Study of different blocks,
Assembling and disassembling.

5. Network basic and configuration:

Setting IP addresses,
Sharing files and folders.
Network troubleshooting.
PING test, ipconfig etc.

6. Introduction to servers and network security

Types of servers:

Files servers,
Email Servers,
Proxy servers etc.

.Basics of Internet and Intranet:

.Types of Internet connections:

Dialup, Broadband, Leased Line,
Wi-Fi, Wi-Max, 2G, 3G, 4G, WWW, E-mails, Search Engines,
Social Networking.

Cloud application.

Audio-video Conferencing.

Voice over Internet Protocol (VOIP).

Recovery and backup.

Essential security measures.



Introduction To Computers: Hardware and Software

In this section of notes you will learn about the basic parts of a computer and how they work.

What Is Hardware?

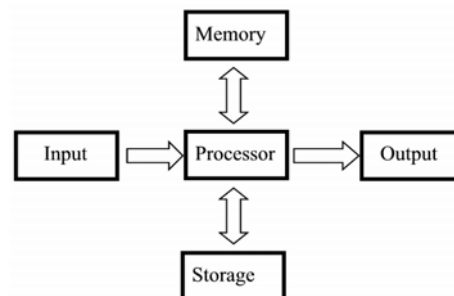
- A computer is made up of hardware.
- Hardware is the physical components of a computer system e.g., a monitor, keyboard, mouse and the computer itself.



Small Units Of Measurement (Speed)

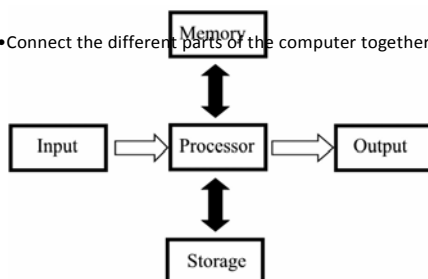
- Millisecond (ms) – a thousandth of a second ($1/1,000 = 10^{-3}$)
- Microsecond (μs) - a millionth of a second ($1/1,000,000 = 10^{-6}$)
- Nanosecond (ns) – a billionth of a second ($1/1,000,000,000 = 10^{-9}$)

High Level View Of A Computer



Buses

- Connect the different parts of the computer together



Buses (2)

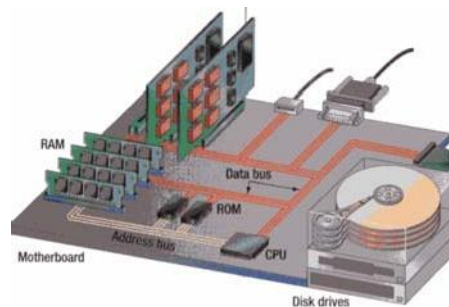
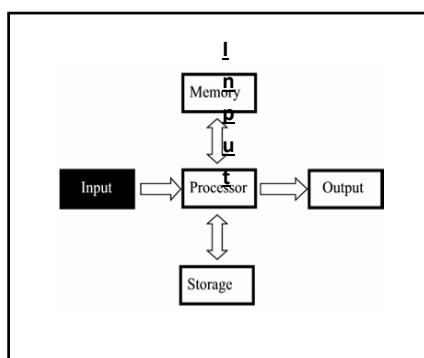
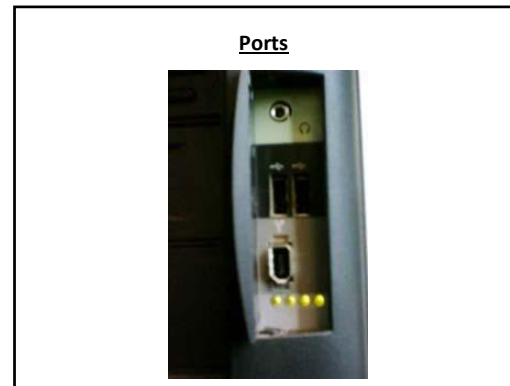
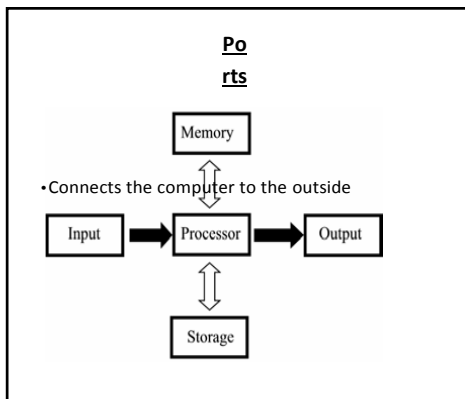
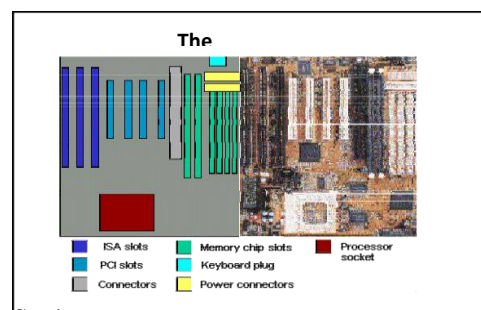
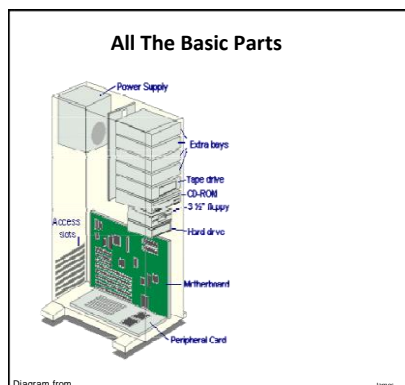


Image from Peter Norton's Computing Fundamentals (3rd Edition) by Norton P.



Input Devices

erson to communicate to a computer.



Relating The Speed Of The Computer To Its Components

Storage:
Hard drive

Printers

- Common types
- Inkjet

Principals
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