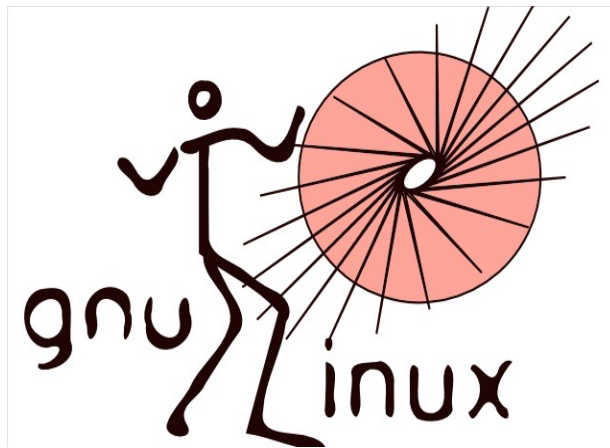# Freesw4skoolz

Free Software for Schools

INFORMATION TECHNOLOGY
Volume -I

Free Software Hardware Movement
Puducherry

INFORMATION COMMUNICATION TECHNOLOGY

VOLUME I

_____

Prepared By

Free Software Hardware Movement
Puducherry

Dear Children,

The ICT text book of primary grade must have made studying different subjects interesting and easy to you. The text book for ICT education in Classes from VI to VIII has been prepared with an objective of helping you in studying computer and Internet. This text book will tell you how to make tables and charts using spreadsheet, application etc. You will also learn to construct a simple web page and the ways to enrich it by adding images and pictures. Operating Systems are fundamental to the working of computers. This text book will also helps to understand the basic concepts of computer. You must take earnest interest in using the computer lab in your school to practice the activities given in this text book. I am sure such exercises will contribute effectively towards your future learning.

My special thanks to Miss. A. Hemavathy Ph.d, give an opportunity to share the computer knowledge to the school students through free software. This book is published under Creative Commons.

Sindhuja Sundaraj
Free Software Hardware Movement
Puducherry

<u>CONTENTS</u>

Basics of Computer

Computer System Definition

Computer System is an electronic machine that operates on data accepted by it as input, process the data in a predefined way and produces the output known as information.

Computer = Software + Hardware+ User

1.1 Software

Software is set of program written by programmer that controls the operations of the computer for computation and processing . Software is divided into three main categories. They are

- System Software
- Application Software
- Embedded Software

1.1.1 System Software

System Software comprises of those programs which can interact with the hardware.

Eg. Operating Systems
    Compliers
    Interpreter
    Languages and Translators.
    Utility Programs.

Operating System

Operating System is a interface between user and computer I.e the user can communicate with computer by giving commands. These programs are provided by the manufacturers along with the computing systems, as the instructions sets are different for different computer system.

Eg. MSDOS, UNIX, Linux, Windows etc..

Translators

Translators is used to converts high level language(i.e english) to low level languages (i.e 0's and 1's). There are three types of translators:

- Compliers
- Interpreter
- Assembler

Application Software

Application Software includes the computer programs and related documentation that able to solve the real world problems.

Eg. Office Automation
Animation Software
Accounting Software

Office Automation

Office automation is used to solve the real world problems like billing,information management,storage and retrieval graphics etc.

Eg. Libroffice, Openoffice, My SQL etc..

Animation & Accounting Software

Animation software is used to create games. Accounting is mainly in stock markets and other business purposes.

Eg. GIMP, Blender

Embedded Software

An embedded software is software that has embedded into computer hardware, which makes a system dedicated for an application(s) or specific part of an application or part of a larger system.

Eg. Traffic Signals , Railway operations, Banks etc..

