



RAJA JAIT SINGH GOVERNMENT  
POLYTECHNIC, NEEMKA, FARIDABAD

# LAB MANUAL

## For

# FUNDAMENTALS

## OF IT



**DEPARTMENT OF COMPUTER SCIENCE**

**ENGINEERING**

## List of Practicals

<b>S.no</b>	<b>Topic name</b>	<b>Date</b>	<b>Sign</b>
<b>1.</b>	To know browsing features , browsing using search engine and writing search queries.		
<b>2.</b>	To visit various e-governance/ digital India portals , understand their features services offered and list them.		
<b>3.</b>	To read Wikipedia pages on computer hardware components, look those components in lab and identify them , recognize various ports/ interfaces and related cables etc.		
<b>4.</b>	To learn using administrative tools / control panel settings of operating systems.		
<b>5.</b>	to connect various peripherals ( printer, scanner etc.) to computer , explore various features of peripheral and their device driver software.		
<b>6.</b>	To explore the features of open office tools and MS office , create documents , create presentations , create spread sheet , using these features , do it multiple times.		
<b>7. (a)</b>	To convert pdf document into word document		
<b>7.(b)</b>	To convert word document into power point presentation (PPT).		
<b>8.</b>	To learn working with mobile applications , searching for authentic mobile app, its installation and settings . to learn about govt. of india mobile applications.		
<b>9.</b>	To create email id and sending and receiving mails with attachments.		

<b>10. (a)</b>	To learn using Google Drive.		
<b>10. (b)</b>	To learn using Google calendar.		
<b>11 (i)</b>	To find addition of n number and display result.		
<b>11 (ii)</b>	To convert temperature from Celsius to fahrenheit.		
<b>11 (iii)</b>	To find area of square.		
<b>11 (iv)</b>	To swap two given numbers.		
<b>11 (v)</b>	To find smallest of two numbers.		
<b>11 (vi)</b>	To find whether given number is even or odd.		
<b>11 (vii)</b>	To print first n even number.		
<b>11 (viii)</b>	To find sum of series $1+2+3\dots n$ .		
<b>11 (ix)</b>	To print multiplication table of a number.	t	
<b>11 (x)</b>	To generate Fibonacci series.		
<b>11 (xi)</b>	To find sum and average of a given series of number.		
<b>11 (xii)</b>	To find factorial of n.		
<b>11 (xiii)</b>	To find if the given number is armstrong or not.		
<b>11 (iv)</b>	To find whether given number is prime or not.		

# PRACTICAL – 1

**Aim :- To know browsing features , browsing using search engine and writing search queries.**

Browsing is an act of looking through a set of information quickly on the internet. It uses world wide web to search information on and needs a web browser.

A web browser is an application software which is used to access the world wide web. It is an interface between user and the information available on web. It is a client program which requests for the information to the web server. Some common browsers are Mozilla firefox, google , internet explorer, netscape navigator , safari etc. the elements of web browser are user interface , search engine or browsing engine , rendering engine , UI backend , java script interpreter , networking and data persistence.

**The features of browsing are as follows :-**

1. It should allow the user to open multiple pages at the same time.
2. It should have facility of back and forward search.
3. Facility to reload , refresh and previous page visit must be there.
4. It should allow to return home page when needed.
5. Security must be there while browsing to keep user data safe and secured.

**Browsing using search engine :-**

There are many search engines that can be used on internet. But most popular out of them are google, yahoo, bing and internet explorer to perform search on a search engine follow these steps :-

Open your web browser.

1. Navigate through search engine by typing one or more keywords and press enter. These keywords are also called search terms.
2. If you don't find exact search terms then the search engine automatically gives search suggestions. Choose any one of them to know what you want.
3. You can refine search using hyphen (-) to exclude a word from search. However you can always search exact words or phrases by putting quotation marks.
4. To search a specific type of information you can select video , news, article, image, shopping , map etc. if not specific type is needed it takes all by default.

**Writing search queries :-**

A search query is a phrase or key word combination which is entered by user in search engine to find things of interest. Three types of search queries are :-

1. Navigational search query.
2. Informational search query.
3. Transactional search query.

To write search queries , you can :-

1. Specify the entities.
2. Use keywords, phrases and wildcards.
3. Use comparison operator.
4. Use Boolean expression.
5. Write sub queries.

Some examples that you can use on your browser are as follows:-

**Navigational :-** they are used to navigate the said place in a given or said area.

1. “pizza hut”.
2. “cinema halls near me”.
3. “restaurants near Ambala”
4. “hill station within 100 km”
5. “home stays in Shimla”.

**Informational :-** they are used to gather information about a topic , thing , place .

1. “web browsers available in India”.
2. “Cabinates for kitchen”
3. “leather purses”.
4. “cost of filter replacement in AC”.
5. “price of different makes of Refrigerator”.

**Transactional :-** they may include exact brand that user wants to purchase and wants to know its details.

1. “LG Water purifier”
2. “DELL laptop”
3. “Mac book air”
4. “Samsung galaxy 53”

## 5. "Iced coffee maker"

Type in these queries and see the results. You can attach screen print in your observations by pasting them in a word file and taking its printout.

## PRACTICAL – 2

**Aim :-** To visit various e-governance/ digital India portals , understand their features services offered and list them.

E- governance can be defined as the usage of information and communication technology (ICT) by the government, to provide government services, communication , transactions, to exchange of information and integration of various stand alone services and systems into one, to facilitate the people.

**Various types of E- governance are :-**

1. Public e-governance.
2. Private e-governance.
3. Global e-governance.
4. Corporate e-governance.
5. Project e-governance.
6. Non-profit e-governance.
7. Governance as process.
8. Governance analytical framework.

**To Visit various e-Governance portals in India follow the hyperlinks as below :-**

S.no.	Portal Name	Link
1.	National portal of India .	india.govt.in
2.	Scholarships portal.	scholarships.gov.in
3.	Haryana govt. portal.	haryana.gov.in

**Some more links can be obtained by typing phrases given in table below into your browser.**

S.no	Website	Phrases to search
------	---------	-------------------

1.	Nationals voters service portal.	Nationals voters service portal.
2.	UIDAI	UIDAI
3.	NTIPRIT	NTIPRIT
4.	Bharat broadband n/w limited.	Bharat broadband n/w limited.
5.	NDSAP	NDSAP
6.	Pensioner portal.	Pensioner portal.
7.	Invest India	Invest India
8.	Indian government Portal.	Indian government Portal.

You can visit the portals / sites and study their features and services available on them . write what you observe on your file.



## PRACTICAL – 3

**Aim :** To read Wikipedia pages on computer hardware components, look those components in lab and identify them , recognize various ports/ interfaces and related cables etc.

- Type in Wikipedia/computer hardware on your browser and you will find this on searched list. Click and open the page and study it.
- For a direct link you can use [https://en.wikipedia.org/wiki/computer\\_hardware](https://en.wikipedia.org/wiki/computer_hardware). It will open the page directly.  
Study the page case fully and gain knowledge about.
- Power supply.
- Motherboard.
- Expansion cable.
- Storage device.
- Fixed media.
- Removable media.
- Input/output peripherals.
- Input devices.
- Output devices.

And try to find them in computer of your lab.

Write what you learned in your practical file.

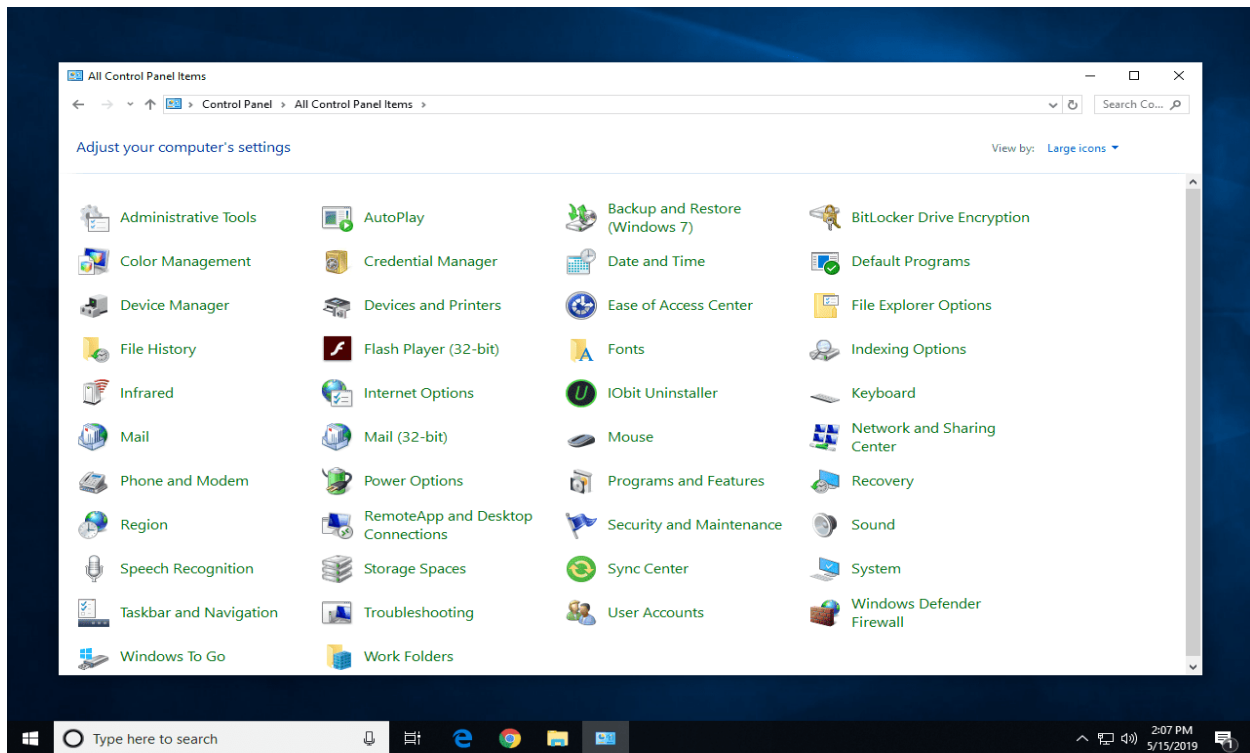
Click on the links in page to learn about ports and interfaces , cables etc. and write what you learned from it in your file.

