DESKTOP PUBLISHING OPERATOR

NSQF LEVEL - 3

TRADE PRACTICAL

SECTOR: IT & ITES

(As per revised syllabus July 2022 - 1200 hrs)



DIRECTORATE GENERAL OF TRAINING MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP GOVERNMENT OF INDIA



NATIONAL INSTRUCTIONAL MEDIA INSTITUTE, CHENNAI

Post Box No. 3142, CTI Campus, Guindy, Chennai - 600 032

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Developed & Published by



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FOREWORD

The Government of India has set an ambitious target of imparting skills to 30 crores people, one out of every four Indians, to help them secure jobs as part of the National Skills Development Policy. Industrial Training Institutes (ITIs) play a vital role in this process especially in terms of providing skilled manpower. Keeping this in mind, and for providing the current industry relevant skill training to Trainees, ITI syllabus has been recently updated with the help of Media Development Committee members of various stakeholders viz. Industries, Entrepreneurs, Academicians and representatives from ITIs.

The National Instructional Media Institute (NIMI), Chennai, has now come up with instructional material to suit the revised curriculum for **Desktop Publishing Operator - Trade Practical - NSQF Level - 3 (Revised 2022) in IT & ITES Sector under** Annual pattern. The NSQF Level - 3 (Revised 2022) Trade Theory will help the trainees to get an international equivalency standard where their skill proficiency and competency will be duly recognized across the globe and this will also increase the scope of recognition of prior learning. NSQF Level - 3 (Revised 2022) trainees will also get the opportunities to promote life long learning and skill development. I have no doubt that with NSQF Level - 3 (Revised 2022) the trainers and trainees of ITIs, and all stakeholders will derive maximum benefits from these Instructional Media Packages IMPs and that NIMI's effort will go a long way in improving the quality of Vocational training in the country.

The Executive Director & Staff of NIMI and members of Media Development Committee deserve appreciation for their contribution in bringing out this publication.

Jai Hind

Director General (Training) Ministry of Skill Development & Entrepreneurship, Government of India.

New Delhi - 110 001

PREFACE

The National Instructional Media Institute (NIMI) was established in 1986 at Chennai by then Directorate General of Employment and Training (D.G.E & T), Ministry of Labour and Employment, (now under Directorate General of Training, Ministry of Skill Development and Entrepreneurship) Government of India, with technical assistance from the Govt. of Federal Republic of Germany. The prime objective of this Institute is to develop and provide instructional materials for various trades as per the prescribed syllabi under the Craftsman and Apprenticeship Training Schemes.

The instructional materials are created keeping in mind, the main objective of Vocational Training under NCVT/NAC in India, which is to help an individual to master skills to do a job. The instructional materials are generated in the form of Instructional Media Packages (IMPs). An IMP consists of Theory book, Practical book, Test and Assignment book, Instructor Guide, Audio Visual Aid (Wall charts and Transparencies) and other support materials.

The trade practical book consists of series of exercises to be completed by the trainees in the workshop. These exercises are designed to ensure that all the skills in the prescribed syllabus are covered. The trade theory book provides related theoretical knowledge required to enable the trainee to do a job. The test and assignments will enable the instructor to give assignments for the evaluation of the performance of a trainee. The wall charts and transparencies are unique, as they not only help the instructor to effectively present a topic but also help him to assess the trainee's understanding. The instructor guide enables the instructor to plan his schedule of instruction, plan the raw material requirements, day to day lessons and demonstrations.

IMPs also deals with the complex skills required to be developed for effective team work. Necessary care has also been taken to include important skill areas of allied trades as prescribed in the syllabus.

The availability of a complete Instructional Media Package in an institute helps both the trainer and management to impart effective training.

The IMPs are the outcome of collective efforts of the staff members of NIMI and the members of the Media Development Committees specially drawn from Public and Private sector industries, various training institutes under the Directorate General of Training (DGT), Government and Private ITIs.

NIMI would like to take this opportunity to convey sincere thanks to the Directors of Employment & Training of various State Governments, Training Departments of Industries both in the Public and Private sectors, Officers of DGT and DGT field institutes, proof readers, individual media developers and coordinators, but for whose active support NIMI would not have been able to bring out this materials.

Chennai - 600 032

EXECUTIVE DIRECTOR

ACKNOWLEDGEMENT

National Instructional Media Institute (NIMI) sincerely acknowledges with thanks for the co-operation and contribution extended by the following Media Developers and their sponsoring organisation to bring out this IMP (**Trade Practical**) for the trade of **Desktop Publishing Operator - NSQF Level - 3 (Revised 2022)** under the **IT & ITES** Sector for ITIs.

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NIMI records its appreciation of the Data Entry, CAD, DTP Operators for their excellent and devoted services in the process of development of this Instructional Material.

NIMI also acknowledges with thanks, the invaluable efforts rendered by all other staff who have contributed for the development of this Instructional Material.

NIMI is grateful to all others who have directly or indirectly helped in developing this IMP.

INTRODUCTION

TRADE PRACTICAL

The trade practical manual is intended to be used in practical workshop. It consists of a series of practical exercises to be completed by the trainees during the course. These exercises are designed to ensure that all the skills in compliance with NSQF LEVEL - 3 (Revised 2022) syllabus are covered.

The manual is divided into Twelve modules.

- Module 1 Computer Fundamentals
- Module 2 Windows Accessories
- Module 3 MS Office
- Module 4 Networking Concept
- Module 5 Printer and Scannner
- Module 6 Adobe Indesign
- Module 7 Adobe Illustrator
- Module 8 Adope Photoshop
- Module 9 CorelDraw
- Module 10 Cloud computing
- Module 11 Publishing Content

Module 12 - Publish content in bilingual software

The skill training in the shop floor is planned through a series of practical exercises centered around some practical project. However, there are few instances where the individual exercise does not form a part of project.

While developing the practical manual, a sincere effort was made to prepare each exercise which will be easy to understand and carry out even by below average trainee. However the development team accept that there is a scope for further improvement. NIMI looks forward to the suggestions from the experienced training faculty for improving the manual.

TRADETHEORY

The manual of trade theory consists of theoretical information for the Course of the **Desktop Publishing Operator** Trade Theory NSQF Level - 3 (Revised 2022) in **IT & ITES**. The contents are sequenced according to the practical exercise contained in NSQF LEVEL -3 (Revised 2022) syllabus on Trade Theory attempt has been made to relate the theoretical aspects with the skill covered in each exercise to the extent possible. This correlation is maintained to help the trainees to develop the perceptional capabilities for performing the skills.

The trade theory has to be taught and learnt along with the corresponding exercise contained in the manual on trade practical. The indications about the corresponding practical exercises are given in every sheet of this manual.

It will be preferable to teach/learn trade theory connected to each exercise at least one class before performing the related skills in the shop floor. The trade theory is to be treated as an integrated part of each exercise.

The material is not for the purpose of self-learning and should be considered as supplementary to class room instruction.

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LEARNING / ASSESSABLE OUTCOME

On completion of this book you shall be able to

S.No.	Learning Outcome	Ex.No
1	Install and setup operating system and related software in a computer following safety precautions. (NOS:SSC/N3022)	1.1.01 - 1.1.05
2	Create, format, edit text file, document file and BMP file by using different Accessories of Windows. (NOS:SSC/N3022)	1.2.06 - 1.2.08
3	Create, edit, format and enhance document, work with spreadsheet application and design presentation. (NOS:SSC/N3022)	1.3.09 - 1.3.36
4	Familiarize with the Networking concept including sharing of different resources, use of Internet, accessing/ browsing, downloading and e-mailing and practice network security. (NOS:SSC/N3022)	1.4.37 - 1.4.48
5	Install and setup scanner and scan the documents and images. (NOS:SSC/N9489)	1.5.49 - 1.5.54
6	Create, edit, format and develop page combining text and graphics using page makeup Adobe InDesign application software. (NOS:SSC/N2702)	1.6.55 - 1.6.62
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12	Publish Contents using bilingual software. (NOS:SSC/N9495)	1.12.110-1.12.119

SYLLABUS

Duration	Reference Learning Outcome	Professional Skills (Trade Practical) with Indicative hours	Professional Knowledge (Trade Theory)
Professional Skill 40 Hrs; Professional Knowledge 12 Hrs	Install and set up operating system and related software in a computer following safety precautions. (NOS:SSC/ N3022)	 Identify different parts of computer and attached different input and output devices with the system. (7 hrs) Install and configure Windows OS and application software. (11 hrs) Manipulate folder/files. Use printer, scanner and their peripheral devices. (7 hrs) Identify different icons of Windows and use the icons to operate the machine. (7 hrs) Customize Windows by using control panel. (8 hrs) 	Fundamentals of computers Safe working practices, Safety rules and safety signs.Types and working of fire extinguishers.Scope of the DTPO trade.Introduction to computer components, Introduction to computer system, Concepts of hardware and software.Function of motherboard components and various processors.Various Input/ Output devices in use and their features.(12 hrs)
Professional Skill 40 Hrs; Professional Knowledge 12 Hrs	Create, format, edit text file, document file and BMP file by using different Accessories of Windows. (NOS:SSC/ N3022)	 6. Practice to create text file by Notepad and edit file by using different menu under notepad. (7 hrs) 7. Practice to create Document file in Wordpad, and edit and format file by using different tools available under Wordpad. (14 hrs) 8. Practice to create basic symbols by using MS Paint and format the drawing by using different tools available. (19 hrs) 	Introduction to different basic Accessories under MS Window. Introduction of the basic features of document file. Discuss the difference between document file and text file.Give the basic idea about image file including BMP and other format.(12 hrs)
Professional Skill 86 Hrs; Professional Knowledge 22 Hrs	Create, edit, format and enhance document, work with spreadsheet application and design presentation. (NOS:SSC/ N3022)	 MS WORD (45 Hrs) 9. Practice typing using open source typing tutor. (4 hrs) 10. Open MS Word and familiarize with basic word components. (2 hrs) 11. Practice creating, saving and renaming word documents. (2 hrs) 12. Use templates to create New Word document. (2 hrs) 13. Edit document using basic character formatting and paragraph formatting tools. Create font style and color scheme (2 hrs) 14. Practice to create and format Tables including Table Formatting Tool. (3 hrs) 15. Practice to create page layout including insert column by using Page Formatting. (2 hrs) 	MS Office Introduction of Typing tutor Software and its different options to improve typing speed, understand about typing software, typing Tutor tools. State what is MS Office, brief what is MS Word and starting steps, explain various screen blocks of MS Word, explain procedures to create, save, print a document. Explain how to create a new document, save and print. Explain the concept of font style and color scheme State how to edit, format text and document styles brief using tables inside word document with data, explain how to create styles in a document and save for future use, brief the mail merge processing. Features & Functions of Microsoft Excel, formulas and Functions. Move Around in Excel 2010. conditional Formatting,

\int		16. Use Auto Correct tool and	link Excel Spreadsheet Data.
		customize Auto correct option. (2 hrs)	Introduction to Power Point and its
		17. Insert Header/Footer, symbols, Equations, Page Number, Foot Note, End Note, Citation, pictures including Clip arts. (2 hrs)	advantages.Creation of slide shows Fine tuning of presentations (22 hrs)
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		23. Practice to create, record and execute Macro. (2 hrs)	
		24. Practice of using shortcut keys in Word Processor. (2 hrs)	
		25. Practice on editing bilingual software. (8 hrs)	
		MS Excel. (23 hrs)	
		26. Perform sorting, formatting, pattern recognition. (4 hrs)	
		27. Use Toolbar and Translator Option. (3 hrs)	
		28. Use Data file for exercises. (4 hrs)	
		29. Perform Locking cells + dropdown menu. (4 hrs)	
	10	30. Perform Conditional formatting, Freeze Panes, Filter function, AND function, IF function, Nested IF function (8 hrs)	
		MS Powerpoint (18 hrs)	
		31. Fundamental Tools- the PowerPoint ribbon (2 hrs)	
		32. Formatting Text in PowerPoint (3 hrs)	
		33. Insert Objects in a PowerPoint Presentation (2 hrs)	
		34. How to Create, Edit, Resize and Format PowerPoint Tables (3 hrs)	
l		35. PowerPoint Animations and slide	J

		transition (4 hrs) 36. Action buttons and rehearse timing. (4 hrs)	
Professional Skill 62 Hrs; Professional Knowledge 16 Hrs	Familiarize with the Networking concept including sharing of different resources, use of Internet, accessing/ browsing, downloading and e-mailing and practice network security. (NOS:SSC/N3022)	 37. Install network printer.(4 hrs) 38. Use of file and printer sharing in peer-to-peer connection.(7 hrs) 39. Browse the Internet for information (use at least 3 popular browsers).(4 hrs) 40. Practice to create and use e-mail for communication with attachment, priority setting, address book. (11 hrs) 41. Communicate with text, video chatting and social networking sites. (4 hrs) 42. Use online dictionary, translation software, storage space, share files with e-mail links. (4 hrs) 43. Download manager, download & upload YouTube files, google map & earth etc. (3 hrs) 44. Update windows & other software. (4 hrs) 45. Configure Outlook, mail service in mobile phones. Use tools like Skype, Google etc. (11 hrs) 46. Download different Publishing file and install it in local machine. (3 hrs) 47. Download different type of suitable image and insert within publication. (3 hrs) 48. Practice and follow Network & WiFi Security protocols. (4 Hrs) 	Introduction to Computer Networks Necessity and advantages. Client Server and peer to peer networking concepts. Network topologies. Introduction to LAN, WAN and MAN. Network components, viz. Modem, Hub, Switch, Router, Bridge, Gateway etc., Network Cables, Wireless networks and Bluetooth technology. Introduction to www, Concept of internet, web browsers, internet servers and search engines. Concepts of Domain naming Systems and email communication. Introduction to video chatting tools and social networking concepts. Concept on various network security protocols. (16 hrs)
Professional Skill 18 Hrs; Professional Knowledge 8 Hrs	Install and setup scanner and scan the documents and images. (NOS:SSC/ N9489)	 49. Scan the file and save to the desired destination on the computer. (2 hrs) 50. Load photo paper into the main input tray. (3 hrs) 51. Print the photo, Page setup. (3 hrs) 52. Different setting of printer. (3 hrs) 53. Size or Paper Size menu in Advanced Options or on the Features tab. (4 hrs) 54. Some newer printers options. (3 hrs) 	Scanner How to scan on a Windows computer Different setting of scanner How to print from a USB or wirelessly- connected HP printer Different setting of printer Sending and receiving fax, multifunction printers Modify the fax settings. (8 hrs)
Professional Skill 86 Hrs;	Create, edit, format and develop page combining text and graphics using	55. Manage workspaces, windows, Status bar, and panels in Adobe InDesign. (7 hrs)	Adobe InDesign List the benefits of using Adobe InDesign. Classify the features of Adobe PageMaker. Explain

Professional Knowledge 20 Hrs	page makeup Adobe InDesign application software. (NOS:SSC/ N2702)	 56. Set up pages and layouts in InDesign. (7 hrs) 57. Modify Paragraph and Character text styles, using the Find/Change dialog box. (11 hrs) 58. Perform basic Table functions in InDesign (creating, selecting, editing, inserting, deleting, navigating, moving, copying, etc.). (12 hrs) 59. Operate major InDesign tools, font style and color scheme (Pencil tool, Corner Options dialog box, Live Corners tool, Gradient tool, and the Gradient Panel). (12 hrs) 60. Compare various coloring techniques in InDesign (using imported graphics, Eyedropper tool, Swatches panel, spot and process colors, Blend Colors and Modes). (12 hrs) 61. Perform export functions in InDesign. (12 hrs) 62. Use print functions in InDesign. (12 hrs) 	the concept of font style and color scheme Compare the features of Adobe InDesign and Adobe PageMaker. Compare the features of different Adobe InDesign versions. (20 hrs)
Professional Skill 62 Hrs; Professional Knowledge 24 Hrs	Create Illustrations and Graphics using Adobe Illustrator. (NOS:SSC/ N9490)	 63. Design logos. (7 hrs) 64. Create vector illustrations. (7 hrs) 65. Turn photographs into vector artwork. (7 hrs) 66. Develop a Professional Iconic Logo Designs. (7 hrs) 67. Develop a Professional Typographic Logo Design. (8 hrs) 68. Develop Professional Vintage Logo Designs. (8 hrs) 69. Designing vector graphics, typefaces, or layouts. (18 hrs) 	Adobe Illustrator Summarize the system requirements for installing and working with formatting software.List the benefits of using Adobe Illustrator. Compare the features of different Adobe InDesign versions. Adobe Illustrator includes Logo Design, Graphic design, Photoshop, Illustration, Vector Graphics, Character design and User experience design. (24 hrs)
Professional Skill 130 H r s ; Professional Knowledge 36 Hrs	Create, format, edit and develop images using Adobe Photoshop software. (NOS:SSC/ N9491)	 70. Apply photo editing/ inserting features in Photoshop. (4 hrs) 71. Practice the use of tools panel (Selection tools, Crop and slice tools, measuring tools, font style and color scheme, retouching tools, painting tools, Drawing and type tools, Navigation tools and advanced tools in latest version. (20 hrs) 72. Practice the process of setting up Layers, duplicating Layer Masks and Photoshop layers. (4 hrs) 73. Apply Layer Comps, Layer Styles, Layers panel, Patch tool, and 	Adobe Photoshop Discuss the benefits of using Adobe Photoshop and CorelDraw. Classify the features of CorelDraw and Adobe Photoshop. Compare the features of various Adobe Photoshop and CorelDraw versions. Explain the concept of font style and color scheme. Introduction of tools panel (Selection tools, Crop and slice tools, measuring tools, Retouching tools, Painting tools, Drawing and type tools, Navigation tools. Introduction to Menu bar, Arrange, layout, Effects, Bitmap etc. Create, format, edit and develop images using Photoshop Software. (36 hrs)

	Place command to modify background and layers. (4 hrs)	
	74. Practice creating samples from all visible layers and changing transparency preferences. (7 hrs)	
	75. Practice to use of Menu bar, Arrange, layout,Effects, Bitmap etc (18 hrs)	
	76. Select various Interface options (Colour Theme, Auto-Show Hidden Panels, Show Tool Tips, Enable Text Drop Shadows, and Show Transformation Values). (8 hrs)	
	77. Use various tips and tricks in Photoshop (w.r.t Frames, interactive zoom feature, layer mask, and Switch lasso). (8 hrs)	
	78. Practice creating, zooming, adjusting, and panning operations on Photoshop images, using Rulers, Guides, and Grids. (8 hrs)	5
	79. Compare different Palettes for adjusting colour. (8 hrs)	
	80. Manipulate different shapes. (8 hrs)	
	81. Operate Photoshop tools (Magic Wand, Lasso tools, Warp, Symbol Sprayer, Dodge, Burn, Sponge, Clone Stamp, etc.). (11 hrs)	
	82. Practice editing Selections (adding, subtracting, inversing, and drawing Selections) and deselecting objects in Photoshop. (11 hrs)	
20	83. Perform layer style operations (working with pre-set and custom layer styles and creating images using the Layer Masking) in Photoshop. (11 hrs)	
v, edit, format and lop graphics design g Corel draw ication software. S:SSC/N9492)	 84. Manage workspaces, windows, toolbars, and the toolbox in CorelDraw. (8 hrs) 85. Perform basic CorelDraw functions related to Lines, Shapes, Curves, and Outlines. (12 hrs) 86. Compare basic CorelDraw operations related to Objects and Nodes. (11 hrs) 87. Demonstrate basic CorelDraw operations related to Colour management, filling of objects, Transparency, and Special Effects. (11 hrs) 	CorelDraw Compare Formatting and Design operations. List the system requirements for installing and working with CorelDraw software.Discuss the benefits of using CorelDraw.Compare the features of various CorelDraw versions.Introduction to tools panel (Pick tools, shape tools, zoom tools, curve tools, smart drawing tools, rectangle tools, ellipse tools, object tools, shape tools, text tools, interactive tools, eyedropper tools, outline tools, fill tools, interactive fill tools and advanced tools in latest version). Difference between Vector and Bitman images CMYK RGB and
	/, edit, format and lop graphics design g Corel draw ication software. S:SSC/N9492)	Place command to modify background and layers. (4 hrs)74. Practice creating samples from all visible layers and changing transparency preferences. (7 hrs)75. Practice to use of Menu bar, Arrange, layout,Effects, Bitmap etc. (18 hrs)76. Select various Interface options (Colour Theme, Auto-Show Hidden Panels, Show Tool Tips, Enable Text Drop Shadows, and Show Transformation Values). (8 hrs)77. Use various tips and tricks in Photoshop (w.r.t Frames, interactive zoom feature, layer mask, and Switch lasso). (8 hrs)78. Practice creating, zooming, adjusting, and panning operations on Photoshop images, using Rulers, Guides, and Grids. (8 hrs)79. Compare different Palettes for adjusting colour. (8 hrs)80. Manipulate different shapes. (8 hrs)81. Operate Photoshop tools (Magic Wand, Lasso tools, Warp, Symbol Sprayer, Dodge, Burn, Sponge, Clone Stamp, etc.). (11 hrs)82. Practice deiting Selections (adding, subtracting, inversing, and drawing Selections) and deselecting objects in Photoshop. (11 hrs)83. Perform layer style operations (working with pre-set and custom layer styles and creating images using the Layer Masking) in Photoshop. (11 hrs)84. Manage workspaces, windows, toolbars, and the toolbox in CorelDraw functions related to Lines, Shapes, Curves, and Outlines. (12 hrs)85. Perform basic CorelDraw operations related to Colour management, filling of objects, Transparency, and Special Effects. (11 hrs)87. Demonstrate basic CorelDraw operations related to Colour management, filling of objects, Transparency, and Special Effects. (11 hrs)

		 88. Practice the use tools panel and color scheme (Pick tools, shape tools, zoom tools, curve tools, smart drawing tools, rectangle tools, ellipse tools, object tools, shape tools, text tools, interactive tools, eyedropper tools, outline tools, fill tools, interactive fill tools and advanced tools in latest version). (32 hrs) 89. Apply basic Text functions (adding, manipulating, and formatting text, managing fonts in various languages, etc.) in CorelDraw. (11 hrs) 90. Practice the setting of orientation, paper size, toolbar, property bar, status bar, standard bar. (11 hrs) 91. Use basic Template and Style functions in CorelDraw. (11 hrs) 92. Practice basic CorelDraw operations on various files and file formats (importing, exporting, optimizing, size reduction, etc.). (12 hrs) 93. Prepare CorelDraw files for print service providers. (11 hrs) 	Pantone colours. Introduction to orientation, paper size, toolbar, property bar, status bar, standard bar. (36 hrs)
Professional Skill 62 H r s ; Professional Knowledge 18 Hrs	Online cloud storage and backup. (NOS:SSC/ N9493)	 94. Create instance on cloud on amazon/azure/google. (7 Hrs) 95. Create bucket/ storage space on cloud (amazon / azure / google). (7 Hrs) 96. Install apache server & IIS server, configure apache server and IIS server. (7 Hrs) 97. Perform Domain registration, panel management. (7 Hrs) 98. Perform Domain-registration of any domain name. (8 Hrs.) 99. Configure domain name to hosting accounts. (19 Hrs.) 100. Host your webpages. (8 Hrs.) 	Introduction to cloud computing. What is Cloud servers and types of cloud server? Introduction of Cloud storage and it types (amazon, google drive & MS azure storage/OneDrive). Definition, function and features of Web servers, Types of web servers apache, IIS etc. What is Hosting, procedure of web hosting. Online tools- google forms, google sheets, google drive Google class room, Moodle, Chamilo, Open edX, Totara Learn, Canvas. (18 Hrs)
Professional Skill 62 H r s ; Professional Knowledge 18 Hrs	Establish Requirements for Publishing Content. (NOS:SSC/N9494)	 101. Solve requirement-related issues by contacting key people in Publishing, Preproduction, and Production teams. (7 hrs) 102. Summaries the consequences of publishing incorrect versions of content. (3 hrs) 103. Determine, if you have the correct versions of all content 	Requirement of publishing content Categories content that requires publishing. Classify all requirements of the publication content. Different kinds of publishing contents, Types of Printing technology. (Letterpress, Offset lithography, Screen printing, Gravure printing, Flexography printing) Digital printing Technology Discuss issues, if any, concerning requirements. Summaries the

		for publications. (7 hrs) 104. Demonstrate methods of establishing publication requirements. (7 hrs) 105. Perform recommended techniques of establishing requirements in standard templates and formats. (8 hrs) 106. Report issues, as per priority, to appropriate people. (8 hrs) 107. Compare correct and incorrect versions of content. (7 hrs) 108. Assess the risks associated with establishing requirements incorrectly or inadequately. (8 hrs) 109. Analyse scenarios that may arise, if incorrect versions of content are published. (7 hrs)	consequences of publishing incorrect versions of content. (18 Hrs)
Professional Skill 62 Hrs; Professional Knowledge 16 Hrs	Publish Contents using bilingual software. (NOS:SSC/N9495)	 110. Use standard templates and tools while converting content into draft publications. (3 hrs) 111. Practice escalating design-related issues to the supervisor. (3 hrs) 112. Solve design-related issues by incorporating the requester's/user's feedback/ inputs. (3 hrs) 113. Design and format content as per established requirements. (7 hrs) 114. Modify designed and formatted content as per client's review. (8 hrs) 115. Convert designed, formatted, and validated content, into draft publication, after incorporating feedback from the Quality Assurance team (Pre-press department). (7 hrs) 116. Demonstrate standard methods for publishing content. (8 hrs) 117. Produce publication outputs in specific formats required by production teams. (8 hrs) 118. Combine the latest publication's database. (8 hrs) 119. Comply with the industrial standards while publishing content. (7 hrs) 	Publishing contents in Bilingual software Summaries the need for publishing content. Classify the media recommended for publishing content. Compare various methods of publishing requirements obtained from the requester. Tools for Creating & Managing Multilingual Content – email, ftp, notepad, Unicode fonts, MS office, pdf reader/creator, adobe creative cloud, translation memory, wordpress and social media What is Binding, Types of binding and process. (Sewn binding- A strong, durable binding where inside pages are sewn together in sections. Glued binding. Also known as Perfect binding PUR-glued, Lay-flat binding, Spiral, Wire-o. Saddle- stitched, the process of assembling and securing written or printed pages within a cover.) (18 hrs)

Identify different part of computers

Objectives: At the end of the exercise you shall be able to

- · identify computer peripherals and internal components of a computer
- assemble of desktop computer.

Requirements	
Tools/Equipments	
 i7 Processor Personal Computer with Windows 10 Professional Operating System or Latest version 	Screw Driver setsInput DevicesOutput Devices
PROCEDURE	

TASK 1: Identify computer peripherals and internal components of a computer

- 1 The instructor may display the image of various computer peripherals and ask in trainees to identify its name and function and fill it in a Table 1.
- 2 The instructor may display the image of various internal components of a system and ask in trainees to identify its name and function and fill it in a Table 2.

Table 1

S.No.	Part name	Function
1		
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15		



Table 2

S.No.	Part name	Function
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5	(\mathbf{O})	
6		
7		
8		
9		
10		
11		



IT & ITES : DTPO (NSQF - Revised 2022) - Exercise 1.1.01

TASK 2: Assemble of desktop computer

1 Procuring Parts

- Processor (CPU)
- Computer Case
- Optical Drive (DVD RW and SATA capable)
- Memory (RAM)
- SMPS (Power Supply)
- SATA Cables
- Motherboard (SATA Capable)
- Processor Fan
- Case Fan
- Hard Disk Drive (SATA Capable) or SSD
- Power cables
- · case and drive screws
- 2 Gather Tools and Supplies
 - Screwdriver (for slotted and Phillips head screws)
 - Wire cutters and strippers
 - Needle-nosed pliers
 - Utility knife
 - Small flashlight
 - · Adjustable wrench

- Small container to hold screws
- Heat sink compound
- Grounding Strap
- Open the computer case by removing the side panels.
- Find the screws that hold the side panels in place and remove them.
- The panel is removed by first sliding it back then lifting it away from the case
- 3 Prepare the Case for Assembly
- 4 Place the processor with socket
- 5 Insert the system memory
- 6 Install the CPU Heat sink
- 7 Connect the dedicated graphics card
- 8 Connect the SSD or HDD
- 9 Connect the Optical Drive
- 10 Plug the power cables from the PSU into the Motherboard, Graphics Card, SSD and Cooler
- 11 Install the component in the case
- 12 Finally, the PC ready to Install and Configure windows OS and Application Software

Install and configure windows OS and Application Software

Objectives: At the end of the exercise you shall be able to

- analyze the conditions before upgrading Windows 11
- upgrade to Windows 11 Insider Preview Build
- upgrade a Windows 10 PC to Windows 11 by Windows 11 Installation Assistant
- reinstall or clean install of Windows 11 on a new or used PC.

Requirements	
Tools/Equipments	
 Working PC with Windows OS 	Internet Connection

PROCEDURE

TASK 1: Analyze the conditions before upgrading Windows 11

- 1 Check whether the system has a Windows 10 license.
- 2 Check Windows 10 for version (2004 or higher) installed to run Installation Assistant.
- 3 Check for the Windows 11 device specifications for upgrade requirements and supported features. Certain features require additional hardware. It is recommend to visit PC's manufacturer's website for information about updated drivers and hardware compatibility.

Processor	1 gigahertz (GHz) or faster with 2 or more cores on a compatible 64-bit processor or System on a Chip (SOC).
RAM	4 gigabyte (GB).
Storage	64 GB or larger storage device
System firmware	UEFI, Secure Boot capable.
ТРМ	Trusted Platform Module (TPM) version 2.0.
Graphics card	Compatible with DirectX 12 or later with WDDM 2.0 driver.
Display	High definition (720p) display that is greater than 9" diagonally, 8 bits per color channel.
Internet connection and Microsoft account	Windows 11 Home edition requires internet connectivity and a Microsoft account. Switching a device out of Windows 11 Home in S mode also requires internet connectivity

To enable the TPM (Trusted Platform Module): To activate the TPM on your Dell computer in BIOS,

perform the following steps.

- 4 Reboot the computer.
- 5 Press F2 once a second when the Dell logo appears.
- 6 Once in the BIOS refer to the section that corresponds to the brand of the computer, for more instructions.

Latitude, OptiPlex, Precision, Vostro and select XPS

- 7 Expand the Security section.
- 8 Select TPM 2.0 Security.
- 9 Select TPM On.
- 10 Select Apply.
- 11 Select Exit.
- 12 The PC must have 9 GB of free disk space to download Windows 11.

Check for compatibility

- 13 Click the following link to download the PC Health Check app to see if the PC can run Windows 11 www.microsoft.com/en-us/windows/ windows-11#pchealthcheck.
- 14 After Downloaded the PC Health Check app file "WindowsPCHealthCheckSetup.msi", click to install in the PC. Refer Fig 1.



15 Select enable Accept and click to install (Fig 2).



16 Click the finish button refer Fig 3.

PC Health Check		-
SCHITHRAKUMARGO	Introducing Windows 11 Let's check if this PC meets the system re If it does, you can get the free upgrade w Check now	equirements. when it's available.
8 GB RAM 500 GB HDD 9 years old	G Backup & sync	~
Rename your PC	2 Windows Update	Last checked: Wednesday 3:47 PM $_{\rm \sim}$ \sim
	Battery capacity	33% of the design capacity $~~\vee~$
	Storage capacity	80% full 🗸
⑦ About	Startup time	See details 🗸 🗸
Related links	Tips on PC h	ealth More on Windows 11

17 Click the "Check now" button. (Fig 4)

- 18 This app will intimate the information whether the PC can compatible to Windows 11 or not to compatible windows 11
- 19 The information will intimate like "This PC doesn't currently meet Windows 11 system requirements",

TASK 2: Upgrade to Windows 11 Insider Preview Build

Join the Windows Insider Program

- 1 Go to Start > Settings > Update & Security > Windows Insider Programme.
- 2 Click the Get Started button and follow the onscreen guide to join the Windows Insider Program.

Download and Upgrade to Windows 11

3 Go to Start > Settings > Update & Security > Windows Update.

 Fig 4

 Image: PC Health Check:

 Image: PC HealtheCheck:

 Ima

check the system requirement and also visit your PC's manufacturer's website for information about updated drivers and hardware compatibility.

20 Whether if the PC is compatible to Windows 11, the screen will appear the following fig 5

PC health a	at a glance	
	Introducing Windows 11	-
_	Let's check if this PC meets the system requirements.	
ESKTOP-56KAN5Q	This PC meets Windows 11 requirements ×	5
GE RAM IO GB SSD year old	Great news — Windows 11 is free and coming soon! Check device specifications for apps and features that exceed minimum system requirements and Windows 10 features that aren't available in Windows 11.	^
ename your PC	The processor is supported for Windows 11. Processor: Intel® Care® 7-1070005 CPU © 3.80GHz	Signed in
	 There is at least 4 GB of system memory (RAM). System memory: 8 GB 	
	The system disk is 64 GB or larger. System storage: 240 GB	On On
	The processor has two or more cores. Processor cores. 8	Manage
	Hide all results Device specifications	ntion required ~
	Storage capacity	45% full ~
About	③ Startup time	See details 🗠

- 4 Your system will automatically start to check for updates. If not, you can manually click the Check for Updates button to continue.
- 5 The Windows 11 downloading and installing process starts successively. The whole process might last for hours and the installation process requires several computer restarts. You should wait until the whole process ends.

TASK 3: Upgrade a Windows 10 PC to Windows 11 by Windows 11 Installation Assistant

- 1 This is the best option for installing Windows 11 on the device you're currently using.
- 2 Type the following link in to the web browser address bar for to install Windows 11 Assistant www.microsoft. com/en-us/software-download/windows11.

- 3 Click, 'Download now' button
- 4 After you download the Installation Assistant, click Run. You need to be an administrator to run this tool.
- 5 Once the tool confirms the device hardware is compatible, you will be presented with the license terms. Select, "Accept and Install".

TASK 4: Reinstall or clean install of Windows 11 on a new or used PC

Create Windows 11 Installation Media

1 To reinstall or clean install of Windows 11 on a new or used PC, use this option to download the media creation tool to make a bootable USB or DVD.

Make sure you have

- 2 An internet connection (internet service provider fees may apply).
- 3 Sufficient data storage available on the computer, USB, or external drive you are downloading the .iso file to.
- 4 A blank DVD disc with at least 8GB (and DVD burner) to create a bootable disc. We recommend using a blank USB or blank DVD, because any content on it will be deleted during installation.
- 5 If you receive a "disc image file is too large" message while attempting to burn a DVD bootable disc from an ISO file, consider using a higher capacity Dual Layer DVD.

Using the Media Creation Tool to create installation media

- 6 Type the following link in to the web browser address bar for to install Create Windows 11 Installation Media www.microsoft.com/en-us/software-download/ windows11.
- 7 After downloading, run the media creation tool. You need to be an administrator to run this tool.
- 8 If you agree to the license terms, select Accept.
- 9 On the What do you want to do? page, select Create installation media for another PC, and then select Next.
- 10 Select the language, edition, and architecture (64-bit) for Windows 11.
- 11 Select which media you want to use:
- 12 USB flash drive: Attach a blank USB flash drive with at least 8GB of space. Any content on the flash drive will be deleted.
- 13 **ISO file:** Save an ISO file to your PC. This can be used to create a bootable DVD. After the file is downloaded, you can go to location where the file is saved, or select Open DVD burner, and follow the instructions to burn the file to a DVD.

- 6 Once the tool is ready, click the Restart Now button to complete installation on your computer.
- 7 It might take some time to install Windows 11, and your PC will restart a few times. Make sure you don't turn off your PC.

After the installation media is created, follow the steps below to use it.

14 To check for updates now, select the Start button, and then go to Settings > Windows Update, and select Check for updates. You may also wish to visit your device manufacturer's support site for any additional drivers that may be needed.

Before you install Windows 11, it's a good idea to save any work and back up your PC before you start. If you used the Media Creation Tool to download an ISO file for Windows 11, remember to burn it to a DVD before following these steps

- 15 Attach the USB flash drive or insert the DVD on the PC where you want to install Windows 11.
- 16 Restart your PC.
- 17 If your PC does not automatically boot to the USB or DVD media, you might have to open a boot menu or change the boot order in your PC's BIOS or UEFI settings.
- 18 To open a boot menu or change the boot order, you'll typically need to press a key (such as F2, F12, Delete, or Esc) immediately after you turn on your PC. For instructions on accessing the boot menu or changing the boot order for your PC, check the documentation that came with your PC or go to the manufacturer's website.
- 19 If you do not see the USB or DVD media device listed within the boot options, you may need to reach out to the PC manufacturer for instructions for temporarily disabling Secure Boot in your BIOS settings.
- 20 If changing the boot menu or order doesn't work, and your PC immediately boots into the OS you want to replace, it is possible the PC had not fully shut down. To ensure the PC fully shuts down, select the power button on the sign-in screen or on the Start menu and select shut down.
- 21 On the Install Windows page, select your language, time, and keyboard preferences, and then select Next.
- 22 Select, Install Windows.

Windows 10 interface and Navigation

Objectives: At the end of the exercise you shall be able to

- · getting started with windows 10 OS from different type of Sign-in options
- identify the files, folders and drives
- identify Utilities of windows 10
- advanced search using Cortana
- pin and Unpin apps to the Start menu.

Requirements

Tools/Equipments

Working PC with Windows OS

PROCEDURE

TASK 1: Getting started with windows 10 OS from different type of Signing in options

Using Microsoft Account

- 1 Switch on the PC
- 2 Wait for your Windows 10 to load
- 3 Then the windows screen is opened. The sign-in screen as it appears on PCs running the Windows.
- 4 Enter the Microsoft user account's password. Then the Windows 10 pro desktop will appear on the Screen

Use PIN Options

5 Click Settings > Accounts

TASK 2: Identify the files, folders and drives

Method 1 Search from the taskbar

1 Type the name of a document (or a keyword from it) into the search box on the taskbar. You'll see results for documents across your PC and OneDrive under Best match for documents

Method 2 Search File Explorer

2 Click Start Button > Windows System > File Explorer. The File Explorer Window will appear on the screen.

TASK 3: Identify Utilities of windows 10

Using Notepad

Notepad is a basic text editor you can use for simple documents or for creating Web pages. To create or edit files that require formatting, use WordPad.

- 1 Click Start Button > Windows Accessories > Notepad
- 2 Type the given text
- 3 On the File menu, click Save, type a descriptive name for your file in the File name box, and then click OK.

- 6 Click, Sign-in Options button will appear on left side
- 7 Click Add button in the right of the window of PIN option for create a PIN to use in place of Password
- 8 In the Set PIN Dialog box, Enter your New four digit PIN and Conform it
- 9 Restart the PC
- 10 The sign-in screen will appears, enter your four digit PIN. Then the Windows 10 pro desktop will appear on the Screen.
- 3 Select This PC to look in all devices and drives on your computer, or select Documents to look only for files stored there.

Method 3 To add an icon for This PC to your desktop

4 Select Start > Settings > Personalization > Themes > Desktop icon settings. In the pop-up window, select the check box next to Computer, then select Apply > OK.

Using WordPad : You can use WordPad to create or edit text files that contain formatting or graphics. Use Notepad for basic text editing or for creating Web pages.

- 3 Click Start Button > Windows Accessories > WordPad
- 4 Type the given text
- 5 On the File menu, click Save, type a descriptive name for your file in the File name box, and then click OK.

Internet Connection

Using Calculator : You can use Calculator in Standard view to do simple calculations, or in Scientific view to do advanced scientific and statistical calculations.

6 Click Start Button > Calculator

Using Paint : Paint is a drawing tool you can use to create black-and-white or color drawings that you can save as bitmap (.bmp) files. You can also use Paint to send your drawing in e-mail, set the image as a desktop background, and save image files using different file formats.

- 7 Click Start Button > Windows Accessories > Paint
- 8 Practice to Draw the Drawing and Type the given text
- 9 On the File menu, click Save, type a descriptive name for your file in the File name box, and then click OK.

Microsoft Edge : Welcome to the faster, safer browser designed for Windows 10! Microsoft Edge gives you new ways to find stuff, manage your tabs, read e-books, and write on the web. Add extensions to translate websites, block ads, manage your passwords, and much more.

Here's where Microsoft Edge keeps the things you collect on the web. Select Favorites to view your favorites, reading list, e-books, browsing history, and current downloads.

10 Click Start Button > Microsoft edge or

11 Select Microsoft Edge on the Windows taskbar

TASK 4: Advanced search using Cortana

Cortana is your digital agent. She'll help you get things done. The more you use Cortana, the more personalized your experience will be.

To get started, type a question in the search box, or select the microphone and talk to Cortana. (Typing works for all types of PCs, but you need a mic to talk.)

Here are some things Cortana can do for you:

- 1 Give you reminders based on time, places, or people.
- 2 Track packages, teams, interests, and flights.
- 3 Send emails and texts.
- 4 Manage your calendar and keep you up to date.
- 5 Create and manage lists.
- 6 Chit chat and play games.

TASK 5: Pin and Unpin apps to the Start menu

Pin the apps you use most often to the Start menu. Here's how:

1 Open the Start menu, then find the app you want to pin in the list or search for it by typing the app name in the search box. **File Explorer :** File Explorer has gotten better with age. To check it out in Windows 10

- 12 Select its icon on the taskbar or the Start menu, or press the Windows logo key + E on your keyboard.
- 13 OneDrive is now part of File Explorer. For a quick primer on how it works, check out OneDrive on your PC.
- 14 When File Explorer opens, you'll land in Quick access. Your frequently used folders and recently used files are listed there, so you won't have to dig through a series of folders to find them. Pin your favorite folders to Quick access to keep them close at hand.
- 15 My Computer is now called This PC, and it won't show up on your desktop by default. To find out how to add This PC to your desktop or the Start menu
- 16 Libraries won't show up in File Explorer unless you want them to. To add them to the left pane, select the View tab > Navigation pane > Show libraries.

Using Windows Media Player: You can play many types of audio and video files by using Windows Media Player. You can also play and make copies of your CDs, play DVDs (if you have DVD hardware), listen to Internet radio stations, play clips from a movie, or view a music video on a Web site. You can also use Windows Media Player to make your own music CDs

17 Click Start > Windows Media Player

- 7 Find facts, files, places, and info.
- 8 Open any app on your system.

Set a remainder

- 9 One of the things Cortana can do is to give you reminders. She can remind you to do things based on time, places, or even people.
- 10 For example, type or say, "Remind me to congratulate Tanya the next time she calls."
- 11 The reminder will appear when you get a call from Tanya.
- 12 Extra bonus—if you have a Windows phone or Cortana for iPhone or Android, you can set Cortana to sync notifications between your PC and phone.
- 2 Press and hold (or right-click) the app, then select Pin to Start .
- 3 To unpin an app, select Unpin from Start.

Manage Files, Folders and Removable Drives

Objectives: At the end of the exercise you shall be able to

- practicing insert, open and remove the pen drive in proper way
- · check the bad sectors and viruses in pen drive using antivirus software
- practicing transfer data from a flash drive to a computer.

Requirements Tools/Equipments • Working PC with Windows OS • Internet Connection

PROCEDURE

TASK 1: How to insert, open and remove the Pen drive in proper way

How to Insert and Open your USB Flash Drive

- 1 Switch on the PC
- 2 After Open the Windows OS, insert pen drive into USB port of the PC
- 3 Open File Explorer
- 4 Click, "This PC" Icon in left side of the File Explorer window
- 5 Now Removable Disk drive will appear on right side of the File Explore
- 6 Click, Removable Disk(your USB Flash Drive) for to open the file
- 7 Search and Select to open the specific file in the right side of the File Explorer

How to safely Remove your USB Flash Drive

- 1 First go to the Notification area which is on the bottom-right corner of the Screen
- 2 Right click on the ("Show hidden Icon") middle arrow key and click "Safely Remove Hardware and Eject Media" Icon
- 3 Now, New screen will appear on bottom-right corner of the desktop
- 4 Click to Eject USB drive
- 5 Now will appear new "Safe to Remove Hardware," window left side of the desktop to intimate the USB mass storage device can now be safely removed from the computer
- 6 Remove the USB from computer

TASK 2: Check the bad sectors and viruses in pen drive using antivirus software

How to Scan USB Flash Drive

- 1 Insert Pen drive into the PC
- 2 The New Window will appear "Tap to choose what happen with removable drive"
- 3 Type "Windows Defender" on search bar
- 4 Click "Windows Defender"
- 5 The windows defender window will appear on the screen

TASK 3: How to Transfer Data from a Flash Drive to a Computer

- 1 Plug the flash drive into your computer. Your flash drive should plug into one of the rectangular USB ports on your computer's housing
- 2 Open Start . Click the Windows logo in the bottom-left corner of the screen
- 3 Open File Explorer . Click the folder-shaped icon in the lower-left side of the Start menu.

- 6 Select Custom and click Scan button on the right side of the window
- 7 Choose USB Drive and click OK Button. Now will start the scan automatically
- 8 After complete the Scan, will automatically appear scan details in the Windows Defender's home page.
- 4 Click This PC. It's a computer-shaped icon on the left side of the File Explorer window. This will open a list of your computer's attached drives, including your flash drive.
- 5 You may have to scroll down on the left-hand column of options in order to find This PC.
- 6 Open your flash drive. Under the "Devices and drives" heading, double-click the name of your flash drive.

This will usually be the flash drive's manufacturer's name and/or the model number.

- 7 The flash drive usually has the "(F:)" drive letter assigned to it.
- 8 Select files to move. Click an individual file to select it, or hold down Ctrl while clicking each file that you want to select.
- 9 You can also select every file in the flash drive by pressing Ctrl+A.
- 10 Click Home. It's a tab in the upper-left side of the flash drive's window. Doing so prompts a drop-down toolbar at the top of the window.
- 11 If you're comfortable with Windows' click-and-drag feature, you can instead click and drag the selected files onto your desktop or into your preferred folder. If you do this, skip to the last step in this method.
- 12 Click Move to. You'll find this option in the "Organize" section of the toolbar. A drop-down menu will appear

- 13 Click Choose location.... It's at the bottom of the drop-down menu. Doing so opens a new window.
- 14 Select a folder. Click the folder into which you want to transfer the selected folder.
- 15 You can also create a new folder by selecting a destination folder, clicking Make New Folder, and entering a name for the folder.
- 16 Click Move. It's in the bottom-right corner of the window. Your files will begin transferring into the selected folder; once they complete, you can proceed.
- 17 Eject your flash drive. In the flash drive's window, click the Manage tab at the top of the window, then click Eject in the resulting toolbar. Once you receive a notification that the flash drive is safe to remove, you can physically remove it from your computer by gently pulling on it.

Install a printer, Fix printer connection and printing problems in Windows

Objectives: At the end of the exercise you shall be able to

- to install or add a network, wireless, or Bluetooth printer
- to install or add a local printer
- fix printer connection and printing problems in Windows
- install and use a scanner in Windows 10.

Requirements

Tools/Equipments

• Working PC with Windows OS

Internet Connection

PROCEDURE

TASK 1: To install or add a network, wireless, or Bluetooth printer

- 1 Connect the printer in to the network, Windows should find it easily. Available printers can include all printers on a network, such as Bluetooth and wireless printers or printers that are plugged into another computer and shared on the network. You might need permission to install some printers.
- 2 Select the Start button, then select Settings >Devices > Printers & scanners.

Fig 1	
Settings	
û Home	Printers & scanners
Find a setting	Add printers & scanners
Devices	+ Add a printer or scanner
Bluetooth & other devices	Search for cloud printers
🖨 Printers & scanners	
() Mouse	Printers & scanners
Typing	^w

TASK 2: To install or add a local printer

- 1 Plug the USB cable from your printer into an available USB port on your PC, and turn the printer on.
- 2 Select the Start button, then select Settings > Devices > Printers & scanners.

- 3 Select Add a printer or scanner. Wait for it to find nearby printers, then choose the one you want to use, and select Add device.
- 4 If your printer isn't in the list, select the printer that I want isn't listed, and then follow the instructions to add it manually using one of the options.
- 5 If you use wireless access points, extenders or multiple wireless routers with separate SSIDs, you'll need to ensure that you're connected to the same network as the printer for your PC to find and install it. or
- 6 If you have a new wireless printer that hasn't been added to your home network, read the instructions that came with the printer, and check the printer manufacturer's website to learn more and to get upto-date software for your printer.

- 3 Select Add a printer or scanner. Wait for it to find nearby printers, then choose the one you want to use, and select Add device.
- 4 If your printer isn't in the list, select The printer that I want isn't listed, and then follow the instructions to add it manually using one of the options.

TASK 3: Fix printer connection and printing problems in Windows

- 1 Unplug and restart your printer (Sometimes power cycling your printer can resolve the issue. Turn off your printer and unplug it, wait 30 seconds, plug your printer back in, and then turn the printer back on.) If your printer still doesn't work, continue to Next step.
- 2 Check cables or wireless connection Check the cables (for wired printers). Make sure that the printer's USB cable is properly connected from the printer to your PC.
- 3 Check the wireless connection (for wireless printers).

- 4 Make sure the printer's wireless option is turned on and available. Many printers have a button that displays a blue wireless icon when a wireless connection option for the printer is available. If your printer still doesn't work, continue to Next step.
- 5 Uninstall and reinstall your printer. Try removing and reinstalling the printer.

Remove your printer

- 6 Select the Start button, then select Settings > Devices > Printers & scanners .
- 7 Under Printers & scanners, find the printer, select it, and then select Remove device.

Reinstall a wireless printer

- 8 Select the Start button, then select Settings > Devices > Printers & scanners .
- 9 Select Add a printer or scanner. Wait for your device to find nearby printers, choose the one you want, and then select Add device.

Reinstall a local printer

- 10 If you want to reinstall or add a local printer, plug the USB cable from your printer into an available USB port on your PC, and then turn on the printer.
- 11 Select the Start button, then select Settings > Devices > Printers & scanners .
- 12 Under Printers & scanners, look for your printer.
- 13 If you see your printer listed, you'll know it's installed.
- 14 If you don't see your printer listed, select Add a printer or scanner. Wait for your device to find available printers, choose the one you want, and then select Add device. If your printer still doesn't work, continue to Next step.

Install the latest printer driver. (Here are several ways to update your printer driver).

Use Windows Update

- 15 Select Start , then select Settings > Update & Security > Windows Update.
- 16 Select Check for updates.
- 17 If Windows Update finds an updated driver, it will download and install it, and your printer will automatically use it.

Install software that came with your printer

18 If your printer came with a disc, it might contain software that can help you install drivers for your printer or check for driver updates.

Download and install the driver from the printer manufacturer's website

19 Check your printer manufacturer's support site. To find it, search the internet for the name of your printer manufacturer plus the word "support," such as "HP support."

- 20 Driver updates are often available in the "Drivers" section of a printer manufacturer's website. Some support sites let you search for your printer model number directly. Locate and download the latest driver for your printer model, then follow the installation instructions on the manufacturer's website.
- 21 Most drivers are self-installing. After you download them, double-click (or double-tap) the file to begin installing it. Then follow these steps to remove and reinstall the printer.
- 22 Select Start , then select Settings > Devices > Printers & scanners .
- 23 Under Printers & scanners, find the printer, select it, and then select Remove device.
- 24 After removing your printer, add it back by selecting Add a printer or scanner. Wait for your device to find nearby printers, select the one you want, and then select Add device.

What to do if the driver doesn't install

- 25 If you double-click the installation file and nothing happens, follow these steps:
- 26 Select Start , then select Settings > Devices > Printers & scanners .
- 27 Scroll down to Related Settings and select Print server properties.
- 28 Select the Drivers tab, and see if your printer is listed. If it is, you're all set.
- 29 If you don't see your printer listed, select Add, and in the Welcome to the Add Printer Driver Wizard, select Next.
- 30 Select your device's architecture, and then select Next.
- 31 On the left, select your printer manufacturer, and on the right, select your printer driver. (Fig 2)
- 32 Select Next, select Finish, and follow the instructions to add your driver.
- 33 Follow the instructions in the section above to remove and reinstall the printer.

Troubleshooting offline printer problems in Windows

- 34 Check to make sure the printer is turned on and connected to the same Wi-Fi network as your device
- 35 To find out if your printer is connected to Wi-Fi, see if your printer's built-in menu has options for checking its Wi-Fi connection, or check the printer's manual for instructions about how to add it to a Wi-Fi network.
- 36 Unplug and restart your printer
- 37 Set your printer as the default printer
- 38 Select Start > Settings > Devices > Printers & scanners.Select your printer and then select Open queue.



39 Select Printer, then select Set As Default Printer, and clear Pause Printing and Use Printer Offline if they are selected.

If you see a message that says, "Windows will stop managing your default printer for you," select OK.

TASK 4: Install and use a scanner in Windows 10

Install or add a local scanner

- 1 In most cases, all you have to do to set up a scanner is to connect it to your device. Plug the USB cable from your scanner into an available USB port on your device, and turn the scanner on. If that doesn't work, here's a way to do it manually.
- 2 Select Start > Settings > Devices > Printers & scanners or use the following button.
- 3 Select Add a printer or scanner. Wait for it to find nearby scanners, then choose the one you want to use and select Add device.

Install or add a network, wireless, or Bluetooth scanner

- 4 If your scanner is turned on and connected to the network, Windows should find it automatically. Available scanners can include all scanners on a network, such as Bluetooth and wireless scanners or scanners that are plugged into another device and shared on the network. Here's a way to do it manually.
- 5 Select Start > Settings > Devices > Printers & scanners or use the following button.
- 6 Select Add a printer or scanner. Wait for it to find nearby scanners, then choose the one you want to use, and select Add device.
- 7 If your scanner isn't in the list, select The printer that I want isn't listed, and then follow the instructions to add it manually.

Verify your scanner is installed

- 8 If you want to see if your scanner is installed, make sure that your scanner is turned on and use the Open the Printers & scanners settings button, or follow these steps:
- 9 Select Start > Settings > Devices > Printers & scanners.
- 10 Under Printers & devices, look for your scanner.

- 40 Clear the print queue
- 41 Select Start >Settings >Devices > Printers & scanners.
- 42 Select your printer and then select Open queue.
- 43 Under Document Name, select any documents listed, then select Document, and select Cancel.
- 44 Reset the service that manages the printing queue
- 45 Go to Search in the taskbar, type services, and then select Services in the list of results.
- 46 Find the Print Spooler service, select and hold (rightclick) it, and select Restart.
- 47 Remove and reinstall your printer to your device
- 48 Restart your PC

Scan a picture or document with Windows Scan app

11 Make sure your scanner is turned on.

- 12 In the search box on the taskbar, type Windows Scan, and then select Scan from the results.
- 13 Place the item you want to scan face down on the scanner's flatbed and close the cover. Or
- 14 Place the item you want to scan in the scanner's document feeder.
- 15 On the Scan page, do the following:
- 16 Under Scanner, select the scanner you want to use.
- 17 Under Source, select the location you prefer to scan from.
- 18 Under File type, select the type of file you want the scan to be saved as. For example, you can save the file in different file formats—such as JPEG, Bitmap, and PNG.
- 19 Select Show more to show the Save file to options.
- 20 Under Save file to, browse to the location where you want to save the scan.
- 21 Select Scan at the bottom of the screen to scan your document or picture.
- 22 After your scan is finished, select View to see the scanned file before you save it, or select Close to save it. You can edit the scanned document or picture in the preview that appears when you select View.

Find saved scans

- 23 To locate a previously saved scan file, select File Explorer from the taskbar, and then select the location that you chose to save your scanned files.
- 24 If none of these instructions solved your scanner problem, there could be an issue with the scanner itself. Go to the scanner manufacturer's website for specific troubleshooting info.

Identify different icons of windows and use the icons to operate the machine

Objectives: At the end of the exercise you shall be able to

- · find the documents in windows
- pin, remove, and customize in quick access
- practice to create zip and unzip files
- sync files with onedrive in Windows.

Requirements

Tools/Equipments

· Working PC with Windows OS

Internet Connection

PROCEDURE

TASK 1: Find the documents in Windows

Search from the taskbar

- 1 Type the name of a document (or a keyword from it) into the search box icon on the taskbar.
- 2 The following screen will appear. See results for documents across your PC and OneDrive.

To filter your search

3 Select the Documents tab—then your search results will only show documents. (Fig 1)

Documents: EX NO_3A	
All Apps Documents Web More ~	$\mathbf{\Theta}$
Best match for documents	
EX NO_3A Search in File Explorer	
	EX NO_3A Search in File Explorer

- 4 Click, Open button
- 5 Now a new File Explorer window will be opened and automatically the file will be searched and displayed on the screen.

Search File Explorer

- 6 Open File Explorer from the taskbar or right-click on the Start menu,
- 7 Choose File Explorer, then select a location from the left pane to search or browse. For example, select This PC to look in all devices and drives on your computer, or select Documents to look only for files stored there.

Find and open File Explorer

8 Select it on the taskbar or the Start menu, or press the Windows logo key + E on your keyboard. (Fig 2)

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Practice to use File Explorer

- 9 To pin a folder to **Quick access**, right-click (or press and hold) the folder and select **Pin to Quick access**.
- 10 To share a file, select it, then select **Share** on the ribbon.
- 11 To move the location of a file or folder, select it and then select **Cut** X on the ribbon. Navigate to the new location, then select **Paste** [□]. (Note that for files and folders in Quick Access, you'll need to right-click (or press and hold) and select **Open file location** before you can cut and paste.)
- 12 To change how items in your File Explorer appear, select **View** and choose between showing icons, lists, details, and more.
- 13 To reduce the space between files, select View > Compact view.

TASK 2: Pin, remove, and customize in Quick access

1 By default, File Explorer opens to Quick Access. You can set a folder to show up in Quick access so it'll be easy to find. Just right-click it and select **Pin to Quick access**. Unpin it when you don't need it there anymore. (Fig 3)



2 If you want to see only your pinned folders, you can turn off recent files or frequent folders. Go to the View tab, and then select Options. In the Privacy section, clear the check boxes and select Apply. Now Quick access will only show your pinned folders. (If you turn them back on, items you previously removed from Quick access might show up again.) (Fig 4)

Privacy Show recently used files in Quick access Show frequently used folders in Quick access Clear File Explorer history Clear Restore Default:	.9 .	Navigation pane	lder
Restore Default:		Privacy Show recently used files in Quick a Show frequently used folders in Quick Clear File Explorer history	access lick access Clear
			Restore Defaults

3 You can also remove items from Quick access. If something shows up that you don't want to see again, right-click it and select Remove from Quick access. It won't show up there anymore, even if you use it every day. (Fig 5)

TASK 3: Practice to create Zip and unzip files

1 Zipped (compressed) files take up less storage space and can be transferred to other computers more quickly than uncompressed files. In Windows, you work with zipped files and folders in the same way that you work with uncompressed files and folders. Combine several files into a single zipped folder to more easily share a group of files.



Share files in File Explorer

4 To share a file, select it, go to the Share tab, and select Share. See the following figure and follow (Fig 6)

Fig 6	
I I I I I Documents File Home Share View	
Share Email Zip Fax	C No shortcuts available Remove Chara with
5010	Payments
Share	Presentations
Choose an app to share the	Vacations
Selected files.	Work
> J 3D Objects	House projects
> 🔜 Desktop	Kate's bio presentation
> 🖹 Documents	Trip to Mexico
> 🕹 Downloads	

Show hidden files

- 5 In the search box on the taskbar, type folder, and then select Show hidden files and folders from the search results.
- 6 Under Advanced settings, select Show hidden files, folders, and drives, and then select OK.

Find the Recycle Bin

- 7 If your desktop shows no icons at all, right-click (or press and hold) the desktop and select View.
- 8 If Show desktop icons has no checkmark, click it to add one.
- 9 If that doesn't work, try this: Select Start > Settings> Personalization > Themes > Desktop icon settings.
- 10 Make sure the check box for Recycle Bin is checked, then select OK. You should see the icon displayed on your desktop.
- To zip (compress) a file or folder
- 2 Locate the file or folder that you want to zip.
- 3 Press and hold (or right-click) the file or folder, select (or point to) Send to, and then select Compressed (zipped) folder.
- 4 A new zipped folder with the same name is created in the same location.

5 To rename it, press and hold (or right-click) the folder, select Rename, and then type the new name.

To unzip (extract) files or folders from a zipped folder

6 Locate the zipped folder that you want to unzip (extract) files or folders from.

TASK 4: Sync files with OneDrive in Windows

Install and set up

1 If you're using Windows 10, your computer already has the OneDrive app installed - skip to step 2.

If you have no accounts signed in to OneDrive

- 2 If you don't currently have an account signed in to OneDrive, use these instructions to start OneDrive.
- 3 Select the **Start** button, search for "OneDrive", and then open it:
- 4 In Windows 10, select **One Drive**. (Fig 7)



5 When OneDrive Setup starts, enter your personal account, or your work or school account, and select **Sign in**. (Fig 8)



Key points in OneDrive Setup

- 6 There are two screens in **OneDrive Setup** that are helpful to watch for:
- 7 On the This is your **OneDrive folder** screen, select **Next** to accept the default folder location for your OneDrive files. If you want to change the folder location, select **Change location** - this is the best time to make this change. (Fig 9)

- 7 To unzip a single file or folder, open the zipped folder, then drag the file or folder from the zipped folder to a new location. or
- 8 To unzip all the contents of the zipped folder, press and hold (or right-click) the folder, select Extract All, and then follow the instructions.



8 On the All your files, ready and on-demand screen, you'll see how files are marked to show them as online-only, locally available, or always available. Files On-Demand helps you access all your files in OneDrive without having to download all of them and use storage space on your Windows device. Select Next. (Fig 10)

 Microsoft 	OneDrive
	All your files, ready and on-demand
With F	iles On Demand, you can browse everything in your OneDrive without taking up space on your PC.
	Available when online
0	These files don't take up space on this PC, and will be downloaded as you use them.
	Available on this device
\odot	When you open a file, it downloads to your device so you can edit it while you're offline.
	Mark your important files
	To ensure you can always access your important files even when you're offline, right- click the file (or press Shift F10) and select "Always keep on this device".

Note: If you were already syncing OneDrive for work or school to your computer (using the previous sync app) and you've just installed the sync app, you won't see the This is your OneDrive folder or the Sync files from your OneDrive screen during OneDrive Setup. The sync app automatically takes over syncing in the same folder location you were using before. To choose which folders you're syncing, right-click the blue cloud icon in the taskbar notification area, and select Settings > Account > Choose folders.

See and manage your OneDrive files

9 You're all set. Your OneDrive files will appear in File Explorer in the OneDrive folder. If you use more than one account, your personal files appear under OneDrive – Personal and your work or school files appear under OneDrive - CompanyName. (Fig 11)

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	Desktop	0	5/
> 🔿 OneDrive - Contoso	Documents	0	5/
> OneDrive - Personal	Images	0	5/
	Pictures	0	5/
> This PC	Private Info	\odot	5/
/ Janis PC	Annual Financial Report (DRAFT)	0	5/
> 🥩 Network	Audit of Small Business Sales	0	5/

10 You now have a new white or blue cloud icon (or both) in your notification area and your files are synced to your computer. Your blue cloud icon will appear as **OneDrive – [YourTenantName]** when you hover over the icon. (Fig 12)



11 Any time you want to change the folders you sync on your computer, right-click that cloud icon in the taskbar notification area, and select Settings > Account > Choose folders. Find other information about your account and change other OneDrive settings from here. (Fig 13)



How to add OneDrive as a service

To open and save files to Microsoft OneDrive from Excel, PowerPoint or Word, you need to add OneDrive as a connected service.

- 12 Open your Office app.
- 13 Go to File then Account.
- 14 Select Add a service then Storage.
- 15 Choose OneDrive.
- 16 Complete the sign-in steps for the account you are trying to add.

Upload and save files and folders to OneDrive

Use OneDrive in your browser

- 17 Sign in to office.com.
- 18 Select the app launcher icon , and then select OneDrive.
- 19 Pick a file or folder by selecting the circle in the upper corner of the item, and then select a command at the top of the page (Fig 14)

Fig 14		
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All apps →		

Upload files or folders to OneDrive

- 20 Select Upload > Files or Upload > Folder.
- 21 Select the files or folder you want to upload.
- 22 Select Open or Select Folder.
- 23 With other browsers: Select Upload, select the files you want to upload, and select Open.
- 24 If you don't see **Upload > Folder**, create a folder, and then upload the files to that folder. (Fig 15)

Note: If you have the OneDrive sync app installed, you can also upload with File Explorer. Select the files you want to upload, and drag them to OneDrive in the File Explorer Navigation pane.

Save a file to OneDrive

25 Select File > Save a Copy > OneDrive - Personal.

26 Select Enter file name here and type a name.



- 27 If you want to save to another folder, select Browse, and select the folder you want.
- 28 Select Save.
- 29 The next time you open the Office app, you'll see your saved file in the Recent list. (Fig 16)



Collaborate in OneDrive

Share files or folders

- 30 Select the files or folder you'd like to share.
- 31 Select Share
- 32 Select Anyone with this link can edit this item and set the permissions:
- 33 Select Allow editing if you want others to be able to edit the file.
- 34 Uncheck Allow editing if you only want others to be able to view the file. (Fig 17)



Stop or change sharing

35 Select the file or folder you want to stop sharing.

- 36 Select Information (1) in the upper-right corner to open the Details pane.
- 37 Select Manage access and:
- 38 Select the X next to a link to disable it.
- 39 Select Can Edit or Can View, and then select Stop Sharing.
- 40 Select Can Edit or Can View and then select Change to....

Stay connected with OneDrive

Share a file from your mobile device

- 41 Open the OneDrive app on your mobile device.
- 42 Select a file or folder press and hold until the checkmark appears next to it.



Share icon. 43 Tap the

From an Office app:

- 44 Open an Office app like Word, Excel, or PowerPoint on your device.
- 45 Tap Open, then tap OneDrive Personal.
- 46 Tap the More icon (three dots) next to the file, then select Share. (Fig 18)


Open your files on your mobile device

- 47 Tap a file to preview it.
- 48 Tap the Office app icon at the top to open the file. (Fig 19)



IT & ITES DTPO - Computer Fundamentals

Customize Desktop setting and user accounts

Objectives: At the end of the exercise you shall be able to

- customize the Desktop Settings
- how to Add a Child or Adult User in Windows 10
- how to Change Your Password in Windows 10.

Requirements

Tools/Equipments

Working PC with Windows OS

PROCEDURE

TASK 1: Customize the Desktop Settings

Change the Desktop Background in Windows 10

- 1 Click on the Windows icon in the lower left of your screen right next to the search bar
- 2 Click on Settings in the list on the left.
- 3 Click on Personalization, fourth on the list
- 4 **Click on Background**. The background page will come up which allows you to preview your background picture and lets you choose from several photos or your own photos for your desktop background.
- 5 Click on the box underneath Background to choose between a picture, solid color, or slideshow for your background.
- 6 Underneath Choose your picture, **click on one of the options or click** Browse to choose one from your computer. Click on whatever photo you want and it will appear as your desktop background.
- 7 If you don't like the layout of the photo you can **click on the box underneath Choose a fit** to choose between fill, fit, stretch, tile, or center options for your background.

Restore My Computer to the Windows 10 Desktop

- 1 Right-click on the desktop and select Personalize.
- 2 Click Themes.
- 3 Click "Go to desktop icon settings."
- 4 Check the **box next to Computer**. You can also check the boxes for Control Panel, Network and User's Files to bring those to the desktop.
- 5 Click Apply.
- 6 Click OK.
- 7 Right-click on This PC.
- 8 Select Rename.

- 9 Type "My Computer."
- 10 Click Enter.

Change the Size of Desktop Icons in Windows 10

- 11 Right-click on an empty space on the desktop.
- 12 Select View from the contextual menu.
- 13 Select either Large icons, Medium icons, or Small icons. The default is medium icons.

Change the Size of the Taskbar Icons

- 14 Right-click on an empty space on the desktop.
- 15 Select Display settings from the contextual menu.
- 16 Move the slider under "Change the size of text, apps, and other items" to 100%, 125%, 150%, or 175%
- 17 Hit Apply at the bottom of the settings window. Windows might ask you to log out and log back in for a more consistent experience

Turn Off Notification and System Sounds in Windows 10

- 18 Click the notification icon at the bottom right of the screen. You'll find it at the far edge of the toolbar next to the date and time.
- 19 Click the All Settings icon in the bottom right.
- 20 On the main Settings screen, choose System.
- 21 In the left sidebar, choose Notifications & actions.
- 22 o completely turn off Notifications, slide the Get notifications from apps and other senders button to the Off position.
- 23 Or, to be more selective with your notifications and not disable them all, scroll down to the Get notifications from these senders section, and decide what you're able to tolerate: banner, sounds, or neither from each option.

Internet connection

Change the Background on the Windows 10 Login Screen

- 24 Open the Start menu and select the gear icon to open the Settings menu.
- 25 Select personalization from the list of options.
- 26 In the left sidebar, find the Lock Screen option.

TASK 2: How to Add a Child or Adult User in Windows 10

- 1 Navigate to Settings. You can get there from the Start menu.
- 2 Click Accounts.
- 3 Click Family & Other Users in the left window pane.
- 4 Click "Add a family member" or "Add someone else to this PC." Choose "family member" if you are either adding a child or adding an adult who needs access to parental control settings for child users. If no children are using this computer, using "Add someone else . . " should be fine.
- 5 Follow the instructions below, based on what type of user you wish to add.

To Add Another Adult User

- 6 Click "Add someone else to this PC."
- 7 Enter the person's email address and click Next. This address should be tied to the person's Microsoft account.
- 8 Click Finish.

To Give a User Admin Permissions

- 9 Open control panel. You can get there by hitting Windows + X and selecting control panel.
- 10 Open the User Accounts menu.
- 11 Click Manage another account.
- 12 Select the account you wish to give admin rights to.
- 13 Click "Change the account type."
- 14 Select Administrator and click the Change Account Type button.

To Add a Child

15 Click "Add a Family Member."

TASK 3: How to Change Your Password in Windows 10

To Change / Set a Password

- 1 Click the Start button at the bottom left of your screen.
- 2 Click Settings from the list to the left.
- 3 Select Accounts.
- 4 Select Sign-in options from the menu.
- 5 Click on Change under Change your account password.

- 27 Select an image from the Windows defaults, or choose your own by pressing the Browse button and locating it on your hard drive
- 28 You can also play a slideshow as your lockscreen background by selecting it from the drop-down menu under Background.
- 16 Select "Add a Child."
- 17 Enter the child's Microsoft account email address. If they don't have a Microsoft account, you must sign them up for one. If your child is too young to have an email address and you click "The person I want to add doesn't have an email address," you will be prompted to create a Microsoft account and corresponding @outlook.com email address for them. It's unfortunate that Microsoft requires child accounts to have email, but parents can use their own email address or create a dummy one.
- 18 Click Confirm.
- 19 Click Close. The child's email account will get an invite.
- 20 Have the child click Accept on the email.
- 21 Click "Manage family settings online" in the Windows 10 account settings menu.
- 22 Select the child whose permissions you wish to manage.
- 23 Use the controls to set restrictions on what sites your child can see, what apps they can use and how long they can use the computer. By default, you will also get weekly activity reports mailed to you.

To Add a Parent

- 24 Click "Add a Family Member."
- 25 Select Adult, enter the email address and click Next. The email account should be tied to the new user's Microsoft account.
- 26 Click Confirm. The person will receive an email invitation and have to confirm it.
- 6 In order to change your password, you have to sign in with your current Microsoft account password. Enter your password in the box. Click Sign in.
- 7 Microsoft will send you a new code to change your password through the phone number that is associated with your account. Enter the last four digits of your phone number to verify it is the correct number. Press Enter.
- 8 You will receive a code on your phone. Enter the code.

- 9. A new page will direct you to enter your old password and then type in a new password. Reenter the new password. Press Enter.
- 10 If you see this message than you successfully changed your password!

Change the Password to a PIN

- 11 Follow steps 1-4 under To Change Your Current Password above.
- 12 Within Sign-in options, click on Add under PIN.
- 13 In order to change your password, you have to sign in with your current Microsoft account password. Enter your password in the box. Click Sign in.
- 14 Enter a new pin in the first box and reenter it in the second one. Click OK. You can now use this pin to sign into your Microsoft account.

Change the Password to a Picture Password

15 Follow the steps 1-4 under Change Your Current Password above.

- 16 Within Sign-in options, click on Add under Picture Password.
- 17 Enter your Microsoft account password to verify it's your account. Click OK
- 18 Click on Choose Picture. Choose a photo from your files.
- 19 Click on Use this picture if you like it or click on Choose new picture if you don't. You can drag your photo to position it however you want.
- 20 You will have to set up three gestures that will become part of your picture password. With your cursor, draw lines or circles that coordinate with your photo..
- 21 If you see this message then you successfully created your picture password! This photo will show up when you sign into your Microsoft account. Simply retrace your gestures and you'll be signed in.

IT & ITES DTPO - Windows Accessories

Practice to create text file by Notepad edit file by using different menu under notepad

Objectives: At the end of the exercise you shall be able to

create a text file in notepad

• practice to Edit the file by using different menus under notepad.

Requirements Tools/Equipments • A working PC with Windows 10 or 11 Operating System - 1 No.

PROCEDURE

TASK 1 : Create a text file in notepad.

- 1 The Windows Notepad program can be opened by using either Click Start.
- 2 In the Run or Search box, type Notepad and press Enter. or
- 3 Click Start.
- 4 Open All Programs > Windows Accessories > then click the Notepad.
- 5 Click View menu > Word wrap
- 6 Type the text given by the Instructor.
- 7 Refer Fig 1 and follow.



TASK 2 : Practice to Edit the file by using different menus under notepad.

1 Choose Edit menu >	Font (Fig 2)
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	Size	16	~
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- 2 See the above figure and apply Font, Family, Style and Size given by the Instructor
- 3 Select File menu > Click Page Setup (Fig 3)

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- 4 Change Paper Size, Orientation, and Margins (See the above figure and input the same value)
- 5 Click Ok
- 6 Choose Edit menu and practice to Find, Find Next, Find Previous, Replace, Goto and Undo options (follow these options, instruction given by the instructor)
- 7 Select File menu > Click Save
- 8 The Save as Dialog box will appear on the screen. (Fig 4)
- 9 Choose the folder provided by the instructor and save it with your name. Now, see the Title bar your file name will appear on the screen.
- 10 Select File menu > Exit.



IT & ITES DTPO - Windows Accessories

Practice to create Document file in WordPad, and edit and format file by using different menu under WordPad

Objectives: At the end of the exercise you shall be able to

• create a text file in WordPad.

practice to Edit the file by using different menus under WordPad.

Requirements

Tools/Equipments

 A working PC with Windows 10 or 11 Operating System

- 1 No.

TASK 1 : Create a text file in notepad.

- 1 In the Run or Search box, type WordPad and press Enter. or
- 2 Click Start.
- 3 Open All Programs > Windows Accessories > then click the WordPad.
- 4 Type the text given by the Instructor. Or type the same text in the following fig 1.



TASK 2 : Practice to Edit the file by using different menus under WordPad

- 1 Select the Heading for to format the font
- 2 Choose Home Tab > Font (Fig 2)



- 3 Change Font Bodoni Bd BT, Size 14pt, choose Bold and Underline. See the above figure and follow
- 4 Choose Center Alignment for to the paragraph center the text.
- 5 Select the remaining paragraphs.
- 6 Click, Paragraph button for to show the Paragraph Dialog box. See the fig 3 and follow
- 7 Change First Line Indent 0.5 inch, Line spacing 1.15, Enable – Add 10pt space after paragraphs and Alignment – Justified. See the following figure and type the same value. (Fig 4)



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Right:	0"	
First line:	.5	
Spacing		
Line spacing:	1.15	~
🗹 Add 10pt spa	ice after paragraphs	
Alignment:	Justified	~
Tabe	OK	Cancel

8 Click Ok, The formatted paragraph text will appear on the screen and see the fig 5 and follow.



Insert an image in WordPad

- 9 Open WordPad.
- 10 In WordPad, on the Home tab, click the Picture option.
- 11 Select the image file you want to insert from your computer and click Open.

Use Paint Drawing to Edit Images in WordPad

- 12 Insert an image into WordPad.
- 13 Right-click on the image and Copy it to the clipboard.
- 14 Use Paint Drawing to Edit Images in WordPad
- 15 Paste image in Paint Drawing
- 16 From this point on, whatever changes you make in Paint Drawing will get reflected into WordPad, automatically and instantly.

Practice to magnifying the document

- 17 Goto Menu: View
- 18 Select Zoom -> Zoom In
- 19 or Select Zoom -> Zoom Out
- 20 or Select Zoom -> Reset Default Zoom

Practice to enable and disable the ruler, status bar and change measurement units

- 21 Goto Menu: View
- 22 Click to enable or disable the ruler. See the screen and follow
- 23 Goto Menu: View
- 24 Click to enable or disable the status bar. See the screen and follow
- 25 Goto Menu: View
- 26 Click the measurement units button for to change measurement units for ruler and page setup.

Practice to change page setup and save option in WordPad

27 Select File menu > Click Page Setup (Fig 6)



- 28 Change Paper Size, Orientation, and Margins (See the above figure and input the same value)
- 29 Click Ok
- 30 Choose Home tab and practice to Find, Replace, and Select all options (follow these options, instruction given by the instructor)
- 31 Select File menu > Click Save
- 32 The Save as Dialog box will appear on the screen (Fig 7)

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- 33 Choose the folder provided by the instructor and save it with your name. Now, see the Title bar your file name will appear on the screen.
- 34 Select File menu > Exit

IT & ITES DTPO - Windows Accessories

Practice to create basic symbols by using MS Paint and format the drawing by using different tools available

Objectives: At the end of the exercise you shall be able to

- create a Working area
- create a Logo
- draw a nature in your own choice

Requirements

Tools/Equipments

 A working PC with Windows 10 or 11 Operating System

- 1 No.

PROCEDURE

TASK 1 : Create a Working area

To start the Paint program

- 1 Click on "Start" "All Programs" "Accessories" -"Paint" (Fig 1)
- 2 This creates a new, blank, single layered image. The single layer will be filled with white.



3 The default canvas size is 800 x 600 pixels scaled by the system DPI setting, or the size of any image contained in the clipboard.