Hardware
Hardware is physical components of a computer system. It is something which is visible and tangible.
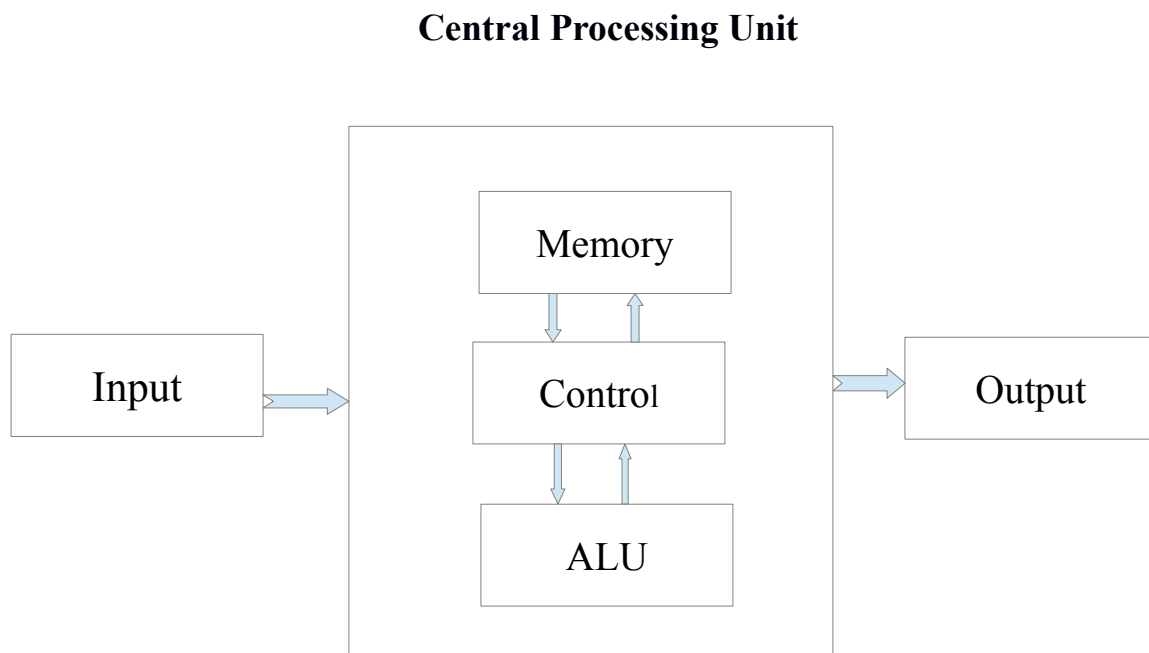
Eg. PCB(Printed circuit board)
Keyboard
Monitor
RAM
Processor

Components of Computer System

Computer is a device which accept the data,process the data and produce an information. The below block diagram shown in the Fig. 1

Fig 1 Architecture of the computer

Central Processing Unit

```
          ┌─────────────────────────────┐
          │        ┌──────────┐          │
          │        │  Memory  │          │
          │        └────┬─┬───┘          │
┌────────┐│             ↓ ↑              │   ┌────────┐
│ Input  │├──────→  ┌──────────┐    ────→│   │ Output │
└────────┘│         │ Control  │         │   └────────┘
          │         └────┬─┬───┘         │
          │             ↓ ↑              │
          │        ┌──────────┐          │
          │        │   ALU    │          │
          │        └──────────┘          │
          └─────────────────────────────┘
```

Input

The user gives the data to the computer via keyboard , mouse and scanner.

Processing

Central Processing Unit is the brain of the computer. The CPU work according to the instruction given through a software programme. Now-a-days most of the components of a computer are incorporated in a Microprocessor and systems based on this chip are termed as Micro Computers. The processor is divided in three parts.

- Arithmetic Logic Unit
- Control Unit
- Memory Unit

Memory Unit:

It facilitates the remembrance power to computer System. It refers to the physical devices used to store programs or data on a temporary or permanent basis for use in a computer or other digital electronic device. Memory can be categorized into Volatile and Non-volatile memory.

Volatile Memory(Random Access Memory)

Volatile memory is a computer memory that requires power to maintain the stored information. Most modem semiconductor volatile memory is either Static RAM or Dynamic RAM

Static RAM retains its contents as long as the power is connected and is easy to interface to but uses six transistors per bit.

Dynamic RAM is more complicated to interface to and control and needs regular refresh cycles to prevent its contents being lost.