# PRACTICAL – 4

**Aim :- To learn using administrative tools / control panel settings of operating systems.**

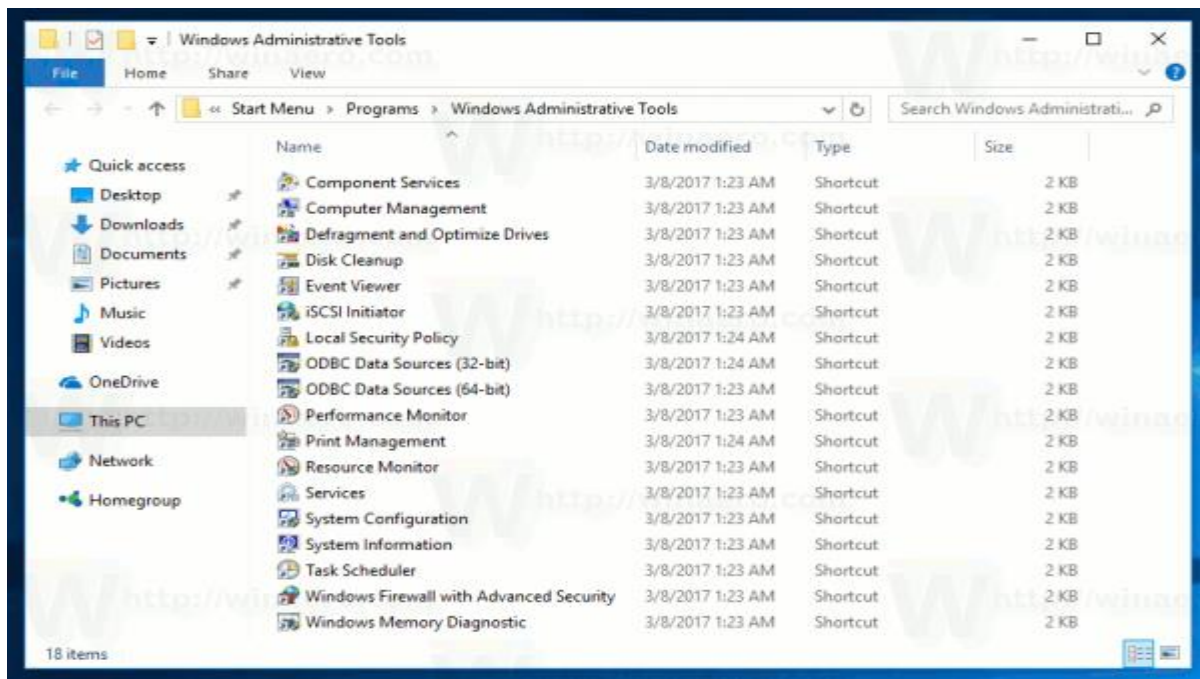
It is necessary to use multiple tools to manage your windows computer. For example, you need to clean up the temporary files frequently to free the storage space.

Windows operating system offers many built in tools for the administration purposes. However, many users do not know about these tools. Windows administrative tools is a folder in the windows 10 control panel. These folders contain tools for system administrators and advanced users. The tools available in control paneer shown ion fig.below :-



Windows administrative tools are advanced tools to help the device administrator manage and troubleshoot windows issues. Windows administrative tools folder is located in the control panel that helps the system administrator and advanced users

customize windows features. The administrative tools available in windows 10 control panel in fig. below ;-



**To access the administrative tools , follow these steps :-**

- Click on windows start button.
- Scroll down to the windows administrative tools menu.
- Select the tool you wish to use, ranging from component services, Iscsi Initiator, performance monitor, registry editor and windows memory diagonistics, among others.

Now you can select the needed tool for your assignment. Let us learn about various tools and their use.

**1. Component services administration :-** Component Services is designed both for system administrators and for application developers. For example, administrators can manage components, and developers can configure routine component and application behavior, such as participation in transactions and object pooling.

**2. Computer management :-** Computer Management is a collection of Windows administrative tools that you can use to manage a local or

remote by computer. The tools are organized into a single console, which makes it easy to view administrative properties and to gain access to the tools that are necessary to perform your computer-management tasks.

- 3. Defragment and optimize drives :-** Fragmentation makes your hard disk do extra work that can slow down your computer. Removable storage devices such as USB flash drives can also become fragmented. Disk Defragmenter in Windows rearranges fragmented data so your disks and drives can work more efficiently. Disk Defragmenter runs on a schedule, but you can also analyze and defragment your disks and drives manually.
  
- 4. Disk clean up :-** disk cleanup is used to free up space from your computer. Therefore it is suitable for use by everyone that needs to run it . it clears old logs, temporary , unwanted files and uninstalled applications data.
  
- 5. Events viewer :-** Event Viewer allows you to monitor events in your system. It maintains logs about program, security, and system events on your computer. You can use Event Viewer to view and manage the event logs, gather information about hardware and software problems, and monitor Windows 2000 security events. The Event Log service starts automatically when you start Windows 2000. All users can view application and system logs.
  
- 6. iSCSI initiator :-** Microsoft® Internet iSCSI Initiator enables you to connect a host computer that is running Windows® 7 or Windows Server® 2008 R2 to an external iSCSI-based storage array through an Ethernet network adapter. You can use Microsoft iSCSI Initiator in your existing network infrastructure to enable block-based storage area networks (SANs). SANs provide iSCSI target functionality without investing in additional hardware, and they enable the use of iSCSI storage devices in home and small offices.

- 7. ODBC data source administrator :-** The Microsoft® ODBC Data Source Administrator manages database drivers and data sources. This application is located in the Windows Control Panel under **Administrative Tools**. Beginning in Windows 8, the icon is named **ODBC Data Sources**, and on 64-bit operating systems there is a 32-bit and 64-bit version.
- 8. Performance monitor :-** Performance Monitor is a simple yet powerful visualization tool for viewing performance data, both in real time and from log files. With it, you can examine performance data in a graph, histogram, or report.
- 9. Print management :-** On computers running Windows® 7 and Windows Server® 2008 R2, you can share printers on a network and centralize print server and network printer management tasks using the Print Management Microsoft Management Console (MMC) snap-in. Print Management helps you to monitor print queues and receive notifications when print queues stop processing print jobs. It also enables you to migrate print servers and deploy printer connections using Group Policy.
- 10. Registry editor :-** The *registry* is a system-defined database in which applications and system components store and retrieve configuration data. The data stored in the registry varies according to the version of Microsoft Windows. Applications use the registry API to retrieve, modify, or delete registry data.
- 11. Resource monitor :-** Windows Resource Monitor is a powerful tool for understanding how your system resources are used by processes and services. In addition to monitoring resource usage in real time, Resource Monitor can help you analyse unresponsive processes, identify which applications are using files, and control processes and services.
- 12. System information :-** System Information is located under **System Tools** in the Computer Management snap-in. System Information collects and displays configuration information to help support personnel diagnose and correct problems. This tool displays the required data to

resolve problems, including information about hardware, system components, and the software environment.

**13.Windows firewall with advanced security :-** You can use Windows Firewall with Advanced Security to help you protect the computers on your network. Windows Firewall with Advanced Security includes a stateful firewall that allows you to determine which network traffic is permitted to pass between your computer and the network. It also includes connection security rules that use Internet Protocol security (IPsec) to protect traffic as it travels across the network.

**14.Windows memory diagnostics :-** This tool is used in the case of freezing or crashing computer. Using the Microsoft windows memory diagnostics tool, multiple tests can be conducted on your computer to determine the faulty hardware , program or memory.

# PRACTICAL – 5

**Aim :- To connect various peripherals ( printer, scanner etc.) to computer , explore various features of peripheral and their device driver software.**

## **What is a peripheral device?**

A peripheral device is a device that either enters information into a computer system or receives information from the computer system. The normal workflow of a computer system is the following.

It receives data and commands from the user, processes the data according to the given commands, presents the processed data to the user, and stores or prints the processed data if the user gives a command to save or print.

Except for the components that process the given data, all other components of a computer system are known as peripheral devices.

## **Steps to connect the printer to the computer :-**

### **STEP 1: OPEN WINDOWS SETTING**

- At the bottom left of your screen, click the Windows icon to reveal your Start Menu
- At the bottom of the left-most column, you should see a gear icon linking to your settings window

### **STEP 2: ACCESS DEVICES**

- Within the first row of your Windows settings, find and click the icon labeled “Devices”.
- In the left column of the Devices window, select “Printers & Scanners”

- This new window brings up a page where the first option will be to “Add Printer or Scanner”

### **STEP 3: CONNECT YOUR PRINTER**

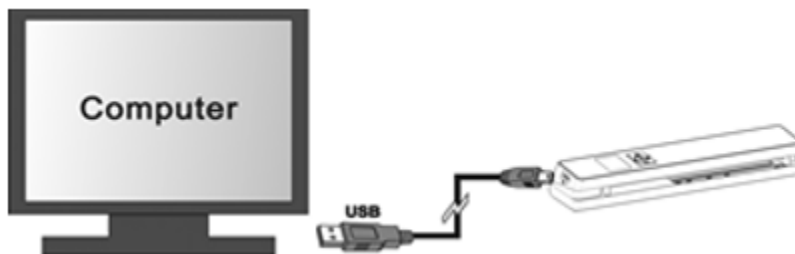
- Once you’ve clicked “Add Printer or Scanner,” Windows should be able to detect your printer connected via USB cable
- When the name of your printer pops up, click it and complete the installation as per your computer’s instruction.

**Now your printer is connected and running.**

- **Steps to connect the scanner to the computer :-**

power on the scanner before you connect it to a computer. Otherwise you will only charge the battery but won't be able to access the scanned images.

- Press and hold the power button for 3 seconds to power on the scanner.
- Use the provided USB cable to connect the scanner to your computer.



- Press the power button briefly to enter USB mode. The USB icon is displayed on the scanner screen, and the scanner is now recognized as removable disk.
- Browse to **Computer > Removable disk > DCIM\100Media** to view, import, copy, move or delete scans.

The drivers are necessary for the computer and the scanner to communicate properly. At times, the software from the CDS can become outdated. Before completing the installation, double check the manufactures website for the latest drivers to ensure everything is up to date.



## PRACTICAL – 6

**Aim :- To explore the features of open office tools and MS office , create documents , create presentations , create spread sheet , using these features , do it multiple times.**

OpenOffice.org is an open source, feature – rich multi-platform office productivity suite. The user interface and the functionality of this suite os very much similar Microsoft office or lotus SmartSuite. The only difference is that Openoffice.org is absolutely free. Six tools of open office suite are writer, calc, impress, draw, base and math.

- **Writer** is the word processing application of open office. It is a feature rich tool for creating letters, reports , books , newsletters and other documents.
- **Calc** is the spread sheet application of open office. It contains all of the advanced analysis, charting and decision making features expected from a high – end spread sheet.
- **Impress** is the presentations applications of open office. It contains all the common multimedia presentation tools such as special effects, animations and drawing tools.
- **Draw** is the vector graphics and flowcharts application of open office and it can produce everything from simple diagrams or flowcharts to 3D artwork.
- **Base** is the databases management system of open office . it provides tools for day to day database work within a simple interface and it allows to create and edit forms, reports , queries, tables, views and relations.
- **Math** is the open office formula or equation editor. it can be used to create complex equations that include symbols or characters.

OpenOffice.org is able to read and write Microsoft office files. This allows users to open and save word, excel and Power Point files on their Preferred platform incl. windows, linux and solaris. It also introduces the one – click

PDF export feature that enables you to create PDF files without the need for any additional third party software. This feature makes exchanging documents in a standard “read – only “file format a trivial task. The creation of PDF files normally requires relatively expensive third party on tools . with openOffice.org this feature come for free.

**Microsoft office** is a suite of applications designed to help with productivity and completing common tasks on a computer. You can create and edit documents containing text And images, work with data in spread sheet and databases and create presentations and posters. word , excel , power point access, edge are its components applications.

**To create new document** , open MS word, click on blank presentation and then click on create. Type in to make your own document file. when over click file>save. Enter name of your file and click save. You have successfully created a document. do it multiple times.

**To create presentation** , open MS power-point. Click on blank presentation and then on create. you can select outlines, types , colors etc. for your slides as explained in your textbook and then create your slides. When over click file>save. Enter name of your file and click save. You have successfully created a document. do it multiple times.

**To create spread sheet**, open MS excel . click on blank workbook and click on create . it opens a worksheet. Make a table on it . explore various options and formula and functions that can be used with your sheet. Take help of your text book to make entries. When over click file>save. Enter name of your file and click save. You have successfully created a document . do it multiple times.