4 The keyboard shortcut for File > New is Ctrl + N.

5 This Window is displayed when File > New is invoked.

- TASK 2 : Create a Logo
- 1 Open Microsoft paint.
- 2 Click on the circle tool.(Fig 2)
- 3 Select color, and drag to raw Ellipse.
- 4 Select the Paint Bucket and fill the circle with a color of your choice.
- 5 Draw another Ellipse inside the previous Ellipse.
- 6 Select the text tool and type the name of your business, website or blog. (Fig 3)
- 7 Save your image.





TASK 3 : Draw a nature in your own choice

- 1 You have already learned Ms Paint software in School level.
- 2 To use the mouse well, draw your favourite scenery with the help of the instructor and practice using the mouse accurately.

Practice to Typing, use open source Tying Tutor

Objectives: At the end of this exercise you shall be able to

download and install open source typing tutor application

• practice to type the text.

Requirements

Tools/Equipments/Instruments

 A working PC with Windows 10 or 11 Operating System - 1 No.

PROCEDURE



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- 3 Click Start Button > Start Now Button. Now the Lesson 1 will appear on the screen.
- 4 Click touch typing basics. See the screen and follow the following steps
- 5 Place your right index finger on the "J" key and let the other three fingers fall naturally onto the "K", "L" and ";" keys respectively.
- 6 Place your left index finger on the "F" key and let the other three finger fall naturally onto the "D", "S", and "A" keys respectively.
- 7 Both thumbs should rest on the space bar, but only the right thumb should key it.
- 8 You should feel a raised bump on both the "F" and "J" keys. These will allow your fingers to find the home position without having to look at the keyboard.



- 9 Open MS Word
- 10 Create New Document
- 11 Type each key from left to right.

- 13 You shouldn't have to move your fingers from their home positions.
- 14 Just press the keys they are resting on.
- 12 Type each letter covered by the fingers in the home position, going from left to right: a s d f j k l ;.



15 Repeat, but this time capitalize. Repeat the step above, but this time in capital letters:

16 A S D F J K L :.

- 17 Use the shift key to capitalize rather than the caps lock.
- 18 Push the shift key by moving only your nearest pinkie finger and pressing and holding it while pushing the desired letter with your other hand.



- 19 In other words, when the letter you would like capitalized is typed with your left hand, you press the right shift key with your right pinkie.
- 20 When the letter you would like capitalized is typed with your right hand, you press the left shift key with your left pinkie.
- 21 Do and practice the above same step to rest of the alphabet, numbers and symbols
- 22 After finished the above steps
- 23 Choose Typing Test button
- 24 Select Test Text, Duration and Click Start Test. See the figure and follow

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- 25 The new window will appear. See above on the screen selected Test Text will appear and start to type the text
- 26 After finished the typing, click Next. Typing Text Result's windows will appear on the screen
- 27 Show to the Instructor and Click Ok



Open MS Word and familiarise with basic Components

Objectives: At the end of this exercise you shall be able to

- open and Create a document
- add Text and Picture
- show and Hide the Ribbon.

Requirements		
Tools/Equipments/Instruments		
 A working PC with Windows 10 or 11 Operating System MS – Office 2019 or higher 	- 1 No.	

PROCEDURE

TASK 1 : Open and Create a document

- 1 Click the start button which is located on the lefthand bottom corner on your Desktop or Laptop.
- 2 Click the All Programs button just above the Start button.
- 3 Find the group Microsoft Office.
- 4 In the sub-group, one of the icon will be Microsoft Office Word. The MS word Window will appear on the screen and follow the figure

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Create a document

- 1 On the File tab, click New.
- 2 In the Search for online templates box, enter the type of document you want to create and press ENTER. Or
- 3 Select Blank document. The following screen will appear



TASK 2 : Add Text and Picture

Add and format text

- 1 Place the cursor and type some text.
- 2 To format, select the text and then select an option: Bold, Italic, Bullets, Numbering, and more. Practice with its model which is similar to the WordPad app see the figure and follow.

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Add Pictures, Shapes, SmartArt, Chart, and more

- 1 Select the Insert tab.
- 2 Select what you want to add:
- 3 Tables select Table, hover over the size you want, and select it.
- 4 Pictures select Pictures, browse for pictures from your computer, select a stock image, or even search Bing.

Note: Older versions of Word may have Online Pictures on the ribbon next to Pictures.

- 5 Shapes select Shapes, and choose a shape from the drop-down.
- 6 Icons select Icons, pick the one you want, and select Insert.
- 7 3D Models select 3D Models, choose from a file or online source, go to the image you want, and select Insert.
- 8 SmartArt select SmartArt, choose a SmartArt Graphic, and select OK.
- 9 Chart select Chart, select the chart you want, and select OK.
- 10 Screenshot select Screenshot and select one from the drop-down.



TASK 3 : Show and Hide the Ribbon

Show Ribbon options

1 At the top-right corner, select the Ribbon Display Options icon.



2 Choose an option for the ribbon:

Show Tabs and Commands

3 Keep all the tabs and commands on the ribbon visible all the time.





8 Shows only the ribbon tabs, so you see more of your document, and you can still quickly switch among the tabs.



Auto-Hide ribbon

9 Hides the ribbon for the best view of your document, and only shows the ribbon when you select More, or press the ALT key.



Collapse the ribbon or expand it again

- 10 Double-click any of the ribbon tabs or press CTRL+F1 to collapse the ribbon if you need to see more of your document.
- 11 To see the ribbon again, just double-click any ribbon tab, or press CTRL+F1.

If the ribbon isn't visible at all

12 If the ribbon isn't visible at all (no tabs are showing), then you probably have it set to Auto-hide. Select More at the top right of the screen. This will temporarily restore the ribbon.



13 When you return to the document, the ribbon will be hidden again. To keep the ribbon displayed, select one of the Show options above.

Save a document

To save a document for the first time, do the following:

6 On the File tab, click Save As.



- 7 Browse to the location where you'd like to save your document.
- 8 Click Save.
- 9 To save your document as you continue to work on it, click Save in the Quick Access Toolbar.

Practice creating, saving and renaming word

Objectives: At the end of this exercise you shall be able to

- create a document, add text and pictures
- save and Rename a document.

Requirements

Tools/Equipments/Instruments

A working PC with Windows
 10 or 11 Operating System - 1 No.

• MS – Office 2019 or higher

PROCEDURE

Fig 1

TASK 1 : Create a document, add text and pictures

1 On the File tab, click New.

2 Click and choose Blank document. The following screen will appear

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Add and format text

- 3 Place the cursor and type the text by instructor.
- 4 To format, select the text and then select an option: Bold, Italic, Bullets, Numbering, and more. Practice with its model which is similar to the WordPad app see the figure and follow.

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Add Pictures, Shapes, SmartArt, Chart, and more

- 1 Select the Insert tab.
- 2 Select what you want to add:
- 3 Tables select Table, hover over the size you want, and select it.
- 4 Pictures select Pictures, browse for pictures from your computer, select a stock image, or even search Bing.

Note: Older versions of Word may have Online Pictures on the ribbon next to Pictures.

- 5 Shapes select Shapes, and choose a shape from the drop-down.
- 6 Icons select Icons, pick the one you want, and select Insert.

TASK 2 : Save and Rename a document

Method 1

- 1 On the File tab, click Save As.
- 2 Browse to the location where you'd like to save your document.
- 3 Click Save.
- 4 To save your document as you continue to work on it, click Save in the Quick Access Toolbar. See the figure and follow.



Method 2

1 Click the Save button on the Quick Access toolbar.

Since the document doesn't have a name or location yet, the Save As screen will appear.

- 7 3D Models select 3D Models, choose from a file or online source, go to the image you want, and select Insert.
- 8 SmartArt select SmartArt, choose a SmartArt Graphic, and select OK.
- 9 Chart select Chart, select the chart you want, and select OK.
- 10 Screenshot select Screenshot and select one from the drop-down.

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- 2 Choose a location to save the file to:
- OneDrive, a cloud storage folder accessible to all computers and mobile devices that you've connected to your Office 365 account.
- A SharePoint site, if you're part of an organization that uses one.
- Select This PC to save the file locally in your Documents folder.
- Click Browse to open a dialog box, where you can browse through your computer's folders, drives, and network shares.
- 3 Enter a file name.

4 Click Save.

Renaming

- 1 Open File Explorer app
- 2 Find and select the file, then select File and press F2.
- 3 Type the new name and press Enter.

Practice creating, saving and renaming word

Objectives: At the end of this exercise you shall be able to • use template create a new document.

Requirements

Tools/Equipments/Instruments

A working PC with Windows
 10 or 11 Operating System - 1 No.

MS – Office 2019 or higher

PROCEDURE

TASK 1 : Use template create a new document

Create a Document from a Template

- 1 Click the File tab.
- 2 Click New.
- 3 The New screen has a few ways for you to select a template.
- 4 Several featured templates will appear, after the Blank document template.
- 5 Search for a template using the search field or select a template category from the suggested searches.
- 6 (Optional) Select or search for a template category.



- 7 Preview images of the templates will appear for the selected category, along with a Category list.
- 8 (Optional) Select or search for a template category.
- 9 Selecting additional categories allows you to narrow your template search even more. Only templates that fit into all the selected categories will appear.
- 10 Select a template.



A larger preview of the template appears, along with a description.

11 Click Create.



12 A new document from the template is created. Now, just fill in the placeholders.

Practice to use basic Character (Text) and Paragraph formatting

Objectives: At the end of this exercise you shall be able to

- add and format text
- format Paragraph
- clear all text formatting.

Requirements

Tools/Equipments/Instruments

- A working PC with Windows
- 10 or 11 Operating System
 MS Office 2019 or higher

- 1 No.

PROCEDURE

TASK 1 : Add and format text

1 To add text, place the cursor where you want and start typing.

Select all text

- 2 Click anywhere within the document.
- 3 Press Ctrl+A on your keyboard to select all text in the document.

Select specific text

- 4 You can also select a specific word, line of text, or one or more paragraphs.
- 5 Place your cursor in front of the first letter of the word, sentence, or paragraphs you want to select.
- 6 Click and hold while you drag your cursor to select the text you want.

Other ways to select text

- 7 To select a single word, quickly double-click that word.
- 8 To select a line of text, place your cursor at the start of the line, and press Shift + down arrow.
- 9 To select a paragraph, place your cursor at the start of the paragraph, and press Ctrl + Shift + down arrow.

Format text

- 1 Select the text you want to format.
- 2 To select a single word, double-click it. To select a line of text, click to the left of it.
- 3 Select an option to change the font, font size, font color, or make the text bold, italic, or underline.
- 4 See the following figure and practice to format same character formatting in the figure.



Fig 2

About NIMI

National Instructional Media Institute (NIMI) was set up in the name of Central Instructional Media Institute (CIMI) in Chennai in December 1986 by the Government of India as a Subordinate Office under Directorate General of Employment and Training (DGE&T) with the assistance from Government of Germany through GTZ (German Agency for Technical Co-operation) as the executing accency.

Font - Arial Black, Size 14PT, Style – Bold, & Under line

After the approval of the Cabinet for the Grant of Autonomous status to CIMI, the Institute was registered as a society on 1st April 1999 under the Tamil Nadu Societies Registration Act 1975. Since then, it is functioning as an Autonomous Institute under the Gort. of India, Ministry of Skill Development & Entrepreneurship (MSDE), Directorate General of Training (DGT), New Delhi. As per the recommendation of the Governing Council in its 5th Meeting held on 29.06.2003 under the Chairmanship of the Hon'ble Union Labour Minister, the institute was renamed as National Instructional Media Institute (NIMI) to reflect its National Character.

Font - Arial Black, Size 12PT, Style – Bold, & Italic

Objective NIAI has been functioning as a Nodal Agency to develop Instructional Materials, e-content, Question Banks, Train media developers and trainers, enable translation of books into Hindi and other regional Ianguages, network with other vocational stakeholders, create resource <u>centers</u> for vocational courses.

languages, network with other vocational stakeholders, create resource <u>centers</u> for vocational courses, promote research in the field of development of instructional materials and offer consultancy services.

Vision

Nimi envisages to scale global benchmarks in vocational education as a Nodal Organization for curricula, instructional media packages and Test Item development for vocational courses in the country.

Mission

Nimi proposes to accelerate vocational training in the country through systemic curriculum development, production, dissemination of instructional media packages and training on instructional media by closely interacting with the State / UT Governments., Industries, ITIs and Organizations involved in Vocational Training.

nt – Garamond, Size – 11PT, Style - Regular

Copy formatting

5 Select the text with the formatting you want to copy.

6 Click **Format Painter**, ^I and then select the text you want to copy the formatting to.

TASK 2 : Format Paragraph

Align the text left or right

- 1 Select the text that you want to align.
- 2 On the **Home** tab, in the **Paragraph** group, click **Align Left ■** or **Align Right**.

Center the text horizontally between the side margins

- 3 Select the text that you want to center.
- 4 On the Home tab, in the Paragraph group, click Center

Center the text vertically between the top and bottom margins

- 5 Select the text that you want to center.
- 6 On the Layout or Page Layout tab, click the Dialog Box Launcher in the Page Setup group, and then click the Layout tab.
- 7 In the Vertical alignment box, click Center.
- 8 In the **Apply to** box, click **Selected text,** and then click **OK.**

Justify text

- 9 Select the text you want to justify.
- 10 On the Home tab, in the Paragraph group, click Justify
 - or
- 11 In the **Paragraph** group, click the Dialog Box Launcher, and select the **Alignment** drop-down



agraph			ି <mark> </mark>
ndents and Spa	acing Line and	Page Breaks	
General			
Alignment:	Left	-	
<u>O</u> utline level:	Left Centered Right	Collapsed by defa	ult
nuentation	Justified		
Left:	0-	<u>S</u> pecial:	Ву:
<u>R</u> ight:	0"	(none)	▼
Mirror inde	ents		
pacing		2	
<u>B</u> efore:	0 pt 🌲	Li <u>n</u> e spacing:	<u>A</u> t:
A <u>f</u> ter:	0 pt 🌲	Multiple	▼ 1.08 🚔
Don't add Dreview	spa <u>c</u> e between p	aragraphs of the same st	yle
Provious Paragra Provious Paragra Sample Text Sam Sample Text Sam Sample Text Sam Following Parag Following Parag	ph Previous Paragraph Previo ph Previous Paragraph Previo ple Text Sample Text Sample' ple Text Sample Text Sample' ple Text Sample Text Sample' ple Text Sample Text Sample' aph Following Paragraph Foll aph Following Paragraph Foll	us Paragraph Previous Paragraph Previous P La Paragraph Previous Paragraph Previous P Red Sample Text Sample Text Sample Text Sa Red Sample Text Sample T	ragraph aragraph nple Text nple Text Aring Paragraph Aring Paragraph

menu to set your justified text.

12 Or use the keyboard shortcut, Ctrl + J to justify your text.

Change paragraph indents and spacing

- 1 Select one or more paragraphs that you want to adjust.
- 2 Go to **Home** and select the Paragraph dialog box launcher.
- 3 Choose Indents and Spacing. See the following figure and practice to change the same paragraph indents and spacing.



TASK 3 : Clear all text formatting.

- 1 Select the text that you want to return to its default formatting.
- 2 In Word and Publisher
- 3 On the Home tab, in the Font group, click Clear All Formatting.

Fig 6				
rt	Design	Layout	References	Mailings
Cal B	ibri (Body) <i>I <u>U</u> -</i>	\mathbf{x} 11 \mathbf{x} A abe \mathbf{X}_2 \mathbf{X}^2	A [*] Aa - Aa	* = =
		Font		Fa

Practice to Create and Format tables including Table Formatting Tool

Objectives: At the end of this exercise you shall be able to

- insert Table in different methods
- format the table
- · convert text to table and convert table to text
- convert text to a table or a table to text.

Requirements

Tools/Equipments/Instruments

- A working PC with Windows
 10 or 11 Operating System 1 No.
- MS Office 2019 or higher
- Internet Connection

F

PROCEDURE

TASK 1 : Insert a Table in different method

Insert a Table

Method 1

- 1 Click Insert tab > Table
- 2 Move the cursor over the grid until you highlight the number of columns and rows
- 3 Click the cursor over the grid after selected the number of columns and rows. The table will appear the screen Fig 1



Method 2

- 4 Click Insert tab > Table > Insert Table
- 5 See the Fig 2 and type the value to Number Columns6 and Number of Rows 6 in the Insert Table dialog box
- 6 Click OK. The screen will show in the following Fig 3

ig 2	Insert Table	?	×
20	Table size Number of <u>c</u> olumns: Number of <u>r</u> ows: AutoFit behavior	6 6 Auto	× ×
	Remember dimen <u>s</u> ions	for new ta Can	ables
Fig 3			
4			

Method 3

- 7 Click Insert tab > Table > Draw Table. The cursor will show in the screen like pencil view
- 8 Drag to draw the cursor left to right side of the page for example rectangle shape
- 9 Draw vertical lines for creating columns and horizontal lines for rows.

TASK 2 : Type the text into the table and format the table.

- 1 Insert the Table, Number Columns in 6 and Number Rows in 6
- 2 Place the courser in the top left side corner of the table
- 4 Press Tab key on the Keyboard for to type in next column. After the fill the text in this cell again press to Tab key to fill the text in another cell and so on.
- 5 See the Fig 4 and type the text

3 Type the text "SI. No."

⁼ig 4	PAGE LAYOUT	REFERENCES	MAILINGS REVI	EW VIEW	DESIGN LAY	OUT	pt Borders Border	
	1 + + + + + +	II	Table Styles	1 - 1 - 1 - 1 - 1 - 1 - 1		* Styles * 🗹	Painter Borders 72	7
		Đ						
		SI. No.	Name of the Trainee	Practical (120 Marks)	Theory (30 Marks)	Employability Skills (50 Marks)	Total (200 Marks)	

TASK 3 : Format the Table.

Use table styles to format an entire table

1 Click or select the table

- 2 Click the Design Tab under the Table Tool
- 3 Choose the Table style in the Table Style group. See the Fig 5 and follow

					ding Border	pt	ers Border	
		Table Styles			 Styles - P 	en Color • •	Painter	
1		mg	11		(III)	1 · · · · · 6	7 .	
		0						
	_							
	ه SI. No.	Name of the	Practical (120	Theory (30	Employability	Total (200		
	€ SI. No.	Name of the Trainee	Practical (120 Marks)	Theory (30 Marks)	Employability Skills (50 Marks)	Total (200 Marks)		
	± Sl. No.	Name of the Trainee	Practical (120 Marks)	Theory (30 Marks)	Employability Skills (50 Marks)	Total (200 Marks)		
	± SI. No.	Name of the Trainee	Practical (120 Marks)	Theory (30 Marks)	Employability Skills (50 Marks)	Total (200 Marks)		

Add or Remove Borders

Add Borders

- 1 Click the Layout Tab, under the Table Tools
- 2 Click Select button and then select the Table
- 3 Click the Design Tab under the Table Tools
- 4 Click Line Weight button in the border group and select 1¹/₂ pt
- 5 Click Borders button in the border group and Select "Outside Borders". See the Fig 6

	Table Styles		Sha	ding Border	pt - ·	Borders Painter
				III · · · · · · · · S		E Left Border
						No Border All Borders Outride Rouderr
SI. No.	Name of the Trainee	Practical (120 Marks)	Theory (30 Marks)	Employability Skills (50 Marks)	Total (200 Marks)	Inside Borders Inside Horizontal Border
	-					Inside Vertical Border
				-		Diagonal Down Border
						Horizontal Line
						Draw Table
						bud m

Remove the Table Borders

- 6 Select the table
- 7 Click Design Tab and select the Borders button
- 8 Choose "No Border"

Add or Remove shading in a table

Add shading to a table

- 1 Click in the table, and then click the Table Move Handle in the upper-left corner for to select the table
- 2 Click Shading button in the Table Tools Design Tab
- 3 Under Theme colors, Select the shading color you want apply. See the Fig 7 and follow

Fig 7			
PAGE LAYOUT REFERENCES	MAILINGS REVIEW VIEW DESIGN	LAYOUT	
		Shading Border Styles - Pen C	Borders Border
	Table Styles	Theme Colors	15 G
		Standard Colors	
Si. No.	Name of the Practical (120 Theory (2 Trainee Marks) Marks)	No Color	200

Remove shading from a table

- 1 Click in the table, and then click the Table Move Handle in the upper-left corner for to select the table
- 2 Click Shading button in the Table Tools Design Tab
- 3 Click "No Color"

Set Table properties

Table

- 1 Select the Table
- 2 Click Layout tab under the Table Tools
- 3 Click, "Table Properties" Button. The "Table Properties" dialog box will appear on the screen
- 4 Click Table Tab, disable the "Preferred Width" in the size option, select center Alignment and to choose Text Wrapping is none.
- 5 Click 'OK' Button. The Table will align in center of the page.

Row

- 1 Select the Rows, Place the cursor left margin side of the table click and drag to down of the particular rows of the table
- 2 Click Layout tab under the Table Tools
- 3 Click, "Table Properties" Button. The "Table Properties" dialog box will appear on the screen
- 4 Click Rows tab, enable the Specific height
- 5 Type the value 0.36 inch. See the Fig 8 and follow

Fig 8	Table Properties ? X
	Table Bow Column Cgll Alt Text Rows Size Image: Size Image: Size Specify height: .36 Row height is: At least Options Image: Size Image: Size Image: Size
	Allow row to break across pages Repeat as header row at the top of each page Previous Row Year Row
	OK Cancel

6 Click 'OK' button. The changed rows height will appear on the screen. See the Fig 9

Sl. No.	Name of the Trainee	Practical (120 Marks)	Theory (30 Marks)	Employability Skills (50 Marks)	Total (200 Marks)
			Y		

Columns

- 1 Select the Column, Place the cursor in the Top of the table click the cursor for selecting single column or drag left to right of the particular columns of the table for selecting multiple columns
- 2 Click Layout tab under the Table Tools
- 3 Click, "Table Properties" Button. The "Table Properties" dialog box will appear on the screen
- 4 Click Columns tab, enable Preferred width type value 0.5 inch in first column
- 5 Click Next column button change the values of preferred width 1.5 inches
- 6 Click Next column button change the values for next 3 columns of preferred width 1 inches and the last column change to 1.3 inches
- 7 Click 'OK' button. now the table will appear as shown in Fig 10

Sl. Name of the Trainee Practical (120 Theory (30 Employability Total (200 Marks) Sl. No. Marks) Marks) Skills (50 Marks Marks Marks) Marks)	SI. Name of the Trainee Practical (120 Theory (30 Employability Total (200 Marks) Skills (50 Marks) Sk	10	1		12 1 1	B · · · · · · ·	B · · ·] · ·]	<u>R</u>
Bit Name of the Trainee Practical (120 Theory (30 Employability Total (200 Marks) No. Marks Marks Skills (50 Marks) Marks) Image: State of the Trainee Image: State of the Trainee Image: State of the Trainee Total (200 Marks) Image: State of the Trainee Image: State of the Trainee Image: State of the Trainee Image: State of the Trainee	Bit Name of the Trainee Practical (120 Marks) Theory (30 Marks) Employability Skills (50 Marks) Total (200 Marks) Image: Image of the Trainee							
		ł	SI. No.	Name of the Trainee	Practical (120 Marks)	Theory (30 Marks)	Employability Skills (50 Marks)	Total (200 Marks)

Align Text in a Table

- 1 Select the Heading Row
- 2 Click Layout Tab under the Table Tools and Select "Align Center" in the Alignment group. See the Fig 11 and follow

Fig 11	
ribute Rows	
ribute Columns	E E Direction Margins
Es.	Alignment
1 5 · · · · · · · ·	6 🕮 - 1 7 -

3 The table will appear as shown in following Fig 12

Fig 1	2						
	SI. No.	Name of the Trainee	Practical (120 Marks)	Theory (30 Marks)	Employability Skills (50 Marks)	Total (200 Marks)	

4 Practice to do the remaining text alignment of Align Top Left, Align Top Center, Align Top Right, Align Center Left, Align Center Right, Align Bottom Left, Align Bottom Cener, and Align Bottom Right.

Change the Text Direction in a Table

- 1 Select the particular Cell
- 2 Select Layout Tab under the Table Tools and Double Click "Text Direction" in the Alignment group. See the Fig 13 and follow

ert Insert Insert Merge Split ow Left Right Cells Cells	Split AutoFit				
iumins is merge	Table *	width: 1"	Dist	ribute Columns	Text Cell Direction Margi Alignment
æ	B		<u>م</u>	15 6 (11	1
SI. No. Name of the Trainee	Practical (120 Marks)	Theory (30 Marks)	Employab ility Skills (50 Marks)	Total (200 Marks)	

Sort a list Alphabetically

- 1 Create a table and formatting the table same as shown in following Fig 14
- 2 Select the text in a column of "Name of the Trainees" list.
- 3 Select Layout tab under the Table Tools, click Sort Button.

			B · · · · · · · I	B · · · · · · · I	R
					8
÷ SI. No.	Name of the Trainee	Practical (120 Marks)	Theory (30 Marks)	Employab llity Skills (50 Marks)	Total (200 Marks)
1	Karthika	118	28	44	1
2	Kavitha	115	25	35	
3	Rani	117	22	47	
4	Priya	110	24	34	
5	Selvi	113	20	30	

Fig 15		
E + \$E + \$E € €	2↓ ¶	AaBbCcDt
	+ 🛄 +	1 Normal
Paragraph	G.	

- 4 In the Sort Text box, set Sort by to Paragraphs and Text.
- 5 Click Descending (Z to A). See the Fig and follow

Fig 16 Sort			? ×
Sort by			
Column 2	∨ Туре:	Text	✓ <u>○ A</u> scending
	Using:	Paragraphs	 Descending
Then by			
	✓ Type:	Text	Ascending
	Using:	Paragraphs	✓ ○ Descending
Then <u>by</u>			
	∨ Туре:	Text	 Ascending
	Using:	Paragraphs	 Descending
My list has O Header <u>r</u> ow	No header ro <u>w</u>		
Options			OK Cancel

6 Click OK. The Descending sorted table will appear as shown in following Fig 17

Fi	g 17					
	SI. No.	Name of the Trainee	Practical (120 Marks)	Theory (30 Marks)	Employab ility Skills (50 Marks)	Total (200 Marks)
	5	Selvi	113	20	30	
	3	Rani	117	22	47	
	4	Priya	110	24	34	
	2	Kavitha	115	25	35	
	1	Karthika	118	28	44	

Apply formula to the Table

1 Select the particular cell in a Table. See the Fig 18 and follow

Fig	18					
-‡-	si.	Name of the Trainee	Practical (120	Theory (30	loyab Skills 50 srks)	Total (200 Marks)
	No.		Marks)	Marks)	Emp ility Ma	,
	5	Selvi	113	20	30	
	3	Rani	117	22	47	
	4	Priya	110	24	34	
	2	Kavitha	115	25	35	
	1	Karthika	118	28	44	

- 2 Choose Layout Tab under the Table Tools and click Formula Button. The Formula dialog box will appear on the screen.
- 3 Type "=SUM(LEFT)" into the Formula tab. See the Fig 19 and follow

Fig 19	
A → Text Cell Direction Margins	$ \begin{array}{c} A \\ Z \\ Sort \end{array} \qquad \begin{array}{c} \hline \\ B \\ \hline \\ Sort \end{array} \qquad \begin{array}{c} \hline \\ fx \\ \hline \\ fx \\ \hline \\ Formula \end{array} $ Repeat Header Rows
lignment	Data 🖌
7 .	
Formula	? ×
Farmeday.	•
Formula:	
=SUM(LEFI)	
<u>N</u> umber format:	
	(G) <u> </u>
Paste f <u>u</u> nction:	Paste bookmark:
	✓
	OK Cancel

TASK 4 : Convert text to a table or a table to text.

To convert text to a table or a table to text, start by clicking the Show/Hide paragraph mark on the Home tab so you can see how text is separated in your document.



Convert text to a table

 Insert separator characters—such as commas or tabs—to indicate where to divide the text into table columns.

- 4 Click 'OK' button
- 5 The row's value will added in the selected cell. See the Fig 20

Fig +	20						
	SI. No.	Name of the Trainee	Practical (120 Marks)	Theory (30 Marks)	Employab ility Skills (50 Marks)	Total (200 Marks)	
	5	Selvi	113	20	30	163	
	3	Rani	117	22	47		
	4	Priya	110	24	34		
	2	Kavitha	115	25	35		
	1	Karthika	118	28	44		
					-		- D

6 Practice to use formula in the reaming rows

- Note: If you have commas in your text, use tabs for your separator characters.
- 2 Use paragraph marks to indicate where you want to begin a new table row. In this example, the tabs and paragraph marks will produce a table with 3 columns and 2 rows:

F	ig 22				
	Red, yellow	+	blue,∙green →	•	orange, purple¶
	Red, yellow	+	blue, green 🗕	•	orange, purple¶

3 Select the text that you want to convert, and then click Insert > Table > Convert Text to Table.

Fig 23						
	Home	Insert	Design	Layo	out	Re
					\bigcirc	
	k Page e Break	Table	Pictures	Online Pictures	Shapes *	Sr
	25	Inser	t Table			
						i
		💷 Ir	isert Table			
		RÍ D	raw Table			
		🔒 C	on <u>v</u> ert Text	to Table		
		Ex Ex	cel Spread	sheet		
			uick <u>T</u> ables	5	I	
						_

4 In the Convert Text to Table box, choose the options.

Table size				
Number of <u>c</u> olumns:	1	-		
Number of rows:	1			
AutoFit behavior				
• Fixed column width:	Auto	-		
O Auto <u>F</u> it to contents				
O AutoFit to window				
Separate text at			_	
Paragraphs O Con	nmas			
○ <u>T</u> abs ○ <u>O</u> th	er: -			
	01	C		

- 5 Under Table size, make sure the numbers match the numbers of columns and rows.
- 6 Under AutoFit behavior, choose how you want your table to look. Word automatically chooses a width for the table columns. Under Separate text at, choose the separator character you used in the text.
- 7 Click OK. The text converted to a table should look something like this:

Red, yellow	blue, green	orange, purple
Red, yellow	blue, green	orange, purple

Convert a table to text

- 1 Select the rows or table to convert to text.
- 2 Under Table Tools, on the Layout tab, click Convert to Text.

Fig 26						
Table Design	Tools Layout	Q				+
lit AutoFit	🚺 Height:	nns	$\begin{array}{c c} \hline \hline$	A Z↓ Sort	Repeat Header Rows	Convert to Text
		- G	Alignment		Data	

- 3 In the Convert to Text box, under Separate text with, click the separator character you want to use in place of the column boundaries. Rows will be separated by paragraph marks.
- 4 Click OK.

Γ

Setting up Page Layout

Objectives: At the end of this exercise you shall be able to

- setting up page Layout
- create and format the newsletter-style columns.

Requirements

Tools/Equipments/Instruments

A working PC with Windows
 10 or 11 Operating System - 1 No.

PROCEDURE

TASK 1 : Setting up page Layout.

1 On the **Page layout** tab, click the icon at the bottomright corner of the **Page Setup** group to pop out the **Page Setup** window.



2 On the **Margins** tab, under **Pages**, change the setting for **Multiple pages** into **Book fold**. The orientation automatically changes to **Landscape**.

Margins	Paper Layout		
Margins			
<u>T</u> op:	2,54 cm 🚖	<u>B</u> ottom:	2,54 cm 🚖
I <u>n</u> side:	2,54 cm ≑	<u>O</u> utside:	2,54 cm 🚔
<u>G</u> utter:	1 cm 🚖	Gutter position:	Inside 🔍
Orientation			
Portrait	Land <u>s</u> cape		
Pages			
<u>M</u> ultiple p	ages: Book fo	d 🔹	
Sheets pe	boo <u>k</u> let: All	•	
Preview			
Applyton	Whole document	Ŧ	

- MS Office 2019 or higher
- Internet Connection
- 3 To reserve space on the inside fold for binding, increase the width of the Gutter.
- 4 On the Paper tab, select the Paper size. Keep in mind that the final size of the booklet is one half of the paper size. Make sure your printer is stocked with paper of the right size.

Fig 3	
	Margins Paper Layout
	Paper size: A4 Tabloid Legal Executive A3 PeA4 V
	<u>F</u> irst page: <u>O</u> ther pages:
	Default tray
	Preview
	Apply to: Whole document
	Set As <u>D</u> efault OK Cancel

5 Click OK. If your document already has content, the text is formatted automatically, but you might need to adjust objects like images and tables manually.

Change page orientation to landscape or portrait

- 6 To change the orientation of the whole document, select Layout > Orientation.
- 7 Choose Portrait or Landscape.

Fig 4	
	Layout
Orientation Portrait Landscape	F2

8 Change part of a document to landscape.

Fig 5	
	Reading in water, too, in the new Reading view. You can call gave particul this document and function on the later by source IT. Space and the singular and particular parts and and the and the space later by the Mind II - A mean analysis of edus.
	quality created any to be high proposed or get a price. When you click Oddan's Video you can pack in the embed clock for the video you and to add. So can also type a classes of the video that been fits you decourse.
	To make your discover to be professionally produced, Weel provide handler, feelse, ower page, and beet to defay the the manifest end software. Francing your and all on Address, given and all on Address, and address. Click havet and then choose the elements you want from the different patients.
	Themes and rights also high loway gave document conductants. When your click Design and choose a new Themes die patrams, charls, and Sound-Int gaphics charge to modely your new themes. When you apply giving, your headings charge to model the new themes.
	• Timati
	Saw time is Word with new butters that show up alwaryou word them. To charge the ways a taken this is part decament, sick it and a butter to leave uption appears need to it. When you work on a bilde, sick adverse provert to add a new or a softwar, and then click's the data.
	sp.
	filestigt is easier, too, in the new filesting view. Too can call up a set of the document and honor. In the easy secure. It processed to disposed by below part and off-easy document and honor particular to the
	where a revenue sectore diffet. Copying proved where you have been proved as sets. When you can partie in the webbal color but the values you and the Sectore being and any set of the webbal the buff to you down revent.
	To make your discurrent took predinatively produced, Wood provides bender, Indeine, cover page, and beat load design that correspond to the Core warryle, you can add or in childrey cover page, header, and address Cikh load was the chick color between the provides provides the provides of the cover provides the children between the provides t
	There are off-pike also high long parts document considered at Warpy and old Design and cheese a size. There are the piketions, they are discussed approximation to each space rows thereas. When you apply styles, your headings dramps to match the new thereas.

- 9 Select the content that you want on a landscape page.
- 10 Go to Layout, and open the Page Setup dialog box.
- 11 Select Landscape, and in the Apply to box, choose Selected text.



12 Click OK

Page margin options



- 1 Gutter margins for binding
- 2 Mirror margins for facing pages

Fig		
	1	

1 Word inserts a single, center book fold

Change or set page margins

1 On the Page Layout tab, in the Page Setup group, click Margins.

Fi	g 9			
		Crientation •	Breaks -	
	Margins	Size *	<u>≩</u> Line Numbers ▼	
		Columns *	b ^a [−] Hyphenation *	
		Page Setu	p 😡	

- 2 Click the margin type that you want. For the most common margin width, click Normal.
- 3 When you click the margin type that you want, your entire document automatically changes to the margin type that you have selected.

4 You can also specify your own margin settings. Click Margins, click Custom Margins, and then in the Top, Bottom, Left, and Right boxes, enter new values for the margins.

Set margins for facing pages

5 On the Page Layout tab, in the Page Setup group, click Margins.

Fi	g 10			
		Crientation -	Breaks *	
		I Size 🔹	🗄 Line Numbers	•
	Margins	Columns 🔹	^{a−} Hyphenation *	
		Page Setur	p (ā,

- 6 Click Mirrored.
- 7 To change the margin widths, click Margins, click Custom Margins, and then, in the Inside and Outside boxes, enter the widths that you want.

TASK 2 : Create and format the newsletter-style columns

1 On the Layout tab, click **Columns.**

Fig 12 INSERT DESIGN PAGE LAYOUT REFER H Breaks -Indent Ν Line Numbers -0' ₹ Left: ize Columns bc Hyphenation -E Right: 0' 5 age S One Two Three Left Right More Columns...

Set gutter margins for bound documents

8 On the Page Layout tab, in the Page Setup group, click Margins.



- 9 Click Custom Margins.
- 10 In the Multiple pages list, click Normal.
- 11 In the Gutter box, enter a width for the gutter margin.
- 12 In the Gutter position box, click Left or Top.

- 2 Click the column layout you want. This applies that layout to the entire document or section.
- 3 Select the text or click in the section you want to change.
- 4 Click Page Layout > Columns.
- 5 Click the column layout you want.

To add columns to a document:

- 1 Select the text you want to format.
- 2 Click the Page Layout tab.
- 3 Click the Columns command. A drop-down menu will appear.



4 Select the number of columns you want to insert. The text will then format into columns.

Fig 14

Teacher of the Year

We are pleased to announce that the 2010 Cityville High teacher of the year is Ms. Mary Jenkins. Ms. Jenkins has worked as a high school math teacher for 16 years and has been with Cityville High for 12 years. In that time she has shown immense dedication to her students and the school. She is single-handedly responsible for organizing the corporate spelling bee and Mathematics Quiz Bowl, which challenges local companies to complete against Cityville High students in two fundraising events. Additionally, she served as Math Department head for the last

Remove the columns

5 Click the Columns command and select One for the number of columns.

Adding column breaks

6 Place the insertion point where you want to add the break.

PTA Bake Sale

The Parent Teacher Association is holding its annual bake sale on Saturday, February 16th from 10 a.m. to 4 p.m. at the Cityville Town Festival. If you're interested in participating, we still need people to work various shifts throughout the day and are always looking for more donations of baked goods. To ensure the freshness of all foods we sell, we're asking that all donations be delivered on Friday, February 15th from 8 a.m. to 5 p.m. in Room 555. Contact Ms. Drake at 555-555-5555 with any questions.

- 7 Click the Page Layout tab.
- 8 Click the Breaks command in the Page Setup group. A drop-down menu will appear.
- 9 Select Column from the list of break types.
- 10 The text will shift to reflect the column break.

Fig 15	Insert Page Layout References Mailings Review View
	Breaks 🖌 🔝 🖓 Watermark 🛪 Indent
	Page Breaks
	s Orientation Size Columns
	Page Setup Mark the point at which one page ends
	The studer
	ceremony, break will begin in the next column.
	awarded \$
	Separate text around objects on web
	PTA Bd pages, such as caption text from body text.
	The Parent Section Brooks
	annuarbal
	from 10 a on break and start the new
	Pestival. I he next page.
	Continuous
	Insert a section break and start the new section on the same nage
	<u>Even Page</u>
	Insert a section break and start the new

Use auto Correct tool and customize auto correct option

Objectives: At the end of this exercise you shall be able to • **customize Auto Correct option**.

Requirements

Tools/Equipments/Instruments

• A working PC with Windows 10 or 11 Operating System

- 1 No.

- MS Office 2019 or higher
- Internet Connection

PROCEDURE

TASK 1 : Customize Auto Correct option

1 Click the File tab.

	<u>- 日 ら い :</u>	: 09-ı	ise-autocorrect	Kayla Claypool	Ē			×
File Ho	ome Insert Draw De	sign Layout Refere	nces Mailings Revie	ew View Help	2	Tell me	ß	P
Paste 3	$B I \underline{\cup} - ab x_2 x^2$ $A - A - Aa -$		t≣ • Styles	G ^b _c Replace ↓ Select +	Dictate			
Clipboard 5	Font	Paragra	z↓ II Iph I⊊ Styles IS	Editing	Voice			

2 Select Options.

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- 3 Click the Proofing tab.
- 4 Click the AutoCorrect Options button.

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	Spanish modes: Tuteo verb forms only 🔻						
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	✓ Check spelling as you type						
	Mark grammar errors as you type						
	Frequently confused words						

- 5 Enter text in the Replace field.
- 6 Type this text, AutoCorrect will trigger and this word will be replaced. Enter text in the With field.
- 7 This text is what will replace the previous field when AutoCorrect is triggered. Click Add.

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- 8 The AutoCorrect entry is created. You could also delete entries here by selecting an entry and clicking Delete. You can disable AutoCorrect entirely by clearing the Replace text as you type check box. Click OK to close the AutoCorrect dialog box.
- 9 Click OK to close the Word Options dialog box.
- 10 The AutoCorrect entry is created, and will be automatically inserted from now on.

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Practice to Create and Format tables including Table Formatting Tool

Objectives: At the end of this exercise you shall be able to

- insert header, footer & page numbers
- insert Symbols, equations, footnote & endnote
- insert pictures & clipart.

Requirements

Tools/Equipments/Instruments

- A working PC with Windows
 10 or 11 Operating System 1 No.
- MS Office 2019 or higher
- Internet Connection

PROCEDURE

TASK 1 : Insert header, footer & page numbers

Insert header, footer

1 Click the Insert tab.

- 2 Click the Header or Footer button.
- 3 Select a built-in header or footer design.

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4 Click the Close Header and Footer button when you're done.

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Remove a Header or Footer

1 Click the Header or Footer button on the Insert tab.



- 2 Select Remove Header or Remove Footer.
- 3 The header or footer is removed.

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Add Page Numbers

1 Click the Insert tab.

- 3 Select a part of the page.
- 4 Select a page number style.

2 Click the Page Number button.

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5 Click the Close Header and Footer button.



2

3

Click the Page Number button.

Select Format Page Numbers.

6 The page number is added.

Format Page Numbers

1 Click the Insert tab.



IT & ITES : DTPO (NSQF - Revised 2022) - Exercise 1.3.17

- 4 Choose a number format.
- 5 Include chapter numbers.
- 6 Modify page numbering.

- 7 Click OK.
- 8 The number format has changed.



Remove Page Numbers

1 Click the Page Numbers button.

2 Select Remove Page Numbers button.

The page numbers are removed.

Fig 9 04-page-numbers Kayla Claypool 回りひ Ŧ File Home Insert Draw Design Layout References Mailings Review View Help ß Pictures 😪 lcons 💾 Header 🔻 ഫി P େ 4 Coline Pictures 🕜 3D Models 🔓 Footer 🕶 Pages Online Links Table Comment Shapes -2 Page Number Video Tables Illustrations Media Comments P Top of Page Bottom of Page A Page Margins Current Position ₽ ► - 2 -Format Page Numbers... ₽**`** Board of Directors Meeting Remove Page Numbers May 6 New Communications Director Kerry Oki was named communications director and will coordinate and direct all formal internal and client communications. Kerry has four years of experience as an office manager at Luna Sea, Inc. and has degrees in both marketing and communications. Kerry's responsibilities will include: Client correspondence Internal communication Press releases Ħ + 90% R _ ÷

3

IT & ITES : DTPO (NSQF - Revised 2022) - Exercise 1.3.17

TASK 2: Symbols, equations, footnote, and endnote

Insert a Symbol

- 1 Click where you want to insert the symbol.
- 3 Click Symbol.
- 4 Click More Symbols.

2 Click the Insert tab.



- 5 Click Special Characters.
- 6 Select a symbol.

7 Click Insert.

8 Click Close when you're finished.



Insert Equations

- 1 Place the cursor where you want to insert an Equation
- 2 Choose > Insert > Equation and click arrow button. See the fig- and follow



3 Choose and click the equation which type you want to insert it. Now the Inserted equation will appear as shown in Fig

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4 After you insert the equation the Equation Tools Design tab opens with symbols and structures that can be added to your equation

Insert Equation in normal typed text

5 Type the text given in the following Fig

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- 6 Select the text
- 7 Choose Insert and click Equation button
- 8 Select Professional Button in the Tool group under the Equation Tools. Fig

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9 The Equation will appear in professionally as shown in the following fig

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 $\frac{(3^2)X(4^3)}{2}$

Create Footnotes and Endnotes

- 1 Place your cursor where you want to insert the footnote or endnote.
- 2 Click the References tab.

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	Executive Summary Bon Voyage Excursions wants to implement current computer technology. Bon Voyage Excursion's current computer equipment is quickly becoming obsolete and inadequate for current needs. Based on an evaluation of its needs, Bon Voyage Excursions wishes to install new hardware, software, and a local Intranet. Expected benefits include automation of some manual operations, major improvements in productivity and quality through faster processes and integrated software. These benefits will have a major positive impact on the ability of Bon Voyage Excursions to achieve it goal of providing the best travel service possible. Bon Voyage Excursions has decided to purchase ten workstations and a dedicated server.
	Page 3 of 7 296 words D2 English (United States)
	Page 5 01 / 000 Words Lps English (United states)

IT & ITES : DTPO (NSQF - Revised 2022) - Exercise 1.3.17

- 3 Click the Insert Footnote or Insert Endnote button.
- 4 Type your footnote or endnote.

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1 Click the Footnotes group dialog box launcher on the References tab.

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- 2 Adjust the options the way you want.
- 3 Click Apply.

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	Page 3 of 7 900 words	ted States)	

Create a Citation

- 3 Click the Styles list arrow.
- 1 Click in the document where you want to insert a citation.
- 4 Select the style you want to use.

2 Click the References tab.



5 Click the Insert Citation list arrow.

6 Select Add New Source.



7 Specify a source type, fill out the fields with your source information, and click OK.

8 The citation is created and inserted. The appearance of the citation is based on the selected citation style.

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	network connection to the Internet to access e mail and the World Wide Web at each work Finally, Bon Voyage Excursions requires a dedicated Windows 2016 server to manage and administer		
	users, shared printers and files, and other resources.		
	Bon Voyage Excursions should be equipped with touch screen devices compatible with the Microsoft		
	Windows 10 operating system. The computers should all be connected and administered by a Windows		T
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IT & ITES : DTPO (NSQF - Revised 2022) - Exercise 1.3.17

TASK 3 : Insert pictures & clipart

Insert a Picture

- 1 Click in your document where you want to insert your picture.
- 2 Click the Insert tab.

3 Click Pictures button.



4 Navigate to the picture you want to insert and select 5 Click Insert button. it.

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6 The selected picture is inserted.

Clipart

- 1 Select the Insert tab.
- 2 Click the Clip Art command in the Illustrations group.



- 3 The clip art options appear in the task pane to the right of the document.
- 4 Enter keywords in the Search for: field that are related to the image you want to insert.
- 5 Click the drop-down arrow in the Results should be: field.
- 6 Deselect any types of media you do not want to see.

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Search for:	U
city	Go
Results should be:	
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- 7 If you also want to search for clip art on Office. com, place a check mark next to Include Office.com content. Otherwise, it will just search for clip art on your computer.
- 8 Click Go
- 9 Click Insert button.
- 10 The selected clipart picture is inserted.

Fig 28	
Clip Art	▼ ×
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Practice to Format Header/Footer, Picture by using respective Formatting Tool

Objectives: At the end of this exercise you shall be able to

- format header & footer
- practice to format Pictures.

Requirements

Tools/Equipments/Instruments

- A working PC with Windows
 10 or 11 Operating System 1 No.
- MS Office 2019 or higher
- Internet Connection

PROCEDURE

TASK 1 : Format Header & Footer

1 Double-click the header or footer you want to edit, or select Header or Footer, and then select Edit Header or Edit Footer.

Fig 1	
More Headers from Office.com	>
🗎 Edit Header 📐	
Remove Header	
Save Selection to Header Gallery	

- 2 Add or change text for the header or footer :
- 3 To remove the first page header or footer Select Different First Page.



4 When you're done, select Close Header and Footer or press Esc.



Configure headers and footers for different sections of a document

- 1 Click or tap the page at the beginning of a section.
- 2 Select Layout > Breaks > Next Page.

Fig 4	4				
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- 3 Double-click the header or footer on the first page of the new section.
- 4 Click Link to Previous to turn it off and unlink the header or footer from the previous section.

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Note: Headers and footers are linked separately. If you're using headers and footers that are different for each section, turn off linking for both header and footer.

- 5 Go the start of the next section and repeat steps 1-5. Continue for all sections.
- 6 Double click the header or footer in each section and choose styles or add content.
- 7 Select Close Header and Footer or press Esc to exit.

Add page numbers to a header or footer

1 Click or tap in the header or footer where you want the page numbers to go.

- 2 Go to Insert > Page Numbering.
- 3 Select Current Position.
- 4 Choose a style.

Change where the page number appears

- 1 In the header or footer area, select the page number.
- 2 Use the Tab key to position the page number left, center, or right. If the number is flush left, press Tab once for center, and twice for right. To go back, press Backspace until in position.

Change appearance of page number

- 1 Select the page number
- 2 On the Home tab, use the Font choices and dialog box to change the font family, style, size, and color.

TASK 2 : Practice to format Picture

Manually rotate a picture or shape

- 1 Select the picture or shape.
- 2 Manually rotate the text box by selecting the shape or picture rotation handle and dragging in the direction you want. To keep the rotation to 15 degree angles, press and hold Shift while you drag the rotation handle.



Rotate a picture or shape a specific amount

3 Select the picture or shape. This will open the Shape Format or Picture Format ribbon.



- 4 Select Rotate. Use any of the rotation commands in the list, like Flip Horizontal.
- 5 Select More Rotation Options and enter the precise amount in the Rotation box.

Resize a picture, shape, text box, or other object

Resize by dragging:

1 Select the object, move the mouse pointer over one of the handles and then click and drag the mouse.

Dragging while keeping the center in the same place:

- 2 Select the object.
- 3 Hold down CTRL.
- 4 Move the mouse pointer over one of the handles and then click and drag the mouse.
- 5 Release the mouse button before you release CTRL.

Dragging while maintaining the object's proportions:

- 1 Select the object.
- 2 Hold down SHIFT.
- 3 Move the mouse pointer over one of the corner handles and then click and drag the mouse.
- 4 Release the mouse button before you release SHIFT.

TASK 3 : Wrap text around a picture in Word

- 1 Select the picture.
- 2 Select Layout Options.



3 Select the layout you want.

Position a picture in the upper-left corner of a document

Dragging while maintaining the proportions and keeping the center in the same place:

- 1 Hold down CTRL+SHIFT
- 2 Move the mouse pointer over one of the handles and then click and drag the mouse.
- 3 Release the mouse before you release CTRL+SHIFT.

Manually setting the object to a specific height and width:

- 1 Right-click the object:
- 2 On the shortcut menu, click Format<object type>.
- 3 In the dialog box, click the Size tab.
- 4 Under Size and rotate, enter measurements for the height and width of the object.

Manually setting the object to a specific proportion:

- 1 Right-click the object.
- 2 On the shortcut menu, click Format<object type>.
- 3 In the dialog box, click the Size tab.
- 4 Under Scale, enter the percentage of the original height or width you want the object resized to.

|--|

- 1 Select a picture.
- 2 Go to Picture Format or Format > Position, and under Format with Text Wrapping, select Top Left.

Fig 10	
Position	
In Line with Text	
With Text Wrapping	

Position a picture in the center of a document



- 1 Select a picture.
- 2 Go to Picture Format or Format > Wrap Text > Square.



- 3 Select Position > More Layout Options.
- 4 On the Position tab, select Alignment, and change the drop-down field to Centered.
- 5 Next to relative to, choose Page, and select OK.

Use wrap points to adjust text flow around a shape



- 1 Select a picture and drag it to the middle of the page, or wherever you want it.
- 2 Go to Picture Format or Format > Wrap Text > Tight.

Wrap Text -	Fig 14	
Tight	Wrap	
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3 On the Format tab, select Remove Background.

Fig 15	
File	
Remove Background	
	6

4 Select anywhere outside the image to see how the text has wrapped around the image.

Fine-tune text wrapping

1 Select the picture, and go to Picture Format or Format and select Wrap Text > Edit Wrap Points.

Fig 17	
Wrap Text •	
Edit Wrap Points	

2 Drag the black wrap points closer or farther away from your picture until you're happy with its appearance. Drag the red line to create additional wrap points.

Position a picture in line with text

- 3 Select a picture.
- 4 Go to Picture Format or Format and select Wrap Text > In Line with Text.

Ensure that a picture stays put

- 5 Select a picture.
- 6 Go to Picture Format or Format and select Wrap Text > Fix Position on Page.

Practice to use Border and Shading

Objectives: At the end of this exercise you shall be able to

- create Page Border and shading
- apply Shading to word or Paragraphs
- add, change, or delete the background color in Word.

Requirements

Tools/Equipments/Instruments

- A working PC with Windows
 10 or 11 Operating System 1 No.
- MS Office 2019 or higher
- Internet Connection

PROCEDURE

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TASK 1 : Create page border and shading

- 1 Open the Word document, where you want to add a border.
- 2 Go to the Page Layout tab and click on the Page Borders under the Page Background section.

Fig 1								
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Themes	Page Se	tup 🗔	Page Background		Paragraph		Es.	

3 A Borders and Shading window will appear on the screen.

Fig 2	Borders and Shading	? ×
	Borders Page Border Shading	
	Setting: Style:	Preview Click on diagram below or use buttons to apply borders
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	Sh <u>a</u> dow	
	3-D Automatic Width:	
	Art:	Apply to: Whole document
		Options
	Horizontal Line	OK Cancel

- 4 Select the Shadow option to give shade around your page.
- 5 Select a line, from the style section that you want to add as a line border of your page.
- 6 Choose the color that you want to add on the border.
- 7 Define the width of the border using the Width dropdown menu.
- 8 Click on the Apply to drop-down menu to select the page and document in which you want to apply a border.
- 9 Click on the OK button at the bottom of the screen.

Borders Page Bo Setting:	rder Shading	
Setting:		
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j 4	File Home	e Insert Page Layout	References Mailings	Review View	Developer	۵
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	• O •	Columns v berv	Page Borders		Text - Selection Pane	- AL
	. inclines	, uge setup	rage buckground	t aragiapri	Anonye	

¹⁰ The below screenshot shows that a page border is added in the Word document.

11 Instead of lines, you can also add designed shapes in the border. To add design, click on the Art dropdown menu and select the border design that you want to add on the page.

Fig 5	
Borders and Shading	? ×
Borders Page Border Shading	
Setting: Style:	Preview Click on diagram below or use buttons to apply borders
Βοχ	
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Custom 1 ½ pt ~	Apply to:
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Horizontal Line	OK Cancel

12 The below screenshot shows that a designed border is added in the Word documents.

File Home	Insert	Page Layout	References	Mailings	Review	View	Develo	per		
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		<u>۵</u> ۵	88		a 'a			a 'a		â (

TASK 2 : Apply shading to words or paragraphs

- 1 Select the word or paragraph that you want to apply shading to.
- 2 On the Home tab, in the Paragraph group, click the arrow next to Shading.
- 3 Under Theme Colors, click the color that you want to use to shade your selection.



Add a border to some text

- 1 Select a word, line, or paragraph.
- 2 Go to Home > Borders, and then open the menu of border choices.



Fig 9 1/2 pt Border Borders Border 📝 Pen Color 🔻 Styles * Painter Borders Bottom Border Top Border Left Border -----Right Border No Border All Borders Outside Borders ------Ŧ **Inside Borders** -----Inside Horizontal Border Inside Vertical Border Diagonal Down Border \mathbf{i} Diagonal Up Border Horizontal Line

Customize the border

- 4 After you've selected your text and found the basic type of border you'd like, open the Borders menu again, and choose Borders and Shading.
- 5 Make your choices for style, color, and width, and then apply the choice with the buttons in the Preview section of the dialog box. When the preview is the way you want it, click OK.

3 Choose the type of border you want:



Add a border to a page

- 1 Go to Design > Page Borders.
- 2 Make selections for how you want the border to look.
- 3 To adjust the distance between the border and the edge of the page, select Options. Make your changes and select OK.
- 4 Select OK.

Add a border to a picture

- 1 Choose the image that you want to add a border to.
- 2 On the Picture Format tab, in the Pictures Styles gallery, choose a style.



Customize your picture's border

- 1 Choose the image that you want to add a customized border to.
- 2 Go to Picture Format > Picture Border.

		PICTURE TOOLS	
W	VIEW	FORMAT	
			🔺 🗹 Picture Border 🕶
			🝷 📿 Picture Effects 🖲
			▼ Picture Layout ▼

1 Choose a color.

Picture Border 🕶	
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More Outline Co	olors
Weight	F
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	Picture Border eme Colors andard Colors <u>N</u> o Outline <u>M</u> ore Outline Co

- 2 Choose one of the following:
- 3 In the Weight list, choose a border width.
- 4 In the Dashes list, choose a line style.

Remove a border from a picture

- 1 Choose the picture you want to remove a border from.
- 2 Go to Picture Format and do one of the following:

		PICTURE TOOLS	
W	VIEW	FORMAT	
			 Picture Border • Picture Effects •

- 1 If the border is an outline, in the Picture Border list, choose No Outline.
- 2 If the border is a style and you know which style it is, In the Picture Effects list, choose the style that's applied, then choose No (style). For example, to remove a shadow, select Picture Effects > Shadow > No Shadow.
- 3 If you aren't sure what style is applied, you can reset the picture, but resetting also will remove any other changes you've made. In the Adjust group, choose Reset.

🖾 Compress Pictures
🕰 Reset Picture 🔻
Reset Picture
Reset Picture & Size

Remove a custom border

- 1 Choose the picture you want to remove a customer border from.
- 2 On the Picture Format tab, in the Picture Border list, choose No Outline.



TASK 3 : Add, change, or delete the background color in Word

Add or change the background color

- 1 Go to Design > Page Color.
- 2 Choose the color you want under Theme Colors or Standard Colors.
- 3 If you don't see the color you want, select More Colors, and then choose a color from the Colors box.
- 4 To add a gradient, texture, pattern, or picture, select Fill Effects, and then go to Gradient, Texture, Pattern, or Picture and select an option.

Remove the background color

- 1 Go to Design > Page Color.
- 2 Select No Color.



Practice to use Hyperlink and Cross-reference

Objectives: At the end of this exercise you shall be able to

- insert hyperlink
- add a Bookmark
- insert a cross-reference.

Requirements

Tools/Equipments/Instruments

- A working PC with Windows
 10 or 11 Operating System 1 No.
- MS Office 2019 or higher
- Internet Connection

PROCEDURE

TASK 1 : Insert hyperlink

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Page 5 of	f 6 886 v	words D2	English (Unite	d States)			_	L +	0.09/

- 1 Select the text or graphic you want to use as a hyperlink.
- 3 Expand the Links group, if necessary.
- 4 Click the Link button.

2 Click the Insert tab.



- 5 See the above figure and do sequence
- 6 Create a New Document
- 7 Press Ctrl + K
- 8 Select the type of object you want to link to on the left side of the dialog box:
 - Existing File or Web Page: Creates a link that takes you to another document, a file created in another program like an Excel worksheet, or to a webpage.
- Place in This Document: Jumps to a heading or bookmark in the same document.
- Create New Document: Creates a new Word document, then inserts a hyperlink to the new document.
- E-mail Address: Creates a clickable email address that will create a new email message when clicked.
- 9 Specify where the link should lead to:

10 Click OK.

TASK 2 : Add a Bookmark

- 1 Select the text you want to bookmark.
- 2 Check the Insert tab.

- 3 Expand the Links group, if necessary.
- 4 Click the Bookmark button.

3	AutoSave 💽 🖓 🖑 🗧 🛛 O3-bookm 🔁 Vord Kayla Claypool 🖻 — 🗆 X
	File Home Insert Draw Design Layout References Mailings Review View Help 🔎 Tell me 🕜 🖵
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	Tables Tap Media Comments 1 Software The proposed operating system of Bon Voyage Exc automatic administrative tools and multitasking ce Image: Cross- Link Bookmark Cross- will run Windows 2016 Server and Microsoft BackOffice. Bon Voyage Bon Voyage Will run Windows 2016 Server and Microsoft BackOffice. Bon Voyage Will run Windows 2016 Server and Microsoft BackOffice. Bon Voyage Will run Windows 2016 Server and Microsoft BackOffice. Bon Voyage Will run Windows 2016 Server and Microsoft BackOffice. Bon Voyage Will run Windows 2016 Server and Microsoft BackOffice. Bon Voyage Will run Windows 2016 Server and Microsoft BackOffice. Bon Voyage Will run Windows 2016 Server and Microsoft Office 365 for each employee. Microsoft Office 365 for each employee. System Installation Consultants from World Wide Business Solutions would install the proposed computer network including: setup and configuration of the dedicated server and all ten workstations, fiber (Banks, 2016) Internet connection, a new high-speed wired/wireless router, and installation and configuration of most software. This initial installation of the three workstations and peer to peer network would be
	Page 3 of 4 1 of 886 words 🛱 English (United States)

The Bookmark dialog box opens.

6 Click Add.

5 Type the name of the bookmark.

File Home	Insert Draw Design Layout	References Mailings Review Online Links Comment	v View Help \checkmark Tell me Header & Text ? X	
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Page 3 of 4 1 of	software. This initia	on arks 	Close	

IT & ITES : DTPO (NSQF - Revised 2022) - Exercise 1.3.20

TASK 3 : Insert a Cross-reference

- 1 In the document, type the text that begins the cross-reference.
- 2 On the Insert tab, click Cross-reference.



3 In the Reference type box, click the drop-down list to pick what you want to link to. The list of what's available depends on the type of item (heading, page number, etc.) you're linking to.



4 In the Insert reference to box, click the information you want inserted in the document. Choices depend on what you chose in step 3.

Fig 7	
Insert <u>r</u> eference to:	
Heading text	*
Heading text Page number Heading number Heading number (no context) Heading number (full context)	>
Above/below	\vee

- 5 In the For which box, click the specific item you want to refer to, such as "Insert the cross-reference."
- 6 To allow users to jump to the referenced item, select the Insert as hyperlink check box.
- 7 If the Include above/below check box is available, check it to include specify the relative position of the referenced item.
- 8 Click Insert.

Reference type:	Insert reference to:	
Heading	✓ Heading text	~
✓ Insert as <u>hyperlink</u>	Include above/below	
Separate numbers with		
For which heading:		
Create a cross-reference		^
Remove a cross-reference		
Insert the cross-reference		
		~
	Insert	Cancel

Practice to use spell check, grammar, translate, synonyms and treasures

Objectives: At the end of this exercise you shall be able to

- spell check and grammar •
- translate
- synonyms and treasures.

Requirements

Tools/Equipments/Instruments

- A working PC with Windows 10 or 11 Operating System - 1 No.
- MS Office 2019 or higher • •
- Internet Connection

Fig

PROCEDURE

TASK 1 : Spell check and grammar

Select the Review tab. 1

Fig 1						
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Clipboard 17		Font		6	Paragraph	

2 Select Spelling & Grammar.



- 3 Choose the appropriate option for each spelling and grammar error detected.
- 4 Spelling Errors



- 5 Choose an option from the suggestions list to change that instance of the spelling error.
- 6 Open the drop-down menu for a suggestion and select Change All to change every instance of the spelling error to that suggestion.

Editor	- X
Spelling	
Not in Dictionary	
calandar	-0
Suggestions	
calendar	
almanack, almanac, chart	*
calendars	Read Aloud
almanacks, almanacs, d	Spell Out
Calandra	Change <u>A</u> ll
[No reference informati	Add to AutoCorrect
	AutoCorrect Options
Add to Dictionary	
Ignore Once	
Ignore All	
English (United States)	

TASK 2 : Translate

1 Click on Translate Selection to translate the text.



2 After that will display the message of Word, click the Turn on button to turn it on .



3 Immediately display the Translator task pane on the right of the interface as shown below.



4 We black out all the text you want to translate on Word. Soon the original content will be displayed in the From frame.



5 The translation result will be displayed immediately below.



6 If you want to replace the translated text for the original language text, click the Insert button below. The translated text will replace the original text immediately.



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	:व	Paragraph	
	ø	Smart Lookup	
		Synonyms +	
6	**	Tranglate	
(65)	0	Link	

7 Also when you black out the text and right-click will also display the Translate translation option .

TASK 3 : Synonyms / Thesaurus

- 1 Select the word you want to replace.
- 2 On the Review tab, click Thesaurus.

	• off [1 9·0	÷ (05	-word-count	-and-thesauru	s k	ayla Clayp	ool	Ē	-		×
File ⊢ ^{abc} Check D ⊡ Thesauru ⊒23 Word Co Proofi	ome Inse	Read Aloud Speech	Design Pa Language	Layout Comments	References Tracking	Mailings	Review Com Com	View He pare Pro	elp Detect	р Tel	ll me CV		Ģ
Board of May 6 New Com Kerry Oki formal int an office communi	Directors munication was name ternal and manager a cations Ke	Meeting ons Direct ed comm client co at Luna So erry's resp lence	tor unication ommunica ea, Inc. ar oonsibiliti	s director ntions. Ker nd has deg es will inc	and will co ry has fou grees in bo lude:	oordinate a r years of ki th marketir	nd direc now-hov g and 1	t all / as		Intersection of the section of th	w-how edge (n.) edge ence ise -faire)	
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The Thesaurus pane at the right shows a list of words with similar meanings to your selection. If a word has multiple meanings, each meaning will have its own list of synonyms.

- 4 Click the Insert button. Your selection is replaced with the new word.
- 5 Close the Thesaurus pane when you're done.

3 Hover over a new word and click the menu arrow.

Right-click a word. Select Synonyms and then select a new word from the list.

Board of Directors Meeting: May 6 New Communications Director Kerry Oki was named communications director and will coordinate and direct all formal internal and client communications. Kerry has four years of know-how as an office manager at Luna Sea, Inc. and has degrees in both marketing and communications Kerry's responsibilities will include: Client correspondence Internal communication Internal communication Press releases
Board of Directors Meeting: Know-how May 6 New Communications Director Kerry Oki was named communications director and will coordinate and direct all formal internal and client communications. Kerry has four years of know-how as an office manager at Luna Sea, Inc. and has degrees in both marketing and communications Kerry's responsibilities will include: Image: Client correspondence Client correspondence Internal communication Figlish (United States)
Month in Review English (United States)
Page 1 of 1 1 of 132 words D2 English (United States)

Practice to use Mail Merge

Objectives: At the end of this exercise you shall be able to • practice to use Mail Merge letters.

Requirements

Tools/Equipments/Instruments

- A working PC with Windows
 10 or 11 Operating System 1 No.
- MS Office 2019 or higher
- Internet Connection

PROCEDURE

TASK 1 : Practice mail merge

1 Open Microsoft Word document > click on the Mailings tab > and in the Start Mail Merge group > click Start Mail Merge.

Fig 1 File Home Design Insert Layout References Mai -..... Envelopes Labels Start Mail Select Edit Highlight Address Greeti Merge * ecipients **Recipient** List Merge Fields Block start Mail Merge Create Write

2 Click Step-by-Step Mail Merge Wizard.



- 3 Select your document type. In this demo we will select Letters. Click Next: Starting document.
- 4 Select the starting document. In this demo we will use the current (blank) document. Select Use the current document and then click Next: Select recipients.

Fig 3	Select document type What type of dorument are yourrorking on?
	Step 1 of 6 → Next: Starting document
Fig 4	Select starting document How do you want to set up your Divers Start from a template Start from existing document Use the current document Shown here and use the Mail Merge wizard to add recipient information.
	Step 2 of 6 Next: Select recipients Previous: Select document ty

5 Select recipients. In this demo we will create a new list, so select Type a new list and then click Create.



• Create a list by adding data in the New Address List dialog box and clicking OK.

ew Address List	1			? <mark>×</mark>
vpe recipient info	rmation in the table	. To add more entrie	es, click New Entry.	
Title			- Company Name	Address Line 1 👻
P				
		_		
4	m			
< <u>N</u> ew Entry				-

- Save the list.
- Note that now that a list has been created, the Mail Merge Wizard reverts to Use an existing list and you have the option to edit the recipient list.



 Selecting Edit recipient list opens up the Mail Merge Recipients dialog box, where you can edit the list and select or unselect records. Click OK to accept the list as is.

A second second second second						
This is the list of re Use the checkboxe	cipients that will s to add or remo	be used in ye we recipients	our merge. Use the of from the merge. Wh	options be en your lis	low to add to or change t is ready, click OK.	your list.
Data Source	ast N	ame 👻	First Name 🚽	Title	 Company Name 	🖌 Addr
	🔽 Jagge		Mick		Rolling Stones	
address-list.mdb	V kichar	ds	Keith		Rolling Stones	23 N
<u>.</u>	m					
A Data Source	III	Refine recip	ient list			
address-list.mdb	III.	Refine recip	ient list			
address-list.mdt	m A	Refine recip 2 Sort. Filter.	ient list			
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Address-list.mdb	m • • • •	Refine recip 21 Sort. Filter. Find d Find r	ient list " Juplicates ecipient			

Click Next: Write your letter.

Fig 9	Select recipients
	Use an existing list
	 Select from Outlook contacts
	O Type a new list
	Use an existing list
	Currently, your recipients are selected from:
	[Office Address List] in "address-I
	Select a different list
	Edit recipient list
	Step 2 of 6
	Next Write your letter
	Previous Starting document
	 Previous: starting document

- 6 Write the letter and add custom fields.
 - Click Address block to add the recipients' addresses at the top of the document.



 In the Insert Address Block dialog box, check or uncheck boxes and select options on the left until the address appears the way you want it to.

Insert recipient's name in this format: Joshua Joshua Randall Jr. Joshua O. Randall Jr.	Here is a preview from your recipient list:
Joshua Joshua Randall Jr. Joshua O. Randall Jr.	
Mr. John Randall Jr. Mr. John Q. Randall Jr. Mr. John Q. Randall Jr. Mr. Johnset Randall Jr. Minsert gompany name Minsert postal address	Rolling Stones 11 Eim St., Sticky Fingers, TX 1111
Algaps include the country/region in the address Qnly include the country/region if different than: United States	Correct Problems Orrect Problems Match Fidds to identify the correct address elements from your mailing list.

Note that you can use Match Fields to correct any problems. Clicking Match Fields opens up the Match Fields dialog box, in which you can associate the fields from your list with the fields required by the wizard.

Use the drop-do field for each ad	own list to select the Idress field compon	appropriate recipie ent	nt list				
Required for A	ddress Block		-				
Courtesy Tit	e	Title	-				
First Name	[First Name	.				
Last Name		Last Name	•				
Suffix	[(not matched)	-				
Company	[Company Name					
Address 1	[Address Line 1					
Address 2	[Address Line 2					
City	[City					
State	[State	-				
Postal Code	[ZIP Code	-				
Country or F	Region	Country or Region					
Optional inform	nation		*				
Use the drop-do that correspond expects (listed o	Use the drop-down lists to choose the field from your database that corresponds to the address information Mail Merge expects (listed on the left.)						
Remember th computer	Bemember this matching for this set of data sources on this computer						

7 In the Insert Greeting Line dialog box, choose the greeting line format by clicking the drop-down arrows and selecting the options of your choice, and then click OK.

Fig 13	Insert Greeting Line
	Greeting line format:
	Correct Problems If items in your greeting line are missing or out of order, use Match Fields to identify the correct address elements from your mailing list. Match Fields OK Cancel

8 Note that the address block and greeting line are surrounded by chevrons (« »). Write a short letter and click Next: Preview your letters.



Preview your letter and click Next: Complete the merge.



- Click Print to print your letters or Edit individual letters to further personalize some or all of the letters.
- 9 Practice to use the above same method to Mailing Labels, Envelopes, e-mailing messages etc.,

Fig 16	Complete the merge
	Mail Merge is ready to produce your letters.
	To personalize your letters, click "Edit Individual Letters." This will open a new document with your merged letters. To make changes to all the letters, switch back to the original document.
	Be Print
	Edit individual letters
	Step 6 of 6
	 Previous: Preview your letters

.

Practice to create record and execute Macros

Objectives: At the end of this exercise you shall be able to • create and Run a Macro.

Requirements

Tools/Equipments/Instruments

- A working PC with Windows
 10 or 11 Operating System 1 No.
- MS Office 2019 or higher
- Internet Connection

PROCEDURE

TASK 1 : Create and run a macro

Record a macro with a button

1 Click View > Macros > Record Macro.

Fig 1			
ide by Side ronous Scrolling Window Position	Switch Windows •	Mac	ros
v			View Macros
			Record Macro
		0	Pause Recording

2 Type a name for the macro.



3 To use this macro in any new documents you make, be sure the Store macro in box says All Documents (Normal.dotm).



4 To run your macro when you click a button, click Button.



5 Click the new macro (it's named something like Normal.NewMacros.<your macro name>), and click Add.





7 Choose a button image, type the name you want, and click OK twice.



8 Now it's time to record the steps. Click the commands or press the keys for each step in the task. Word records your clicks and keystrokes.

Note: Use the keyboard to select text while you're recording your macro. Macros don't record selections made with a mouse.

9 To stop recording, click View > Macros > Stop Recording.



10 The button for your macro appears on the Quick Access Toolbar.

Fig 9		
FILE HOME INSERT	DESIGN PAGE LAYO	UT REFERENCES MAILINGS
Read Print Web Draft Mode Layout Layout	✓ Ruler☐ Gridlines☐ Navigation Pane	Zoom 100%
Views	Show	Zoom
• •	1.63	04422500248
		I

11 To run the macro, click the button. The recorded text will appear on as shown in the following fig

Fig 10	0								
	ABC D	¢. =							
FILE	HOME	INSERT	DESIGN	PAGE LAY	OUT	REFER	ENCES	MAILING	S
Read Mode	Print Web	🔄 Outline 🗐 Draft	✓ RulerGridlineNavigation	es tion Pane	Zoom	100%	One l	^p age ple Pages Width	1
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-						0442	2500248	3	
						0442	2500248	3	
-									
Practice to use Shortcut Keys

Objectives: At the end of this exercise you shall be able to

- practice using shortcut keys
- practice to use mouse shortcuts

Requirements	
Tools/Equipments/Instruments	
A working PC with Windows	 MS – Office 2019 or higher

A working PC with Windows 10 or 11 Operating System - 1 No. MS – Office 2019 or higher

Internet Connection

PROCEDURE

TASK 1 : Practice to use shortcut keys

Shortcut	Description
Ctrl+0	Toggles 12 pts of spacing before a paragraph.
Ctrl+A	Select all contents of the page.
Ctrl+B	Bold highlighted selection.
Ctrl+C	Copy selected text.
Ctrl+D	Open the font preferences window.
Ctrl+E	Aligns the line or selected text to the center of the screen.
Ctrl+F	Open find box.
Ctrl+I	Italic highlighted selection.
Ctrl+J	Aligns the selected text or line to justify the screen.
Ctrl+K	Insert a hyperlink.
Ctrl+L	Aligns the line or selected text to the left of the screen.
Ctrl+M	Indent the paragraph.
Ctrl+N	Opens new, blank document window.
Ctrl+O	Opens the dialog box or page for selecting a file to open.
Ctrl+P	Open the print window.
Ctrl+R	Aligns the line or selected text to the right of the screen.
Ctrl+S	Save the open document. Like Shift+F12.
Alt, F, A	Save the document under a different file name.
Ctrl+T	Create a hanging indent.
Ctrl+U	Underline the selected text.
Ctrl+V	Paste.
Ctrl+W	Close the currently open document.
Ctrl+X	Cut selected text.
Ctrl+Y	Redo the last action performed.
Ctrl+Z	Undo last action.
L	

Ctrl+Shift+L	Quickly create a bullet point.
Ctrl+Shift+F	Change the font.
Ctrl+Shift+>	Increase selected font +1pts up to 12pt and then increase font +2pts.
Ctrl+]	Increase selected font +1pts.
Ctrl+Shift+<	Decrease selected font -1pts if 12pt or lower; if above 12, decreases font by +2pt.
Ctrl+[Decrease selected font -1pts.
Ctrl+/+c	Insert a cent sign (¢).
Ctrl+'+ <char></char>	Insert a character with an accent (acute) mark, where <char> is the character you want. For example, if you wanted an accented é you would use Ctrl+'+e as your shortcut key. To reverse the accent mark, use the opposite accent mark, often found on the tilde key.</char>
Ctrl+Shift+*	View or hide non printing characters.
Ctrl+ <left arrow=""></left>	Moves one word to the left.
Ctrl+ <right arrow=""></right>	Moves one word to the right.
Ctrl+ <up arrow=""></up>	Moves to the beginning of the line or paragraph.
Ctrl+ <down arrow=""></down>	Moves to the end of the paragraph.
Ctrl+Del	Deletes word to right of cursor.
Ctrl+Backspace	Deletes word to left of cursor.
Ctrl+End	Moves the cursor to the end of the document.
Ctrl+Home	Moves the cursor to the beginning of the document.
Ctrl+Spacebar	Reset highlighted text to the default font.
Ctrl+1	Single-space lines.
Ctrl+2	Double-space lines.
Ctrl+5	1.5-line spacing.
Ctrl+Alt+1	Changes text to heading 1.
Ctrl+Alt+2	Changes text to heading 2.
Ctrl+Alt+3	Changes text to heading 3.
Alt+Ctrl+F2	Open new document.
Ctrl+F1	Open the Task Pane.
Ctrl+F2	Display the print preview.
Ctrl+Shift+>	Increases the selected text size by one font size.
Ctrl+Shift+<	Decreases the selected text size by one font size.
Ctrl+Shift+F6	Switches to another open Microsoft Word document.
Ctrl+Shift+F12	Prints the document.
F1	Open help.
F4	Repeat the last action performed (Word 2000+).
F5	Open the Find, Replace, and Go Towindow in Microsoft Word.
F7	Spellcheck and grammar check selected text or document.
F12	Save As.
Shift+F3	Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the beginning of every word.

Shift+F7	Runs a Thesaurus check on the selected word.
Shift+F12	Save the open document. Like Ctrl+S.
Shift+Enter	Create a soft break instead of a new paragraph.
Shift+Insert	Paste.

TASK 2: Practice to use mouse shortcuts

Mouse shortcuts	Description
Click, hold, and drag	Selects text from where you click and hold to the point you drag and let go.
Double-click	If double-clicking a word, selects the complete word.
Double-click	Double-clicking on the left, center, or right of a blank line makes the alignment of the text left, center, or right aligned.
Double-click	Double-clicking anywhere after text on a line will set a tab stop.
Triple-click	Selects the line or paragraph of the text where the mouse is triple-clicked.
Ctrl+Mouse wheel	Zooms in and out of document.

Practice on editing bilingual software

Objectives: At the end of this exercise you shall be able to

- install a language for windows and practice to type the text
- dictate your documents in Word

Requirements

Tools/Equipments/Instruments

 A working PC with Windows 10 or 11 Operating System - 1 No.