Non-Volatile Memory(Read Only Memory)

Non-volatile memory is computer memory that can retain the stored information even when not powered.
Eg. Flash Memory ,ROM/PROM/EPROM memory (used for firmware such as boot programs).

Arithmetic Logic Unit:

ALU is to perform all the mathematical calculations and logical operations. All operations like additions,subtractions,multiplications,divisions and comparisons such as less than , equal to, or greater than, etc., are performed in the Arithmetic Logic Unit (ALU).

Control Unit:

The control unit controls the operations of the computer system. It directs the flow of information within the computer, e.g. between the memory unit and the ALU, or between the Memory Unit and Devices etc. It also controls the functions of other parts of the computer system.

Output

The user gets information from the computer via Printer, Monitor.

Booting

The process of loading the system files of the operating system from the disk into the computer memory to complete the circuitry requirement of the computer system is called booting. There are two types of booting are

Cold Booting

If the computer is in off state and we boot the computer by pressing the power switch 'ON' from the CPU box then it is called as cold booting.

Warm Booting

If the computer is already 'ON' and we restart it by pressing the RESET button from the CPU box or CTRL, ALT and DEL key simultaneously from the keyboard then it is called warm booting.

Types of Computer

Analog Computer:

An analog computer that is used for continuous physical phenomena such as electrical,mechanical or hydraulic quantities to model the problem being solved.

Eg. Thermometer, Speedometer, Petrol pump Indicator.

Digital Computer

A computer that performs calculations and logical operations with quantities represented as digits, usually in the binary number system.

Hybrid Computer

Hybrid = Analog + Digital

A combination of computers those are capable of inputting and outputting in both digital and analog signals. A hybrid computer system setup offers a cost effective method of performing complex simulations. The instruments used im medical science lies in this category.

Super Computer
Mainframe Computer
Mini Computer
Micro Computer

Define Microprocessor and Micro controller

Microprocessor

     Microprocessor is an IC which has only the CPU inside them i.e only the processing powers such as Intel's Pentium 1,2,3,4, core 2 duo,i3,i5 etc. These microprocessors don't have RAM,ROM, and other peripheral on the chip. A system designer has to add them externally to make them functional. Application of microprocessor includes Desktop, PC's , Laptops

Micro controller

     Micro controller are designed to perform specific tasks. Specific means applications where the relationship of input and output is defined. Depending on the input, some processing needs to be done and output is delivered. For example, Keyboards,mouse, digicam etc.. Since the application are very specific they need small resources like RAM, ROM, I/O ports etc and hence can be embedded on a single chip. This in turn reduces the size and the cost.

Introduction to Free Software

Free Software = Freedom Software
Free Software not equal to Priceless Software.

Define Free Software?

Free software refers to freedom to use the software without any restrictions. Free software is matter of liberity, not about price. Free software provides four kinds of freedom for the users of the software

Freedom 0 : The freedom to run the program, for any purpose

Freedom 1 : The freedom to study how the program works, and adapt it your needs. (Access the source code)

Freedom 2: The freedom to copy the software and give it your neighbours

Freedom 3: The freedom to improve the program and release the modified version to the public, so that the whole community benefits.

A program is a free software if users have all of these freedom. Thus you should be free to redistribute copies, with or without modifications, either gratis or charging a fee for distribution to anyone anywhere. Being free to do these things means that you do not have to ask or pay for permission.

You should also have the freedom to make changes and use them privately in your won work or play, without even mentioning that they exist. If you do publish your changes, you should not be required to notify anyone in particular way.