## PRACTICAL – 7 (a)

**Aim :- To convert pdf document into word document.**

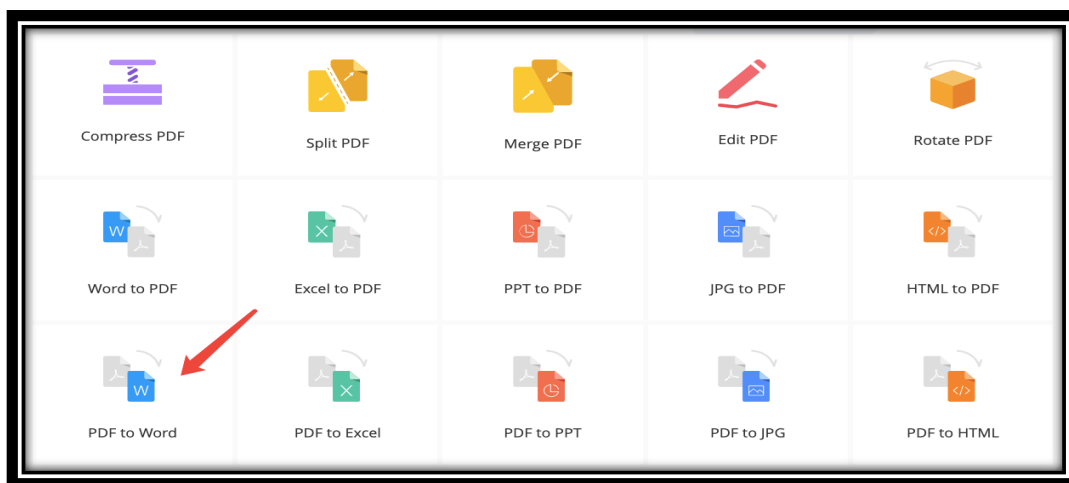
There are many methods to convert pdf document to word document . for eg :-

- **Google PDF to word converter.**
- **Any other free online converter software.**
- **Conversion using Adobe acrobat.**
- **Conversion using Microsoft word etc.**

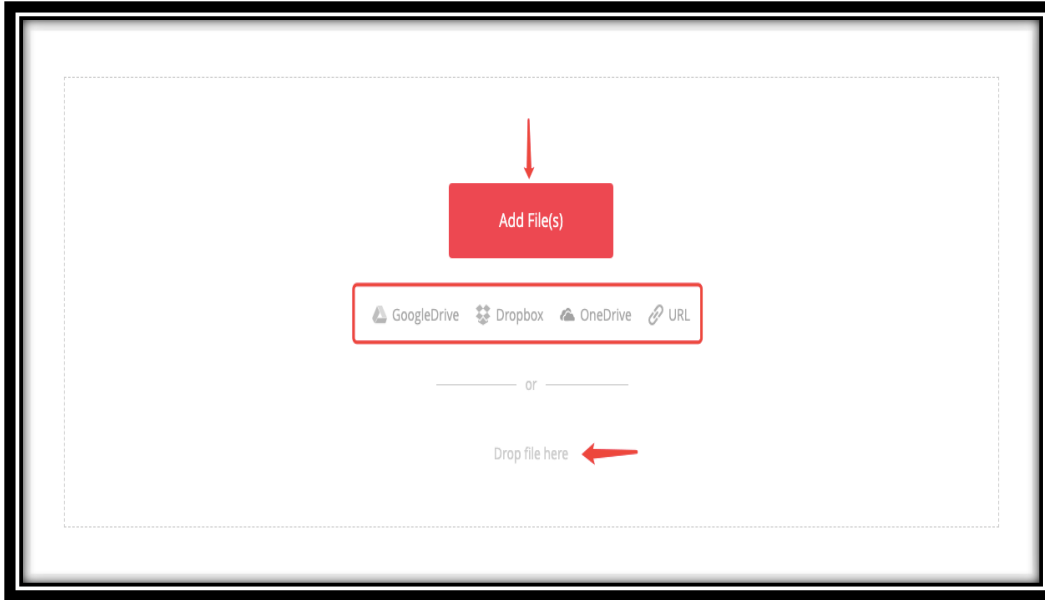
Here we are using the site easy pdf.com. this allows you many conversions like PDF to word, PDF to excel, PDF to JPG, Word to PDF, Excel to PDF, JPG to PDF etc. besides this , it also allows compressing and merging of PDF, splitting a PDF and even editing PDF file. HTML file can also be converted to PDF to word using it.

**Follow these Steps :-**

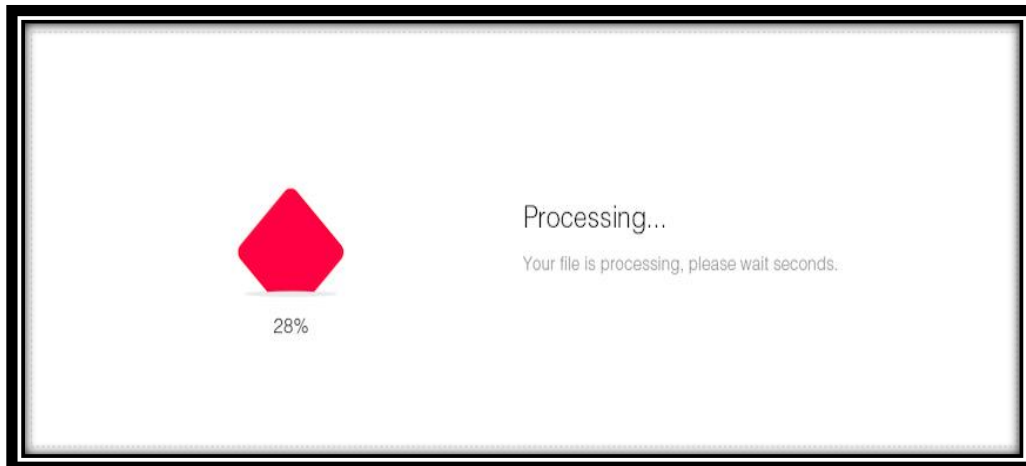
1. Open the browser and type in easepdf.com. It will open the home page of ease pdf, as shown in fig.



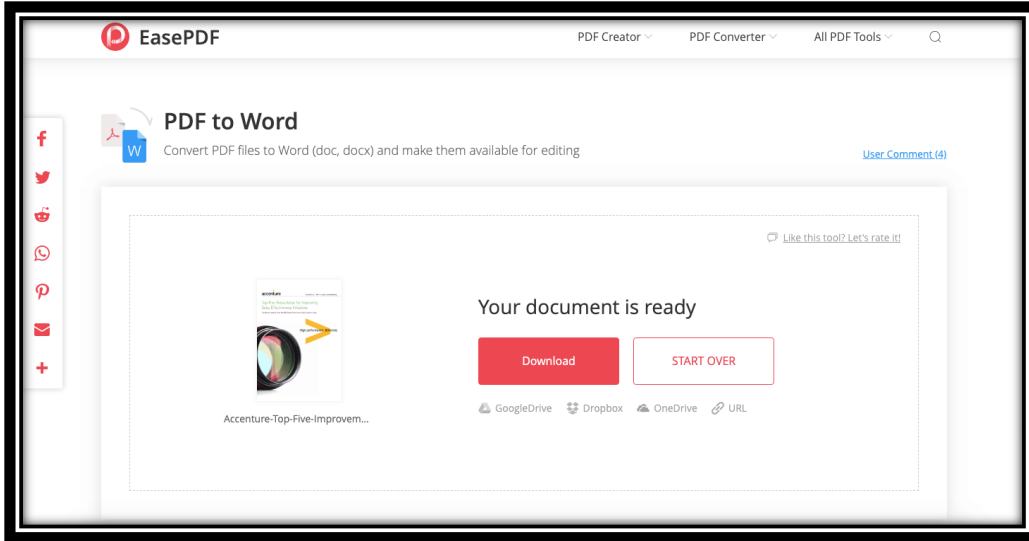
2. Click on PDF to word button and a window as shown in fig. will displayed.



3. Click on **Add file** button and select file from drop box. You can add file from anywhere like any disk, URL etc. Multiple files can also be added. Once the files are added a new window as shown in fig appears.
4. Click on convert button . it will upload the file and convert it to word.



5. Once the process is over, click on the **Download** button to get the converted word file.



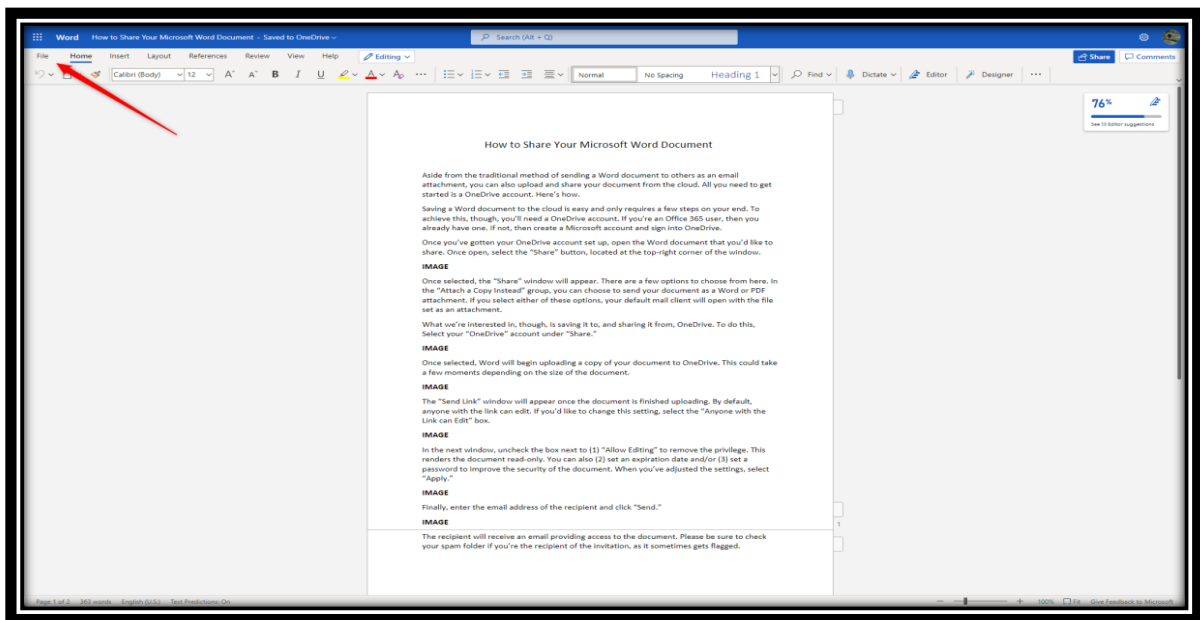
You can also download this software for fix on your screen.