- MS Office 2019 or higher
- Internet Connection

PROCEDURE

TASK 1 : Install a language for Windows and practice to type the text

- 1 Select Start > Settings > Time & language > Language & region.
- 2 Choose a language from the Add a language list under Preferred languages, and then select Options. See the following figure and follow.

5 5	
Type a language name	٥
Syriac	(C
Тоцикй	AF
Tajik (Cyrillic)	
தமிழ் (இந்தியா)	A ₹ C 9
Tamil (India)	
தமிழ் (மலேஷியா)	A [‡]
Tamil (Malaysia)	
தமிழ் (சிங்கப்பூர்)	A ^F
Tamil (Singapore)	
தமிழ் (இலங்கை)	Ā
Tamil (Sri Lanka)	
Татар	A [‡]
Tatar (Cyrillic)	
తెలుగు	AF
A [≇] Display language	₽ Text-to-speech
Speech recognition	🖄 Handwriting
Next	Concol

- 3 Select Download from the Download language pack option.
- 4 After the language pack is installed, see the following figure and follow. Select Back.

Install language features	
Preferred language	
தமிழ் (இந்தியா)	~
Optional language features	
✓ A [₱] Language pack	0
🗹 🤨 Text-to-speech	0
Language preferences	
Set as my Windows display language	0
Required language features	
Basic typing	0
A Supplemental fonts	0
Choose a different language	

- 5 Choose a language from the Windows display language menu. Or press Window Logo key + Space bar and choose a language.
- 6 Press Ctrl + Window Logo key + O for to enable the on-screen keyboard. See the figure and follow.
- 7 Open MS Word. Type and format the Text.

Fig 3		
Dn-Screen Keyboard	- 8	×
Esc \sim $!_{1}$ $@_{2}$ $\#_{3}$ $\$_{4}$ $\%_{5}$ 6 $\&_{7}$ $*_{81}$	() – + 🛛 ^{முகப்பு} PgUp N	lav
Tab ஸ ஷ ஜ ஹ ஷ மீ ஶ [ஆ ஈ ஜஊ ஐ ஏ ள ற	_ { } Enter End PgDn M	1v Up
Caps 🔥 நீ 🗠 ஃ் எ க ப " ்	; ' ெசருகு _{இடைநிறத்த} } தந⊔⊥ ∖	1v Dn
Shift வ _{ஜள} மீஜ ஒ பு என ஓல / ர <	, ≻ ? 🗘 ∧ Shift Del PrtScn ScrLk 🗠	காப்பிடம்
Fn Ctrl 🛱 Alt Al	ltGr Ctrl 🧹 🏏 👌 _{මෙලධ්ටක්ෂ} உதவி 🛙	றங்கு

TASK 2 : Dictate your documents in Word

- Open a new or existing document and go to Home
 Dictate while signed into Microsoft 365 on a micenabled device.
- 2 Click Setting button and change the language
- 3 Wait for the Dictate button to turn on and start listening.



4 Start speaking to see text appear on the screen. See the figure and follow

Fig 5 C https://onedrive.live.com/edit.aspx?action=editnew&resid=70FF04F31E2ABACB!7238&ithint=file%2cdocx&action=editnew	tnev
Word Document 2 - Saved to OneDrive v P Search (Alt + Q)	
File Home Insert Layout References Review View Help $\checkmark \checkmark \checkmark$ $\square \checkmark \checkmark$ $\square \checkmark \land$ $\square \lor \land$) -
லே இட × தேசிய <u>தொழிற்பயிற்சி ஊடக</u> தயாரிப்பு நிலையம்	-

Perform sorting, formatting, pattern recognition

Objectives: At the end of this exercise you shall be able to

- sorting the Data
- format Cell, Rows and Columns
- apply and format Pattern.

Requirements

Tools/Equipments/Instruments

- A working PC with Windows
 10 or 11 Operating System 1 No.
- MS Office 2019 or higher
- Internet Connection

PROCEDURE

TASK 1 : Sorting the Data

1 Select a single cell in the column you want to sort. See the figure and follow.

	• 📢	Format Painter	≡ ⊔⊔ Font	-		
E	32	* : × <	f _x De	sk Top Pu	blishing C)perator (NSQF)
	A	В	c	D	E	F
1	SI. No.	Trade Name	Duration	Shift	Unit	Seats Count
2	1	Desk Top Publishing Operator (NSQF)	1 Year	2	2	48
3	2	Fashion Design & Technology (NSQF)	1 Year	2	2	40
4	3	Information Communication Technology System Maintenance (NSQF)	2 Year	2	2	48
5	4	Instrument Mechanic (NSQF)	2 Year	2	2	48
6	5	Computer Operator and Programming Assistant (NSQF)	1 Year	2	2	48
7	6	Technician Power Electronics System (NSQF)	2 Year	2	2	48
8	7	Surface Ornamentation Techniques (Embroidery) (NSQF)	1 Year	2	2	40
		Surface Ornamentation		_	-	

2 On the Data tab, in the Sort & Filter group, click to perform an ascending sort (from A to Z, or smallest number to largest).



3 Click 1 to perform a descending sort (from Z to A, or largest number to smallest). See the figure and follow.

	-		Jx CO	nputer O	perator ar	iu Programmin
	Α	В	С	D	E	F
1	SI. No.	Trade Name	Duration	Shift	Unit	Seats Count
2	5	Computer Operator and Programming Assistant (NSQF)	1 Year	2	2	48
3	1	Desk Top Publishing Operator (NSQF)	1 Year	2	2	48
4	2	Fashion Design & Technology (NSQF)	1 Year	2	2	40
5	3	Information Communication Technology System Maintenance (NSQF)	2 Year	2	2	48
6	4	Instrument Mechanic (NSQF)	2 Year	2	2	48
7	7	Surface Ornamentation Techniques (Embroidery) (NSQF)	1 Year	2	2	40
8	8	Surface Ornamentation Techniques (Embroidery) (NSQF)	1 Year	2	2	40
9	6	Technician Power Electronics System (NSOF)	2 Year	2	2	48

Sort by specifying criteria

- 1 Select a single cell anywhere in the range that you want to sort.
- 2 On the Data tab, in the Sort & Filter group, click Sort to display the Sort popup window.



- 3 In the Sort by dropdown list, select the first column on which you want to sort.
- 4 In the Sort On list, choose Values, Cell Color, Font Color, or Cell Icon.

In the Order list, choose the order that you want to apply to the sort operation—alphabetically or numerically, ascending or descending (that is, from A to Z (or Z to A) for text, or lower to higher, or higher to lower for numbers).

TASK 2: Format Cell, Rows and Columns

Enter text or a number in a cell

- 1 On the worksheet, click a cell.
- 2 Type the numbers or text that you want to enter, and then press ENTER or TAB.
- 3 To enter data on a new line within a cell, enter a line break by pressing ALT+ENTER.

Enter a number that has a fixed decimal point

1 On the File tab, click Options. In Excel 2007 only:

Click the Microsoft Office Button , and then click Excel Options.

- 2 Click Advanced, and then under Editing options, select the Automatically insert a decimal point check box.
- 3 In the Places box, enter a positive number for digits to the right of the decimal point or a negative number for digits to the left of the decimal point.

For example, if you enter 3 in the Places box and then type 2834 in a cell, the value will appear as 2.834. If you enter -3 in the Places box and then type 283, the value will be 283000.

4 On the worksheet, click a cell, and then enter the number that you want. Data that you typed in cells before selecting the Fixed decimal option is not affected. To temporarily override the Fixed decimal option, type a decimal point when you enter the number.

Enter a date or a time in a cell

- 1 On the worksheet, click a cell.
- 2 Type a date or time as follows:
 - To enter a date, use a slash mark or a hyphen to separate the parts of a date; for example, type 9/5/2002 or 5-Sep-2002.
 - To enter a time that is based on the 12-hour clock, enter the time followed by a space, and then type a or p after the time; for example, 9:00 p. Otherwise, Excel enters the time as AM.

To enter the current date and time, press Ctrl+Shift+; (semicolon).

Enter the same data into several cells at the same time

- 1 Select the cells into which you want to enter the same data. The cells do not have to be adjacent.
- 2 In the active cell, type the data, and then press Ctrl+Enter.
- 3 You can also enter the same data into several cells

by using the fill handle to automatically fill data in worksheet cells.

Change the width of a column

- 1 Click the cell for which you want to change the column width.
- 2 On the Home tab, in the Cells group, click Format.



- 3 Under Cell Size, do one of the following:
 - To fit all text in the cell, click AutoFit Column Width.
 - To specify a larger column width, click Column Width, and then type the width that you want in the Column width box.

Wrap text in a cell

- 1 Click the cell in which you want to wrap the text.
- 2 On the Home tab, in the Alignment group, click Wrap Text.



Format a number as text

- 1 Select an empty cell.
- 2 On the Home tab, in the Number group, click the arrow next to the Number Format box, and then click Text.

Gen	era	I			*
\$	*	%	,	◆ .0	.00 *.0
		Nu	mber		G

3 Type the numbers that you want in the formatted cell.

4 Numbers that you entered before you applied the Text format to the cells must be entered again in the formatted cells. To quickly reenter numbers as text, select each cell, press F2, and then press Enter.

Fill data automatically in worksheet cells

- 1 Select one or more cells you want to use as a basis for filling additional cells.
- 2 For a series like 1, 2, 3, 4, 5..., type 1 and 2 in the first two cells. For the series 2, 4, 6, 8..., type 2 and 4.
- 3 For the series 2, 2, 2, 2..., type 2 in first cell only.



5 If needed, click Auto Fill Options and choose the option you want.

Copy a worksheet in the same workbook

1 Press CTRL and drag the worksheet tab to the tab location you want.

OR

4

- Right click on the worksheet tab and select Move or Copy.
- 3 Select the Create a copy checkbox.
- 4 Under Before sheet, select where you want to place the copy.
- 5 Select OK.

Use the Fill Handle

- 1 Select the cell that contains the first date. Drag the fill handle across the adjacent cells that you want to fill with sequential dates.
- 2 Select the fill handle **determined** at the lower-right corner of the cell, hold down, and drag to fill the rest of the series. Fill handles can be dragged up, down, or across a spreadsheet.



Move cells by drag and dropping

1 Select the cells or range of cells that you want to move or copy.

- 2 Point to the border of the selection.
- 3 When the pointer becomes a move pointer ^t ℜ , drag the cell or range of cells to another location.

Move cells by using Cut and Paste

- 1 Select a cell or a cell range.
- 2 Select Home > Cut $\frac{1}{100}$ or press Ctrl + X.
- 3 Select a cell where you want to move the data.
- 4 Select Home > Paste or press Ctrl + V.

Copy cells by using Copy and Paste

- 1 Select the cell or range of cells.
- 2 Select Copy or press Ctrl + C.
- 3 Select Paste or press Ctrl + V.

Find and remove duplicates

- 1 Select the cells you want to check for duplicates.
- 2 Click Home > Conditional Formatting > Highlight Cells Rules > Duplicate Values.



3 In the box next to values with, pick the formatting you want to apply to the duplicate values, and then click OK.

Duplicate Values	? <mark>-</mark> *
Format cells that contain:	
Duplicate 💌 values with	Green Fill with Dark Green Text 👻

Remove duplicate values

1 Select the range of cells that has duplicate values you want to remove.

2 Click Data > Remove Duplicates, and then Under Columns, check or uncheck the columns where you want to remove the duplicates.

Fig 11		
	📑 Flash Fill	∃+ ■ Consolidate
Tevt to		🖙 What-If Analysis 🔹
Columns	⊟ota Validation 🝷	$\mathbb{C}_{\overline{\mathbb{C}}}^{\overline{\mathbb{C}}}$ Relationships
	Data Tools	

3 For example, in this worksheet, the January column has price information I want to keep.

1.1	A	В	С	D	
1	Name	Pric	ce each mo	nth	
2		January	February	March	
3	Entrenching Tool	\$0.00	\$32.00	\$43.00	
4	Biker Fuel Energy Bar	\$0.00	\$5.00	\$5.00	
5	Biker Fuel Energy Bar	\$0.00	\$12.00	\$18.00	
6	No-Hands Riding Kit	\$250.00	\$220.00	\$180.00	
7	Combination Lock	\$30.00	\$20.00	\$15.00	
8	Key Lock	\$0.00	\$11.00	\$22.00	
9	Standard Locking Chain	\$0.00	\$26.00	\$25.00	
10	Deluxe Locking Chain	\$0.00	\$55.00	\$53.00	
11	Executive Locking Chain	\$0.00	\$85.00	\$99.00	
12	Entrenching Tool	\$0.00	\$32.00	\$43.00	
13	Biker Fuel Energy Bar	\$0.00	\$5.00	\$5.00	
14	Biker Fuel Energy Bar	\$0.00	\$12.00	\$18.00	
15	No-Hands Riding Kit	\$250.00	\$220.00	\$180.00	
16					

4 So, I unchecked January in the Remove Duplicates box.

To delete duplicate values, select one or more columns that contain duplicates.	temove Duplicates	? 2
Select All Image: Im	To delete duplicate values, select one or more o	columns that contain duplicates.
Columns V (Column A) January V February V March	Select All	My data has headers
 ☑ January ☑ February ☑ March 	Columns (Column A)	
March	January	
	March	
		OK Cancel

5 Click OK.

Format numbers

- 1 Select the cells containing the numbers you need to format.
- 2 Select CTRL+1.
- 3 On a Mac, select Control+1, or Command+1.
- 4 In the window that displays, select the Number tab (skip this step if you're using Microsoft 365 for the web).
- 5 Select a Category option, and then select specific formatting changes on the right.

Format Cells		
Number Alignme	nt Font Border Fill Protection	100
Category:	1	
General	Sample	
Currency	Cost	
Accounting	Decimal places: 2	
Time	Symbol: S	
Percentage	Negative numbers:	
Scientific	-51 234.10	181
Text	\$1,234.10	
Custom	(\$1,234.10) (\$1,234.10)	
Currency formats an	used for general monetary values. Use Accounting formats to alig	IN
decimal points in a	olumn.	
	OK	Cancel

Display numbers as percentages

1 On the Home tab, in the Number group, click the icon next to Number to display the Format Cells dialog box.



2 In the Format Cells dialog box, in the Category list, click Percentage.

Number	Alignment	Font	Border	Fi
Category	:			
General Number Currency		Samp 10%	le ,	
Accounti Date Time	ng	Decima	al places:	0
Percenta	ige			
Scientific				
Text				
Special				

3 In the Decimal places box, enter the number of decimal places that you want to display. For example, if you want to see 10% instead of 10.00%, enter 0 in the Decimal places box.

Format a date the way you want

- 1 Select the cells you want to format.
- 2 Press CTRL+1.
- 3 In the Format Cells box, click the Number tab.
- 4 In the Category list, click Date.

Number Aligr	ment	Font	Border	Fill	Protection		
ategory:							
General Number	*	Sample	t day, Februa	ry 02, 201	2		
Accounting		Type:					
Date		*3/14/2	012				
Percentage		*Wedn	esday, Maro	:h 14, 201	2		E
Fraction Scientific Text Special Custom		3/14/12 03/14/12 14-Mar 14-Mar 12					
Custom		Locale (location):					
		English (United States)					
Date formats dis an asterisk (*) re operating syster	play dat spond to n. Forma	e and tim change ts withou	ne serial nur s in regiona ut an asteris	mbers as o Il date an ik are not	date values. D d time settings affected by op	ate formats t s that are spe perating syst	hat begin with cified for the em settings.

5 Under Type, pick a date format. Your format will preview in the Sample box with the first date in your data.

- 6 If you want to use a date format according to how another language displays dates, choose the language in Locale (location).
- 7 Select the cells you want to format
- 8 On the Home tab, click the Dialog Box Launcher next to Number.
- 9 In the Format Cells dialog box, in the Category list, click Currency or Accounting.
- 10 In the Symbol box, click the currency symbol that you want.

Fig 18 General \$ • %	• • • • • • • • • • • • • • • • • • •
Fig 19	Format Cells ? X Number Alignment Font Border Fill Protection Category: General Sample \$50.00 \$50.00 \$50.00 Currency Percentage \$50.00 \$
	S English (Jamaica) S English (New Zealand) OK Cancel

TASK 3 : Apply and format Pattern

Add or change the background color of cells

- 1 Select the cells you want to highlight.
- 2 Click Home > the arrow next to Fill Color 2, , or press Alt+H, H.

ig 20								
Cal	ibri			Ŧ	11	*	A [*]	A
в	I	U	•		•	8	- 4	•
			F	Font				Ę.

- 3 Under Theme Colors or Standard Colors, pick the color you want.
- 4 To use a custom color, click More Colors, and then in the Colors dialog box select the color you want.

Fig 21	
	·▲·≡≡≡∉≇[
	Automatic e
	Theme Colors
	Standard Colors
	Recent Colors
	More Colors

Apply a pattern or fill effects

- 5 Select the cell or range of cells you want to format.
- 6 Click Home > Format Cells dialog launcher, or press Ctrl+Shift+F.



7 On the Fill tab, under Background Color, pick the color you want.



- 8 To use a pattern with two colors, pick a color in the Pattern Color box, and then pick a pattern in the Pattern Style box.
- 9 To use a pattern with special effects, click Fill

Remove cell colors, patterns, or fill effects

1 To remove any background colors, patterns, or fill effects from cells, just select the cells. Then click Home > arrow next to Fill Color, and then pick No Fill.

	* A A
B I <u>U</u> •	A -

Print cell colors, patterns, or fill effects in color

- 2 Click Page Layout > Page Setup dialog box launcher.
- 3 On the Sheet tab, under Print, uncheck the Black and white and Draft quality check boxes.

Fig 25						
			[]		2	Ę.
Margins	Orientation	Size	Print	Breaks	Background	Print
Ψ.	v	Ŧ	Area *	Ŧ		Titles
		Pag	ge Setup			L.

Use Toolbar and Translator Option

Objectives: At the end of this exercise you shall be able to

- customize the Quick Access Toolbar
- add a command to the Quick Access Toolbar that isn't on the ribbon
- practice to use Translator Option.

Requirements

Tools/Equipments/Instruments

- A working PC with Windows
 10 or 11 Operating System 1 No.
- MS Office 2019 or higher
- Internet Connection

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PROCEDURE

TASK 1 : Customize the Quick Access Toolbar

Show or hide the Quick Access Toolbar

- 1 Right-click in the ribbon and do either of the following:
- 2 If the Quick Access Toolbar is shown, select Hide Quick Access Toolbar.

File Home Insert Draw	Remove from Quick Access Toolbar
	<u>C</u> ustomize Quick Access Toolbar
	Show Quick Access Toolbar Below the Ribbon
Paste 🖉 🗛 - 🖌	Hide Quick Access Toolbar
Undo Clipboard 🕠	Customize the <u>R</u> ibbon

3 If the Quick Access Toolbar is hidden, select Show Quick Access Toolbar.



Move the Quick Access Toolbar

Location

1 The Quick Access Toolbar can be located in one of two places: Above the ribbon, on the title bar (default location)



2 Below the ribbon



Change the location

- 1 Select Customize Quick Access Toolbar.
- 2 In the list, select Show Below the Ribbon.



or Show Above the Ribbon.



Show or Hide command labels on the Quick Access Toolbar

- 1 Select Customize Quick Access Toolbar.
- 2 In the list, select either Show Command Labels

Fig 7	🔟 AutoSave 💽 Off) 📙 Document1 - We
	File Home Insert Draw Design
	♥ ~ ▲ Cut Calibri
	Paste Sormat Painter B 1
	Undo Clipboard 😼
	🖾 A) 📼
	Customize Quick Access Toolbar
	Automatically Save
	New
	0
	Tc ./N. Jei. Je
	More Commands
	Show Above the Ribbon
	Hide Quick Access Toolbar
	Show Command Labels

or Hide Command Labels.

Fig 8	
🔟 Aut	oSave Off 📙 Document1 - Word
File	Home Insert Draw Design Layout References Ibar
5.0	\bigwedge CutCalibri (Body)11Paste \bigcirc Copy B I \bigcup \sim \Rightarrow \checkmark \checkmark Format Painter I \bigcup \sim \Rightarrow
Undo	Clipboard 🕞 Font
🛃 Draw	Table 🖓 Read Aloud 🗢
	Customize Quick Access Toolbar Automatically Save
**	New 97
	n i i
	More Commands
	Show Above the Ribbon
	Hide Quick Access Toolbar
	Hide Command Labels

Add a command to the Quick Access Toolbar

- 1 On the ribbon, select the appropriate tab or group to display the command that you want to add to the Quick Access Toolbar.
- 2 Right-click the command, and then select Add to Quick Access Toolbar on the shortcut menu.

TASK 2 : Add a command to the Quick Access Toolbar that isn't on the ribbon

1 Select Customize Quick Access Toolbar > More Commands.



- 2 In the Choose commands from list, select Commands Not in the Ribbon.
- 3 Find the command in the list, and then select Add.

Remove a command from the Quick Access Toolbar

- 1 Right-click the command you want to remove from the Quick Access Toolbar.
- 2 Select Remove from Quick Access Toolbar on the shortcut menu.

Change the order of the commands on the Quick Access Toolbar

- 1 Right-click the Quick Access Toolbar then select Customize the Quick Access Toolbar on the shortcut menu.
- 2 Under Customize Quick Access Toolbar, select the command you want to move.
- 3 Select the Move Up or Move Down arrow.

Customize the Quick Access Toolbar by using the Options command

2 Use the Add and Remove buttons to move items between the Customize the Access Toolbar list and the Choose command from list.

2 In the Customize the Quick Access Toolbar window,

select Reset > Reset only Quick Access Toolbar.

1 Select File > Options > Quick Access Toolbar.

ord Options									?	×
General Display Proofing	Customize Choose command Popular Comman	the Quick Acces s from:	ss Toolbar. •		Custo For	omize <u>Q</u> uick all documen	Access Toolt	oar.©	•	
Save Language Accessibility Advanced Customize Ribbon Quick Access Toolbar Add-ins Trust Center Experiment	<separator> Accept Revisi Add Table Align Left Bullets Center Change List L Copy Cut Define New N Delete [Delete K Draw Table</separator>	on evel Number Format te Comment]	 ▲ ▶ ▶ ▶ ▼ 	Add >> << <u>R</u> emove		New File Undo Redo <separator Save Turn AutoSa Font Setting Font Color</separator 	> ve On/Off s			* *
,	Show Quick Ac Toolbar Position	Below Ribbon	•		Mo Custo	odify omizations:	R <u>e</u> set ▼	1		
	Always show c	ommand labels					Import/Exp	ort 🕶 🛈		

Reset the Quick Access Toolbar to the default settings

1 Open the Quick Access Toolbar short-cut menu, and then select Customize Quick Access Toolbar.

Advanced	Align Left			
Customize Ribbon	= Bullets = Center			
Quick Access Toolbar	← Change List Level	k		
Add-ins	X Cut			
Trust Center	Define New Number Format			
Experiment	 Draw Table Draw Vertical Text Box Editor Email Find Fit to Window Width Font A Font Color A Font Settings Font Size 	I▼ ≻ I▼	Add >> << Remove	
	ab Footnote	-		
	Show Quick Access Toolbar		la serie de la ser	
	Toolbar Position Above Ribbon	*	Customizations: Reset -	
	 Always show command labels 		Import/Export 🔻 🕕	

IT & ITES : DTPO (NSQF - Revised 2022) - Exercise 1.3.27

Export a customized Quick Access Toolbar

- 1 Select File > Options > Quick Access Toolbar.
- 2 Select Import/Export > Export all customizations.

TASK 3 : Practice to use Translator Option

Convert Words to Other Languages

- 1 Go to the REVIEW tab and click on Translate or Alt + Shift + F7
- 2 The New Translator Task Pane option is appeared on the right-hand side



3 In the Search for, type the word you want to convert



Import a customized Quick Access Toolbar

- 1 Select File > Options > Quick Access Toolbar.
- 2 Select Import/Export > Import customization file.
- 4 Select the From & To language
- 5 Now click on OK to complete the process. It will show the result of this word in Tamil

Fig 1	4		
	Translator	Ψ.	×
	From English +		
	Govt. Industrial Training Institute	×	
	t↓ To Tamil →		L
	அரசினர் தொழிற் பயிற்சி நிலையம்		
	Translated by Microsoft Priv	acy statem	ent

Install Excel Function Translator Add-In

1 Go to the INSERT tab and click on Store or My Addins

Fig 15				
Formulas	Data	Review	View	F
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🕤 My Add-	ins ~	lecommende Charts	ed 🕘 ~ 📋	. ~
Recently	Used Add-i	ns		:
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See A	II			
Other Add	d-ins			
<u>M</u> ana	ge Other Ad	dd-ins		

2 Online Browser option will appear on the screen and follow



3 Now, in the Search field, type Excel Function Translator and search. It will see this Add-In

Office Add-ins	
dd-ins may access personal and docur	nent information. By using an add-in, you agree to its Permissions, License Terms and Privacy Policy.
Search	Sort by: Popularity ~
Category	ChartExpo™ for Excel
All	Select a chart, select your data, and create Insightful charts without hardwork!
CRM	Additional purchase may be required
Data Analytics	★★★★☆ (20)
Document Review	g Functions Translator, a Microsoft Garage proj
Editor's Picks	Translate the Excel functions and formulas between
Education	different languages ★★★☆☆ (22)
Financial	
Management	Mini Calendar and Date Picker Add
Maps & Feeds	it to insert dates or the current time.
Microsoft 365	★★★☆☆ (112)
Certified	
Productivity	stock Connector

- 4 Follow the figure, now click on Add
- 5 Scroll down and select Get Started

E Reference	ر Dictionary	ੂੱ Translator	<
Paste or type in a Make sure you sel	formula to get it lect the correct o	translated. Ielimiters.	-
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- 6 Here, you need to select converting language. I have selected English to Danish. Click on Start Working
- 7 Now click on the down arrow key to convert

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Requirements

Use Data file for exercises

Objectives: At the end of this exercise you shall be able to

- import data from data sources (Power Query)
- import products into an Excel workbook.

Tools/Equipments/Instruments

A working PC with Windows
 10 or 11 Operating System - 1 No.

• MS – Office 2019 or higher

Internet Connection

PROCEDURE

TASK 1 : Import data from data sources (Power Query)

File: Text/CSV

- Select Data > Get Data > From File > From Text/ CSV.
- 2 In the Comma-Separated Values Browse dialog box, browse for or type a path to the file that you want to query.
- 3 Select Open. Power Query window will appear on the screen see the figure and follow

File Origin		Delimiter		Data T	ype Detec	tion	
1252: Western Eu	uropean (Windows) *	Comma • Based of			Based on first 200 rows 🔹		
Registration No	State Reg No	Trainee Name	Trainee Type	Gender	Age	ITI Name	
R190833015302		AAGNESH A	Regular	Female	19	GR33000273 -Government Industrial Trainin	
R210833006506	DET21ASU0366594670	AARTHIKA K	Regular	Female	23	GR33000273 -Government Industrial Trainin	
R220833024812	DET22ASU0542524051	AATHIRA M	Regular	Female	20	GR33000273 -Government Industrial Trainin	
R190833015265		ABINAYA M	Regular	Female	20	GR33000273 -Government Industrial Trainin	
R210833006507	DET21ASU0385783177	ABINAYA S	Regular	Female	17	GR33000273 -Government Industrial Trainin	
R220833024818	DET22AU02151789620	ABINAYAMANJUPRIYA G	Regular	Female	31	GR33000273 -Government Industrial Trainin	
R200833014118	312143122082063121	ABIRAMI A	Regular	Female	22	GR33000273 -Government Industrial Trainin	
R220833024816	DET22ASU0599492234	ADAIKKAMMAL P	Regular	Female	17	GR33000273 -Government Industrial Trainin	
R210833006504	DET21ASU0357327006	AFRIN BANU A	Regular	Female	18	GR33000273 -Government Industrial Trainin	
R210833016561	DET21AU01618047864	ANIMA MARY M	Regular	Female	38	GR33000273 -Government Industrial Trainin	
R210833016564	DET21AU02579331847	ANITHA G	Regular	Female	24	GR33000273 -Government Industrial Trainin	
R220833029194	DET22AU01974981225	ANITHA K	Regular	Female	18	GR33000273 -Government Industrial Trainin	
R190833015276		ANNALAKSHMI T	Regular	Female	28	GR33000273 -Government Industrial Trainin	
R190833015262		ANTHONIYAMMAL S	Regular	Female	21	GR33000273 -Government Industrial Trainin	
R200833011524	426743122082004267	APARNA M	Regular	Female	23	GR33000273 -Government Industrial Trainin	
R200833012069	009743122082060097	AROCKIA BELCY S	Regular	Female	19	GR33000273 -Government Industrial Trainin	
R210833006508	DET21ASU0393167396	AROCKIA MISHMA G	Regular	Female	26	GR33000273 -Government Industrial Trainin	
R190833015271		ARUL SELVI P	Regular	Female	25	GR33000273 -Government Industrial Trainin	
R200833014114	814943122082058149	ARUNARANI A	Regular	Female	28	GR33000273 -Government Industrial Trainin	
R210833019823	DET21ASU0432933767	ASA S	Regular	Female	26	GR33000273 -Government Industrial Trainin	
2							

- 4 Click Transform Data button
- 5 The Power Query Editor window will appear on the screen
- 6 Select Specific Columns for to Merge in a single column. See the figure and follow

File	Home	Transform	Add	d Column View								
Close & Load • Close	Refresh Preview •	Propertie Advanced Manage Query	s 1 Editor	Choose Remove Columns • Columns • Manage Columns	Keep Remove Rows • Rows • Reduce Rows	A↓ A↓ Split Column ▼	Group By	Data Type: Text ▼	Combine	Manage Parameters - Parameters	Data source settings Data Sources	New Source Control Recent Source
Queries [1]		<	X	✓ f _X = Table	.TransformColum	nTypes(#"Promo	ted Hea	ders",{{"Registration No	, type te	ext}, 🗸	Querv	Settings
Trai	inee Searc	h (4)		Trainee Dual	A ^B _C Trade/Module		→ A ^B _C	Semester/Year A ^B C	Certified		query	ootango
			1		Desk Top Publishing	Operator (NSQF)	Year	-1 Yes			PROPER	TIES
			2		Desk Top Publishing	Operator (NSQF)	Year	-1 Yes		^	Trainer	Saarah (4)
			3		Desk Top Publishing	Operator (NSQF)	Year	-1 No			Indirice	Search (4)
			4		Desk Top Publishing	Operator (NSQF)	Year	-1 Yes			All Prope	erties
			5		Desk Top Publishing	Operator (NSQF)	Year	-1 Yes				STEPS
			6		Desk Top Publishing	Operator (NSQF)	Year	-1 No			Sour	
			7		Desk Top Publishing	Operator (NSQF)	Year	-1 Yes			Pron	oted Headers
			8		Desk Top Publishing	Operator (NSQF)	Year	-1 No			X Char	aged Type
			9		Desk Top Publishing	Operator (NSQF)	Year	-1 Yes				.gee .jpe
			10		Desk Top Publishing	Operator (NSQF)	Year	-1 No				
			11		Desk Top Publishing	Operator (NSQF)	Year	-1 Yes				

7 Choose Add Column > Merge column (Merge Column dialog box will appear on the screen)

8 Choose Separator is Space and type new column Name is Trade Name. See the figure and follow

ig 3			\times
	Merge Columns		
	Choose how to merge the selected column	s.	
	Separator		
	Space 👻		
	New column name (optional)		
	Trade Name		
		OK Cancel	

- 9 Click on the right button of the mouse for to remove existing selected of two columns
- 10 Select remove columns
- 11 Arrange the column sequence by moving. (Easy to Move the columns by dragging to another location.)
- 12 Click File > Close and Load
- 13 Finally will get formatted excel file.

From Table/Range

- 1 Select any cell within your data range.
- 2 Select Data > From Table/Range.

This command is also available from Data > From Other Sources > From Table/Range.

- 3 If prompted, in the Create Table dialog box, you can select the Range Selection button to select a specific range to use as a data source.
- 4 If the table or range of data has column headers, select My table has headers. The header cells are used to define the column names for the query.
- 5 Select OK.



File: Excel Workbook

- 1 Select Data > Get Data > From File > From Excel Workbook.
- 2 In the Excel Browse dialog box, browse for or type a path to the file that you want to query.
- 3 Select Open. Power Query window will appear on the screen

⁴

File: PDF

1 Select Data > Get Data > From File > From PDF.

2 Select your PDF file, and then click Open. The Navigator dialog box opens your PDF and displays available tables.

5						x I
Navigator						
	Q	Table052 (Page 78)				Ce
Select multiple item	s	Column1	Column2	Column3	Column4	
Display Options 👻		Cost of revenues	(55,845)	-	-	
		Gross margin	484,596	589,845	787,154	
Table042 (Pag	e 67)	Expenses	r.	null r	ull null	
Table043 (Pag	e 70)	Compensation and benefits	148,155	159,097	183,130	
Table044 (Pag	e 71)	Marketing and advertising	12,790	19,515	26,931	
Table045 (Pac	e 72)	Depreciation and amortization	76,336	89,983	88,502	
Table046 (Pac	e 74)	Professional and contract services	23,709	37,544	60,499	
	e (4)	Computer operations and data communications	98,903	125,618	136,642	
Table047 (Pag	e / /)	Provision for bad debts	1,074	1,365	8,426	
Table048 (Pag	e 77)	Occupancy	28,730	31,212	32,367	
Table049 (Pag	e 77)	General and administrative	41,128	28,411	48,634	
Table050 (Pac	e 77)	Total direct expenses	430,825	492,745	585,131	
Table051 (Pac	e 78)	Elimination of non-core product lines, initiatives and severance		97,910	-	
	70	Nasdaq Japan impairment loss	-	(5,000)	15,208	
	e 78)	Support costs from related parties, net	45,588	61,504	74,968	
Table053 (Pag	e 78)	Total expenses	476,413	647,159	675,307	
Table054 (Pag	e 78)					
Table055 (Pag	e 78)					
Table056 (Pac	e 78)					
Table057 (Pac	0.78)					
	× (10)					
Table058 (Pag	e 78)					
			Load	Transform	Data Cance	

- 3 Select the tables you want to import, then do one of the following:
- 4 To view the data directly in Excel, Select Load > Load or to see the Import dialog box, select Load > Load To.
- 5 To work with the data in Power Query first, select Transform Data.

TASK 2 : Import products into an Excel workbook

Connect to an Excel workbook

- 1 Create an Excel workbook.
- 2 Select Data > Get Data > From File > From Workbook.
- 3 In the Import Data dialog box, browse for and locate the Products.xlsx file you downloaded, and then select Open.
- 4 In the Navigator pane, double click the Products table. The Power Query Editor appears.

Examine the Query Steps

- 5 Right click the Source step, and select Edit Settings. This step was created when you imported the workbook.
- 6 Right click the Navigation step, and select Edit Settings. This step was created when you selected the table from the Navigation dialog box.
- 7 Right click the Changed Type step, and select Edit Settings. This step was created by Power Query which inferred the data types of each column. Select the down arrow to the right of the formula bar to see the complete formula.

File: Folder

- 1 Select Data > Get Data > From File > From Folder.
- 2 In the Browse dialog box, locate the folder, and then select Open.

Learn to combine multiple data sources (Power Query)

Remove other columns to only display columns of interest

- 8 In Data Preview, select the ProductID, ProductName, CategoryID, and QuantityPerUnit columns (use Ctrl+Click or Shift+Click).
- 9 Select Remove Columns > Remove Other Columns.

ProductID	Ŧ	ProductName	Ŧ	CategoryID	Ŧ	QuantityPerUnit	
	1	Chai			1	10 boxes x 20 bags	
	2	Chang			1	24 - 12 oz bottles	
	3	Aniseed Syrup			2	12 - 550 ml bottles	
	4	Chef Anton's Cajun Seasoning			2	48 - 6 oz jars	
	5	Chef Anton's Gumbo Mix			2	36 boxes	
	6	Grandma's Boysenberry Spread			2	12 - 8 oz jars	
	7	Uncle Bob's Organic Dried Pears			7	12 - 1 lb pkgs.	
	8	Northwoods Cranberry Sauce			2	12 - 12 oz jars	

Load the products query

10 Select Home > Close & Load. The query appears in a new Excel worksheet.

Perform Locking cells + dropdown menu

Objectives: At the end of this exercise you shall be able to

- perform Locking cells and Protect sheet
- create a drop-down list.

Requirements

Tools/Equipments/Instruments

- A working PC with Windows
 10 or 11 Operating System 1 No.
- MS Office 2019 or higher
- Internet Connection

PROCEDURE

TASK 1 : Perform Locking cells and Protect sheet

1 See the following figure, type and format the text

Product ID	Items	Quantity	Rate	Amount
987654	i7 Processor	13	₹ 20,000.00	₹ 260,000.00
765436	Keyboard	5	₹ 2,000.00	₹ 10,000.00
836789	Mouse	5	₹ 750.00	₹ 3,750.00
763258	LED Monitor	7	₹ 15,000.00	₹105,000.00
987540	24 Switch	2	₹ 6,000.00	₹ 12,000.00
			Gross Total	₹ 390,750.00
			Discount 10% +	39075
	X		Net Amount	₹ 351,675.00
		-		

- 2 Fill green in colour for to change the quantity of the items
- 4 Click Option > Click down arrow in the Format button
- 5 Select "Choose Format from Cell"

3 Choose Home tab > Find

Fin <u>d</u>	Re <u>p</u> lace					_	
Fi <u>n</u> d wha	at:		 ✓ No 	Format Set	For <u>m</u> at.	💌	
					<u>F</u> or	mat	
Wit <u>h</u> in:	Sheet	Match <u>c</u> ase] Match <u>c</u> ase		<u>C</u> ho	oose Format F	rom Cell
Search:	By Rows	\sim	Match entire cell c	<u>o</u> ntents	Cle	a <u>r</u> Find Forma	at
Look in:	Formulas	\sim			Options	<<	

- 6 Place the cursor something filled with green in a cell
- 7 Click Find All and Select the all-green cell

Wit <u>h</u> in:	Sheet	~	Match	<u>c</u> ase	I contents		
Search:	By Rows	\sim		entire te	i c <u>o</u> ntents		
Look in:	Formulas	\sim				Op <u>t</u> ior	ns < <
			F	ind All	<u>F</u> ind Next	C	lose
Book	Sheet	Name	Cell	ind All Value	<u>F</u> ind Next Formula		lose
Book Book1.xlsx	Sheet Sheet1	Name	F. Cell SCS3	ind All Value	<u>F</u> ind Next Formula		lose

- 8 Close the Find Dialog box
- 9 Right click, and then click Format Cells (or press CTRL + 1).



- 10 On the Protection tab, you can verify that all cells are locked by default
- 11 On the Protection tab, uncheck the Locked check box and click OK.

						?	×
Number Align	ment Font	Border	Fill	Protection			
Locked							
Hidden							
Locking cells or h	niding formulas h	as no effect i	until you	protect the v	vorksheet (Re	view tab,	
Protect group, Pr	otect Sheet butt	on).					

- 12 Go to Review > Protect Sheet. Set Password
- 13 Now, try to change the cell value expect something filled with green in a cell. The following dialog box will appear on the screen.

Quantity	Rate	Amount								
13	₹ 20,000.00	₹ 260,000.00								
5	₹ 2,000.00	₹ 10,000.00								
	The cell or chart you're t	rying to change is	n a protected sheet. To	o make a cha OK	nge, unprote	ect the sheet	. You might I	be requested	l to enter a p	assw
	Discount 10% +	39675								

Protect the worksheet

1 On the Review tab, click Protect Sheet.



2 In the Allow all users of this worksheet to list, select the elements you want people to be able to change.



How can I tell if a sheet is protected?

- 1 The Protect Sheet option on the ribbon changes to Unprotect Sheet when a sheet is protected.
- 2 To view this option, click the Review tab on the ribbon, and in Changes, see Unprotect Sheet.

Fig 9	
Protect Protect Share Sheet Workbook Workbook	Protect and Share Workbook Allow Users to Edit Ranges Track Changes
Chan	iges
Fig 10	
Unprotect Protect Share Sheet Workbook Workbook	 Protect and Share Workbook Allow Users to Edit Ranges Track Changes -
Char	nges

Unprotect an Excel worksheet

- 1 Go to the worksheet you want to unprotect.
- 2 Go to File > Info > Protect > Unprotect Sheet, or from the Review tab > Changes > Unprotect Sheet.
- 3 If the sheet is protected with a password, then enter the password in the Unprotect Sheet dialog box and click OK.

TASK 2 : Create a drop-down list

1 Type and format the cell. See the figure and follow

	85) ~	Book4 - Excel	✓ Search (Alt+Q)		
	File	Home Insert Page I	ayout Formulas Data Review	View Help		
1	Paste	Calibri	11 · A [*] A [*] ≡ ≡ = ≫ · 28 ▲ · A · ≡ ≡ ≡ ≡ ≡ ≡	Wrap Text Genera Merge & Center ~ \$ ~	• • • • • • • • • • • • • • • • • • •	Conditional Format as Cel Formatting ~ Table ~ Styles
(Clipboard	i 😼 Font	Alignment	ا <u>د</u> ا	Number 😼	Styles
0	C2	▼ : × ✓ fs				
	A	В	С	D	E	F
1	SI. No.	Name of the Trainee	Name of the Trade	ITI Name	Date of Admission	n Remarks
2	1	ASA S				
3	2	ATHAMMAL N				
4	3	BENAZEER HEBZIBA S				
5	4	CATHRINE AMALA X				
6	5	CHANDRAKALA B				
7	6	CHINNAMMAL M				
8	7	CHITHRA BANU T				
9	8	CHRISTY PRASANNA D				
10	9	CINTHIA S				

2 In a new worksheet, type the entries you want to appear in your drop-down list. See the figure and follow

Fig 12	B	5.6	ب م	÷			Book4	- Exce	2l			Q	Search (A	lt+Q)		
	File	Hom	е	Insert	Page La	ayout	Form	ulas	Data	Revie	2W	View	Help			
	Ĉ		Ver	dana	~ 9	~ /	Α Α Υ	Ξ	ΞΞ	ॐ∕~	ab C	rap Text		Gen	eral	
	Paste	e L≞ ∽ ≪	В	Ι <u>U</u>	~ 🖽 ~	∽ ⊻	<u>A</u> ~	Ξ	≣≡	<u>←</u> = →=	🔁 M	erge & C	Center 🗸	\$	~ %	9 5
	Clipb	oard 🗔			Font		٦.			Aligni	ment		٦		Nur	nber
	A 8	-	:	\times	$\checkmark f_x$	Tec	hnician	Powe	er Electr	onics Sys	tem (N	ISQF)				
						А									в	
	1 C	omputer (Oper	ator and	d Program	ming As	sistant	(NSC	2F)		Go	vt ITI (V	Vomen) D	indig	ul	
	2 D	esk Top P	ublis	hing Op	erator (NS	SQF)					Go	vt ITI (V	Vomen) N	ladur	ai	
	3 Fa	ashion De	sian	& Techr	noloav (NS	OF)					Go	vt ITI Ti	ruchirapp	alli		
	4 In	formation	Cor	nmunica	ation Techr	noloav	System	Maint	tenance	(NSOF)						
	5 In	formation	Cor	nmunica	ation Techr	noloav S	System	Maint	tenance	(NSOF)						
	6 Se	ewina Tec	hnol	oav (NS	OF)		-,									
	7 5	urface Orr	ame	entation	Technique	es (Emb	roiderv) (NS	OF)							
	8 16	echnician I	Pow	er Electi	ronics Syst	em (NS	OF)	/ (
	9						~ /				-					
	10															
	11															
	12															
	12															

- 3 Select the cell in the worksheet where you want the drop-down list.
- 4 Go to the Data tab on the Ribbon, then Data Validation
- 5 Under Allow Tab, Choose List in

	tion		ſ	×
Settings	Input Message	Error Alert		
Validation	criteria			
Allow:				
List		V Ignore <u>b</u> lank		
Data:		In-cell dropdown		
betwee	n			
Source:				
		1		
Apply t	hese changes to a	all other cells with the same	settings	

- 6 Select the source button
- 7 Select items to appear in the drop-down list (from Sheet2)
- 8 Press Enter and Select OK
- 9 Place the Cursor select the item in the drop-down list to start the work. See the Figure and follow

14						
ľ	J 5)	Book4 - Excel	♀ Search (Alt+Q)		
Fi	le	Home Insert Page	Layout Formulas Data Review \	/iew Help		
G Dat		From Text/CSV 🕞 Recen From Web 📑 Existin From Table/Range	nt Sources ng Connections Refresh All ~ 🕞 Edit Links	$ \begin{array}{c} \text{ans} & \underline{z} \downarrow & \underline{z} \downarrow \\ \underline{z} \downarrow & \underline{z} \downarrow \\ z \downarrow & \text{Sort} & \text{Filter} \end{array} $	Clear Reapply Advanced	Flash Fill Remove Duplicate
		Get & Transform Data	Queries & Connections	Sort & Filt	ter	Data To
C3		▼ : × ✓ f	Św.			
	А	В	С	D	E	F
1	SI. No.	Name of the Trainee	Name of the Trade	ITI Name	Date of Admission	Remarks
2	1	ASA S	Desk Top Publishing Operator (NSQF)	Govt ITI (Women) Dindigul		
3	2	ATHAMMAL N		-		
4	3	BENAZEER HEBZIBA S	Computer Operator and Programming Assistant (NSC Desk Top Publishing Operator (NSQF) Easthion Design & Technology (NSQF)	QF)		
5	4	CATHRINE AMALA X	Information Communication Technology System Main Information Communication Technology System Main	nter nter		
6	5	CHANDRAKALA B	Sewing Technology (NSQF) Surface Ornamentation Techniques (Embroidery) (NS Technician Power Electronics System (NSQF)	QF)		
7	6	CHINNAMMAL M	reclimical roller decironics system (role)			
8	7	CHITHRA BANU T				
9	8	CHRISTY PRASANNA D				
10	9	CINTHIA S				

10 Finally, will get the following figure

0 Fi	nally	, will get the followin	g figure							
Fig	15									
C) •	Book	4 - Excel	✓ Search (Alt+Q)					
File Home Insert Page Layout Formulas Data Review View Help										
C Da	→ [iet ta → [From Text/CSV Recent From Web Existin From Table/Range	t Sources g Connections	Refresh All ~ 🕃 Edit Links	$\begin{array}{c c} ns & \underline{2} \downarrow & \overline{\underline{Z}} \underline{A} \\ & \underline{z} \downarrow & \overline{Sort} \\ & \underline{z} \downarrow & \overline{Sort} \end{array} Filter$	Clear Reapply Advanced Co	☐ ☐ Flash Fill ☐ Remove Duplicate ext to Iumns ➡ Data Validation ~			
_		Get & Transform Data		Queries & Connections	Sort & Filt	er	Data To			
E3		▼ : × ✓ fs	c							
	Α	В		c	D	E	F			
1	SI. No.	Name of the Trainee	٩	Name of the Trade	ITI Name	Date of Admissio	n Remarks			
2	1	ASA S	Desk Top F	Publishing Operator (NSQF)	Govt ITI (Women) Dindigul					
3	2	ATHAMMAL N	Fashion D	esign & Technology (NSQF)	Govt ITI (Women) Dindigul					
4	3	BENAZEER HEBZIBA S	Computer	Operator and Programming Assistant (NSQF)	Govt ITI Tiruchirappalli					
5	4	CATHRINE AMALA X	Sewi	ng Technology (NSQF)	Govt ITI (Women) Madurai					
6	5	CHANDRAKALA B	Information System	n Communication Technology m Maintenance (NSQF)	Govt ITI (Women) Dindigul					
7	6	CHINNAMMAL M	Techniciar	n Power Electronics System (NSQF)	Govt ITI Tiruchirappalli					
						1	1			

Perform Conditional formatting, Freeze Panes, Filter function, AND function, IF function, Nested IF function

Objectives: At the end of this exercise you shall be able to

- practice to use Conditional Formatting
- practice to use Freeze Panes
- practice to use And Function
- practice to use IF and IF Nested Function.

Requirements

Tools/Equipments/Instruments

- A working PC with Windows
 10 or 11 Operating System 1 No.
- MS Office 2019 or higher
- Internet Connection

PROCEDURE

TASK 1 : Practice to use Conditional Formatting

Highlight Cells Rules

1 Select the range A1:A10.

Fig 1		А	В
	1	14	
	2	6	
	3	39	
	4	43	
	5	2	
	6	95	
	7	5	
	8	11	
	9	86	
	10	57	
	11		

2 On the Home tab, in the Styles group, click Conditional Formatting.

3 Click Highlight Cells Rules, Greater Than.

Fig 3		_
Highlight Cells Rules	×	Greater Than
Top/Bottom Rules	×	Less Than
Data Bars	×	<u>B</u> etween
Color Scales	×	Equal To
Icon Sets	F	I ext that Contains
New Rule Output Output	F	A Date Occurring
Manage <u>R</u> ules		Duplicate Values
		More Rules

						_
		Normal	Bad	Good	Neutral	-
Conditional	Format as	Calculation	Check Cell	Explanatory	Input	

4 Enter the value 80 and select a formatting style.

Fig 4		
Greater Than	?	×
Format cells that are GREATER THAN:		
80 with Light Red Fill with Da	rk Red T	ext 🗸
ОК	Ca	ncel

- 5 Click OK.
- 6 Result. Excel highlights the cells that are greater than 80.

ig 5		Α	в	
	1	14		
	2	6		
	3	39		
	4	43		
	5	2		
	6	95		
	7	5		
	8	11		
	9	86		
	10	57		
	11			

7 Change the value of cell A1 to 81.

Result. Excel changes the format of cell A1 automatically.



Clear Rules

1 Select the range A1:A10.



2 On the Home tab, in the Styles group, click Conditional Formatting.

Fig 8					
Conditional Format as	Normal Calculation	Bad Check Cell	Good Explanatory	Neutral Input	* • •
romating labe		Styles			

3 Click Clear Rules, Clear Rules from Selected Cells.



TASK 2 : Practice to use Freeze Panes

Freeze Top Row

1 On the View tab, in the Window group, click Freeze Panes.



2 Click Freeze Top Row.

Fig 11		
*	<u>Freeze Panes</u> Keep rows and columns visible while the rest the worksheet scrolls (based on current select	of tion).
*	Freeze Top <u>R</u> ow Keep the top row visible while scrolling throu the rest of the worksheet.	gh N
*	Freeze First <u>Column</u> Keep the first column visible while scrolling through the rest of the worksheet.	3

- 4 Scroll down to the reset of the worksheet.
- 5 Result. Excel automatically adds a dark grey horizontal line to indicate that the top row is frozen.

1	Α	В	С	D	E	F	G	Н		J
1	Age	Marital status	Address	Income	Car price	Education	Emply	Retired	Gender	Wireless
20	32	† o	0	28	14.2	1	2	0	f	0
21	42	0	9	109	54	3	20	0	f	1
22	40	1	12	117	59.8	2	19	0	f	1
23	36	0	6	39	19.2	2	0	0	f	0
24	42	1	13	53	25.9	2	6	0	m	0
25	65	1	17	42	21.3	2	24	0	m	0

Unfreeze Panes

1 On the View tab, in the Window group, click Freeze Panes.

Fig 13			
New Arrange	Freeze	View Side by Side Side Synchronous Scrolling Reset Window Position indow	Switch
Window All	Panes T Unhide		Windows •

2 Click Unfreeze Panes.



Freeze First Column

1 On the View tab, in the Window group, click Freeze Panes.



2 Click Freeze First Column.



- 3 Scroll to the right of the worksheet.
- 4 Result. Excel automatically adds a dark grey vertical line to indicate that the first column is frozen.

1	Α	Ν	0	Р	Q	R	S	Т	U
1	Age	Internet	Caller ID	Call waiting	Own TV	Own VCR	Own PDA	Own computer	Gender
2	55	← 0	1	0	1	1	0	0	f
3	56	0	1	1	1	1	0	0	m
4	28	0	0	0	1	1	0	0	f
5	24	0	0	1	1	1	0	1	m
6	25	1	1	0	1	1	0	1	m
7	45	1	1	1	1	1	0	0	m

TASK 3 : Practice to use And Function

AND Function

- 1 The AND function is a premade function in Excel, which returns TRUE or FALSE based on two or more conditions.
- 2 It is typed =AND and takes two or more conditions.
- 3 Check if the Pokemon type is fire and has speed greater than 70:
- 4 The function returns "TRUE" or "FALSE".

18		А	В	С	D	E
	1	Name	Type 1	Speed	Fire Type AND more than 70 Speed	
	2	Bulbasaur	Grass	45		
	3	lvysaur	Grass	60		
	4	Venusaur	Grass	80		
	5	Charmander	Fire	65		
	6	Charmeleon	Fire	80		
	7	Charizard	Fire	100		
	8	Squirtle	Water	43		
	9	Wartortle	Water	58		
	10	Blastoise	Water	78		
	11					

5 Select the cell D2

7 Double click the AND command

6 Type =AND

	ROAT STATE			-						-
1	Name	Type 1	Speed	Fire Type AND more th	nan 70 Speed					
2	Bulbasaur	Grass	45	=AND						
3	lvysaur	Grass	60	AND	Checks whether al	hether all arguments are TRUE, and returns TRUE if all arguments are TRUE				
4 5	Venusaur	Grass	80	(C) PITAND	-					
	Charmander	Fire	65	BITAND						
6	Charmeleon	Fire	80	(fx) RAND						
7	Charizard	Fire	100	🕭 RANDARRAY						
8	Squirtle	Water	43	RANDBETWEEN						
9	Wartortle	Water	58	STANDARDIZE						
10	Blastoise	Water	78	STANDARDIZE						
11										

8 Specify the first condition B2="Fire"

9 Type,

10 Specify the second condition C2>70

11 Hit enter

Note: You can add more conditions by repeating steps 5-6 before hitting enter.

	A	В	С	D	E
L	Name	Type 1	Speed	Fire Type AND more than 70 Speed	
2	Bulbasaur	Grass	45	=AND(B2="Fire"; C2>70	
3	lvysaur	Grass	60	AND (logical1; [logical2]; [logical3];)	
ł	Venusaur	Grass	80		
5	Charmander	Fire	65		
5	Charmeleon	Fire	80		
7	Charizard	Fire	100		
3	Squirtle	Water	43		
)	Wartortle	Water	58		
0	Blastoise	Water	78		
1					

- 12 Since the value in cell B2 is not "Fire" the first condition is FALSE.
- 14 All conditions need to be TRUE for the AND function to return TRUE.
- 13 Since the value in cell C2 is less than 70 the second condition is also FALSE.
- 15 Note: Text values needs to be in quotes: " "
- 16 The function can be repeated with the filling function for each row to perform the same check for each Pokemon:

	A	В	С	D	E
1	Name	Type 1	Speed	Fire Type AND more than 70 Speed	
2	Bulbasaur	Grass	45	=AND(B2="Fire"; C2>70)	
3	lvysaur	Grass	60	=AND(B3="Fire"; C3>70)	
4	Venusaur	Grass	80	=AND(B4="Fire"; C4>70)	
5	Charmander	Fire	65	=AND(B5="Fire"; C5>70)	
6	Charmeleon	Fire	80	=AND(B6="Fire"; C6>70)	
7	Charizard	Fire	100	=AND(B7="Fire"; C7>70)	
8	Squirtle	Water	43	=AND(B8="Fire"; C8>70)	
9	Wartortle	Water	58	=AND(B9="Fire"; C9>70)	
10	Blastoise	Water	78	=AND(B10="Fire"; C10>70)	

- 17 Now, each row has a check for Fire Type and Speed greater than 70:
- 18 Only Charmeleon and Charizard both have Fire type and speed greater than 70, so the function returns "TRUE".

	A	В	С	D	E
1	Name	Type 1	Speed	Fire Type AND more than 70 Speed	
2	Bulbasaur	Grass	45	FALSE	
3	lvysaur	Grass	60	FALSE	
4	Venusaur	Grass	80	FALSE	
5	Charmander	Fire	65	FALSE	
6	Charmeleon	Fire	80	TRUE	
7	Charizard	Fire	100	TRUE	
8	Squirtle	Water	43	FALSE	
9	Wartortle	Water	58	FALSE	
10	Blastoise	Water	78	FALSE	
11					

TASK 4 : Practice to use IF and IF Nested Function Use If Function

1 Type and format the given table.

Fig 23		А	В	c	D
	1	SI. No.	Name of the Trainee	Trade Theory (100 Marks)	Result
	2	1	ASA S	78	
	3	2	ATHAMMAL N	84	
	4	3	BENAZEER HEBZIBA S	39	
	5	4	CATHRINE AMALA X	27	
	6	5	CHANDRAKALA B	90	
	7	6	CHINNAMMAL M	87	
	8	7	CHITHRA BANU T	15	
	9	8	CHRISTY PRASANNA D	99	
	10	9	CINTHIA S	98	
	11	10	CLARA SWEET S	75	
	12	11	DARATHY A	30	
	13	12	DIVYA DHARSHINI S	88	
		12		28	

2 Select the Specific cell for to apply the function

3 Type the given formula (=If(C2>=,"Pass"."Fail")), see the figure and follow

SI	JM	▼ : × ✓ f ³	=IF(C2>=4	0,"Pass","Fail")	
	Α	В	IF(logica	l_test, [value_if_true], [valu	ie_if_false])
1	SI. No.	Name of the Trainee	Trade Theory (100 Marks)	Result	
2	1	ASA S	78	"Fail")	
з	2	ATHAMMAL N	84		
4	3	BENAZEER HEBZIBA S	39		
5	4	CATHRINE AMALA X	27		
6	5	CHANDRAKALA B	90		
7	6	CHINNAMMAL M	87		
8	7	CHITHRA BANU T	15		
9	8	CHRISTY PRASANNA D	99		
10	9	CINTHIA S	98		
11	10	CLARA SWEET S	75		

4 Drag to apply remaining all the Cells

5 Result, finally the result will appear on the cells

Fig 25	CI	ipboard	finitia Font	13	Alignr	
	D2	2	▼ : × ✓ f _x	=IF(C2>=4	0,"Pass","Fail")	
	A SI. Name		В	с	D	
			Name of the Trainee	Trade Theory (100 Marks)	Result	
	2	1	ASA S	78	Pass	
	3	2	ATHAMMAL N	84	Pass	
	4 3 E 5 4 0 6 5 0		BENAZEER HEBZIBA S	39	Fail	
			CATHRINE AMALA X	27	Fail	
			CHANDRAKALA B	90	Pass	
	7	6	CHINNAMMAL M	87	Pass	
	8	7	CHITHRA BANU T	15	Fail	
	9	8	CHRISTY PRASANNA D	99	Pass	
	10	9	CINTHIA S	98	Pass	
	11	10	CLARA SWEET S	75	Pass	
	12 11		DARATHY A	30	Fail	
	13	12	DIVYA DHARSHINI S	88	Pass	
	14	13	EGLINE LEENA A	28	Fail	

Nested IF function

1 Type and Format the given tables or see the figure and follow

g 26	CI	ipboard	Font	12		Alignn	nent		rsi N	lumber 🕞
	19		▼ : × √ f:	k						
		Α	В	С	D	E	F	G	н	I.
	1	SI. No.	Name of the Trainee	Trade Theory (100 Marks)	Grade	Grade Points		Grade	Grade Points	Mark Range
	2	1	ASA S	78				0	10	91 - 100
	3	2	ATHAMMAL N	84				A+	9	81 - 90
	4	3	BENAZEER HEBZIBA S	39				А	8	71 - 80
	5	4	CATHRINE AMALA X	27				B+	7	61 - 70
	6	5	CHANDRAKALA B	90				В	6	50 - 60
	7	6	CHINNAMMAL M	87				с	5	<50
	8	7	CHITHRA BANU T	15						
	9	8	CHRISTY PRASANNA D	99						
	10	9	CINTHIA S	98						
	11	10	CLARA SWEET S	75						
	12	11	DARATHY A	30						
	13	12	DIVYA DHARSHINI S	88						
	14	13	EGLINE LEENA A	28						

2 Select any one of the cells from the Grade column

3 See the following figure to type the (If Nested function) formula in the selected cell

Fig 2	27								
SU	м	▼ : × ✓ j	⊊ =IF(C2>=9	1,"O",IF(C2>=	81,"A+",IF	(C2>=71,"/	A",IF(C2>=6	1,"B+",IF(C2>	=50,"B",IF(C2<50,"C"))))))
	А	В	с	D	E	F	G	н	1
1	SI. No.	Name of the Trainee	Trade Theory (100 Marks)	Grade	Grade Points		Grade	Grade Points	Mark Range
2	1	ASA S	78	=IF(C2>=91,			0	10	91 - 100
з	2	ATHAMMAL N	84	"O",IF <mark>(</mark> C2>=			A+	9	81 - 90
4	3	BENAZEER HEBZIBA S	39	81,"A+",IF(C2>=71,"A".			А	8	71 - 80
5	4	CATHRINE AMALA X	27	IF(C2>=61,			B+	7	61 - 70
6	5	CHANDRAKALA B	90	"B+",IF(C2>=			В	6	50 - 6 0
7	6	CHINNAMMAL M	87	C2<50,"C")))			С	5	<50
8	7	CHITHRA BANU T	15)))					
9	8	CHRISTY PRASANNA D	99						
10	9	CINTHIA S	98						
11	10	CLARA SWEET S	75						
12	11	DARATHY A	30						
13	12	DIVYA DHARSHINI S	88						
14	13	EGLINE LEENA A	28						
Fig	28								
-----	------------	---------------------	-----------------------------	---------------	-----------------	------------	-------------	-----------------	-----------------------------
D	2	▼ : × ✓ fs	=IF(C2>=9	1,"O",IF(C2>=	=81,"A+",IF	(C2>=71,"A	\",IF(C2>=6	51,"B+",IF(C2	>=50,"B",IF(C2<50,"C"))))))
	Α	В	с	D	E	F	G	н	1
1	SI. No.	Name of the Trainee	Trade Theory (100 Marks)	Grade	Grade Points		Grade	Grade Points	Mark Range
2	1	ASA S	78	А			0	10	91 - 100
з	2	ATHAMMAL N	84	A+			A+	9	81 - 90
4	3	BENAZEER HEBZIBA S	39	С			А	8	71 - 80
5	4	CATHRINE AMALA X	27	С			B+	7	61 - 70
6	5	CHANDRAKALA B	90	A+			В	6	50 - 60
7	6	CHINNAMMAL M	87	A+			С	5	<50
8	7	CHITHRA BANU T	15	С					
9	8	CHRISTY PRASANNA D	99	0					
10	9	CINTHIA S	98	0					
11	10	CLARA SWEET S	75	А					
12	11	DARATHY A	30	С					
13	12	DIVYA DHARSHINI S	88	A+					
14	13	EGLINE LEENA A	28	С					
									1

6 Select any one of the cells from the Grade Points column

7 See the following figure to type the (If Nested function) formula in the selected cell

ıy	29								
SU	М	▼ E X ✓ .	<i>f</i> _* =IF(C2>=91	l,"10",IF <mark>(</mark> C2	>=81,"9",IF(C2>=71,"{	8",IF(C2>=61	,"7",IF(C2>=50	0,"6",IF <mark>(</mark> C2<50,"5"))
	А	В	с	D	E	F	G	Н	I.
1	SI. No.	Name of the Trainee	Trade Theory (100 Marks)	Grade	Grade Points		Grade	Grade Points	Mark Range
2	1	ASA S	78	Α))))))		0	10	91 - 100
3	2	ATHAMMAL N	84	A+			A+	9	81 - 90
4	3	BENAZEER HEBZIBA S	39	С			Α	8	71 - 80
5	4	CATHRINE AMALA X	27	С			B+	7	61 - 70
6	5	CHANDRAKALA B	90	A+			В	6	50 - 60
7	6	CHINNAMMAL M	87	A+			С	5	<50
8	7	CHITHRA BANU T	15	С					
9	8	CHRISTY PRASANNA D	99	0					
10	9	CINTHIA S	98	0					
11	10	CLARA SWEET S	75	Α					
12	11	DARATHY A	30	С					
13	12	DIVYA DHARSHINI S	88	A+					
14	13	EGLINE LEENA A	28	С					

	C Trade Theory (100 Marks) 78	1,"10",IF(C2> D Grade A	=81,"9",IF(E Grade Points	C2>=71,"8" F	,IF(C2>=61 G Grade	,"7",IF(C2>= H Grade	50,"6",IF(C2<50,"5"))))) I
A B I. Name of the Trainee L ASA S 2 ATHAMMAL N	C Trade Theory (100 Marks) 78	D Grade A	E Grade Points	F	GGrade	H Grade	
I. Name of the Trainee L ASA S ATHAMMAL N	Trade Theory (100 Marks) 78	Grade A	Grade Points		Grade	Grade	
L ASA S 2 ATHAMMAL N	78	А	-			Points	Mark Range
2 ATHAMMAL N			8		0	10	91 - 100
	84	A+	9		A+	9	81 - 90
BENAZEER HEBZIBA S	39	С	5		Α	8	71 - 80
4 CATHRINE AMALA X	27	С	5		B+	7	61 - 70
5 CHANDRAKALA B	90	A+	9		В	6	50 - 60
5 CHINNAMMAL M	87	A+	9		С	5	<50
7 CHITHRA BANU T	15	С	5				
3 CHRISTY PRASANNA D	99	0	10				
O CINTHIA S	98	0	10				
0 CLARA SWEET S	75	А	8				
1 DARATHY A	30	с	5				
2 DIVYA DHARSHINI S	88	A+	9				
3 EGLINE LEENA A	28	с	5				
	 3 BENAZEER HEBZIBA S 4 CATHRINE AMALA X 5 CHANDRAKALA B 6 CHINNAMMAL M 7 CHITHRA BANU T 8 CHRISTY PRASANNA D 9 CINTHIA S 0 CLARA SWEET S 1 DARATHY A 2 DIVYA DHARSHINI S 3 EGLINE LEENA A 	3 BENAZEER HEBZIBA S 39 4 CATHRINE AMALA X 27 5 CHANDRAKALA B 90 6 CHINNAMMAL M 87 7 CHITHRA BANU T 15 8 CHRISTY PRASANNA D 99 9 CINTHIA S 98 .0 CLARA SWEET S 75 .1 DARATHY A 30 .2 DIVYA DHARSHINI S 88 .3 EGLINE LEENA A 28	3 BENAZEER HEBZIBA S 39 C 4 CATHRINE AMALA X 27 C 5 CHANDRAKALA B 90 A+ 6 CHINNAMMAL M 87 A+ 7 CHITHRA BANU T 15 C 8 CHRISTY PRASANNA D 99 O 9 CINTHIA S 98 O 0 CLARA SWEET S 75 A 1 DARATHY A 30 C 2 DIVYA DHARSHINI S 88 A+ 3 EGLINE LEENA A 28 C	Instantistic isInstantistic isInstantistic is3BENAZEER HEBZIBA S39C54CATHRINE AMALA X27C55CHANDRAKALA B90A+96CHINNAMMAL M87A+97CHITHRA BANU T15C58CHRISTY PRASANNA D99O109CINTHIA S98O100CLARA SWEET S75A81DARATHY A30C52DIVYA DHARSHINI S88A+93EGLINE LEENA A28C5	a b b b b b 3 BENAZEER HEBZIBA S 39 C 5 4 CATHRINE AMALA X 27 C 5 5 CHANDRAKALA B 90 A+ 9 6 CHINNAMMAL M 87 A+ 9 7 CHITHRA BANU T 15 C 5 8 CHRISTY PRASANNA D 99 O 10 9 CINTHIA S 98 O 10 9 CLARA SWEET S 75 A 8 11 DARATHY A 30 C 5 2 DIVYA DHARSHINI S 88 A+ 9 3 EGLINE LEENA A 28 C 5	AABA3BENAZEER HEBZIBA S39C5A4CATHRINE AMALA X27C5B+5CHANDRAKALA B90A+9B6CHINNAMMAL M87A+9C7CHITHRA BANU T15C58CHRISTY PRASANNA D99O109CINTHIA S98O100CLARA SWEET S75A81DARATHY A30C52DIVYA DHARSHINI S88A+93EGLINE LEENA A28C5	2 PROMINSCR 27 PROMINSCR 2 PROMINSCR 2 3 BENAZEER HEBZIBA S 39 C 5 A 8 4 CATHRINE AMALA X 27 C 5 B+ 7 5 CHANDRAKALA B 90 A+ 9 B 6 6 CHINNAMMAL M 87 A+ 9 C 5 7 CHITHRA BANU T 15 C 5

Fundamental Tools- the PowerPoint ribbon

Objectives: At the end of this exercise you shall be able to

create a Presentation

• practice to familiarize with the powerPoint ribbon.

Requirements		
Tools/Equipments/InstrumentsA working PC with Windows		 MS – Office 2019 or higher
10 or 11 Operating System	- 1 No.	Internet Connection

PROCEDURE

TASK 1 : Create a Presentation

- 1 Open PowerPoint.
- 2 In the left pane, select New.

3 Select to create a presentation from scratch, select Blank Presentation. Now, the new presentation will appear on the following screen

Fig 1			
네~ Presentation 1 - Power	oint 🔎 Search	CHITHRAKUMAR SADAYAN 🥋 🖽	- 0 /x
File Home Insert Draw Design Transitions A	nimations Slide Show Record Review View H	Help	e Share 👻
Paste v V Layout v Reset Slide v ■ Section v B I U S ob AY ~ Aa	A* A* A₀ IE ~ IE ~ IE ~ IE IE = ↓ IE IE = ↓ IE = ↓	martArt - Context - Contex	, O Find G ^b _c Replace ∽ I≳ Select ∽
Clipboard 5a Slides Font	5 Paragraph	r ₃ Drawing r	5 Editing
	Click to a Click to add	dd title subtitle	
Slide 1 of 1 English (United States) 🏗 Accessibility: Good to go		≙Notes └─ Comments 🔟 🔠 💷 🖳	+ 73% ¢

TASK 2: Practice to familiarize with the powerPoint ribbon

Home

1 The Home tab holds the Cut and Paste features, Font and Paragraph options, and what you need to add and organize slides.



Insert

2. Click Insert to add something to a slide. This includes pictures, shapes, charts, links, text boxes, video and more.

}									
			ত্রু	& +	Ŧ				
File	Hom	ie	Insert	Design	Transitions	Animations	Slide	Show	Review
*]			🖓 🚡		🚔 Stor	re
New Slide *	Table	Pictu	res Onlin Pictur	e Screens es *	hot Photo Album≁	Shapes SmartArt	Chart	🎝 My	Add-ins 🔹
Slides	Tables			Images		Illustration	s	A	dd-ins

Design

3 On the Design tab, to add a theme or color scheme, or format the slide background.

Fig 4								
B			ত্রু	& *				
File	Horr	ne	Insert	Design	Transitions	Animations	Slide Show	Review
Aa		Aa		Aa	Aa	Aa		
							Themes	

Transitions

4 Set up how your slides change from one to the next on the Transitions tab. Find a gallery of the possible transitions in the Transition to This Slide group – click More $\overline{}$ at the side of the gallery to see all of them.



Animations

5 Use the Animations tab to choreograph the movement of things on the slides. Note that you can

see many possible animations in the gallery in the Animation group, and see more of them by clicking More .

B	১ ত	ত্র	۰ 2	÷				
File	Home	Insert	Design	Transitions	Animation	s Slide Sho	w Review	
*	\star	Ż	Ś	*	*	*	*	
Preview	None	Ap	pear	Fade	Fly In	Float In	Split	٧
Preview							Animation	n

Slide Show

6 On the Slide Show tab, set up the way that you want to show your presentation to others.



Review

7 The Review tab lets you add comments, run spellcheck, or compare one presentation with another (such as an earlier version).

_										
	H	ب ج	ত দু	ē 🔹 -	÷					
	File	Hom	e Inseri	Design	Transi	itions	Animati	ons	Slide Show	w Review
	ABC		Ĵ	af	A字	ţ	$\langle \rangle$			
Sp	pelling	Thesauru	s Smart Lookup	Translate L	anguage *	New Comment	Delete ,	Previou	s Next	Show Comments •
	Proc	ofing	Insights	Langu	lage			Comme	ents	

View

8 Views allow you to look at your presentation in different ways, depending on where you are in the creation or delivery process.



Tools tabs

9 When you click some parts of your slides, such as pictures, shapes, SmartArt or text boxes, you might see a colorful new tab appear.

ig 10			
	Drawing Tools	Presentation2 - PowerPoint	
Review View	v Format	${f Q}$ Tell me what you want t	o do
Abc Abc	Abc 🔹 🏠 Sha Transformation Sha Transformation Sha	pe Fill + pe Outline + pe Effects +	A Text Fill * A Text Outlin Text Outlin A Text Effects
pe Styles		5	WordArt Styles

- 10 The Drawing Tools tab appears for to click a shape or text box.
- 11 To click a picture, the Picture Tools tab appears.
- 12 Other such tabs include SmartArt Tools, Chart Tools, Table Tools and Video Tools. These tabs disappear or change when will click something else in your presentation.

Formatting Text in PowerPoint

Objectives: At the end of this exercise you shall be able to • add and Format text.

Requirements		
Tools/Equipments/Instruments		
 A working PC with Windows 10 or 11 Operating System 	- 1 No.	MS – Office 2019 or higherInternet Connection

PROCEDURE

TASK 1 : Add and Format text

- 1 Place the cursor inside a text box, and then type something.
- 2 Select the text, and then select one or more options from the Font section of the Home tab, such as Font, Increase Font Size, Decrease Font Size, Bold, Italic, Underline, etc.
- 3 To create bulleted or numbered lists, select the text, and then select Bullets or Numbering.
- 4 Select text box, click Align Text in the paragraph Tab and then choose Middle
- 5 Select multiple text box, click Arrange > Align > Align Center in the Drawing Tab. For to arrange Horizontally center of the all text box. See the figure and follow
- 6 Use the above same method or different way to practice format Font, Paragraph, Drawing, and editing.



Insert Objects in a PowerPoint Presentation

Objectives: At the end of this exercise you shall be able to • add a picture, shape, and more.

Requirements

Tools/Equipments/Instruments

A working PC with Windows
 10 or 11 Operating System - 1 No.

PROCEDURE

TASK 1 : Add a picture, shape, and more

Add a picture

- 1 Go to the Insert tab.
- 2 To add a picture: In the Insert Picture From menu, select the source you want.
- 3 The picture will appear on the screen
- 4 Right click the mouse button and choose Format Picture. The Format Picture panel will appear on the screen.

Fig 1					
F	ormat P	icture	\sim	×	0
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	Reset		070	× 🔺	
	 Picture Col 	or			
	Color Satura	ation			
	<u>P</u> resets			•	
	<u>S</u> aturation	·	99%		
	Color Tone				
	Pr <u>e</u> sets			-	
	Te <u>m</u> perati	ure —	5,600	0	
	Recolor		~	•	
	Reset				
	✓ Picture Tra	nsparency			
	<u>P</u> resets		6	•	
	Transparenc	y ── +	94%	0	
	> Crop			•	
	38 🖽	모	8 .	- + 66	5% ()

- MS Office 2019 or higher
- Internet Connection
- 5 Choose Picture and Apply Picture transparency. See the following figure and follow
- 6 Use different way to apply and format Picture, Fill & Line, Effects and Size & Properties

To add illustrations

- 7 In the Illustrations section, select Shapes, Icons, 3D Models, SmartArt, or Chart.
- 8 In the dialog box that opens when you click one of the illustration types, select the item you want and follow the prompts to insert it.
- 9 Practice to apply your own idea to Fill & Line, Effects and Size & Properties



How to Create, Edit, Resize and Format PowerPoint Tables

Objectives: At the end of this exercise you shall be able to

- create a table in PowerPoint
- format the Table.

Requirements

Tools/Equipments/Instruments

- A working PC with Windows 10 or 11 Operating System - 1 No.
- PROCEDURE

TASK 1 : Create a table in PowerPoint

- 1 Select the slide that you want to add a table to.
- 2 On the Insert tab, select Table.



TASK 2: Format the Table

To apply a table style

- 1 Click anywhere on the table. The Table Design tab will appear on the Ribbon.
- 2 Select the Table Design tab, and locate the Table Styles.

- MS Office 2019 or higher
- Internet Connection
- 3 In the Insert Table dialog box, do one of the following:
- 4 Use the mouse to select the number of rows and columns that you want.
- 5 Select Insert Table, and then enter a number in the Number of columns and Number of rows lists.

Insert Table	?	×
Number of <u>c</u> olumns:	þ	¢
Number of <u>r</u> ows:	2	÷
ОК	Can	cel

6 To add text to the table cells, click a cell, and then enter your text. After you enter your text, click outside the table.

3 Click the More drop-down arrow to see all of the table styles.

Crown and Grif	fin Books - Mici	rosoft PowerPoi	nt		Tal	ble To	ols		
Transitions	Animations	Slide Show	Review	View	Design	1	Layou	t	
		Table Style	es			< + + 12	\$ <u>₹</u> ₹ ₹ ₹	Quick Styles * A * WordArt Styles	6 pt 🖬
						Mo Cł	re 100se	a visual style for the	table.

- 4 Hover the mouse over the various styles to see a live preview.
- 5 Select the desired style.

Format the Table

- 6 Use Tabel Design and Layout Tab to format table in your own style. You have already practiced how to design a table in word. Apply the same method in PowerPoint.
- 7 See the figure and follow
- 8 Try and practice to using the Table Styles, Draw Borders, Rows & Columns, Merge, Cell Size, Alignment, Table Size and Arrange.

