

## CUSTOMIZING DESKTOP

Ex. No.: 1

Date:

### Aim

- 1a. To Installing Screen Saver and change the monitor resolution by 1280 x 960.
- 1b. Setting Wall Papers.
- 1c. Creating, Moving, Deleting and Renaming a folder.
- 1d. Copy, Paste and cut a folder/file.
- 1e. Displaying the properties for a file or folder.

### Hardware and Software Requirements:

#### **Hardware:**

1. One Computer system
2. Printer

#### **Software:**

Open Source software – Linux EL6.  
Libre Office

### Procedure:

- 1a. Installing Screen Saver and change the monitor resolution by 1280 x 960.  
Go to Panel  
Click System -> Preferences -> Screen Saver -> Select Screen saver theme -> close.  
Change the Monitor Resolution  
Go to Panel  
Click System -> Preferences -> Display-> Set the Screen Resolution -> Apply -> Close.
- 1b. Setting Wall Papers.  
Right Click Desktop -> Change desktop Background -> Set wall paper ->Close.
- 1c. Creating, Moving, Deleting and Renaming a folder.  
**Creating**  
Right Click Desktop -> Create folder -> Type name and click Enter.  
**Moving**  
Select the folder, Hold and Drag the Mouse to other side on window.  
**Deleting**  
Select and Right Click folder-> Move to Trash.  
**Rename**  
Select and Right Click folder->Choose rename->Type a New Name and Press Enter.
- 1d. Copy, Paste and cut a folder/file.  
**Copy and Paste**  
Select and Right Click file/folder->Copy  
Right Click Empty Area->Paste  
**Cut and Paste**  
Select and Right Click file/folder->Cut  
Right Click Empty Area->Paste
- 1e. Displaying the properties for a file or folder.  
Select and Right Click file/folder->Properties.

### Result:

Thus the Customizing the Desktop Operations are done successfully.

## FILES AND FOLDER MANIPULATIONS

Ex. No.: 2

Date:

## Aim

- 2a. To Restoring files and folders from Recycle bin.
- 2b. Creating shortcuts for folder/file.
- 2c. Finding a file or folder by name.
- 2d. Selecting and moving two or more files/folders using mouse.
- 2e. Sorting folders/files.

## Hardware and Software Requirements:

### Hardware:

1. One Computer system
2. Printer

### Software:

Open Source software – Linux EL6.  
Libre Office

### Procedure:

- 2a. To Restoring files and folders from Recycle bin.  
Select and Double Click the Trash in desktop->Select and Right Click folder or file ->Restore.
- 2b. Creating shortcuts for folder/file.  
Select and Right Click file/folder->Make Link
- 2c. Finding a file or folder by name.  
Go to Panel->Select Places->Search for Files->Type the name -> Click find->Close.
- 2d. Selecting and moving two or more files/folders using mouse.  
Hold the Control Key and Select the More no. of files/folders-> Release the Control Key->Hold and Drag the Mouse to other side on the desktop.
- 2e. Sorting folders/files.  
Go to Panel->Select Places->Desktop->Right Click->Arrange Items->By Name.

### Result:

Thus the Files and Folder Manipulations are done successfully.

## TABLE OPERATIONS

Ex. No.: 3

Date:

## Aim

To Create the following table and perform the operations given below.

DAYS	1	2	3	4	5	6	7	8
MON	← TEST →		A: JPP			CA	RDBMS	TUT
	B: RDBMS							
TUE	CA	OOP	CN	RDBMS	A: RDBMS			
	B: JPP							
WED	CN	RDBMS	OOP	RDBMS	COMMUNICATION		CN	CA
THU	OOP	A: JPP			CA	RDBMS	CN	OOP
		B: RDBMS						
FRI	COMMUNICATION		A: RDBMS		OOP	CN	RDBMS	CA
			B: JPP					
SAT	OOPS	RDBMS	CN	CA	-----			

### **Hardware and Software Requirements:**

#### **Hardware:**

1. One Computer system
2. Printer

#### **Software:**

Open Source software – Linux EL6.  
Libre Office

#### **Procedure:**

1. Panel -> Applications -> Office -> Libreoffice 5.1 Writer
2. Menubar -> Table -> Insert Table.
3. In insert Table window, Give the No. of columns and rows and click Insert Button.
4. Merge Columns
  - a. Select the cells -> Table -> Merge cells
5. Split Columns
  - a. Select the cell -> Table -> Split cells
6. Color
  - a. Select the cells -> Table -> Properties -> Background -> Select color -> ok.
7. Center Alignment
  - a. Select the cells -> Table -> Properties -> Text flow -> Alignment -> Centered -> ok

#### **Result:**

Thus the table operations are done successfully.