# PRACTICAL – 7 (b)

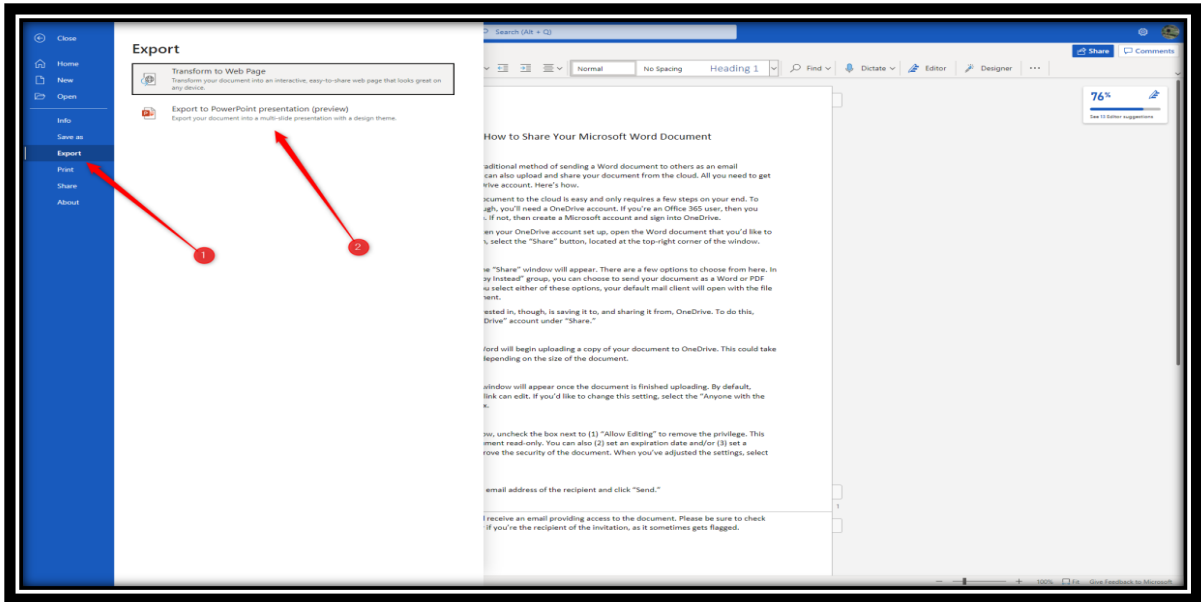
**Aim :- To convert word document into power point presentation (PPT).**

PPT file are presentation slides. the word document can be converted into presentation document very easily by exporting a word document into powerpoint . to use this method follow the steps :-

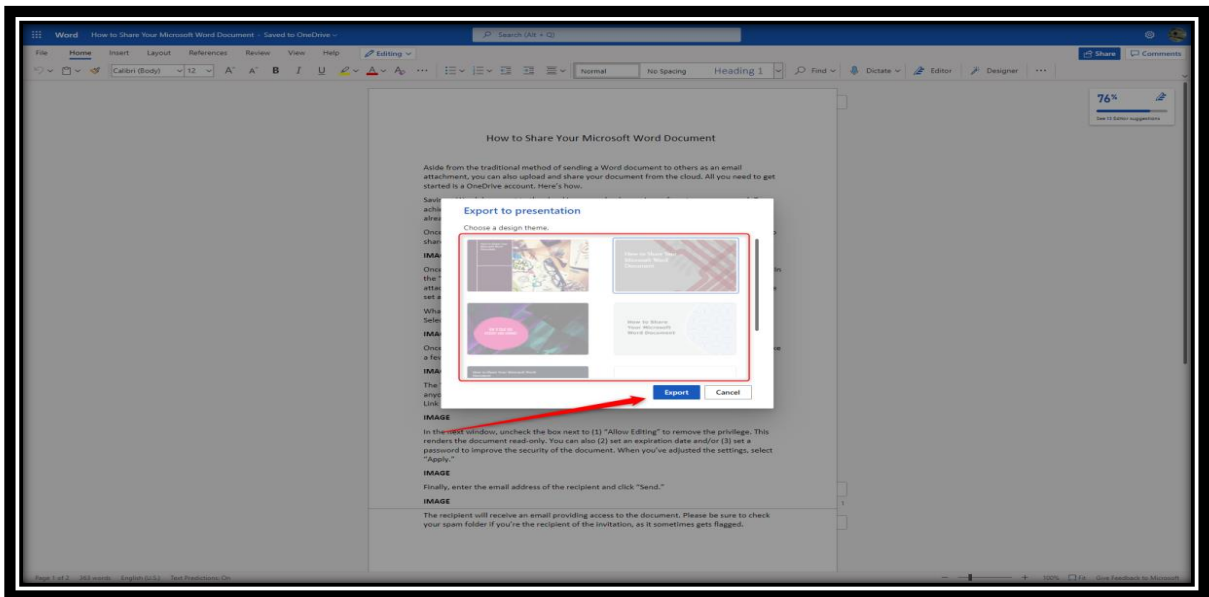
**1. Open the word document to which you want to transform into PPT.**



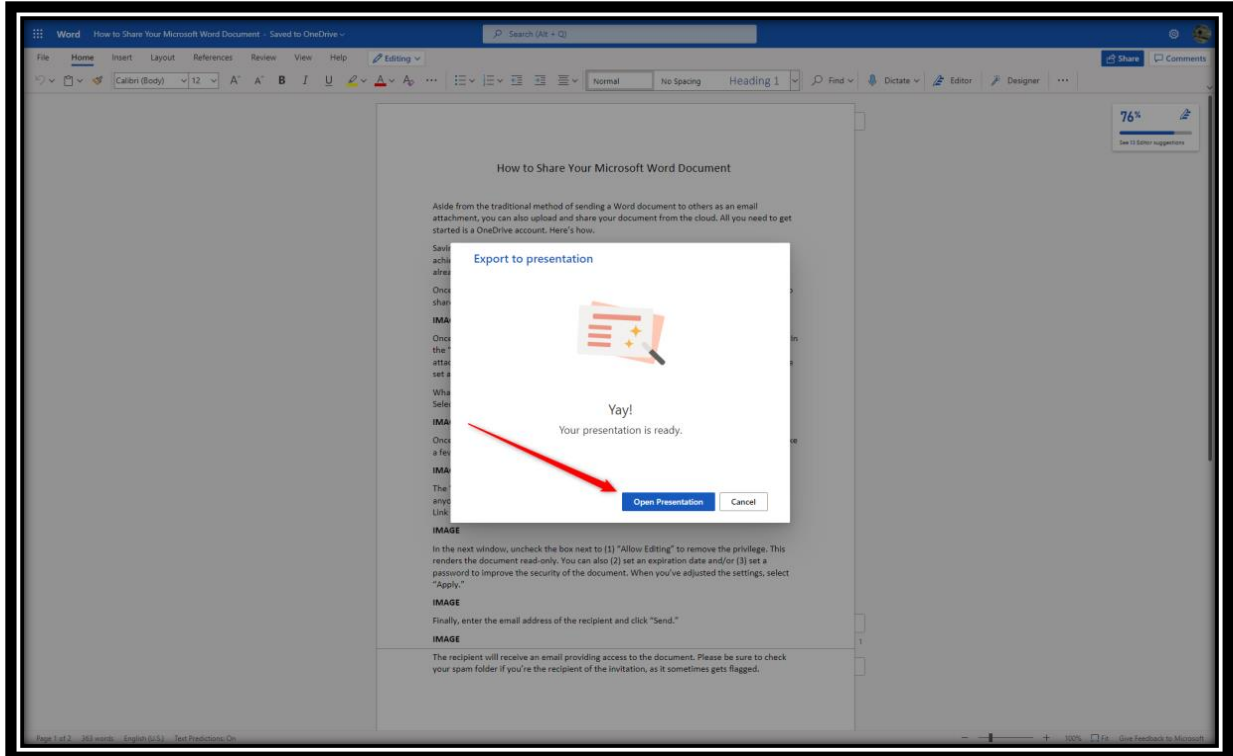
**2. Select **Export** from file menu in the menu bar and for then select export to power point presentation and click it . it will open an export to presentation window.**



3. The Export to Presentation window will appear. Here, select the design theme you'd like to use and click "Export."



- Word for the Web will then begin preparing your new presentation. Once ready, click "Open Presentation."





## PRACTICAL – 8

**Aim :- To learn working with mobile applications , searching for authentic mobile app, its installation and settings . to learn about govt. of india mobile applications.**

You can install apps , games, and digital content on your mobile device like smartphone, tablets etc. from the google play store. For this you need to search the app, download it and finally install it to use. The google play store allows you to search a mobile app and download it. The only thing is that you must check an app for security before downloading and installing it. Your mobile device normally contains security programs that warn you whenever you say to download ; they also check and sometimes block downloading. But it is not so , in all the cases.

Apps are designed for the use with supported android and iOS devices and can't be used on windows or Mac computers. Follow these steps to find and download apps or digital content.

1. On your Device , open Google play store or visit the google play store on a web browser.
2. Search or browse for required content.
3. Select an item.
4. Select **Install** or the item's price.
5. Follow the on- screen instructions to complete the transactions and get the content.

Once the download and installation are over, you will find the icon for that on desktop of your mobile device. You can use it now. Some of the government mobile apps are as follows :-

- 1. DigiLocker :-** The Ministry of Electronics and Information Technology has developed this app to have access to documents stored in the cloud. This app helps all Aadhaar holders get their authentic documents such as a driving license, vehicle registration, academic mark sheets in digital form from the original issuers. It has additional storage of 1GB to upload scanned copies of legal documents.

- 2. MParivahan :** This is a vehicle-related app developed by the National Informatics Centre(NIC) under the Ministry of Road Transport and Highways. This app is basically for information concerning the Regional Transport Offices and vehicles. It helps in locating the nearest RTO and pollution checking center. Citizens can also apply for a mock driving license test using this app. The app will also provide the registration details for the purchase of a second-hand vehicle.
- 3. mPassport :** The Ministry of External Affairs has come up with the Consular, Passport, and Visa(CPV) division as a part of the Passport Seva Project. This app is meant for queries related to passport services by the general public. This app provides services like finding the location of Passport Seva Kendra, tracking application status, etc.
- 4. UMANG :-** The Ministry of Electronics and Information Technology along with the National e-Governance Division has come up with the new-age digital governance called the Umang App. This app provides all the necessary services from local to central compiled in one App.
- 5. BHIM UPI App :** This app is developed by the National Payments Corporation of India based on the Unified Payments Interface(UPI). This user-friendly app allows you to send and receive money from UPI payment addresses to non-UPI-based accounts. This happens by scanning QR codes with the account number, IFSC code, or MMID Code.
- 6. GST rate Finder App :** The app was developed by the Central Board of Excise and Custom (CBEC) under the Ministry Of Finance to have (GST) rates available easily. You can use the app to check the GST rates anywhere in the market or at a restaurant to find the GST rates.
- 7. mAadhaar App :** The Ministry of Electronics and Information Technology through this app to carry the Aadhaar card digitally. This is the softcopy version of storing the Aadhaar card. The other additional functions include updating the address, printing the Aadhaar card with multiple language support.

**8. MADAD App :** The Ministry of External Affairs has launched this app to log in and track the Grievances of the Consular services offered by the Indian embassies in foreign locations. The app is made to handle the imprisonment of an Indian citizen in a foreign land, worker abuse, repatriation, etc, not visa and passport-related issues.

**9. MyGov App :** This app to stay up to date with the recent happenings in Indian politics. It accepts the direct involvement of citizens to comment on the government's initiatives and policies. This is an innovative platform to build the partnership between citizens and government through technology.

**Aarogya Setu App :** Aarogya Setu app was developed by the National Informatics Centre under the Ministry of Electronics and Information Technology. This mobile app provides information related to Covid-19. This app helps with contact tracing, syndromic mapping, and self-assessment to identify the risk related to Covid-19.

**Note :-** You can check the app's requirements on the download page and find out if the app is compatible with your device or not. For eg. , you can search for the app on the play store and scroll down to the additional section, which will display the minimum android version required.

## PRACTICAL – 9

**Aim :- To create email id and sending and receiving mails with attachments.**

### **Creating a Gmail account ?**

It is necessary to create an email account to send or receive e-mail. Here we are creating account in gmail. Other email services also have similar methods to create an account. You can use your username and password to sign in to gmail and other google products like Youtube, google play store, and google drive . follow the steps , create your Gmail account and start sending sending emails. Follow these steps to create a gmail account.

- Visit google account creation page, **accounts.google.com**
- Click on **create account**.
- The sign up for will appear. enter your **first and last name**.
- Choose a **username** for your account.
- After choosing username, **enter a password**. Type the password again to confirm.
- At last tap on **next**.
- On the next page enter your **phone number** to verify your account.
- On the given mobile number you will receive a text message from **google** with a verification code. **Enter the verification code** and tap on **verify**.
- On the next page enter your **DOB** in the specified fields.
- Choose a **gender**.
- Tap on **next**.
- Read, google's terms if service and privacy policy will appear on the screen and click on **I agree**.