Fig 4			
値 · り · 🛛 더 🗅 🖸		ation1 - PowerPoint	
File Home Insert Dr Paste Paste Clipboard I Mediateset Slide Slides I Mediateset Slides I Mediateset Slides I Slides Slides I Slides I Slides Slides Slides Slides Slides Slides Slides Slides Slides Slides Sli	raw Design Tra	ansitions Animations	Slide Show Record Review View Help
2	Objective	NIMI has been functioning as content, Question Banks, Trai books into Hindi and other re stakeholders, create resource field of development of instru	a Nodal Agency to develop Instructional Materials, e- n media developers and trainers, enable translation of gional languages, network with other vocational centers for vocational courses, promote research in the uctional materials and offer consultancy services.
	Vision	Nimi, envisages to scale globa Organization for curricula, ins vocational courses in the cou	l benchmarks in vocational education as a Nodal tructional media packages and Test Item development for ntry.
	Mission	Nimi, proposes to accelerate v curriculum development, pro and training on instructional Governments., Industries, ITH	vocational training in the country through systemic duction, dissemination of instructional media packages media by closely interacting with the State / UT s and Organizations involved in Vocational Training.

Exercise 1.3.35

IT & ITES DTPO - MS - Office

PowerPoint Animations and slide transition

Objectives: At the end of this exercise you shall be able to

- add animations to text, pictures, shapes, and more in presentation
- format the Table.

Requirements

Tools/Equipments/Instruments

- A working PC with Windows
 10 or 11 Operating System 1 No.
- MS Office 2019 or higher
- Internet Connection

PROCEDURE

TASK 1 : Add animations to text, pictures, shapes, and more in presentation

1 Insert and format the DGT logo

- 3 Select Animations and choose an animation.
- 2 Select the object (logo) to add first animation for to animate.
- 4 Select Entrance Effect Options and choose Grow & Turn effect. See the figure and follow



5 Set Duration : 5 seconds and delay 2 seconds. See the figure and follow



- 6 To add second animation for to select the text box.
- 7 Choose an animation Entrance Effect Option > Zoom and set Duration : 2.25 seconds and delay 2 seconds. See the figure and follow



- 8 Click add animation Button from Advaced Animation tab (for to add third animation effects)
- 9 Choose an animation Exit Effect Option > Zoom and set Duration : 2.50 seconds and delay 2 seconds.
- 10 Copy and paste the above text box already applied in fourth and fifth animation. This is the second text box in this presentation. See the screen and follow
- 11 Type the new text (National Instructional Media Institute, Post Box No.3142, CTI Campus, Guindy, Chennai – 600 032) and Format to apply the fourth and fifth animation of the second text box. See the figure and follow



12 Place over the Second animated Text box. See the figure and follow



- 13 Select, the Fifth animation button and change Font Color effects from Emphasis Effects
- 14 Click. Effects Options button from Animation tab

TASK 2: Add and Remove slide transitions

- 1 Select the first slide you want to add a transition to.
- 2 Select the Transitions tab and choose a Push transition. Select a transition to see a preview.
- 3 Select Effect Options to choose the direction and nature of the transition.
- 4 Select Preview to see what the transition looks like.
- 5 Select Apply To All to add the transition to the entire presentation.
- 6 Select the second slide
- 7 Select the Transitions tab and choose a Split transition. Select a transition to see a preview. See the figure and follow.

- 15 Change the color light bule in from theme colors
- 16 Click Slide Show or press F5. The result is the added animations will appear on the screen by sequently
- 8 Select Effect Options to choose the direction and nature of the transition.
- 9 Set Duration length : 4.00 and After 05.00.00
- 10 Select Preview to see what the transition looks like.

Remove a transition

- 11 Select the slide that has the transition you want to remove.
- 12 On the Transitions tab, in the Transitions gallery, select None.
- 13 If you want to remove all transitions from the presentation, after you select None, select Apply to All.

		1945-1946									
固 · り · E		r ∪ -	National Ins	tructional Media	a Institute - Powe	rPoint 🔎	Search				
File Home	Insert	Draw	Design	Transitions	Animations	Slide Show	Record	Review	View	Help	
Preview N	lone	Morph	Fade	Push	Wipe	Split	Reveal	Cut	Random] Bars	Shape
Preview					Transi	tion to This Slide					
* Deservation they will be a server the server serv		о	bjectiv	NIMI has content, books int stakeholo field of d	been functioning Question Banks, o Hindi and othe Jers, create resou evelopment of in	as a Nodal Ager rain media deve regional langua rce <u>centers</u> for v structional mate	ncy to develop lopers and tra iges, network ocational cour rials and offer) Instruction iners, enabl with other v rses, promot consultancy	al Materials e translatio ocational e research i services.	i, e- n of in the	ĺ
			Vision	Nimi envi Organizat vocationa	isages to scale glo tion for curricula, al courses in the o	bal benchmarks instructional me ountry.	in vocational edia packages	education a and Test Iter	s a Nodal n developn	nent for	

Action buttons and rehearse timing

Objectives: At the end of this exercise you shall be able to

create and Modify Action Button

rehearse the presentation

Requirements

Tools/Equipments/Instruments

 A working PC with Windows 10 or 11 Operating System - 1 No.

- MS Office 2019 or higher
- Internet Connection

PROCEDURE

Fig 1

TASK 1 : Create and Modify Action Button

- 1 Open the previously practiced Power point Presentation file
- 2 Select the second slide
- 3 On the Insert tab, click Shapes, and then under Action Buttons at the bottom of the menu, click the help Action Button
- 4 Click a location on the slide, and then drag to draw the shape for the button.
- 5 Keep the dialog box open and go to the next procedure. See the figure and follow

Insert Shapes		Shape Styles	WordArt Styles
A Manual Suscenced Hada December 2011			Action Settings ? X Mouse Click Mouse Over Action on click
	Objective	NIMI has been functioning as content, Question Banks, Tra books into Hindi and other re stakeholders, create resource field of development of instr	 None Hyperlink to: Next Slide Run program: Run macro:
	Vision	Nimi envisages to scale globa Organization for curricula, in: vocational courses in the cou	Object <u>a</u> ction:
	Mission	Nimi proposes to accelerate curriculum development, pro and training on instructional Governments., Industries, ITI	[No Sound] Image: Constraint of the second seco

- 6 Choose, Mouse Click tab of the dialog box.
- 9 Click OK
- 7 Select Hyperlink to option and click pull down arrow and choose URL...
- 8 Type the web address (www.nimi.gov.in) or copy and paste from the web browser
- 10 To play a sound, select the Play sound check box, and then select the sound that you want to play.
- 11 After finished choosing your action, select OK

12 To test the action you've selected, choose Slide Show > From Current Slide to open the presentation in Slide Show so that you can click the action button.

Change the Action

- 13 Select the Action Button
- 14 Go to the Link Tab in Insert Ribbon
- 15 Click Action. See the figure and follow



- 16 The Action Setting dialog box will appear on the screen
- 17 Change the Action
- 18 After finished choosing your action, select OK

TASK 2: Rehearse the presentation

1 Select Slide Show > Rehearse Timings.

19 To test the action you've selected, choose Slide Show > From Current Slide to open the presentation in Slide Show so that you can click the action button.

Run a Program

20 Select the second slide

- 21 On the Insert tab, click Shapes, and then under Action Buttons at the bottom of the menu, click the Document Action Button
- 22 Click a location on the slide, and then drag to draw the shape for the button.
- 23 Keep the dialog box open and go to the next procedure. See the figure and follow
- 24 Choose, Mouse Click tab of the dialog box.
- 25 Choose Run program, then click Browse to locate the program that you want to run.
- 26 Click OK
- 27 To play a sound, select the Play sound check box, and then select the sound that you want to play.
- 28 After finished choosing your action, select OK
- 29 To test the action you've selected, choose Slide Show > From Current Slide to open the presentation in Slide Show so that you can click the action button.



2 The "Rehearsal" toolbar appears, and the "Slide Time" box begins timing the presentation



- a Next (advance to the next slide) b Pause c Slide Time d Repeat e Total time for presentation
- 3 Select Next, click the mouse or press the Right Arrow key to go to the next slide.
- 4 The time for the current slide is shown to the right of the Pause icon. The time to the right of that is the time for the whole presentation.

- 5 Select Pause to pause the recording. Select Resume Recording to resume.
- 6. Select Yes to save the slide timings, or No to discard them. You can also press Esc to stop the recording and exit the presentation.

View the timings

7 Select View > Slide Sorter. The amount of time allotted to a slide is shown at the bottom-right of the slide.

Turn off recorded slide timings before you give a presentation

- 8 Select Set Up > Slide Show.
- 9 Clear the Use Timings or Use Rehearsed Timings check box.
- 10 To turn the slide timings on again, select Use Timings.

Install network printer

Objectives: At the end of the exercise you shall be able to • install and add a network, wireless, or bluetooth printer on windows 11 & 10.

Requirements			
Tools/Equipments			
A working PC with Windows 10 or		Wired Network and Wi-Fi Router	With wireless
11 Operating System	- 1 No.	connectivity	- 1 No.
Network Printer	- 1 No.	Internet Connectivity	- 1 No.

PROCEDURE

TASK 1 : Install and Add a Network, Wireless, or Bluetooth Printer on Windows 11 & 10

1 Select the Start button, then select Settings > Devices > Printers & scanners > Add a printer or scanner. (Fig 1)

g 1	
Settings	
ය Home	Printers & scanners
Find a setting	Add printers & scanners
Devices	+ Add a printer or scanner
Bluetooth & other devices	Search for cloud printers
B Printers & scanners	
O Mouse	Printers & scanners
Typing	

- 2 Wait for it to find nearby printers, then choose the one you want to use, and select Add device. If you want to remove the printer later, just highlight it and select Remove.
- 3 If your printer isn't in the list, Click on "printer that I want isn't listed". See the fig 2 and follow.

Fig 2	
Mt Add a device	- 0 X
Choose a device or printer to add to this PC No devices found	
The printing that I want isn't listed	
	Next Cancel

4 Now, "Find a printer by other options" dialog box will appear on the screen (Fig 3)

land Add Printer		
Find a printer by other options		
O My printer is a little older. Help me find it.		
O Select a shared printer by name		
		Browse
Example: \\computername\printername or http://computername/printers/printername/.printer		
Add a printer using an IP address or hostname		
Add a Bluetooth, wireless or network discoverable printe	r	
O Add a local printer or network printer with manual settin	gs	

- 5 Choose the option for "Add a printer using an IP address or hostname"
- 6 Click, 'Next' button
- 7 Select Device Type and type the IP address of the printer. See the fig 4 and follow.

Fig 4		
🔶 🖶 Add Printer		×
Type a printer hostname o	or IP address	
Device <u>type</u> :	IPP Device \checkmark	
Hostname or IP <u>a</u> ddress:	192.168.0.29	
Autodetect detects WSD and TCP, To search for IPP printers, please s	/IP printers. elect IPP from the drop down box <u>N</u> ext Cano	el

- 8 Click and Next
- 9 A dialog box will appear on the screen that the printer has been successfully added to this network (Fig 5)
- 10 Check whether the printer is working by clicking on the "Print a test page" button.

~	Add Printer
	You've successfully added BRWC0B5D72B48B4
	To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.
	Print a test page

Exercise 1.4.38

Use of file and printer sharing in peer-to-peer connection

Objectives: At the end of the exercise you shall be able to

share printer on network

- connect the shared printer to another PC
- file sharing over a network in windows.

Requirements Tools/Equipments • A working PC with Windows 10 or 11 Operating System • Wired Network and Wi-Fi Router With wireless connectivity • Network Printer - 1 No. • Network Printer - 1 No. • Internet Connectivity - 1 No.

PROCEDURE

TASK 1 : Share Printer on Network

Change network Settings

- 1 Open, the Computer 1
- 2 Right click on Network icon. See the figure and follow. (Fig 1)



- 3 Click on the "Open Network and Internet Settings"
- 4 Click on "Network and Sharing Center" (Fig 2)



- 5 Click on "Change advanced sharing settings" left side of the Network and Sharing Center window (Fig 3)
- 6 Click Private
- 7 Check and enable the "Turn on network discovery" and "Turn on automatic setup of network connected devices.



- 8 And also Click and enable the "Turn on the file and printer sharing". See the fig 4 and follow
- 9 See following figure and do the same in "Guest or Public" option (Fig 5)

Fig	4
•	🕯 Advanced sharing settings — 🗆 🗙
	← → × ↑ 🔩 « Network and Sharing Center → Advanced sharing settings v 👌 🔎
	Change sharing options for different network profiles
	Windows creates a separate network profile for each network you use. You can choose specific options for each profile.
	Private
	Network discovery
	When network discovery is on, this computer can see other network computers and devices and is visible to other network computers.
	 Turn on network discovery Turn on automatic setup of network connected devices. Turn off network discovery
	File and printer sharing
	When file and printer sharing is on, files and printers that you have shared from this computer can be accessed by people on the network.
	 Turn on file and printer sharing Turn off file and printer sharing
	Guest or Public (current profile)
	All Networks

	-	×
← → · · ↑ · · · · · · · · · · · · · · · ·		٩
Change sharing options for different network profiles		
Windows creates a separate network profile for each network you use. You can choose specific opt each profile.	ions for	
Private		
Guest or Public (current profile)		
Network discovery		
When network discovery is on, this computer can see other network computers and devi visible to other network computers. ③ Turn on network discovery	ces and is	
 Turn off network discovery 		
Elle and existent device a		
File and printer sharing	outer can	
rile and pinite snaming When file and printer sharing is on, files and printers that you have shared from this com be accessed by people on the network.		
Fixe and prime sharing When file and printer sharing is on, files and printers that you have shared from this com be a coccessed by propile on the network.		
The analysis varianting is on, files and printers that you have shared from this come be accessed by people on the network.		
The ana prime swaming When fife and primeter sharing is on, files and primers that you have shared from this com be accessed by people on the entowork.		
Viet and primes usuaning in one, files and printers that you have shared from this com be accessed by people on the network.	⊙	
The and prime sharing in on, files and printer shared from this come be accessed by people on the network.	⊙	

10 Click on "All Networks". See the following figure and enable the same option (Fig 6)



11 Click on "Save change" button.

Share your printer using Settings

- 12 Select the Start button, then select Settings > Devices > Printers & scanners.
- 13 Choose the printer you want to share, then select Manage.
- 14 Select Printer Properties, then choose the Sharing tab.

TASK 2 : Connect the shared printer to another PC

- 1 Select the Start button, then select Settings > Devices > Printers & scanners.
- 2 Under Add printers & scanners, select Add a printer or scanner.
- 3 Choose the printer you want, and then select Add Device. (Fig 8)
- 4 If you don't see the printer you want, select The printer that I want isn't listed.
- 5 In the Add printer dialog box, select "Select a shared printer by name", and then enter the computer or

15 On the Sharing tab, select Share this printer. (Fig 7)

	Shanng	Ports	Advanced	Color Management	Security	Configure	Settings		
8	If you and p be av use th	i share t asswor ailable v ne <u>Netw</u>	this printer, c d for this co when the co when the co work and Sha	only users on your r mputer can print to mputer sleeps. To c ring Center.	network w it. The pr hange the	ith a usern inter will n ese settings	ame ot ;		
	<u>S</u> hare thi	s printe	r				_		
Sh	are name	KOI	NICA MINOL	TA C281SeriesPCL					
	Render p	rint iob:	s on client c	omputers					
-0	rivers								
	If this pri Windows users do shared pr	nter is s ; you m not hav rinter.	hared with u nay want to i re to find the	isers running diffen nstall additional dri print driver when t	ent versio ivers, so tł they conn	ns of nat the ect to the			
				Ad	ditional D	rivers			

16 Click Apply and OK

17 If you want, edit the share name of the printer. You'll use this name to connect to the printer from a secondary PC.

Share your printer using Control Panel

- 18 In the search box on the taskbar, type control panel and then select Control Panel.
- 19 Under Hardware and Sound, select View devices and printers.
- 20 Select and hold (or right-click) the printer you want to share, select Printer properties, and then choose the Sharing tab.
- 21 On the Sharing tab, select Share this printer.
- 22 If you want, edit the share name of the printer. You'll use this name to connect to the printer from a secondary PC.
- 23 Go to Computer 2
- 24 Click and Open the 'Network' Icon
- 25 Do refresh three of more time. It will show the printer
- 26 Right click on the printer
- 27 Click on Connect the printer
- 28 Now the printer ready to use Network

device name of the primary PC and the share name of the printer using one of these formats:

- \\computername\printername
- http://computername/printername/.printer
- 6 When prompted to install the printer driver, select Next to complete the installation.



TASK 3 : File sharing over a network in Windows

Share files in File Explorer

- 1 Open, File Explorer
- 2 Select a file to share
- 3 Go to the Share tab, and select Share. (Fig 9)



Sharing folder for to share multiple files

- 4 Open, File Explorer
- 5 Choose a folder to share
- 6 Right-click on the folder
- 7 Click, 'Properties'
- 8 Choose, 'Sharing' Tab. See the fig 10 and follow
- 9 Click on "Advanced Sharing"
- 10 Click and Enable "Share this folder". See the following fig 11.
- 11 Click OK.



DTPC	NSQF Pr	operties		X	
General	Sharing	Security	Previous V	Advanced Sharing	×
Netwo	ork File and	d Folder Sh	naring	⊠Share this folder	
	DTPO Not Sh	NSQF		Settings Share name:	
<u>N</u> etwo Not S	ork Path: hared hare			DTPO NSQF Add Remove	
Set or advar	ustom pem nced sharir	nissions, ci ng options d Sharing.	reate multipl	Comments: Permissions Caching	
Passw Peopl comp	vord Protec le must hav uter to acc	tion ve a user a cess share	account and d folders.	OK Cancel Apply	
To ch	ange this :	setting, us	e the <u>Netwo</u>	ik and Sharing Center.	
		Cle	ose	Cancel Apply	

Browse the Internet for information (use at least 3 popular browsers)

Objectives: At the end of the exercise you shall be able to • practice to browse the information from microsoft edge browser.

Requirements			
Tools/Equipments			
A working PC with Windows 10 or		Microsoft edge, Google Chrome and Mozilla	
11 Operating System	- 1 No.	Firefox browsers -	1 No.
Internet Connectivity	- 1 No.		

PROCEDURE

TASK 1 : Practice to browse the information from Microsoft edge Browser

Change Privacy, Search and Service Settings

- 1 Click start > Microsoft Edge Browser
- 2 Go to Settings and more or press Alt+F > Settings > Privacy, Search, and services . (Fig 1)



3 Select, 'Balanced. Option in the Tracking prevention (Fig 2)

Browse the information about NIMI

- 4 Type "www.nimi.gov.in" in the web address and press enter
- 5 Now, the NIMI home page will appear on the screen (Fig 3)

Change Page Layout

- 6 Click New Tab or Press Ctrl + T
- 7 Select Settings at the top of a new tab to change the content and page layout. See the fig 4 and follow.
- 8 Change Layout option in Focused, Inspirational and Informational. Now, see the difference of the page layout
- 9 Now you can choose the appropriate and different layout to search for information in the browser
- 10 Use page setting and try to change the Region and Language, Quick link, Background, Custom theme etc.,
- 11 After finished to setting the page and type different web address to search the information.
- 12 Practice to use the above same method for search information by using the Google Chrome and Mozilla Firefox browser







Practice to create and use e-mail for communication with attachment, priority setting, address book

- 1 No.

- 1 No.

Objectives: At the end of the exercise you shall be able to

create an Email Account from Gmail

- · compose and send emails with attached documents
- create and view address book
- turn on priority inbox.

Requirements

Tools/Equipments

 A working PC with Windows 10 or 11 Operating System Microsoft edge, Google Chrome and Mozilla Firefox browsers - 1 No.

Internet Connectivity

PROCEDURE

TASK 1 : Create an Email Account from Gmail

- 1 Open the Microsoft Edge browser
- 2 Type "gmail.com" in the Microsoft Bing Search in.
- 3 Click "Create account". (Fig 1)

Fig 1	
	Google
	Sign in
	Use your Google Account
	Email or phone
	Forgot email?
	Not your computer? Use Guest mode to sign in privately. Learn more
	Create account Next

- 4 See the following figure and type to fill your name. (Fig 2)
- 5 In the "Username" field, enter a username.
- 6 Enter and confirm your password, then click Next
- 7 See the following figure to fill in your Mobile Number, Date of Birth and Gender (Fig 3)
- 8 Click Next.
- 9 Optional: Add and verify a phone number for your account. (Fig 4)

Fig 2	Google	
	Create your Google Account	
	First name	
	llearname @amail.com	
	You can use letters, numbers & periods	
	Use my current email address instead	
	Password Confirm	One account. All of Google
	symbols Show password	working for you.
	Sign in instead Next	
Fig 3	Google	
Fig 5	Contraction and welcome to	
	Google	
	Phone number (optional)	
	soogle will use this number only for account security. Your number won't be visible to others. You can choose later whether to use it for other purposes.	····· • • • • • • • • • • • • • • • • •
	Recovery email address (optional)	Your personal info is private & safe
	We'll use it to keep your account secure	four percentar mono printice di care
	Your birthday	
	Gender	
	Why we ask for this information	
	Back	
Fig 4	Google	
	Verify your phone number	
	To make sure this number is yours, Google will send you a text message with a 6-digit verification code. <i>Standard</i> rates apply	
	Back	
	Not now Send	Your personal info is private & safe

- 10 Click Next.
- 11 Enter your google verification code (the verification code received from google team by your phone). See fig 5 and follow.

Fig 5		
Go	ogle	
Ver	rify your phone number	
To m a text G- Star Back	ake sure this number is yours, Google will send you t message with a 6-digit verification code. 	Vour personal info is private & safe
12 Clic	ck 'Verify' (Fig 6)	
Fig 6		
	Google	
	Get more from your number	
	If you like, you can add your phone number to your account for use across Google services. Learn more	
	For example, your number will be used to	
	C Receive video calls & messages	
	G Make Google services, including ads, more relevant to you	

13 Click "Yes,I'm in" button (Fig 7)

Fig 7			
	More options 🗸		
	Cancel	lagree	
	English (United States) 💌		Help Privacy Terms

- 14 Read, Google's Terms of Service and Privacy Policy will appear on the screen and click on I Agree
- 15 Finally, the new Google account window will open on the screen (see the following fig 8)

← C	il.google.com/mail/u/1/#inbox			A ^N 1	6 6 6	9
= 附 Gmail	Q Search mail		1	0	୭ ֎ ⊞	C
0 Compose	□• ° i			1-1 of 1	$\langle \rangle$	E
Inbox	Primary	Promotions	A. Social			
☆ Starred ③ Snoozed	Get started with Gmail				×	0
 Sent Drafts 	Customize your inbox	Change profile image	An import contacts and mail	Get Gmail for mobile		-
✓ More	🗌 🕁 Google Community Te.	Otionskumar, finish settin	g up your new Google Account - Hi Cl	hithrakumar, Welcome to	4:30 PM	+
Labels	+					
		Terms - Pr	ivacy - Program Policies			

TASK 2 : Compose and send emails with attached documents

al info is private & sat

- 1 Log into your Gmail account.
- 2 In the upper-left corner of the window, click the Compose button to create a new email message, or reply to a message you have received previously.
- 3 To insert an attachment into the body of your message, click the icon at the bottom of the message window. (Fig 9)



4 Navigate to the location of the file(s) you want to attach, make your selections, and then click "Open". (Fig 10)

TASK 3 : Create and view address book

- 1 Click the Google App button on the right side of your Gmail window to see the fig 11 and follow.
- 2 Scroll down and select "Contact" and click the contact icon. The new "Google Contact" window will open separately. (Fig 12)
- 3 Click the "Create Contact" button in the top-left corner of the window.

Fig 1	0											
	37_install network printer.docx (189K) ×									×		
	Send		A	C	Θ	٢		-	6	I	:	Ū

- 5 When you have successfully attached your items, you will see them at the bottom of the body of your message.
- 6 Enter your recipients, subject, and information in the appropriate tab to send an email.
- 7 Click the Send button and the message will be sent.

Fig 11		C	?	()		С	
	1–50 of 1,637	<	>	Go	ogle a	pps EI	

4 A new blank Contact will appear on the screen; type to fill in the appropriate details, then click and save. (Fig 13)

Fig 12		0 8	3 III C	
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_	Account	Search	Maps	
			GE	
	YouTube	Play	News	
m	Gmail	Meet	Chat	
		\bigtriangleup	31	
	Contacts	Drive	Calendar	
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Fig 13		🛔 Google Co	ontacts		×	+
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	+	Create contact		×		
	6	Contacts	1,495			
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	+	Merge & fix	5			
	^	Labels			Do	First name
		Family	1			Last name
	+	Create label			-	0
	Ť	Import				Company
	۲	Export				Job title
	0	Print				Email
	٠	Other contacts			e	Those
		Trash			à	Birthday
						mm/dd/yyyy
					Þ	Notes
					Show	v more

TASK 4 : Turn on priority inbox

- 1 On your computer, go to Gmail.
- 2 To configure your inbox, go to the top right, then click Settings
- 3 In the "Inbox type" section, select Priority Inbox. (Fig 14)
- 4 To customize priority inbox setting, click Customize.
- 5 Choose the inbox sections you want to show Save Changes.

Quick settings	×	
See all settings		
O Unread first		ø
O Starred first	*	*
Priority Inbox Customize		+
O Multiple Inboxes Customize		
Reading pane		
No split		
O Right of inbox		

Communicate with text, video chatting and social networking sites

Objectives: At the end of the exercise you shall be able to

- download, register and add contact in whatsapp
- make chat with text, voice, and video call
- link a device with desktop (PC).

Requirements Tools/Equipments • A working PC with Windows 10 or 11 Operating System • Microsoft edge, Google Chrome and Mozilla Firefox browsers • Internet Connectivity - 1 No. • Android Phone with Mobile Number - 1 No.

PROCEDURE

TASK 1 : Download, Register and add Contact in WhatsApp

Use Android Phone to download WhatsApp

- 1 Go to the Google Play Store, then search for WhatsApp Messenger. Tap INSTALL.
- 2 Open WhatsApp and continue to the next screen by agreeing to our Terms of Service.
- 3 Register your phone number.
- 4 If a backup of your chat history was found and you would like to restore it, choose Restore.
- 5 Enter your name. You can also change this later in WhatsApp by tapping More options : ➤ Settings, and tapping on your profile name.

TASK 2: Make chat with text, voice, and video call How to start a chat

- 1 Press New chat.
- 2 Select a contact to chat with.
- 3 Press OPEN.
- 4 Enter a message in the Message box to start chatting with the selected contact.
- 5 Press SEND.

How to reply to a message

- 1 Swipe right on the message.
- 2 Enter your response and tap Send

To reply privately to someone who sent a message in a group:

- 1 Tap and hold the message.
- 2 Tap More options > Reply privately.

Send a voice message

1 Open an individual or group chat.

TASK 3: Link a Device with Desktop (PC)

Download WhatsApp Desktop for Windows

- 1 Go to the Microsoft App Store.
- 2 Download the app and follow the prompts to complete the installation.
- 3 Open WhatsApp Web or Desktop on the device you want to link.

Android

4 Open WhatsApp on your phone.

How to register

- 1 Enter your phone number: Choose your country from the drop-down list. This will automatically fill your country code on the left.
- 2 Enter your phone number in the box on the right. Don't put any 0 before your phone number.
- 3 Tap Next to request a code.
- 4 Enter the 6-digit code you receive via SMS.

Add contact with a new chat

- 1 Open WhatsApp.
- 2 Go to the Chats tab.
- 2 Click the microphone () and start speaking.
- 3 Once finished, click the check mark s

Make a video call

- 1 Open the individual chat with the contact you'd like to call.
- 2 Click the Video call icon.

Answer a video call

3 If you receive an incoming call, you can click: Accept to accept the call. Or Decline to decline the call. Or Ignore or x to ignore the call.

Switch between voice and video calls

- 4 Hover over the Camera icon during the call.
- 5 Click the Camera icon.
- 6 The voice call will switch to a video call if your contact accepts the switch.
- 5 Tap More options > Linked devices.
- 6 Unlock your phone: If your device has biometric authentication, follow the on-screen instructions.
- 7 If you don't have biometric authentication enabled, you'll be prompted to enter the pin you use to unlock your phone.
- 8 Point your phone at the screen of the device you want to link to scan the QR code.

Use online dictionary, translation software, storage space, share files with e-mail links

- 1 No.

- 1 No.

Objectives: At the end of the exercise you shall be able to

- use an online dictionary
- use an online translation software
- use online storage space and create a Google document
- share files using email links.

Requirements

Tools/Equipments

- A working PC with Windows 10 or 11 Operating System
 - Internet Connectivity

- Microsoft edge, Google Chrome and Mozilla
 - Firefox browsers

- 1 No.

PROCEDURE

TASK 1 : Use an online dictionary

- 1 Open a browser
- 2 Enter the web address of https://dictionary. cambridge.org (Fig 1)

Fig 1	$\textbf{\leftarrow} \ \textbf{\ominus} \ \textbf{C}$	https://dictionary.cambridge.org/dictionary/english/utility					
	€ ⇒ C	mttps://	Dictionary.cam	Translate	Grammar	Thesaurus	+Plus

- a Type the word whose meaning you need to know, e.g. consequence (Fig 2)
- 3 Scroll down to see the different meanings of the word.
- 4 Repeat the steps to find the meanings of two more words.
- 5 Close the browser.

TASK 2 : Use an online translation software

- 1 Open a browser
- 2 Enter the web address of https://translate.google. co.in
- 3 Click the language for the input word, e.g., English (Fig 3)
- 4 Type the word, for example, performance.
- 5 Click the language the input word needs to be translated into, for example, Hindi.
- 6 Press Translate.
- 7 Repeat the above steps for two more-word translations.
- 8 Close the browser.

TASK 3 : Use online storage space and create a Google document

1 Log into your Google account, choose the Google App, and select Drive.





2 Click the new button, then choose the type of file you want to create. In our example, we will select Google Docs to create a new document. (Fig 4)



3 Your new file will appear in a new tab on your browser. Locate and select "Untitled Document" in the upper-left corner. (Fig 5)



4 The Rename dialog box will appear. Type a name for your file, then click "OK". (Fig 6)

TASK 4 : Share files using email links

Share a single file

- 1 On a computer, go to Google Drive, Docs, Sheets, or Slides.
- 2 Click the file you want to share.
- 3 Click Share +2.

Share multiple files

- 4 On a computer, go to drive.google.com.
- 5 On your keyboard, hold Shift and select two or more files.
- 6 At the top right, click Share

Fig 6											
	Q	uar	terly	Rep	ort-	lin		My I	Driv	e	
	Fil	e	Rena	me /	Inse	ert	Form	nat	Too	Is	
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			-								

5 Your file will be renamed and saved automatically to your Google Drive. You can access the file at any time by double-clicking to open it. (Fig 7)

ig 7	Drive	Q Search Drive	•
	(In the second s	My Drive 👻	GÐ
	- New	Name	Owner
	My Drive	Albums	me
	Computers	Untouched Photos	me
	Shared with me	Quarterly Report	me
	C Recent		
	* Starred	Art Club interest Letter	me

6 You may notice that there is no 'Save' button for your files. This is because Google Drive uses 'autosave', which automatically and immediately saves your files as you edit them. (Fig 8)

3	
A My Drive -	Google Drive x Quarterly Report - Goog x
< > C	Secure https://docs.google.com/document/d/1DNGVa2QqAF-rvhivO9-fX-k8AYam08
Qua File	arterly Report Edit View Insert Format Tools Add-ons Help All changes saved in Drive
500	5 7 100% - Normal text - Arial - 11 - B I U A

Share a file with e-mail links

- 7 On your computer, go to Google Drive.
- 8 Right-click on the file you want to share with a Chat space.
- 9 Click Get link Copy link Done.
- 10 Go to Google Chat.
- 11 Select the Chat space you want to share the file with.
- 12 In the message field, paste the link you copied.

Download manager, download & upload YouTube files, google map & earth etc.

Objectives: At the end of the exercise you shall be able to

- download and install the Internet Download Manager (IDM) app
- download and Upload the YouTube videos
- use Google Map and earth.

Requirements			
Tools/Equipments			
A working PC with Windows 10 or		Microsoft edge, Google Chrome and Mozilla	
11 Operating System	- 1 No.	Firefox browsers	- 1 No.
Internet Connectivity	- 1 No.		

PROCEDURE

TASK 1 : Download and install the Internet Download Manager (IDM) app

- 1 Open the Internet Download Manager website in your internet browser. Type https://www. internetdownloadmanager.com into the address bar, and press ∠ Enter or <- Return on your keyboard.
- 2 Click the Try Internet Download Manager for free button. If you're prompted, select a saving location, and click Save.
- 3 Double-click and launch the installer file on your computer.
- 4 Click OK. This will confirm your language, and open the installer
- 5 Click Next. This will open IDM's license agreement.
- 6 Click and check the \Box "I accept the terms" box.

- 7 Click Next. This will confirm you accept the license terms, and prompt you to select a location for the program.
- 8 Click Browse to change the install location (optional).
- 9 Click and uncheck the 🗹 "Create an icon" box (optional)
- 10 Click Next. This will confirm you're ready to install the program.
- 11 Click Next. This will install IDM on your computer.
- 12 Click Finish. When your installation is finished, click this button to close the installer window. You can now start using IDM in all your browser downloads.
- 13 Restart your internet browser. Your changes will only take effect after restarting your browser.

TASK 2 : Download and Upload the YouTube videos

Download the YouTube video

- 1 Open the Microsoft Edge browser.
- 2 Type www.youtube.com in the address bar, and search for a video to download from YouTube.
- 3 See the top right corner of the YouTube video; click and download. (Fig 1)
- 4 Choose the best quality from the different options available. See the fig 2 and follow.
- 5 Choose an appropriate option in the "Download File Info" dialog box and click to start the download. (Fig 3)
- 6 After downloading, open and play the video.

Upload videos in YouTube Studio

- 7 Sign in to YouTube Studio.
- 8 In the top-right corner, click CREATE
 → Upload videos

 videos
 .
- 9 Select the file you'd like to upload. the file you'd like to upload. You can upload up to 15 videos at a time.
 Be sure to click Edit ^𝖉 on each file to edit your video details.
- 10 Set the title, description, thumbnail, playlist, audience, age restriction, etc.





TASK 3 : Use Google Map and earth

Open Google Map

- 1 Open the Microsoft Edge browser
- 2 Type https://maps.google.co.in in the address bar, and click Enter.

Set your home or work address

- 3 On your computer, open Google Maps and make sure you're signed in.
- 4 Click Menu \equiv > Your places > Labeled.
- 5 Choose Home or Work.
- 6 Type in your home or work address, then click Save.

Change your home or work address

- 7 Open Google Maps and make sure you're signed in.
- 8 In the search box, type Home or Work.
- 9 Next to the address you want to change, click Edit.
- 10 Type in a new address, then click Save.

Delete your home or work address

- 11 Open Google Maps and make sure you're signed in.
- 12 Click Menu \equiv > Your places > Labeled.
- 13 Next to your home or work address, click the

Open Google Earth

- 1 Open the Microsoft Edge browser
- 2 Log into your Google account.
- 3 type https://www.google.com/intl/en_in/earth in the address bar, and click Enter
- 4 The Google Earth window will open. Click on the "Google Earth" menu. (Fig 4)
- 5 The Google search window will open. Click the search menu, and type to find your place.(Fig 5)



Update windows & other software

Objectives: At the end of the exercise you shall be able to

- update windows
- update MS Office.

•			
Requirements			
Tools/Equipments			
A working PC with Windows 10 or		Microsoft edge, Google Chrome and Mozi	la
11 Operating System	- 1 No.	Firefox browsers	- 1 No.
Internet Connectivity	- 1 No.		

PROCEDURE

TASK 1 : Update Windows

1 Start button, and then go to Settings > Update & Security > Windows Update .

2 Click the "Check for Updates" button. (Fig 1)

Fig 1	
← Settings	
命 Home	Windows Update
Find a setting $ ho$	You're up to date
	Last checked: Today, 9:20 AM
Update & Security	Charle for undertain
	Check for updates
C Windows Update	
曲 Delivery Optimization	This PC doesn't currently meet the minimum system requirements to run Windows 11
Windows Security	Get the details and see if there are things you can do in the PC Health Check app.
3 The window screen is shown in the follow	ving fig 2. 4 Click the 'Download' button to update Windows (Fig. 3)



← Settings	
ŵ Home	Windows Update
Find a setting $ ho$	Updates available
Update & Security	Security Intelligence Update for Microsoft Defender Antivirus
C Windows Update	Status: Pending download Updates are available. We'll download them when you are no
当 Delivery Optimization	them now using your current data connection (charges might unmetered Wi-Fi for some updates.
Windows Security	Download

TASK 2 : Update MS Office

- 1 Open Microsoft Word.
- 2 Select File > Account. Click "Update Options" and choose "Update Now." See the figure and follow. (Fig 4)
- 3 The software will now automatically start to update. (Fig 5)





Configure Outlook, mail service in mobile phones, use tools like Skype, Google etc.

- 1 No. - 1 No.

Objectives: At the end of the exercise you shall be able to

- configure Outlook, mail service in mobile phones
- choose your built-in Android email app
- use Skype to chat
- use Google.

Requirements

Tools/Equipments

- A working PC with Windows 10 or 11 Operating System
 Internet Connectivity
- Microsoft edge, Google Chrome and Mozilla Firefox browsers - 1 No.

PROCEDURE

TASK 1 : Configure Outlook, mail service in mobile phones

Set up email in the Outlook for Android app

- 1 Install the Outlook for Android app from the Google Play Store and then open it.
- 2 Tap Get Started if this is your first time.
- 3 Otherwise, to add another email account, open the

Menu \equiv >Settings \bigcirc > Add Account > Add Email Account. Then skip to step 4 under Set up another email account below.

4 Outlook may detect your Google accounts. To add them to Outlook for Android, tap Google Connect Account and then tap OK to confirm. Tap Allow to give Outlook access to your Contacts. (Fig 1)

Acco	ounts	
G	Google Connect account	Add Google account?

- 5 If you don't want to add these accounts, tap Skip and then go to step 10 under Set up another email account below..
- 6 Select the accounts you'd like to add and tap Add Account. You may be asked to sign in. (Fig 2)



7 Tap Allow to confirm offline access and any other prompts.(Fig 3)



8 To add another email account, tap Continue and go to Step 10, otherwise tap Skip.

Set up another email account

1 Enter your full email address, then tap Continue. (Fig 4)

g 4	Add account
	Enter your work or personal email address.
	yourname@yourdomain.com
	CONTINUE >
	CONTINUE >
2 Enter your email account password and tap Sign In or Next. (Fig 5)

← you	rname@yourd	domain.com	
Enter	r passwo	rd	
	•		

TASK 2 : Choose your built-in Android email app

- 1 Open the Google Play Store app on your phone or tablet.
- 2 Type "Gmail" into the search bar and then select Update.
- 3 Open the Gmail app.
- 4 Tap the menu icon in the upper left corner > Settings > Add account > Exchange and Microsoft 365. (Fig 7)

F	
S	et up email
<	Google
0	Outlook, Hotmail and Live
	Yahoo
E	Exchange and Office 365
	Other

- 5 Enter your full email address and tap Next.
- 6 Enter your password and tap Next. (Fig 8)

Μ	
Add your email address	Μ
Enter your email address yourname@hotmail.com	yourname@hotmail.com
	Password Q
MANUAL SETUP NEXT	NEXT

3 If multi-factor authentication is enabled, verify your identity. (Fig 6)

Fig	g 6
	Microsoft
	For security reasons, we require additional information to verify your account (yourname@yourdomain.com)
	We're calling your phone. Please answer it to continue. xxx-xxx-7721
	Sign in with other options

- 7 Outlook.com users: skip this step
- 8 Exchange or other accounts: you may have to ask your IT admin or email provider for server settings and set up your account manually
- 9 Microsoft 365 work or school: you may see a Redirect request screen. Tap OK. (Fig 9)



- 10 On the Incoming server settings screen, change your server to outlook.office365.com
- 11 Follow any prompts you may get for security or device permissions, sync settings, and more. (Fig 10)
- 12 If you have a Microsoft 365 work or school account, you may also be asked to confirm Remote security administration and approve additional security measures. In this case, choose OK or Activate.
- 13 Go to the inbox you just set up. If you see an email that says "Action Required to Sync Email," open it and tap Use another Mail app instead.
- 14 If you don't see this message and emails are syncing, skip this step. (Fig 11)



- 15 Pull down the Android notification bar by swiping down from the top of your screen.(Fig 12)
- 16 If you see a notification that reads "Unable to sync calendar and contacts," tap it. Then tap Allow to give access and you're done!

Fig 12	0	0.0	MC		40	
	-	6	-38	*	(0)	2
	Grad Unable Tap to a	to sync o llow Gmai	calendar a	and cont	acts ad contacts	for be
	Screen Tap here	shot cap to view it	tured			
	A Settin	gs screen k	ock			

TASK 3 : Use Skype to chat

- 1 Open the browser
- 2 Type www.skype.com in the web address bar and click enter.
- 3 The Skype home page will appear on the screen. (Fig 13)



- 4 Click on the "Open Skype in your browser" button.
- 5 You already have a Microsoft account; now, sign in. (Fig 14)
- 6 Type your username and password to sign in.



- 7 If you do not have a Microsoft account, click to sign up.
- 8 Now the "Choose Your Profile Picture" window will open. Click to upload your photo or picture. (Fig 15)
- 9 Click continue and a window will open to change the background.
- 10 Click to continue.
- 11 Finally, the Skype chatting window will open. Now, add your friends' contact details.
- 12 Try to make conversation with individuals or groups using messaging and HD voice and video calling.

Fig 15	Skype — □ X
	Choose Your Profile Picture
	Add a picture that represents you to customize how others see you. You can always change this later in Settings > Account & Profile.
	a
	Upload Photo
	Add Image You can also drag and drop a picture
	Continue →

TASK 4 : Use Google

- 1 Open a web browser on your computer and type www.google.com into the address bar.
- 2 Press enter and the Google search engine window will open on the screen.
- 3 Type what you are looking for into the typing area. (Fig 16)
- 4 Click "Google Search" or tap the magnifying glass.



IT & ITES DTPO - Networking concept

Download different Publishing file and install it in local machine

Objectives: At the end of the exercise you shall be able to download and save the publishing file to the local machine.

Requirements			
Tools/Equipments			
A working PC with Windows 10 or		 Microsoft edge, Google Chrome and Mozilla 	
11 Operating System	- 1 No.	Firefox browsers - 1	No.
 Internet Connectivity 	- 1 No.		

PROCEDURE

TASK 1 : Download and save the publishing file to the local machine

1 Open the browser (Fig 1)



- 2 Find the Adobe InDesign PDF tutorial (Fig 2)
- 3 Click the icon representing the PDF file. Depending on your internet browser and the settings for the PDF reader program, the PDF file may automatically download and open in your browser. (Fig 3)
- 4 As you move your mouse cursor over the document, a small toolbar should appear, often located at the upper-right or lower-right of the page.

Google	adobe indesign pdf tutorial ×							
	ALL VIDEOS IMAGES NEWS MAPS SHOPPING BOOKS SEARCH TOOL							
	InDesign tutorials - Adobe Help Center							
	helpx.adobe.com > indesign > tutorials							
	Browse the latest Adobe InDesign tutorials, video tutorials, hands-on projects, View all InDesign							
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	video-tutorial (May. 15, 2012). Learn about Adobe InDesign, the industry-standard publishing application							
	for print publications, interactive PDF.							
	View all Adobe InDesign tutorials							
	helps.adobe.com > indesign > view-all-tutorials							
	Filter by topic to find the latest Adobe InDesign how-to tutorials, video tutorials, and hands-on projects.							
	[PDF] InDesign for Beginners Step-By-Step Guide - SMU							
	[PDF] InDesign for Beginners Step-By-Step Guide - SMU www.smu.edu > Adminsys > InDesign > InDesign-Beginner-Handout							
	[PDF] InDesign for Beginners Step-By-Step Guide - SMU www.smu.edu > Adminsys > InDesign > InDesign-Beginner-Handout InDesign for Beginners Step-By-Step Guide. Learning Objectives Finalize spelling as well as export to							

Once you have located the toolbar, click the icon that 5 looks like a computer diskette or an arrow pointing downwards to save the PDF file. If the toolbar is not visible, look in your browser's file menu for the 'Save as' or 'Save page as' option.

- Press the Alt key to make the menu bar visible if it 6 is hidden. You can also right-click the document and select "Save As" to save the PDF file.
- 7 A window should appear, prompting you to specify the location where you would like to save the file.

Selecting the Desktop option makes it easy to find the PDF file later. (Fig 4)

- 8 If you wish, you can rename the file at this point.
- 9 Click "Save" or "OK" to save the PDF file.

Fig 3							
indesign_reference.pdf		1 / 710	¢	ŧ	÷	۵.	
	ADOBE [•] INDESIGN [•] Help and tutorials			-			
						€ + -	



IT & ITES DTPO - Networking concept

Download different type of suitable image and insert within publication

Objectives: At the end of the exercise you shall be able to • download and insert the image into the publication.

Requirements Tools/Equipments • A working PC with Windows 10 or
11 Operating System - 1 No. • Internet Connectivity -1 No.

PROCEDURE

TASK 1 : Download and insert the image into the publication

1 Open the browser (Fig 1)



- 2 Browse and find the raster image. (Fig 2)
- 3 Choose and download or save the image to your computer. (Fig 3)
- 4 While designing the book, select the image we have already downloaded and insert it at the required place. (Fig 4)





Fig 4



IT & ITES : DTPO (NSQF - Revised 2022) - Exercise 1.4.47

IT & ITES DTPO - Networking concept

Practice and follow Network & WiFi Security protocols

Objectives: At the end of the exercise you shall be able to

practice and follow network connection protocols

• use Wi-Fi security protocols.

Requirements			
Tools/Equipments			
 A working PC with Windows 10 or 11 Operating System Internet Connectivity 	- 1 No. - 1 No.	 Microsoft edge, Google Chrome and Mozilla Firefox browsers Network Connection 	1 No.

PROCEDURE

TASK 1 : Practice and follow network connection protocols

- 1 Check your cable modem and its accessories.
 - An Internet cable for connecting the modem to your computer
 - · The cable modem's power adapter
 - A coaxial cable for connecting the modem to the cable line (Fig 1)



2 Check the voltage rating of the power adapter. (Fig 2)



3 Power up. Once you've taken the cable modem out of the box, take the power adapter and plug it to the

power port on the modem. Take the other end of the power adapter, and plug it to a power outlet. (Fig 3)



4 Connect the cable to the modem. Take the coaxial cable coming from your wall and connect it to the port at the back of the modem. Tighten it securely by screwing the cable into the port. (Fig 4)



5 Take the LAN, or Internet cable, and plug one end to the back of the cable modem. There's only one port on the modem where the Internet cable can fit into, so it's pretty easy find. Take the other end of the Internet cable, and plug it to the back of your computer (the same port with the modem). (Fig 5)



6. Switch on your computer and your cable modem. Press the Power button on your modem to switch it on. As it boots up, the lights on the cable modem will blink.

TASK 2 : Use Wi-Fi security protocols protocols

- 1 From the Windows desktop, navigate: Start Settings > Network & Internet > Wi-Fi
- 2 From the "Related Settings" section, select "Network and Sharing Center". (Fig 7)

🔅 NETWORK & INTERNET	
Wi-Fi	Ge Secured
Airplane mode	Hidden Network Secured
Data usage	
VPN	
Dial-up	Related settings
Ethernet	
Proxy	
	Network and Sharing Center

• You can now start surfing the Internet using your cable modem. (Fig 6)



- 3 Select "Set up a new connection or network". (Fig 8)
- 4 Select, "Manually connect to a wireless network" then select Next (Fig 9)
- 5 Enter or configure the following info then select Next
 - Network name
 - Security type
 - Encryption type
 - Security key
 - Start this connection automatically Selected when a checkmark is present.
 - Connect even if the network is not broadcasting
 Selected when a checkmark is present.

Selecting this option might risk your computer's privacy. (Fig 10)

6 Select Close (Fig 11)



Scan the file and save to the desired destination on the computer

Objectives: At the end of the exercise you shall be able to • scan the file and save to the desired destination on the computer.

Requirements							
	Network Printer	- 1 No.					
- 1 No.	Flat Bet Scanner	- 1 No.					
	- 1 No.	Network Printer- 1 No.Flat Bet Scanner					

PROCEDURE

TASK 1 : Scan the file and save to the desired destination on the computer

Scan the file to computer

- 1 Check to see that the scanner is either connected to your computer with a USB cable or via the local wireless network
- 2 Open the Scan software. Choose the Scan tab, then click Scan a Document or Photo (Fig 1)

Scanner: Samsung	Universal Scan Dr	Cha <u>ng</u> e
Prof <u>i</u> le:	Photo (Default)	,
So <u>u</u> rce:	Flatbed	
Pap <u>e</u> r size:		
C <u>o</u> lor format:	Color	
File type:	JPG (JPG File)

- 3 Check to see that your settings are set for the project you want to scan. You can choose to scan as various file types, such as PDF or JPEG. You should also set where the scan will take place, either in the scanner flatbed or through a document feeder tray (Fig 2)
- 4 Select Show Viewer After Scan in the checkbox
- 5 Go through the additional settings, such as color or black-and-white and page size
- 6 Click More if you want to view advanced settings and change the resolution, orientation, or destination of the file after saving. (Fig 3)
- 7 Load the documents, if you're using a feeder tray. If you have a glass scanner bed, put the item you want to be scanned face-down according to the guide printed on the edge of the glass (Fig 4)

New Scan		
Scanner: Samsun	g Universal Scan Dr Ch	ia <u>ng</u> e
Prof <u>i</u> le:	Photo (Default)	~
So <u>u</u> rce:	Flatbed	~
Pap <u>e</u> r size:		
C <u>o</u> lor format:	Color	~
<u>F</u> ile type:	JPG (JPG File)	~
Resolution (DPI):	300	



- 8 Click Scan and wait for a preview to appear on your computer in the display preview
- 9 If you have additional pages, scan them one at a time by clicking Add pages, then placing the next item in the tray or on the scanner glass. Click Scan when ready
- 10 Continue scanning pages until you are finished



- 11 Edit each scan by double-clicking each preview to crop, rotate, or adjust the brightness. You can access additional editing featuring by clicking More
- 12 When you have finished scanning everything that you would like saved as a single file, click Save

Note: If you have a multiple-page document that you want saved as a single file, choose to save it as a PDF file. JPEG or other file types will save each page as an individual file.

Save to the desired destination on the computer

13 Select a storage location. Click the "Save To" dropdown box, then click a folder in which you want to save your scanned document.

Load photo paper into the main input tray

Objectives: At the end of the exercise you shall be able to **Ioading photo paper and cards.**

Requirements			
Tools/Equipments			
 A working PC with Windows 10 or 11 Operating System 	- 1 No.	Internet ConnectivityPrinter	- 1 No. - 1 No.

PROCEDURE

TASK 1 : Loading photo paper and cards

1 Open the input tray door, then pull it towards you to extend the paper tray. See the following figure for instructions on opening the input tray door.(Fig 1)



2 Slide the paper width guides to their outermost position. Refer to the following figure for adjusting the paper width guides (Fig 2)



3 Load the photo paper or card into the paper tray with the short edge forward and the print side down. See the figure for loading the paper or card print side down. (Fig 3)



- 4 Make sure to align the paper or card with the appropriate paper size lines on the bottom of the input tray.
- 5 Do not load more than 10 cards/photos or exceed the maximum stack height.
- 6 Slide the paper width guides in until they rest against the stack. Do not push the guides in too tightly so that they bind against the paper or cards. Refer to the figure for guidance on sliding in the paper width guides. (Fig 4)



7 Close the input tray. Follow the figure to Close the input tray (Fig 5)



Print the photo, Page setup

Objectives: At the end of the exercise you shall be able to • print your photo from Windows photo editing software after changing the print settings.

Requirements			
Tools/Equipments			
A working PC with Windows 10 or		Microsoft edge, Google Chrome and Mozilla	
11 Operating System	- 1 No.	Firefox browsers	- 1 No.
Internet Connectivity	- 1 No.		

PROCEDURE

TASK 1 : Print your photo from Windows photo editing software after changing the print settings

- 1 Right-click the photo you want to print, click Open with, and then click Photos.
- 2 Right-click the photo, and then click Print. (Fig 1)
- 3 Select your printer from the printer list.
- 4 Change any print job settings.
 - **Orientation:** Select the orientation of the photo (portrait for vertical or landscape for horizontal)
 - **Paper tray:** Select the tray you loaded the paper into, if your printer has more than one tray.
 - **Paper size:** Select the paper size you are printing on.

- **Paper type:** Selecting the correct paper type ensures the printer properly applies the ink to the paper you loaded in the printer.
- **Photo size:** Select the size of the photo paper you loaded.
- **Page Margins:** Select the desired page margins for the photo.
- **Fit:** Select how you want the photo to fit on the paper.
- **More settings:** Change additional orientation, paper, and preference settings.
- 5 Click Print to print the photo.

hp_image - Print	
Printer	
HPF78A36 (HP OfficeJet 4650 v	\leftarrow 1/1 \rightarrow \Box
Let the app change my printing preferences	
On On	
Orientation	
Landscape v	
Copies	
1 - +	
Paper tray	A State of the second state of the second se
Main Tray V	Charles and a second second second
Paper size	A State of the second s
Letter	and the second sec
8.50° x 11.00°	and the second sec
Paper type	
Int n	

Different setting of printer

Objectives: At the end of the exercise you shall be able to • open the print window to change print job settings.

Requirements

Tools/Equipments

- A working PC with Windows 10 or 11 Operating System
- Internet Connectivity

 Microsoft edge, Google Chrome and Mozilla Firefox browsers - 1 No.

PROCEDURE

TASK 1 : Open the print window to change print job settings

- 1 Before printing, adjust text font and size, choose layout options, and change any other appearance settings.
- In the app you created the document in, click File or the Menu icon (WordPad), and then click Print to open general print settings.
- 3 To access advanced print settings, click **Printer Properties, Properties, or Preferences.** (Fig 1)
- 4 Change the following layout and paper settings for your print job. Menu names and available settings vary by printer. (Table 1)
- 5 Change the following quality and color settings for best printing results. Menu names and available settings vary by printer. (Table 2)
- 6 Click OK, then click **Print**.



Table 1

- 1 No.

- 1 No.

Setting	Location
Portrait or landscape orientation Select Portrait for vertical prints or Landscape for horizontal prints.	Orientation menu on the Basic tab
Paper type Set the paper type you are using, such as plain, brochure, or other specialty types, so the printer properly prints on the paper.	Type menu on the Paper tab
Paper size Select the Original size of paper in the printer, such as letter or legal paper. Make sure to select Same as Original Size in the Output Size menu.	Original Size and Output Size menus on the Paper tab Some newer printers support more paper options.
Print on both sides of the page (duplexing) Depending on the printer model, you can automatically print on both sides of the paper, or set up the print job to manually flip the pages.	Double-sided Printing menu on the Basic tab The Favorites tab might include shortcuts to print on both sides

Setting	Location
Quality: Measured in print resolution dots per inch (DPI). Higher DPI produces clearer and more detailed prints, but slows print speed and may use more ink.	Advanced on the Document Type menu on the Graphics tab
Normal: Default quality setting suitable for most print jobs.	
Best: Better DPI than Normal	
Economode: Lowest DPI typically used when ink cartridge levels are low or when high quality prints are not needed	Economode menu on the Graphics tab
Printing in color or grayscale: The following settings might be available, depending on the printer model:	Select Color or Grayscale on the Graphics tab
Color: Uses all cartridges to print documents with color text or images.	
Grayscale: Printer uses ink from all cartridges to produce a wider range of black and grey tones; suitable for high quality black and white prints.	

Size or paper size menu in advanced options or on the features tab

- 1 No.

Objectives: At the end of the exercise you shall be able to • understand the special features of the printer.

Requirements

Tools/Equipments

- A working PC with Windows 10 or 11 Operating System
- Internet ConnectivityPrinter

- 1 No - 1 No

PROCEDURE

TASK 1 : Understand the special features of the printer

Multiple Pages per Side (Fig 1)



Selects the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages will be reduced in size and arranged in the order you specify. You can print up to 16 pages on one sheet.

Poster Printing (Fig 2)



- 2 Prints a single-page document onto 4 (Poster 2x2), 9 (Poster 3x3), or 16 (Poster 4x4) sheets of paper, for the purpose of pasting the sheets together to form one poster-size document.
- 3 Select the Poster Overlap value. Specify Poster Overlap in millimeters or inches by selecting the radio button on the upper right of Basic tab to make it easier to paste the sheets together.(Fig 3)



Booklet Printing (Fig 4)

4 Prints your document on both sides of a sheet of paper and arranges the pages so that the paper can be folded in half after printing to produce a booklet.



Double-sided Printing

5 Print on both sides of a sheet of paper (duplex). Before printing, decide how you want your document oriented.

Paper Options (Fig 5)



6 Changes the size of a document to appear larger or smaller on the printed page by entering in a percentage by which to enlarge or decrease the document.

Watermark (Fig 6)



7 The watermark option allows you to print text over an existing document. For example, you use it when you want to have large gray letters reading "DRAFT" or "CONFIDENTIAL" printed diagonally across the first page or all pages of a document.

Some newer printers options

Objectives: At the end of the exercise you shall be able to

 understand key features and technical specifications that you should pay attention to when buying your new printer.

Requirements			
Tools/EquipmentsA working PC with Windows 10 or		 Microsoft edge, Google Chrome and Moz Eirefox browsers 	zilla
Internet Connectivity	- 1 No. - 1 No.	Printer	- 1 No.

PROCEDURE

- TASK 1 : Understand key features and technical specifications that you should pay attention to when buying your New printer
- 1 **Type of Printer Inkjet vs Laser:** The most important feature is considered is the printing technology, that is Inkjet or Laser.
- 2 Ink type Monochrome vs Color: A monochrome printer is a printer that prints using only black ink. A color printer is a printer that can print more than one color.
- **3 Printer vs All in One :** These are the most basic printers and their price varies, depending on the features. All-in-one printers are printers that also have additional functions such as scanning, copying, and sometimes faxing in the same machine.
- 4 **Print Speed**: Print speed is exactly what it sounds like, how fast your printer can print. It is usually measured in pages per minute or PPM and will vary depending on the printer.
- **5 Duplex Printing Support** : Duplex printing is a feature that is not necessary but does provide for a better and faster printing experience. Duplex printing is available on printers that allow for printing on both sides of the paper automatically without needing to turn the paper over or print both sides separately.
- 6 Automatic Document Feed : Auto Document Feeder allows to put multiple papers at once and the printer will scan or copy the pages one at a time in order, making it possible to scan, copy, or print documents with multiple papers without having to change each page after every print or scan.
- 7 **DPI Print Quality :** The printer quality is arguably the most important feature that you should look out for in a printer. It determines how good and how clear the print is when it is transferred onto the paper.
- 8 Paper Tray Capacity : Simply put, the paper tray capacity is the number of sheets that you can load into the printer. This is important for busy businesses that don't have the time to be constantly feeding the

printer with paper as they print their much-needed documents.

- **9 Duty Cycle :** The duty cycle of a printer is simply the number of pages that it can print within a given period before they run into some problem. Some printers offer daily duty cycles while most offer monthly duty cycles.
- **10 Cartridge Capacity :** Every printer makes use of some sort of ink cartridge to print beautiful images. In most printers, a specific type of cartridge is only compatible.
- 11 Connection Interface USB, Bluetooth, Wifi, Cloud, NFC :

Standard USB Cable

- 12 Most printers can be connected to your PC through the use of a USB cable that enables your PC to send information to the printer. This is the most common way of connecting your printer to your PC and requires your PC to only have an available USB port and a few printer drivers.
- 13 Besides USB there are several other ways to connect to a printer and run print commands depending on whether your printer supports it.

Bluetooth Capability

14 Some printers also come with Bluetooth connectivity which can be used to print using devices with Bluetooth capability. This allows a direct wireless printing that you can use on your phone and tablet, without having to setup a local area network or wifi.

Wi-Fi Capability

15 Finally, printers can also have Wi-Fi connectivity which requires that your device and the printer are connected to the same Wi-Fi network. This allows multiple users to use the printer even if they are far away from each other, as long as they are using the same Wi-Fi network.

Cloud Printing Capability

- 16 Nowadays, almost everyone uses the cloud as a means to store various files and photos. Printers have started to incorporate cloud printing as part of their features through various software.
- 17 Cloud printing support comes with software such as AirPrint and Google Cloud Print, among many others. This makes it easier to access files and print them directly from the cloud storage service.

NFC (Near Field Communication) Printing

- 18 NFC is a wireless connection standard that allows devices to transmit data by touching them together or by holding them very close to each other. NFCenabled printers can print documents from mobile phones with NFC. Simply select the file you want to print holding the mobile phone close to your printer and press print.
- 19 NFC Printing is a quick and easy way to print documents on the fly. However, some printers might require some additional software to be installed on your phone for NFC to function correctly.
- **20 Scanner Resolution :** Gone are the days where a separate printer and scanner are needed. Now, the printer is also the scanner. It is important to check what the resolution of the scanner is since having a low-quality scanner is useless.

- **21 Copy Speed :** It can be very annoying to wait for a slow printer to finish printing, and the same can be said when copying. The copy speed of the printer can save you time when copying and printing multiple copies of the same file.
- 22 Copy speed is usually measured in pages per minute or PPM. Most homeowners would be good with a printer that has around 20-25 ppm while offices might require a lot more, depending on the workload.
- 23 The copy speed usually matters only when the copy feature is being used in high volume. For occassional copy tasks the speed may not be that important.
- 24 Printer memory / RAM : Most new printers have a fairly small Random Access Memory or RAM that they use to store data. The RAM helps the printer respond quicker, prevent errors, and data loss. The memory is also used to prevent delays and help in storing the data as it prints.
- **25 Security and Encryption Support**: Most new printers have a fairly small Random Access Memory or RAM that they use to store data. The RAM helps the printer respond quicker, prevent errors, and data loss. The memory is also used to prevent delays and help in storing the data as it prints.

IT & ITES DTPO - Adobe Indesign

Practice workspace

Objectives: At the end of the exercise you shall be able to **practice workspace**.

Requirements

Tools/Equipments

Personal Computer with latest windows
 Software

PROCEDURE

TASK 1 : Practice Workspace

Workspace overview

- Open InDesign
- Create a new document (Figs 1 & 2)





• Application Bar on the top of the window beside the Help menu which allows us to set the document zoom level or allow turning the rulers and guides on and off. It also allows us to tile multiple windows vertically or horizontally.



Adobe InDesign

- 1 No.



The Br and St icons stand for Adobe Bridge and Adobe Stock respectively and you may or may not see them depending on your installation.

Control Panel (Fig 4)



- Below the application bar is the long strip called the Control Panel which is a quintessential component of the UI.
- The Control Panel basically allows you to change properties such as text formatting, color fill, and a host of contextually dependent functions.
- It is freely movable and you can float or dock it. Make sure you dock it in a place, which is convenient as you'll be using this very often.

Document Layout (Fig 5)

- Blank document was created using the default options in the New dialog box. We will be learning more about the New dialog box in the next chapter.
- If you observe closely, the blank document is surrounded by black borders. That is the limit of the printed page.
- The pink guides on the top and bottom define the margins. The purple guides on the left and right are column guides.

- 1 No.



 Create multiple columns, Will find that the purple guides define each column. Neither the pink nor the purple guides print out or will be seen in the exported PDF.

Toolbar (Fig 6)



- The Toolbar which is usually to the left of the main workspace contains all the tools required to work with the document. It has the selection tools, the text tools, eyedropper tools, etc.
- Clicking on these tools will open up further functions relevant to that tool in the Control Panel described above. Some tools like the Type tool for example have a small arrow underneath them which can reveal a similar tool with a different function.

Panels Bar (Fig 7)

- To the right of the workspace is the Panels bar which has some additional functions. See on the Panels bar can vary based on the workspace.
- Similar to the other window components described above, the Panels bar can be moved around freely or docked to a suitable position.
- Clicking a button in the Panels bar will open up additional options. For example, clicking the Stroke option will open a pop-out window allowing us to change the properties of the stroke.
- Add more functions to the Panel bar by going to the Window menu and choosing the desired function.

Fig 7	
i6	Pages
	📚 Layers
	G-D Links
\$ Stroke Color →	
Weight: 🗘 1 pt	🕀 Color
Cap: C C C	
Miter Limit: 🚔 4 🛛 🗴	
Join: 🖬 🗗 🗗	
Align Stroke: 📙 📙 📙	
Type:	
Start/End: None 🔻 🗾 None 🔻	
Scale: 🗘 100% 🔆 🗘 100%	
Align: ∓ ∓	
Gap Color: 🔽 [None]	
Gap Tint: 100%	

Ruler Measurements (Fig 8)

- It is important to be able to set the ruler measurements as desired. There are two ways of doing this. One of the ways, is to right-click on the point where the horizontal and vertical rulers intersect and select the desired measurement units. You can also hide the rulers, if you don't need them.
- The other way, if you want to use a different measurement from now on for all new documents, is to use the **Units and Increments** option in the Preferences dialog box in the Edit menu or simply press **Ctrl + K on Windows** or **Command + K on the Mac** to open the Preferences dialog box. This is detailed in the subsequent chapters.



IT & ITES DTPO - Adobe Indesign

Create pages and layout

Objectives: At the end of the exercise you shall be able to • create pages and layout.

Requirements

Tools/Equipments

- Personal Computer with latest windows
 Software
 1 No.
- Adobe InDesign

- 1 No.

PROCEDURE

TASK 1 : Create Pages and Layout

1 Create a new document by pressing Ctrl+N or go to the File menu, select New, and then click on Document. This opens the New Document dialog box (Fig 1)



Defining the Intent of the Document

2 Expanding the Intent dropdown menu gives us three options – Print, Web and Mobile. (Fig 2)

Fig 2	191 - 193		
	Document Preset:	[Default]	IT 📥 🗊
	Intent:	Print	·
	Number of Pages: Start Page #:	✓ Print Web Mobile	✓ Facing Pages Primary Text Frame

- 3 **Print** option is the de facto option that is chosen by most working with InDesign.
- 4 Web option can be slightly confusing as it doesn't actually mean a web page. It means documents that are delivered electronically such as PDFs or other on-screen documents. (Fig 3)
- 5 **Mobile** option (sometimes called Digital Publishing in older versions of InDesign), lets you prepare

documents as independent apps or eBooks targeting specific device form factors. (Fig 4)

Fig 3	_
Page Size: 800 x 600 🔻	
Width: 🔷 800 px 🛛 Orientation: 👔 🚅	
Height: 🔷 600 px	
Fig 4	
Page Size: iPad	
Width: 🗧 🔒	
Height: 4 iPhone 4	
iPhone 5 Columns - untract c	
Number: iPhone 6 Plus	
✓ iPad	
Margins iPad Retina Top: Android (1280 x 800) PX	
Bottom: Surface Pro (1 and 2) px	
Surface Pro 3	
Custom	
Preview Cascolina. Cancel	

6 Selecting the Right Measurements (Fig 5)

Fig 5	
Units & Increments	
- Ruler Units	
Origin:	Spread 🔻
Horizontal:	Picas v points
Vertical:	Points points
Other Units Stroke:	Inches Inches Decimal Millimeters Centimeters
Point/Pica Size Points/Inch: Pos	Ciceros Agates Pixels Custom

7 Facing Pages (Fig 6)



- 8 The Facing Pages option should only be selected if your document has left and right pages that face each other like in a book. Create a single page document or a document that has different information in different pages such as a brochure, it is better to turn the option off.
- 9 The Primary Text Frame adds a text frame to your Master Page which is useful if the text flows from chapter to chapter like in a book. This can be left off by default.

Setting the Number of Pages and the Page Size

10 Set the number of pages the document will contain. This can also be left at 1 and additional pages added later. If you are working on a multi-chapter book, you can choose to select from which page of the book you want to start from. Again, this can also be set later. (Fig 7)



Page Size

11 The Page Size field is important to determine how this document will be printed. Selecting the right page size is important so that the printer knows the exact measurements of the printed page. Choose from a set of default page sizes or define your own. Notice that the Width and Height will change automatically based on the chosen option. (Fig 8)



Orientation

12 Toggle the Orientation between landscape or portrait which essentially swaps the Width and Height values. (Fig 9)

Fig 9		
	<u>W</u> idth: 🔷 <mark>51p0</mark> Height: 🔷 <mark>66p0</mark>	Orientation: 👫 啥
		40

13 The Columns area helps you define how many columns are to be created in the document. The default is 1. The Gutter helps in defining the separation space between these columns. (Fig 10)

Fig 10			
Columns <u>N</u> umber: 🗘 2	<u>G</u> utter: ‡ 1p0		

Setting the Margins, Bleed, and Slug

14 The Margins area helps in defining the margins of the page. (Fig 11)

Fig 11	
Margins <u>T</u> op: ‡ 3p0 <u>B</u> ottom: ‡ 3p0 <u>O</u> utside: ‡ 3p0 <u>O</u> utside: ‡ 3p0	

- 15 Notice that there is a chain icon in the middle, which means that the values are linked. If you change a value for the Top margin, then the other values will also change. You can also toggle the chain icon to decouple the values of the margins if you want custom margins on each side. Note that the older versions of InDesign have Left and Right for the Inside and Outside margin values respectively.
 - **Bleed** and Slug option that is usually collapsed but can be revealed by clicking the arrow beside it. Bleed is the amount of space outside the margins that you set so that the printing press doesn't cut off the actual content near the margins.
 - **Slug** is the space where you enter information for the printer to understand such as the color space used or the number of pages, etc. (Fig 12)



 Again, these options can be linked or set alone and generally need to be set only when sending the page to an actual printing press.

Viewing the Document Display

16 The final two-column document looks like this and can start adding your assets to this document. Your workspace may vary a bit but that can be easily customized too. It is imperative to get the right document settings in order to get the most out of InDesign. (Figs 13 - 15)



Fig 14

The Print option is the de facto option that is chosen by most working with InDesign. It is not just for printing documents on a printer, but also used for almost all rms of publishing such as a product sheet or template or even a document for uploading to the Web.

Selecting the Print option changes the measurements to picas and the color space to CMYK. Of course, these can be changed later.

The Web option can be slightly confusing as it doesn't actually mean a web page. It means documents that are delivered electronically such as PDFs or other onscreen documents. Selecting the Web option changes the document measurements to pixels and the color space to RGB, which is ideal for on-screen documents Of course, the measurement values can be custom set.

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Two Column

the document measurements to pixels and the color space to RGB, which is ideal for on-screen documents Of course, the measurement values can be custom set.

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The Web option can be slightly confusing as it doesn't actually mean a web page. It means documents that are delivered electronically such as PDFs or other on-screen documents. Selecting the Web ontion changes the docu-

Three Column

on-screen documents. Selecting the Web option changes the document measurements to pixels and the color space to RGB, which is ideal for on-screen documents. Of course, the measurement values can be custom set.

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Selecting the Print option changes the measurements to picas and the color space to CMYK. Of course, these can be changed later

The Web option can be slightly confusing as it doesn't actually mean a web nage It means docu-

IT & ITES DTPO - Adobe Indesign

Create, modify paragraph and character style

Objectives: At the end of the exercise you shall be able to

create modify paragraph and character style

• practice find/change dialog box.

Requirements					
 Tools/Equipments Personal Computer with latest windows Software 	Adobe InDesign lo.	- 1 No.			

PROCEDURE

TASK 1 : Create, modify paragraph and character style

Create Paragraph and character style

- Character and Paragraph styles to save time and ensure consistent formatting throughout your artwork.
- A **Character style** is a collection of character formatting attributes that you can apply to a selected range of text.
- A **Paragraph style** includes both character and paragraph formatting attributes Apply it to a selected paragraph or a range of paragraphs.

Follow these steps to easily create a new Character or Paragraph style:

- 1 Select text.
- 2 Select Type > Paragraph styles to open Paragraph styles panel.
- 3 Click **Create a New Style** to create a style with the selected text format.

Follow similar steps in the **Character styles tab** to create a new **Character style**. (Fig 1)



Paragraph styles panel

- A More Options B Quick Apply
- C Style Override Highlighter

- D Apply Style Pack
- E Clear overrides in selection
- F Create new style group G View Style packs
- H Add selected style to my current CC Library
- I Created Style J Default Style

Character styles panel (Fig 2)



- B A Character Styles tab
 - B Paragraph Styles tab
 - C More Options
 - D Delete Selected Styles
 - E Create New Style
 - F Add selected Style to my current Library
 - G Style Name with Overrides
 - H Default Style

Edit styles : Change the format of the default or new **Character, Paragraph style** anytime. Follow these steps to edit and apply a style to selected text or set the style for new text:

- 1 Open Character and paragraph styles panel.
- 2 Select the **Character or Paragraph styles** tab. See a list of available styles.
- 3 Go to More Options > Style Options.
- 4 Select a category from the list of available options and make the changes.

Character style options

 The following options are common for both character and paragraph styles. (Fig 3) • Add or adjust the following options to create a new style or modify an existing one:



Paragraph style options (Fig 4)



General	Select Based On character style and add a Shortcut. View the style settings of the selected style and Reset to Base.
Basic Character Formats	Change the Font Family, Font Style, Size, Leading, Kerning, Tracking, Case options, and Position. Check Underline, Ligatures, No Break, and Strikethrough.
Advanced Character Formats	Adjust the Horizontal and Vertical Scale, Baseline Shift, and Skew options. Select a Language.
Character Color	Change the Character Color, Tint, Weight, Miter Limit, and Stroke Alignment. Check Overprint Fill or Overprint Stroke.
Open Type Features	Check Tilting Alternates, Contextual Alternates, Swash Alternates, Ordinals, Discretionary Ligatures, Fractions, and Slashed Zero. Select Figure Style, Positional Form, and Stylistic Sets.
Underline Options	Check Underline On to add Weight, Type, Offset, Color, Tint, Gap Color, and Gap Tint. Check the option to Overprint Stroke and Overprint Gap.
Strike through Options	Check Strikethrough On to add Weight, Type, Offset, Color, Tint, Gap Color, and Gap Tint. Check the option to Overprint Stroke and Overprint Gap.
Export Tagging	Select Tag, add Class, and check Include Classes in HTML, and Emit CSS. You can also see the Export Details of the selected character style.

Add or adjust the following to create a new Paragraph style or edit an existing one:

General Indents and	Select Based On paragraph style, add Next Style, and Shortcut. Can also view the style settings of the selected style and Reset to Base. Adjust Alignment, Indents, and Space Before, Space After, and Align to Grid options. Check the options to Balance Bagged Lines, and Ignore Optical Margin
Tabs	Set Tab, X, Leader, and Align On options
Paragraph Rules	Check the Rule On, and you can select Rule Above or Below, add Weight, Type, Color, Tint, Gap Color, Gap Tint, Width, Offset, Left and Right Indents. Check the options to Overprint Stroke and Keep In Frame.
Paragraph Border	 Check Border to add the following options: Stroke: Add Top, Left, Bottom, and Right strokes, select stroke Type, Color, Gap Color, Tint, Gap Tint, Cap, and Join. Corner Size and Shape: Add a corner size and select a shape from None, Fancy, Bevel, Inset, Inverse Rounded, and Rounded. Offsets: Add Top, Left, Bottom, and Right offsets, and select Top Edge, Bottom Edge, and Width. Check Display Border if Paragraph Splits Across Frames/Columns, and Merge Consecutive Borders and Shading with same Settings.

Paragraph	Check Shading to add Color and Tint along with the following
Shading	Corner Size and Shape: Add a corner size and select a shape from None, Fancy, Bevel, Inset, Inverse Rounded, and Rounded.
	• Offsets: Add Top, Left, Bottom, and Right offsets, and select Top Edge, Bottom Edge, and Width.
	Check Overprint, Clip To Frame, and Do not Print or Export.
Keep Options	 Check the Keep with Previous, and add Keep with Next (number of) lines. Check Keep Lines Together to select either of the following options: All Lines in Paragraph At Start/End of Paragraph: Add the number of lines for Start and End.
	You can also select Start Paragraph options from Anywhere, In Next Column, In Next Frame, On Next Page, On Next Even Page.
Hyphenation	Check Hyphenate to add Words with at Least, After First, Before Last, Hyphen Limit, and Hyphenation Zone. Select the slider between Better Spacing and Fewer Hyphens. You can also check Hyphenate Capitalized Words, Hyphenate last Words, and Hyphenate Across Column.
Justification	Adjust settings for Word, Letter and Glyph Spacing, Auto Leading, and Single Word Justification.
Span Columns	 Select the Paragraph Layout from Single Column, Span Columns, and Split Column. Further customize them with the following options: Span Columns: You can add the Span columns number, Space Before Span, and Space After Span. Split Column: You can add the number of Sub-columns, Space Before Split, Space After Split, Inside Gutter, and Outside Gutter.
Drop Caps and Nested Styles	 Add or update the following options: Drop Caps: Add Lines and Characters, and select Character Style. Nested Styles: Add New Nested Style or Delete an existing one. Nested Line Styles: Add New Style or Delete an existing one. Check Align Left Edge and Scale for Descenders.
GREP Style	Add New GREP Style or Delete an existing one.
Bullets and Numbering	 Select the List Type from None, Bullets, or Numbers, and customize them further: Bullets: Select the Bullet Character, Add new Bullet Character, Text After options, Character Style. Bullet or Number Position: Select Alignment, and add Left Indent, First Line Indent, and Tab Position. Numbers: Select the Default List, create a New List, and add Level. Numbering Style: Select the Format, Number, Character Style, and Model. Bullet or Number Position: Select Alignment, and add Left Indent, First Line Indent, and Tab Position.

TASK 2 : Practice Find/Change dialog box

- Find and replace operation comes handy as your document goes through revisions.
- Globally find and replace text, objects, fonts, glyphs and colors. (Fig 5)
 - A Find/Change tabs
 - B Find what box
 - C Change to box
 - D Select the scope of your search such as single document or all documents
 - E Specify a search direction
 - F Find and replace special characters



Tab	Description
Text	Search for and change specific occurrences of characters, words, groups of words, or text formatted. You can find and replace special characters such as symbols, markers, and white space characters. Use Wildcard options to broaden your search.
GREP	Use advanced pattern-based search techniques to search for and replace text and formatting.
Glyph	Search for and replace glyphs using Unicode or GID/CID values, especially useful to search for and replace glyphs in Asian languages.
Object	Search for and replace formatting effects and attributes in objects and frames. For example, you can find objects with a 4-pt stroke and replace the stroke with a drop shadow.
Color	Search for and change specific occurrences of a color. You can locate colors in objects, text styles, strokes, and linked assets.