Freedom 0:

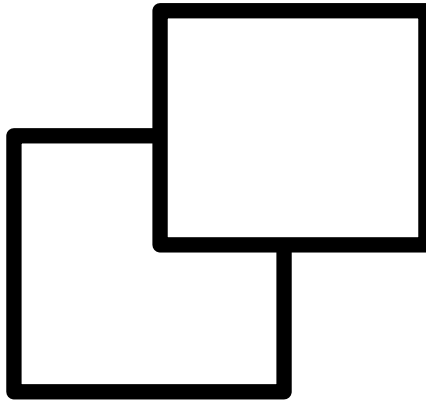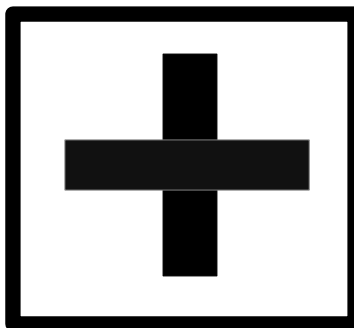Freedom to run the program for any purpose.

Freedom 1:

Freedom to the study the program, how the program works,and access the code

Freedom 2:

Freedom to copy the software and give it your neighbours

Freedom 3:

The freedom to improve the program and release the modified version to the public, so that the whole community benefits.

Let's Learn with Fun

Tux Paint

Tux Paint is a drawing tool you can use to create simple or elaborate drawings. These drawings can be either black-and-white or color, and can be saved as picture format.

You have drawn pictures on the wall, ground, sand, slate and paper, have n't you?

We can draw beautiful pictures on computers too. Let's learn about that. Tux Paint is a software that helps us to draw pictures on a computer.

How can we open the Tux Paint window?

Applications → Graphics → Tux Paint

Don't you see a window like the one given here. Now, let's examine Tux Paint window.

Take a look at the facilities in the four major areas mentioned above.

Click on each tool in the tool bar using the mouse pointer and drag it over to the drawing area. What are the various lines and figures that appear there? Now, you can draw your favorite picture.
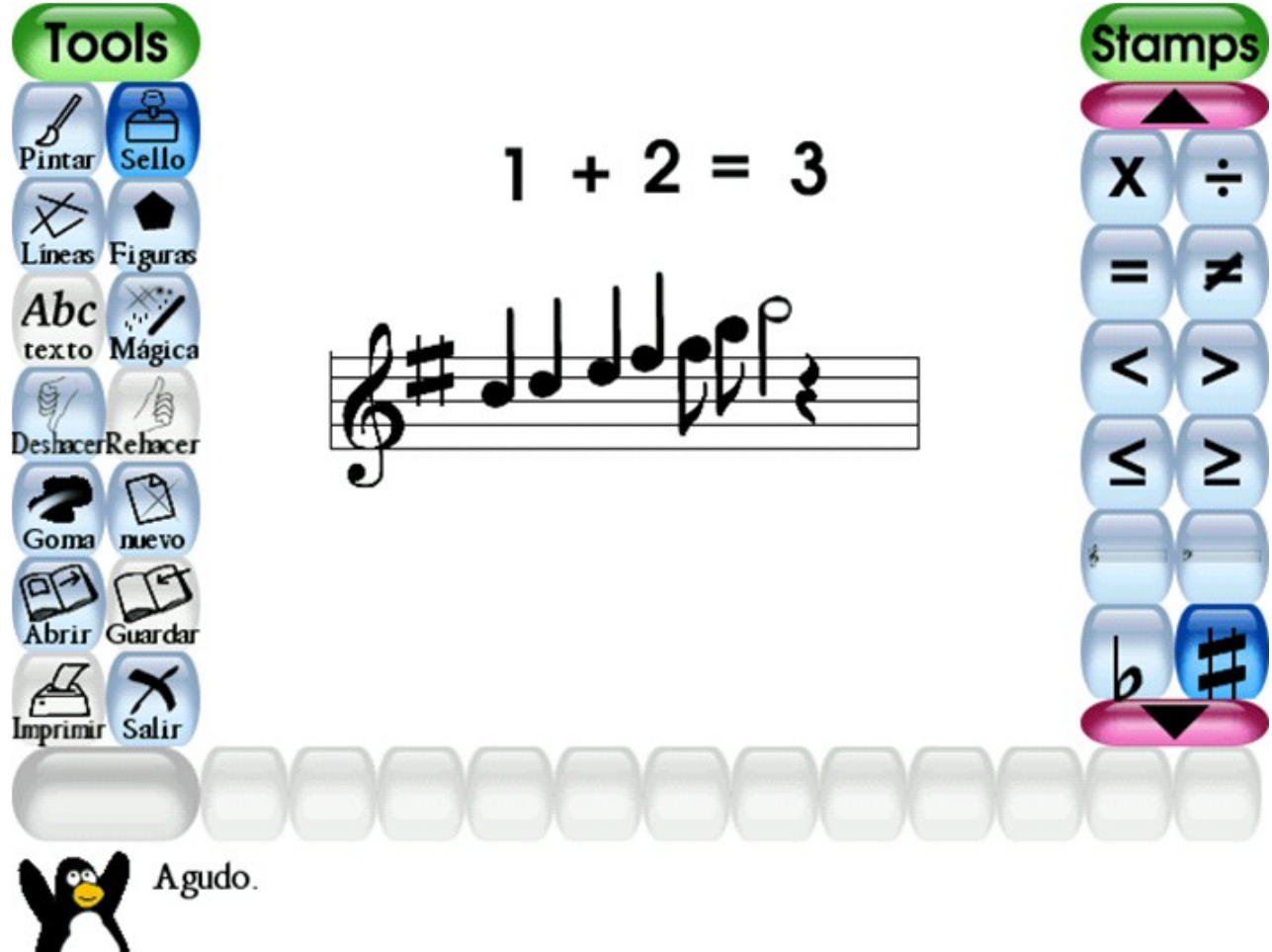
Various tools in Tux Paint