### **MAIL MERGE**

**Ex. No.: 4**

**Date:**

#### **Aim**

To Create a standard covering letter and use mail merge to generate the customized letters for applying to a job in various organizations. Also, create a database and generate labels for the applying organizations.

### **Hardware and Software Requirements:**

#### **Hardware:**

1. One Computer system
2. Printer

#### **Software:**

Open Source software – Linux EL6.  
Libre Office

#### **Procedure:**

1. Panel -> Applications -> Office -> Libreoffice 5.1 Writer
2. Menubar -> Tools -> Mail Merge wizard
3. Select the starting document -> Click use the current document -> Next
4. Select document type -> Click Letter -> Click next.
5. Insert Address Book
  - a. Select different address list -> Create or Edit or Select the address list -> ok -> ok.
  - b. Click MORE to edit or select -> This document containing an address book.
  - c. In address book block, click Edit to change the necessary address book detail and click OK -> Click Next.
6. If you want to create or change the salutation, then give the necessary changes-> click Next.
7. Adjust Layout -> click Next.
8. Edit Document -> Click Next.
9. Personalize Document -> Click Next.
10. Save, Print or Sent->Click Save Merged documents -> Save documents
11. Give the Name to save ->Click Save ->Click Finish.

#### **Result:**

Thus the Mail Merge operation is used for sending applications to many organizations is done successfully.

### **NEWS LETTER**

**Ex. No.: 5**

**Date:**

#### **Aim**

To Create a news letter of three pages with two columns text. The first page contains some formatting bullets and numbers. Set the document background color and add 'Confidential' as the watermark. Give the document a title which should be displayed in the header. The header/footer of the first page should be different from other two pages. Also, add author name and date/time in the header. The footer should have the page number.

### **Hardware and Software Requirements:**

#### **Hardware:**

1. One Computer system

## 2. Printer

### **Software:**

Open Source software – Linux EL6.  
Libre Office

### **Procedure:**

Panel -> Applications -> Office -> Libreoffice 5.1 Writer

1. Three pages and Two Columns.  
Menu Bar -> Format -> Columns -> Setting -> 2 -> Separator Line Choose any one style ->ok.
2. Bullets and Numbering  
Menu Bar -> Format -> Bullets and Numbering -> Choose any one style -> ok.
3. Document Background Color.  
Menu Bar -> Format -> page -> Fill -> color-> Choose any one color -> ok.
4. Document Background Water Mark.
  1. Drawing Tool Bar -> Font work gallery -> select font style -> ok.
  2. Double Click on font style and type 'Confidential'
  3. Select Text -> Drawing Object properties menu -> Rotate.
  4. Select Text -> Drawing Object Properties menu -> color -> select color.
  5. Right Click on Font Style -> Arrange -> To Background.
5. Document Header.
  1. Menu Bar -> Insert -> Header and Footer -> Header -> Default style.
  2. In Header type the title and click a title -> Click Header (Default style) Down arrow -> select format header -> deselect some content on first page -> ok.
  3. Place the mouse pointer on header and Click Insert Menu bar -> Field -> Author Name ,Date and Time.
6. Document Footer.  
Place the mouse pointer on footer and Click Insert Menu bar -> Field -> Page No..

### **Result:**

Thus the Two Columns New letter is created successfully.

## **STUDENT'S PERFORMANCE WORKSHEET**

**Ex. No.: 6**

**Date:**

### **Aim**

To Create a result sheet containing candidate's register no. Name, marks for six subjects. Calculate the total and result. The result must be calculated as below and failed candidates should be turned to red.

- a. Result is Distinction if Total  $\geq 70\%$
- b. First Class if Total  $\geq 60\%$  and  $< 70\%$
- c. Second Class if Total  $\geq 50\%$  and  $< 60\%$
- d. Pass if Total  $\geq 35\%$  and  $< 50\%$
- e. Fail otherwise.

To Create a separate table based on class by using auto filter features.

### **Hardware and Software Requirements:**

#### **Hardware:**

1. One Computer system

## 2. Printer

### Software:

Open Source software – Linux EL6.  
Libre Office

### Procedure:

1. Panel -> Applications -> Office -> Libreoffice 5.1 Calc.
2. Enter the given title in the cells A1 to I1
3. Enter the student details as given below.