Find and change text

- 1 To search a range of text or a story, select the text or place the insertion point in the story. To search more than one document, open the documents.
- 2 Choose Edit > Find/Change, and then click the Text tab.
- 3 Specify the range of your search from the Search menu, and click icons to include locked layers, parent pages, footnotes, and other items in the search.
- 4 In the Find What box, describe what you want to search for:

Type or paste the text you want to find.

• To search for or replace tabs, spaces, or other special characters, select a representative character from the pop up menu to the right of the Find What box. Choose wildcard options such as Any Digit or Any Character. (Fig 6)

Use meta characters to search for special characters, such as a tab.

- 5 Use a predefined query to find and replace text.
- 6 In the Change To box, type or paste the replacement text. You can also select a representative character from the pop up menu to the right of the Change To box.
- 7 Click Find.
- 8 To continue searching, click Find Next, Change (to change the current occurrence), Change All (a message indicates the total number of changes), or Change/Find (to change the current occurrence and search for the next one).
- 9 The Find/Change dialog in InDesign has two search direction buttons Forward and Backward. As search Forward is enabled by default, you can switch to Backward to reverse the flow of the search. The new functionality helps you search strings in Text, GREP, and Glyph tabs.

10 Click Done.

Fig 6	Find/Chang	je		
	Query: [Custom]		- 📥 🗊	
	Text GREP Glyph	Object	Color	
	Find what:		Direction	
	<u>At</u>	<i>Q</i>,	Tab	
	Change to:	~ @,	Forced Line Break End of Paragraph	
	Search: Document ~		Symbols Markers Hyphens and Dashes White Space	* * *
	Change Format:	প া	Quotation Marks Break Character Variable Other	* * *
		প î	Wildcards	•
			Done	

IT & ITES DTPO - Adobe Indesign

Practice basic table functions

Objectives: At the end of the exercise you shall be able to **practice basic table functions.**

Requirements

Tools/Equipments

- Personal Computer with latest windows Software - 1 No.
- Adobe InDesign

- 1 No.

PROCEDURE

TASK 1 : Practice basic Table functions

Creating a Table

- Open or create a new InDesign document.
- Create a **text frame**. Insert a table into a text frame. (Fig 1)



 Click **Table.** It's in the menu bar at the top of the screen. This displays a drop-down menu with table options. (Fig 2)



- Click **Create Table or Insert Table**. It's the first option at the top of the Table menu. Text frame selected, this option will read "Insert Table." This will insert a table into the text frame the width of the text frame. (Fig 3)
- Enter the number of **rows and columns**. Rows are cells lined up horizontally. Columns are cells stacked

vertically. Enter the number of horizontal rows you want and how many vertical columns you want in your table. (Fig 4)

Tuno O	bioct Table View Window	
туре от	Insert Table	Ctrl+Alt+Shift+T
	Convert Text to Table	
50	Convert Table to Text	
	Table Options Cell Options	>
	Insert	>
	Delete	>
	Select	· · · · · · · · · · · · · · · · · · ·
	Unmerge Cells	
	Split Cell Horizontally	
	Split Cell Vertically	
	Paste Before	
	Paste After	
Fig 4		
Fig 4		
Fig 4	Dimensions	
Fig 4	Dimensions Body Rows: 2 4	ОК
Fig 4	Dimensions Body Rows: \bigcirc 4	OK Cancel
Fig 4	Dimensions Body Rows: 0 4 Columns: 0 3	OK Cancel
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Fig 4	Dimensions Body Rows: Columns: ader Rows: O ooter Rows: O	OK Cancel
Fig 4	Dimensions Body Rows: Columns: Col	OK Cancel
Fig 4	Dimensions Body Rows: Columns: Col	OK Cancel

- Enter the number of header and/or footer rows: Header and footer rows are used to add labels to your table columns. Header rows go on top and footer rows go on the bottom. Enter the number of header and/or footer rows you want to create. (Fig 5)
- Click Ok. It's in the upper-right corner of the dialogue box. This creates a table the width of the text frame. (Fig 6)
- You can adjust the size and width of the rows and columns by placing the cursor over the lines. When the cursor resembles a double-ended arrow, Click and drag the lines to adjust the size of the cells, rows, and columns.



Table Dimensions OK Body Rows: 4 Columns: 3 Header Rows: 1 Footer Rows: 0

Select cells

- 1 Using the Type tool T, do any of the following:
 - To select a single cell, click inside a cell, or select text, and then choose Table > Select > Cell.
 - To select multiple cells, drag across a cell border. Be careful not to drag the column or row line so that you don't resize the table.

Select entire columns or rows

- 1 Using the Type tool T , do any of the following:
 - Click inside a cell, or select text, and then choose Table > Select > Column or Row.
 - Move the pointer over the top edge of a column or the left edge of a row so that the pointer becomes an arrow shape (* Or *), and then click to select the entire column or row. (Fig 7)

Format tables

• Use the Control panel or Character panel to format text within a table—just like formatting text outside a table. In addition, two main dialog boxes help you format the table itself: Table Options and Cell Options.

Use these dialog boxes to change the number of rows and columns, to change the appearance of the table border and fill, to determine the spacing above and below the table, to edit header and footer rows, and to add other table formatting.

•		Addr	ess List		A	ddress List
	Lee				Lee	
Name	Luebke				Luebke	
	Sanchez			Vame	Sanchez	
	Stewart			~	Stewart	
	Rhoades				Rhoades	

• Use the Table panel, the Control panel, or the context menu to format the table structure. Select one or more cells and then right-click (Windows) or Control-click (Mac OS) to display a context menu with table options.

Insert a row

- 1 Place the insertion point in a row below or above where you want the new row to appear.
- 2 Choose Table > Insert > Row.
- 3 Specify the number of rows you want.
- 4 Specify whether the new row or rows should appear before or after the current row, and then click OK.

Insert a column

- 1 Place the insertion point in a column next to where you want the new column to appear.
- 2 Choose Table > Insert > Column.
- 3 Specify the number of columns you want.
- 4 Specify whether the new column or columns should appear before or after the current column, and then click OK.

Delete rows, columns, or tables

- To delete a row, column, or table, place the insertion point inside the table, or select text in the table, and then choose Table > Delete > Row, Column, or Table.
- To delete rows and columns by using the Table Options dialog box, choose Table > Table Options > Table Setup. Specify a different number of rows and columns, and then click OK. Rows are deleted from the bottom of the table; columns are deleted from the right side of the table.
- To delete a row or column by using the mouse, position the pointer over the border of the bottom or right side of the table so that a double-arrow icon ($\overset{\leftarrow}{}$) appears; hold down the mouse button; and then hold down Alt (Windows) or Option (Mac OS) while dragging either up to delete rows, or to the left to delete columns.

 To delete cell contents without deleting cells, select the cells containing the text you want to delete, or use the Type tool to select the text within the cells. Press Backspace or Delete, or choose Edit >Clear.

Navigate within a table

• Use the Tab or arrow keys to move within a table. Can also jump to a specific row, especially useful in long tables.

Move within a table using Tab

• Press Tab to move to the next cell. If you press Tab in the last table cell, a new row is created. For information on inserting tabs and indents in a table, see Format text within a table.

• Press Shift+Tab to move to the previous cell. Press Shift+Tab in the first table cell, the insertion point moves to the last table cell.

Move or copy a table

- 1 To select the entire table, place the insertion point in the table and choose Table > Select > Table.
- 2 Choose Edit > Cut or Copy, move the insertion point where you want the table to appear, and then choose Edit > Paste.

IT & ITES DTPO - Adobe Indesign

Practice InDesign tools

Objectives: At the end of the exercise you shall be able to **practice tools, font styles and colur scheme.**

Requirements

Tools/Equipments

 Personal Computer with latest windows Software

PROCEDURE

TASK 1 : Practice tools

• Practicing tools. (Fig 1)



Drawing and type tools

Adobe InDesign

- 1 No.

- 1 No.

Erase tool lets you delete points on a path.				
Line tool lets you draw a line segment.				
Rectangle Frame tool lets you create a square or rectangle placeholder.				
Ellipse Frame tool lets you create a circle or oval placeholder.	Note that the second se			
Polygon Frame tool lets you create a multi-sided shape placeholder.	Normality of the second			
Rectangle tool lets you create a square or rectangle.	K T			
Ellipse tool lets you create a circle or oval.				
Polygon tool lets you create multi-sided shape.				
Transformation tools				
Free Transform tool	5			

Free Transform tool lets you rotate, scale, or shear an object.	
Rotate tool lets you rotate objects around a fixed point.	
Scale tool lets you resize objects around a fixed point.	
Shear tool lets you skew objects around a fixed point.	

Modification and navigation tools

Eyedropper tool lets you sample color or type attributes from objects and apply them to other objects.	Pears
Measure tool measures the distance between two points.	
Gradient Swatch tool lets you adjust the begin- ning and ending points and angle of gradients within objects.	
Gradient Feather tool lets you fade an object into the background.	
Scissors tool cuts paths at specified points.	
Hand tool moves the page view within the document window.	
Zoom tool increases and decreases the view magnification in the document window.	
Note tool lets you add comments.	

Pencil Tool

Draw freeform paths with the Pencil tool

- 1 Select the Pencil tool 🧷 .
- 2 Position the tool where you want the path to begin, and drag to draw a path. The Pencil tool \swarrow displays a small x to indicate drawing a freeform path.
- 3 Drag, a dotted line follows the pointer. Anchor points appear at both ends of the path and at various points along it. The path takes on the current stroke and fill attributes, and remains selected by default.

Reshape paths with the Pencil tool

- 1 Select the path you want to change.
- 2 Position the Pencil tool on or near the path to redraw. Can tell you're close enough to the path when the small x disappears from the tool.
- 3 Drag the tool until the path is the desired shape. (Fig 2)



Corner Options Dialog box

1 Can use the Corner Options command to quickly apply corner effects to any path. Available corner effects range from simple, rounded corners to fancy ornamentation. (Fig 3)



Effects of different line weights on corner shapes

- A Fancy corner effect with no stroke
- B Same effect with 1 point stroke
- C Same effect with 4 point stroke

Apply corner shapes using the Corner Options dialog box

- 1 Using a selection tool, select a path.
- 2 Choose Object > Corner Options.
- To apply the corner effect to all four corners of a rectangle, select the Make All Settings The Same icon
 When the option is not selected, dots appear on both sides of the icon (like a broken chain link).
- 4 Choose a corner effect and specify a size for one or more of the corners.

The size value determines the radius by which the corner effect extends from each corner point.

5 Select Preview if you want to see the results of the effect before applying it. Then click OK.

Use Live Corners

With Live Corners, can apply corner effects to rectangular frames by clicking the yellow box that appears on the frame and dragging. In addition, you can apply a different corner effect and a different corner radius to each corner.

1 Select a rectangular frame, and click the yellow box.

Four yellow diamonds appear on the selected frame, indicating Live Corners mode. If the yellow box does

not appear on the selected frame, choose View > Extras > Show Live Corners.

- 2 To add corner effects, do any of the following tasks:
 - To adjust the radii of all four corners together, drag one of the diamonds towards the center of the frame.
 - To adjust a single corner, hold down Shift as you drag a diamond.
 - To cycle through the various effects, Alt-click (Windows) or Option-click (Mac OS) a yellow diamond.
- 3 To stop editing corners, click anywhere outside the selected frame.

Create a gradient

Step 1

- Create a gradient in InDesign, you must first have access to both the Gradient panel (Window > Color > Gradient) and the Gradient Tool (G) (usually located in the left toolbar).
- The Gradient panel is used to define the type of gradient and the colors, and the Gradient Tool is used to apply the gradient to your objects. (Fig 4)



Step 2

 The Gradient panel will select a white and black gradient by default. To apply this gradient to an object, select the Gradient Tool and click on an object (for this tutorial we will use a square shape as an example). (Fig 5)





To define the gradient colors in the Gradient panel, you must first open up the Swatches panel. Access the **Swatches** panel by going to **Window > Color > Swatches**. (Fig 6)



• Once you have the Swatches panel open, you need to select a color swatch that you want to use (e.g. the blue color), and then click and drag it from the Swatches panel and drop it on the color stop in the Gradient panel.

Step 4

 Define the ending color by repeating the same steps and dragging a color swatch on the end color stop. (Fig 7)

Fig 7			
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	© Swatches		
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	[Registration]	*	Reverse to
	[Paper]		♦
	[Black]	× 🗉 🛛	
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	C=0 M=100 Y=0 K=0		
	C=0 M=0 Y=100 K=0		
	C=15 M=100 Y=100 K=0		
0	C=75 M=5 Y=100 K=0		
<u> </u>	C=100 M=90 Y=10 K=0		

Step 5

 Once the colors have been defined, you can choose to adjust the location of the starting point and/or the end point. This will change the look and smoothness of the gradient. To do this, click and drag the color stop left or right until you are happy with the result. (Fig 8)

Step 6

• To edit the look of the gradient further, you can adjust the location of the midpoint (represented by the

diamond icon). This is where the gradient displays an even mix of both the starting and ending colors. To do this, simply drag the diamond left or right. (Fig 9).

Step 7

• You can also add extra colors to your gradient. To do this, you need to drag a color from the **Swatches** panel into the **Gradient** panel. (Fig 10)

Fig 8			
	** 2		** ×
≎ Gradient		⇔ Gradient	
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		Elizabeth engles	
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Fig 9			
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] ХШЫ м=0 Y=0 K=0 ШЫ		
2	H=0 Y=100 K=0		
C-100	M=90 Y=10 K=0		
	8. - 4 -		

Step 8

• To delete color stops, simply click and drag the stop down until it disappears. (Fig 11)



- TASK 2 : Practice Font Style
- Practicing font styles (Fig 13)

Step 9

• Can also adjust the angle of the gradient. This is done by entering a value in the **Angle** box. (Fig 12)



Step 1

• Select the Character palette (Select "Type" then "Character" from the InDesign menu).


Step 2

• Click inside the frame of text that you want to change using the Type tool (T).

Step 3

• Choose "Edit" and "Select All" if you want to apply changes to everything within that frame. Or Can use the mouse to highlight only portions of the text.

Step 4

 Make a typeface selection from the Character palette and any variation (bold, ita lic) from the "Type Style" menu in the same palette.

Step 5

• Type the size in the "Font Size" menu within the InDesign Character palette.

TASK 3 : Practice Colour scheme

Fill Colour

1 Choose Window menu → Colour → Colour the Colour Panel will appear as shown in figure and click fill button refer fig 14.



2 Click Colour panel menu in top right corner button in the Colour Panel the Colour menu will appear as shown in fig 15.



- 3 Select CMYK the Colour Panel will appear
- 4 Type C (Cyan)=100% and M (Magenta) = 100% refer the fig 16.
- 5 Click to activate the Stroke button in the Colour Panel refer the fig 17.
- 6 Type M (Magenta) = 100% and Y (Yellow) = 25% refer the figure (when not appear in the stroke colour you must change the stroke Weight in the Control Panel and also change the Stroke Style) (Fig 18)



Apply Colour from Swatches

- 1 Choose Window menu → Colour → Swatches the Swatches Panel will appear as shown in figure and click fill button refer fig 19.
- 2 Select New Colour Swatches from the Swatches Panel menu the New Colour Swatch dialog box will appear
- 3 Click to deselect in the Name with Colour Value
- 4 Type Swatch Name in Green and refer the figure change the same value and option
- 5 Click ok button the colour will apply in the text and also the new Green Swatch will appear in the Swatch Panel refer fig 20.
- 6 Do apply the stroke colour in same method.



IT & ITES DTPO - Adobe Indesign

- 1 No

Practice various colouring techniques

Objectives: At the end of the exercise you shall be able to

- practice import graphics, eyedropper tool, swatches panel
- practice blend colors and modes
- practice spot and process colour.

Requirements

Tools/Equipments

 Personal Computer with latest windows Software - 1 No.

PROCEDURE

TASK 1 : Practice imported graphics

Step 1

- Open New Document
- Create a frame using the Rectangle (F), Ellipse, or Polygon Frame Tool.
- Go to File > Place and select an image. (Fig 1)



Step 2

- Select the **Eyedropper Tool (I)** from the **Tools panel**. Hover the InDesign pipette over a part of the image with a strong color. (Fig 2)
- Click once, and the eyedropper cursor appears filled. (Fig 3)
- Notice at the bottom of the **Tools** panel that the color picked up by the **Eyedropper Tool** has now appeared in one of the square icons. (Fig 4)
- Can edit the color from here, but an easier way to do it is to open the Swatches panel (Window > Color > Swatches [F3]) and select New Color Swatch... from the drop-down menu (accessible from the topright corner of the panel). (Fig 5)



Fig 3

Adobe InDesign



Fig 4





 Image is a CMYK image, the Eyedropper will pick up a CMYK Swatch. If it's an RGB image it will pick up an RGB Swatch. The image I've used here is RGB, but I want to change it to a print-friendly CMYK color. (Fig 6)



 To do this, simply select CMYK from the Color Mode drop-down menu. The swatch will convert to the closest CMYK match for that color. Click Add and then Done. (Fig 7)

New Color Swatch	
watch Name: C=9 M=69 Y=100 K=1 2	Done
Name with Color Value	Cancel
lor Type: Process 🛟	Add
Yellow 100 % Black 0.67 %	

Step 3

 Repeat the process from Step 2, hovering the Eyedropper Tool (I) over different areas of selected image to pick up a range of colors. Convert it to CMYK if needed, and add it to the Swatches panel. (Fig 8)

		x			4
New Color Swatch		© Swatches			*=
Swatch Name: C=28 M=96 Y=100 K=34 2 ✓ Name with Color Value	Done	🔁 🖬 т	Tint: 100	Þ %	
Color Type: Process \$	Add	C=75 M=5 Y=	100 K=0	iii 🔟	
Color Mode: CMYK +		C=100 M=90	Y=10 K=0	iiii 🔟	
Cyan 28.29 % Magenta 95.68 %		C=9 M=69 Y=	100 K=1	iiii 🔟	
Yellow 100 %		C=28 M=96 Y	=100 K=34	III 🔟	
		C=74 M=37 Y	′=100 K=27	iii 🔟	1
		C=4 M=31 Y=	82 K=0	iii 🔟	
		C=59 M=66 Y	′=78 K=77	iii 🔟 🔟	
		C=10 M=80	Y=100 K=2	- III 🛛	

Apply your new swatches to elements in your document, such as text, shapes, and frames. From a single image, you can extract a huge range of different colors, all of which will complement the image and your InDesign layout as a whole. (Fig 9)



TASK 2 : Blend colors and modes

Colors blend

- Blend the colors between two overlapping objects by using blending modes. Blending modes let you vary the ways in which the colors of stacked objects blend.
- Select one or more objects or a group.

Do one of the following:

- In the Effects panel, choose a blending mode, such as Normal or Overlay, from the menu.
- In the Transparency area of the Effects dialog box, choose a blending mode from the menu.
- 1 Draw a object and fill color into the object like following fig 10.



- 2 Place the picture into the document page
- 3 Align the both object and picture in top position refer fig 11.



TASK 3 : Spot and process colors

Process colours and colour mixing

 Standard four colour print uses the four inks cyan (C), magenta (M), yellow (Y) and black/key (K), hence the name CMYK. These four print inks are also called process colours. CMYK printing uses layered dots of ink to simulate a full spectrum of colours. To produce green, for instance, specific percentages of yellow and cyan are printed over one another.

- 4 Select one or more objects or a group (both picture and object)
- 5 Choose Window → Effects. The Effect panel will appear as shown in fig 12.



- 6 In the Effects panel, choose a blending mode, Overlay from the menu.
- 7 In the Transparency area of the Effects dialog box, choose a blending mode from the menu.
- 8 Finally the objects will appear as shown in fig 13.



Spot colours

- Spot colours or solid colours in contrast are premixed inks. In order to print green, all you need is therefore a can of premixed green spot ink.
- Spot colours have some advantages over process inks. They allow printing colours that are impossible to produce by mixing the process colours. This includes, for example, metallic and neon colours but also gold and silver, opaque white and certain

greens and blues. Depending on the shade, spot colours may also appear brighter. In so far, they are indispensable to complement the colour spectrum that can be implemented with process inks. But they cannot completely substitute process colours.

Converting colours

- Both categories, the colour type and the colour mode, can also be changed at a later time. This means that you can convert each spot colour to a process colour and vice versa. In the Swatch dialog box you can generate new colours. The associated Swatch Options dialog allows you to change the colour type and the colour mode.
- So if you initially choose to use Pantone and HKS colours for your design project but change your mind later in the process, you can change the colour type to convert any spot colour to process.
- Spot colours can be changed to CMYK in InDesign and other programs at any time. In this case, you don't have the benefits of a spot colour and may experience colour shifts.
- If you enable several spot colours at the same time, you can also convert them all at once. But bear in mind that this can produce the well-known colour shifts or that certain colours may not print at all. (Fig 14)



Converting the colour is done by changing the colour type.

Trust, but verify the output

- Check the print dialog of InDesign to verify whether the colours in your document are actually output as desired. In the Print dialog box, choose Separations in the Color drop-down list box in the Output section to display all colour separations to be output.
- If only the four process colours are displayed here, no spot colours will be used. If the document contains spot colours, these will also be listed in the overview with their name.
- Click the printer icon to prevent output of the corresponding colour separation. Click the lnk Manager button to open the lnk Manager dialog in which you can check and convert the colours. (Fig 15)
- The Print menu and the Ink Manager allow converting spot colours to processSW.
- To get a quick overview while working on a layout, you can also use the Output. Separations Preview window which shows the necessary colour separations.

Prir	t Preset: [Custom]			×				
	Printer: PostScrip	t® File		×				
	PPD: Lexmark	X654de	_	×				
Ceneral	Output		-		ink	Manager		
Setup			\$	Ink	Туре	Density	Sequence	OK
Marks and Bleed	Colour	Separations		Process Magenta	Normal	0,76	2	
Output	Trapping	Off		Process Yellow	Normal	0,16	3	Cancel
Graphics	Flip	None		Process Black	Normal	1,7	4	
Colour Management	Screening	Default		HKS 7 K	Normal	0,5281	6	
Advanced				PANTONE 874 C	Normal	0,7737	7	
Summary	inks			PANTONE P 157-7	C Normal	0,3326	5	Ý
		Process Vellow		NTONE P 157-7 C				
	A Pro	tess Black		Type: N	ormal	Y		
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IT & ITES DTPO - Adobe Indesign

- 1 No

Practice export functions

Objectives: At the end of the exercise you shall be able to

- practice export a file to adobe PDF (Interactive)
- export a file to adobe PDF (Print)
- export a file to JPEG format.

Requirements

Tools/Equipments

 Personal Computer with latest windows Software
 - 1 No.

PROCEDURE

TASK 1 : Export a file to adobe PDF (Interactive)

Export as PDF (Interactive)

- Open a saved InDesign Document file for to export PDF (Interactive)
- Choose File > Export. The following Export dialog box will appear on the screen. (Fig 1)



- Choose Location folder for to save PDF (Interactive) document
- Type a file name, in the File name tab (for example "Welcome Screen")
- Select Save as type is "Adobe PDF (Interactive)
- Click to 'Save' button. Now the following "Export to Interactive PDF" dialog box will appear on the screen (Fig 2)
- See the above figure and change the same value in the "Export to Interactive PDF" dialog box
- Click, OK
- The "Interactive PDF" file automatically will open from the "Microsoft Edge" Browser or any "Other Browser". See the following fig 3.

Fig	2 Export to Interactive P	DF
	Pages: (● <u>A</u> I O <u>R</u> ange: 1 ~
	(Pages
	(⊖ Spr <u>e</u> ads
	E	✓ View After Exporting
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		Flip Pages Every: 5 seconds
	Page <u>Transitions</u> :	From Document 🗸
	Forms and Media: (Include All O Appearance Only
	Tagged PDF: [Create Tagged PDE
		Use Structure for Tab Order
	Image Handling	
	Compression:	JPEG (Lossy) ~
	JPEG Quality:	Medium ~
	Resolution (ppi):	144 ~
	Se <u>c</u> urity	OK Cancel

Adobe InDesign



TASK 2 : Export a file to Adobe PDF (Print)

- Open a saved InDesign Document file for to export PDF (Print)
- Choose File > Export. The following Export dialog box will appear on the screen. (Fig 4)



- Choose Location folder for to save PDF (Print)
 document
- Type a file name, in the File name tab (for example "Welcome Screen")
- Select Save as type is "Adobe PDF (Print)
- Click to 'Save' button. Now the following "Export Adobe PDF" dialog box will appear on the screen (Fig 5)

Adobe PDF Preset:	
CONTRACTOR IN A CONTRACTOR OF A	[High Quality Print]
Standard:	None v Compatibility: Acrobat 5 (PDF 1.4)
General	General
Compression Marks and Bleeds Output Advanced	Description: Use these settings to create Adobe PDF documents for quality printing on desktop printers and proofers. Created PDF documents can be opened with Acrobat and Adobe Reader 5.0 and later.
Security	
Summary	Pages
	Pages Spreads
	Options
	Embed Page Thumbnails View PDF after Exporting
	Optimize for Fast Web View Oreate Acrobat Layers Create Tagged PDF
	Export Lagers: Visible & Printable Layers
	Include
	Bookmarks Non-Printing Objects
	Bookmarks Non-Printing Objects Hyperlinks Visible Guides and Baseline Grids
	Optimize for Fast Web View Oreate Acrobat Layers Oreate Tagged PDF Export Layers Visible & Printable Layers Include

- Select the General Tab, put same value. See the above figure and follow.
- Choose the Compression Tab, the following dialog box will appear on the screen. Put same value (See the fig 6 and follow).
- Select Marks and Bleeds, see the following figure and put the same value. (Fig 7)

Adobe PDF Preset:	[High Quality Pr	int]					~		
Standard:	None	~		Compatibility:	Acroba	t 5 (PDF 1.4)	~		
General	Compre	ssion							
Compression	Color								
Marks and Bleeds	Color	Ricubic Down	camping to	200	1.	walt par inch			
Output		BICUDIC DOWIN	sampling to	300		web per inch			
Advanced		-	for images above	2: 450	P	ixes per inch			
Summary		Compression:	Automatic (JPEG)	~	nie sige:	128			
		Image Quality:	Maximum ~						
	Grays	ale Images							
		Bicubic Downs	sampling to 🔍	300	Di	xels per inch			
			for images above	: 450	pi	xels per inch			
		Compression:	Automatic (JPEG)	~ 1	Tile Size:	128			
		Image Quality:	Maximum ~						
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			for images above	: 1800	P	ixels per inch			
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Adobe PDF Preget: [High	h Quality Print] (modified)			
Standard: None	e v	Cor	mpatibility:	Acrobat 5 (PDF 1.4)
General	Marks and Bleeds			
Compression Marks and Riverts	Marks			
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Advanced	Crop Marks	Weight:	0.25 pt	~
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Summary	Registration Marks	Offset:	0 p6	
	Color Bars			
	Page Information			
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	Bleed:			
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	Bottom: 0p0	Outside:	0p0	
	Include Slug Area			

 Select Output, see the following figure and put the same value.(Fig 8)

Adobe PDF Preset:	[High Quali	ty Print] (mo	dified)			~
Standard:	None	~		Compatibility:	Acrobat 5 (PDF 1.4)	~
General	Out	put				
Compression	-	alar				
Marks and Bleeds		0101	Color Conversion:	Convert to Destination	(Preserve Numb ~	
Advanced			Destination:	U.S. Web Coated (SWC	OP) v2 ~	
Security		Profile Inclusion Policy: Include Destination Profile				
Summary						
		_ s	imulate Overprint		Ink Manager	
	P	DF/X				
		0	utput Intent Profile	Name: N/A		
			Output Condition	Name: N/A		
		0	utput Condition Ide	ntifier: N/A		
			Registry	Name: N/A		
			Dedocit	14/1		
	D	escription				
		Color Conve	rsion determines the type of	of profile conversion that will tal	ke place, if desired.	

• Click Ink Manager, see the following figure and put the same value. (Fig 9)

Standard	: None	~		Compatibility:	Acrobat 5 (PDF 1.4)
Ganaral	Output				
Compression					
Marks and Bleeds	Color				
Output	manager				
Advanced	3 Ink	Type	Density	Sequence	OK
Summary	Process Cyan	Normal	0.61	1	Cancel
,	Process Magenta	Normal	0.76	2	Calicer
	Process Yellow	Normal	0.16	3	
	Process black	Normal	1.7		
	[No Ink Selected]				_
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 Click Advanced, see the following figure and put the same value. (Fig 10)



- Select Security, now click and enable to add password for both opening and editing the pdf document in features in this dialog box. See the figure and follow. (Fig 11)
- Choose Summary, if you have already enable the password in security option now you have to must enter the password for to open the summary option. Otherwise no need. (Fig 12)
- Click to 'Export' button. The "Print PDF" file automatically will open from the "Microsoft Edge" Browser or any "Other Browser". See the following fig 13.

TASK 3 : Export a file to JPEG

- Open a saved InDesign Document file for to export JPEG file
- Choose File > Export. (Shortcut key Ctrl+E)
- Select the Location to save the JPEG file



Fig 12



- Select, 'JPEG' file format from "Save as type" option, see the fig 14 and follow.
- Click 'Save'. The Export JPEG dialog box will appear on the screen. Put the same value in the following figure (you can change page range from 1to last

page of the document, select spread and resolutions etc.,) (Fig 15)



- · Click to 'Export'
- See the Exported JPEG file in your selected location in the PC.
- Open the File Explorer
- Find your exported JPEG file in the saved location.
- Choose the file and click, right button from the mouse
- Choose Open with Photos. The exported JPEG file will appear on the screen.

Fig 15	
Export JPEG	
Export Selection Range: 1 All Pages Seconds 	~
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Eormat Method:	Baseline ~
Resolution (ppi):	300 ~
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Options	
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Anti-alias	
Use Document	Bleed Settings
Simulate Overp	print
	Export Cancel

IT & ITES DTPO - Adobe Indesign

Practice print function

Objectives: At the end of the exercise you shall be able to **practice print function**.

Requirements

Tools/Equipments

 Personal Computer with latest windows Software - 1 No.

PROCEDURE

TASK 1 : Print Function

Preview documents

- Can view how the document's pages fit on the choosen paper size before you print to a PostScript printer. A preview in the lower-left area of the Print dialog box shows whether your paper and orientation settings will work for your page size. When you select different options in the Print dialog box, the preview updates dynamically with the combined effects of your print settings.
- 1 Choose File > Print.
- 2 Click the preview image in the lower-left area of the Print dialog box.

The preview has three views:

Standard view

 Displays the relationship of a document page to the media. It shows the effects of various options such as paper size to imageable area, bleed and slug areas, and page marks, as well as the effects of tiling and thumbnails.

Four different page-fit settings in Standard view

A Default B Spreads C Orientation D 2-by-2 Thumbnails (Fig 1a, b, c and d)



Print to File

- 1 Make sure that you've installed the correct driver and PPD for your printer.
- 2 Open the Print dialog box.
 - If you have individual documents open, choose File > Print. This opens the Print dialog box for the current document. Or
 - If you have either no documents or all documents selected in the Book panel, choose Print Book in the Book panel menu. This will print all documents in a book. or
 - If you have some documents selected in the Book panel, choose Print Selected Documents in the Book panel menu.
- 3 Specify the printer you're using in the Printer menu. If a printer preset has the settings you want, choose it in the Print Preset menu.(Fig 2)



4 In the General area, type the number of copies to print, choose whether to collate pages or print them

Adobe InDesign

- 1 No

in reverse order, and indicate which pages you want printed. The Page Range option is unavailable if you're printing a book.

- 5 Indicate whether you want to print nonprinting objects, blank pages, or visible guides and baseline grids.
- 6 Adjust settings as needed for each area of the Print dialog box
- 7 Click Print

Note : Settings you specify in the Print dialog box are saved with the document.

Set ink, separations

Open the Ink Manager

From the Separations Preview panel menu (Window
 Output > Separations Preview), choose Ink

Manager or Choose File > Print, and click Output. In the Output section, click Ink Manager.

Specify which colors to separate

- In the Output area of the Print dialog box, select Separations or, if you use a PPD file that supports in RIP separations, select In RIP Separations.
- To create a separation, make sure that the printer icon is displayed next to the color name in the ink list. Or To choose not to create a separation, click the printer icon next to the color's name. The printer icon disappears refer fig 3.

General	Output				
Setup Marks and Bleed	Colour:	Separations		Text as B	lack
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Save Preset	Set <u>u</u> p		Print	Cance	el -

Design logos

Objectives: At the end of this exercise you shall be able to

- practicing Adobe Illustrator
- practice design logos.

Requirements

Tools/Equipment/Machines

- A Working PC with Internet Connection 1 No.
- Adobe Illustrator

- 1 No.

PROCEDURE

TASK 1: Open Adobe Illustrator

1 Open Adobe Illustrator. (Fig 1)



2 Click Create new. (Fig 2)



3 Select a document size (Fig 3).



4 Click Create to open the new document (Fig 4).

Fig <u>4</u>			
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Color Mode			
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More Setting	5		
	Close	Create	

TASK 2: Design logos

Step 1: Create a new file of A4 size in the program. (Fig 5)







- **Step 3:** Copy the Circle as shown in the image below (Fig 7).
- **Step 4:** Paste the Circle as shown in the image below (Fig 8).
- **Step 5:** Next, place the 2nd circle just as shown in the image (Fig 9).
- **Step 6:** Select both circles and go to the pathfinder panel and click on the Unite option. (Fig 10)



- **Step 7:** With the help of the Direct Selection Tool, make a shape by editing the shape's anchor points. (Fig 11)
- Step 8: The final shape would look like, as shown in the image below. (Fig 12)
- **Step 9:** Next, create another Ellipse on the same page as shown in the image. (Fig 13)
- **Step 10:** Drag and place the circle on the right corner of the already created Apple. (Fig 14)





Step 11: Select both the shapes, i.e. the circle and the Apple. Now, use the pathfinder panel again, and click on the MINUS option this time. The result is shown in the image below. (Fig 15)



- **Step 12:** Next, create another Circle on the same page (Fig 16).
- **Step 13:** Select the circle and create a duplicate of this circle and place the second circle as shown in the image. (Fig 17)
- **Step 14:** Select both circles and again use the pathfinder panel and click on intersect option this time. The final result is as shown in the image below. (Fig 18)
- **Step 15:** Next, resize and rotate the leaf and place it as shown in the image below. (Fig 19)





Step 16: Use the black color and while both the shapes are selected, click on the black color from the color toolbox. (Fig 20)



Create vector illustrations

Objectives: At the end of this exercise you shall be able to • create vector illustrations.

Requirements

Tools/Equipment/Machines

• A Working PC with Internet Connection - 1 No.

Adobe Illustrator

- 1 No.

PROCEDURE

TASK 1: Create vector illustration

Create the Shape of the Petal

- 1 The simple flower design starts with a petal. First, grab the Ellipse Tool (L) and draw an 18 x 75 px ellipse with a simple stroke. Continue with the Anchor Point Tool (Shift-C) and click the bottom anchor point to turn it into a sharp point.
- 2 Using the Direct Selection Tool (A), select only the anchor point at the bottom and move it about 9 px down and 1 px to the left. (Fig 1)



- 3 Continue and make a copy (Control-C > Control-V) and keep it for the second petal.
- 4 Use the **Direct Selection Tool (A)** to select only the anchor point on the left, and move it a little to the left. Also move the handles as indicated. Make extra adjustments as reqd, name this shape "petal 1". (Fig 2)



5 Grab the copy and modify it to create the second petal. With the **Anchor Point Tool (A)**, click the left and right points, and then drag the handles as shown fig. Move the handles of the top point as shown in fig, and use the **Direct Selection Tool (A)** to adjust just the left handle as shown in fig . Name the shape "petal 2". (Fig 3)



6 Select "petal 1 & 2" and then go to Object > Create Gradient Mesh, select 3 Rows and 3 Columns, and hit OK. The image should look like the fig as shown below. (Fig 4)



7 Using the **Direct Selection Tool (A)**, you can select each mesh point and color it. In this case, we're using shades of pink. Follow the color codes to replace the gray fill of each point with the colors indicated, and keep in mind that you can hold down the **Shift key** to easily select multiple points. (Fig 5)



8 Feel free to disable the **Grid (Control-")** and the **Snap to Grid (Shift-Control-")**. Multiply "petal 1" and "petal 2" and then rotate and arrange them as indicated to create the flower.

At the beginning, create the first layer, and then arrange more petals above, and finally for the third layer, just fill the remaining empty spaces. (Fig 6)



Create the Center of the Illustrator Flower

- 1 Now it's looking more like a flower shape design. Grab the **Ellipse Tool (L), draw a 25 x 25 px** circle, and select brown as the fill color.
- 2 With the circle still selected, go to **Effect > Stylize** and apply the **Outer Glow** effect using the settings shown below. This will make sense once the stamen is ready. (Fig 7)



3 With the **Ellipse Tool (L)**, draw a small circle and give it a black fill. Drag this circle to theBrushes panel and choose Scatter Brush. Leave the settings as they are and just hit **OK**. (Fig 8)



- 4 Draw a new circle with the dimensions indicated, and give it a **1 pt black Stroke**. Also **Stroke** the circle with the Scatter Brush saved in the previous step. (Fig 9)
- 5 With the circle selected, go to **Effect > Distort & Transform > Transform** and apply the settings shown below. You can't really see the result, but we'll get there. (Fig 10)
- 6 With the circle still selected, go to the **Object** menu and choose **Expand Appearance** in order to expand the brush stroke and the effect applied. Fill the resulting group with the radial gradient indicated. (Fig 11)



7 Now, take a closer look at this group. Go to the **Layers panel**, locate the group, and open it. You will see that it's composed of many other groups of circles arranged in order, from the outside to the center (very small circles). (Fig 12)



8 Next, we will rearrange all these groups. The first group of circles (from the outside) remains as is. Select the second group from the Layers panel, and then go to Object > Transform > Rotate, set the Angle to 10 degrees, and hit OK. Do not release the group yet, and go to Object > Arrange > Bring to Front (Shift-Control-]). (Fig 13)



9 Now, select the third group of circles from the Layers panel and go to Object > Arrange > Bring to Front (Shift-Control-]). This time, we won't rotate the group. (Fig 14)



- 10 Select the fourth group of circles, and then Rotate 10 degrees and Bring it to Front as you did with the second group. The fifth group you just have to Bring it to Front. You've got this!
- 11 The point is to bring each group in front of the previous one (invert the existing order) and also rotate every second group in order to get the specific look.
- 12 Continue with the remaining groups, and the center of your flower should look like the next image. (Fig 15)



13 Move the entire group to the center of the flower and scale it to about the size of the brown circle. (Fig 16)



14 Use the Ellipse Tool (L) to draw a circle above the stamens. Mine was about 25 x 25 px. Select black as the fill color, and then go to Object > Create Gradient Mesh, choose 2 Rows and 2 Columns, and hit OK.

Using the **Direct Selection Tool (A)**, select only the mesh point from the center and replace the black fill color with white. Set this circle to **Blending Mode Overlay** and **40–50% Opacity.** (Fig 17)



Add a Vector Leaf

1 Lastly, this simple flower illustration needs a leaf. Pick the Ellipse Tool (L) and use it to create a 50 x 150 px shape. Turn the top point into a sharp point using the Anchor Point Tool (Shift-C), and then use the Direct Selection Tool (A) to select the left and right anchor points. Hold down the Shift key and press the Down Arrow key twice to easily move your selected points 20 px down, as shown in the third image. (Fig 18)



2 Make sure that your shape is still selected and go to Object > Create Gradient Mesh, select 4 Rows and 3 Columns, and hit OK. (Fig 19)



3 Use the Direct Selection Tool (A) to select each mesh point and color it as shown in the following image. (Fig 20)



4 Pick the Line Segment Tool (\) and use it to create a **150 px** vertical path, as shown below.

Add a **5 pt** stroke and set the color to R=26 G=67 B=17, and then open the **Stroke** fly-out panel to select **Width Profile** 4 from the drop-down menu.

Lower the **Opacity** of this path to **70%** and change the **Blending Mode to Soft Light**. (Fig 21)



5 Select the mesh and the lines that make up your leaf and press **Control-G to Group** them. Send this group to back **(Shift-Control-[)**, rotate it, and place it below your flower, as shown below. (Fig 22)



6 Make sure that your leaf is still selected and go to Effect > Warp > Flag. Enter the attributes shown below and click OK, and then go to Effect > Distort & Transform > Transform.

First of all, make sure that you're checking the topleft reference point. Drag both **Scale** sliders to **90%**, set the **Angle** to **40 degrees** and the number of copies to 1, and then click **OK**. (Fig 23)

7 Finally, you can add the same leaf design for the rest of your flower designs. (Fig 24)

Fig 23				Transform Effect				
				Contra Criect				
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Fig 24			$\bigcirc \land ($					
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- 1 No.

Turn photographs into vector artwork

Objectives: At the end of this exercise you shall be able to • create photographs into vector artwork.

Requirements

Tools/Equipment/Machines

• A Working PC with Internet Connection - 1 No.

PROCEDURE

TASK 1: Turn Photographs into vector artwork

1 Place the raster image in Adobe Illustrator and embed the image. (Fig 1)



2 Go to the Object menu Select the Image Trace option at the bottom of the drop-down list with its other suboptions. (Fig 2)

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ine and Sketch Art	,	Release
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3 After tracing your image, it converts it into the default format of tracing, which is black & white color tracing. Once tracing is completed, you will have the Image Tracing option parameters at the parameters' tab. (Fig 3)

Adobe Illustrator



4 If you want a separate panel of parameters of the Image Trace option, then click the on 'Image Trace Panel' tab the of parameters' barthe of Image trace option. (Fig 4)



- 5 This is the Image Trace panel box. Before changing the parameter in this box, make a tick mark on at the Preview button at the bottom of this box. (Fig 5)
 - 221



- 6 We have different tracing presets in this box with color tracing, graycolor tracing, sketch art tracing, and many other presets. (Fig 6)
- 7 If you choose the 6 colors option, then it will trace the maximum color of the image during tracing. (Fig 7)
- 8 For better tracing in this image, I will go with 3 colors tracing preset, and I will get this result. (Fig 8)
- 9 If you want to trace just the outline of your selected image, then go with the Outlines option of view option. (Fig 9)
- 10 Choose your desired color with which you want to replace the previous color, then hit the Ok button. (Fig 10)
- 11 Do the same with all color if you want to change all colors. (Fig 11)
- 12 Turn Photographs into vector artwork.









IT & ITES : DTPO (NSQF - Revised 2022) - Exercise 1.7.65

- 1 No.

Develop a professional iconic logo design

Objectives: At the end of this exercise you shall be able to • create professional iconic logo design.

Requirements

Tools/Equipment/Machines

A Working PC with Internet Connection - 1 No.

PROCEDURE

TASK 1: Professional Iconic Logo Design

Use the Ellipse Tool (L) to make a 275×275 px shape

- 1 Take the **Eraser Tool (Shift-E),** hold **Alt** and erase the top half of the circle. Do the same for the bottom of the shape, erasing a small part to make the bottom of the cup flat.
- 2 Extend the shape up a bit to make the cup taller. (Fig 1)



- 3 Take the **Rounded Rectangle Tool** and make a thin stripe of **175×20 px** size for the saucer. Use the **Eraser Tool (Shift-E)** to delete the top part of the saucer and attach it to the cup.
- 4 Make the saucer a bit darker to make the shapes clearly visible.(Fig 2)



5 Let's add a handle to our cup. Make a 130×80 px shape using the Rectangle Tool (M). Select both the cup and the rectangle and click the cup once again to make it a Key Object (you will see a thick selection). Head to the Align panel and click Vertical Align Top to align both shapes to the top of the cup.

Adobe Illustrator

6 Now we can use the **Direct Selection Tool (A)** and the **Live Corners** feature to make the handle rounded by pulling the circle markers. (Fig 3)



- 7 Select the handle and go to Object > Path > Offset Path, setting the Offset value to -20px in order to create a smaller shape inside.
- 8 Select both shapes and use the **Minus Front** function of the Pathfinder to cut out the inner shape.
- 9 Finally, place the handle behind the cup by using the **Shift-Control**-[keys combination. (Fig 4)
- 10 Let's add a trendy semi-transparent shadow to our flat cup. Select all the elements of the cup and **duplicate** them (Control-C > Control-F). Keeping the copies selected, Unite them in the Pathfinder into one single shape.
- 11 Use the **Eraser Tool (Shift-E)** while holding **Alt** to delete the left half of the merged shape. Switch the **Blending Mode** of the remaining shape into **Multiply** in the **Transparency** panel and adjust the color, darkening the right part of the cup. (Fig 5)



- 12 Now let's make a stylized steam rising from our hot cup. Use the **Line Segment Tool (\)** and hold **Shift** to make three vertical lines. Head to the **Stroke** panel and set the **Weight to 6 pt, Cap** and **Corner** to middle positions, this way making the tips of the lines rounded.
- 13 Go to Effect > Distort & Transform >ZigZag. From here, set the Size to 5 px, Ridges per Segment to 3 and Points to Smooth, creating wavy flowing lines. (Fig 6)
- 14 Let's make a simple green leaf for our tea. Use the **Ellipse Tool (L)** to make a **90×90 px** circle. Select

its top anchor point with the **Direct Selection Tool** (A) and Convert selected anchor point to corner from the control panel on top.



15 Drag the point up a bit, making the leaf bigger and use the Line Segment Tool (\) to draw a vertical line across the leaf for the midrib. (Fig 7)



- 16 Add a few veins to the leaf. Select the veins, doubleclick the Reflect Tool (O) and select the Vertical Axis. Click Copy to flip the shape horizontally and attach the veins to the opposite side of the midrib. (Fig 8)
- 17 Make another leaf of darker color and place both elements behind the cup, making them fit the composition. (Fig 9)





- 18 Let's finish up with our logo by adding some text to make the overall composition look balanced and completed.
- 19 Use the **Artboard Tool (Shift-O)** to make your canvas square, setting its size to **600×600 px**. Place the cup in the center of the Artboard and add some text to your liking with the help of the **Type Tool (T)**. (Fig 10)



- 1 No.

Develop a professional typography logo design

Objectives: At the end of this exercise you shall be able to · develop a professional typography logo design.

Requirements

Tools/Equipment/Machines

• A Working PC with Internet Connection - 1 No.

PROCEDURE

TASK 1: Develop a professional typography Logo Design

- 1 Create a rectangular box for the Logo. (Fig 1)
- 2 Place another shape as shown below. (Fig 2)

Adobe Illustrator



- 4 Create a new shape, as shown below. (Fig 4)
- 5 Place another rectangle box on to the design. (Fig 5)

6 Using the pathfinder tool, unite all the shapes into a single unit. (Fig 6)





- 7 Using the color swatches panel, add colors to your logo.
 - For that, select the logo element.
 - Next, pick a color from the color swatches. (Fig 7)
- 8 Next, I will create a background for the logo. For that, I have used two rectangle shapes. (Fig 8)
- 9 I have divided the shapes into 4 parts using the line tool.(Fig 9)
- 10 Place the 4 color version of the logo as below. (Fig 10)









- 1 No.

Develop a professional vintage logo design

Objectives: At the end of this exercise you shall be able to • develop a professional vintage logo design.

Requirements

Tools/Equipment/Machines

• A Working PC with Internet Connection - 1 No.

PROCEDURE

TASK 1: Develop a professional vintage logo design

- 1 Go ahead and open Adobe Illustrator and create a new file. I've decided to create two artboards with the following dimensions: 1,000 x 1,000 px . (Fig 1)
- 2 Save The first logo version has a trendy, vintage look. I'll use two elements from this set of badges. Copy the following designs to your file. (Fig 2)

Adobe Illustrator

Fig 1	New Document
	Name: Untitled-1 Profile: [Custom]
	Number of Artboards: ♀ 2
	Spacing: 200 px Columns: 2 Size: [Custom]
	Width: 1000 px Units: Pixels -
	Height: 1000 px Orientation: 😭 🎲
	Bleed: $\bigcirc 0 px$
Fig 2	
	The Hipste
	CUT Barbershop

3 Save You won't need all the elements here, so ungroup them by selecting them and choosing the Ungroup option from the Object menu. Now delete the text and the illustrations. I really like the ribbon on the white badge, so I'll take it and apply to the black one. (Fig 3)



4 For the word 'CATS' I'll use the Seaside Resort font and for the word 'DESIGN' I'll use Silver fake font. (Fig 4)



5 Select the text and transform it from type to outlines. You can do so by clicking on Type > Create Outlines. Now your text can be easily manipulated. To add some warm but vintage looking colors, I've decided to go for yellow, orange and brown but of course you can modify them. (Fig 5)



6 To add a little spark and fun to the logo I'd like to feature some cat elements. I'll use one of the designs

from this vector set. Copy the cat and make it white. Also place the ribbon a bit lower, just make sure its corners fit the badge. (Fig 6)



7 Start placing the elements on the badge. First, move the word 'DESIGN on top of the ribbon and make sure its angle is the same as the ribbon's. I slightly adjusted the text height to make it a bit taller and moved it above the ribbon. (Fig 7)



8 Now move the main word 'CATS' and place it on the left side of the yellow ribbon. Make sure its angle is aligned as well. There is some space on the right side where you can put the cat. You don't have to transform it, just change its size so that it fits the design. (Fig 8)



9 Select the words 'EST.' and '2015', make them smaller, and align their angle. Put 'EST.' at the top of the badge, centred and '2015' at the bottom, centred as well. You can decide to align them by eye but you can also decide to draw a line from the upper corner to the bottom and align all elements around it. (Fig 9)



10 The first logo finish.

Text-Based Logo

1 The second design is much simpler, but could be a great fit for a company's website. I will use one of my favourite fonts called Coolvetica to type the word 'designcats'. 160 pts a good size for this design given you've used the dimensions we've started with. (Fig 10)



2 Select the text with the type tool and select the word 'cats' only. I will change its color to a nice yellow that will be in contrast to the black parts of the design. (Fig 11)



- 3 Now select the pen tool and starting from the top part of the last letter draw a tail-like line. Make sure to select the width profile 2 from the width panel and use a stroke of 18pt. (Fig 12)
- 4 Zoom in to the letter 'C' and using the pen tool once again draw a stylized cat's ear on top of it. Once you have created a shape that you like select it and from the Object menu select the option Transform > Reflect. Use the option vertically and press Copy. (Fig 13)



Fig 13	
designcats2.ai* @ 400% (CMYK/Preview) ×	
	Reflect
	Axis
	⊖ Horizontal 🔆
	 Vertical
grange	• Angle: 90°
	Options
	Transform Objects 🔲 Transform Patterns
	Preview
	Const.
	Copy OK Cancer

5 Now you have 2 cat ears. Place them on top of the 'C' to make it look cute and more personalized.
IT & ITES DTPO - Adobe Illustrator

Design in vector graphics, typefaces and layouts

Objectives: At the end of this exercise you shall be able to

- designing vector graphics
- practicing type face
- practicing layout.

Requirements

Tools/Equipment/Machines

- A Working PC with Internet Connection 1 No.
- Adobe Illustrator

- 1 No.

PROCEDURE

TASK 1: Designing vector graphics

1 Use the Ellipse tool (Fig 1)

- Let's create a circle with the Ellipse tool.
- Press L to use the Ellipse tool, or long press the Rectangle tool () and then select the Ellipse tool () from the drop-down list.
- To create a perfect circle using the Ellipse tool, press the **Shift** key and then draw the circle.



2 Design journey of a petal (Fig 2)

Press **Alt+Shift** and drag the first circle from its center to create a duplicate. (Fig 2a)

Merge the two circles using the **Unite** shape mode in Pathfinder (Windows > Pathfinder). (Fig 2b)

Remove extra anchor points from the bottom of the circle using the Delete Anchor Points tool. (Fig 2c)

Press the **Shift** key and drag the handles of the bottommost anchor point to form the heart-shaped petal. (Fig 2d)

3 Create the flower structure (Fig 3)

- Use rotate and duplicate features
- Creating the flower structure by rotating and duplicating petals
 - Select the first petal using the **Selection** tool.
 - Click the Rotate tool from the toolbar.



Fig 3



- Hold Alt and click right below the petal shape to open the Rotate settings dialog.
- To maintain symmetry in the petal arrangement, ensure you click vertically below the center of the shape.
- In the Rotate dialog, specify the angle as 90 degrees and click Copy.
- Now, press **Ctrl+D** to create duplicate shapes.

4 Create components of the flower (Fig 4)



- Creating fold lines for petals using Rotate and Ellipse tools
 - 1 Create a straight line using the **Pen tool** and then select it using the **Selection** tool.
 - 2 Choose **Width Profile 1** (leaf shape) and change the **Stroke to 5**.
 - 3 Click the **Rotate** tool. **Alt+click** at the bottom point on the line to open Rotate settings. Specify **Angle** as **12 degrees**.
 - 4 Press Ctrl+D to form a circular pattern.

• CONVERT STROKES TO PATH (Fig 5)



- We have now got a collection of strokes and now will expand appearance to convert your strokes to a path. To do this, select all strokes and choose Object > Expand Appearance.
- Alternatively, if you don't want to convert strokes to a path, set the **General >Scale Strokes and Effects** preference.
- Creating sepal using the Star tool (Fig 6)



- Sepal is a green leaf-like support on the base of the flower.
- Select the Star tool from the toolbar. Press Alt and click to open the Star settings. As we have 4 petals, let's create a 4-point star with Radius1 as 25px and Radius2 as100px.
- Use the Ellipse tool to create a small circle at the center of the flower shape.

5 Add color to flower components (Fig 7)

• Add color to the flower and its different components using the Color panel.

6 Arrange the flower components (Fig 8)

- Create a petal group: Select the petals and then right-click and choose Group.
 - Select the petal group and create its copy.
 - Choose Object > Compound Path > Make or press Command+8 or Ctrl+8. (Fig 9)





 Select the fold lines and the compound path. Align them using the Align panel (Horizontal and vertical Align Center). Ensure that Align to key object option is enabled. Ensure that the petal compound path is on the top. (Fig 10)

Create the clipping mask to clip the fold lines inside petals

Select the petals and flower folds and choose Object
 > Clipping Mask > Make. (Fig 11)

Note: To control the visibility of objects, rightclick the objects and choose Arrange > Send to Back or Bring to Front. (Fig 12)

- Creating the clipping mask to clip the fold lines inside petals (Fig 13)
- 7 To derive the final shape for the fold lines, trim the clipping mask using the Trim option in Pathfinder.
- Trim objects in Pathfinder (Fig 14)
- The trimmed art (Fig 15)







Arrange the components to form the flower (Fig 16)



- · Order in which the components are to be placed
- Select all the components and align them using the Align panel (Horizontal and Vertical Align Center). Ensure that Align to Selection option is enabled.
- The final artwork shown below. (Fig 17).



TASK 2: Type Face

1 Let's start by sketching out a word or two. In this case, I used the Pencil Tool (N) to sketch out the word "Serenity". Group (Control-G) together the path components, Copy (Control-C) and, Paste (Control-V) the type in order to quickly add some dimension to the word. (Fig 18)



- 2 Alternatively, you can sketch out your lettering outside of **Adobe Illustrator** and import it.
- 3 **Lock** the sketch **layer** in the Layers panel so your workspace is kept tidy. (Fig 19)



- 4 Use the **Rectangle Tool (M)** to draw a large black rectangle covering the **Art board**. (Fig 20)
- 5 Use the **Pen Tool (P)** to trace the outline of the first letter. I like to take a small bit at a time so I have the most control over my design. See the **Pen Tool** in

action below. Note how the tool's path is projected from each anchor point without laying the next one down. (Fig 21)



- 6 Previously, users had to hold down Alt in order to project the next anchor point's path and curve or straighten it. The recent update has made this possible without having to hit any keys.
- 7 Continue working along the word. Note how parts of the letters connect or curve into each other. **Zoom** (**Z**) in to increase your control over the curve and shape of each path. Manipulate handles of anchor points before or after they're laid down (doing so before ensures a smooth curve, but sometimes you may want to continue to edit curves after shapes are filled). (Fig 22)



- 8 Traced around the letter, stopping at the top of the "N". From here, I'll smooth out any points as needed.
- 9 If anchor point handles do not appear when using the Direct Selection Tool (A), grab the Anchor Point Tool () (formerly the Convert Anchor Point Tool) to manipulate them.
- 10 Additionally, you're now able to disconnect anchor point handles from each other and manipulate each side separately. (Fig 23)



11 When connecting the tails of one letter to another, keep in mind each section's width so they flow into each other seamlessly. Once done with your lettering, **Unite** the shapes in the **Pathfinder** panel. (Fig 24)

Fig 24



12 Below is a quick shot of how I used the Pen Tool to project the path around the "Y's" curve.

Apply Texture in the Appearance Panel

13 **Select** your lettering and go to **Effect > Sketch > Reticulation** and set **Density** to 35, Foreground Level to 10, and Background Level to 5. (Fig 25)



- 14 In the Appearance panel, change the Opacity of the previous step's effect to 44%. Add a New Fill and drag it underneath the effect fill (see below). Apply a 1pt stroke of white and lower the Opacity to 51%. (Fig 26)
- 15 A custom pattern will be applied to the white fill color (second fill in the **Appearance** panel). Use the **Paint brush Tool (B)** with a round Calligraphic Brush of 1ptweight to sketch some small lines in a rectangular-like shape.



16 Select the scribble and **Make a New Pattern** in the Pattern **Options panel.** While in Pattern Editing Mode, use the Paintbrush Tool to scribble around the edge of the pattern's bounding box in order to fill it in a bit more and be less obvious as a pattern(see below). (Fig 27)



17 As a final touch to the lettering, change the stroke to one of the chalk-like brushes found in the Brushes panel. I chose **Pencil - Feather,** though any of the thinner options will work well. (Fig 28)

Texture the Background

- 18 Apply subtle Radial Gradient fill in the Appearance panel to the rectangular background. Use the Gradient Tool (G) and Gradient panel in order to manipulate the gradient's shape, colors, and opacity.
- 19 I set the gradient at black at **100% Opacity** to **0% Opacity**. It should be the very top fill (see below) in the **Appearance** panel. (Fig 29)







- 20 The second fill is a Reticulation effect with the following settings:
 - Density: 40
 Foreground Level: 10
 - Background Level: 5

- The third fill is a small white radial gradient going from 0% to 100% Opacity. The fourth and final fill is black, established in Section 1, Step 2. (Fig 30)
- The final Typeface shown Below. (Fig 31)





TASK 3: Layout (Trifold brochure)

- 1 Create a new file by either clicking New, or using the keyboard shortcut, Ctrl+N.
- 2 In the dialog box, set the Unit of Measurement to Picas. Picas is the standard unit of measurement in the graphics industry. The conversion is 1 inch = 6 picas. For a standard trifold using an 8.5" x 11" sheet, starting with picas makes the math easier. Set the Widthto 22 and the Height to 51. Set Art boards to 6 and Bleed to 0 on all four sides. When you type "0", Illustrator will convert it to 0p0, which is the correct expression in picas. Click More Settings. CS 6 users, your dialog box will look like that shown in Step 3, so after you apply the settings in this step, you won't need to click More Settings. (Fig 32)



- 3 In the next dialog box, ensure Grid by Row is selected. Set the Spacing to 0 and Columns to 3, then click Create Document. (Fig 33)
- 4 The layout below shows the structure. (Fig 34)





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- 5 In order for the finished piece to fold correctly, the fold-in panels need to be a little narrower. You'll also want to create a little space between the two rows of panels. Select the Artboard Tool. (Fig 35)
- 6 Click on Artboard 1, then go to the Options Bar. Set the Reference Point to the right-center, then change the Width to 21p6. (Fig 36)
- 7 Click on Artboard 6. In the Options Bar, change The Reference Point to the left-center, then the Width to 21p6. (Fig 37)
- 8 Show the rulers, if necessary (Ctrl+R). Right-click on either the horizontal or vertical ruler and change the unit of measurement back tolnches. (Fig 38)





to 9.75. (Fig 39) 10 Repeat Step 9 for Artboard 5 and Artboard 6. (Fig 40) Rectangle Tool []. Create rectangles at the desired size and position for the margins on each of the six panels.



IT & ITES DTPO - Adobe Photoshop

Exercise 1.8.70

- 1 No.

Apply photo editing/ inserting features in photoshop

Objectives: At the end of this exercise you shall be able to

- practicing to photo editing
- practice to photoshop inserting features.

Requirements

Tools/Equipment/Machines

• A Working PC with Internet Connection - 1 No.

PROCEDURE

TASK 1: Practice to Photo Editing

1 **Open Photoshop.** (Fig 1)

New...

Open...

ЖN

#0



Adobe Photoshop

- 2 Create a new document File New Ctrl+N (Fig 2)
- 3 Select File > Open. (Fig 3)
- 4 A dialog box will appear. Locate and select the file on your computer, then click Open. (Fig 4)
- 5 The file will appear in Photoshop. (Fig 5)



- Click and drag to select the part of the image you want to keep, then release the mouse. (Fig 6)
- Adjust the **cropping handles** if necessary.



Fig 5



Fig 6



• Press Enter on your keyboard to crop the image. You can also double-click the image. (Fig 7)



Resizing and rotating

To resize an image:

- Image open in Photoshop, select Image > Image Size. (Fig 8)
- Type the desired dimensions for the new image. When you enter the new image width, the height should be adjusted **automatically** to maintain the original **aspect ratio**. (Fig 9)



Fig 9



• Click OK. The image will be resized.

Rotating

Select Image > Image Rotation, then select the desired rotation option. (Fig 10)



• The image will be rotated.

TASK 2: Practice to Photoshop Insert Features

1 Choose File > Place Embedded, navigate to an image file in File Explorer (Windows) or Finder (macOS), and click Place. (Fig 11)



2 Hold the Shift key to avoid distorting the image, and drag the corners of the image border to resize the added image. (Fig 12)



- 3 Drag inside the border to position the added image where you want it. (Fig 13)
- 4 Click the check mark in the options bar to finalize the placement. This automatically creates a new layer containing the added image. (Fig 14)





IT & ITES DTPO - Adobe Photoshop

Practice the use of tools Panel

Objectives: At the end of this exercise you shall be able to

- use selection tools, crop and slice tools, measuring tools, font style and colour scheme tools
- use retouching tools, painting tools, drawing and type tools and navigation tools.

Requirements

Tools/Equipment/Machines

- A Working PC with Internet Connection 1 No.
- Adobe Photoshop

- 1 No.

PROCEDURE

TASK 1: Practice to Selection Tools

 The Selection Tools used in Photoshop are Move Tool, Marquee tools, Lasso Tool, Quick Selection Tool and Magic Wand Tool

Move Tool: The Move tool helps to position selected content or layers when customizing tge work

- 1 Select the Move tool.
- 2 Move the pointer inside the selection border, and drag the selection to a new position. If you selected multiple areas, all move as you drag. (Fig 1)



Marquee tools: Marquee tool is the basic selection tool that can select the Photoshop layer in several shapes, like rectangle, ellipse, single-pixel vertical and horizontal line, square, and circle, etc. By default, the marquee tool makes the rectangular selection

1 Rectangular Marquee Tool (Fig 2)



- 2 Square Marquee Tool (Fig 3)
- 3 Elliptical Marquee Tool (Fig 4)

Note: By pressing the shift + M you can switch to the elliptical marquee tool.





- 4 Circular Marquee Tool (Fig 5)
- Fig 5
- 5 Single Column Marquee Tool (Fig 6): To make a 1-pixel wide vertical selection. By pressing the shift
 + M you can switch to the vertical marquee tool.



6 Single Row Marquee Tool (Fig 7): To make 1-pixel wide horizontal selection. By pressing the shift + M you can switch to the horizontal marquee tool.



Options of Marquee Tools : The marquee tools have some options that are very important to know so that we can use this tool effectively in our artwork. The options of the marquee tool are shown in the below image: (Fig 8)



Now we will learn each of the options of marquee tool one by one:

1 New Selection: With the help of marquee tools, you can select only given geometrical shapes. If you left-click and drag on the canvas again, then the previous selection will disappear and a new selection will be created. (Fig 9)



2 Add to previous selection: After selecting this option, you can add a new selection to your previous selection. You can add new multiple geometric shapes to your previous selected shapes. (Fig 10)



Below is a simple illustration of this add selection option. (Fig 11)



3 Subtract from previous selection: This option subtract a new selection from your previous selection. (Fig 12)

Below is a simple illustration of this subtract selection option. (Fig 13)



4 Intersection of previous and new selection: The option selects the common selection of both previous and new selections. (Fig 14)



Below is a simple illustration of this intersection selection option. (Fig 15)



5 Feather: This option is basically used to make the edges of your selection sharper or smoother. (Fig 16 and 16a)



6 **Style** (Fig 17)

- Normal: This is freestyle selection. In this option, you are free to make any length and width of selection.
- **Fixed ratio:** To Select fixed ratio such as 1:1, 16:9, 4:3, and other types of ratios.
- Fixed size: To create the selection of a fixed size.

Lasso Tool: This option is used to make free style selection in the images

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Step 1: Open a document or an image in Photoshop.

Step 2: Now select the lasso tool from the toolbar. (Fig 18)



Step 3: Select the lasso tool. Click on the spot of the document, move over the pointer as per the requirement and release the pointer to select like as shown in the below image: (Fig 19)



If the pointer is released at any other point, the lasso tool will automatically complete the selection by drawing a straight line between the point as shown in the below image: (Fig 20)



Types of Lasso Tool (Fig 21)

1 Lasso Tool (default): To draw freehand selection. (Fig 22)





2 Polygonal Lasso Tool: To select box shapes or flat edges. (Fig 23)



3 Magnetic Lasso Tool: It is also known as an edge detection tool. It automatically detects the edge of the area or object that you want to select as you move around it, then snaps the selection outline to the edge and holds it like a magnet. (Fig 24)

Quick Selection Tool: This tool automatically selects similar tones and stops when it finds image edges

- Select the Quick Selection tool.
- Add a checkmark to the Auto-Enhance option in the Options bar.

• Click and drag over an area you want to select. The tool automatically selects similar tones and stops when it finds image edges. (Fig 25)





Magic Wand tool: The Magic Wand tool automatically selects an object or area of your image, using machine learning to discern what you might be trying to select. If you click on the sky, it selects the sky; click on a person's face, and you have the entire face selected in just seconds. (Fig 26)



TASK 2: Use on Crop Tool and Slice Tools (Fig 27)



 Select the Crop tool in the Tools panel. A crop border appears. (Fig 28)



- Drag any edge or corner to adjust the size and shape of the crop border.
- Drag inside the crop border to position the image inside the crop border. (Fig 29)



- Click the check mark in the options bar or press Enter (Fig 30)
- **Perspective Crop Tool:** The Perspective Crop tool transform the perspective in an image while cropping. The Perspective Crop tool is used when working with images that contain keystone distortion. Keystone

distortion occurs when an object is photographed from an angle rather than from a straight on view as shown in the Figs 31 & 31a.



Fig 31 & Fig 31a



Slice Tool: The slice tool slices the whole Photoshop document into various slices. It helps users to slice up a big image or artwork into smaller sections that fit together like a jigsaw(but they all have straight edges). Or in other words, the slice tool helps to extract a slice of the image without cutting or cropping it.

- Select the slice tool in the toolbox.
- Click and drag over the area you wish to make into a slice. (Fig 32)



Slice Select Tool

- Select the slice.
- Using the slice select tool, you could move as well as resize slice by dragging inside a slice, or by dragging the handles. (Fig 33)



Measuring Tool

- Eye Dropper Tool
- 3D Material Eye dropper Tool
- Colour Sampler Tool
- Ruler Tool
- Note Tool
- Count Tool

Eye Dropper Tool: The Eyedropper tool can sample colors from anywhere in an image and add them to the Swatches panel.

- 1 Select the Eyedropper tool (I).
- 2 Use the Options Bar to customize tool settings, like Sample Size and Sample, to get the effect you want. (Fig 34)





1 Click the color in your picture that you intend to use. (Fig 35)



2 That color becomes your new foreground (or background) color. (Fig 36)

Colour Sampler Tool: To measure the selected colour

- Select the Color Sampler tool.
- Click the color you want to measure. (Fig 37)



Ruler Tool

- 1 Select the Ruler tool.
- 2 Drag from the starting point to the ending point. Hold down the Shift key to constrain the tool to 45° increments.
- 3 To create a protractor from an existing measuring line, Alt-drag (Windows) at an angle from one end of the measuring line, or double-click the line and drag. Hold down the Shift key to constrain the tool to multiples of 45°. (Fig 38)



TASK 3: **Practice to Font Style and Colour Scheme Step 1:** Open the Image (Fig 41)



4 Note Tool : the note tool is used to add text notes to a file in Photoshop such as (Fig 39)



Count tool : used to count objects in an image

- Select the count tool and clicked on all the red/brown pebbles in the picture to count how many there were.
- You can see how the individual stones have a count number overlaying them and the total count number appears in the count tool. (Fig 40)

Fig 40







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Step 4: Select Your Type Layer (Fig 44)



Step 5: Click The Type Color Swatch (Fig 45)



Step 6: Sample A Color From The Image

• This opens Photoshop's Color Picker. Normally, to choose a new type color, we would choose one directly from the Color Picker. (Fig 46)



 To choose a new colour, mover the cursor over the image. The cursor will change into the Eyedropper Tool icon. Click on a color in the image to sample it. Ex. Red fruit colour in the image (Figs 47 & 48)

Step 7: Highlight A Single Letter With The Type Tool

• A single color from an image to use as the color for the entire text. With the Type Tool selected, click and drag across a letter to highlight it. I'll highlight the first letter "O": (Fig 49)



Step 8: Click Again On The Type Color Swatch

• With the letter highlighted, click again on the color swatch in the Options Bar: (Fig 50)



Step 9: Click On The Image To Sample A New Color (Fig 51)



Step 10: Click The Checkmark

 Click OK to close the Color Picker. To deselect the letter, click the checkmark in the Options Bar: (Fig 52)



- Click the checkmark to accept the new color.
- And now, that one letter I highlighted is filled with a different color . (Fig 53)



Repeat The Steps For The Other Letters

· Follow the same steps to change the color for the other letters. First, highlight a letter with the Type Tool, and then click the color swatch in the Options Bar to open the Color Picker. Click on a new color in the image to sample it, and then click OK to close the Color Picker. When you're done changing the colors, click the checkmark in the Options Bar. (Fig 54)



Retouching Tools

- Spot healing brush: The Spot Healing Brush tool works well to remove isolated dust spots or facial blemishes. The tool also used to remove a line, like power lines, from the image. The default settings in the options bar work well for removing a single spot.
- In the Layers panel, select the layer that contains spots or small objects you want to remove.
- In the Tools panel, select the Spot Healing Brush ٠ tool. (Fig 55)
- In the options bar, adjust the size and hardness of the Spot Healing Brush tool to fit the item trying to remove. (Fig 56)
- Click on a spot or drag over an object to remove. (Fig 57)
- Remove the dots. (Fig 58)



Fig 56



Fig 57





- **Clone Stamp tool:** The Clone Stamp is effective to copy exact detail and color from one part of an image to another area. With the Clone Stamp tool, use an empty layer to keep your retouching separate from the main image.
- In the Layers panel, select the layer that contains content you want to copy and use elsewhere in the image. (Fig 59)



 In the Tools panel, select the Clone Stamp tool. (Fig 60)



 In the options bar, adjust the size and hardness of the Clone Stamp tool to fit the object you're cloning. (Fig 61)



- Press the Alt key and click an area of the image from which you want to copy content. (Fig 62a, b and c)
- Release the Alt key and drag over a new area to which want to copy content..



 Content-Aware Tool: The Content Aware Move tool allows to choose an element to transfer from one photo to another, placing it seamlessly so that it looks like it naturally belongs. This tool makes it possible to do so without needing professional-level Photoshop skills. (Fig 63)



- In the Layers panel, select the layer that contains a large object or person you want to remove.
- Use a selection tool to select the object. Make sure to include a little of the background all the way around the object. (Fig 64)



In the menu bar, choose Edit > Fill. (Fig 65)



- In the Fill dialog box, choose Content-Aware in the Contents menu and then click OK. Your selection will fill with content that matches the background, hiding the unwanted content from view. (Fig 66)
- If you don't like the result, try applying Content-Aware fill again. You may get a different result with each try. (Fig 67)





 Healing brush tool: Spot Healing Brush tool is used to remove blemishes, marks and small objects from an image. Note: Healing Brush tool is used to repair any imperfection in an image by painting with a sample or pattern.(Fig 68)



- Select the Healing Brush tool (J) from the toolbar. If you can't find the Healing Brush tool, click and hold the Spot Healing Brush tool to show the other related tools, and then select the Healing Brush tool.
- In the tool options bar, click the brush sample and set the brush options in the pop up panel Mode, Source, Aligned, Sample, and Diffusion.
- In the Clone Source panel, click a clone source button to select the sampled source you want.

• Drag anywhere in the image. The sampled pixels are blended with the existing pixels each time you release the mouse button.

Patch tool: The Patch Tool is found in Adobe Photoshop and can be used to retouch your photos. It's classified under the Spot Healing Brush group because they have similar functions. But, while the Spot Healing Brush works by brushing on the image, this tool works by selecting a part of the image.

• Open the image (Fig 69)



 Select the unwanted area from the image using the patch tool (Fig 70)



• Using the patch tool, move the selected area to match the background you want it to be, as shown in the below image. (Figs 71 & 72)





Red Eye Tool: The Red Eye tool in Photoshop is made specifically to eliminate the appearance of red eye. If photos are taken at a party, at night or in another situation where there's low light, this helpful tool will make the subjects look more natural.

- Open the image
- Select the red eye tool (Fig 73)



Simply click the red pupil after selecting the red-eye tool, and the Photoshop will automatically select the red area, and it will remove the red color. (Fig 74)



Pattern Stamp Tool

• Open New document. (Fig 75)



• Select the Pattern Stamp tool. (Fig 76)



 Choose a pattern from the Pattern pop-up panel in the Tool Options bar. To load additional pattern libraries, select a library name from the panel menu, or choose Load Patterns and navigate to the folder where the library is stored. You can also define your own pattern. (Fig 77)



 Set Pattern Stamp tool options in the Tool Options bar, as desired, and then drag within the image to paint. (Fig 78)



Eraser Tool

- Eraser Tool
- The Background Eraser Tool
- The Magic Eraser Tool
- 1 Eraser Tool (Fig 79)
 - The standard Eraser Tool is as straight forward as it gets. It erases the pixels underneath the cursor whatever they are.
 - You can determine whether to use the Eraser Tool as a Brush, a Pencil, or a Block. For the Brush and the Pencil, you can choose the size, hardness, and opacity of your cursor's brush



2 Background Eraser Tool (Fig 80)



- Background Eraser Tool samples whatever is underneath the middle of the cursor (marked with a +) and deletes areas that match the sampled color.
- You can adjust how the Background Eraser Tool conducts its sampling. Continuous Sampling means that it will update the sample as you move the cursor. On the image above, for example, I can drag the Tool along the edge between the sky and the trees and it will delete only the blue from the sky. However, if I touch the branches, the Background Eraser will start deleting the trees.
- The Background Eraser Tool is only available as a brush, but you can adjust the Limits and Tolerance to fine-tune according to your needs.

3 Magic Eraser (Fig 81)



- Magic Eraser deletes bigger areas where the pixels have the same or a similar color.
- The Magic Eraser works like the Magic Wand selection tool, except it erases pixels instead of selecting them; one click, and it erases anything that matches the color under the cursor.

Blur

 Blur is softening of the detail in an image or parts of a image. (Fig 82a & b)

Fig 82



• The original image on the left has not been blurred. In the image on the right, the area behind the plane has been blurred.

Sharpen

 An image enhancement technique in which the contrast between specific pixels is enhanced. (Figs 83a & b)





Smudge tool

• Open the image and select "Smudge Tool" from the Toolbox. (Fig 84)

Fig 84



• Smudge tool to gently reshape important edges into more appealing and softer lines. (Figs 85a & b)

Dodge Tool

- 1 Select the Dodge tool (O).
- 2 Use the Options bar to customize tool settings, like brush size, range, and exposure, to get the effect you want.
- 3 Drag over the part of the image you want to lighten. (Fig 86)

Fig 85





Before

Fig 86



Burn Tool

- Select the Burn tool
- Choose a brush tip and set the brush options in the options bar.
- In the options bar, set options for Range, Exposure, Airbrush and Protect Tones.
- Paint over the parts of the image that you want to darken. (Fig 87)

Fig 87



Sponge Tool

- Select the Sponge tool.
- Choose your sponge settings Size, Flow, and Hardness.
- Next, tap on the three-dot icon to go to Sponge settings and make selections for Mode (Saturate/ Desaturate), Angle, and Roundness.
- Saturate intensifies the color saturation.
- Desaturate unsaturates the color. (Figs 88a &b)

Fig 88



Practice to Painting Tools

- Brush and Pencil Tool
- Mixer Brush Tool
- Colour Replacement Tool
- History Brush Tool
- Art History Brush Tool
- Gradient Tool
- Paint Bucket Tool
- 3D Material Drop Tool

Brush and Pencil Tool

1 Select the Brush tool or Pencil tool.

Brush tool



Pencil tool.

2 Choose a brush from the Brushes panel. (Fig 89)



- 3 Set tool options for mode, opacity, and so on, in the options bar. (Fig 90)
 - Click and drag in the image to paint.
 - To draw a straight line, click a starting point in the image. Then hold down Shift, and click an ending point.
 - When using the Brush tool as an airbrush, hold down the mouse button without dragging to build up color. (Fig 91)





Colour Replacement Tool

Step 1: Open the image. (Fig 92)



Step 2: Now we have to select the petals of the flower using any selection tool. Here we are using the Magnetic Lasso Tool. (Fig 93)



Step 3: Now let's color select the sky blue color from the swatches and paint our selection with the color using the color replacement tool. (Fig 94)



Mixer Brush Tool

Step 1: Open a new document.

Step 2: Now, paint a part of the document with any color of your choice (say yellow) using the brush tool as shown below: (Fig 95)



Step 3: Right-click on the paint brush tool icon-> A dialog box appears -> Select the mixer brush tool from it. (Fig 96)



Step 4: Now choose another color from the palette (different from the color which you have previously chosen) say blue.