**Congratulations !** you have successfully created an account on gmail. From now onwards every time you sign in you just have to enter your email id and password. And every time you sign in don't forget to sign out because it prevents others from viewing your e-mails.

## Writing an Email :-

1. On your android phone or tablet , open the gmail app.
2. At the bottom right , tap compose.
3. In the “To” field add recipients . you can also add recipients:
  - In the “Cc” and “Bcc” fields.
  - When you compose a message , with a “+ sign” or “@mention” and the contact’s name in the text field.
4. Add a subject.
5. Write your message.
6. At the top of the page tap send.

## Deleting email using Undo send

1. Right after you send a message , you will see the message “Sent” and the options to **undo**.
2. Tap Undo.

## Attaching a file to your e-mail

1. On your computer, go to Gmail.
2. Click **Compose**.
3. At the bottom , click attach.
4. Choose the files you want to upload.
5. Click **Open**.

## Removing an Attachment

After you add an attachment , you can remove it. To the right of the attachment name, tap close .

## Sending Attachments with Confidential Mode

1. On your computer , go to Gmail.
2. Click **Compose**.
3. Click attach.
4. Choose the files you want to upload.

5. In the bottom right of the window, click turn on Confidential mode.
6. Set an expiration date and passcode. These settings impact both the message text and any attachments.
  - **If you choose “No SMS passcode,”** recipients using the Gmail app will be able to open it directly. Recipients who don’t use Gmail will get emailed a passcode.
  - **If you choose “SMS passcode,”** recipients will get a passcode by text message . make sure enter the recipient’s phone number, not your own.
7. Click **Save**.

## PRACTICAL – 10 (a)

**Aim :- To learn using Google Drive.**

A Drive lets you keep all your work in one place. It also allows you to view different file formats without buying extra software, and access your files from any device. With Google Drive, you can open your files from your computer's Drive folder or from your browser on the desktop or even on your smart phone. Files that you create with Google Docs also open in your browser or mobile app. Now let us tell you what you'll learn with Drives here :-

- **Upload and store**
- **Syne and access**
- **View and update**
- **Organize and search**
- **Share and collaborate**

You can store any file in Google Drive including pictures, drawings, videos, text etc. You only need to store a file in Drive on one device, and it will automatically be available on all your other devices. There are three ways to get your files into Drive.

**First method :-**

- Go to Drive
- Click New File upload or Folder upload, and then choose the file or folder you want to
- Click Open.

Now you can simply drag files directly from your computer to the Drive page on you latest version of Chrome is used. If upload a file that matches the name of an existing file the will add it as a sure version, instead of creating a duplicate. To see the previous version of that file, you can manage versions.

To store files on your desktop, install Drive for desktop. After you install Drive for desktop can access **My Drive**, In this case your files exist in the cloud and you

can access them on de You can also make files in Drive available offline, and they'll sync to the cloud when you're back online and free up your computer space.

To Install Drive for desktop on your computer, go to Use Drive for desktop with work school and follow the installation instructions to download and install Drive for desktop.

To Open Google Drive, once it is installed, you can access it by clicking the google drive icon shown in fig below) at the bottom right in Windows.

**To move files to a folder follow these steps :-**

- Decide which files you want to store in Drive.
- Organize the files in folders the way you want them to appear in Drive
- Click Drive for desktop.
- Click Open Drive Folder
- Move the files and folders into a folder and now these files exist in the Drive folder and are synchronized with other devices that also have Drive installed.

You can also use the Drive app to store files on your Android or Apple iOS device. Follow these steps for that :-

- Depending on your device, choose one of these options :-
  1. For Android phone or tablet: Tap Google Play |
  2. For IOS devices : Tap App Store
- Find and install the Drive app.
- Open the app containing the file you want to upload, tap Share, and then tap Drive.



## **PRACTICAL – 10 (B)**

**Aim :- To learn using Google Calendar.**

Calendar helps you keep track of important events, share your schedule, and tele calendars Similarly Google Calendar helps you to quickly schedule stings and t reminders about upcoming activities. So, if you are using Google calendar, you always know about next scheduled task and time. Calendar is designed for teams, so it is easy to share your d others. You can create multiple calendars that you and your team can use together.

with Using Google calendar you can schedule one-time activities, such as fere, as well as recurring events, such as staff meetings. Let us create events, add gusts, moms, locations conferencing, and event description and also earn to delete events.

### **Creating an event :-**

to create an event, open the Google calendar after signing in google and downloading it. Now follow the steps :-

1. In your calendar choose an option:
  - Click an empty time slot in the calendar grid.
  - Then click + Create.
2. Now add an event title, date, and time.

### **Adding guests :-**

1. To add guests, first add guest field, enter the first few letters of name of the person or email address. It will display matching addresses in your directory.
2. Now add that person whom you want, to the event. If no suggestions appear, enter full email address of your guest.
3. After you add a guest to your event:
  - A video meeting in Google Meet is automatically added to the event.
  - The guest's calendar appears next to yours.
4. To mark a guest's attendance as optional, point to the name and click People.

## **Adding a room :-**

1. Click the Add rooms, location, or conferencing field.
2. Click Add rooms.
3. If you need to adjust the criteria for your meeting room, you can click any one or more of the following :
  - People to specify the required room size.
  - Video to specify the need for video-conferencing equipment.
  - Phone to specify the need for audio conferencing
4. Point to the room that meets your criteria and check the box to select the room.
5. If you do not find a suitable room then do the following :-
  1. In the search box, enter another resource or building name, floor, or conferencing equipment, such as Smart room for meetings.
  2. Point to the room to see details such as room capacity, location, equipment and features.
  3. When you find the room you need, point to it and check the box to select it.

## **Adding a meeting location :-**

Click Add location and enter your details. Suggestions automatically appear.

## **Adding video conferencing :-**

When you add a guest to an event a video meeting in Google Meet is automatically added to the event A dial in phone number and PIN are also added. You can install a third-party conferencing add-on and choose it in Calendar by clicking Add conferencing. You can also add a live stream .

## **Adding event description and attachments :-**

To add an event description, follow the steps :-

1. Click the Add description or attachments field.
2. adding lists and links etc. and it is totally optional and up to you.

**To add an attachment, follow the steps :-**

1. Click the Add description or attachments field.
2. Click My Drive or Upload and select your file.
3. Click Select or Upload Your file will be attached to the event

**Choosing event color, calendar and default visibility :-**

You can choose the color at the time of adding event that will be shown as in your calendars However To choose a different color for your event, you can click the color palette next to your calendar name and select a different option.

To add your event to a different calendar, simply click your calendar name and select a different calendar.

You can also set your default visibility so that if you share your calendar, your events have the same privacy settings as your calendar. For this you can change what others can see about certain events .

**Setting up notification :-**

For setting up notifications in your calendar, click Settings. Then follow steps-

1. On the left under General, click Event settings.
2. Click Notifications and select an option among following
  - Off
  - Desktop notifications
  - Alerts
3. Next to each option, click the Down arrow and select None or Email.

**Saving your event :-**

When you are finished filling in the details, save your event and send your invitations . Follow these steps to save your event-

1. Click Save.
2. Choose an option among following available options –
  - Send to notify guests by email

- Don't send to skip notifications at this time
  - Dismiss to continue editing the invitation
3. If you're inviting people from outside of your organization, then click any one of
- Invite external guests to notify them.
  - Continue editing to notify them later.

## **Deleting an event :-**

If you want to delete an event, you can delete it very easily. However after deleting it remains in trash of the calendar for approximately 30 days. After 30 days, it is permanently deleted, but you can permanently delete it before that if you want. To delete an event follow the steps-

1. In your calendar grid, click the event .
2. Click Delete.

### **To Permanently remove a deleted event :**

1. Click Settings >Trash.
2. Check the box next to the deleted event.
3. Click Delete D.

Note that to permanently remove all events in your trash, at the top right, you can click Empty trash.

### **Restoring a deleted event :**

You can restore the deleted events within approximate 30 days. It is generally needed if it is deleted by mistake. Follow these steps to restore a deleted event :

1. Click Settings >Trash.
2. Check the box next to the deleted event.
3. Click Restore.

### **Creating reminders :**

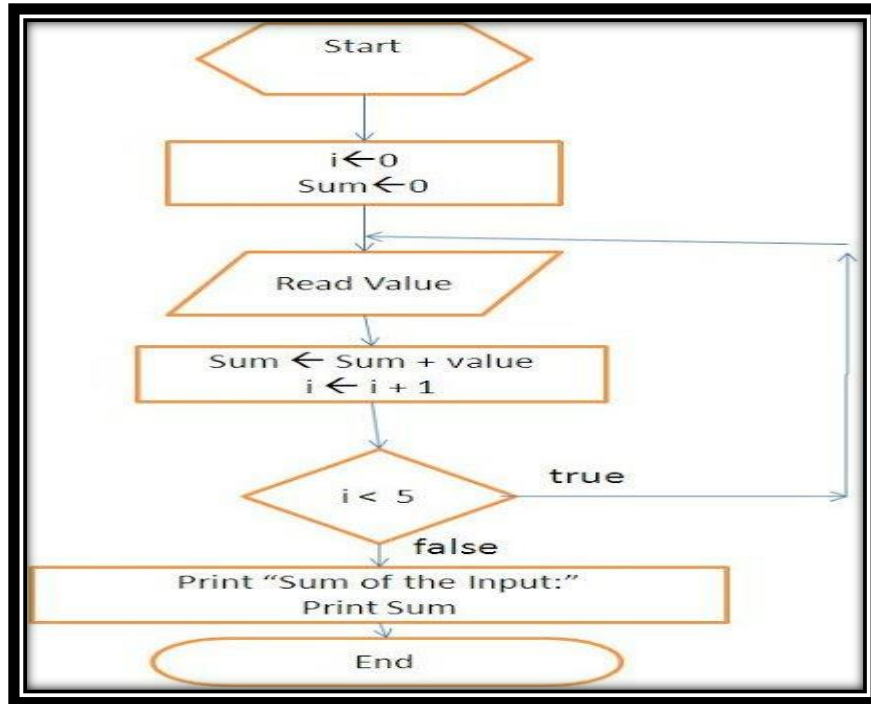
You can create reminders for the events. Remember that only you can see reminders in your Google Calendar. They do not appear to other users with access to your calendar. For creating reminders follow the steps:-

1. In your Calendar grid, click a time slot and click **Reminder**.
2. Add a title and choose a date and time.
3. To select the frequency of your reminder, click **does not repeat** and select an option.
4. If you want your reminder to last all day, check the **All day** box
5. Click **Save**.