Reg No.	Student Name	BEEE	OS	C PRG	EEP LAB	LINUX LAB	C PRG LAB	CAP LAB
1001	M. Gopal	86	50	100	78	70	65	75
1002	R. Balan	75	75	65	60	60	48	37
1003	K. Kumar	90	80	80	70	79	95	85
1004	S. Kannan	65	68	15	55	89	66	62
1005	P. Raman	92	85	77	80	70	47	50

4. Average Calculation
  - a. To Calculate the average, enter Average in the cell J1.
  - b. Create a formula =SUM(c2,d2,e2,f2,g2,h2,i2)/700\*100 in Cell J2
  - c. Select J2 cell and implement the above formula for remaining cells.
5. Result Calculation
  - a. To calculate the result to type "RESULT" in the Cell K1.
  - b. To enter the following formula in Cell K2
  - c. =IF(AND(c2>=35,d2>=35,e2>=35,f2>=35,g2>=35,h2>=35,i2>=35),IF(j2>=70,"Distinction",IF(j2>=60,"First Class", IF(j2>=50,"Second Class", IF(j2>=35,"PASS", "FAIL")))), "FAIL")
  - d. Now the Result will be displayed in K2.
  - e. Select K2 and implement in all cells.
6. Coloring the Result
  - a. Select the Result Column
  - b. Format->Conditional Formating->Condition->Cel Value is ->Contains->type "FAIL"->Apply Style -> New Syle->Background->Select the Red Color->ok.
7. Auto filter feature.
  - a. Data->Auto Filter->select the required drop down filter and choose the required result.
  - b. Now the result table is separated.

### Result:

Thus the students performance spread sheet has been created And the various class performances are filtered out successfully.

## DONATION AMOUNT

**Ex. No.: 7**

**Date:**

### Aim

To create a table of records with columns as Name and Donation Amount. Donation amount should be formatted with two decimal places. There should be at least twenty records in the table. Create a conditional format to highlight the highest donation with blue color and lowest donation with red color. The table should have heading.

### Hardware and Software Requirements:

#### **Hardware:**

1. One Computer system
2. Printer

#### **Software:**

Open Source software – Linux EL6.  
Libre Office

### Procedure:

1. Panel -> Applications -> Office -> Libreoffice 5.1 Calc.
2. Enter the title "Donation Amount" in cell B1, Name in cell A3 and Amount in B3.
3. Enter at least 20 records of Name and amount.
4. Select Amount column -> Format->Cells->Number->select 2 decimal place format.
5. Select Amount Column- > Format-> Conditional Format-> Conditional Formatting-> Cell Value is -> Equal to ->Type the formula as Max(Cell Range of amount column ex. \$E\$1:\$E\$20)->Apply Style->New Style -> Background -> Select Blue Color tab ->ok ->Add -> Cell Value is -

> Equal to ->Type the formula as Min(Cell Range of amount column ex. \$E\$1:\$E\$20)->Apply Style->New Style -> Background -> Select Red Color tab ->OK.

Result:

Thus the Donation amount spread sheet has been created and highlighted the Highest and Lowest amount successfully.

## LINE and BAR CHART

**Ex. No.: 8**

**Date:**

### Aim

To create a line and bar chart to highlight the sales of the company for three different periods for the following data.

Period	Product 1	Product 2	Product 3	Total
JAN	35	40	50	125
FEB	46	56	40	142
MAR	70	50	40	160

### Hardware and Software Requirements:

#### **Hardware:**

1. One Computer system
2. Printer

#### **Software:**

Open Source software – Linux EL6.  
Libre Office

### Procedure:

1. Panel -> Applications -> Office -> Libreoffice 5.1 Calc.
2. Type the above chart details
3. Select the all the cell values.
4. Insert -> Chart -> Select the chart type -> Next -> Select Range -> Data Series in columns -> Next -> Date Series -> Next -> Chart Elements -> Type the Title, X axis and Y axis -> Finish.
5. For Other type chart do the step 4 again.



Result.

Thus the Line and Bar chart of the company sales for three different periods are prepared successfully.

## CLASS MATES DATABASE

**Ex. No.: 9**

**Date:**

### Aim

To create Database to maintain at least 10 addresses of your class mates with the following constraints.

1. Roll no. should be the Primary key.
2. Name should be not null.

### Hardware and Software Requirements:

#### **Hardware:**

1. One Computer system
2. Printer

#### **Software:**

Open Source software – Linux EL6.  
Libre Office

### Procedure:

1. Panel -> Applications -> Office -> Libreoffice 5.1 Base
2. Select a Database->Select Create a New Database-> Next -> Next-> Finish.
3. Give the Name of the Data base (ex. Stdb1) -> Save.
4. Select Create Table in Design View -> Type the Field Name, Field Types and Field Properties.
5. Select the Row of the field to be created as Primary key - > Right Click -> Click Primary Key.
6. Click Save Button and give the Table Name -> File-> Close.
7. Double Click created table and type the address of 10 calss mates .
8. File-> Exit.