Step 5: Simply paint with it over the yellow colour part. You will see something like this: (Fig 97)

History Brush Tool

- 1 Choose Window > History to open the History panel.
- 2 In the History panel, click the far-left column of the state that you want to use as the source for the History Brush tool. A brush icon will appear next to the selected history state.



- 3 Select the History Brush tool (Y) .
- 4 Use the Options bar to customize tool settings, like Size and Hardness, to get the effect you want.
- 5 Drag over the parts of the image you want to restore. (Fig 98)



Art History Brush Tool

1 Use any effects and filters that you want to use to a picked state.

The Rough Pastels filter was related to the beach scene.

- 2 Click in the far-left column in the History panel to select the state that you wish to use as the source for the Art History Brush tool.
- 3 Select the Art History Brush tool from the Tools panel.

You could additionally push Y to choose it.

4 Select from the selections on the Options bar.

Several of the options, such as Brush, Mode, and Opacity, are similar to the option available with the ordinary Brush tool. The brand-new options are Style, area, as well as Tolerance, discussed previously.

5 Paint with the brush to obtain the result you want. (Figs 99a & b)

Gradient tool

- The Gradient tool creates a gradual blend between multiple colors. You can choose from preset gradient fills or create your own.
- Select the Gradient tool.
- In the options bar, choose a fill from the wide gradient sample:



- Click the triangle next to the sample to pick a preset gradient fill.
- Click inside the sample to view the Gradient Editor. Select a preset gradient fill, or create a new gradient fill.

Note: The Neutral Density preset provides a helpful photographic filter for sunsets and other high-contrast scenes.

 Select an option to determine how the starting point (where the mouse is pressed) and ending point (where the mouse is released) affect gradient appearance.

Linear Gradient

 Shades from the starting point to the ending point in a straight line. (Fig 100)



Radial Gradient

• Shades from the starting point to the ending point in a circular pattern.(Fig 101)



Angular Gradient

• Shades in a counter clockwise sweep around the starting point. (Fig 102)



Reflected Gradient

• Mirrors the same linear gradient on either side of the starting point. (Fig 103)



Diamond Gradient

• Shades from the middle to the outer corners of a diamond pattern. (Fig 104)



- Do the following in the options bar:
 - Specify a blending mode and opacity for the paint.
 - To reverse the order of colors in the gradient fill, select Reverse.
 - To create a smoother blend with less banding, select Dither.
 - To use a transparency mask for the gradient fill, select Transparency.
 - To select a method for the gradient fill, choose from the method options: Perceptual, Linear, or Classic.
 - Position the pointer in the image where you want to set the starting point of the gradient, and drag to define the ending point. To constrain the line angle to a multiple of 45°, hold down Shift as you drag.

Paint Bucket tool

- Select the Paint Bucket tool (G).
- In the tool options bar, choose to fill the selection with the foreground color.
- Click the upper color selection box in the toolbar and choose a foreground color in the color picker.
- In the tool options bar, you can specify the following options — Mode, Opacity, Tolerance, Anti-alias, Contiguous, and All Layers.
- Click the part of the image you want to fill with the chosen color. (Fig 105)

3D Material Drop Tool

- Material editing and enhancing process is much easier currently with the 3D Material Drop Tool in the 3D panel.
- 3D Material Drop tool, Alt-click a material to load it then click anywhere to drop it to one more part of

your model, another 3D mesh, or one more 3D layer. (Fig 106)



• Make use of the 3D Select Product tool to help target the right material as suggested by the material picker thumbnail in the 3D panel. (Figs 107 -109)

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Drawing and Type tool

- Pen tool
- Type tool
- Selection tool
- Shape tool

Pen Tool (Fig 110)

- The standard Pen Tool
- The Curvature Pen Tool
- The Freeform Pen Tool
- The Magnetic Pen Tool (only visible by adjusting the settings of the Freeform Pen Tool)
- The other Pen Tool options are used to modify an existing path. Those tools are:

- The Add Anchor Point Tool
- The Delete Anchor Point Tool
- The Convert Point Tool

Create a new path Using Pen Tool

- To start your path, click on your image with your mouse where you want to begin your path. To keep things simple, choose a starting point that is at the edge of a straight line, such as the edge of the top of the sock in the image below. (Fig 111)
- Click again along the edge of your object with the Pen Tool to draw the first segment of your path. You should now see a straight line appear. (Fig 112)
- Also, note a Work Path appears in the Paths panel as soon as you place the second point.







Create a curved path segment with the Pen Tool

 To create a curve with the standard Pen Tool (such as the curves at the ankle of the sock), click to create the next point and drag with the Pen Tool before you

release the mouse button. You'll see lines, called handles, appear. (Fig 113)



- These handles are tangential to the curve being formed by the path. Moving the mouse around will adjust the handles, which will then adjust the line's curvature. Once you're satisfied with the shape of the curve, release the mouse button.



 Note the handles formed from the curved line appear before and after the point. Therefore, the next portion of the path that you draw after creating a curved line will follow the trajectory of the handle from the last point. (Fig 114)



 When you click the next point, drag the mouse to create new handles and modify the curve that appears with your new point. (Fig 115)



- Creating a straight path segment after a curved path segment with the Pen Tool
- If you want to prevent the next segment of your path from curving along the handle of your last point, you can "corner" the point by clicking on the point with the mouse while typing ALT (OPTION on Mac). The second handle will disappear. (Fig 116)
- The next point you set will be unaffected by the previous curve. (Fig 117)



Closing your path with the Pen Tool

- Once your path is complete, close your path by hovering the Pen Tool over the very first point you set down. When you see a small circle appear to the right of the Pen Tool, click on the point. (Fig 118)



- Path will now be closed.

Save path

- Saving path is extremely important at this stage. Without saving, you could accidentally overwrite your hard work when you create another path.
- To save your path, go to your Paths Panel and look for a new Work Path. Double click on Work Path to name your path and save it. (Fig 119)

Modify an existing path with the Pen Tool

- Once you've created your path, you can modify any areas that need tweaking. It's helpful to zoom in

on different areas of your path to ensure the path follows the object exactly.

- If you don't see your path in your image, click on the path's name in the Paths Panel. (Fig 120)





 The path will appear in your image, and you'll be able to adjust it as needed using any of the methods below.

Horizontal Type tool (Fig 121)



- 1 From the toolbar, pick the Horizontal Type tool tool
- 2 Do one of the following:
 - To create a single line of text, click in the image to set an insertion point for the type.
 - To produce paragraph text, drag a rectangle to produce a textbox for the type.

The tiny line through the I-beam marks the position of the type baseline. For horizontal type, the baseline notes the line on which the type rests; for upright type, the standard notes the facility axis of the type characters.

- 3 Select type Options, such as font, style, size, and color, in the tool Options bar.
- 4 Type the character you desire. If you did not produce a textbox, press Enter into to create a new line.

The text shows up in its own layer. To watch the layers, in the Specialist setting, press F11.

- 5 Final the text layer by doing one of the following:
 - Click the Commit button.
 - Press the Enter key on the numeric keypad.
 - Click in the image, outside the textbox
 - Select a different tool in the toolbox.
- 6 Repaint carefully over the areas you wish to saturate or desaturate with color.
 - Vertical Type Tool
 - The Vertical Type Tool creates and also modifies vector-based text in a separate layer. (Fig 122)



- 1 In the Toolbox, pick the Vertical Type Tool.
- 2 On the Options bar, set the Font Options: family (style), size, color and also anti-aliasing method.
- 3 Click your image as well as type.
- 4 While you are typing, the arrow resembles this, so you can adjust the typed text position without altering the tool.

- 5 While you are typing, the majority of the various other Photoshop features are not readily available. When ended up, click on any tool in the Toolbox or on a layer in the Layers scheme to apply the inputting and also go back to the basic modifying setting.
- 6 To modify a previously entered text, choose the appropriate text layerin the Layers scheme or simply choose the text with the Type Tool (the layer needs to be selected immediately) and also work like with a regular full-screen editor.

Horizontal Type Mask Tool

- The Horizontal Type Mask Tool creates type-shaped selections. (Fig 123)



- 1 In the Toolbox, pick the Horizontal Type Mask Tool.
- 2 Set on the Options bar Font options: family (style), size as well as anti-aliasing method.
- 3 Click on the photo; Photoshop automatically includes a sort of quick mask.
- 4 Type the text.
- 5 While you are typing, the arrow looks like this, so you could adjust typed text position without changing the Tool.
- 6 When all set, pick any other Tool to go back to standard editing mode. Now you can edit selected area.

Vertical Type Mask Tool

- The Vertical Type Mask Tool creates type-shaped options. (Fig 124)



- 1 In the Toolbox, select the Vertical Type Mask Tool.
- 2 Set on the Options bar font style options: family (style), size as well as anti-aliasing technique.
- 3 Click the image; Photoshop immediately includes a Type of quick mask.
- 4 Type the text.
- 5 While you are typing, the cursor look like this , so you could adjust typed text position without changing the Tool.
- 6 When all set, select other tool to go back to standard editing mode. Now you can edit selected area.

Path Selection (Fig 125)



- 1 Select the Path Selection tool (A) .
- 2 Use the Options bar to customize tool settings, like Path Operations, Path Alignment, and Arrangement, to get the effect you want.
- 3 Select one or more paths.
 - Single path: Click a path to select it.
 - **Multiple paths:** Shift-click the paths to select them.
- 4 Drag to move the selected paths.

Direct Selection Tool (Fig 126)



- Select the Direct Selection tool (A) from the toolbar.
 If you can't find the Direct Selection tool, click and hold the Path Selection tool to show other related tools, and then select the Direct Selection tool.
- Choose All Layers from the Select pop-up list in the Options bar, or choose Active Layers from the popup list and select one or more layers on the layers panel.
- Click and drag across the canvas to create a bounding box surrounding one or more paths or segments you want to select.
- Click on an anchor point or direction point to select it or hold shift to add or remove individual points to your selection.

• Adjust the position of the selection to modify the path.

Shape tool

• **Rectangle tool** : Rectangle Tool is just below the Kind tool and also close to the path selection tool.

This tool is a shape tool. With the aid of Rectangle Tool, we can draw rectangle shape of any size. We could additionally draw shape of a square with the help of this tool. In the options bar, we can transform the opacity of the shape and also we could transform the mode of the shape. (Fig 127)



• The Rectangle Tool develops rectangular shapes and also paths (shape outlines).

Rounded Rectangle tool

 The Photoshop rounded rectangle tool could save you a great deal of irritation when you need to make that shape, yet the tool itself isn't simple to find. Manually creating rounded edges on rectangular shapes in Photoshop can be tough, especially if you are aiming to keep some proportion on the rectangle. (Fig 128)



Elliptical Tool

 Ellipse Tool is just listed below the Type tool as well as close to the path selection tool. This tool is a shape tool. With the help of Ellipse Tool, we can draw ellipse shape of any type of size. We could likewise draw shape of a circle with the help of this tool. We can additionally draw shape of a best circle with the help of this tool. That indicates we can draw a circle with equivalent radius. (Fig 129)



Polygonal tool

• The Polygon Tool is where things start to get fascinating. While the Rectangular shape Tool is limited to drawing four-sided polygons, the Polygon Tool allows us draw polygons with as lots of sides as we like. It also lets us draw stars, as we'll see in a moment.

 Enter the number of sides you need for your polygon shape right into the Sides option in the Options Bar. The default value is 5, however you could enter any kind of value from 3 to 100: (Fig 130)



Line tool

- The line tool is utilized to draw straight lines on the canvas. It is pretty intuitive, you merely choose the line tool from the toolbox, click as soon as on the canvas to define the beginning point of your line then drag the computer mouse to specify the line prolonging from the beginning point.
- The Line tool lets you draw lines by dragging from one point in the active file as well as releasing in another. You can draw lines at exact 45- or 90-degree angles by holding back the Shift Key as you drag.
- Select the Line tool, or if you currently have an additional drawing tool selected, you can select the Line tool from the toolbox.
- Then set up the Line tool utilizing the Options bar. It's also a great idea to create the lines in a different layer. By doing this, once the lines have been drawn, it's as very easy as choosing the Move tool and repositioning them where you desire them. (Fig 131)



Draw a custom shape

- 1 Select the Custom Shape tool from the shape tools in the toolbar.
- 2 To view all the custom shapes that come with Photoshop, click the gear icon on the right of the

Custom Shape picker in the shape tool options bar. You will see the list of available shapes. Select any custom shape as desired.

3 If you don't find a desired shape, click the gear icon in the Custom Shape picker panel and select Import Shapes option to import a desired shape from your saved files. You can also create and save a custom shape in your library. (Figs 132 & 133)





- 4 You can easily edit your Custom Shape Tool properties directly from Shape Properties under the Properties panel. You can also use on-canvas Transform controls to transform a custom shape while keeping intact its shape properties. (Fig 134)
- 5 Click and drag anywhere in the canvas to draw your custom shape.

Note: You can access the custom shape properties only for the shapes drawn using the Custom Shape Tool and not when a path has been converted to a shape.

Navigation Tool

Hand tool (Fig 135)

- Select the Hand tool (H) from the tool bar or press and hold the spacebar key to temporarily switch to the Hand tool.
- Drag in any direction to move the image around and view different parts of the image.






Zoom tool (Fig 136)

• To magnify or reduce the view of an image. Zooming does not affect image size.



Practice layers in photoshop

Objectives: At the end of this exercise you shall be able to

- practice about layers
- create a new layer and duplicate layer
- practice masks and delete layer.

Requirements

Tools/Equipment/Machines

- A Working PC with Internet Connection 1 No.
- Adobe Photoshop

- 1 No.

PROCEDURE

TASK 1: Practice Photoshop layers

• Photoshop layers are like sheets of stacked acetate. You can see through transparent areas of a layer to the layers below. You move a layer to position the content on the layer, like sliding a sheet of acetate in a stack. You can also change the opacity of a layer to make content partially transparent. (Fig 1)



Transparent areas on a layer let you see layers below.

 You use layers to perform tasks such as compositing multiple images, adding text to an image, or adding vector graphic shapes. You can apply a layer style

TASK 2: Creating new layer

1 To create a new layer click on a 'New Layer' icon in the bottom right corner (or)

go to Layer>New>Layer. Additionally, (or)

you can also hit [Shift]+[Ctrl]+[N] keys (Fig 3)



to add a special effect such as a drop shadow or a glow.

Display the Photoshop Layers panel

1 Choose Window > Layers. (Fig 2)



Duplicate a layer

- There will also be times when you'll want to duplicate an existing layer. This is an easy way to try out different edits without altering the original layer.
- 1 Right-click the layer, then select Duplicate Layer. (Fig 4)
- 2 A dialog box will appear. Click OK. The duplicate layer will appear. (Fig 5)

Mask the Layer

Step 1

• Select the two images you want to mask and arrange them in two separate layers. (Fig 6)





• Select a layer in the Layers panel and click the 'Add layer mask' button at the bottom of the panel. A white layer mask thumbnail will appear on the selected layer, revealing everything on the selected layer. (Fig 7)

Step 3

 Click on the layer with the tree and use the Magic Wand Tool to select the tree shadow. There should be a dashed white line to indicate the selection. (Figs 8 & 9)









Now, the aim is to replace the shadow of the tree with the image of the earth, therefore the layer with the mask needs to be concealed. To do this click on the layer mask again and use the Paint Bucket Tool

and paint the selection black. Ensure that the

FOREGROUND colour is BLACK. (Fig 10)



Step 5

• Image should look like this: (Fig 11)



- Save the image in .psd or .tiff format to retain the layers and layer mask for future editing.
- The masking tool can be applied to many layers. Simply, create new layers and then use steps 1-4 to create you layer mask.

To delete a layer

- 1 Simply select the layer and press the Delete key on your keyboard. (or)
- 2 You can also click and drag the layer to the Trash Can in the lower-right corner of the Layers panel. (Fig 12)



- 1 No.

Create layers comps and practice layer styles, panel and patch tool in photoshop

Objectives: At the end of this exercise you shall be able to

- create layers comps
- · practice layer styles
- practice layer panel
- practice patch tool & place command to modify background and layer.

Requirements

Tools/Equipment/Machines

A Working PC with Internet Connection - 1 No.
 Adobe Photoshop

PROCEDURE

TASK 1: Create Layer Comps

 Layer Comps allow you to efficiently create multipage comps, all maintained within one PSD file. One of the greatest benefits is that it allows you to apply changes globally to the appearance of your layers throughout all the Layer Comps. So instead of having to update a change to the same layer in every individual PSD file you may have created, you can change it in one Layer Comp to achieve the same end goal. (Fig 1)

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Fig 1		
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Create a layer comp

1 Choose Window > Layer Comps to display the Layer Comps panel. (Fig 2)



2 Click the Create New Layer Comp button (+ icon) at the bottom of the Layer Comps panel. The new comp reflects the current state of layers in the Layers panel.

3 In the New Layer Comp dialog box, name the comp, add descriptive comments, and choose options to apply to layers: Visibility, Position, Appearance (Layer Style), Layer Comp Selection For Smart Objects. (Fig 3)

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New Layer Comp dialog

4 Click OK. The options you choose are stored as defaults for your next comp.

Apply and view layer comps

1 In the Layer Comp panel, do any of the following:

To view a layer comp, you first need to apply it. Click the Apply Layer Comp icon next to a selected comp.

- To cycle through a view of all layer comps, use the Previous and Next buttons at the bottom of the panel. (To cycle through specific comps, first select them.)
- To restore the document to its state before you chose a layer comp, click the Apply Layer Comp icon next to Last Document State at the top of the panel. (Fig 4)

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Change and update a layer comp

If you change the configuration of a layer comp, you need to update it.

1 Select the layer comp in the Layer Comps panel.

TASK 2: Layer styles

Using A Preset

 Create a new Photoshop document and, in addition to the default background layer, create a new line of text. (Fig 6)



 In the main menu, click Window > Styles to open the Styles palette. With your text layer selected, simply click on one of the preset thumbnails within the Layers palette, and you will see it automatically applied to your layer. The first time you click through and load each preset, you should experience an overwhelming feeling of happiness as you begin to understand all of the potential that layer styles hold. (Fig 7)

Using A Blending Options

 Create a new Photoshop document and, in addition to the default background layer, create a new line of text. (Fig 8)

- 2 Make changes to the layer's visibility, position, or style. You may need to change the layer comp's options to record these changes.
- 3 To change your comp options, select Layer Comp Options from the panel menu and select additional options to record layer position and style.
- 4 Click the Update Layer Comp button 2 at the bottom of the panel. (Fig 5)





In the Layers palette, right-click the name of the layer you want to add effects to and click Blending

Options... to bring up the Layer Style dialog box (you can also double-click the name of the layer in the Layers palette). (Fig 9)



• We will go over each section of the Layer Style dialog box in the latter parts of this guide; right now, we are just getting acquainted with how they are applied.

TASK 3: Layers panel

 The Layers panel in Photoshop lists all layers, layer groups, and layer effects in an image. You can use the Layers panel to show and hide layers, create new layers, and work with groups of layers. You can access additional commands and options in the Layers panel menu. (Fig 11)



- A Layers panel menu B Filter
- C Layer Group D Layer
- E Expand/Collapse Layer effects

TASK 4: Patch Tool

Step 1:

 Open the image in Adobe Photoshop as shown below: (Fig 12)

Step 2:

 Select the patch tool from the toolbar as shown below: (Fig 13)

Step 3:

 Now you will see the cursor changes to (+) sign, now make a freehand selection on the part of the image as shown: (Fig 14) • You will notice that once you add a layer style to your layer, a list of effects that are being used shows up in the Layers palette. You can show/hide each of the effects by clicking the eyeball icon next to the name of each effect. This allows you to quickly hide a specific effect, while keeping the settings intact in case you want to turn it back on. (Fig 10)



F Layer effect G Layer thumbnail

Display the Photoshop Layers panel

1 Choose Window > Layers.

Choose a command from the Photoshop Layers panel menu

1 Click the triangle in the upper-right corner of the panel.

Change the size of Photoshop layer thumbnails

1 Choose Panel Options from the Layers panel menu, and select a thumbnail size.

Change thumbnail contents

1 Choose Panel Options from the Layers panel menu, and select Entire Document to display the contents of the entire document. Select Layer Bounds to restrict the thumbnail to the object's pixels on the layer.



Step 4:

 Holding the mouse pointer drag the selection to that part of the image which you want to put in the place of the image which you want to put in that place.



Step 5:

- Release the mouse pointer and you will see that the image is patched This is the basic use of the Patch tool.
- Below given are the images before and after the patches (Note: Here the images are shown after removing all the wanted white and black spots) : (Fig 15)



• You can surely see the patched image on the right is much better than the original image on the left.

Place command to modify background and layer

 Place two images, one Photoshop document (Fig 16)



Two open images, one Photoshop document (Fig 17)



 Photoshop opens the Free Transform command so we can resize the image before placing it. (Fig 18)



Then to accept it and close Free Transform, Click the check mark in the Options Bar: (Fig 19)



- In the Layers panel, notice that the second image opened on its own layer above the first image.
- If I turn the texture image off by clicking its visibility icon: (Fig 20)



- Turning off the texture image layer.
- The portrait image reappears: (Fig 21)



- The first image is once again visible.
- And if I turn the texture layer back on: (Fig 22)



- Turning on the texture image layer.
- The texture reappears. So by using the Place Embedded command instead of the Open command, I was able to open both images into the same document: (Fig 23)

Blending the two images together

• Both images are in the same document, I can blend them together. The easiest way to do that is with Photoshop's blend modes.

Changing the layer blend mode

• With the texture layer selected, Change the blend mode from Normal to Soft Light: (Fig 24)



Changing the texture's blend mode to Soft Light

This blends the texture with the image below it: (Fig 25)





Practice create and changing transparency in photoshop

Objectives: At the end of this exercise you shall be able to practice, create and changing transparency.

Requirements

Tools/Equipment/Machines

- A Working PC with Internet Connection 1 No.
- Adobe Photoshop

- 1 No.

PROCEDURE

TASK 1: Practice create and Changing Transparency

1 Open the two images in photoshop (Figs 1 & 2)



2 In the Layers panel, select one layer. (Fig 3)



3 The Opacity option is found in the upper right of the Layers panel. By default, it's set to 100%, which means that the currently-selected layer ("Layer 1")

is completely blocking the layer below it from view: (Fig 4)

Fig 4	
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	Normal 🔶 Opacity: 100% 🗸 🌔
	Lock: 🖾 🖌 🕂 🛱 🚔 🖬 🖬 🖬
	• Layer 1

The Opacity value controls a layer's level of transparency. By simply lowering the value, we make the layer more transparent, allowing some of the image below it to show through. The more we lower the opacity, the more the top image will fade into the bottom image. I'll lower the opacity from 100% down to 75%: (Fig 5)



- This means that we're now blending 75% of the 5 image on the top layer with 25% of the image on the bottom layer. And here we see that the woman is starting to blend in with the beach photo: (Fig 6)
- 6 If I wanted to fade her even more into the background, I could simply lower the opacity value even further. I'll lower it to 30%: (Fig 7)
- 7 At 30% opacity, we're seeing just 30% of the top image and 70% of the bottom image, creating a nice blending effect. You'll want to adjust the opacity value as needed for your images:(Fig 8)





Fig 7	
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	• Layer 1

Practice to use menu bar, arrange, layout, effect and bitmap photoshop

Objectives: At the end of this exercise you shall be able to

- practice menu bar
- practice arrange layer
- create layout
- practice effects and bitmap.

Requirements		
Tools/Equipment/Machines		
A Working PC with Internet Connection - 1 No.	Adobe Photoshop	- 1 No.

PROCEDURE

TASK 1: Practice Menu Bar

• This Bar in the Photoshop window provides you with the tool needed to make changes and modification to the image /file and the window. Listed below are some of the functions provide in each of the Menu Bar tabs.

File Menu

• File menu to address the basic opening, closing, and saving of files. This menu covers the import/export of files, workflow management and automated tasks, preferences, and color settings for the overall application as well. It also contains the Quit command (Exit in Windows) for closing down the application. (Fig 1)

New	Ctrl+N
Open	Ctrl+O
Browse in Bridge	Alt+Ctrl+O
Open As	Alt+Shift+Ctrl+O
Open as Smart Object	
Open Recent	
Close	Ctrl+W
Close All	Alt+Ctrl+W
Close Others	Alt+Ctrl+P
Close and Go to Bridge.	Shift+Ctrl+W
Save	Ctrl+S
Save As	Shift+Ctrl+S
Save a Copy	Alt+Ctrl+S
Revert	F12
Invite to Edit	
Share for Review (Beta).	
Export	
Generate	
Search Adobe Stock	
Place Embedded	
Place Linked	
Package	
Automate	
Scripts	
Import	
File Info	Alt+Shift+Ctrl+I
Version History	
Print	Ctrl+P
Print One Copy	Alt+Shift+Ctrl+P
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Edit and Image Menus

- Edit and Image menus to specify most of the standard global changes to an open image. You'll find controls for cut and paste, as well as transformations, fill, stroke, and pattern on the Edit menu.
- On the Image menu, you'll find options for color mode, canvas and image size, and global color adjustments. (Figs 2 & 3)

Fig 2	Edit Image Layer Typ	oe Select Filter 3
J	Undo	Ctrl+Z
	Redo	Shift+Ctrl+Z
	Toggle Last State	Alt+Ctrl+Z
	Fade	Shift+Ctrl+F
	Cut	Ctrl+X
	Сору	Ctrl+C
	Copy Merged	Shift+Ctrl+C
	Paste	Ctrl+V
	Paste Special Clear	►
	Search	Ctrly E
	Check Spelling	Cultr
	Find and Replace Text.	
	Fill	Shift+F5
	Stroke	
	Content-Aware Fill	
	Content-Aware Scale	Alt+Shift+Ctrl+C
	Puppet Warp	
	Perspective Warp	
	Free Transform	Ctrl+T
	Transform	•
	Auto-Align Layers	
	Auto-Blend Layers	
	Sky Replacement	
	Define Brush Preset	
	Define Pattern	
	Define Custom Shape.	
	Purge	•
	Adobe PDF Presets	
	Presets	+
	Remote Connections	
	Color Settings	Shift+Ctrl+K
	Assign Profile	
	Convert to Profile	
	Keyboard Shortcuts	Alt+Shift+Ctrl+K
	Menus	Alt+Shift+Ctrl+M
	Toolbar	
	Preferences	+



Layer Menu

• Layer menu covers all your layer options creating and deleting layers, merging, applying layer effects, and grouping. You can find most of these same controls on the Layers palette menu. (Fig 4)

Type Menu

 A lot of the commands on the Type menu could likewise be discovered on the Options bar, as well as the Paragraph and also Personality panels. (Fig 5)



Fig 4		
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	Copy SVG	
	Duplicate Layer	
	Delete	•
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	Rename Layer	
	Layer Style	•
	Smart Filter	► I
	New Fill Layer	•
	New Adjustment Layer	•
	Layer Content Options	
	Layer Mask	•
	Vector Mask	•
	Create Clipping Mask Alt+Ctrl+G	i
	Mask All Objects	
	Smart Objects	•
	Video Layers	•
	Rasterize	•
	New Layer Based Slice	
	Group Laverr Ctrl+G	
	Ungroup Layers Shift+Ctrl+G	
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Select Menu

 Select menu to control selection options within the program. These options include inverting selections, feathering, selection modifiers, and saving and loading selections. (Fig 6)

Filter Menu

• Filter menu contains all 101 of the native Photoshop filters, divided into 14 subheadings. The Filter menu also can include any third-party filters you may have loaded in the Photoshop plug-ins folder. (Fig 7)

3D Menu

 The 3D menu houses the tools you need to modify 3D files and make them look as good as possible. If you don't have one to start from, you can create 3D objects from layers you've already made. (Fig 8)

View and Window Menus

- View menu to control zooming and previews, as well as the visibility of rulers and guides.
- The Window menu lets you launch and close any of the 17 palettes. In addition, the Window menu lists all open file windows so that you can move a file to the front of the screen simply by choosing it from this menu. (Figs 9 &10)

All	Ctrl+A
Deselect	Ctrl+D
Reselect	Shift+Ctrl+D
Inverse	Shift+Ctrl+I
All Layers	Alt+Ctrl+A
Deselect Layers	5
Find Layers	Alt+Shift+Ctrl+F
Isolate Layers	
Color Range	
Focus Area	
Subject	
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Select and Mas	ik Alt+Ctrl+R
Modify	•
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Fig 7

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Convert for Smart Filt	ers
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Filter Gallery	
Adaptive Wide Angle.	Alt+Shift+Ctrl+A
Camera Raw Filter	Shift+Ctrl+A
Lens Correction	Shift+Ctrl+R
Liquify	Shift+Ctrl+X
Vanishing Point	Alt+Ctrl+V
3D	1
Blur	1
Blur Gallery	
Distort	1
Noise	1
Pixelate	1
Render	1
Sharpen	1
Stylize)
Video	
Other)

3D View Plugins Window Help
New 3D Layer from File
Merge 3D Layers
Export 3D Layer
Spherical Panorama
Get More Content
New 3D Extrusion from Selected Layer
New 3D Extrusion from Selected Path
New 3D Extrusion from Current Selection
New Mesh from Layer
Group Objects
Group All Objects in Scene
Move Object to Ground Plane
Pack Objects on Ground Plane
New Tiled Painting from Layer
Generate UVs
Paint Falloff
Paint System
Paint on Target Texture
Select Paintable Areas
Create Painting Overlay
Split Extrusion
Apply Cross Section to Scene
Unify Scene for 3D Printing
Simplify Mesh(es)
Make Work Path from 3D Layer
Render 3D Layer Alt+Shift+Ctrl+R
Render Document To File
Sketch With Current Brush
3D Print Settings
3D Print

The Photoshop Help Menus

Fig 8

 The Windows version of the Help menu offers two About options, which provide version information about Photoshop and plug-ins. (Fig 11)



TASK 2: Arrange Layer

- 1 In the Layers panel, select one or more layers. To select more than one layer, hold down the Ctrl key and click each layer.
- 2 To change the stacking order, do one of the following:
 - Drag the layer or layers up or down the Layers panel to the new position. (Fig 12)
- Choose Layer > Arrange, and then choose Bring To Front, Bring Forward, Send Backward, or Send To Back. (Fig 13)





TASK 3: Create Layout

1 Set Up Size : Start Photoshop and open a new document. Set the main parameters – the Width should be 11" and the Height – 8.5". (Fig 14)



2 Set Up Security Guideline Set : To arrange all main elements of a brochure within a printable area, you need to drag guides from your ruler onto the page. You can easily hide the guides and they won't be visible after you print a brochure.

Press Ctrl + R to make the rulers visible. To activate the Move tool, press V. You can drag the rules across all for axis, and once you like the result, drop them. (Fig 15)



3 Working with Guidelines : Go to Image > Canvas > increase Width and Height by 1". Now, these parameters are set to 12 inches and 9.5 inches.

Drag two more guides on all four sides around the main area. This way, you can be sure the design of your brochure is well-balanced. (Fig 16)



4 Use the Rectangle Tool : Go to the toolbar at the left of the working area and select the Rectangle tool. Draw a vertical rectangle. Keep the proportion to 1/3 of your document.

Keep in mind that the first rectangle should start from the main area that intersects the inner guides. (Fig 17)



5 Add Column Guides : Go to the Layer panel > select the Rectangle shape > hold Alt + Click to drag the rectangle. Locate it near the first rectangle. (Fig 18)



6 Make Design : Now, you need to get down to the design of your Photoshop brochure. At first, you can try to add a texture or one-color background to see whether it will work for your brochure. (Fig 19)



- 7 Add Text (Fig 20)
- 8 Add Images (Fig 21)
- 9 Crop the Finished Brochure (Figs 22 & 23)



TASK 4: Practice Effect and Bitmap

Practice Effects

• Select a layer that contains content you want to change.







- Go to the menu bar and choose Filter > Filter Gallery.
- Try the different filters and adjust their settings for the desired result.

- Experiment with adding multiple filters in the Filter Gallery and changing their stacking order.
- Click OK to close the Filter Gallery and apply the filters you chose. You can also filter after you create a selection to apply filters to only the selected area. (Figs 24 & 25)



Fig 25



Convert to Bitmap

- Choose Image > Mode > Bitmap.
- If the image is RGB, click OK to convert it to grayscale.
- For Output, enter a value for the output resolution of the bitmap-mode image, and choose a unit of measurement. By default, the current image resolution appears as both the input and the output resolutions.
- Select one of the following bitmap conversion methods, and click OK:50% Threshold
- Converts pixels with gray values above the middle gray level (128) to white, and those below to black. The result is a very high-contrast, black-and-white representation of the image. (Fig 26)

Fig 26



Select various interface options

Objectives: At the end of this exercise you shall be able to

- practice colour theme
- practice auto show hidden panels
- practice show tool tips
- · practice enable text drop shadow
- practice transformation.

Requirements

Tools/Equipment/Machines

A Working PC with Internet Connection - 1 No.
 Ac

Adobe Photoshop

- 1 No.

PROCEDURE

TASK 1: Practice color theme

• This option controls the overall color of Photoshop's interface. In this case, "color" just means different shades of gray. Adobe gives us four different color themes to choose from. Each theme is represented by a swatch. The default color theme is the second swatch from the left: (Fig 1)



• The Color Theme swatches. (Fig 2)



- The default color theme in Photoshop CC.
- To choose a different color theme, click on its swatch. There's one theme that's darker than the default and two that are lighter. I'll choose the lightest of the four themes. Notice that the theme also controls the color of Photoshop's dialog boxes: (Fig 3)
- Choosing the lightest color theme.
- And here we see that Photoshop's interface is now much lighter. Adobe's idea behind the darker theme was that it's less intrusive, allowing us to focus more easily on our images. Personally, I agree, which is

why I stick with the default theme. But some people prefer the lighter interface. Choose the theme you're most comfortable with. You can change Photoshop's color theme in the Preferences at any time: (Fig 4)





• The lightest of the four interface color themes.

Highlight Color

- In Photoshop CC, Adobe added a new Highlight Color option to the Interface preferences. This option is not available in CS6. "Highlight Color" refers to the color Photoshop uses to highlight the currentlyselected layer in the Layers panel: (Fig 5)
- The Highlight Color option in the Interface preferences.
- By default, the highlight color is a shade of gray which matches the overall color theme. Here, we see Photoshop's Layers panel with the Background

layer highlighted in the default gray. We'll be learning all about layers in our Photoshop Layers section: (Fig 6)



TASK 2: Practice Auto-Show Hidden Panels

- Let you to hide and show all your panels by hitting the Tab key
- Right-click (Windows) on the top of any panel, and choose Auto-Show Hidden Panels, then, when you hide the panels. (Fig 9)
- (Window > Application Frame), you'll need to slam your mouse into the right or left side of the screen to make the vertical gray bar appear.

- The Layers panel showing the gray highlight color.
- The other highlight color we can choose is blue: (Fig 7)



- Changing the highlight color to blue.
- And now, we see that my Background layer is highlighted in blue. I prefer the default gray because again, it's less intrusive. Like the color theme, you can change the highlight color, along with any of Photoshop's Preferences, at any time: (Fig 8)



The Layers panel after changing the highlight color to blue.



TASK 3: Practice Show tool tips

 Tool Tips enabled (which they are by default), hovering your mouse cursor over a tool in the Toolbar pops up the name of the tool along with its handy keyboard shortcut. Here's what a traditional Tool Tip looks like as I hover my cursor over the Move Tool: (Figs 10 & 11)

Practice To Disable Rich Tool Tips

 The option for turning Rich Tool Tips on and off is found in the Photoshop Preferences. On a Windows PC, go up to the Edit menu in the Menu Bar, choose Preferences, and then choose Tools. (Fig 12)

Fig 10	
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	Fig 10



TASK 4: Practice Enable Text drop shadow

- Enable Text Drop Shadows. Select to have text drop shadows on panel labels.
- Enable Text Drop Shadows if selected, panel labels will have text with shadows. (Fig 14)
- Interface preferences also allow you to use gestures with a tablet and pen, show descriptive labels when your cursor is placed over an option, automatically collapse icon panels when you click away, remember panel locations for the next use, and enable text drop shadows.

 In the Tools preferences, to turn Rich Tool Tips off and switch back to the traditional Tool Tips, simply uncheck the Use Rich Tooltips option. Then, click OK to close the Preferences dialog box. The next time you hover your mouse cursor over a tool in the Toolbar, you'll be see the normal Tool Tip (Fig 13)



• Toggle Rich Tool Tips on and off using the "Use Rich Tooltips" option in the Preferences.

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TASK 5: Practice Transformation

- Show Transformation Values When dragging the transformation handles, the transformation values appear at the top right of your cursor.
- Preferences > Tools > Show Transformation Values (Never, Top Left, Top Right, Bottom Left, Bottom Right).
- Open new document.
- Draw a rectangle box. (Fig 15)



• Click Edit menu – Preference – Tools. (Fig 16)



 Open preference setting dialogue box click tools – show transformation values – click Never (Fig 17)



 Open preference setting dialogue box click tools

 show transformation values – click bottom left (Fig 18)

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Preferences		>
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 Show transformation values – display bottom left corner. (Fig 19)

Fig 19	
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Practice to use frames, interactive zoom, layer mask and switch lasso tool in photoshop

Objectives: At the end of this exercise you shall be able to

- practice frames
- practice interactive zoom features
- practice layer mask
- practice switch lasso tool.

Requirements

Tools/Equipment/Machines

• A Working PC with Internet Connection - 1 No.

Adobe Photoshop

- 1 No.

PROCEDURE

TASK 1: Practice Frames

 Open the image and Choose Layer > New > Layer from Background and, in the dialog box that appears, click OK. (Fig 1)



- Choose Image > Canvas Size, make sure the Relative checkbox is selected, and type the number of pixels to add around the image. Each number is split between edges, so entering 200 pixels in each field results in a border width of 100 pixels. Also ensure that the Anchor is set to the center square, and then click OK. (Fig 2)
- To create the border, click the Create a New Fill or Adjustment Layer button in the Layers panel and choose Solid Color. In the dialog box, set the color as white and click OK. (Fig 3)
- Send the border color to the back. Drag the new color fill layer below the image layer in the Layers panel. (Fig 4)





To change the border color, double-click the color swatch in the adjustment layer and select a new color. (Fig 5)





TASK 2: Practice Interactive Zoom Features

• Magnify or reduce the view of your image with the Zoom tool. (Fig 6)



TASK 3: Practice Layer masking

1 Select the two images you want to mask and arrange them in two separate layers. (Fig 7)



- 1 Select the Zoom tool \checkmark from the toolbar.
- 2 In the tool options bar, choose the **Zoom In**



option to magnify your view or the **Zoom Out** option to reduce the image view.

- 3 Click the area you want to zoom in or out in your image. Each click magnifies or reduces the image to the next preset percentage and centers the display around the point you click.
- 4 In the tool options bar, you can select from these zoom options and set a zoom percentage: **Resize Windows to Fit, Zoom All Windows, Scrubbly Zoom, Fit Screen, and Fill Screen.**
- 2 Select a layer in the Layers panel and click the 'Add layer mask' button at the bottom of the panel. A white layer mask thumbnail will appear on the selected layer, revealing everything on the selected layer. (Fig 8)

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3 Click on the layer with the tree and use the Magic Wand Tool it is select the tree silhouette. There should be a dashed white line to indicate the selection. (Fig 9)



4 Now, the aim is to replace the silhouette of the tree with the image of the earth, therefore the layer with the mask needs to be concealed. To do this click on the layer mask again and use the Paint Bucket Tool

and paint the selection black. Ensure that

the FOREGROUND colour is BLACK.



5 You have successfully applied your first layer mask! The resulting image should look like this: (Fig 11)



- 6 Save the image in .psd or .tiff format to retain the layers and layer mask for future editing.
- 7 The masking tool can be applied to many layers. Simply, create new layers and then use steps 1-4 to create you layer mask.

TASK 4: Switch Lasso Tool

1 If you are working with the Magnetic Lasso tool and need to access the Polygonal Lasso tool, pressand-hold the Option (PC: Alt) key and click. That will automatically switch you to the Polygonal Lasso tool. UPDATE: Dave Cross just ran in and added a variation to this: if you press-and-hold the Option (PC: Alt) key and click-and-drag, it will turn into the regular Lasso tool (Fig 12)



Practice creating, zooming, adjusting photoshop images

Objectives: At the end of this exercise you shall be able to

- practice creating, zooming, adjusting and panning
- practice ruler, guides and grids.

Requirements

Tools/Equipment/Machines

- A Working PC with Internet Connection 1 No.
- Adobe Photoshop

- 1 No.

PROCEDURE

TASK 1: Creating, zooming, adjusting

Creating

File - Create a new document - Ctrl+ N (Fig 1)



• Open new document (Fig 2)



Zooming

• The Zoom feature allows you to essentially get a closer look and magnify your image, without resizing it. It is like looking at your image through a microscope. When you zoom in, you can better see changes that you have made.

• The two snapshots below show an image before and after we zoomed in. (Figs 3 & 3a)



Adjusting Color

Select the image. (Fig 4)



- The Adjustments panel makes it easier than ever for you to adjust color in your images.
- The Adjustments panel is open by default in the lower right-hand side of your workspace. (Fig 5)
- Adjust brightness & contrast option.(Fig 6)
- To return to the other options on the Adjustments panel and exit out of Brightness and Contrast, click the on the bottom left of the panel.

Panning (Hand tool)

 Panning an image is a different than zooming in on an image. Panning an image means moving the image to get a better look at different aspects. This is especially helpful with large image files.



Fig 6



TASK 2: Practice Ruler, Guides and Grids

Rulers

 Rulers appear along the top and left sides of the document window, or where your image appears. To use the rulers, go to View>Rulers. (Fig 8)



- These rulers will help you scale images, position graphics, and position selections. They will be especially useful when you are putting text with a photo, (such as with a greeting card), and want to make sure that you perfectly align the text with the image. They can also be helpful when you are going to place two images in one document.
- The ruler units start at zero and go up from left to right, then from top to bottom, at the point where the two rulers intersect.
- To move the zero point, first place your pointer over the crosshairs in the upper left corner of where the rulers intersect.
- Drag the zero point to where you want the new zero point to begin. A line will appear across the image to help you set the point exactly where you want it. (Fig 9)

 To pan an image, click on the Hand Tool in the bottom section of the Toolbox. Drag your mouse to pan over the image. If you are using another tool, but need to pan the image while you use it, press and hold down the space bar as you drag your mouse. (Fig 7)



Fig 9

Release to set the new zero point.

Guides

- Guides are a lot like rulers. The big difference is that you do not use them to measure. Instead, you use them to align different aspects of your image such as text, layers, etc.
- To use guides, go to View>Show>Guides.
- You will see the vertical guide on the left side of your document area, or the area where the image appears. (Fig 10)
- You can click on the line, then drag and drop it over your image. (Figs 11 & 12)
- You could use the intersections of the horizontal and vertical guides to place graphics as well.
- To remove a guide, simply drag it off the image, or go to View>Show>Guides and remove the check mark beside the option.



Fig 11



Fig 12



Grids

- Grids are non-printable, which means that you can use a grid, leave it in your image, but when you print or save the image, it will not appear to anyone who views it outside of Photoshop. It appears as an overlay. You use a grid to position items, or to keep symmetry in your design.
- To use the grid, go to View>Show>Grid.
- Below is a snapshot of a grid on an image. (Fig 13)



Exercise 1.8.79

- 1 No.

Compare different pallets for adjusting color

Objectives: At the end of this exercise you shall be able to **practice different pallets for adjusting colour.**

Requirements

Tools/Equipment/Machines

• A Working PC with Internet Connection - 1 No.

PROCEDURE

TASK 1: Practice different pallets for adjusting colour

Brightness/Contrast

 Brightness/Contrast makes adjustments to the tonal range of your image. The brightness slider is for adjusting the highlights in your image and the Contrast slider is for adjusting the shadows in your image. (Fig 1)



Levels

 Levels modify the tonal values in an image by adjusting the levels of the shadows, midtones, and highlights. It's one of the most used tools in the adjustment layer panel, and using just a touch of levels will go a long way in correcting your images. (Fig 2)



Curves

 Curves let you adjust as many points as you want throughout the entire tonal range of your image, and is the most powerful and precise tool for editing the tones in an image. When you click on the curves adjustment, a diagonal line on a graph appears (left) which represents your image's tonal range. The x-axis represents the original values in the image, while the y-axis represents the new adjusted values. Along each axis, you can see that there's strip that's a gradient from black to white, representing the tonal range of the image. (Fig 3)

Adobe Photoshop



Exposure

 Exposure lets you adjust exposure levels with three sliders: Exposure, Offset and Gamma. Exposure will adjust only the highlights of the image, Offset adjusts the mid tones and Gamma will adjust the dark tones only. (Fig 4)

Vibrance

 This adjustment layer modifies the vibrance of an image in two ways. The Saturation slider evenly increases the saturation of all the colors in the image. The Vibrance slider modifies the level of saturation of all the colors too but more selectively, focusing on the least saturated colors and avoiding over saturation of skin tones.(Fig 5)



Fig 5

Hue/Saturation

• Hue/Saturation lets you adjust the hue, saturation, and lightness of your entire image or in a specific range of colors in your image. (Fig 6)



Invert

• The Invert adjustment layer makes a photo negative effect by inverting the colors of your image.(Fig 7)



IT & ITES : DTPO (NSQF - Revised 2022) - Exercise 1.8.79

Manipulate different shapes

Objectives: At the end of this exercise you shall be able to **practice different shapes.**

Requirements

Tools/Equipment/Machines

- A Working PC with Internet Connection 1 No.
- Adobe Photoshop

- 1 No.

PROCEDURE

TASK 1: Practice different Shapes

Select a shape tool : Select toolbar, click and hold the Shape tool () group icon to bring up the various shape tool options — Rectangle, Ellipse, Triangle, Polygon, Line, and Custom Shape. Select a tool for the shape you want to draw. (Fig 1)



- **Mode:** Set a mode for your Shape tool Shape, Path, and Pixels.
- Fill: Choose a color to fill your shape.
- **Stroke:** Choose the color, width, and type of your shape stroke.
- **W&H:** Manually set the width and height of your shape.
- **Path operations:** Use path operations to set the way your shapes interact with each other.
- **Path alignment:** Use path alignment to align and distribute your shape components.
- **Path arrangement:** Use path arrangement to set the stacking order of shapes you create.
- Additional shape and path options: Click the gear (2) icon to access additional shape and path options to set attributes such as width and color of the onscreen display of your path, and constrain options while drawing shapes. (Figs 2 & 3)



Custom shape tool

• Select the Custom Shape tool. (Fig 4)



- Make sure the tool is set on "Shape". Open the Shape dropdown menu. (Fig 5)
- Pick a shape and click and drag anywhere in your workspace to add the custom shape. Hold the Shift key to constrain proportions. (Fig 6)



- 1 No.

Operate Photoshop tools

Objectives: At the end of this exercise you shall be able to

- practice magic wand tool
- practice lasso tool
- practice warp tool
- practice symbol option in brush tool
- practice dodge tool
- practice burn tool
- practice sponge tool
- practice clone stamp tool.

Requirements

Tools/Equipment/Machines

• A Working PC with Internet Connection - 1 No.

PROCEDURE

TASK 1: Practice magic wand tool

Use the Magic Wand tool to quickly select an object you want to isolate (Fig 1)



Select the Magic Wand tool (W).

Adobe Photoshop

- In the tool options bar, specify a selection option: New Selection, Add to Selection, Subtract from Selection, or Intersect with Selection.
- Move the pointer in your canvas and click the color in the image that you want to select.
- In the options bar, set the following Tolerance, Anti-aliased, and Sample All Layers options.
- Uncheck Contiguous if you want to select nonadjacent areas of similar color.

TASK 2: Practice Lasso tool

 There are three different types of Lasso Tool in Photoshop that help to make the selection process much easier. All of these tools can be found within the Lasso Tool option or by pressing L on your keyboard. You can hold Shift + L to cycle through each of these tools automatically. (Figs 2-7)









TASK 3: Practice Warp tool

- Open image on photoshop
- Go to Edit > Transform > Warp. (Fig 8)



• Go to Edit > Free Transform. (Fig 9)



• Click the Warp icon in the Options Bar: (Fig 10)



- Choose the Warp command, Photoshop places the default Warp box around the layer's contents: (Figs 11 & 12)
- Clicking and dragging inside the Warp box.
- You can drag the control point in each corner of the box: (Fig 13)
- Click and drag either of the control handles that extend out from each corner point: (Fig 14)





• Clicking and dragging the control handles.





TASK 4: Practice Sprayer option in Brush tool

• Select Brush tool (Fig 15)



• Select the Brush tool, then go to the brush palette and click any style. (Fig 16)



• Then you can choose flow and opacity (Fig 17).



TASK 5: Practice Dodge tool

- 1 Select the Dodge tool (O).
- 2 Use the Options bar to customize tool settings, like brush size, range, and exposure, to get the effect you want.
- 3 Drag over the part of the image you want to lighten. (Fig 18)



TASK 6: Practice Burn Tool

- Select the Burn tool
- Choose a brush tip and set the brush options in the options bar.
- In the options bar, set options for Range, Exposure, Airbrush and Protect Tones.
- Paint over the parts of the image that you want to darken. (Fig 19)



TASK 7: Practice Sponge Tool

- Select the Sponge tool.
- Choose your sponge settings Size, Flow, and Hardness.
- Next, tap on the three-dot icon to go to Sponge settings and make selections for Mode (Saturate/ Desaturate), Angle, and Roundness.
- Saturate intensifies the color saturation.
- Desaturate unsaturates the color. (Figs 20)



TASK 8: Practice Clone stamp tool

- 1 Make sure the correct layer is selected in the Layers panel.
- 2 Select the Clone Stamp 💵 icon from the toolbar.
- 3 Move your cursor over the area you want to clone.
- 4 Select the area using Alt+Left Click in Windows, or Option+Click in macOS.
- 5 Choose the correct brush size using the square bracket keys ([]).
- 6 Paint over the desired area by clicking and dragging with the brush. (Figs 21 23)






IT & ITES DTPO - Adobe Photoshop

Practice editing, selection and deselecting object

Objectives: At the end of this exercise you shall be able to **practice editing, selection and deselecting object.**

Requirements

Tools/Equipment/Machines

• A Working PC with Internet Connection - 1 No.

PROCEDURE

TASK 1: Practice Editing Selection and Deselecting object

Select the image

• Open image in photoshop (Fig 1).



 You can combine selections made with the marquee tools, the lasso tools, the Magic Wand tool, and/or the Quick Selection tool. Each of these tools has options for combining selections in its Options bar. (Fig 2)



D Intersect With

- B Add to a selection, click the Add to selection icon in the Options bar, or press the Shift key on the keyboard as you make another selection. (Fig 3)
- C Subtract from a selection, click the Subtract from selection icon in the Options bar, or press the Option key (MacOS) or Alt key (Windows) as you select an area you want to remove from the selection. (Fig 4)
- D Intersecting selection, click the Intersect with selection in the Options bar, or press the Option + Shift keys (MacOS) or Alt + Shift keys (Windows) as you select an intersecting area. (Figs 5 & 6)



Adobe Photoshop





Deselect Image

- Deselect an area in Photoshop is to use an option from the right-click menu. (Fig 7)
- Right-click the selected area on your photo, and from the menu that opens, select "Deselect." (Fig 8)
- And Photoshop will clear your selection.

- 1 No.



IT & ITES DTPO - Adobe Photoshop

Perform Layer Style operation in Photoshop

Objectives: At the end of this exercise you shall be able to

- practice with pre-set in layer style
- practice custom layer style
- creating image using the layer mask.

Requirements

Tools/Equipment/Machines

- A Working PC with Internet Connection 1 No.
- Adobe Photoshop

- 1 No.

PROCEDURE

TASK 1: Practice with pre-set in Layer Style

1 Choose Window > Styles. (Fig 1)



• click one of the layer style in the folder (Fig 2).

• The style is instantly applied to your selected layer (Fig 3).



EFFECTS

TASK 2: Practice Custom layer style

- A layer style is created by adding multiple layer effects together. Adding a Bevel & Emboss effect will indent the text, which will help the other effects look more realistic.
- The essential options to look at here are the Depth and the Contour options. Adjusting the Depth will adjust how far the effect will go within the design. Picking the right contour can be important for creating rich reflections in more complex shapes in your design. (Fig 4)



Inner Glow (Fig 6)

Gradient Overlay

• Open up the Gradient Drop-Down Menu to see all your options. (Figs 7 -9)





TASK 3: Creating Image Using the Layer Mask

- · Create a New Layer over a background.
- Create a shape using the Shape Tool. (Fig 12)



- Click on the Add Layer Mask button found at the bottom of the Layers panel, right in the middle. The icon is of a square with a circle in the middle.
- A white box will appear next to your layer icon. (Fig 13)
- Click the layer mask, the white box that appeared, to make sure it's active. Now, with a Brush set to black, you can mask out any part of that shape. (Fig 14)
- You can then mask things back in using the color white! Remember, nothing is ever really gone. (Fig 15)
- You use black to erase and white to recover. You can even use shades of gray; the darker the gray, the more it will erase.



Pattern Overlay (Fig 11)









 Created some star-shaped selections and then masked them out with a black brush. (Fig 16)



 Move layer around, your mask will follow and stay attached, indicated by the Chain Link icon located between the layer and layer mask icons. Can also Unlink the layer and the layer mask, allowing you to move the layer and layer mask around independently, depending on which one you have active. (Fig 17)

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	• Shape 1
	• Background

- Finally, if for any reason you want to permanently apply your layer mask, you can Right-Click > Apply Layer Mask on your layer mask.
- Once a layer mask is applied, whatever is masked out will become permanently deleted, the layer will turn back into a standard rasterized layer, and you are free to add a new layer mask.

IT & ITES DTPO - CorelDraw

Practice Workspace Managing in CorelDraw

Objectives: At the end of this exercise you shall be able to

- practice Workspace
- practice Tool Bar
- creating new Tool Bar.

Requirements

Tools/Equipments/Instruments

 Personal Computer with latest windows Software CorelDraw Graphics Suit

PROCEDURE

TASK 1 : Practice workspace

- Click the Finder icon in the Dock, and click Applications in the Finder sidebar.
- Click CoreIDRAW Graphics Suite, then double-click the app icon.

Selecting workspace

CoreIDRAW contains specialized workspaces collection that is created to help us increase our productivity. The essential workspaces are described as follows:

Lite: The lite workspace creates the most widely used tools of CorelDRAW and aspects more accessible. When we are new for CorelDRAW, this workspace is specific for get started.

Default: The default workspace was redesigned for facilitating the more intuitive tools and controls placement.

Classic: These workspaces are almost ideal for a default CorelDRAW X6 workspace. The classic workspace is more suitable for an experienced user of CorelDRAW who is appearing for the seamless transition for the latest environment inside CorelDRAW X7. Various workspace components have been utilized for the streamlined workflow.



Creating a New Workspace:-

 Go to Tools > Customization. Inside this option's dialog box, we will see a Customization division inside the left side menu. It is where we control what kinds of toolbars are shown. We will also add Commands (buttons) to the Command Bar (toolbar).

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Fig 3	Options	×
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- Click on **Workspace** on the left column's top
- Click on **New** for newer workspace creation
- Enter the description and name, after that click **OK**.

Workspace Overview

- 1 **Toolbox:** A toolbox can be defined as the docked bar along with various tools for modifying objects, filling, and creating inside a drawing.
- 2 **Title bar:** A title bar can be defined as an area showing the latest selected drawing title.
- 3 **Document tab:** A tab can be used to display all the open documents to permit us to move among the documents quickly.
- 4 **Menu bar:** A menu bar can be defined as an area containing various menu options for pull-down.

- 5 **Drawing page:** It can be represented as a rectangle area in a drawing window. The drawing page is any printable space for our workplace.
- 6 **Color palette:** A color palette can be depicted as the docker bar which includes the color swatches.



Property bar

A property bar shows the most widely used operations that are connected to an active task or tool we are performing. However, it appears like any toolbox, the content of a property bar modifies depending on any task or tool.

For example, if we click on a Text tool inside a toolbox, and a property bar shows the text relevant commands.

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It depicts by default, includes controls and buttons that are some shortcuts to various menu commands. Besides, CoreIDRAW contains other toolbars for unique tasks.

There are some other essential toolbars which are discussed as follows:

Text: It contains various commands to align and format the text.

Zoom: It contains various commands to zoom out and in of the drawing page through describing the original view's percentage, click on the Zoom tool, choose the page view. Internet: It contains the commands for web relevant tools to create publishing and rollovers to the internet.

Print merge: It contains the commands to print the merge elements that combine the text along with the drawing like loading and creating data files, inserting fields of a print merge and making data fields to variable text.

Transform: It contains the commands for mirroring, rotating, and skewing objects.

Macros: It contains the commands for running, testing, and editing macros.

Status bar

A status bar shows the information about the selected objects (like cursor position, outline, fill type, color, and some other relevant commands). The status bar shows the information of document color, like color profile status and document color profile.

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TASK 2: Practice Tool Bar

Docking our Toolbar

We can dock our toolbar inside the Property Bar on the interface top.

Click on our newer toolbar's name

TASK 3 : Creating a New Toolbar





2 Then under Customization>Command Bars



- Hold down our mouse key, drag it on Property Bar
- The shaded grey place will illustrate, and we can leave our toolbar there
- 3 Customize and rename your custom command bar or toolbar then press OK.



4 To add tools on your custom toolbar, press and hold **ALT** key then go to the tool. Select it (Press the left mouse button while still holding on the ALT key), then drag and drop it to your custom toolbar.



5 You can add multiple toolbar and add multiple tools.

Fig 12		
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IT & ITES DTPO - CorelDraw

Practice Function of lines, Shapes, Curves and outline in CorelDraw

Objectives: At the end of this exercise you shall be able to

- practice Different lines Tool and Shapes Tool
- practice Curves and Outlines.

Requirements

Tools/Equipments/Instruments

 Personal Computer with latest windows Software CorelDraw Graphics Suit

PROCEDURE

TASK 1 : Practice Different Lines Tool and Shapes

Creating lines

The lines are the path among two points. A line can combine of several segments the segment of a line can be straight and curved.

• Polyline and Freehand Tools

When we were sketching over any sketchpad, the polyline and freehand tools let us create the freehand lines. We can immediately erase an unwanted part and continue creating. To create segments or straight lines, we can constraint them for horizontal and vertical straight lines.

To draw any line with Freehand tool

· Within the toolbox, press the Freehand



To draw any line with Polyline tool

• Within the toolbox, press the Polyline

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• Pen and Bezier Tools

The pen and Bezier tool lets us create the lines single segment at one time thru positioning every node along with controlling and precision every curved segment's shape. We can preview a line segment we are creating if using any pen tool.



B-spline Tool

With control points, we can shape the curved lines easily and create the B-splines. The control points do not let us to describe the points from which the curve passes if we wish to align the curve along with some other drawing components.

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To draw the preset line

- 1 Within the toolbox, press the Artistic media
- 2 Press the **Preset** button over the property bar.
- 3 Select the preset line through the **Preset stroke** list box.
- 4 Move until a line is a shape we wish.





Create Shapes

Rectangle

• Toolbox, press the **Rectangle** Drag this tool inside the drawing window and draw the shape we wish.





Square

• Press the **Rectangle** Hold down the **Ctrl** button, and drag this tool inside the drawing window and draw the shape we wish.



• Press the **Ellipse** Hold down the **Ctrl** button, and release the mouse button when we have a circle shape we wish.



Creating stars and polygons

 Press the **Polygon** tool, drag the mouse button inside the drawing window, and release it when we get the polygon shape we wish.



Draw the stars

• Press the **Star** tool, drag the mouse button inside the drawing window, and release it when we get the polygon shape we wish.



Creating spirals

1 Press the Spiral



2 Fill the value inside the **Spiral revolutions** box over the property bar.



- 3 Over the property bar, press anyone button:
 - Symmetrical spiral

Logarithmic spiral



4 Drag diagonally inside the drawing window and release the button when we get required size.



Creating grids

1 Press the Graph paper

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2 Fill the value inside the bottom and top proportions of **Columns and rows** box over the property bar.

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- 3 Point to the place we wish the grid to display.
- 4 Draw diagonally for drawing the grid.



To draw the predefined shapes

- 1 Press anyone:
 - Basic shapes
 - Flowchart shapes
 - Arrows shapes
 - Callout shapes
 - Banner shapes



2 Open the **Perfect Shapes** picker over the property bar, and press on any shape.

Fig 21		
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3 Drag inside the drawing window and release the button when we get the perfect size.



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TASK 2: Practice Curves and Outlines

Curves

A **curve** is an object that follows a specific path which gives it its defining shape. A curve can be a straight line, an open curved line, or a closed, multi-segment path. Every curve has nodes, which can be displayed and manipulated with the **Shape** tool.

 The 3-Point Curve tool in CorelDRAW lets you draw simple curved lines by specifying the object width and height. Use this tool to create arc shapes, and circular and symmetrical curves quickly, without manipulating nodes.



- 1 Using the **3-Point Curve** tool, click where you want to start the curve, and drag to where you want the curve to end.
- 2 Release the mouse button, and click to set the height of the curve.



- To draw a symmetrical curve, hold down **Shift**, and click to set the height.
- To draw a circular curve, hold down **Ctrl**, and click to set the height.



Creating Curves

Double-clicking the **Bezier** icon opens the options for this tool, which also apply to **Freehand**. Adjust corners and straight lines, and control auto-join.



The **Pen** tool is similar to **Bezier** but has the **Preview** mode option. With preview, you can see how the segment will look before you draw it.



• **B Spline** tool enables you to draw smooth curves, by setting control points that shape the curve without breaking it into segments. By default, the nodes aren't on the curve itself. But if you press the V key while clicking points, you'll create straight segments. Double-clicking ends the curve.



• **3 Point Curve** tool is great for drawing arcs without worrying about node control handles. Click and drag between the start and end points, then move the mouse and click the third point.



Outline

The defaults outline and line properties for every newly created object that we draw are listed below:

- An outline connected to the size of an object.
- An outline used on the top of the object's fill.
- No arrowheads used
- Centered outline
- Line cap and square corner styles
- Solid line
- Black color
- Hairline width

Outline and line settings

- 1 Choose the object.
- 2 Press Window > Dockers > Object properties.
- 3 Within the **Outline** section, fill the value inside the **width**

When an **Outline** section is not shown, press **Outline**.

- 4 Open color picker, and press any color.
- 5 Select the line style through the **Style**.



IT & ITES DTPO - CorelDraw

Practice Objects and Nodes

Objectives: At the end of this exercise you shall be able to

- practice Object
- practice Nodes.

Requirements

Tools/Equipments/Instruments

- Personal Computer with latest windows Software
- PROCEDURE

TASK 1 : Practice Object

To choose the object

• Press the Pick tool, and press an object.



To choose multiple objects

• Press the **Pick** tool, keep pressing **Shift**, and press on all the objects that we wish to choose.



Copy or cut the object

- 1 Choose an object.
- 2 Press Edit, and press any one from the following:
 - Copy
 - Cut



Paste the object

• Press Edit > Paste.

CorelDraw Graphics Suit

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Duplicate the object

- 1 Choose an object.
- 2 Press Edit > Duplicate.



Scale or size an object

• Drag the handle of corner selection.



TASK 2 : Practice nodes

Change the nodes on a curve object to one of three types: cusp, smooth, and symmetrical. The control handles of each node type behave differently.



- Click the Shape tool.
- Click a node.

Skewing: enables us to slant the object to only one side.

To skew an object

• Press on the object for showing the skew handles, and then Drag the skew handle.

Stretching: It enables us to modify the width and height of the object non-proportionally.



- On the property bar, click one of the following buttons:
 - a Cusp node 🎢
 - b Smooth node 7
 - c Symmetrical node
- Drag the node's control handles.
- Cusp nodes let you create sharp transitions, such as corners or sharp angles, in a curve object. You can move the control handles in a cusp node independently of one another, changing only the line on one side of the node.



 Smooth nodes, the lines passing through the node take on the shape of a curve, producing smooth transitions between line segments. The control handles of a smooth node are always directly opposite one another, but they may be at different distances from the node.



Symmetrical nodes are similar to smooth nodes. They create a smooth transition between line segments, but they also let you give lines on both sides of a node the same curve appearance. The control handles of symmetrical nodes are directly opposite each other and at an equal distance from the node.



IT & ITES DTPO - CorelDraw

Practice Colour Management and other Filling Special Effect

Objectives: At the end of this exercise you shall be able to

- practice with Colour Management
- · practice to Filling of Object
- practice Transparency filling
- practice Special Effect.

Requirements

Tools/Equipments/Instruments

Personal Computer with latest . windows Software

CorelDraw Graphics Suit

PROCEDURE

Fig 1

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TASK 1 : Practice with Colour Management

CorelDRAW contains two essential color management settings types: document color setting and default settings to color management. Default settings to color management can control any new document's colors. Document color settings can affect an active document's colors only.

To modify any default color profiles

Text Table Tools Window Help 差 Options...

Customization...

Crea<u>t</u>e

Macros

Save Settings as Default

Color Management

Press Tools > Color management > Default 1 settings.

Ctrl+1

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Snap To 🔻

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Default Settings

Document Settings.

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- 2 Within the **Default color settings** area, select any color profile through the below list boxes:
 - RGB: It defines the RGB (Red Green Blue) colors within the untagged and new documents.
 - CMYK: It defines the CMYK (Cyan Magenta Yellow Black) colors within the untagged and new documents.
 - Grayscale: It defines the grayscale colors within the untagged and new documents.

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Sector Contraction	cription scale colors ar k and prevents	e mapped to the CMYK black cha the waste of cyan, magenta, and	nnel. This option e yellow inks during	isures that gray colors print as shades of printing.	
				OK Cancel Help	

To view document color settings

 Press Tools > Color management > Document settings.

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	Color Management Default Settings
<u>΄</u>	Create Document Settings
	Macros

- 3 Within the Edit document color settings space, enable the option, i.e., Assign different color profiles.
- 4 Select color profiles through the **Grayscale**, **CMYK**, and **RGB** list box.

TASK 2: Practice to Filling of Object

Using uniform fills

Uniform fill is a solid color. Select applying color palettes and color models.

- 1 Choose the object.
- 2 Press any color over a color palette.



 If we wish to mix the colors inside the uniform fill, click Ctrl, and press other colors over a color palette.

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Color prof	iles			
	Assign	different color profiles		
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CMYK:	U.S. Web	Coated (SWOP) v2		~
CMYK: Grayscale:	U.S. Web Dot Gain	Coated (SWOP) v2 20%		~
CMYK: Grayscale: Primary colu	U.S. Web Dot Gain or mode:	Coated (SWOP) v2 20% CMYK	~	~

- 5 Click Ok. Use the New Colour Profiles
 - · Select the uniform fill through pressing
 - a Uniform fill inside the Object property's Fill section docker
 - b Interactive fill inside a toolbox and press the Uniform fill over property bar





Fountain fills

Fill an object with a gradient of colors or shades



Pattern fills

Apply a preset pattern fill to an object or create a custom pattern fill.





Using texture fills

Apply a preset Texture fills to an object or create the illusion of a variety of textures, such as water, clouds and stone.



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Using PostScript fills

Apply an intricate PostScript texture fill to an object.



TASK 3: Practice Transparency Tool

Apply a transparency to an object, make the objects beneath it partially visible. Apply transparencies using the same kind of fills you apply to objects; that is, uniform, fountain, texture, and pattern.

- 1 Select an object.
- $2 \quad \text{In the toolbox, click the $$Transparency$ tool} \ .$
- 3 On the property bar, choose **Uniform** from the **Transparency type** list box.
- 4 Type a value in the **Starting transparency** box on the property bar, and press **Enter**.
- TASK 4: Practice Special Effects

Applying special effects in bitmaps



• Click a color on the color palette to apply a color to the transparency.



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ii Iir	Edit Bitmap Crop Bitmap Bitmap Color <u>Mask</u> Resample Moge Inflate Bitmap	
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	2D Effects Art Strokes Blur Camera Color Transform Cgntour Creatige Distort Noise Sharpen Plun-Int	

Apply a wide range of special effects to **bitmaps**, such as three-dimensional (3D) and artistic effects

3D Effects	Lets you create the illusion of depth. Effects include Emboss, Page Curl, and Perspective.
Art Strokes	Lets you apply hand-painted techniques. Effects include Crayon, Impressionist, Pastels, Watercolor, and Pen & Ink.
Blur	Lets you blur an image to simulate movement, speckling, or gradual change. Effects include Gaussian Blur, Motion Blur, and Zoom.
Camera	Lets you simulate the effect produced by a diffusion lens
Color Transform	Lets you create photographic illusions by using color reduction and replacements. Effects include Halftone, Psychedelic, and Solarize.
Contour	Lets you highlight and enhance the edges of an image. Effects include Edge Detect and Trace Contour.
Creative	Lets you apply various textures and shapes to an image. Effects include Fabric, Glass Block, Crystallize, Vortex, and Stained Glass.
Distort	Lets you distort image surfaces. Effects include Ripple, Blocks, Swirl, and Tile.
Noise	Lets you modify the graininess of an image. Effects include Add Noise, Remove Moire, and Remove Noise.
Sharpen	Lets you add a sharpening effect to focus and enhance edges. Effects include Adaptive Unsharp, High Pass, and Unsharp Mask.
Plug-ins	Lets you use a third-party filter to apply effects to bitmaps in CorelDRAW. An installed plug-in appears at the bottom of the Bitmaps menu.

Applying special effects in objects

Drop shadows creation

1 Toolbox, press the Drop shadow



- 2 Press any object.
- 3 Drag the object from the side or center of this object until drop shadow will be the size we wish.



4 Describe an attribute over the property bar.

Blend Tool

Creating a Progression of intermediate objects and colours.



Contour Tool

Apply a series of concentric shapes that radiate into out of an object.



Distort Tool

Transform objects by applying Push and Pull,Zipper or Twister effects.



Envelope Tool

Change the shape of an object by applying and dragging the nodes of an envelope



Extrude Tool

Apply 3D effects to objects to create the illusion of depth.



IT & ITES **DTPO - CorelDraw**

Practice Tool Panel and Color Schems

Objectives: At the end of this exercise you shall be able to

- practice Tool Panels
- practice Colour Panel.

Requirements

Tools/Equipments/Instruments

• Personal Computer with latest windows Software

• CorelDraw Graphics Suit

PROCEDURE

TASK 1 : Practice Tool Panels

Pick tool

A	The Pick tool lets you select, size, skew, and rotate objects.	
	The Freehand pick tool lets you select objects by using a freehand selection marquee.	
Shape edi	t tools	

Shape edit tools

(ب	The Shape tool lets you edit the shape of objects.	
0	The Smudge brush tool lets you distort a vector object by dragging along its outline.	S S S S S S S S S S S S S S S S S S S

N.	The Roughen brush tool lets you distort the outline of a vector object by dragging along the outline.	
€ ÷	The Free Transform tool lets you transform an object by using the Free rotation, Free angle reflection, Free scale, and Free skew tools.	+
∑>	The Smear tool lets you shape an object by pulling extensions or making indents along its outline.	
0	The Twirl tool lets you create swirl effects by dragging along the edge of objects.	
: >	The Attract tool lets you shape objects by attracting nodes to the cursor.	
Crop tools	The Repel tool lets you shape objects by pushing away nodes from the cursor.	
•		

The Crop tool lets you remove unwanted areas in objects.

Ħ	The Knife tool lets you cut through objects.	7000
€ [¶]	The Eraser tool lets you remove areas of your drawing.	
Ŀ A	The Virtual segment delete tool lets you delete portions of objects that are between intersections.	

Zoom tools

	The Zoom tool lets you change the magnification level in the drawing window.	
	The Pan tool lets you control which part of the drawing is visible in the drawing window.	
Curve too	ls	

Curve tools

-'-'-'~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	The Freehand tool lets you draw single line segments and curves.	D

	The 2-point line tool lets you draw a straight two-point line segment.	
[*] ¤~,	The Bézier tool lets you draw curves one segment at a time.	
ు	The Artistic media tool provides access to the Brush , Sprayer, Calligraphic , and Pressure tools.	
	The Pen tool lets you draw curves one segment at a time.	
, a	The B-spline tool lets you draw curved lines by setting control points that shape the curve without breaking it into segments.	
	The Polyline tool lets you draw lines and curves in preview mode.	
	The 3-point curve tool lets you draw a curve by defining the start, end, and center points.	

Smart tools

The Smart fill tool lets you create objects from enclosed areas and then apply a fill to those objects.	
The Smart drawing tool converts your freehand strokes to basic shapes and smoothed curves.	

Rectangle tools

	The Rectangle tool lets you draw rectangles and squares.	
	The 3-point rectangle tool lets you draw rectangles at an angle.	
Ellipse too	bls	

Ellipse tools

\bigcirc	The Ellipse tool lets you draw ellipses and circles.	
	The 3-point ellipse tool lets you draw ellipses at an angle.	

Object tools

\bigcirc	The Polygon tool lets you draw symmetrical polygons and stars.	+ 0
$\leq \mathbf{X}$	The Star tool lets you draw perfect stars.	
	The Complex star tool lets you draw complex stars that have intersecting sides.	
	The Graph paper tool lets you draw a grid of lines similar to that on graph paper.	
0	The Spiral tool lets you draw symmetrical and logarithmic spirals.	

Basic Shapes tools

2	The Basic shapes tool lets you choose from a full set of shapes, including hexagram, a smiley face, and a right-angle triangle.	Corem (ps.Uff)
	The Arrow shapes tool lets you draw arrows of various shape, direction, and number of heads.	

\$ _	The Flowchart shapes tool lets you draw flowchart symbols.	Peticalicsque
	The Banner shapes tool lets you draw ribbon objects and explosion shapes.	
	The Callout shapes tool lets you draw callouts and labels.	

Text tool

Text tool		
A	The Text tool lets you type words directly on the screen as artistic or paragraph text.	Corem × • • • • • • • • • • • • •

Table tool

The Table tool lets you draw and edit tables.	Versetse zerorasile. Huld specific Lenger verbrede.

Dimension tools

×	The Parallel dimension tool lets you draw slanted dimension lines.	18.25
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	The Horizontal or vertical dimension tool lets you draw horizontal or vertical dimension lines.	24.35"
\mathcal{J}	The Angular dimension tool lets you draw angular dimension lines.	
<u>L</u>	The Segment dimension tool lets you display the distance between end nodes in single or multiple segments.	2.25
	The 3-point callout tool lets you draw a callout with a two-segment leader line.	A 1 2 B Sagittis Purus
Connecto	r tools	

Connector tools

The Straight-line connector tool lets you draw a straight connector line.	
The Right-angle connector tool lets you draw a right angle connector line.	

-	The Right-angle round connector tool lets you draw a right-angle connector line with curved corners.	
	The Edit anchor tool lets you modify connector line anchor points.	

Interactive tools

F	The Blend tool lets you blend two objects.	
	The Contour tool lets you apply a contour to an object.	
\approx	The Distort tool lets you apply a Push or Pull distortion, a Zipper distortion, or a Twister distortion to an object.	
	The Drop shadow tool lets you apply a drop shadow to an object.	BOLOREM IPSUM DUIA
∑°∑	The Envelope tool lets you shape an object by dragging the nodes of the envelope.	IPSUM

>	The Extrude tool lets you apply the illusion of depth to objects.	
7	The Transparency tool lets you apply transparencies to objects.	

Eyedropper tools

*	The Color eyedropper tool lets you select and copy a color from an object on the drawing window or the desktop.	
*	The Attributes eyedropper tool lets you select and copy object properties, such as line thickness, size and effects, from an object on the drawing window.	

Outline tool



Fill tool

The Fill tool opens a flyout that gives you quick access to items such as the fill dialog boxes.	

Interactive fill tools



TASK 2: Practice Colour Panel

Color models

The color models facilitate a precise technique to define colors, all the models describing colors by using unique color elements. There is a color model's range to select from when designing graphics.

CMYK

The CMYK, which is applied to print, applies the elements C (cyan), M (magenta), Y (yellow), K (black) to depict color. The values of these elements represent the percentage and range from values 0 to 100.

RGB

This color model applies the elements **R (red), G** (green), **B (blue)** for defining the red, green, and blue light's amount inside the facilitated color. With a 24-bit image, all the elements are expressed like any number from a range 0 to 255

HSB

This color model applies **H** (hue), **S** (saturation), **B** (brightness) as elements to define a color. Also, it is called HSV. Hue defines the color's pigment and can be expressed in degree for representing any location over a specific color wheel.

Grayscale

It describes the color with the use of lightness, one element only, which can be measured within the values which are range from values 0 to 255. All the grayscale color contains similar values of blue, green, and red elements of the color model, i.e., RGB. Changing any color picture to grayscale makes the black-white picture.

Select the color from the color palette

1 Choose any object.



2 Double-click on the Fill button over the status bar.



3 Within the Edit fill dialog box, press the Uniform fill


Fig 4
Edit Fill
PANTONE 444 C
PANTONE 445 C
PANTONE 446 C
PANTONE 447 C
PANTONE Warm Gray 1 C
PANTONE Warm Gray 2 C
PANTONE Warm Gray 3 C

5 Select the color palette from the **Palette** list box.



6 To set the color's range, move the color slider shown inside the color selection area.

Fig 6	
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К	0

7 Press any color inside the color selection area.

Fig 7	
Object Properties	\rightarrow
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IT & ITES DTPO - CorelDraw

Practice Formatting Text and Change other Languages

Objectives: At the end of this exercise you shall be able to

practice to Formatting Text

• practice to Change Multilingual Text.

Requirements

Tools/Equipments/Instruments

 Personal Computer with latest windows Software

PROCEDURE

TASK 1 : Formatting text in CorelDraw

Pasting and importing text

Import the text inside an existing or new document. It allows us to authoring text within the word processor and includes it to the CoreIDRAW document. The following file formats of text are supported by CoreIDRAW:

- RTF (Rich Text Format) files
- WPD (WordPerfect) file
- DOCX (Microsoft Word Open XML Document) files
- DOC (Microsoft Word Document) files
- TXT (ANSI Text)

To import any text inside the document

To import any text inside the document, follow the below steps:

1 With the **Text tool**, place the cursor within a text frame where we wish to import text.

2 Press File > Import.



- 3 Select the folder and drive in which the file can be stored.
- 4 Press the filename.