## **PRACTICAL – 11 (i)**

**Aim :-** To find addition of n numbers and display result.

**Flowchart :-**



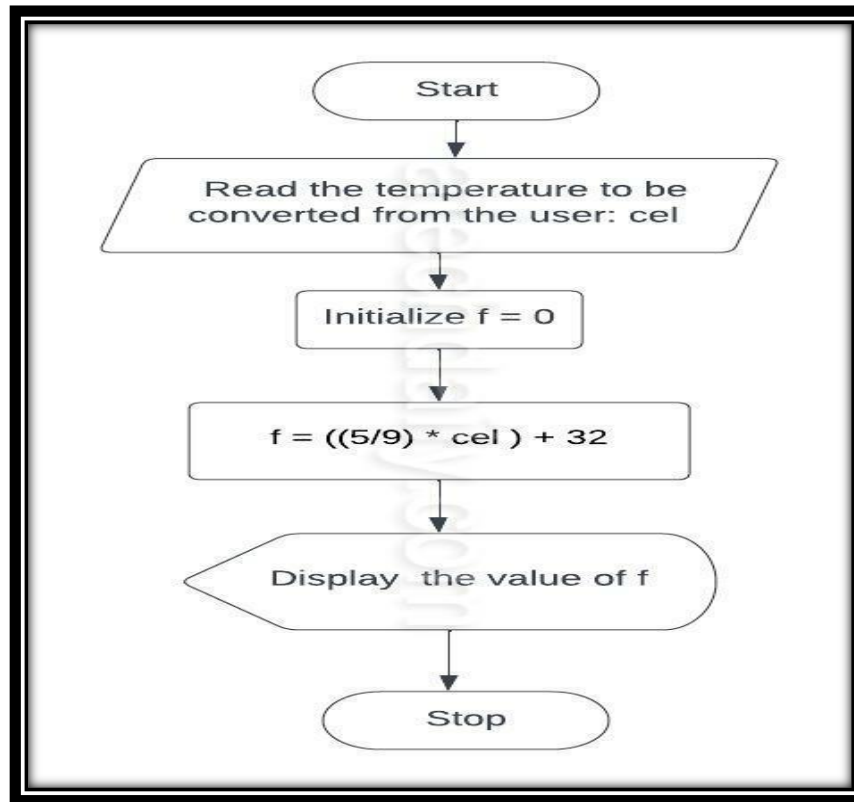
### Algorithm :-

1. Start.
2. Print "Enter value of n"
3. Read n
4. Initialise  $i=0$ ,  $sum=0$
5. Read sum
6.  $Sum=sum+sum$
7.  $I=i+1$
8. If  $i < n$   
Yes go to 5
9. Print "the sum of given n number is ",sum  
stop.

## PRACTICAL – 11 (ii)

**Aim :-** To convert temperature from Celsius to Fahrenheit.

## Flowchart :-



## Algorithm :-

**Step 1 :** Start

**Step 2 :** Read the value of temperature to be converted from the user

**Step 3 :** Assign the value to a variable, say 'cel'

**Step 4 :** Initialize f = 0

**Step 5 :**  $f = ((5/9) * cel) + 32$

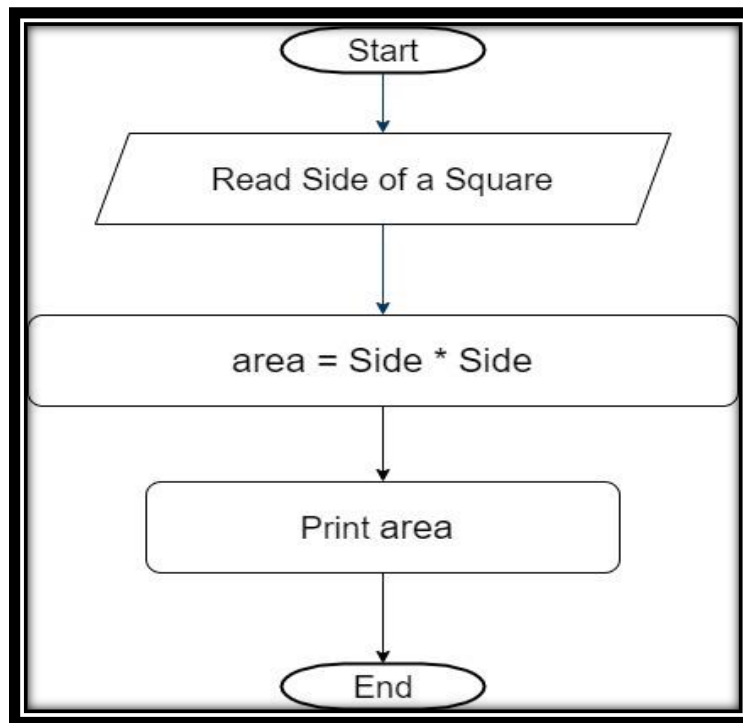
**Step 6 :** Display f

**Step 7 :** Stop

## PRACTICAL – 11 (iii)

**Aim :-** To find area of square.

**Flowchart :-**



**Algorithm :-**

**step 1 :** Start

**Step 2 :** Input Side

**Step 3 :**  $area = Side * Side$

**Step 4:** print area

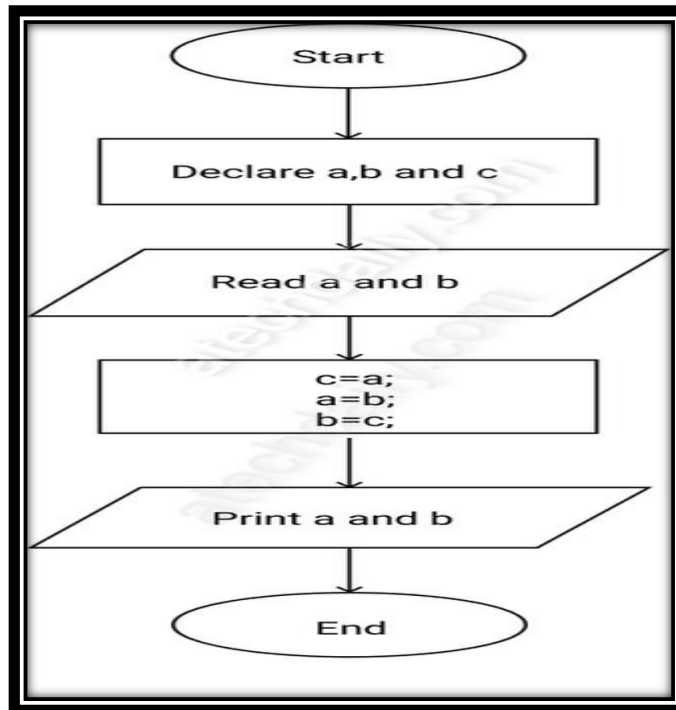
**Step 5 :** Stop



## PRACTICAL – 11 (iv)

**Aim :-** To swap two given numbers.

**Flowchart :-**



**Algorithm :-**

**STEP 1 :** START

**STEP 2 :** ENTER A, B

**STEP 3 :** PRINT A, B

**STEP 4 :**  $A = A + B$

**STEP 5 :**  $B = A - B$

**STEP 6 :**  $A = A - B$

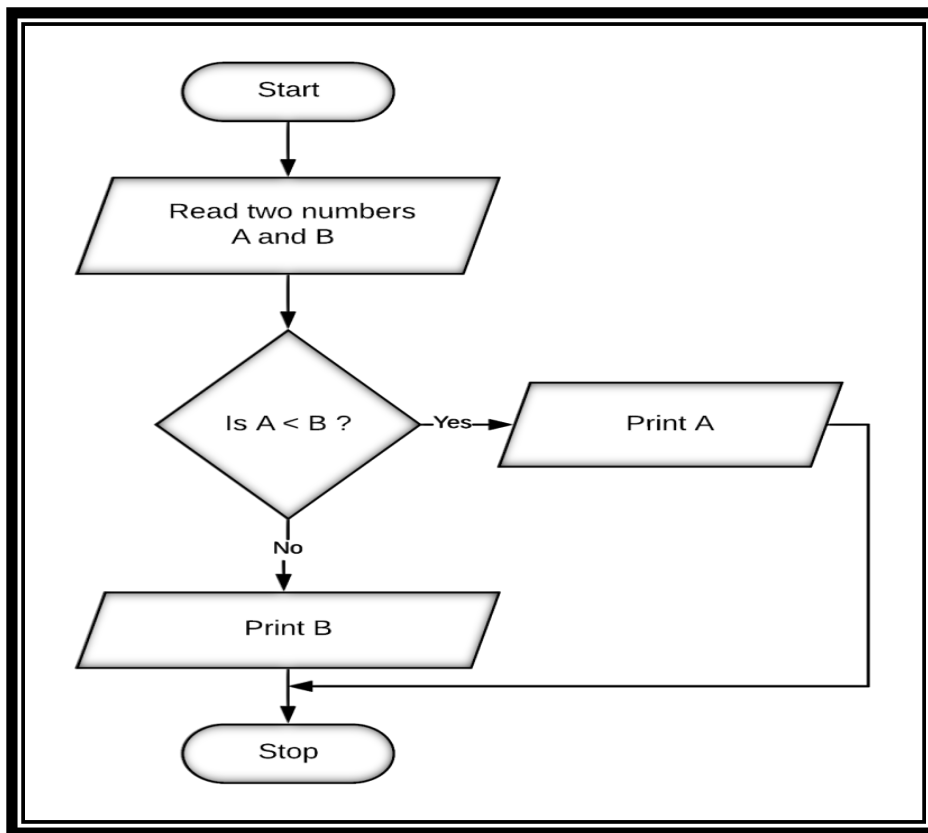
**STEP 7 :** PRINT A, B

**STEP 8 :** END

## PRACTICAL – 11 (v)

**Aim :-** To find smallest of two numbers.

**Flowchart :-**



**Algorithm :-**

**Step 1 :** Start

**Step 2 :** Read the two numbers and store them in a and b.

**Step 3 :** Check if  $a < b$

**Step 4 :** If true then print a and goto step 6

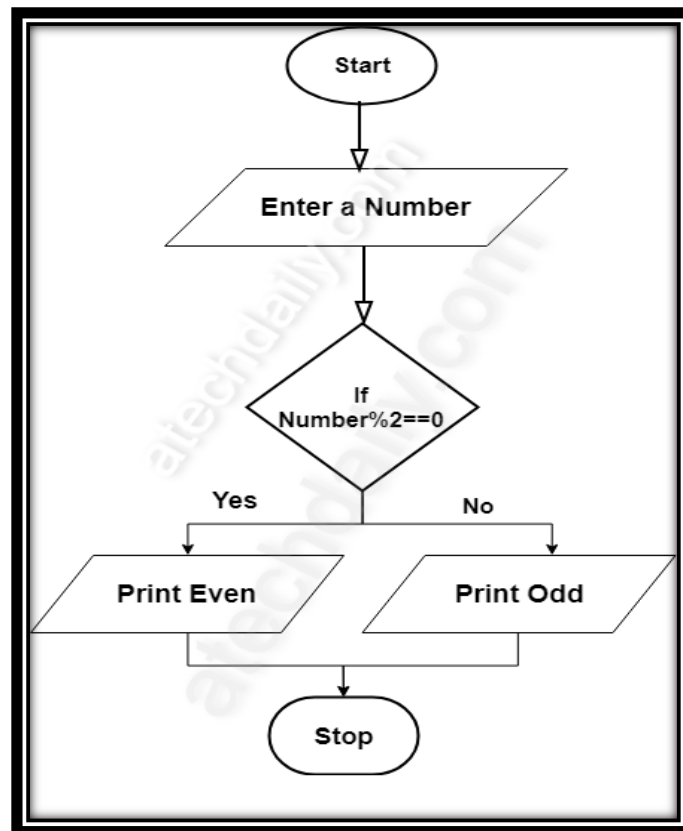
**Step 5 :** If false then print b

**Step 6 :** Stop

## PRACTICAL – 11 (vi)

**Aim :-** To find whether given number is even or odd.

**Flowchart :-**



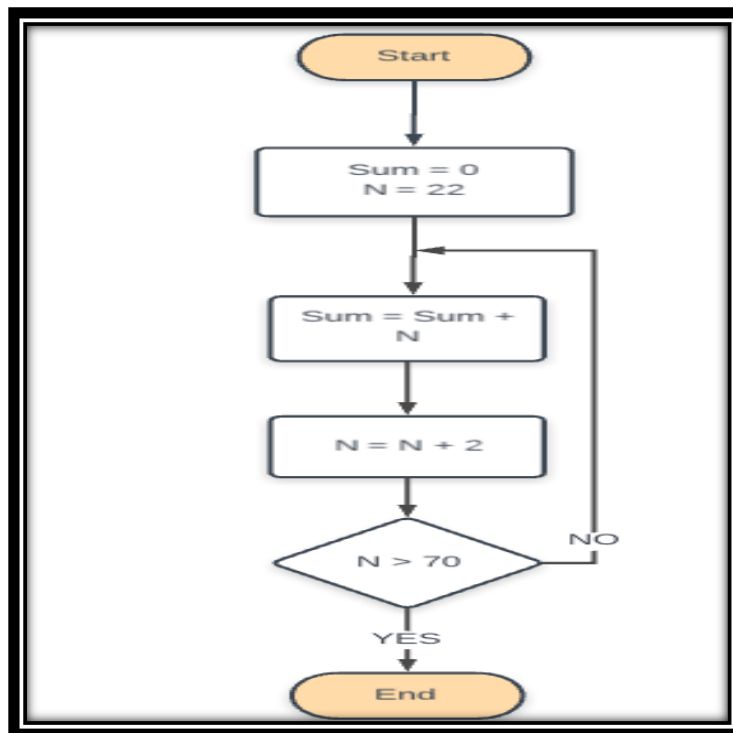
**Algorithm :-**

1. Start.
2. READ number
3. remainder=number%2
4. IF remainder==0  
    WRITE "Even Number"  
ELSE  
    WRITE "Odd Number"
5. ENDIF
6. Stop.