Result.

Thus the Database has been created for 10 class mates successfully.

## STUDENT DATABASE QUERY

**Ex. No.: 10**

**Date:**

### Aim

To create student table with the following fields: Sr.No, Regno. Name, Marks in 5 subjects. Calculate total and percentage of 10 students and perform the following queries

1. To find the details of distinction student.
2. To find the details of first class students.
3. To find the details of second class students.

### Hardware and Software Requirements:

#### Hardware:

1. One Computer system
2. Printer

#### Software:

Open Source software – Linux EL6.  
Libre Office

### Procedure:

1. Panel -> Applications -> Office -> Libreoffice 5.1 Base
2. Create a New Student Database with the fields Sr.No., Reg.No, Name and Marks in 5 Subjects.
3. After creation of database and type and save the values of students name and marks.
4. Select Tools -> SQL
5. Edit the Table structure to add Total, Percentage and Result fields.
6. Type and Execute the following update commands
7. Update "Table Name" set "Total"="Sub1"+"Sub2"+"Sub3"+"Sub4"+"Sub5"
8. Update "Table Name" set "Percentage"="Tota"/5
9. Update "Table Name" set "Result"= case when(("Sub1"<35 or "Sub2"<35 or "Sub3"<35 or "Sub4"<35 or "Sub5"<35) then 'Fail' else 'Pass' end.
10. Select regno, name from "Table Name" where percentage >=70 and result ='Pass'
11. Click save button and give the Query Name -> Ok
12. Select regno, name from "Table Name" where percentage >=60 and <70 and result='Pass'

13. Click save button and give the Query Name -> Ok
14. Select regno, name from "Table Name" where percentage >=50 and <60 and result='Pass'
15. Click save button and give the Query Name -> Ok.

Result.

Thus the Student Database Query has been created successfully.

### STUDENT MARK SHEET REPORT

**Ex. No.: 11**

**Date:**

**Aim**

To Design a report for the above exercise to print the consolidated result sheet and mark card for the student.

**Hardware and Software Requirements:**

**Hardware:**

1. One Computer system
2. Printer

**Software:**

Open Source software – Linux EL6.  
Libre Office

**Procedure:**

1. Panel -> Applications -> Office -> Libreoffice 5.1 Base
2. Create a New Student Database with the fields Sr.No., Reg.No, Name and Marks in 5 Subjects or Open a already created student database.
3. Select Reports Icon.
4. Click "Use Wizard to Create Report"
5. In Report Wizard
  - a. In Field Selection -> Select Table -> Select Available fields -> Next.
  - b. Labeling fields -> Edit the Subject Names -> Next
  - c. Grouping -> Next
  - d. Sort options -> Next
  - e. Choose layout -> Tabular ->Next
  - f. Create Report -> Type the Title of report as Report1 -> Finish.
6. Click Edit Document and Type Document Title [Ex. Consolidated Mark Statement] .
7. Click Save Button and File->Close.
8. Do the Step 3,4,5,6 and 7 again to create the Mark Card.
9. In step e Choose layout -> Columnar-Single Column.
10. In step 6 Document Title as Mark Card.

**Result.**

Thus the Student Mark Card and Consolidated Result Sheet has been created successfully.

## MARKETING PRESENTATION

**Ex. No.: 12**

**Date:**

### Aim

To make a marketing presentation of any consumer product with at least 10 slides.

### Hardware and Software Requirements:

#### **Hardware:**

1. One Computer system
2. Printer

#### **Software:**

Open Source software – Linux EL6.  
Libre Office

### Procedure:

1. Panel -> Applications -> Office -> Libreoffice 5.1 Impress
2. Slide -> Slide Properties-> select the required Layout.
3. Select the place holder and type Product details.
4. Click the insert image icon and insert the required pictures.
5. For formatting Text
  - a. Select the text and Click Format -> Styles -> Edit Style and do the required styles and click Ok.
6. For Slide Transition
  - a. Select the Slide and click Slide -> Slide Transition-> select the required transition.
7. For Custom Animation
  - a. Select the Picture or Text and click Slide->Custom Animation->Click (+) Add Effect->select the required effect and click OK.
  - b. In Custom Animation -> Effect Random Effects click Options ->set the Sound and Timing.
8. To add and new slide
  - a. Slide -> New Slide
9. File Save.
10. For Slide Show
  - a. Select Slide Show->Start from first Slide.