Paint

Paint is the tool used for drawing using brush. When you select this tool, the option bar displays a number of brushes of different shapes and sizes. You can draw pictures by selecting a suitable brush.

Colors

Colors tool at the bottom. Use suitable colors to make your picture more attractive.

Eraser Tool

Buttons are provided in the tool option bar to change the size of the eraser.

Stamp

Stamp tool is used to get many pictures on the right side of the tool option bar and also maximize and minimize the picture

Text Control

Text control is used to select the text tool; different types of letters appear in the tool option bar. Now, select the required alphabet and color from colors and click on the space to draw pictures.

Lines Tool

Lines tool is to draw straight lines with different colors and sizes.

Shapes Tool

Shapes tool is used to draw geometrical figures like rectangles, circles etc..

Magic Tool

Magic is used to make magic in paint such as

Rainbow: to draw pictures using the colors of the rainbow

Flip: to make the picture upside down.

Mirror: to make a mirror image of the picture.

Fill: To fill colors in picture partially or completely.

 Note: Paint, Tux paint, MyPaint, Open office Draw are some of the software that will help you to draw picture

Richard Matthew Stallman is a software freedom activist and computer programmer. He campaigns for software to be distributed in a manner such that its users receive the freedoms to use, study, distribute and modify that software. Software that ensures these freedoms is termed free software. He is best known for launching the GNU Project, founding the Free Software Foundation, developing the GNU Compiler Collection and GNU Emacs, and writing the GNU General Public License. He often, known by his initials,RMS

# Office Tools for Day to Day Manipulations

Writer for Documentation

Writer is the most widely used software. It is an extremely versatile tool – ideal for creating short documents, such as letters and reports, with enough layout and graphics handling capabilities also to make it suitable for sophisticated publishing chores.

Starting Openoffice Writer

On the taskbar, click or search, Openoffice Writer. The Writer window open with a blank document.

The top of the window contains Menu bar, Standard toolbar,objects ,3D settings, Formula bar etc...