## PRACTICAL – 11 (vii)

**Aim :-** To print first n even numbers.

**Flowchart :-**



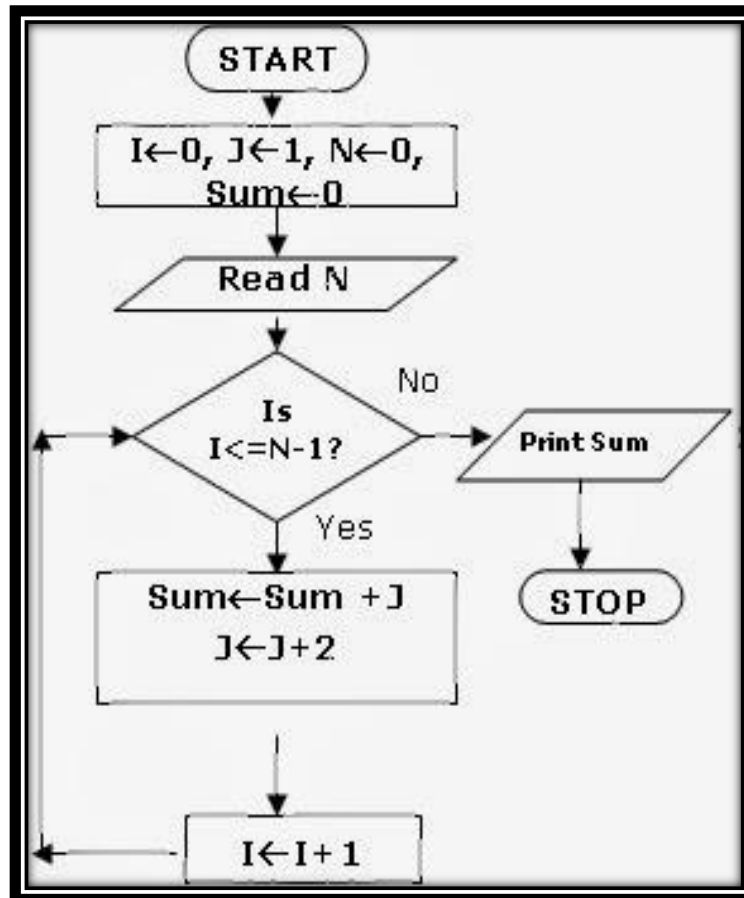
**Algorithm :-**

1. Start
2. Number=0, count=0
3. Read next number  
Count=count+1  
If number % by 2,if not go to step 3
4. Print the number, check count<=100
5. Stop

## PRACTICAL – 11 (viii)

**Aim :-** To find sum of series  $1+2+3+\dots+n$ .

**Flowchart :-**



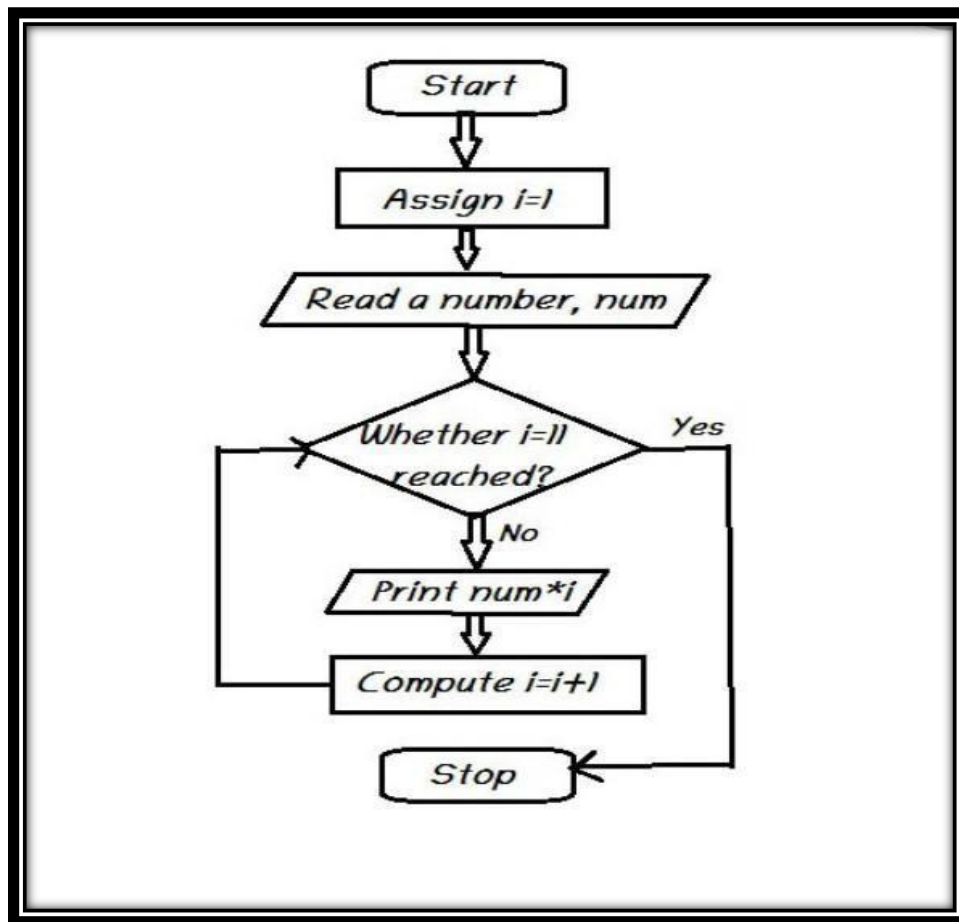
**Algorithm :-**

1. Start.
2. Read n
3. Sum=0
4. For i=1 to n  
Sum=sum+i
5. Print sum
6. Stop.

## PRACTICAL – 11 (ix)

**Aim :-** To print multiplication table of a number.

**Flowchart :-**



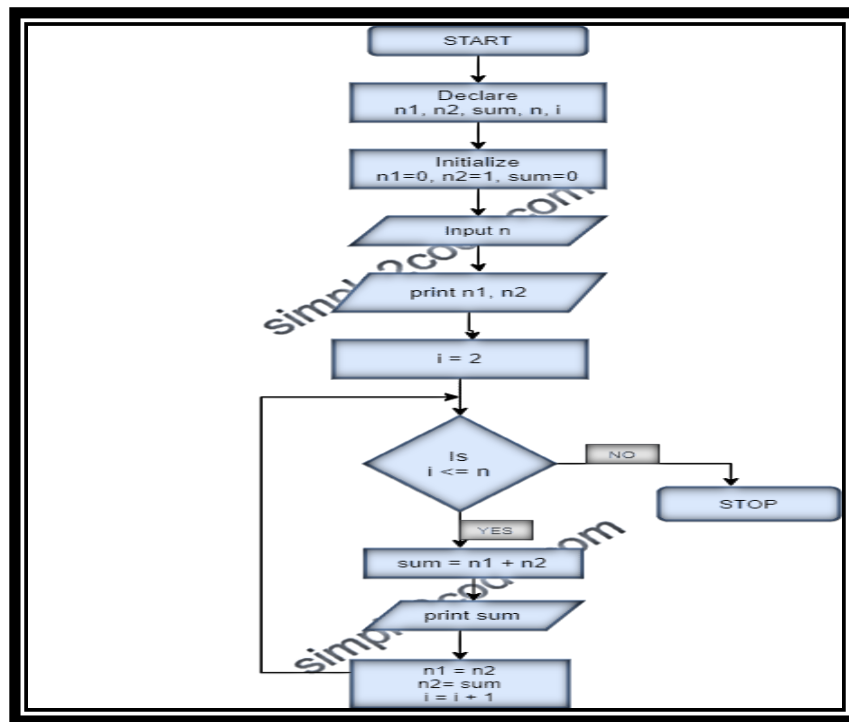
**Algorithm :-**

- Input the number for which the multiplication table is to be generated.
- Input the end value until which the table has to be generated.
- Repeat from  $i = 1$  to end
- Display the table values in the given output format. ( $\text{num} * i = \text{num} * i$ )