CorelDraw Graphics Suit

5 Press Import.

Fig 2	
File name:	All File Formats (*.*) 🗸 🗸
	Import Cancel

To insert artistic text

To insert artistic text, follow the below steps:

• With the **Text** tool, press anywhere over the drawing page, and then type.

ghsfghv chgvsdchvwd

We can convert the artistic text into paragraph text. We have to select the artistic text with the help of the **Pick** tool, and press **Text > Convert to paragraph text.**

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1		Show No	n-Printin	g Characte	rs		
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Inserting paragraph text

We insert paragraph text within the document with the help of text frames. The Paragraph text, also called "block text" is reserved for text's larger bodies that have formatting requirements. We can apply paragraph text if creating, catalogs, newsletters, brochures, and another text-intensive document.

To insert paragraph text, follow the below steps:

- 1 Press the Text tool.
- 2 Drag within the drawing window for sizing the paragraph text frame.

3 Fill in this text frame. To break apart and combine paragraph text frames Fia 5 steps: gvhvhdchwdbcjdbscb 1 Choose any text frame. bchbjsdbcj vjdcvhjdvwhcw ihbxhb vchjvdhcvhdsc jvcsdjvdb text frames. hsvhvejhcv vhxvsjvchsdvc Fia 6 vhvdshcvdkc vcvhsdavch vsdhc vchsvdh sydchysh sdy (\cdot) hgdvgweydcgwydagacsdgc jdcgjgadjgcsdgcsd -

- 2 Press Object, and select anyone:
 - Combine

Linking and combining text frames

We can combine the text frames. Also, we can break the text frames into subcomponents- characters, words, lines, bullets, paragraphs, and columns. We can click on the text frames after or before we type text. When we resize any linked frame or modify the text's size, the text's amount within the upcoming frame will be adjusted automatically.

When we choose any object or text frame, the blue arrow represents the text flow's direction. We can display or hide these arrows. We can remove the links among several frames, and among objects and frames.

To break and combine text frames, follow the below

When we combine any text frame, hold down the Shift button, and apply the Pick tool for choosing subsequent



If we first choose the text frame along with the columns, the text frame (combined) will have these columns.

To edit a text

The steps are listed below:

- 1 Press the Text tool.
- 2 Implement any task from the below:
 - Click the Artistic text to edit artistic text.
 - · Click the text frame to edit paragraph text.

Also, we can edit any text by pressing **Text > Edit text** and creating modifications to any text within the **Edit text** dialog box.

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To modify font

1 Select the **Text** tool, and choose the text's block or character.



When the **Object properties** docker isn't open, press **Window > Dockers > Object properties.**

2 Within the **Object properties** docker, press the **Character** button for showing some character-related options.



- 3 Within the **Object properties** docker's Character area:
 - Select the typeface through the **Font** list box to select the typeface.

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• Type the value inside the **Font size** box to set the font size.

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• Select the style through the **Font style** list box to modify a font style.

Fig 15			
	Object Properties		
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TASK 2: Practice to Change Multilingual Text

1 Using the **Text** tool , select the text.

If the **Object properties** dockers is not open, click **Window Dockers Object properties.**

- 2 In the **Object properties** docker, click the **Character** button to display the character-related options.
- 3 In the **Character** area of the **Object properties** docker, choose one of the following language options from the **Language group and script** list box:
- All languages
- Latin
- Asian
- Middle Eastern
- 4 Change any font properties.

IT & ITES DTPO - CorelDraw

Practice Page Setup And Various Bar in Coreldraw

Objectives: At the end of this exercise you shall be able to

- practice the Page Setup
- practice Basic Screen Components.

Requirements

Tools/Equipments/Instruments

 Personal Computer with latest windows Software CorelDraw Graphics Suit

PROCEDURE

TASK 1 : Practice the Page Setup Setting

Page orientation and size settings

Press Layout > Page setup.



• A dialog box will appear, i.e., **Options** along with the **Page size** page shown.

ptions		
Workspace Document General Page Size Label Background Guidelines Guidelines Save Export To HTML Global	Page Size Size and orientation — Size: Width: Height:	Letter
	Rendering Resolution: Bleed Bleed:	300 ✓ dpi 0.0 • Show bleed area

- Select the page **size** through the Size list box to select the size of the preset page.
- Press the Get page size from printer button to match the orientation and size of the page to any printer settings.

Fig 3	
Page Size	
Size and orientation —	
Size:	Letter 🗡 🖪 🖬 🗓
Width:	8.5 inches V
Height:	11.0
	Apply size to current page only
	Show page border
	Add Page Frame

- Fill the value inside the **Height** and **width** boxes to describe the size of the custom page.
- Press the **Portrait** and **Landscape** button for setting the orientation of a page.

Fig 4	
Page Size	
Size and orientation -	
Size:	Letter ~
Width:	8.5 inches V
Height:	11.0
	Apply size to current page only
	Show page border
	Add Page Frame

TASK 2: Practice Basic Screen Components

Property bar

A property bar shows the most widely used operations that are connected to an active task or tool we are performing. However, it appears like any toolbox, the content of a property bar modifies depending on any task or tool. For example, if we click on a Text tool inside a toolbox, and a property bar shows the text relevant commands.

Fi	g 5																				
	CorelDRAV	N X7 - U	Intitled-1																		
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Standard bar

It depicts by default, includes controls and buttons that are some shortcuts to various menu commands. Besides, CorelDRAW contains other toolbars for unique tasks.

There are some other essential toolbars which are discussed as follows:

Text: It contains various commands to align and format the text.

Zoom: It contains various commands to zoom out and in of the drawing page through describing the original view's percentage, click on the Zoom tool, choose the page view. **Internet:** It contains the commands for web relevant tools to create publishing and rollovers to the internet.

Print merge: It contains the commands to print the merge elements that combine the text along with the drawing like loading and creating data files, inserting fields of a print merge and making data fields to variable text.

Transform: It contains the commands for mirroring, rotating, and skewing objects.

Macros: It contains the commands for running, testing, and editing macros.

Fig 6																
N Co	oreIDRA	N X7 - U	ntitled-1													
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Status bar

A status bar shows the information about the selected objects (like cursor position, outline, fill type, color, and some other relevant commands). The status bar shows the information of document color, like color profile status and document color profile.

Fig 7	
Image: Image of the state	Activate Windows
	Go to Settings to activate Windows.
(5.020, 2.565) E Rectangle on Layer 1	🔟 🧼 🔤 C:100 M:100 Y:0 K:0 🖉 📓 C:0 M:0 Y:0 K:100 0.500 pt

ToolBar

Standard toolbar runs across the top of the CoreIDRAW interface, just below the menu bar.

Fig 8		
CorelDRAW X7 - Untitled-1		
<u>File Edit View Layout Object</u>	: Effe <u>c</u> ts <u>B</u> itmaps Te <u>x</u> t <u>T</u> able T <u>o</u> ols	<u>W</u> indow <u>H</u> elp
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If you don't see this toolbar, right-click anywhere in any other toolbar and choose Standard.



The Window > Toolbars menu is another place where you can toggle toolbars on and off.

If you want the Standard toolbar, or any other toolbar, to appear in a different spot, you can right-click in a toolbar and toggle off Lock Toolbars. Grab any toolbar by its left edge and place it anywhere and drag an edge to resize it.

Dragging a toolbar back to any edge docks it in place. To keep toolbars from moving, right-click again in a toolbar and toggle Lock Toolbars back on.



IT & ITES DTPO - CorelDraw

Create CorelDraw Template and Style

Objectives: At the end of this exercise you shall be able to

- practice Template
- practice style function.

Requirements

Tools/Equipments/Instruments

 Personal Computer with latest windows Software CorelDraw Graphics Suit

PROCEDURE

TASK 1 : Practice Template

Search the templates

1 Press File > New from template.



2 Within the New from template dialog box, fill a word inside the Search box, and click Enter.

card	Q Q			
Filter	Templates		Local	
/iew by: Type ~ All Advertisements Brochures Business Cards Business Stationery Catalogs Certificates Envelopes Flyers Letterhead Menus Newsletters	Business Cards	Dentist NA - Busi	2 results 4 results 4 results 5 resu	7
Other Other Promotional	Dentist NA - App	Dentist NA - App	Dentist NA - App	
Postcards	Year Next Appointment In:			
Posters/Signs	The second secon			1

- 3 Through the View by list box within the Filter pane, select anyone from the following options:
 - **Type:** It sorts the templates by the document type, like newsletter, flyer, or brochure.
 - **Industry:** It sorts the templates by an industry that a template was created for (such as services, retail, or hospitality).

Fig 3 New From Template	
card	۵ ۵
Filter	Templates
View by: Type	Business Cards
All Type Adverti Industry	
Brochures Business Cards Business Stationery Catalogs	Dentist NA - Busi Dentist NA - Busi
Certificates	Business Stationery

4 Within the list of categories, click any category.

card	$\mathbf{\rho} \otimes$		
Filter	Templates	Lo	cal 🗸
/iew by: Industry \sim	Services		8 results 🗢
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Other Recreation	Dentist NA - App	Dentist NA - App	Dentist NA - App
Retail Services	Year Need, Appointment Inc. The Need Appointment Inc. The		

To create the template

1 Press File > Save as template.



- 2 Type the name inside the File name list box.
- 3 Place this folder where we wish to save this template.
- 4 Press Save.
- Within the Template properties dialog box, describe the options we wish:
- Name: It assigns the name to our template. It will appear along with a thumbnail inside the Template
- Sided: It selects the pagination option.
- Folds: It selects the fold through the list, or select Other and fill a fold type within the text box for the Folds list box.
- **Type:** It selects an option through the list, or select Other and fill a template type within the text box for the Type list box.
- Industry: It selects an option through the list, or select Other and fill an industry to which a template is created.

•	Designer	notes:	lt	can	be	used	to	type	essential	
	informatio	n of the t	tei	mpla	te's	inten	dec	l use.		

: Folders

T	4-4-7-	
lemplate	details	
Name:	Dentist NA - Business Card	
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Template	categories	
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Industry:	Services \checkmark	
Designer	notes	
Industr North A	y merican medical/dental office.	-
Piece Busines	s Card/Appointment Card	

To edit the text within the Designer notes text box, apply the following keys:

Cancel

Save

- Ctrl + K: It enables us to assign any hyperlink to the selected text.
- Ctrl + U: It underlines chosen text.

Advanced...

- Ctrl + I: It italicizes the chosen text.
- Ctrl + B: It uses bold formatting on the various selected text.

TASK 2: Practice Style Function

Styles to the objects

- 1 Select the Pick tool, choose an object.
- 2 Press Window > Dockers > Object styles.

Fig	8				
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	Close Window	Ctrl+F4		Object Ma <u>n</u> ager	È.
1	C <u>l</u> ose All			Obj <u>e</u> ct Data Manager	
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m	— Tile <u>H</u> orizontally			Object Coordinates	
	Tile <u>V</u> ertically			Symb <u>o</u> l Manager	Ctrl+F3
-	Combine Windows			Alignment and Dynam	nic <u>G</u> uides
	Dock Window			Guidelines	
	Work <u>s</u> pace	•		<u>Transformations</u>	•
	<u>D</u> ockers	•		Align and Distribute	Ctrl+Shift+A
	Toolbars	•		Step and Repea <u>t</u>	Ctrl+Shift+D

3 Choose any style set or style and press Apply to selected within the Object styles dockers.



Design the style from the objects

- 1 Select the Pick tool.
- 2 Right-click on any object.
- 3 Select Objects styles, and select New style from and then point to the style type.

Fig 10				
¢	6	<u>P</u> owerClip Inside <u>F</u> rame Type	•	
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		Colo <u>r</u> Styles	F	Edit Style
		l <u>n</u> ternet Links		New Style From

- 4 Press the style type.
- 5 Type any name inside the New style name box within the New style from dialog box.

Fig 11		
New Style From	1	Х
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ОК	Cancel	Help

IT & ITES DTPO - CorelDraw

Practice Various file format Import and Export in Create CorelDraw

Objectives: At the end of this exercise you shall be able to

- practice Import Various file Format
- practice Export Various File Format
- practice to optimize images for a website.

Requirements

Tools/Equipments/Instruments

 Personal Computer with latest windows Software

CorelDraw Graphics Suit

PROCEDURE

TASK 1 : Practice Import Various file Format

Import many files created inside some other applications. We can import the Adobe PDF (Portable Document Formats), AI (Adobe Illustrator), or JPEG. We can import any file and also place it within an application window (active) as the object. We can center and resize any file as we import. This imported file becomes an active file's part. We can also import the bitmaps as the linked images (externally). If we import the linked bitmaps, various edits to the external (original) file are updated inside that imported file automatically.

We can apply settings in the code page if we have imported any file from the old version to ensure that notes, keywords, and object names saved with a file are shown accurately.

1 Press File > Import.



- 2 Select any folder in which the file has been stored.
- 3 Select the file format through a list box near to the box of the File name.

If we do not know any format of the file, select All file formats.

- 4 Press on the file name.
- 5 Press on the Import button, and implement form the below tasks:

Fig 2				
File name:	DSCN0008.JPG	~	All File Formats (*.*)	~
			Import 🔻	Cancel

- Press the drawing page for maintaining the file's position and dimensions its top-left section where we press.
- Click Enter in the file's center over the drawing page.
- Drag over the drawing page for resizing the file.
- Click the Spacebar for placing a file in that similar position as this file was in AI and CDR (original) file.

TASK 2: Practice Export Various File Format

- 1 Press File > Export.
- 2 Select any folder where we wish to store the file.
- 3 Select any file format through the list box of the Save as type.
- 4 Type the values inside the list box of the File name.
- 5 Select any checkbox from the below:
 - **Export this page only:** It exports the latest page within the multipage file only.
 - Selected only: It saves many objects to select within an active drawing only.
 - Do not show filter dialog: It suppresses the dialog boxes which facilitate more advanced options for exporting.
- 6 Click Export.

TASK 3: Optimize images for a website

- Select File> Open and select the image you want to optimize.
- Resize the image dimensions and resolution. From the menu, select image> Scale Image. Change the width, height, and resolution of your image.
- After adjusting the image's resolution and dimensions, will need to compress the file size.
 From the menu, select File> Export. From the dialog box, choose a file name, file type, and click "Export" in the bottom right.
- Once you export the file, a quality slider window pops up. To help you select the best quality, first play with the settings to strike a balance between the file size and image quality. After you get a balance, click on "Save" and select a folder on your PC where you want to save your already optimized image.

Fig 3	<u>F</u> ile	<u>E</u> dit	<u>V</u> iew	<u>L</u> ayout	Object	Eff
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Convert CDR to PDF using CoreIDRAW

To be able to convert the CDR file to a PDF document you will need to follow these steps:

- Open CorelDraw, click on File -> Open or press Ctrl
 + O and browse for the drawing that you want to convert to PDF.
- After opening the file, go to File->Print or press Ctrl
 + P and from the Printer dropdown list select User
 PDF Setting.
- 3 After setting up any additional options click on Print and choose where you want to save the PDF file.

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IT & ITES DTPO - CorelDraw

Practice Print Command and Print Service Providers Create CorelDraw

Objectives: At the end of this exercise you shall be able to

practice Print Command in Coreldraw

practice Print Commercial.

Requirements

Tools/Equipments/Instruments

 Personal Computer with latest windows Software • CorelDraw Graphics Suit

PROCEDURE

TASK 1 : Practice Print Command in Coreldraw

Print the multiple copies of similar drawings. We can also specify the page range and page type that we wish to print.

Before we print any drawing, we can specify the properties of the printer, including device options and paper size. For example, we can specify the features of the printer like duplexing stapling in CoreIDRAW.

To set the properties of the printer

- 1 Press File > Print.
- 2 Press the General
- 3 Select any printer from the list box of Printer within the Destination
- 4 Press Preferences.
- 5 Describe the properties inside the dialog box.

To print our work

1 Press File > Print.

- 2 Press the General
- 3 Select any printer from the list box of Printer within the Destination
- 4 Select the orientation and page size from the list box of Page within the Destination
- 5 Type the value inside the box of Number of copies within the Copies
- 6 Select any option from the below options from the Print range area:
 - Current document: It prints an active drawing.
 - Current page: It prints an active page.
 - · Pages: It prints many pages that we specify.
 - **Documents:** It prints many documents that we specify.
 - **Selection:** It prints many objects that we have selected.

Advanced Paper/Quality Effects Finishing Services		^
Unitled	✓ Save	~ij
Paper Options Size is: A4	Print Quality FastRes 1200 ~ EconoMode (May Save Print Cartridges)	
<i>(p</i>)		
	OK Cancel He	alp

IT & ITES DTPO - Cloud computing

Create instance on cloud on amazon / google / azure

Objectives: At the end of the exercise you shall be able to

- create instance on cloud on amazon
- create instance on cloud on google
- creating azure container instance.

Requirements Tools/Equipments • A working PC with Windows 10 or 11 Operating System • Internet Connectivity • ROCEDURE • ROCEDURE • Microsoft edge, Google Chrome and Mozilla Firefox browsers • Bank account with an ATM card

TASK 1 : Create instance on cloud on amazon Sign up using your email address

- 1 Open the web browser.
- 2 Type https://aws.amazon.com in the address bar, and press enter.
- 3 Choose "Create an AWS Account". (Fig 1)
- 4 In Root user email address, enter your email address, edit the AWS account name, and then choose Verify email address. An AWS verification email will be sent to this address with a verification code. (Fig 2)





Verify your email address

5 Enter the code you receive, and then choose Verify. The code might take a few minutes to arrive. Check your email and spam folder for the verification code email.

Create your password

6 Enter your Root user password and Confirm root user password, and then choose Continue.

Add your contact information

7 Select Personal or Business.

Note: Personal accounts and business accounts have the same features and functions.

8 Enter your personal or business information.

Important: For business AWS accounts, it's a best practice to enter the company phone number rather

than a personal cell phone number. Configuring a root account with an individual email address or a personal phone number can make your account insecure.

- 9 Read and accept the AWS Customer Agreement.
- 10 Choose Continue.

Add a payment method

- 11 On the Billing information page, enter the information about your payment method, and then choose Verify and Add.
- 12 If you want to use a different billing address for your AWS billing information, choose Use a new address. Then, choose Verify and Continue.

Verify your phone number

- 13 On the Confirm your identity page, select a contact method to receive a verification code.
- 14 Select your phone number country or region code from the list.
- 15 Enter a mobile phone number where you can be reached in the next few minutes.
- 16 If presented with a CAPTCHA, enter the displayed code, and then submit.
- 17 In a few moments, an automated system contacts you.
- 18 Enter the PIN you receive, and then choose Continue.

Choose an AWS Support plan

- 19 On the Select a support plan page, choose one of the available Support plans.
- 20 Choose Complete sign up.

Wait for account activation

- 21 After you choose a Support plan, a confirmation page indicates that your account is being activated. Accounts are usually activated within a few minutes, but the process might take up to 24 hours.
- 22 When your account is fully activated, you receive a confirmation email. Check your email and spam folder for the confirmation email. After you receive this email, you have full access to all AWS services.

Launch Amazon Connect

- 23 Log in to the AWS Management Console (https:// console.aws.amazon.com/console) using your AWS account.
- 24 In the AWS Management Console, at the top of the page, choose the Services drop-down menu. (Fig 3)
- 25 In the search box, type Amazon Connect (Fig 4)
- 26 Choose Amazon Connect. If this is the first time you've been to the Amazon Connect console, you'll see the following Welcome page. (Fig 5)



(←) → ୯ ଘ	A https://us-west-2.console.aws.amazon.com/resource-groups/groups/
aws servic	es 🔺 Resource Groups 🖌 🏌
History	Amazon Connect
Console Home	Amazon Connect Amazon Connect is a count center that enables engagement at any scale.
	Amazon EventBridge Serverless event bus that connects application data from your own apps, Sa
Fig 5	lesource Groups v 🛊 🗘 Test v N. Véginia v Support v
dWS Services ~ R	\bigcirc
aws Services - R	
allVS Senders - R	Amazon Connect

27 Choose Get started. See the message from AWS Congratulations! You found and accessed Amazon Connect. You can use these same steps to search for and launch any AWS service.

Create an instance

- 28 On the Amazon Connect virtual contact center instances page, choose Add an instance.
- 29 Type a unique name for your instance. For example, the following image shows mytest10089 as a name. Choose a different name for your instance. Then choose Next. (Fig 6)
- 30 On the Add administrator page, add a new administrator account for Amazon Connect. Use this account to log in to your instance later using the unique access URL. Choose Next (Fig 7)
- 31 The user name will be your Amazon Connect login. It's case sensitive.



Fig	7
-----	---

account to log in to your instance later using the unique access URL. Choose Next.

Set identity	Add administrator	
Step 2 Add administrator	Add administrator	
Step 3	Administrator - optional	
Set telephony	 Specify an administrator Specify an administrator for this instance Amazone Connect. 	e of Amazon Connect. The administrator will have full permissions to access all of
Step 4		
Condi storage	 No administrator 	
Step 5		
Review and create	First name	Last name
	Jane	Doe
	Username	
	janedoe	
	Password	Password (verify)
	b	
	Email	
	dfaigel@amazon.com	

- 32 The password must be between 8-64 characters, and must contain at least one uppercase letter, one lowercase letter, and one number.
- 33 On the Telephony Options page, accept the default settings and choose Next. (Fig 8)

Amazon Connect > Create An	azon Connect instance	
Step 1 Set identity	Set telephony	
Step 2 Add administrator	Telephony Options	
Step 3 Set telephony	Choose whether your contact center allows inbound calls, o	outbound calls, or both.
Step 4 Data storage	Allow outgoing calls	
Step 5	ъđ	Cancel Previous Next

- 34 On the Review and create page, choose Create instance. (Fig 9)
- 35 After the instance is created, choose Get started. (Fig 10)
- 36 On the Welcome to Amazon Connect page, choose Skip for now. (Fig 11)
- 37 You're now on the Amazon Connect dashboard. On the left is the navigation menu. Your instance name (also called an alias) displays in the URL. (Fig 12)
- 38 Your instance alias is located in the first part of the URL.
- 39 The navigation menu.

Amazon Connect > Create As	name Connect Instance	
Step 1	Deview and secate	
Set identity	Review and create	
Step 2 Add administrator	Identity management	Edit
Step 3 Set telephony	Storing users within Amazon Connect https://wytest30850.wy.dev.uk.uest-2.norprod.connec	1.mm.m21.com
Step 4		
Cata atomage	Add administrator	Edit
Step S Review and create	First name Zane	Last name Due
	Username Janedse	
	Password	Password (verify)
	Ernal dfalgel@analon.com	
	Telephony Options	Edit
	Allow incoming calls	Allow outgoing calls
	Tour surrous surrour carrierous incurrency sates.	You can set which users can place outbound calls in user permissions.
	Data storage	
	Data	Contact flow logs
	Encrypted data will be stored here:	Contact flow logs are stored here:

	Amazon Connect instances				
	Instances		٥	Delata	Ud an instance
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ia	11				
ig	We're excited to p	rovide you a reliable communication serv	con Conn	ect	s.



Claim a phone number

- 40 On the navigation menu, choose Routing, Phone numbers. (Fig 13)
- 41 On the right side of the page, choose Claim a number.(Fig 14)





- 42 Select the DID (Direct Inward Dialing) tab. Use the drop-down arrow to choose your country/ region. When numbers are returned, choose one. (Fig 15)
- 43 Write down the phone number. You call it later in this tutorial.

TASK 2 : Create instance on cloud on google

Y Search by Phone number

No results were found

1 Open Google Cloud (www.cloud.google.com) (Fig 17)



- 2 Click, "Get started for free"
- 3 Enter, or if you want to change your Google account, click the "Switch Account" button.
- 4 Enable the Terms of Service, agree, and click the continue button. See the figure and follow the instructions. (Fig 18)



44 In the Description box, type this note: this number is for testing. (Fig 16)

Description
this number is for testing
224 of 250 characters remaining.
Sample inbound flow (first contact experience) x v

- 45 In the Contact flow / IVR box, choose the drop-down arrow, and then choose Sample inbound flow (first contact experience).
- 46 Choose Save.

Fig 18	
	Try Google Cloud for free
	Step 1 of 3 Account Information
	C SWITCH ACCOUNT
	Country
	India 👻
	What best describes your organization or needs? Please select Personal project
	Terms of Service
	I have read and agree to the <u>Google Cloud Platform Free Trial Terms</u> of <u>Service</u> . Required to continue
	CONTINUE

- 5 See the figure and fill in the address and details (Fig 19).
- 6 Enter your debit or credit card details. Refer to the figure and follow the instructions. (Fig 20)
- 7 Click on "Start my Free Trail". See the screen and follow to continue.

Fig 19	
Try G	coogle Cloud Platform for free
Ste	p 2 of 2
Custo	omer info
Θ	Account type 🕕 🥒
	Business +
10	Tax information ①
	Tax status:Business
	Name and address ()
	Business name
	Learning Thoughts
	Address line 1
Fig 20	
Payr	ment method ①
	Card number
#	VISA
	MM YY
	11 / 22
	Cardholder name
	Learning Thoughts
	Credit or debit card address is same as above
The p	ersonal information you provide here will be added to your payments profile. It will be d securely and treated in accordance with the Goode Privacy Policy.
_	
ST	ART MY FREE TRIAL

- 8 Enter your mobile number, credit card number, and one-time password for the transaction to Google Cloud.
- 9 After entering the OTP, the free trial account is activated from Google Cloud. See the figure and follow. (Fig 21)



10 Finally, we will get a free account. See the following fig 22.

i	Free trial status: #21,876.01 credit and	d 91 days remainin	p-sift all	A scourt,	youTgetu	dmited ac	ie of ces	el Google I	Cloud Plath	m								DIS	MISS	ACT
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1	Commitments															# Fr	ee trial c	redit		
2	Commitment analysis																			
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å	Billing export															E		e trial credit	_	
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	Dumint mathed	+ Venn	sport													You will not projects run	be billed durin ning after the f	g your free tri hee trial is up	ial. To keep , upgrade t	i your In a

Creating and managing instances

- 11 Go to the Create an instance page in the Cloud console.
- 12 Enter the following values:
 - a An instance name to display in the Cloud console. The instance name must be unique within your Google Cloud project.
 - b An instance ID to permanently identify your instance. The instance ID must also be unique within your Google Cloud project. You cannot change the instance ID later.
 - c A configuration, which defines the geographic location of the instance and affects how data is replicated.
 - d The amount of compute capacity for the instance. The compute capacity determines the amount of serving and storage resources that are available to databases in the instance.
- 13 Click Create to create the instance.
- 14 Go to the Spanner Instances page in the Cloud console. The Cloud console shows a list of your Cloud Spanner instances, along with each instance's ID, display name, configuration, and compute capacity expressed in both processing units and in nodes.

Changing the display name

- 15 Go to the Spanner Instances page in the Cloud console.
- 16 Click the name of the instance that you want to rename.
- 17 Click Edit instance.
- 18 Enter a new instance name. This name must be unique within the Google Cloud project.

19 Click Save.

Changing the compute capacity

- 20 Go to the Spanner Instances page in the Cloud console.
- 21 Click the name of the instance that you want to change.
- 22 Click Edit Instance.
- 23 Change the compute capacity by choosing the measurement units (processing units or nodes) and then entering a quantity.
- 24 Click Save. If you see a dialog that says you have insufficient quota to add compute capacity in this location, follow the instructions to request a higher quota.

Labelling an instance

25 Go to the Spanner Instances page in the Cloud console.

TASK 3 : Creating Azure Container Instance

Create the Workspace

1 Sign in to the Azure portal by using the credentials for your Azure subscription. (www.azure.microsoft. com/en-us/free/) (Fig 23)

Fig 23	Microsoft Azure
	Microsoft Sign in to continue to Microsoft Azure Email, phone, or Skype No account? Create one! Cart access your account?
	Next Sign in with GitHub Sign-in options

2 See the figure and fill your profile for creating the free azure account (Fig 24)



- 26 Select the checkbox for the instance. The Info panel appears on the right-hand side of the page.
- 27 Click the Labels tab in the Info panel. You can then add, delete or update labels for the Cloud Spanner instance.

Deleting an instance

- 28 Go to the Spanner Instances page in the Cloud console.
- 29 Click the name of the instance that you want to delete.
- 30 Click Delete instance.
- 31 Follow the instructions to confirm that you want to delete the instance.
- 32 Click Delete.

3 In the upper-left corner of the Azure portal, select the three bars, then + Create a resource. (Fig 25)

Fig	25						
	÷	\rightarrow	G	$\hat{\mathbf{D}}$		https://r	
	+	Creat	e a re	source	9		
	A	Home	2				
	21	Dashl	board				
	E	All se	rvices				

- 4 Use the search bar to find Machine Learning.
- 5 Select, Machine Learning (Fig 26)
- 6 In the Machine Learning pane, select Create to begin.
- 7 Provide the following information to configure your new workspace: (Table 1)
- 8 After you're finished configuring the workspace, select Review + Create.
- 9 Select Create to create the workspace.
- 10 To view the new workspace, select Go to resource.
- 11 From the portal view of your workspace, select Launch studio to go to the Azure Machine Learning studio.



Field	Description
Work space name	Enter a unique name that identifies your workspace in this example we use docs -ws, Name must be unique across the resource group. Use a name that's easy to recall and to differentiate from workspaces created by others.
Subscription	Select the azure subscription that you want to use.
Resource group	Use an existing resource group in your subscription or enter a name to create a new resource group. A resource group holds related resources for an Azure solution in this example, we use docs - aml.
Location	Select the location closest to your users and the data resources to create your workspace.

Create compute instance

- 12 If you didn't select Go to workspace in the previous section, sign in to Azure Machine Learning studio now, and select your workspace.
- 13 On the left side, select Compute.
- 14 Select +New to create a new compute instance.
- 15 Supply a name, Keep all the defaults on the first page.
- 16 Select Create

Create compute clusters

- 17 Still in the Compute section, in the top tab, select Compute clusters.
- 18 Select +New to create a new compute cluster.
- 19 Keep all the defaults on the first page, select Next. If you don't see any available compute, you'll need to request a quota increase.
- 20 Name the cluster cpu-cluster. If this name already exists, add your initials to the name to make it unique.
- 21 Leave the Minimum number of nodes at 0.
- 22 Change the Maximum number of nodes to 4 if possible. Depending on your settings, you may have a smaller limit.
- 23 Change the Idle seconds before scale down to 2400.
- 24 Leave the rest of the defaults, and select Create.

Clean up resources

Stop compute instance

- 25 In the studio, on the left, select Compute.
- 26 In the top tabs, select Compute instances
- 27 Select the compute instance in the list.
- 28 On the top toolbar, select Stop.

Delete all resources

- 29 In the Azure portal, select Resource groups on the far left.
- 30 From the list, select the resource group that you created.
- 31 Select Delete resource group (Fig 27)
- 32 Enter there source group name. Then select Delete.



IT & ITES DTPO - Cloud computing

Create bucket / storage on cloud (amazon / azure / google)

Objectives: At the end of the exercise you shall be able to

- create a storage account in amazon
- create a storage account in azure
- creating a storage account in google.

Requirements

Tools/Equipments

- A working PC with Windows 10 or 11 Operating System - 1 No. per trainee
- Internet Connectivity

PROCEDURE

TASK 1 : Create a storage account in amazon

Enter the amazon S3 console

1 Open amazon web service enter your user name and password to get started. Then type S3 in the search bar and select S3 to open the console. (Fig 1)



Create S3 bucket

- 2 In the S3 dashboard, click Create Bucket.
- 3 If this is the first time you have created a bucket, you will see a screen that looks like the image pictured here.
- 4 If you have already created S3 buckets, your S3 dashboard will list all the buckets you have created. (Fig 2).
- 5 Enter a bucket name. Bucket names must be unique across all existing bucket names in Amazon S3. There are a number of other restrictions on S3

- Microsoft edge, Google Chrome and Mozilla Firefox browsers
- Bank account with an ATM card

bucket names as well. Then select a region to create your bucket in. (Fig 3)

Amazon 33 X	Amazon S3 > Buckets			
Buckets	 Account snaps 	not	and more 34 hours I can mare 17	View Storage Lens dashboard
Access Points Objact Lambda Access Points	Last updates: May 11, 1	cuzz by storage cens, means are gene	ateo every 24 nours, coam more	
Multi-Region Access Points	Total storage	Object count	Avg. object size	You can enable advanced
Batch Operations	8.3 KB	1	8.3 KB	metrics in the
Access analyzer for \$3				"orfauti-account-dashtoard" configuration.
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6 You have the ability to set permission settings for your S3 bucket. Leave the default values and select Next. (Fig 4)

Object Ownership Info	
Control ownership of objects written to this bucket from other AV determines who can specify access to objects.	WS accounts and the use of access control lists (ACLs). Object ownership
ALLs disabled (recommended) All objects in this bucket are owned by this account. Access to this bucket and its objects is specified using only policies.	 ACLs enabled Objects in this bucket can be owned by other AWS accounts. Access to this bucket and its objects can be specified using ACLs.
Object Ownership	
Bucket owner enforced	
Public access is granted to buckets and objects through access or ensure that public access to this bucket and its objects is blocked, and its access points. AWS recommends that you turn on Block all applications will work correctly without public access. If you requi customize the individual settings below to suit your specific stora-	to lists (ACLs), bucket policies, access point policies, or all. In order to turn on filed; all public access. These settings apply only to this bucket public access, bucheron applying any of these settings areas that has no ensel level of public access to this bucket or objects within, you can ge use cases. Learn more ?
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- 7 You have many useful options for your S3 bucket including Versioning, Tags, Default Encryption, and Object Lock
- 8 Select Create bucket. (Fig 5)

ig 5	
	Bucket Versioning Wrokely is in means of length gradiable variance of an righter in the same bucket. You can use versioning to preserve, network, and remove every version of every special reductive spectra and a polarization to their science and a polarization to the science and a
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	O Disable
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	O Disable
	 Finable Permanenting allows digites in this bucket to be looked. Additional Colpect Look configuration is remained and a structure bucket reservoirs to pendent tagents in this bucket from burring distinct or prevention.
	Object Lock works only in versioned buckets. Enabling Object Lock automatically enables Bucket Versioning.
	After creating the bucket you can upload files and folders to the bucket, and configure additional bucket settings.
	Currel Canata India

- 9 You will see your new bucket in the S3 console. Click on your bucket's name to navigate to the bucket. (Fig 6)
- 10 You are in your bucket's home page. Select Upload. (Fig 7)
- 11 To select a file to upload, either click Add files or Add folder and select sample file(s) that you would like to store or Drag and Drop a file on the upload box. Your

file(s) will be displayed after you have selected file(s) to upload. (Fig 8)

	 Successfully created bucket "mysuperaws To upload files and folders, or to configure 	sbucket" additional bucket settings che	oose View details.	View details X	()
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Multi-Region Access Points Batch Operations	Last updated: May 11, 2022 by Storage Li	ens. Metrics are generated every 24	hours. Learn more [
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Upload տ				
Add the files and folders you v	want to upload to 53. To uploa	d a file larger than 160GB,	use the AWS CU, AWS SOK or Amazon	
S3 REST API. Learn more [
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12 You have the ability to review destination details and permissions. For this tutorial, leave the default values. (Fig 9)

Destination			
Destination			
s3://mysuperawsbucket			
▼ Destination details			
Bucket settings that impact new objects	stored in the specified destination.		
Bucket Versioning When enabled, multiple variants of an object can be stored in the bucket to easily renewer from universed user actions and application failures. Learn more (2) Disabled	Default encryption When enabled, new objects stored in this buckt are automatically encrypted. Learn more D Disabled	Object Lock When enabled, objects in this bucket might be prevented from being detected or everwritten for a freed annaust of time or indefinitely, Learn more C Disabled	
We recommend that you enable against unintentionally overwr	e Bucket Versioning to help protect iting or deleting objects. Learn more [Enable Bucket Versioning	
Permissions Grant public access and access to other AW3	S populats.		
() This bucket has the bucket owner	enforced setting applied for Object Owne	rship. Use bucket policies to control	

13 You have the ability to set property settings like storage class, server-side encryption, additional checksums, tags, and metadata with your object. Leave the default values and select Upload. (Figs 10,10a & 11)

Fig 10

Storag	e class			
Amazon (53 offers a range of sti	orage classes designed for different use cases. Learn more	or see Amazon S3	pricing [2]
	Storage class	Designed for	Availability Zones	Min storage duration
0	Standard	Frequently accessed data (more than once a month) with milliseconds access	23	•
	Intelligent- Tiering	Data with changing or unknown access patterns	23	
0	Standard-IA	Infrequently accessed data (once a month) with milliseconds access	23	30 days
0	One Zone- IA	Recreatable, infrequently accessed data (once a month) stored in a single Availability Zone with milliseconds access	1	30 days
0	Glacier Instant Retrieval	Long-lived archive data accessed once a quarter with instant retrieval in milliseconds	23	90 days
0	Glacier Flexible Retrieval (formerty Glacier)	Long-lived archive data accessed once a year with retrieval of minutes to hours	23	90 days
0	Glacier Deep Archive	Long-lived archive data accessed less than once a year with retrieval of hours	≥3	180 days
0	Reduced redundancy	Noncritical, frequently accessed data with milliseconds access (not recommended as \$3 Standard in more cost offertion)	23	

Conuor	
JELVEL	-side encrution settings
Server-sic	e encryotion protects data at rest. Learn more TX
Server-s	ide encryption
O Do r	ot specify an encryption key
) Spec	ify an encryption key
۱	f your bucket policy requires encrypted uploads, you must specify an encryption key or your upload will fail.
0 :	ince default encryption is disabled for this bucket, no encryption settings will be applied to the objects /hen storing them in Amazon \$3.
Additi	onal checksums
Checksun	functions are used for additional data integrity verification of new objects. Learn more 🕑
Addition	al charleume
nuunio	
Off Ama:	on 53 will use a combination of MD5 checksums and Etags to verify data integrity.
O Off Ama:	on 53 will use a combination of MD5 checksums and Etags to verify data integrity.
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Destination		Succeeded		Fa	led				
s3://mysuperawsbu	cket	@ 1 file, 66.5 KB	(100.00%)	Θ	0 files, 0 8 (0%))			
Files and folders Files and folde Q. Find by name	Configuration							< 1	
Name	▲ Folder	⊽ Type	⊽ Size	v 51	atus	4	Error		~

Retrieve the object

15 Select the checkbox next to the file you would like to download, then select Download. (Fig 13)

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Amazon S	3 > Buckets > mys	uperawsbucket								
mysu	perawsbuck	et 🗤								
Ablest	Busuellar	Beenloless Heat	er Hannand	Access Balate						
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Ohie	rte (1)									
Obje Objects	:ts (1) are the fundamental entities	stored in Amazon S3. You ca	n use Amazon 53 inventor	y 🕐 to get a list of all objects in	your bucket. I	or other	i to access y	our objects,	you'll need	to explicitly
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Objects grant th Q R	tts (1) are the fundamental entities em permissions. Learn mon Copy 53 URI dobjects by prefix Name	stored in Amazon 53. You ca C Copy URL	E Download	y 🔮 to get a list of all objects in Open 👔 🗌 Delette	yeur bucket. I Action	s ¥ Size	to access y	our objects, te folder Stor	ycu'l need	to explicitly Upload

Delete the object and bucket

16 You will first delete your object. Select the checkbox next to the file you want to delete and select Delete. (Fig 14)

G SEDICITION SERVICES, RECUTE	s, blogs, docs, and more [Optio	in+5) 👂	₽ 0	Global 🔻	
Amazon 53 > Buckets > mysuperawsbuc	cket				
mysuperawsbucket Info					
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- 17 Review and enter permanently delete in the text input field to confirm deletion. Click Delete objects. (Fig 15)
- 18 Click on Amazon S3 > Buckets to view all your buckets in the region. (Fig 16)
- 19 Select the radio button to the left of the bucket you created, then click Delete. (Fig 17)

Fig 15	
Gotorrs	2
Amazon ss > Buckets > mysuperawsuccet > Delete objects	
Deleting the specified objects can't be undone.	
Specified objects	
Q. Find objects by name	(1)
Name A Type V Last modified	v Size v
b kittenspng prg May 12, 2022, 18:22:45 (UTC-07:00)	665.18
Permanently delete objects?	
To confirm deletion, type permanently delete in the text input field.	
6	
Cancel	Delete objects

Fig 16

Services Q Search for	services, features, blags, docs, and more	[Option+S]	0 4	🕲 Gisbal 🔻	
Imazon S3 X	Amazon S3)Buckets				
Access Points	Account snapshot Last updated: May 11, 2022 b	y Storage Lens. Metrics are generate	d every 24 hours. Learn more [2	View Storage	Lens dashboard
Object Lambda Access Points Multi-Region Access Points Batch Operations Access analyzer for \$3	Total storage 83 KB	Object count 1	Avg. object size 8.3 KB	You can en metrics in "default-ac configurati	able advanced the ccount-dashboard" ion.
Block Public Access settings for this account Storage Lens	Buckets (2) Info Buckets are containers for data st	ored in S3. Learn more 🚺			
Dashboards AWS Organizations settings	C Copy ARN Q. Find buckets by name	Empty Delete	Create bucket		<1> 0
	Name	AWS Region	n V Access	⊽ Creatio	n date 🛛 🔻
Feature spotlight	cf-templates-1996g	g8me6n9- US West (Or west-2	regon) us- Objects car	be public May 10	, 2022, 22:57:18

20 To confirm deletion, enter the name of the bucket in the text input field and click Confirm. (Fig 18)

d second serve	es, features, blogs, docs, and mare	(Option+S)	-Q Gisbal▼	- [6] 🗮 Services 🔍 Search for services, leatures, blogs, docs, and more [Option+5] 🛛 🔾	🛛 🕥 Global 🔻
Amazon S3 > Buckets				Amazon SS > Buckets > mysupernavolucket > Delote bucket	
Account snapshot Last updated: May 11, 2022 by Sto	orage Lens. Metrics are generated every 24 hours. I	Learn more [View Storage Lens dashboa	Delete bucket 📷	
Total storage 8.3 KB	Object count 1	Avg. object size 8.3 KB	You can enable advanced metrics "default-account-dashboard" configuration.	 Deleting a bucket cannot be undone. Bucket names are unique. If you delete a bucket, another AWS user can use the name. Learn more (2) 	
Buckets (2) Info Buckets are containers for data stored	lin 53. Learn more 🔀	C D Copy ARN	Empty Delete Create buck	Delete bucket "mysuperawsbucket"?	
Q Find buckets by name			(1)	To confirm deletion, enter the name of the bucket in the text input field.	
Name	AWS Region	♥ Access	♥ Creation date	myseptrandbucket	
O cf-templates-19q6gjg8r	me6n9-us-west-2 US West (Oregon	us-west-2 Objects can be public	May 10, 2022, 22:57:18 (UTC-07		
O mysuperawsbucket	US West (Oregon) us-west-2 Bucket and objects not pu	ublic May 12, 2022, 17:34:04 (UTC-07	Cancel Delete bucket	

TASK 2 : Create a storage account in azure

Create a storage account

- 1 In the Azure portal, select the portal menu in the upper left corner. From the menu, select + Create a resource and then enter Storage account. Select the Storage Account entry, and then select Create.
- 2 From the Basics tab, select the subscription, resource group, and region you previously used for the virtual network. Enter a unique Storage account name, and set Redundancy to Locally-redundant storage (LRS). (Fig 19)

Basics Anvancen Nerwin	king Data protection T	ans Review + create	
	king bata protection in	aga neview i create	
Azure Storage is a Microsoft-man redundant. Azure Storage include Tables. The cost of your storage a storage accounts	aged service providing cloud sto s Azure Blobs (objects), Azure D ccount depends on the usage a	prage that is highly available, secure, o lata Lake Storage Gen2, Azure Files, Az nd the options you choose below. Lea	durable, scalable, and zure Queues, and Azu im more about Azure
Project details			
Select the subscription in which to	o create the new storage account	nt. Choose a new or existing resource	group to organize and
manage your storage account tog	jeurer war ourer resources.		
Subscription *	documentationteam	1	~
Resource group *	docs-ml-rg		~
	Create new		
Instance details			
	and account type place click		
If you need to create a legacy sto	rage account type, please click r	here.	
If you need to create a legacy sto Storage account name ① *	docsmistore	nere.	
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If you need to create a legacy sto Storage account name ① * Region ③ * Performance ① *	(US) East US 2	imended for most scenarios (general-	v purpose v2 account)
If you need to create a legacy sto Storage account name ① * Region ③ * Performance ① *	(US) East US 2 Standard: Recom	imended for most scenarios (general- imended for scenarios that require low	purpose v2 account) w latency.

3 From the Networking tab, select Private endpoint and then select + Add private endpoint. (Fig 20)

Fig 20	
	Create a storage account
	Basics Advanced Networking Data protection Tags Review + create
	Network connectivity
	You can connect to your storage account either publicly, via public IP addresses or service endpoints, or private/using a private endpoint.
	Connectivity method * O Public endpoint pil networks)
	Pala endpoint peletid networks) Points indepoint
	Private endpoint
	Create a private endpoint to allow a private connection to this resource. Additional private endpoint connections can be created within the storage account or private link center.
	+ Add private endpoint
	Name Subscription Resource.g., Region Target sub Submit Private DN Private DN
	Cid on all to make a private indigent
	Network routing
	Determine how to note your traffic as it travels from the source to its Asure endpoint. Microsoft network routing is recommended for most customers.
	Routing preference: O *
	 internet tructing
	Review + coultr
L	

- 4 On the Create private endpoint form, use the following values:
- **5 Subscription :** The same Azure subscription that contains the previous resources you've created.
- 6 **Resource group:** The same Azure resource group that contains the previous resources you've created.
- 7 **Location :** The same Azure region that contains the previous resources you've created.
- 8 Name: A unique name for this private endpoint.
- **9 Target sub-resource:** blob Virtual network : The virtual network you created earlier.
- 10 Subnet : Training (172.16.0.0/24)
- 11 Private DNS integration : Yes
- 12 Private DNS Zone: privatelink.blob.core.windows. net
- 13 Select OK to create the private endpoint.
- 14 Select Review + create. Verify that the information is correct, and then select Create.
- 15 Once the Storage Account has been created, select Go to resource: (Fig 21)



- 16 From the left navigation, select Networking the Private endpoint connections tab, and then select + Private endpoint:
- **17 Note :** While you created a private endpoint for Blob storage in the previous steps, you must also create one for File storage (Fig 22)

Storage account					
P Search (Ctrl+/)	×	Frewalls and virtual networks	rivate endpoint connections	Custom domain	
Data storage	٠				
Containers		+ Private endpoint 🗸 Approve	X Reject 🔋 Remove 🕻) Refresh	
4 File shares		Filter by name	All connection states	V	
🔲 Quausi		Connection name	Connection state	Private endpoint	Description
Tables		docsmistore.8fce271c-26b3-4	Approved	docs-mi-store-blob-pe	Auto-Approved
Security + networking					
2 Networking					
A Jours (19)	ъ				

18 On the Create a private endpoint form, use the same subscription, resource group, and Region that you have used for previous resources. Enter a unique Name. (Fig 23)

Basics Resource 3	Configuration ④ Tags ⑤ Review + create	
Use private endpoints to privately co virtual network, but can be in a differ	nnect to a service or resource. Your private endpoint must b ent region from the private link resource that you are conne	in the same region as your ting to. Learn more
Project details		
Subscription * ①	documentationteam	~
Resource group * ③	docs-ml-rg	V
	Create new	
Instance details		
Name *	docs-mi-store-file-pe	×
Region *	(US) East US 2	~

- **19 Select Next :** Resource, and then set Target subresource to file. (Fig 24)
- **20 Select Next :** Configuration, and then use the following values:
- 21 Virtual network : The network you created previously
- 22 Subnet : Training Integrate with private DNS zone : Yes
- 23 Private DNS zone : privatelink.file.core.windows. net (Fig 25)
- 24 Select Review + Create. Verify that the information is correct, and then select Create.

	dpoint
✓ Basics 2 Resource	Configuration (4) Tags (5) Review + create
Private Link offers options to creat or an Azure storage account. Selec	e private endpoints for different Azure resources, like your private link service, a SQL server, t which resource you would like to connect to using this private endpoint. Learn more
Subscription	documentationteam
Resource type	Microsoft.Storage/storageAccounts
Resource	docsmlstore
Target sub-resource * ①	file
< Previous Next : Config Create a private ✓ Basics ✓ Resource Networking	endpoint Configuration (a) Tags (5) Review + create
Virtual network * ①	docs-ml-vnet
Virtual network * ① Subnet * ①	t, select a virtual network subnet. Learn more docs-ml-vnet Training (172,16.0.0/24) f you have a network security group (NSG) enabled for the subnet above, it will be disabled for private endpoints on this subnet only. Other resources on the subnet will still have NSG enforcement.
Virtual network * ① Subnet * ① Private DNS integration	t, select a virtual network subnet. Learn more docs-ml-vnet Training (172,16.0.0/24) If you have a network security group (NSG) enabled for the subnet above, it will be disabled for private endpoints on this subnet only. Other resources on the subnet will still have NSG enforcement.
Virtual network * ① Subnet * ① Private DNS integration To connect privately with your endpoint with a private DNS z your virtual machines. Learn	t, select a virtual network subnet. Learn more docs-ml-vnet Training (172,16.0.0/24) If you have a network security group (NSG) enabled for the subnet above, it will be disabled for private endpoints on this subnet only. Other resources on the subnet will still have NSG enforcement. Private endpoint, you need a DNS record. We recommend that you integrate your private one. You can also utilize your own DNS servers or create DNS records using the host files on more
Virtual network * ① Subnet * ① Private DNS integration To connect privately with your endpoint with a private DNS z your virtual machines. Learn of Integrate with private DNS zon	t, select a virtual network subnet. Learn more docs-ml-vnet Training (172,16.0.0/24) If you have a network security group (NSG) enabled for the subnet above, it will be disabled for private endpoints on this subnet only. Other resources on the subnet will still have NSG enforcement. 'private endpoint, you need a DNS record. We recommend that you integrate your private cone. You can also utilize your own DNS servers or create DNS records using the host files on more ne Image: Yes image: No
Virtual network * ① Subnet * ① Private DNS integration To connect privately with your endpoint with a private DNS zo your virtual machines. Learn of Integrate with private DNS zon Configuration name	tt, select a virtual network subnet. Learn more docs-ml-vnet Training (172.16.0.0/24) If you have a network security group (NSG) enabled for the subnet above, it will be disabled for private endpoints on this subnet only. Other resources on the subnet will still have NSG enforcement. ' private endpoint, you need a DNS record. We recommend that you integrate your private toone. You can also utilize your own DNS servers or create DNS records using the host files on more ne Yes No Subscription Private DNS zone
Virtual network * ① Subnet * ① Private DNS integration To connect privately with your endpoint with a private DNS zor your virtual machines. Learn of Integrate with private DNS zor Configuration name privatelink-file-core-w	tt, select a virtual network subnet. Learn more docs-ml-vnet Training (172,16.0.0/24) Training (172,16.0.0/24) If you have a network security group (NSG) enabled for the subnet above, it will be disabled for private endpoints on this subnet only. Other resources on the subnet will still have NSG enforcement. ' private endpoint, you need a DNS record. We recommend that you integrate your private cone. You can also utilize your own DNS servers or create DNS records using the host files on more ne Image: Yes No Subscription Private DNS zone documentationteam (New) privatelink.file.core.windows.net

TASK 3 : Create a storage account in google

Create a new bucket

- 1 In the Google Cloud console, go to the Cloud Storage Browser page.
- 2 Click Create bucket.
- 3 On the Create a bucket page, enter your bucket information. To go to the next step, click Continue.
- 4 For Name your bucket, enter a name that meets the bucket name requirements.
- 5 For Choose where to store your data, select a Location type and Location where the bucket data will be permanently stored.
- 6 For Choose a default storage class for your data, select a storage class for the bucket. The default storage class is assigned by default to all objects uploaded to the bucket.
- 7 Note: The Monthly cost estimate panel in the right pane estimates the bucket's monthly costs based on your selected storage class and location, as well as your expected data size and operations.
- 8 For Choose how to control access to objects, select whether or not your bucket enforces public access prevention, and select an Access control model for your bucket's objects.
- 9 Note: If public access prevention is already enforced by your project's organization policy, the Prevent public access toggle is locked.
- 10 For Choose how to protect object data, configure Protection tools if desired, and select a Data encryption method.
- 11 Click Create.

Determine a bucket's size

- 12 In the Google Cloud console, go to the Metrics Explorer page within Monitoring.
- 13 In the toolbar, select the Explorer tab.
- 14 Select the Configuration tab.
- 15 Expand the Select a metric menu, enter Total bytes in the filter bar, and then use the submenus to select a specific resource type and metric:

- 16 In the Active resources menu, select GCS Bucket.
- 17 In the Active metric categories menu, select Storage.
- 18 In the Active metrics menu, select Total bytes.
- 19 Click Apply.
- 20 The fully qualified name for this metric is storage. googleapis.com/storage/total_bytes.
- **21 Optional:** To configure how the data is viewed, add filters and use the Group By, Aggregator, and chart-type menus. For example, you can group by resource or metric labels.
- 22 Optional: Change the graph settings:
- 23 For quota and other metrics that report one sample per day, set the time frame to at least one week and set the plot type to **Stacked bar chart**.
- 24 For distribution valued metrics, set the plot type to **Heatmap chart**.

Display a bucket's metadata

- 25 In the Google Cloud console, go to the Cloud Storage Browser page.
- 27 In the bucket list, find the bucket you want to verify, and check its column headers for the metadata you want to view.

Change the default storage class of a bucket

- 28 In the Google Cloud console, go to the Cloud Storage **Browser** page.
- 29 In the bucket list, find the bucket you want to modify, and click its **Bucket overflow menu** (:).
- 30 Click Edit default storage class.
- 31 In the overlay window, select the new default storage class you would like for your **bucket**.
- 32 Click

IT & ITES DTPO - Cloud computing

Install apache server & IIS server, configure apache server and IIS server

Objectives: At the end of the exercise you shall be able to

· install and configure apache server

install and configure IIS web server on windows 10.

Requirements

Tools/Equipments

- A working PC with Windows 10 or 11 Operating System - 1 No. per trainee
- Internet Connectivity

- Microsoft edge, Google Chrome and Mozilla Firefox browsers
- Bank account with an ATM card

PROCEDURE

TASK 1 : Install apache server

1 Go to https://httpd.apache.org/ and click on the Download link under Apache httpd 2.4.38 Released section. (Fig 1)

HTTP SERV	ER PROJECT		
			APA
The Number One HTTP Ser	rver On The Internet		
The Apache HTTP Server Project project is to provide a secure, effic	is an effort to develop and maintain an open-sour cient and extensible server that provides HTTP se	ce HTTP server for modern operating systems incl rvices in sync with the current HTTP standards.	luding UNIX and Windows. The goal of this
The Apache HTTP Server ("httpd" In February 2015.	") was launched in 1995 and it has been the most	popular web server on the Internet since April 1996	5. It has celebrated its 20th birthday as a proj
The Apache HTTP Server is a pro	aject of The Apache Software Foundation.		
Anacha http://24.20 Dalage	sed		2019-01-
Apache nupu 2.4.00 Releas			
The Apache Software Foundation	and the Apache HTTP Server Project are please	d to <u>announce</u> the release of version 2.4.38 of the <i>i</i>	Apache HTTP Server ("httpd").

2 It will take you to the following page, and then click on "Files for Microsoft Windows". (Fig 2)



- 3 Click on "Apache Lounge". (Fig 3)
- 4 You can download 32-bit or 64-bit of the zip file based on your windows operating system. We will download the 64-bit version here. Click the corresponding .zip link to download. (Fig 4)
- 5 Now, it requires C++ Redistributable Visual Studio 2017. So we will download it from the corresponding 32-bit or 64-bit link. (Fig 5)



<u>RECORDERANTISE HERDERANT SERVICES (Checksums</u>
 <u>PGP</u> Signature (Public <u>PGP key</u>), SHA1-SHA512 <u>Checksums</u>

To be sure that a download is intact and has not been tampered with, use PGP, see PGP Signature

6 After both the files have been downloaded, we will go to the downloaded location and install C++ Redistributable Visual Studio 2017. Double click on the .exe file. (Fig 6)

This PC > Windows (C:) Section: A section of the secti	> Apache		6
Name	Date modified	Туре	Size
httpd-2.4.38-win64-VC15	10-02-2019 10:58	WinRAR ZIP archive	17,338 KB
₩ vc_redist.x64	10-02-2019 11:00	Application	14,971 KB

7 Check 'I agree' and click Install. (Fig 7)

Fig 7
劇 Microsoft Visual C++ 2017 Redistributable (x64) - 14.16.27 ー 🛛 👸
Microsoft Visual C++ 2017
Redistributable (x64) - 14.16.27024
MICROSOFT SOFTWARE LICENSE TERMS
MICROSOFT VISUAL STUDIO 2017 TOOLS, ADD-ONs and C++ REDISTRIBUTABLE
These license terms are an agreement between Microsoft Corporation (or based on where you live one of its affiliates) and you. They apply to the
✓ I agree to the license terms and conditions
∳ <u>I</u> nstall <u>C</u> lose
Installation of Apache is in progress. (Fig 8)



9 Once it is complete, you will get a message like this. Click Close to finish the installation. (Fig 9)



10 Now, go to the folder where you download the Apache zip file. Right-click on it and select extract here. (Fig 10)

Extracting from h	ttpd-2 — 🗌 👸
C:\Apache\httpd-2.4 extracting sound2.png	3.38-win64-VC15.zip 100%
Elapsed time Time left	00:00:05 00:00:11
Processed	31%
Background	Pause
Cancel	Mode Help

- 11 Now, we will have an Apache24 folder created. Copy this folder to C drive, and then we will add a path to system environment variables.
- 12 Go to System Properties -> Advanced tab -> Click on the Environment Variables button below. (Fig 11)

ı 11			
	System Properties		X
	Computer Name Hardware Advanced	System Protection Remote	
	You must be logged on as an Administrat	tor to make most of these cha	nges.
	Performance		
	Visual effects, processor scheduling, me	emory usage, and virtual mem	ory
		<u>S</u> ettings.	
	User Profiles		
	Desktop settings related to your sign-in		
			_
		S <u>e</u> ttings.	
2	Startup and Recovery		
	System startup, system failure, and debu	ugging information	
		Settings.	
		Environment Variab	les
	OK	Cancel	Apply

13 In Variables, find Path and click Edit. (Fig 12)

ronment Variables		
ser variables for SUMAN DEY		
Variable	Value	٨
GOOGLE_DEFAULT_CLIENT	no	
NO_PROXY	192.168.99.100	
OneDrive	C:\Users\SUMAN DEY\OneDrive	
)neDriveConsumer	C:\Users\SUMAN DEY\OneDrive	
Path	C:\Users\SUMAN DEY\AppData\Local\Microsoft\WindowsApps;C:\	
CMD	C:\Users\SUMAN DEY\AppData\Local\Temp	
ICIVIP		

14 Click Browse -> Go to C drive Apache24 folder -> Select bin folder -> Click Ok. (Fig 13)



15 We will install Apache as a Windows Service. Run Command Prompt as an administrator. Type httpd –k install and hit enter. (Fig 14)



- 16 We'll check the install Apache service. Click on the Windows icon and type services. Click on the Services app and find a service with the name Apache 24 (Fig 15)
- 17 To start the Apache server, right-click on it and click start. The status will change to 'Running'. (Fig 16)
- 18 We can test with a browser. Open a browser and navigate to http://localhost, and hit enter. A message stating 'It works!' will pop up to confirm the successful installation of Apache. (Fig 17)

TASK 2 : Install and Configure IIS web server on Windows 10

Enable Internet Information Services -IIS on Windows 10

- 1 Go to Control panel-> Select Program-> Turn Windows features on and off. (Fig 18)
- 2 Scroll down and select "Internet Information Services" and press OK button to get it installed. Later restart the PC to make changes into effect.
- 3 The installation of it is very easy, by default when we select the IIS management console the Web Management Tools and Word Wide services along with HTTP features, performance features, security, system status and diagnostics are automatically going to be install. If you want FTP server as well

ig 15					
O Services (Local)					6
Apache2.4	Name	Description	Status	Startup Type	Log On As
	🖏 ActiveX Installer (AxInstSV)	Provides Us		Manual	Local Syste
Start the service	🖏 Adobe Acrobat Update Serv	Adobe Acro	Running	Automatic	Local Syste
	🖏 AllJoyn Router Service	Routes AllJo		Manual (Trigger Start)	Local Service
Description:	🙆 Apache2.4	Apache/2.4		Automatic	Local Syste
Apache/2.4.38 (Win64)	🕼 App Readiness	Gets apps re		Manual	Local Syste
	🌼 Application Host Helper Ser	Provides ad	Running	Automatic	Local Syste
	🖏 Application Identity	Determines		Manual (Trigger Start)	Local Service
	🖏 Application Information	Facilitates t	Running	Manual (Trigger Start)	Local Syste
	🖏 Application Layer Gateway	Provides su		Manual	Local Service
	🖏 AppX Deployment Service (Provides inf	Running	Manual	Local Syste
	ASP.NET State Service	Provides su		Manual	Network S
	🌼 aswbIDSAgent	Provides Ide		Manual	Local Syste
	🖏 Auto Time Zone Updater	Automatica		Disabled	Local Service
	🖏 Avast Antivirus	Manages an	Running	Automatic	Local Syste
	🖏 AvastWscReporter			Manual	Local Syste
	AVCTP service	This is Audi	Running	Manual (Trigger Start)	Local Service

Services (Local)					6
pache2.4	Name	Description	Status	Startup Type	Log On As
	ActiveX Installer (AxInstSV)	Provides Us		Manual	Local Syste
top the service	Adobe Acrobat Update Serv	Adobe Acro	Running	Automatic	Local Syste
estant the service	AllJoyn Router Service	Routes AllJo		Manual (Trigger Start)	Local Service
	Apache2.4	Apache/2.4	Running	Automatic	Local Syste
escription:	App Readiness	Gets apps re		Manual	Local Syste
pache/2.4.38 (Winb4)	Application Host Helper Ser	Provides ad	Running	Automatic	Local Syste
	Application Identity	Determines		Manual (Trigger Start)	Local Service
	Application Information	Facilitates t	Running	Manual (Trigger Start)	Local Syste
	🌼 Application Layer Gateway	Provides su		Manual	Local Service
	AppX Deployment Service (Provides inf	Running	Manual	Local Syste
	ASP.NET State Service	Provides su		Manual	Network S
	🆏 aswbIDSAgent	Provides Ide		Manual	Local Syste
	🌼 Auto Time Zone Updater	Automatica		Disabled	Local Service
	🌼 Avast Antivirus	Manages an	Running	Automatic	Local Syste
	AvastWscReporter			Manual	Local Syste
17					
17					6.2

then click on the + icon given in front of Internet information services and select FTP server option too. (Fig 19)

Start Internet information service (IIS) Manager

- 4 Go to Windows 10 Search box and simply type IIS and you will get installed webserver Manager Application, click on it to start. (Fig 20)
- 5 Finally, you will see the IIS manager with so many options to operate and handle different Web server application tasks. (Fig 21)



Test IIS Webserver

6 After the installation of IIS, Windows will automatically start the webserver services on default port number 80. Thus, to check whether it is functioning properly or not, open your system browser and type http:// localhost to see. (Fig 22)



7 By default, the IIS shows the local HTML page to show everything is working fine. In case not then check whether the HTTP server (localhost) is listening on port 80. Run the following command in command prompt. (Fig 23)

Fig 23	
netstat -a -p tcp -n	Ø
Line for a state in	

- 8 However, for newly installed IIS webserver such problem would not appear.
- 9 In case, your port 80 is already bound to some other application then you can change the default website or Http listening port on IIS.
- 10 Right-click on Default web site option given under the Sites and select Edit Bindings. (Fig 24)

Internet informati	on Services (IIS) I	Manager								- 0	×
↔	DESKTOP-900KS	569 + Sites + De	fault Web	Site 🕨						🖬 🖂 🗄	
<u>File View H</u> elp											
Connections		O Defe	14.14/-1-	Challes					Actio	ons .	
2 V 🕯 DESKTOP-900	KS69 (DESKTOP	Defau	iit web	Site Hor	ne			-	2	xplore dit Permissions	^
- 2 Application Pools - 2 Sites - 9 Default Web Site 2 Splore		IS	s and a second s			Group by: A	Ares		Edit Site Bindings Basic Settings		
Edit Per	missions	ression Default Documen	Default	ult Directory Error Pages Handler nent Browsing Mappings I	Respon	View Applications View Virtual Directories					
	Add App	plication tuel Directory	in 🗧	4	pin 👘			Mars	age Website	۵	
Edit Bin		dings	Types Module	Modules	ules Output Request SSL Settings Caching Filtering		2	Restart İtart			
	Manage	Website						^		itop	
	Befresh Remove									Browse Website Browse 1:80 (http)	
	Rename								1	Advanced Settings	
			-							configure	_

- 11 Now Click on Edit button and change the port number to one which you want to use. You can also specify any particular IP-address you want to use that port number. (Fig 25)
- 12 Configure and install WordPress with IIS Manager.



- 13 So, to give you an idea of how to host an HTML website or web application like WordPress on IIS, we are going to configure it.
- 14 However, hosting a website on IIS, the steps will be the same for both WordPress or just a simple HTML one. Yet being a web application WordPress needs PHP support too. Right-click on the default website and select Explore.
- 15 The root directory at %SystemDrive% \inetpub\ wwwroot will open. Now simply extract all your WordPress file there. If it asks for permission give it.
- 16 Now, Select your newly created website and click on the restart option given in the right-side panel. (Fig 26)



- 17 Add index.php to the Default Document.
- 18 Select Default website and double click on Default Document icon then Add link given on the right-side panel. Type index.php and save it. (Fig 27)
- 19 Open the browser and point it to http://localhost, this time it will show the hosted website. However, in case of WordPress, it gives an error because we haven't yet configured its Wp-config file.
- 20 Again right-click on the Default website ->Explore and then rename wp-config-sample.php to wpconfig.php.
- 21 Now edit the wp-config.php file and change the following things given in red colour... In short, add the database details (Fig 28)

59 🕨		🖬 🖄 🖬 📦 •
PT		Actions
Default Do		Add
Use this feature to specify	the default file(s) to return when a client does not request a specific file. Set	Disable
Name Defaultasp inde.htm inde.html iistart.htm	Entry Type Local Add Default Document ? X Name index.php OK Cancel	



22 In case, it will say you don't have permission to write a wp-config file, then simply right click on the Default website in IIS manager and select Edit Permissions. (Fig 29)

🗞 Internet Information Services (IS) Manager									- 0 ×		
(← → DESKTOP-900KS89 → Sites → Default website →									🖬 🖂 🔒 🔒 •		
File View Help											
Connections						Actions					
							-	ø	Explore Edit Permissions	^	
i - ② Application P ♥ ■ Ster > ● Default we	iools	rites:		Default Decument Modules	Directory Browsing Durput Caching	Error Pages PHP Manager	***		Edit Site Bindings Basic Settings Wew Applications View Virtual Directories	-	
	e P A	dit Permis Sons	iompression				Handler Mappings				
	🕺 A	dd Virtual Directory					8	N	lanage Website 🛛 🙆)	
	E	dit Bindings					Request	1	Restart		
	N	lenøge Website					rittering	l li	Start Stop Browse Website Browse 1:80 (http)		
	K R	efresh emove									
	🤗 Ir	stall Application From Gallery							Advanced Settings		
	R	ename					<u></u>		Configure		
	8 9	witch to Content View	intent View						Limits		

- 23 Go to Security Tab and select your Windows system user. Then Edit button-> Give all permissions to it and then press OK button. (Fig 30)
- 24 Now, type http://localhost/index.php and you would be able to access your WordPress installation.
- 25 In the same way, if you have hosted some HTML based website file for development in the root directory of Default website you will get to see that.
| Services | IS) Manager | | | - | |
|-------------------------|--|--------|--|------|---------|
| ← → ● DESKTOP-9 | Z www.roct Properties | | Permissions for www.root | × | 1 🛍 🔞 • |
| File View Help | General Sharing Security Previous Versions Customize | | Security | | |
| Connections | Object name: C:\inetpub\www.root | | Of the second se | | |
| 2 | Group or user names: | | Object name: C: whetpub www.wroot | | ^ |
| V DESKTOP-900KS69 (DESK | Administrators (DESKTOP-900KS69\Administrators) | ip bys | Group or user names: | | |
| - Application Pools | Users (DESKTOP-900KS69/Users) | H | SYSTEM | | |
| > 😌 Default website | | 100 | Administrators (DESKTOP-900KS69\Administrators) | | |
| | To observe nemissions oldy Edit | 20 | Users (DESKTOP-900KS69/Users) IUSES (DESKTOP-900KS69/Users) | | _ |
| | Edt | owsin | At Trustedinstaller | _ | nties |
| | Permissions for Users Allow Deny | 120 | Add., Remo | ve | |
| | Full control | 1 | Permissions for CREATOR | | |
| | Bead & execute | achin | Fulcontrol CR | ~ | |
| | List folder contents 👌 🗸 | | Modify | | |
| | Reed V | | Read & execute 5 | | |
| | For special permissions or advanced settings | | Bead Decidents | | |
| | click Advanced. Advanced | | | * | - |
| | | | | | |
| | A ¹ | H | OK Cancel / | oply | |
| | UK Cancel Apply | | | | - |

How to Disable IIS web server on Windows 10

26 In case you don't require IIS Manager and want to disable it. Again open "Turn Windows feature On or OFF" and unselect the option "Internet Information

Services". This will remove the IIS web server from your Windows 10 or Windows 7 PC, laptop or server. (Fig 31)

Windows	Features		-	
Turn Wind	lows features or	or off		6
To turn a feat check box. A	ure on, select its cheo filled box means that	k box. To turn a f t only part of the	feature off, feature is t	clear its urned on.
	ernet Explorer 11	_		-
🗄 🔳 🔤 Int	ernet Information Sei	vices		
Int	ernet Information Ser	vices Hostable W	/eb Core	
🕀 🗌 Le	gacy Components			
⊞ 🗹 🔤 Me	dia Features			
Mi	crosoft Defender App	lication Guard		
🗉 🗌 Mi	crosoft Message Que	ue (MSMQ) Serve	er	
Mi Mi	crosoft Print to PDF			
Mi	crosoft XPS Docume	nt Writer		
	ItiPoint Connector			
Pri	nt and Document Ser	vices	1	
				~

IT & ITES DTPO - Cloud computing

Perform Domain registration and C panel management

Objectives: At the end of the exercise you shall be able to

- register a domain using amazon
- create a cPanel account and log in to cPanel
- use a cPanel Account and Manage the cPanel Account.

Requirements

Tools/Equipments

- A working PC with Windows 10 or 11 Operating System - 1 No. per trainee
- Internet Connectivity

PROCEDURE

TASK 1 : Register a domain using amazon

To register a new domain using Amazon Route 53

1 Sign in to the AWS Management Console and open the Route 53 console at https:// console.aws. amazon.com/route53/. (Fig 1)

AWS services		Stay connected to your AWS resources
Find Services You can enter names, keywords or acronyms.		on-the-go Download the AWS Console Mobile App to
Q, route53	X	your iOS or Android mobile device.
Roote 33 Scalable (MS) and Operain Name Repitation Recently Visited Association Roote 53 Elastic Container Service Elastic Container Registry	G EC2 De Billing	Explore AWS Amazon CodeGuru Find your most expensive lines of code, Learn more [2]
▼ All services		RDS Read Replicas
Compute EC2 Lightsail	Machine Learning Amazon SageMaker Amazon Augmented Al	Achieve scale and low-latency for read-heavy workloads with RDS Read Replicas. Learn more
Lambda	Amazon CodeGuru	Free Digital Training
Batch Elastic Beanstalk	Amazon Comprehend Amazon Forecast	Get access to 350+ self-paced online courses covering
Concerdence Appellication Department	Amazona Fraud Datastar	AWS products and services. Learn more

2 If you're new to Route 53, choose Get started. If you're already using Route 53, in the navigation pane, choose Registered domains. (Fig 2)



- Microsoft edge, Google Chrome and Mozilla Firefox browsers
- Bank account with an ATM card

3 Choose Register Domain. (Fig 3)

Dashboard Hosted zones Health checks	Registered dor Register Domain	nains ansfer Domain Domain Billio	ng Report		0 0
Traffic flow	Q, Search domains by pr	refix X			$ \langle \ \ \leqslant \ {\rm No} \ {\rm domains to \ display} \ \geqslant \ \rangle $
Traffic policies	Domain Name	Privacy Protection	Expiration Date	Auto Renew	Transfer Lock
Domains Registered domains Pending requests Resolver VPCs Nitbound endpoints Outbound endpoints Rules Query logging					

4 Enter the domain name that you want to register, and choose Check to find out whether the domain name is available. (Fig 4)



- 5 If the domain is available, choose Add to cart. The domain name appears in your shopping cart.
- 6 The Related domain suggestions list shows other domains that you might want to register instead of

your first choice (if it's not available), or in addition to your first choice.

7 Choose Add to cart for each additional domain that you want to register, up to a maximum of five domains. (Fig 5)

1: Domain Search	Choose a domain	name				Shopping cart
2: Contact Details	awssimplified		.com - \$12.0	0 • Check		
3: Verify & Purchase	Availability for 'awssin	nplified.com'				
	Domain Name		Status	Price /1 Year	Action	
	awssimplified.com	X	Unavailable			
	Related domain sugge	estions				
	Domain Name		Status	Price /1 Year	Action	
	awsinsight.net	4	Available	\$11.00	Add to cart	
	awssimplified.io	*	Available	\$39.00	Add to cart	
	awssimplified link	~	Available	\$10.00	Add to cart	
	awssimplifiqd.net	4	Available	\$11.00	Add to cart	
	awssimplified orn	1	Available	\$12.00	Add to cart	

- 8 If the domain name isn't available and you don't want one of the suggested domain names, repeat step 4 until you find an available domain name that you like. Note If you also want your users to be able to use www.your-domain-name, such as www.example. com, to access your sample website, you don't need to register a second domain. Later in this topic, we explain how to route traffic for www.your-domainname to your website.
- 9 In the shopping cart, choose the number of years that you want to register the domain for.
- 10 To register more domains, repeat steps 4 through 6.
- 11 Choose Continue.
- 12 On the Contact Details for Your n Domains page, enter contact information for the domain registrant, administrator, and technical (Fig 6)

aws se	rvices 🗸 Resource Grou	ps v 1	A MNS_Simplified * Globel * Support *
1: Dornain Search	Contact Deta	ails for Your 1 Domain	Shopping cart
2: Contact Details	Enter the details for your specified otherwise. Les My Repistrant, Administr	Registrant, Administrative and Technical contacts below. All fields are required unles immane.	S One-time fees awssimplified to Report for 1 y years 200 00
		Registrant Contact	SUBTOTAL \$39.00
	Contact Type 🖲	Person *	Monthly Fees for DNS Management
	First Name Last Name	Company Company Kr	View pricing details for Route 53 queries and for the hosted zone that we create for each new domain.
	Organization $\boldsymbol{\theta}$	Public Body Not applicable	
	Email		
	Phone	+ 1	
	Address 1	Street address, PO, box	
	Address 2	Optional	

13 By default, we use the same information for all three contacts. If you want to enter different information for one or more contacts, change the value of My Registrant, Administrative, and Technical Contacts are all the same to No. (Fig 7)

AWS Services - Resource Grou	ips v 1₂	AWS_Simplified Global	• Support •
Email			
Phone	+ 1 - 3115550188		
	Enter country calling code and phone number		
Address 1			
	Street address, P.O. box		
Address 2	Optional		
	Apt, suite, unit, building, floor, etc.		
Country	Select a country		
Photo	Cipie and and ind		
atate			
City			
Postal/Zip Code	Optional		
Privacy Protection 0	When the contact type is Person:		
	· Privacy protection hides some contact		
	details for .io domains.		
	Enable O Disable		

- 14 If you're registering more than one domain, we use the same contact information for all of the domains.
- 15 For some top-level domains (TLDs), we're required to collect additional information. For these TLDs, enter the applicable values after the Postal/Zip Code field.
- 16 Choose whether you want to hide your contact information from WHOIS queries. For more information, see the following topics:
 - Enabling or disabling privacy protection for contact information for a domain
- 17 Choose Continue.
- 18 Review the information that you entered, read the terms of service, and select the check box to confirm that you've read the terms of service. (Fig 8)



19 Choose Complete Purchase. (Fig 9)

- 20 We send an email to the registrant for the domain to verify that the registrant contact can be reached at the email address that you specified. (This is an ICANN requirement.) The email comes from one of the following email addresses: • noreply@registrar. amazon.com – for TLDs registered by Amazon Registrar. • noreply@domainnameverification.net – for TLDs registered by our registrar associate, Gandi. (Fig 10)
- 21 To determine who the registrar is for your TLD



Important

22 The registrant contact must follow the instructions in the email to confirm that the email was received, or we must suspend the domain as required by ICANN. When a domain is suspended, it's not accessible on the internet. 23 You'll receive another email when your domain registration has been approved. To determine the current status of your request (Fig 11)

aws ser	vices 🗸 Resource Groups 🗸 🚯 Godal + Support +
10000	Thank you for registering your domain with Route 53.
Dashboard	4 Your registration request for the following 1 domain had been successfully submitted:
Health checks	aussimplified is
Traffic flow	Registering a new domain: what's next?
Traffic policies	The domains listed below might require another email validation. If you receive another email, this will come from norephy@domainsamevenification.net.
Policy records	 awssimplified to
Domains	Important
Registered domains	If you don't cleic the link in the email within 15 days to verify that you provided a valid email address, the registrar will suspend your domain. A suspended domain is not available on the internet.
Pending requests	Note the following:
Resolver	Domain registration might take up to three days to complete.
VPCs	 We'll send email to the registrant contact when the domain is successfully registered. We'll also cend email to the registrant contact if we aren't able to register the domain for some reason.
Inbound endpoints	You can view the current status of your request on the dashboard in the Route S3 console.
Outboand endpoints	Ge To Domains
Rules	

(Optional) To turn off automatic renewal for a domain

- 24 In the navigation pane, choose Registered domains.
- 25 In the list of domains, select the linked name of your domain.
- 26 If the value of the Auto renew field is Enabled (disable), choose disable to turn off automatic renewal. The change takes effect immediately.
- 27 If the value of the field is Disabled (enable), don't change the setting.

