

**Government of Karnataka  
Department of Technical Education  
Board of Technical Examination**

**Basic Computer Skills Lab**  
(Common to all Branches)

**Section – I : Computer Basics & Internet Basics**

1. Identify and understand the models of Computers.
2. Identify and understand front panel switches and back panel connections of a Computer system.
3. Identify and understand the physical components of computer.
4. Study and understand the operating system overview.
5. Conduct computer system connection and understand the booting process.
6. Study and understand the file system overview.
7. Study and understand the Basic Dos Commands.
8. Study and understand the windows operating system Basics.
9. Exposure to windows operating system.
10. Practice windows explorer – through My computer Icon & shortcut entry.
11. Practice Creating/Opening, Editing and saving the document using Notepad.
12. Study and understand the clipboard concept for Copy, Cut and Paste operation.
13. Study and understand the Windows utilities – word pad, paint, calculator..
14. Study and understand the windows system tools – Scandisk, Backup, System Info, WinZip.
15. Practice browsing of different sites using search engine.
16. practice and understand different E-Mail services – Outlook, Yahoo mail, rediffmail etc
17. Practice Creating E-Mail accounts, Sending, Receiving & Storing of mails.
18. Study and understand the BARAHA Software.

**Section – II : Word Processing & Presentation**

**Using Word Processor, write a procedure & execute the following.**

19. Create a Business or Personal Letter.
  20. Create a Company Letterhead.
  21. Create a Simple Newsletter.
  22. Create a Memo.
  23. Create a Resume or Curriculum Vitae.
  24. Create an Invitation/Greeting card.
  25. Create the cover page of a Project Report.
  26. Create a mail merged letter/invitation.
  27. Create a Macro which inserts a picture and formats the text.
- Presentation**
28. Using presentation tool, Create a simple Presentation to list simple Dos Commands, Hardware, Software etc.

### Section III

**Using Spreadsheet, write a procedure & execute the following.**

29. Create a worksheet with 4 columns. Enter 10 records and find the sum of all columns.
30. Create a report containing the pay details of the employees.
31. Create a results sheet containing Candidate's Register No., Name, Marks for all subjects, Total and results Total and result must be calculated as below:  
Result is Distinction if Total  $\geq 70\%$   
First Class if Total  $\geq 60\%$  and  $< 70\%$   
Second Class if Total  $\geq 50\%$  and  $< 60\%$   
Pass if Total  $\geq 35\%$  and  $< 50\%$   
provided the candidate has secured atleast 35 marks in each subject. Fail otherwise
32. Create a Simple Bar Chart to highlight the sales of a company for 3 different periods.
33. Create a Pie Chart for a sample data and give legends.
34. Create a worksheet importing data from database and calculate sum of all the columns.
35. Create a Macro which creates a Line Chart using the data in the worksheet

### Database

**Using Database, write a procedure & execute the following.**

36. Create a simple table for result processing.
37. Create a query table for the result processing table.
38. Create a form to update/Modify the result processing table contents,
39. Design a report to print the result sheet and Marks card for the result processing table.

Note : Open source softwares (OSS) such as Open office Org, Star office etc may be use. Other softwares like MS-office, Lotus smart suite etc. may also be used.

### SCHEME OF VALUATION

Sl.NO	Content	Max. Marks
1	Lab Record	05
2	Answer one question from Computer Basics & Internet	10
3	Writing steps on any two (one each from Section – II, III)	15
4	Executing of two exercises	40
5	Result /Printout	10
6	Viva voce	20
Total		100

#### Reference Books:

1. **Basic Computer Skills By Dr. M A Jayaram & D S Rajendra Prasad.**  
**Sapna Publications**
2. **A Computer Laboratory referral for Diploma & Engineering students**  
**BY: T R Jagadish et.al- Universities Press**