### Result:

Thus the Marketing Presentation of Consumer product with 10 slides and uses the custom animation has been created successfully.

## OUR INSTITUTION

**Ex. No.: 13**

**Date:**

### Aim

To create a presentation about our institution or any subject with different slide transition with sound effect.

### Hardware and Software Requirements:

#### Hardware:

1. One Computer system
2. Printer

#### Software:

Open Source software – Linux EL6.  
Libre Office

### Procedure:

1. Panel -> Applications -> Office -> Libreoffice 5.1 Impress
2. Slide -> Slide Properties-> select the required Layout.
3. Select the place holder and type Institution details.
4. Click the insert image icon and insert the required pictures.
5. For formatting Text
  - a. Select the text and Click Format -> Styles -> Edit Style and do the required styles and click Ok.
6. For Slide Transition
  - a. Select the Slide and click Slide -> Slide Transition-> select the required transition.
7. For Custom Animation
  - a. Select the Picture or Text and click Slide->Custom Animation->Click (+) Add Effect->select the required effect and click OK.
  - b. In Custom Animation -> Effect Random Effects click Options ->set the Sound and Timing.
8. To add and new slide
  - a. Slide -> New Slide
9. File Save.
10. For Slide Show
  - a. Select Slide Show->Start from first Slide.

### Result:

Thus the presentation about our institution with different slide transition with sound effect has been created successfully.

## E-MAIL

**Ex. No.: 14**

**Date:**

## **Aim**

Create an e-mail id and perform the following:

1. Write an e-mail inviting your friends to your Birthday Party.
2. Make your own signature and add it to the e-mail message.
3. Add a word attachment of the venue route.
4. Send the e-mail to at least 5 of your friends.

## **Hardware and Software Requirements:**

### **Hardware:**

1. One Computer system
2. Printer
3. Internet Connection

### **Software:**

Open Source software – Linux EL6.  
Libre Office

### **Procedure:**

1. Open any web Browser ( Firefox)
2. Enter [www.gmail.com](http://www.gmail.com) into the address bar and press the Enter key.
3. Click on CREATE ACCOUNT button available in the window and complete the following form for creating an email account.
4. After completing all details submit the button available in the bottom of the window.
5. It verifies the given details and enter into the g-mail box.
6. To send an email, click the COMPOSE button on the top left side of the screen.
7. Type the one or more email addresses in the TO text fields to whom to send the email and give short summary of letter in SUBJECT text field.
8. Once you have completed your message, send it by clicking SEND Button.
9. To add a signature to Log on to your Gmail Account.
10. Select SETTINGS in the upper right corner of the page.
11. Enter your preferred signature text in the box next to the SIGNTURE option (Typing text into that box will automatically turn on the signature option.)
12. Select SAVE CHANGES to confirm your signature.
13. Whenever you finish typing your message, click on the Attach a file link directly below the SUBJECT box. This opens the Attachment window:
14. Click on the down arrow of the “Look in:” drop-down menu to find the file on your computer. Click on the file you wish to attach and click on OPEN. If you have more files to attach, repeat these steps.
15. Gmail will automatically attach the files to your message. This may take a little time, depending on the size of your file. Click SEND to send the message.

### **Result:**

Thus the E-mail is created and Birthday message has been sent successfully.

## **GOOGLE DOCS**

**Ex. No.: 15**

**Date:**

## **Aim**

To Create a presentation on Google Docs. Ask your friend to review it and comment on it. Use ‘Discussion’ option for your discussion on the presentation.

## **Hardware and Software Requirements:**

### **Hardware:**

1. One Computer system
2. Printer
3. Internet Connection

### **Software:**

- Open Source software – Linux EL6.  
Libre Office

### **Procedure:**

1. In order to use Google Docs, a Google account is required. Go to <http://docs.google.com>. If you haven't already signed up for a Google account, register for a new account.
2. Type your Email id and password and click sign in.
3. Now you are able to access Google Docs, you can begin creating presentation in your account. Click on Create on the Menu bar and select Presentation option.
4. Create a Presentation with one slide to invite your friends for Singapore Visit.
5. To share the Presentation in Google Docs, Click the share button available in the right side of the window.
6. To add your friends list in Google Docs documents.
7. To share the permissions like View, Comment, Edit, etc... and share the friends list added in Google Docs account.
8. To Click on share button and add your commands to your friends. It will show in all Google Docs account in your account.
9. To open the friend's Google account, The discussion mail will be available in all friend's account.
10. To Click on command button, it will show all the command given by the friend's.

### **Result:**

Thus the Presentation was created on Google Docs and shared the comments with the friend was done successfully.

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