# PRACTICAL – 11 (x)

**Aim :-** To generate Fibonacci series.

**Flowchart :-**



**Algorithm :-**

**Step 1:** START

**Step 2:** Declare variable n1, n2, sum, n, i

**Step 3 :** Initialize variables:

n1 = 0, n2 = 1, i = 2

**Step 4 :** Read n

**Step 5 :** Repeat this step until i <= n:

sum = n1 + n2

print sum

n1 = n2

n2 = sum

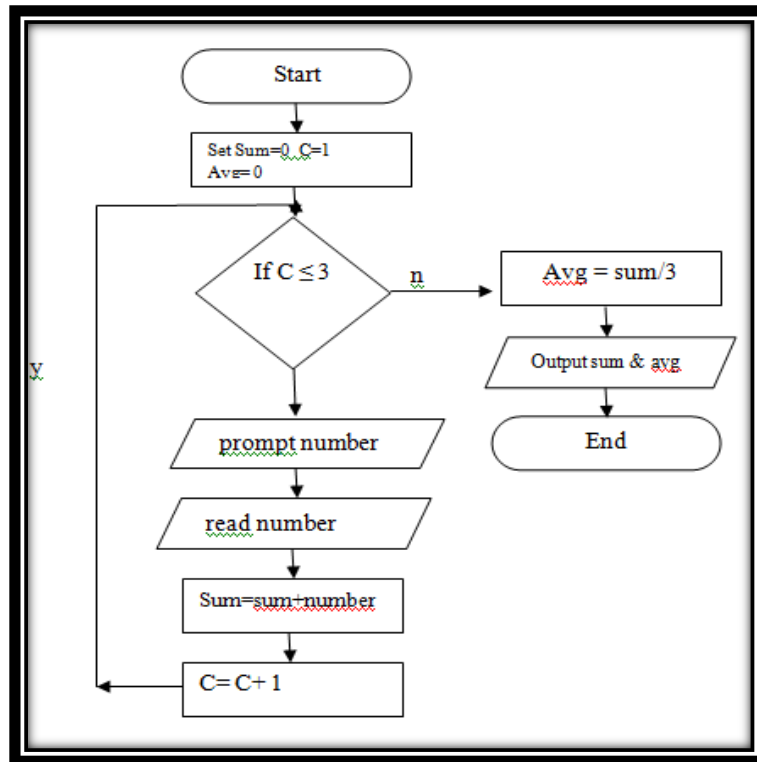
i = i + 1

**Step 5:** STOP

## PRACTICAL – 11 (xi)

**Aim :-** To find sum and average of given series of numbers.

**Flowchart :-**



**Algorithm :-**

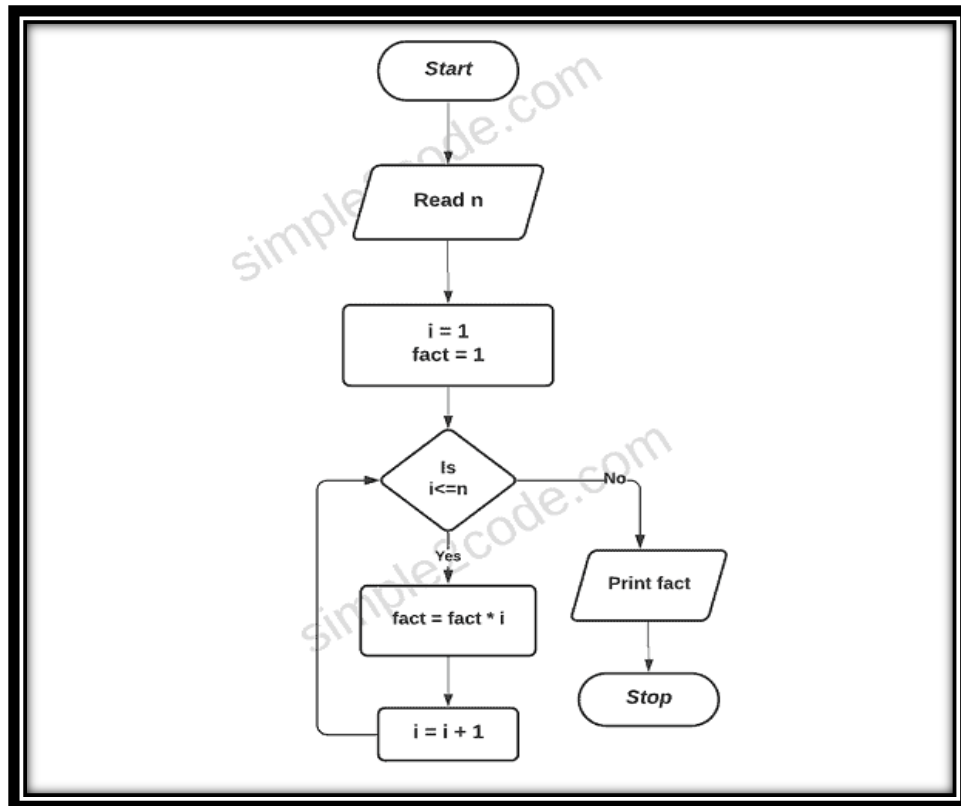
1. Start
2. Read n
3. Initialize i=0, sum=0
4. For i=1 to n  
Read term  
Sum=sum+term
5. Print sum
6. Avg =sum/n
7. Print avg
8. Stop.



## PRACTICAL – 11 (xii)

**Aim :-** To find factorial of n.

**Flowchart :-**



**Algorithm :-**

**Step 1 :** Start

**Step 2 :** Read a number n

**Step 3 :** Initialize variables:

i = 1, fact = 1

**Step 4 :** if i <= n go to step 4 otherwise go to step 7

**Step 5 :** Calculate

fact = fact \* i

**Step 6 :** Increment the i by 1 (i=i+1) and go to step 3

**Step 7 :** Print fact

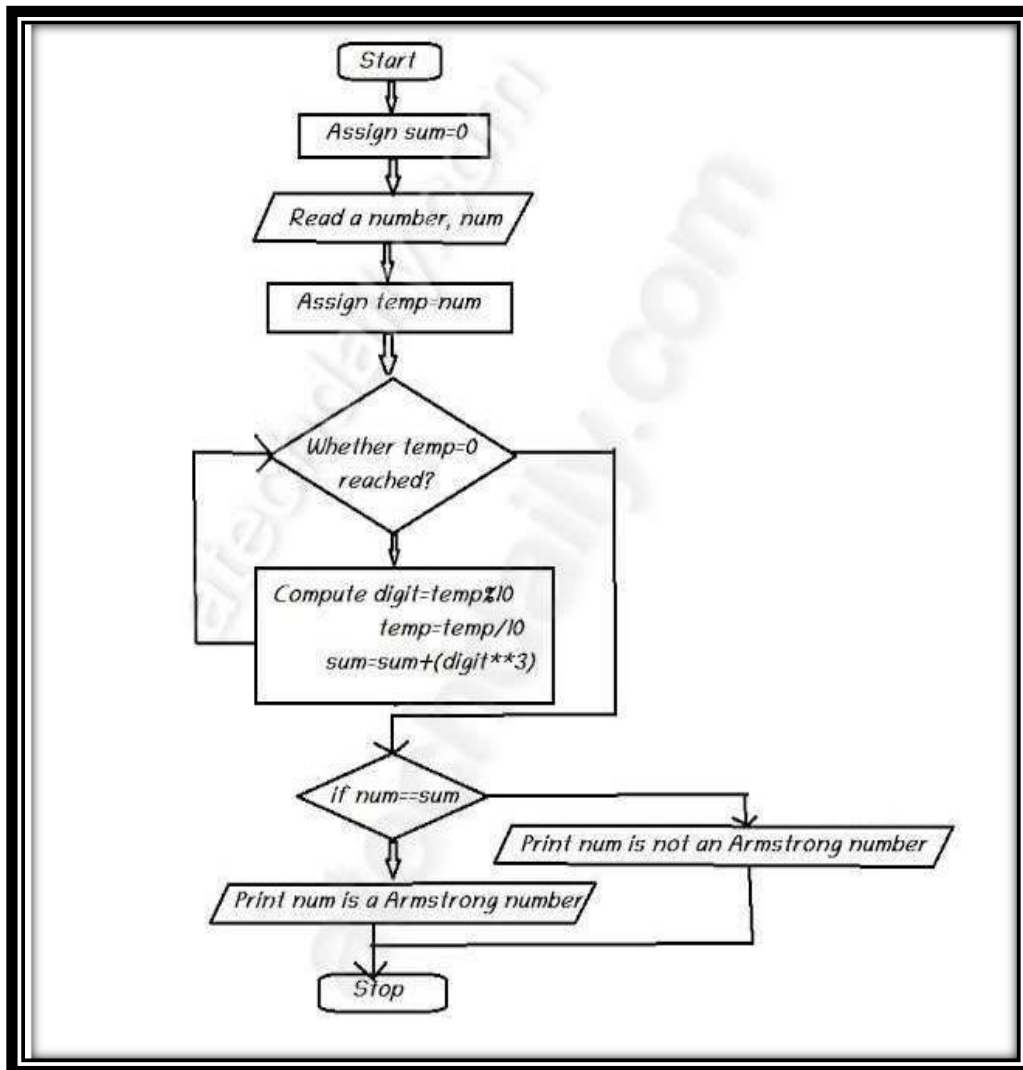
**Step 8 :** Stop

## PRACTICAL – 11 (xiii)

**Aim :-** To find if the given number is Armstrong number or not.

**Theory :-** a number is armstrong number if it is equal to the sum of cubes of its digits.

**Flowchart :-**



**Algorithm :-**

**step 1 :** Start

**Step 2 :** Declare Variable sum, temp, num

**Step 3 :** Read num from User

**Step 4 :** Initialize Variable sum=0 and temp=num

**Step 5 :** Repeat Until num>=0

**5.1** sum=sum + cube of last digit i.e [(num%10)\*(num%10)\*(num%10)]

**5.2** num=num/10

**Step 6 :** IF sum==temp

    Print "Armstrong Number"

ELSE

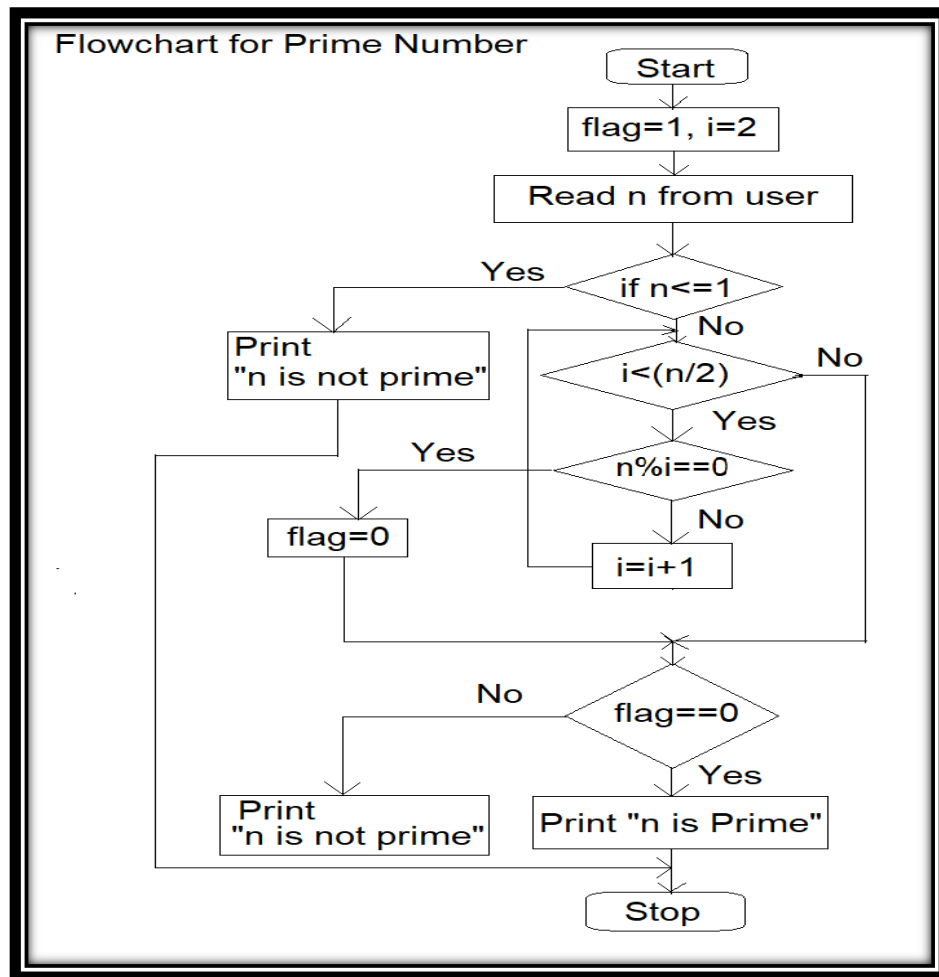
    Print "Not Armstrong Number"

**Step 7 :** Stop

## PRACTICAL – 11 (xiv)

**Aim :-** To find whether given number is prime or not.

**Flowchart :-**



**Algorithm :-**

**Step 1 :** Start

**Step 2 :** Initialize variables num, flag=1, j=2

**Step 3 :** Read num from user

**Step 4 :** If num <= 1 // Any number less than 1 is not a prime number

Display "num is not a prime number"

Goto step 7

**Step 5 :** Repeat the steps until  $j < [(n/2)+1]$

5.1 If remainder of number divide j equals to 0,

Set flag=0

Goto step 6

5.2  $j=j+1$

**Step 6 :** If flag==0,

Display num+" is not prime number"

Else

Display num+" n is prime number"

**Step 7 :** Stop