TASK 2 : Create a cPanel account and log in to cPanel

Register a cPanel Store Account

- 1 cPanel accounts must first be registered before they can be used to make a purchase within the cPanel store.
- 2 Visit https://cpanel.net/ and click on account login. Once done, there will be a login page and a link that says Create an account. (Fig 12)

Fig 12	Authentication required
	Enter your email.
	Enter your account password.
	CP Log in Forgot Your Password? Create an account

- 3 See the following figure type to fill in and register your account. (Fig 13)
- 4 When the account is created, please log into the newly registered cPanel store account.
- 5 There will be a link at the top of the cPanel store homepage that states verify your email here.

Account Information				
Email Address	Password		Confirm Password	
Email Address	Password		Confirm Password	
Contact Information				
Name		Company Name		
Name		Company Name		
Address		Address (cont.)		
Address		Address (cont.)		
Country		City		
United States 🗸		Gty		
State/Province/Region		Zip/Postal Code		
Alabama	۷	Zip/Postal Code		
Telephone Number		Mobile Number		
Telephone Number		Mobile Number		
Tax ID/VAT Number				
Tax ID/VAT Number				

- 6 Click the available link to verify the email.
- 7 Once verified, the account will be fully registered.

F

Using the cPanel Products Trial Form

- 8 visit https://cpanel.net/ Click "Free Trial"
- 9 Fill out the form with the following required information: Email, Country, Job title
- 10 Click Submit. A new interface will appear.
- 11 Select the Subscriber consent box to consent to receiving email communications. This will allow you to receive the email regarding your free trial license.
- 12 Select the I'm not a robot box.
- 13 Click Submit. A new interface will appear that states "Thanks for signing up!".
- 14 Check your email for an email from list@info.cpanel. net with the subject of Install Your Free Trial of cPanel & WHM.

Important: You must wait for the email to arrive prior to completing the next step.

15 Use SSH to connect to your server and run the following command found in that email: (Fig 14)

Fig 14

cd /home && curl -o latest -L https://securedownloads.cpanel.net/latest && sh latest

16 Your server is now ready to use.

To log in to the cPanel interface, perform the following steps:

- 17 Enter the IP address or domain and the 2083 service port in your preferred browser (for example, https://198.51.100.1:2083).
- 18 Enter your cPanel username in the Username text box.
- 19 Enter your password in the Password text box.

20 Click Log in. (Fig 15)

Service URL's



How to access cPanel

- 21 To access cPanel, enter the IP address or domain and the 2083 port in your preferred browser. For example:
- 22 https://198.51.100.1:2083 Access cPanel over an encrypted connection with your IP address.
- 23 https://example.com:2083 Access cPanel over an encrypted connection with your domain name.

TASK 3 : Use a cPanel Account and Manage the cPanel Account

To log in with your cPanel account, perform the following steps

1 Enter your cPanel username in the Username text box. (Fig 16)

Fig 16	cPanel"
	Username
	Enter your username.
	Password
	Enter your account password,
	Log In
	Reset Password

- 2 Enter your password in the Password text box.
- 3 Click Log in. The cPanel Tools interface will appear. (Fig 17)

	Find functions quickly by typing here.		GENERAL INFORMATION
7 <u>0</u> 1	PILES	-	Current User wpbsts
	🗑 File Manager 🛛 🚺 Images 📃 💽	Directory Privacy	Primary Domain (QV Certificate)
	Co Disk Usage 😡 Web Disk 📕	FTP Accounts	Shared IP Address 173.244.41.26
	FTP Connections 🕒 Backup	Backup Wzard	Home Directory /home/wptu/ts
	Gr ^{av} Version Control		Last Login IP Address 27.147.203.163
	DATABASES	÷ -	Theme paper_lantern
	phpMyAdmin 🕒 MySQL® Darabases	MySQL® Detabase Witard	Server Information
	Remote MySQL® 🕒 PostgreSQL Databases	PostgreSQL Database Witard	STATISTICS
	attached and		2.71 M8 / 2 G8 (0.13%)

- 4 See the right side of the figure for general information about your user details
- 5 Click on 'File Manager' open it new tab. The file manager interface will appear on the screen. (Fig 18)

File Manager				Search Al Your Files 🗸 🗸	x	Co O Settings
♦ File ♦ Folder ② Copy ♦ M	ne 1	;Upload ≟ Download X Delete "D Restare ■	Rename 🖋 Edit 🞯 HTM	LEditor PPermissions G	View /'Excrad /	Compress
*	Go	∯ Home _ j Up One Level ← Back → Forward	@Reload @Select.Al	Unselect Al 🛙 View Trash	🗄 Empty Trash	
Collapse All		Хате	Size	Last Modified	Type	Permissions
- 🏷 🕷 (/home/wp0uts)		in ec	4 KB	Yesterday, 5:53 PM	httpd/unix-directory	0750
+ etc		📔 logs	4 KB	Today, 6:04 PM	httpd/unix-directory	0700
+ Imail		🐱 nal	413	Jul 3, 2020, 9:51 PM	nal	0751
+ <mark>III</mark> public_ftp		🔁 public_tp	4 KB	Jul 3, 2020, 9:51 PM	publicitip	0750
+ public html + ssl		🖶 public_html	418	Today, 5:43 PM	publichtmi	0750
+ 🖿 tmp		in est	4 KB	Jul 3, 2020, 9:52 PM	httpd/unix-directory	0755
		🛅 τηρ	418	Jul 4, 2020, 6:30 PM	http://unix-directory	0755
		🝓 access-logs	32 bytes	Jul 3, 2020, 10:01 PM	http://unix-directory	0777
		😫 www	11 bytes	Jul 3, 2020, 9:51 PM	publichtmi	0777

6 Click 'public.html' to introduce that public underscore HTML in your wave root directory public

Create or copy files or folders

- 7 Click + File or + Folder in the toolbar. A new interface will appear. (Fig 19)
- 8 Enter the new item's name in the New File Name: or New Folder Name: text box.
- 9 Enter the location in which the system will create the item in the New file will be created in: or New folder will be created in: text box.



10 Click Create New File or Create New Folder.

To copy one or more files, perform the following steps:

- 11 Select the files you want to copy.
- 12 Click Copy from the toolbar at the top of the interface. The Copy interface will appear.
- 13 In the Copy interface, enter the file path for which you want to save the item in the Enter the file path that you want to copy this file to: text box.
- 14 Click Copy File(s) to copy the files.

To copy a folder that contains files, perform the following steps:

- 15 Select the folder that you want to copy.
- 16 Use your preferred file compression application to compress the folder
- 17 Click Upload from the toolbar and upload the compressed file by either dragging and dropping it or using the Select File button.
- 18Now that your folder appears in the File Manager interface, select it and click the Extract in the toolbar in the top of the interface. This will extract your folder.

Move files or folders

Select the file or files that you want to move.

- 19 Click Move in the toolbar at the top of the interface. The Move interface will appear.
- 20 Enter the file path that you want to move the file to in the Enter the file path that you want to move this file to: text box.
- 21 Click Move File(s) to move the file.

You can also move files by:

22 Dragging a file icon into a new destination folder.

23 Clicking on a file and then clicking Rename in the toolbar.

Update file or folder permissions

- 24 Select the file or folder for which to change the permissions.
- 25 From the toolbar, click Permissions. The Change Permissions interface will appear.
- 26 Use the checkboxes or text boxes to change the item's permissions. This setting defaults to 0644.
- 27 Click Change Permissions to save your changes.

Delete or restore files and folders

- 28 Select the file or folder you want to delete.
- 29 In the toolbar, click Delete. The Trash interface will appear.
- 30 Click Confirm to confirm that you want to delete the file or folder.

To restore a file or folder, perform the following steps:

- 31 Click View Trash from the toolbar.
- 32 Select the file or folder that you want to restore.
- 33 Click Restore in the toolbar.
- 34 Confirm that you want to restore the item.

Search for an item

- 35 Use the Search menu to select the folder to search. You can select from the following options:
 - All Your Files
 - only public_html
 - Current Directory
- 36 Enter the desired file name in the text box.

37 Click Go.

Create a subdomain

- 38 Log into cPanel on the account to add the subdomain on.
- 39 Click "Domains" under the "Domains" section.
- 40 Click the "Create A New Domain" button.
- 41 Enter the subdomain name to add in the "Domain" text box.
- 42 Deselect the "Share document root (/home/ username/public_html) with "domain.tld"." option.
- 43 Enter the directory where you want the files for this subdomain to exist.
- 44 Click the "Submit" button.

IT & ITES DTPO - Cloud computing

Configure domain name to hosting accounts

Objectives: At the end of the exercise you shall be able toconfigure domain names for hosting accounts using the GoDaddy website.

Requirements

Tools/Equipments

- A working PC with Windows 10 or 11 Operating System - 1 No. per trainee
- Internet Connectivity

- Microsoft edge, Google Chrome and Mozilla Firefox browsers
- Bank account with an ATM card

PROCEDURE

TASK 1 : Configure domain names for hosting accounts using the GoDaddy website

1 Go to ae.godaddy.com and log in to your GoDaddy account by clicking the "Sign In" button on the top right, under "Registered Users." (Fig 1)



- 2 After logging in, you will see a page with your GoDaddy products listed.
- 3 If you end up on a different page, you can click the arrow next to your name and then select "My Products" to view your products page. (Fig 2)

GoDoddy" My Account	Help 🐂 Checkout Now 🗍 💄 SIMAY 🔻
My Products Account Settings •	
A Domains	Manage All 🔉
mywonderfulbusinesswebsite.com	DNS Manage
mypersonalwebsite.com	DNS Monoge
mysonsdomainname.com	DNS Monope
mypersonalblogdomain.com	Dits Monoge
Private Registration mysidehustledomain.com	Set op A DNS Manage
Private Registration	

4 Under Domains, select the domain name you have purchased from GoDaddy and connect it to your hosting account, then click Manage. (Fig 3)

Fig 3		
	GoDaddy" Domain Manager +	Help 📜 Checkout New 🗍 💄 SIMAY 🔻
	Domains v Buy & Sell v DNS v Settings v Help v	
	Mr.Consets Domain Settings	
	mypersonalwebsite.com	
	is set to automatically renew on 4/28/19.	Hanage Connection
		Add Email

5 See above; this will take you to the page where you can manage that specific domain name. On this page, you can also view information related to the domain name, such as when it will be automatically renewed. Additionally, you can always manually renew your domain name. (Fig 4)

Fig 4	
Additional Settings	
Never risk losing your domain. Add Domain Ownership Protection to prevent accidental or malicious loss. <u>Learn mete</u>	
Automatically renew your domain with your card on file so you never lose your domain. Auto renew: On <u>Cancel domain on 4/2819</u> Locking prevents unauthorized changes, including transfer to another registrar. Domain lock: On <u>Edit</u>	
Manage.DNS Transfer domain to another GoDaddy account Transfer domain away from GoDaddy Get authorization code Delete domain	

6 When scrolling down on the Domain Settings page, you will see the option to Manage DNS. (Fig 5)

GoDaddy" Domain Ma	nager 🔻		Help	🚆 Checkout Now		SIMAY
Domains ▼ Buy & Sell ▼	DNS 🔻 Settings 🔻 Help					
ly Domains						
DNS Manage	ment					
mayyndizoniine.com						
Records						
Records	8 9:48 AM					
Records Last updated 2/21/1 Type	8 9 48 AM Name	Value		π.		
Records Last updated 2/21/1 Type A	89.48 AM Name @	Value Forwarded		TTL 600 seconds	,	•
Records Last updated 22/11 Type A CNAME	89.48 AM Name @ entall	Value Fonsarded email secures/tver.net		TTL 600 seconds 1 Hour		1
Records Last updated 2/21/11 Type A CNAME CNAME	9.48 AM Name email 50	Value Forwarded email.securesener.net		TTL 600 seconds 1 Hour 1 Hour	,	1

7 Click "Manage DNS" and you will be directed to the DNS Management page. On this page, scroll down until you see the Nameservers. (Fig 6)

Fig 6	
	Nameservers
	Las updated 4/2917 11:45 P4 Using default nameserver Nameserver
	ns43 domaincontrol com
	ns44.domaincontrol.com

8 Now, this is where the actual process of connecting your domain name to your hosting account begins. Click the "Change" button next to where it says "Using default nameservers." (Fig 7)

Fig 7	
	Nameservers
	Last updated 4/28/17 11:45 PM
	Choose your new nameserver type
	Default
	Default
	Custom
	Save Cancel

9 To be able to point your domain to your hosting account, you need to choose the Custom option, not the Default. (Fig 8)

Fig 8	
Nameservers	
Last updated 4/28/17 11:45 PM	
Choose your new nameserver type	
Custom	.*
Napertifike Enter your nameserver	
Enler your nameserver	
Save	Add Nameserver

10 After selecting the Custom option, you'll see two lines below that say "Enter your nameserver." In order to complete the process of connecting your domain name to your hosting account, fill in the nameserver addresses; one will start with NS1 and the other with NS2. (Fig 9)

Fig 9	
Nameservers	
Last updated 4/28/17 11:45 PM Choose your new nameserver type	
Custom	•
Nameserver	
NS1.GODADDY.COM	
NS2.GODADDY.COM	
Save Cancel	Add Nameserver

- 11 When you purchase your hosting plan, your hosting provider emails you the nameserver addresses that begin with NS1 and NS2. If you don't know what you should type in here, check your junk folders or get in touch with your hosting provider.
- 12 After entering this address into the appropriate boxed, click Save and you're done.
- 13 After you save, enter your address, and see that your website doesn't load, please remember that it may take 24 to 48 hours for the information to be deployed on DNS servers.

IT & ITES DTPO - Cloud computing

Host your webpages

Objectives: At the end of the exercise you shall be able to

- set up a new windows hosting account using the godaddy product page
- upload files to my windows hosting account with FTP and filezilla
- install wordpress or other applications in my windows hosting account
- back up my website in windows hosting.

Requirements	
Tools/Equipments	
 A working PC with Windows 10 or 11 Operating System - 1 No. per trainee Internet Connectivity 	 Microsoft edge, Google Chrome and Mozilla Firefox browsers Bank account with an ATM card

PROCEDURE

TASK 1 : Set up a new Windows hosting account using the GoDaddy product page

- 1 Go to your GoDaddy product page.
- 2 If you haven't set up your Windows Hosting account yet, in the list of your products select Web Hosting, and next to your Windows Hosting account select Set Up.
- 3 Use Plesk File Manager or FTP to upload files from your computer to your account. Your Windows Hosting account uses httpdocs as the root directory for your primary domain.

Upload files to my Windows Hosting account using Plesk File Manager

4 Go to your GoDaddy product page.

- 5 Select Web Hosting, and next to the Windows Hosting account you want to use select Manage.
- 6 In the account Dashboard, select Plesk Admin.
- 7 In the Plesk home page, in the left-hand navigation select Files. The File Manager page appears.
- 8 Browse to or select the directory where you want to upload the file. For example, if you need to upload the file to the root directory for your primary domain's website, select httpdocs.
- 9 Select Upload.
- 10 Browse to the file on your computer, select the file and select Open. The file is copied to the location you selected.

TASK 2 : Upload files to my Windows Hosting account with FTP and FileZilla

1 Launch FileZilla and complete these fields:

Field	What to enter
Host	Your IP address, or the domain name
Username	Your FTP username
Password	Your FTP password
Port	21

- Click Quickconnect. FileZilla connects to your hosting account.
- 3 In the Remote site section, select your website's root directory. For your primary domain name in Windows

Hosting, that's the httpdocs folder. The root directory might be different for a secondary or addon domain. (Fig 1)

- 4 In the Local site section, browse to the directory with the files you want to upload. (Fig 2)
- 5 In the Local site section, select the files (or folders) you want to upload, and drag them into the Remote site section. (Fig 3)
- 6 If you don't have a website yet, upload a content management system (CMS) like WordPress, Drupal, or joomla. A CMS is an application you can use to build a website and manage all its content.

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TASK 3 : Install WordPress or other applications in my Windows Hosting account

- 1 Go to your GoDaddy product page.
- 2 Select Web Hosting, and next to the Windows Hosting account you want to use, select Manage.
- 3 In the account Dashboard, select Plesk Admin.
- 4 In the Plesk home page, in the left-hand navigation select Applications. (Fig 4)
- 5 Select Feature Applications.
- 6 To install WordPress, next to WordPress select Install. Or, browse to find other applications you need for your site. When you find an app you want, select Install.
- 7 After you have your site up and running, use Plesk Backup Manager to fully automate backups, so you never have to worry about losing your site content.



TASK 4 : Back up my website in Windows Hosting

1 You should always keep backups of your website there's no other way to prepare for the unexpected. GoDaddy gives you three options for backups:

Method	Additional fee	Instructions
Automatic	Yes	Available through Web- site Backup
Manual	No	Use this article
Scheduled	No	Use this article

Manual backups in Plesk

- 2 From the home page of Plesk, click Backup Manager.
- 3 Click Back Up.
- 4 Complete the on-screen fields. Pay close attention to the Backup content area — to back up your website, you need to select Domain configuration and content.

5 Click OK

Scheduled backups in Plesk

- 6 From the home page of Plesk, click Backup Manager.
- 7 Click More Actions, then Scheduled Backup Settings.
- 8 Complete the on-screen fields. Pay close attention to the Backup content area — to back up your website, you need to select Domain configuration and content.
- 9 Click OK

Restore from manual Plesk backup

- 10 From the Plesk home page, click Backup Manager.
- 11 Click the Name of the backup you want to use.
- 12 Complete the on-screen fields, and then click Restore.

Solve requirement-related issues by contacting key people in publishing, Preproduction, and Production teams

Objectives: At the end of this exercise you shall be able to

- preparing a Manuscript for Publication
- preparing Illustrations for Publishing
- production and Implementation.

PROCEDURE

TASK 1 : Preparing a Manuscript for Publication



Preparing files

- 1 Manuscripts must be submitted in electronic form. Each book section (i.e., foreword, acknowledgments, appendices, bibliography) and chapter must be organized into separate electronic folders with corresponding names.
- 2 For example, create a folder for Chapter 1 and label it "CH01-Author last name."
- 3 Each section and chapter folder must contain the corresponding text file, images, captions, bibliography, and other applicable material.
- 4 File names should use a system that is consistent throughout. For example, if the file holds the first chapter, call it Chapter 1, Chapter 01, or CH01.
- 5 File names for tables and figures must refer to their chapter number as outlined in our Preparing Illustrations guidelines. For example, the first figure and table in Chapter 2 would be labeled Figure 2.1 and Table 2.1, respectively.
- 6 Text files should be provided in a standard format (.docx) readable in Microsoft Word on a Mac or PC.

- 7 Image files should be provided according to the Preparing Illustrations guidelines. All images must be at least 300 dpi to be suitable for print.
- 8 Tables must be created in Microsoft Word or Excel so they can be edited. Tables, figures, and captions must be provided as separate files, not embedded in text.

Formatting your manuscript

- 9 Each section of the manuscript (title page, abstract, chapters, lists of figures or tables, etc.) should begin on a new page.
- 10 The manuscript, including abstracts, block quotes in the text, acknowledgments, references cited, notes, figure captions, tables, and table titles, can be 1.5 or double-spaced.
- 11 Margins at top, bottom, and sides should be about 1 inch. Use 12- point font, do not hyphenate words at the ends of lines (i.e., turn off word wrap), and do not right justify the text (i.e., leave a ragged right-hand margin). Please do not use all caps for any titles or subtitles.

Other specifications

- 1 Before submitting the final manuscript, check the following points:
- 2 Make sure that the totals in the tables are correct. If frequencies or percentages are reported in the text, make sure that the figures or tables agree. It is surprising how often there are errors at this very basic level.
- 3 Verify that the figure and table numbers are still correct after the chapter order has been finalized.

TASK 2: Preparing Illustrations for Publishing

- 1 Illustrations fall into two categories: black-andwhite line art, and photographs.
- 2 Black-and-white line art includes artifact drawings, stratigraphic profiles, site plans, and maps. Flow diagrams and other types of charts are also included in this category.
- 3 Photographs include any continuous tone image.
- 4 All illustrations must be submitted as digital files.
- 5 Below are some general points to keep in mind when submitting images:
- 6 Make sure all text and legends on line drawings and maps are clear, and large enough to be read easily. The files must be editable.
- 7 All artifact illustrations must include a clearly marked scale. Please make sure the scale is not so obtrusive that it overpowers the illustration itself.
- 8 All maps must include a north arrow.
- 9 The font and north arrow used in all illustrations must be consistent.

- 4 Provide a glossary of foreign terms with correct spelling and diacritical marks. Also provide a list of Linnaean biological names with correct italics and capitalization.
- 5 Check citations against the text and vice versa. Every text citation must appear in the bibliography and every bibliographic listing must be cited somewhere in the text. Determine whether any of the "in press" citations have now been published. If you have decided to create a consolidated bibliography, use the multi-citation by year format (1996a, 1996b, and so on) and check the citations in all chapters to make sure the correct letter (a, b) is appended.
- 6 Supply consolidated lists of figures and tables for all chapters. Be certain that the figure is called out correctly in the text with the chapter number and the figure number (for example, Figure 3.2; Figure 6.10).
- 7 Supply a list of contributors with their affiliations, mailing and e-mail addresses, and telephone numbers.
- 8 Inform your contributors of the need to obtain permission to use illustrations that have been previously published. Be careful that copyrighted material is not submitted without permission.
- 9 Communicate to all volume contributors that each person must sign an Assignment of Copyright agreement in accordance with UC Policy.
- 10 Do a final check against our Checklist for Submitting a Manuscript and include it with the manuscript material upon submission.

Digital files

- 10 All graphic files must be submitted with the manuscript via transmission site (such as Dropbox) using the following software: Adobe Acrobat (PDF), Adobe Illustrator or Photoshop. TIFF or JPEG files are preferred for photographs and native files for blackand-white line art (i.e., PSD file). The resolution should be a minimum of 300 dpi, and if text is included in the illustration, it must be editable. When sending TIFF files, the output resolution should be set to at least 600 dpi at the size at which they are to be published; do not use any compression. If you prepare EPS files, include the "header" or "preview" and save any text as graphics if the program gives that option. A pdf of the figures should be included.
- 11 We strongly recommend that all files be sent in a format that is compatible with Adobe software (Photoshop, Illustrator, InDesign, etc.) as opposed to other file formats (Not CorelDraw, Quark Xpress, etc.). Tables should be created in Microsoft Word, Excel or a similar program.

Captions

12 All images must be accompanied by appropriate captions, in a list of all figures and captions included with the text submission. All figures must be referenced in the text. All illustrations must be

TASK 3: Production and Implementation

- 1 Copy placement and preparation of layouts from approved text
- 2 Liaison with suppliers and subcontractors
- 3 Completion of photography, illustration, charts/ graphs, icons/symbols
- 4 Ongoing client liaison for proofreading and corrections
- 5 Scanning and electronic preparation of images (black and white, duotones/tritones, colour); may include colour correction and/or digital manipulation
- 6 Preparation of electronic files in line with press/ prepress/web requirements
- 7 Supervision of all prepress materials (final files and proofs)
- 8 Organization, maintenance, and archiving of all digital materials related to the job

Production Supervision

- 9 Discuss production options with client, solicit quotes, and select printer/programmer
- 10 When contract is awarded, liaise with production services to discuss and refine project details
- 11 Prepare or review production specifications
- 12 Liaise with client and production to check proofs
- 13 Oversee production to ensure quality control
- 14 Follow up after production work is complete



Evaluation

- 15 Every step of a project should be evaluated in terms of the goals you have defined. Two fundamental questions about every design decision you make are:
- 16 What does this accomplish?

numbered consecutively within each chapter or section. drawings, maps, or photographs, must include a credit for the illustrator or photographer in the caption.

17 How does what is accomplished help to meet the project goals?



Communication

- 18 Whether they are in print or multimedia, all design works are intended to communicate to a specific audience, and the design must support that function. All concepts must be evaluated with that end in mind. For example:
- 19 Does the work communicate the key message(s) and support the client's goals?
- 20 Does the work effectively integrate images, design, and text (form and content) to support that communication; create an overall 'look'; make the piece work as a unified whole with no distractions?
- 21 Is the piece physically easy to read and/or understand?
- 22 Do the design choices amplify material (subject matter, mood) in the text?
- 23 Is the piece appropriate to the audience? (children, youth, adults, seniors have particular interests and needs)

Economic Efficiency

- 24 What is possible and most effective within the budget?
- 25 Will this method attract the desired audience/buyer?

Design and Materials

- 26 Are the design choices compatible with technological requirements for production?
- 27 For print materials, is there efficient and economical use of paper?
- 28 Will the materials chosen support the intended use and method of distribution?

Summarise the consequences of publishing incorrect version of content

Objectives: At the end of this exercise you shall be able to • consequences of publishing incorrect versions of content.

PROCEDURE

TASK 1 : Consequences of publishing incorrect versions of content

Defamation Challenges

- 1 A "defamation" is generally a false statement of fact about a living individual (though it may apply to deceased individuals in certain jurisdictions and, occasionally, to corporate entities) that holds the person up to ridicule or scorn.
- 2 To guard against such problems, publishers need publishing contracts that require authors to take these issues seriously. Often, their own lawyers should perform a due diligence review of the work.
- 3 The main goal, especially when reporting on individuals who aren't public figures (since the law allows more leeway when discussing public figures), is to be able to demonstrate the truth of what's stated or at least show reasonable grounds for believing the statements are true.

Privacy Rights

- 4 A related issue concerns individuals' rights of privacy. Privacy is usually more of a challenge to publishers of newspapers and magazines, in which up-to-theminute reporting may propel the disclosure of facts that should not be made public, including medical, financial, or other highly personal information.
- 5 Really all publishers of nonfiction must be wary of disclosing personal information of a sensitive or embarrassing nature. (And this is in the United States, where the rules are relatively liberal; beware of disclosing personal information about foreigners or about Americans in works published outside the United States.) Where any such information is about to be published, consult with your lawyers to be sure you aren't at risk of violating a criminal or civil statute here or abroad.

Publicity Rights

- 6 Closely related is the right of publicity. (Technically, this is a subset of the "right of privacy" which, in legal terms, incorporates four related rights: publicity, intrusion, privacy, and false light.) Generally, the right of publicity prevents the commercial exploitation of the value of an individual's name and likeness.
- 7 This right not only protects celebrities and others whose names and appearances have real commercial value, but also prevents the use of anyone's name or likeness in advertising or trade without their permission.

Action Item

8 Be sure your editors and other personnel are familiar with the above issues—defamation, privacy, and

publicity—so they can spot potential problems in manuscripts under review.

Negligent Publication

9 An issue unique to books that provide instructions, directions, how-to information, self-help (especially medical), and other guidance is a claim of negligent publication. Although far less common than suits for infringement and defamation, many publishers have been surprised by claims that they are liable because people were injured following advice published in their books.

Publishers of how-to and guidebooks have several strategies for dealing with these issues

- 1 Confirm that the author has the right expertise and credentials to qualify him or her to write the book. Also, determine how the author compiled the advice: Did she conduct her own trials and experiments? Did she consult with recognized authorities? Be sure you are confident that this author can be trusted to provide proper advice.
- 2 Be sure your publishing contract requires the author to be responsible for the safety and accuracy of the contents (and to indemnify the publisher where errors cause harm). Recommend that the author recheck the riskiest advice, especially if he, she, or you harbor any doubts.
- 3 Consider whether serious injury or health problems could arise from incorrect or unsafe content: If yes, conduct at least a partial check for safety and accuracy on your own. As with many things, from negligence to defamation, due care from the outset is the best defense.
- 4 As a matter of good practice, but especially where risks can't be eliminated (for example, you can't guaranty that a person beginning an exercise program described in your book won't pull a muscle or suffer a heart attack), include conspicuous warnings that inform the reader of inherent risks and disclaimers that deny your responsibility and require readers to be responsible for the results of their actions.
- 5 Finally, investigate whether insurance is available to cover against injury that arises from faulty advice or instructions. Shifting a substantial part of the risk to a financially solvent third party (which the author often is not) is a good way to protect yourself against catastrophic loss.

Determine, if you have the correct versions of all content for publications

Objectives: At the end of this exercise you shall be able to • familiarize with common legal issues facing publishers.

PROCEDURE

Copyright Challenges

- 1 The most valuable assets of most book publishers are the copyrighted contents of their books. It is copyright law, after all, that provides the framework that enables publishers to control content, which in turn enables them to make money by selling books and licensing subsidiary rights, such as serial, book club, foreign translation, adaptation (e.g., into drama, film, television, and multimedia), and merchandising (e.g., calendars, toys, and lunchboxes).
- 2 Thus, a key legal challenge for publishers is to learn how to understand, exploit, and avoid infringing copyrights. For most publishers, the following are the key copyright issues.

Author Grants

- 3 The first step in the publishing process is to properly obtain rights from authors. This can be done in either of two ways. Most trade publishers become exclusive licensees of all (or a broad array of) the copyrights created by their authors.
- 4 Most academic and professional publishers, on the other hand, prefer to be assignees of these copyrights, thereby acquiring a complete ownership interest.
- 5 Despite these differences, virtually all publishers recognize the authors' right to recover their copyrights when their books go out of print and the publisher ceases to exploit these rights. Further, many publishers will allow authors to retain certain subsidiary rights, such as film/television, dramatic, and electronic rights.

Action Item

6 Implement (in cooperation with your legal team) good contracting practices so you can control the rights you need for profitability.

Copyright Procedures

7 The second step for publishers is to protect the copyrights they control. This means using proper copyright notices on published works (including the international copyright symbol ©, date of publication, and name of copyright owner) and, at least for significant works, copyright registration in the name of the owner. Copyright notices remind the world that the work is copyrighted and deny infringers the ability to argue that they infringed innocently.

8 Copyright registration is a prerequisite to suing for infringement of works first published in the United States (or created by United States nationals) and provides other benefits, including the right to recover statutory damages and attorney fees for infringements occurring after registration (or after publication, provided the work is registered within three months of publication).

Action Item

9 Implement proper procedures, including notices and registration (where appropriate), to protect your valuable copyrights.

Copyright Licenses

10 A third related measure is to be precise and cautious in granting licenses to third persons. Not only must the publisher be sure it owns or controls the rights it licenses, but it must take care to draft clearly and grant narrowly so it never grants to a licensee more rights than intended.

Action Item

11 Be sure your professionals grant licenses only under written license agreements that clearly and precisely describe the rights granted, identify the licensee and address the license term, termination rules, and other standard issues.

Protecting Against Infringement

12 Afourth copyright measure is to implement procedures and train personnel so as to promote proper use and non-infringement of the rights of others. This includes both (i) "due diligence" inquiries of authors and, where appropriate, independent investigation of competing works and identified background sources, particularly where the manuscript contains substantial references or quotes from third-party materials, or where the topic is highly popular, and (ii) comprehensive and protective warranties and representations from authors that confirm there are no problems.

Internet and Electronic Uses

13 One can't leave the topic of copyrights in publishing without noting the issues created by new electronic means of reproduction and distribution.

14 Perhaps the most important advice on this issue is that unless the contract is clear and specific, a publisher cannot assume it has the right to publish a book over the Internet, in e-book form, as a multimedia work, or otherwise electronically.

Action Item

- 15 Before making any online or other electronic use of a work, have your lawyers review your contract with the author to be certain you have the requisite rights; if not, develop a plan for obtaining these rights from the author.
- 16 Have your lawyers review and, if appropriate, revise your standard contracts to assure you the control you need over your authors' electronic and multimedia rights.

Publishing Contracts

17 First, as indicated above, a publisher's number-one priority is to be sure its contracts with authors are clear, comprehensive, and reasonable.

Licensing Agreements

18 Publishers can derive substantial revenues from subsidiary rights. If licensing is done incorrectly, however, the publisher can also shoot itself in the foot. To avoid problems, publishers and their lawyers should develop precise and well-tailored contracts that clearly define the rights granted and that do not, through inept drafting, permit the licensee to exercise rights it hasn't paid for, or worse, create a competitor.

Distributor/Reseller Arrangements

19 In dealing with their channels of distribution, publishers must appreciate how exclusive arrangements affect other opportunities: In general, publishers should avoid granting exclusives unless the license is terminable at will on short notice or incorporates minimum sales and revenue requirements. In addition, publishers should consider the interplay between the discounts it gives to distributors and the royalties it pays to authors. Indeed, if you promise huge discounts to distributors, you may need to reduce the royalty amount or percentage payable to your authors, or you could dramatically decrease your own returns.

Demonstrate methods of establishing publication requirements

Objectives: At the end of this exercise you shall be able todemonstrate the methods of establishing publication requirements.

PROCEDURE

TASK 1 : Demonstrate the methods of establishing publication requirements

Publication requirements

- 1 A manuscript may be submitted only by one of its authors, who is granted the permission of all other co-authors (if present).
- 2 The submitted manuscripts are considered for publication if they are intended only for the relevant journal, they have not been published already, nor are they under consideration for publication in press elsewhere. They should represent accurate, original and unique information concerning topical and significant scientific problems.
- 3 Every manuscript is single blind peer-reviewed by two independent experts. The outcome is critical to the publication of the manuscript. Approving a manuscript for publication does not in any way mean that the reviewers, the editorial board and/or the publisher are consent with the authors' point of view. The editors have the right to correct the manuscripts, if necessary.
- 4 Only manuscripts written in correct English are accepted. Authors are free to choose whether to use British or American style but are obliged to use one only. Switching between two styles is unacceptable.

5 The submitted manuscript should be between 7 and 20 pages in DOC or DOCX format (Microsoft Office Word), consistent with the Formatting requirements. The publication of any manuscript over 20 pages long is to be negotiated with the publisher. An author can have no more than two manuscripts published in the same volume.

Formatting requirements

- 6 Collect and Fix the following formatting requirements, such as file format and size, length, language, font, layout and spacing, content organization, Title, Author list, abstract, Keywords, Headings, Tables, Figures, Abbreviations, Footnotes, Acknowledgments, Declaration of interest, References, appendix (es) etc.,
- 7 The publisher, the members of the editorial board and reviewers do not assume any responsibility for the content of the published article, nor the consequences of its disclosure. Articles ascertained in containing mistakes, violating copyright, publishing ethics, publishing requirements or providing misleading information, shall be removed without compensation.

Perform recommended techniques of establishing requirements standard templates and format

Objectives: At the end of this exercise you shall be able to

- · techniques for establishing standard templates and formats
- essential Book Formatting techniques for Publishing.

PROCEDURE

TASK 1 : Techniques for establishing standard templates and formats

Use A Standard Font (Times New Roman or Arial)

- 1 The most common print font is the serif font Times New Roman. The most common web font is the non-serif font Arial. They both work great. Don't use anything else for your manuscript.
- 2 The actual book may end up with a different font. There are some fonts that read better in book format. Leave that decision to the interior layout stage, not editing stage.
- 3 Check that the correct font is selected.

Black Text on White Background

- 4 It's possible to change the defaults on your word processor to something other than black text on a white background. If you want to do that while you write, cool–just switch it back to the regular defaults for submission.
- 5 This mainly happens when people use different color text. Just don't change the defaults.

12 Point Type

- 6 The type size is how big the letters are. 12 point is usually the default in a word processor because it's easy to read for most people.
- 7 Check that the correct font size is applied.

8.5 x 11 Page Size

- 8 Again, this is a default page size on most word processors, so don't change it.
- 9 Check that the correct page size is applied.

One Inch Margins

- 10 One inch margins on the border of the document is the standard format. This means the right margins are one inch, the left margins are one inch, etc.
- 11 This used to be a very important formatting convention when manuscripts were submitted as printed documents. That doesn't happen much anymore, so this is not important.

Left Justified Alignment

- 12 Left justified means that left hand text is aligned, while the end of the right hand text is jagged. That is the default on most word processors.
- 13 The thing to avoid is Fully Justified.
- 14 Your final book may be formatted that way, but do not format your manuscript like that.

One Space After Periods

15 You should have a single space after a period, not two spaces.

Double-spaced Text Lines

- 16 Most editors, regardless of the type of editor they are, prefer to edit manuscripts that are doublespaced. Double-spacing means there is an extra line between each line of text.
- 17 This was an editing style that developed when editing was done on paper, but has persisted because this type of line spacing with extra line breaks and blank lines make reading easier on the editor.

Paragraph Classic Style: indented with no line space

- 18 There are two ways to format paragraphs, you can choose the one you like. Just don't mix and match in the same manuscript.
- 19 Classic style is paragraphs with an indent at the beginning, and no space between new paragraphs. It tends to be used in novel manuscripts and short stories.

Paragraph Modern Style: no indents with line space

20 Modern style is no indents at the beginning of paragraphs, and a space between paragraphs. It tends to be used in non-fiction.

Page Breaks Between Chapters

21 When you finish one chapter and start a new chapter, don't just hit the return key until you get to a new page. Instead, use the "page break" function. What that does is insert a new page, without inserting a bunch of hard returns and space into the manuscript.

Number Your Pages

22 Editors love to see page numbers. This is for many reasons, most of which I don't think apply in a modern world with a search function, but they still insist on them, so it's easier to just add page numbers.

Send Your Entire Manuscript as One Document

- 23 You're welcome to write in as many documents as you need. That's common practice to put each chapter in its own document.
- 24 As long as, before you submit for editing, combine them all into one document. There is no quicker way to enrage your editor than send them a folder with 15 chapters all in different documents.

Use Style Function to Format Headings

- 25 When you want to make a chapter title or chapter number or any sort of heading stand out, the best way to do it is to make it a larger or bolder font
- 26 But there is a right and wrong way to do that.
- 27 The wrong way is to manually do it. This means changing the font size, or underlining it, or italicize it, by itself. Doing this can get it to "look" right, but you are risking being inconsistent, and making the later formatting very hard on the interior designer.

28 The correct way is to use what is called the "style function." What this does is associate the correct heading (H1, H2, H3, etc), which makes everything consistent and easier for the interior designer. But really, it makes sure your book looks the way you want.

Proper Title Page Layout

- 29 There are many acceptable ways to layout a Title Page. Generally speaking, the Title Page is the first page of the manuscript, and needs to include the book title, the sub-title, the word count, your contact information (including email and phone number). You can also have a physical address as well. This should all be on the first page.
- 30 Glossy photographs are more suitable for reproduction and scanning as they reflect light better. Matt prints reproduce badly. Special care is needed to be keep them devoid of pin arks, finger prints, scratches etc. this applies also to transparencies.
- 31 Squaring up, adding register marks, centre marks, trim marks etc., are also essential steps in the preparation of the original for reproduction.
- 32 All originals should be prepared in a size proportionate to that of the reproduction.

TASK 2: Essential Book Formatting techniques for Publishing

- 1 Whether you decide to pursue the traditional publishing route or self-publishing there are certain industry practices that are expected when creating your manuscript. These are the standard nuts and bolts specifications in the publishing world:
- 2 Set your margin. When using Microsoft Word for your word processing, you will find that the document defaults to a 1-inch margin — which is what you want. If you are importing your manuscript from a different type of processor, you may have to manually set all margins to 1 inch.
- 3 Use a standard font and size. The font of choice for book manuscripts is Times New Roman, in black and 12-point size.
- 4 Align left-justified. Be sure to set your document to left-justified, which aligns the text to the left side, leaving a ragged edge on the right.

- 5 Double space. Set your document to double spaced line spacing.
- 6 One space after periods. Only type one space after a period. This takes some practice if you learned to type a while ago, but it is a must.
- 7 Set the indent. The industry standard for a paragraph indent is .5 inch. Exceptions for indented paragraphs include the first paragraph in a chapter and text that follows a subheader within a chapter. Set the indentation using the Format > Paragraph tabs.
- 8 Use page breaks. When starting a new chapter, instead of hitting the return button over and over to reach a new page, use page breaks at the end of the chapter. Go to Insert > Break > Page Break to begin the new chapter.

Exercise 1.11.106

Report issues, as per priority, to appropriate people

Objectives: At the end of this exercise you shall be able to

- familiarize the Proofreading Checklist (Common Errors in Grammar, Punctuation, and Mechanics)
- editing Process
- designer Issues.

PROCEDURE

TASK 1 : Familiarize the Proofreading Checklist (Common Errors in Grammar, Punctuation, and Mechanics)

1 Knowing which errors to look for is challenging. Typos and spelling errors are easy to spot, but mistakes in grammar and punctuation can be more difficult to catch. The table below presents some of the most common objective errors to watch out for when proofreading.

Grammar errors

- 2 Incorrect articles (a/an/the) and determiners
- 3 Incorrect/inconsistent verb tense
- 4 Subject/verb agreement

Punctuation issues

- 5 Confusion between commas, colons, semicolons, and dashes
- 6 Missing or misused commas

Style inconsistency

- 7 Inconsistent use of UK and US English
- 8 Inconsistent use of numbers

Mechanical errors

9 Capitalization mistakes

Response to Proofreading Steps

- 10 Proofreading is the last line of defense for quality control in print and online publishing. Be sure to conduct a thorough proofread of all documents before they are printed for distribution and of all Web pages before they go live, using these guidelines.
- 11 But before you proof, you must edit. (This post explains the difference between the two processes.) There's no use expending time and effort to check for minor typographical errors until the editing stage is complete. Review for proper organization, appropriate tone, and grammar, syntax, usage, and style before the document is laid out.
- 12 Stakeholders should read the edited version before layout and submit requests for revisions during the editing stage. If anyone other than the editorial staff must see the proof, remind him or her that only minor changes should be made at this point.

Use a Checklist

13 Create a list of important things to check for, such as problem areas like agreement of nouns and verbs and of pronouns and antecedents, and number style.

Fact-Check

14 Double-check facts, figures, and proper names. If information remains to be inserted at the last minute, highlight the omission prominently so that no one forgets to do so.

Spell-Check

15 Before proofreading a printout, spell-check the electronic version to find misspellings, as well as errors you or a colleague make frequently, such as omitting a closing parenthesis or quotation mark.

Read Aloud

16 Reading text during the proof stage improves your chances of noticing errors, especially missing ("a summary the report follows") or repeated ("a summary of the the report follows") words.

Focus on One Line at a Time

17 When proofing print documents, use another piece of paper or a ruler to cover the text following the line you are proofreading, shifting the paper down as you go along. This technique helps you keep your place and discourages you from reading too quickly and missing subtle errors.

Attend to Format

18.Proofreading isn't just about reviewing the text. Make sure that the document design adheres to established specifications. Check page numbering, column alignment, relative fonts, sizes, and other features of standard elements such as headlines, subheadings, captions, and footnotes. Inspect each type of feature within categories, such as looking at every headline, then every caption, and so on.

Proof Again

19 Once revisions have been made, proofread the document again with the same thoroughness, rather than simply spot-checking the changes. An insertion or deletion may have thrown off the line count, for example.

TASK 2: Editing Process

Content and Development Edit

- 1 The first step for most manuscripts is content and development editing—reviewing the meat of the story, plot, and characters. Developmental editing tackles the following:
 - Flow
 - Organization
 - Chapter (arrangement, length, and number)
 - Character voices
 - Dialogue
 - Plot and subplot
 - Pacing
 - Impact of POV (first, second, third, or combination)
- 2 Content and development edits can and will sometimes result in revisions to chapter order or construction, and even additional chapters written. Do chapters alternate between the hero and heroine, shifting from first to third person point of view? Content editors eat that up! They'll ensure the third POV is following singular or omniscient rules, and that the audience connects with the character.

Line Edit

- 3 Line edits focus primarily on sentence and paragraph structure with attention to:
 - Words or phrases that are repetitious
 - Restructuring sentences that are not complete or inaccurate
 - Run-on sentences
 - Usage of words that clarify meaning
 - Enhances boring wording
- 4 A line edit restructures sentences to elevate clarity and flow. Say there are two sentences describing something uber important, but they don't quite pull together. During this step, the line editor will take the two sentences apart and tease them until they read effortlessly.

Copy Edit

- 5 The mechanics happen during the copy edit, focusing on specific rules including but not limited to:
 - Grammar and punctuation
 - Spelling nuances (British English versus American English)
 - Capitalizing, hyphenating, italicizing
 - When to use numbers instead of letters

- 6 The copy edit can and should be automated using rules. Every editor uses two to three references to maintain consistency—specifically, a dictionary and a style manual. For fiction, The Chicago Manual of Style is widely used and accepted. Use of dictionaries should be selective to ensure spelling is primarily American-English, not for preference, but to standardize and provide consistency. Merriam-Webster dictionary is most common.
- 7 It's also important to note, there are subtle differences between style manuals (APA, MLA, CMS), and dictionaries. This can be frustrating when semantics come into play about an edited final product. Using the same style manual and dictionary throughout will ensure consistency.
- 8 The copyeditor can and should provide a style sheet, pointing out rules as they pertain to the revisions made. Familiarity with the Chicago Manual of Style is helpful, but the copyeditor should provide the changes as they relate to the CMS for relevance as well as improving writing skills.

Proof read

- 9 The proofread is the final, and hopefully, painless phase. A proofreader has the last shot at the manuscript and looks for:
 - Spelling errors
 - Words that sound the same but spelled differently
 - Correct usage of quotation and punctuation marks around
 - Dialogue
 - Missed words (of, and, the)
 - Unwanted spaces
- 10 Proofreading falls outside the technical realm of general editing. In-depth accounting for content and flow should occur before a proofread. A proofreader isn't expected to critique or provide an exhaustive review.

Correction Notices

11 Errors can occur in published journal articles. Some errors require the publisher to not only correct the article but also issue a correction notice: a formal, public announcement of the correction that alerts readers to the changes to the published work. A correction may also be called an erratum (plural: errata) or a corrigendum (plural: corrigenda). The guidance on this page applies to corrections published with any of these names.

Errors requiring a correction notice

12 Minor typographical errors (e.g., spelling and grammar mistakes) can be corrected in the digital version of an article but do not usually require a correction notice. However, more substantive errors do need formal, public correction. These include rearranging the order of authorship, adding information to the author note, replacing an entry in the reference list, and altering data or results. Additional examples of changes needing a correction notices on this page.

Process of correcting a published article

- 13 If you detect an error in your published article (including an online first article), the first step is to inform the editor and publisher of the journal of the error. The editor and publisher will determine whether a formal correction notice is needed. The formal correction notice would serve to correct the knowledge base for current and future users of the information in the published article.
- 14 If a correction notice is needed, you are responsible for writing it. In your communication with the journal editor, submit a proposed correction notice that outlines what the error was, what the correct information is, and whether some or all versions of the original article have been corrected. The correction notice should contain the following elements:

TASK 3 : Designer Issues

The design world is based around finding solutions to challenges. Graphic designers face challenges everyday, not only in their specific projects and working with clients, but they also face challenges with the industry and with themselves. Here are 5 major challenges every designer faces on a daily basis, and tips on how to approach these challenges head on.

Working With Tight Deadlines

- Some people work well under pressure, while others struggle. If you're a designer, you naturally learn to work quickly, for a few reasons. First, the more you learn the programs and consistently work with them, the programs will become second nature and you will naturally move quickly. And if you're a freelancer, the quicker you move, the more projects you can work on, and ultimately end up generating more revenue and expanding your network of clients. Additionally, your ability to work with strict deadlines will keep your clients impressed and asking you for more work!
- 2 However, working quickly should not mean compromising good design. You should still put in all of your effort to your projects, no matter the deadline.

- 15 The article title
- 16 The names of all authors, exactly as they appear in the published article
- 17 The full journal name
- 18 The year, volume number, issue number, page numbers, and DOI of the article being corrected
- 19 The precise location of the error (e.g., page number, column, line, table, figure, appendix)
- 20 An exact quotation of the error or, in the case of lengthy errors or an error in a table or figure, an accurate paraphrasing of the error
- 21 Aconcise, clear wording of the correction, or in the case of an error in a table or figure, a replacement version of the table or figure
- 22 Once approved, the correction notice is created in the journal's official template using the information provided by the author. This correction notice is usually published with a DOI both in print and online. The correction notice is also appended to the article's record in research databases so that readers will retrieve it when they access the article or the database record for the article. Oftentimes, a corrected version of the article is also posted online and noted as being corrected on the first page.

Balance of Design & Function

3. Designers have a passion for creating innovative and visually appealing projects, but designers also need to be able to make designs that are functional. Here are some things to keep in mind for making sure your design has depth and is functional:

Color

- 4 Colors can elicit different feelings or meanings, make sure the colors in your design coincide with the project you're working on. When it comes to color, think about these things when working on your next project:
 - Pantones
 - · Brightness/saturation
 - Contrast
 - Color theory
 - · Color in a cultural context

Typography

5 Pick the right font for the project you're working on. Just like colors, fonts can also elicit certain moods and feelings. Here is a brief list of typography items to think about when working on your next project:

- Choice of font
- Font size
- Font weight
- Leading & kerning
- Orientation
- Strokes, underlines, drop shadows, and other effects

Informational / Stylistic Elements

- 6 Think about the project at hand it probably requires some sort of element to organize the layout of your project and make it understandable for a viewer. Take these elements into consideration when working on your next project:
 - Icons
 - Charts
 - Infographics
 - Separating lines
 - Text inside of shapes (squares, circles, arrows)
- 7 Designers can use these elements to help solve the problem of design with function.

Balance of Client Needs & Personal Design Preferences

8 As designers, we often are partial to what we design, and have a personal style. When working with a client, it's important to balance your own personal style with what the client is looking for. Remember, a great designer is also a great collaborator. It's important to be able to show a client you can design what they envisioned, but it's also important to be able to show a client your own perspective on the project and show some of your own original ideas!

Staying Relevant & Gaining Skills Constantly

Staying Relevant

- 9 The creative world is always changing, and constantly evolving. Not only is it a challenge to stay at the top of design trends, it is also an interpersonal challenge to constantly push your own creative talents to the next level. It is important to keep yourself up-to-date with the latest trends, color schemes, creative tools, new techniques, etc. Staying relevant is the key to success in the creative industry. Here are a couple extra tips to staying relevant:
 - Find a blog you enjoy and follow it
 - Go to seminars that talk about topics you're passionate about
 - OR... go to seminars that you want to learn more about
 - Watch tutorials online

- Start your own blog
- Join a networking group

Gaining Skills Constantly

- 10 As technology evolves and design trends change, our methods for design are ever changing. New tools and programs become available to us all the time, and updates for all of our programs are constantly coming out as well. Designers definitely face the challenge of constant education, and self-education at that. The more skills you have and the more up-todate you are with new trends, programs, and design methods, the more marketable and valuable you become as a designer. The more you know about different facets of design, the more projects you can work on.
- 11 However, this does not mean you should try to just become a master of none. Definitely try and specialize in something to make yourself unique. However, don't limit yourself to one particular facet of design.
- 12 Graphic designers are becoming more and more common to find. The design industry is constantly gaining more creatives. All designers face challenges – it's our job to find solutions in a creative way. Working with tight deadlines, balancing design and function, balancing personal style with client preferences, staying relevant, being unique, and gaining skill constantly are some major challenges designers face everyday. In order to succeed, designers must be able to face those challenges head on. Remember, as fast-paced and competitive as this industry may be, quality of design and providing second-mile service can truly make you successful.

Being Unique

13 As important as it is to understand design trends and get inspiration from admirable designers, it is just as important to stay true to yourself. When working on a new project, research and inspiration are a huge part in jumpstarting the project. However, plagiarism is never the answer – even outside of the design industry. As designers we're creative, so we should have something that makes us unique; whether it's a design style, a certain program we've mastered, a certain type of design project we're exceptionally talented at, or even our perspective on design. Sure, it's important to keep up on design trends, but it's also important to take those trends and make your own unique spin on them. That's what makes a great designer stand out from the crowd.

Common Print Design Mistakes:

No bleeds and margins



14 Bleed refers to the part of your design that extends outside the print area. Margins are the inner edges of your print.

While minor errors in cutting can rarely be avoided, without bleed a cutting error can result in exposed white space, which can hurt the look of an otherwise acceptable print. 3mm of bleed on all sides is usually good enough to avoid this.

Without set margins, you may end up putting important design elements (like text) way too close to a document's edge. Parts can be cut out. Appropriate margin sizes can vary.

Low resolution



- 15 Are your images or graphics coming out blurry? Check out the resolution or the DPI. DPI means dots per inch, and a higher number means a denser, more faithful, and sharper print.
- 16 For print materials, 300dpi is the usual standard. For larger scale prints, you can go as low as 150dpi. And note that the dots per inch count alone doesn't matter. The resolution goes hand in hand with the correct size.

Wrong color profile

- 17 You're excited to receive your vibrant printout, but when it arrives, the colors are disappointingly flat. Really different from what the design looked like on screen. Chances are, your design was created and viewed in RGB, which is the wrong color profile. Designs meant for print should be created in CMYK.
- 18 What's the difference?
- 19 Screens use RGB (red, green, and blue) light to render images. A vast range of colors is possible, including colors that can't be printed because they have the added factor of screen luminance.

20 Meanwhile, printers use CMYK (cyan, magenta, yellow, and black) inks to render images. When you build your design in CMYK, you're already previewing colors that can be printed. This way, you have more control over the printed design.

Designed for poor readability

- 21 Many print mistakes are inherent to the layout itself. Here are a few design mistakes that will render your printout unreadable or unappealing:
- 22 **Tiny text.** For labels and flyers, 4-6pt is the minimum.
- 23 **Long lines of text.** Whether your audience reads from left to right or right to left (or even vertically), don't make their eyes travel in one direction for too long. Limit the number of characters per line.
- 24 **Too many fonts.** Experimenting with fonts can be fun, but you really have to limit your font use to three at most. More than that, it gets confusing and, frankly, a tiny bit ugly.
- 25 **Bad kerning and leading.** Kerning is the space between text characters, and leading is the space between lines of copy. When kerning and leading are too narrow or wide, or worse, erratic, your text becomes hard to understand.
- 26 Lack of negative space. Also called white space. It may be tempting to fill up every square inch of your layout with elements. But actually, blank spaces serve a purpose of their own: to highlight more important elements. It's hard to get a message across when too much is going on.
- 27 Lack of alignment. Absolute symmetry is not required, but at least set a few rules to follow. Misaligned elements are jarring and unprofessional. If you can't align your headers with your body text, what can your readers trust you with?
- 28 **Lack of contrast.** Without contrast, you might as well have no content. For example, it's hard to read red text on a green background or gray text on a beige background.

Compare correct and incorrect versions of content

Objectives: At the end of this exercise you shall be able to • familiarize with the Correct and Incorrect versions of content.

PROCEDURE

TASK 1 : Familiarize the Correct and Incorrect versions of content

1 Familiarize yourself with Exercises 102 and 103 and compare them for yourself, then inform the instructor.

Ref Ex No - 1.11.102 & 103

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Assess the risks associated with establishing requirements incorrectly or inadequately

Objectives: At the end of this exercise you shall be able to • understand the Legal Risk.

PROCEDURE

Legal risks

- 1 Publishers face many of the same legal risks faced by any business, but there are others which are specifically more of a problem in publishing than elsewhere:
- 2 Copyright infringement. Never underestimate the seriousness of breaching copyright. Every publisher should have a very good understanding of copyright laws, and seek legal advice before problems occur, not after they arise.
- 3 Libel/defamation. Specific laws restrict what can be published and certain things may not be legally published; for example, information pertaining to war, government secrets, and legal cases that have not been closed). Statements that display racial, religious, or other certain prejudice may also be illegal in some jurisdictions.
- 4 Errors in accuracy of content. These may also pose legal risks for a writer or publisher. Even if something is true, a reporter may be sued if a published statement caused problems for someone, and the writer is unable to provide irrefutable proof of the truth.
- 5 It is the publisher's responsibility to ensure his or her writers, illustrators, photographers, editors and other staff are aware of the relevant laws and their respective responsibilities.

Financial Risks

- 6 With the exception of vanity publishing, where the writer funds the publication, publishers take a financial risk every time they publish a book or magazine. Generally, publishers have sufficient knowledge of the market to make that risk worthwhile. In most cases they recoup their outlay and sometimes they make a healthy profit.
- 7 Some factors that lead to financial problems are beyond the publisher's control; for example, a downturn in financial markets or changes in government policies that adversely affect marketing and sales. In other cases, financial problems are caused by poor business management.

Factors that contribute to financial problems include the following

8 Poor cash flow. Generally publishers need to produce the publication before they get the return. Publishers either need to have ample financial resources or a line of credit (e.g. bank loans or backers) to support them until the end of each project.

- 9 Unrealistic income targets. Sales, advertising or sponsorship targets not being achieved will lead to ruin. Such targets need to be realistic from the outset. New publishers frequently over-estimate revenue expected from advertising. Advertising income from publishing is notoriously competitive and difficult to attain. Often it requires a very aggressive and bordering on unethical approach to achieve the best results, and for some publishers, this is simply not the style they wish to pursue.
- 10 Not meeting a deadline. Some publications (e.g. magazines and newspapers) are time sensitive for both advertising and editorial. Delays in publishing can damage a reputation with both readership and advertisers.
- 11 Unbalanced relationship between activities. If everything is spent on production, nothing is left for distribution or marketing.

Health issues

- 12 The significance of illness in the workplace.
- 13 Sickness and injuries have many impacts in any workplace. These impacts may include any of the following:
- 14 Monetary loss to the worker, or employer
- 15 Suffering and stress for the worker and his or her family
- 16 Loss of production
- 17 Cost of repairs to equipment damaged by injuries
- 18 Loss of material spoilt by injury
- 19 Cost in money and time to train replacement staff
- 20 In case of repeated accidents, other employees may exhibit unwillingness to do that particular job
- 21 Accidents which result in damage or injury to noncompany people or property can result in bad publicity and high compensation payments
- 22 Employees who are not in peak of health don't work best
- 23 Employees who are stressed, suffer from tension or nervous disorders can be less productive themselves, and cause tension and stress among their workmates.
- 24 Employers should strive to achieve a good level of health among their employees for all of the above reasons.

Analyse scenarios that may arise, if incorrect versions of content are published

Objectives: At the end of this exercise you shall be able to

- fixing Errors in a Published Paper
- common legal issues facing publishers.

PROCEDURE

TASK 1 : Fixing Errors in a Published Paper

Mistakes in Published Paper

- 1 Unintentional errors include those associated with data collection or classification, statistical analysis, information that cannot be verified by a peer reviewer, typographical errors and misspellings, or labeling a figure as "on the right" or "on the left" when the opposite is true.
- 2 Essentially, unintentional errors comprise mistakes that were not willful on the part of the author or publisher and do not compromise the outcomes of the research.
- 3 Intentional errors constitute academic misconduct and include concurrent submission of a single paper to multiple journals, conflicts of interest, fabrication or manipulation of data, noncompliance with research protocols, plagiarism, and dividing a manuscript into several small papers ("salami slicing").
- 4 Academic misconduct "affects the publication record or the scientific integrity of the paper, or the reputation of the authors or the journal."

Types of Mistakes

- 5 Erratum If a significant error is made by the journal that may affect the work or reputation of authors, the notification released is called erratum. Corrigendum If a significant error is made by the author(s), then all the authors must approve and sign the corrigenda (corrections document) or the journal must be informed of their dissenting opinions.
- 6 **Retraction** If the results are found invalid, all coauthor(s) must sign a retraction that explains the error and how it affected the conclusions. This will be submitted for publication and is the most consequential error type.
- 7 Addendum If any additional information about a paper is published, then it can include an Editorial Expression of Concern. It is attached to those papers that editorial staff feel require additional explanation in order to be understood.

How to Correct Mistake in a Published Paper?

- 8 The response to a published error will depend upon the nature of the error and the individual or organization calling attention to the problem. Typically, those who advise a journal of potential problems with a published paper are readers/ other researchers, authors, editors, publishers/ journal owners, and members of the organization or institution from which the work was produced (universities and research labs).
- 9 What is the nature of the correction request?
- 10 Who is making the request?
- 11 Who will write the correction?
- 12 What wording should be used for the correction?
- 13 When should the correction be published?
- 14 When to remove the retracted article the online site?
- 15 When is it acceptable to alter the HTML version of a published article?
- 16 Is there a statute of limitations for publication of errata and/or retractions?
- 17 Can the original (or different) authors republish findings of a paper that has been retracted for fraud or a simple error?
- 18 There are separate guidelines for Errata, Retractions, and Expressions of Concern. Both journals and open access publishing entities will have specific guidelines for making these corrections. For example, Nature bases its decision-making on four guidelines:
- 19 Consideration of reader interest
- 20 Novelty of arguments
- 21 Integrity of the publication record
- 22 Fairness to the parties involved

TASK 2 : Common legal issues facing publishers

Copyright issues

1 The basic copyright law states that if you create a piece of work, it is yours. Copyright is a legal right given to any creator. It could be creators of literary, dramatic, musical and artistic works and producers of cinematograph films and sound recordings. For authors, it is an intellectual property right that protects their writing and character.

Use of brand names and trademarks

2 Most often, writers have this question of whether or not they can use brand names in their books. The answer to that question is tricky. While it is fine to mention names, writers need to be aware of trademark infringement, trademark dilution, and trademark tarnishment.

Defamation

- 3 Any statement that hurts the reputation of a person can be referred to as defamation. According to Section 499 of the IPC, defamation is committed:
- 4 Through: (i) words (spoken or intended to be read), (ii) signs, or (iii) visible representations;
- 5 Which: are a published or spoken imputation concerning any person;
- 6 If the imputation is spoken or published by: (i) the intention of causing harm to the reputation of the person to whom it pertains, or (ii) knowledge or reason to believe that the imputation will harm the reputation of the person to whom it pertains will be harmed.

7 Authors need to be extremely careful while portraying characters, especially public figures, as they can be sued for Libel. It is the duty of the author to check facts and prove that the statements they are making are true if required.

Plagiarism

8 Plagiarism is one of the most severe violations that any author can commit. It is essentially stealing and publishing another author's work, language, thoughts, work, ideas and expressions as yours. Plagiarism falls under copyright infringement and is a punishable crime. It can also ruin the reputation of an author. Any writer needs to be extremely careful about plagiarism.

Writing on controversial topics

9 In India, writing on controversial topics is a dangerous thing to do. There is a big chance of the book getting banned in India or a certain parts of India. Books are banned for various reasons including being deemed too be harmful to the nation's honor. India is a democracy that practices freedom of expression and Article 19 of the UDHR and ICCPR also endorses it. However, every government has the right to prohibit certain types of expression. Plenty of books and authors have fallen prey to this.

IT & ITES DTPO - Publishing contents in bilingual software

Use standard templates and tools while converting content into draft publications

Objectives: At the end of this exercise you shall be able to

- use a standard template for the title page
- converting content into a draft publication.

Requirements

Tools/Equipment/Machines

- A Working PC with Internet Connection 1 No.
- Microsoft edge, Google Chrome and Mozilla Firefox browsers

PROCEDURE

TASK 1: Use a standard template for the title page

- 1 Choose A4-size paper.
- 2 The margins to use are: left margin 1 inch, right margin 0.5 inch, top margin 0.75 inch, and bottom margin 1 inch.
- 3 All text should be center-aligned..
- 4 Change the font size for a suitable title. (28pt, 24pt, 18pt, 12pt and 10pt.)

TASK 2: Converting content into a draft publication

- 1 Take a clean, A4-sized white sheet of paper.
- 2 Draw the margins as mentioned in the standard template in task-1.
- 3 For example, see the following figure and practice drawing according to the given format. (Logo,

Monogram etc may be downloaded from the website if available) (Fig 1)

4 Similarly, practice drawing the designs in job and book work by yourself and show them to the instructor for correction if there are any mistakes.

- DTP Software, Drawing board, A4 paper, Pen, Pencil, Scale, Eraser etc.,
- 5 Typeface: Arial and Arial Bold
- 6 Color: Black
- **7 Line spacing:** Leave space before and after the text, as appropriate for the title. (Before or after is 13mm to 35 mm.)



IT & ITES DTPO - Publishing contents in bilingual software

Practice escalating design-related issues to the supervisor

Objectives: At the end of this exercise you shall be able to **• report design-related issues to the supervisor.**

Requirements

Tools/Equipment/Machines

- A Working PC with Internet Connection 1 No.
- Microsoft edge, Google Chrome and Mozilla Firefox browsers
- DTP Software, Drawing board, A4 paper, Pen, Pencil, Scale, Eraser etc.,

PROCEDURE

TASK 1: Reporting design-related issues to the supervisor

The following are the design related issues commonly faced by the Designer.

- 1 Misspelled word,
- 2 Grammatical errors,
- 3 Wrong position of picture, drawing and illustration etc.,
- 4 Unproportioned size of content
- 5 Unsuitable Contrast in content
- 6 Wrong movement of picture, drawing and illustration etc.,
- 7 Unsuitable Font, Size, Color and Tone etc., of the content
- 8 Sometimes missing images or areas of text, incorrect photographs, and so on
- 9 Incorrect data format: application program format instead of data exchange format such as PS, EPS, PDF,
- 10 Unsuitable resolution (too coarse, too fine),
- 11 Unsuitable screen frequency (too high, too low),
- 12 Insufficient edge sharpness,
- 13 Special colors are separated as process colors or not defined,
- 14 Important parts of the image are outside the renderable tone value range,

- 15 With non-periodic (FM) screens: the smallest dot is below the transferable tone value range,
- 16 Unsuitable dot shape,
- 17 Tone value sum too high (over prints),
- 18 Wrong gray balance,
- 19 Image is missing or is only available in monitor resolution,
- 20 Lines done as hairlines or created several times,
- 21 Missing or unsuitable types (only outline, reverse types too fine),
- 22 Missing fonts
- 23 Missing or unsuitable proof or test print,
- 24 Error in the word processing program (wrong version, wrong separation program, formats missing),
- 25 Wrong color management input profile (see sec. 3.2.10),
- 26 Unsuitable color management output profile,
- 27 Missing or unsuitable choke/spread (trapping),
- 28 Imposition: trim or fold lines missing,
- 29 Moire effect as a result of incorrect screen angling.

Note : the trainer may help the trainees to solve the above design related issues in an industry structural format

Solve design-related issues by incorporating the requester's/user's feedback/ inputs

Objectives: At the end of this exercise you shall be able to • analyse design-related issues and incorporate user feedback .

Requirements

Tools/Equipment/Machines

- A Working PC with Internet Connection 1 No.
- Microsoft edge, Google Chrome and Mozilla Firefox browsers
- DTP Software, Drawing board, A4 paper, Pen, Pencil, Scale, Eraser etc.,

PROCEDURE

TASK 1: Analyse design-related issues and incorporate user feedback

S.No	Design-related issues	Requester's/user's feedback/inputs
1	Misspelled word,	Correcting all misspelled words
2	Grammatical errors,	Copy prepare should be proficient in spelling and possess a good dictionary.
3	Wrong position of picture, drawing and illustration etc.,	Use consistent capitalization according to a se style.
4	Unproportioned size of content	Correcting faulty punctuations.
5	Unsuitable Contrast in content	Compounding of words correctly and consistently
6	Wrong movement of picture, drawing and illustration etc.,	Watch for coordination between references in the text and corresponding footnotes.
7	Unsuitable Font, Size, Color and Tone etc., of the content	Maintain uniformity and consistency throughout the text
8	Sometimes missing images or areas of text, incorrect photographs, and so on	Checking the correct numerical order of figures and al- phabetical order of letters.
9	Incorrect data format: application program format instead of data exchange format such as PS, EPS, PDF,	See to illustration to make sure that they are properly placed, all accounted for and identified correctly.
10	Unsuitable resolution (too coarse, too fine),	Observe rules on the use of number, whether they are to be shown as figures or spelled out.
11	Unsuitable screen frequency (too high, too low),	Indicate styles of type, indention, length of line and other marking.
12	Insufficient edge sharpness,	This new typeface browser enables selection of the correct fonts according to many design criteria.
13	Special colors are separated as process colors or not defined,	Imposition means arranging the pages on the sheet so that after folding and gathering several folded sheets, the pages are in the correct sequence. Imposition is a pre- press process but always depends on the requirements or conditions of the finishing process.
14	Important parts of the image are outside the renderable tone value range,	Correct data format: application program format instead of data exchange format such as PS, EPS, PDF,
15	With non-periodic (FM) screens: the smallest dot is below the transferable tone value range,	Suitable resolution (too coarse, too fine),
16	Unsuitable dot shape,	Suitable screen frequency (too high, too low),

17	Tone value sum too high (over prints),	Sufficient edge sharpness,
18	Wrong grey balance,	Special colors are separated as process colors or de- fined,
19	Image is missing or is only available in monitor resolution,	Suitable dot shape,
20	Lines done as hairlines or created several times,	Suitable color management output profile,
21	Missing or unsuitable types (only outline, reverse types too fine),	Suitable choke/spread (trapping),
22	Missing fonts	
23	Missing or unsuitable proof or test print,	
24	Error in the word processing program (wrong version, wrong separation program, formats missing),	
25	Wrong color management input profile (see sec. 3.2.10),	
26	Unsuitable color management output profile,	
27	Missing or unsuitable choke/spread (trapping),	
28	Imposition: trim or fold lines missing,	
29	More effect as a result of incorrect screen angling.	

Design and format content as per established requirements

Objectives: At the end of this exercise you shall be able to • design and format the given content.

Requirements

Tools/Equipment/Machines

- A Working PC with Internet Connection 1 No.
- Microsoft edge, Google Chrome and Mozilla Firefox browsers
- DTP Software (Adobe InDesign, Adobe Photoshop, Adobe Illustrator, CoreIDRAW etc),

PROCEDURE

TASK 1: Design and format the given content

1 Design a title page with the same content and format as mentioned in the figure from Exercise 110 (Logo, Monogram etc may be downloaded from the website if available).

DESKTOP PUBLISHING OPERATOR

NSQF LEVEL - 3

TRADE THEORY

SECTOR : IT & ITES

(As per revised syllabus July 2022 - 1200 of hrs)

DIRECTORATE GENERAL OF TRAINING

MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

GOVERNMENT OF INDIA

NATIONAL INSTRUCTIONAL

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Exercise 1.12.113


Modify designed and formatted content as per client's review

Objectives: At the end of this exercise you shall be able to • modify the formatted content as per client's review.

Requirements

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Tools/Equipment/Machines

- A Working PC with Internet Connection 1 No.
- Microsoft edge, Google Chrome and Mozilla Firefox browsers
- DTP Software (Adobe InDesign, Adobe Photoshop, Adobe Illustrator, CoreIDRAW etc)

PROCEDURE

Fig 1

TASK 1: Modify the formatted content as per client's review (Fig 1)

- 1 Modify the designed formatted as shown below (Fig 2)
- 2 The Trainer may trained the trainees with various formatting option as per the image shown above.

	NSQF LEVEL - 3
	TRADE THEORY
	SECTOR : IT & ITES
(#	As per revised syllabus July 2022 - 1200 of hrs)
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Nim	NATIONAL INSTRUCTIONAL MEDIA INSTITUTE, CHENNAI
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Convert designed, formatted, and validated content, into draft publication, after incorporating feedback from the Quality Assurance team (Prepress department)

Objectives: At the end of this exercise you shall be able to • validate the draft publication as per the feedback from the quality assurance team.

Requirements

Tools/Equipment/Machines

- A Working PC with Internet Connection 1 No.
- Microsoft edge, Google Chrome and Mozilla Firefox browsers
- DTP Software (Adobe InDesign, Adobe Photoshop, Adobe Illustrator, CoreIDRAW etc)

PROCEDURE

TASK 1: Validate the Draft publication as per the feedback from the Quality Assurance team

1 The trainer may arrange for an industrial visit / On Job Training for the trainees to gather the experience in validating the Draft publication as per feedback from the Quality Assurance team(Prepress department).

Check following List:

- 1 Unsuitable Font, Size, Color and Tone etc., of the content
- 2 Incorrect data format: application program format instead of data exchange format such as PS, EPS, PDF
- 3 Unsuitable resolution (too coarse, too fine)
- 4 Unsuitable screen frequency (too high, too low)
- 5 Insufficient edge sharpness
- 6 Special colors are separated as process colors or not defined
- 7 Important parts of the image are outside the renderable tone value range

- 8 With non-periodic (FM) screens: the smallest dot is below the transferable tone value range
- 9 Unsuitable dot shape
- 10 Tone value sum too high (over prints)
- 11 Wrong gray balance
- 12 Image is missing or is only available in monitor resolution
- 13 Missing fonts
- 14 Missing or unsuitable proof or test print
- 15 Wrong color management input profile
- 16 Unsuitable color management output profile
- 17 Missing or unsuitable choke/spread (trapping)
- 18 Imposition: trim or fold lines missing
- 19 More effect as a result of incorrect screen angling.

Exercise 1.12.116

IT & ITES DTPO - Publishing contents in bilingual software

Demonstrate standard methods for publishing content

Objectives: At the end of this exercise you shall be able to • various methods of publishing.

PROCEDURE

TASK 1: Various methods of publishing

1 The trainer may arrange for an industrial visit / On Job Training for the trainees to familiarise with various methods of publishing carried out in the publication / printing press.

IT & ITES DTPO - Publishing contents in bilingual software

Exercise 1.12.117

Produce publication outputs in specific formats required by production teams

Objectives: At the end of this exercise you shall be able to

- convert the given A4 design into A5 design as per production team requirement
- convert the given A4 design into A3 design as per production team requirement.

Requirements

Tools/Equipment/Machines

- A Working PC with Internet Connection 1 No.
- Microsoft edge, Google Chrome and Mozilla Firefox browsers
- DTP Software (Adobe InDesign, Adobe Photoshop, Adobe Illustrator, CoreIDRAW etc)

PROCEDURE

TASK 1: Convert the given A4 Design into A5 Design as per production team requirement

While converting the given A4 Design into A5 Design the following specification points may be consider for better / perfect output (Fig 1)

- 1 Wrong position / Overlapping of picture, drawing and illustration etc.,
- 2 Unproportioned size of content
- 3 Unsuitable Contrast in content
- 4 Unsuitable Font, Size, Color and Tone etc., of the content
- 5 Sometimes missing images or areas of text, incorrect photographs, and so on
- 6 Incorrect data format: application program format instead of data exchange format such as PS, EPS, PDF,
- 7 Unsuitable resolution (too coarse, too fine),
- 8 Unsuitable screen frequency (too high, too low),

- 9 Insufficient edge sharpness,
- 10 Special colors are separated as process colors or not defined,
- 11 Parts of the image are outside the renderable tone value range,
- 12 With non-periodic (FM) screens: the smallest dot is below the transferable tone value range,
- 13 Unsuitable dot shape,
- 14 Tone value sum too high (over prints),
- 15 Error in the word processing program (wrong version, wrong separation program, formats missing),
- 16 Wrong color management input profile
- 17 Imposition: trim or fold lines missing,
- 18 More effect as a result of incorrect screen angling.



TASK 2: Convert the given A4 Design into A3 Design as per production team requirement

 Convert the image given in Task – 1 (A4 Design) into A3 follow the same specification as mention in Task – 1

1

Combine the latest publications to update the organization's database

Objectives: At the end of this exercise you shall be able to

- store the final publication output in the database
- most reliable way to store data long term.

Requirements

Tools/Equipment/Machines

- A Working PC with Internet Connection 1 No.
- Microsoft edge, Google Chrome and Mozilla Firefox browsers

PROCEDURE

Note

The following points should be followed while accessing the database

- 1 The User ID and Password should not be disclosed
- 2 Back up early and often
- 3 Do a FULL back up on a daily basis
- 4 Control access to the database
- 5 Store backups in a separate location
- 6 Setup backup schedules
- 7 What types of data will be created?

TASK 1: Store the final publication output in the database

- 1 The final publication files will be stored in a Hard Disk Drive (Organisation Database) based on the various files parameters such as File size, Date of creation, File format (JPEG, PNG, AI, PSD, PDF etc.,)
- 2 Logos, Monogram, Trademarks, Emblems, Drawings, Illustration, Pictures, Template, etc.,

TASK 2: Most Reliable Way to Store Data Long Term

The trainer may help the trainees to store and backup the final design files by using the following methods (refer previous exercises)

1 Store Data Long Term with Backup and Recovery Software

- DTP Software (Adobe InDesign, Adobe Photoshop, Adobe Illustrator, CorelDRAW etc)
- 8 How will these data be processed?
- 9 How will they be stored and backed up?
- 10 How will they be documented (inc. naming conventions, directory structures etc)?
- 11 How will these data be of benefit to the broader scientific community?
- 12 How will they be archived and will they comply with any data/metadata standards?
- 13 How will they be made available and discoverable to the broader community?
- 14 What are the policies for sharing, re-use etc?

should be stored in the organisation database for feature Design works.

- 3 All the related files (Author notes, Drafted / Proof reading copies, etc.,) with respect to the final publication should be stored in the organisation database for feature references.
- 2 Store Data with Digital Drives Like HDD, SSD, USB
- 3 Store Long Term Data with RAID Redundant Array of Independent Disks
- 4 Use Cloud Storage to Save Data Long Term.

Exercise 1.12.119

Comply with the industrial standards while publishing content

Objectives: At the end of this exercise you shall be able to • identify various industrial standard followed in publishing.

Requirements

Tools/Equipment/Machines

- A Working PC with Internet Connection 1 No.
 - Microsoft edge, Google Chrome and Mozilla Firefox browsers
- DTP Software (Adobe InDesign, Adobe Photoshop, Adobe Illustrator, CoreIDRAW etc)

PROCEDURE

•

TASK 1: Identify various industrial standard followed in publishing

1 The trainer may arrange for industrial visit for the trainees and make them acquainted with various industrial standard for various categories of publishing (Engineering, Non-Engineering, Scientific, Academic, short stories, Novels, Magazine, Newspapers, Cook books, Manuals, Pamphlet, Broachers etc.,