There are many advantages using Writer . The right side of the window is side bar. Goto View → Select Side bar. It consists of properties, gallery,Styles and Formatting & Navigator.
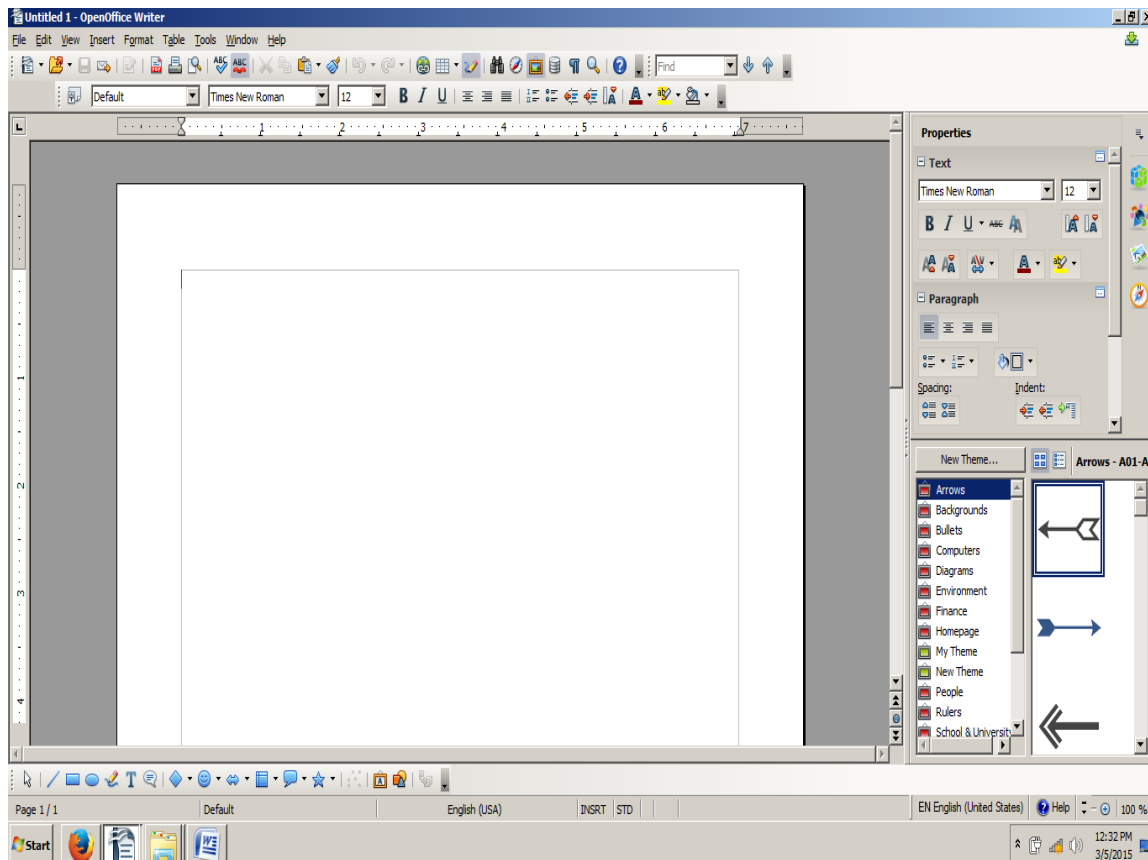
Create label for your Notebook using Libre office Writer

Step 1: Application → Libre Office → Libre Office Writer

Step 2: Goto FILE → New or Ctrl +N (Creating a new document)

Step 3: Before start typing save the file using Ctrl+S or File → Save.

Step 4: Type your name , subject, class , school name etc... using keyboard.

Step 5: Arrange it using alignment tools. Goto Format MENU → ALIGNMENT. Choose LEFT,RIGHT , CENTER & JUSTIFY based on your preferences.

Step 6: Finally, Save the file again using Ctrl+ S or File → Save.

Step 6: Close the window using Alt+ F4 or File → EXIT or Ctrl+Q(Quit)

Government of Puducherry

Name:_____

Sub: _____

Class: _____

School: _____

Free Software Hardware Movement

Name:_____

Qualification: _____

Area of Interest: _____

Membership : _____

Prepare a permission letter for going to an education tour.

- Take 10 copies of permission letter without retype.
- Change font size,colour,face.
- Change the line space using Line spacing options

Step 1: Open new file and give a file name and save it using Menus or shortcuts

Step 2: Type the letter as same as you are writing in the paper.

Step 3: Select the content using Ctrl +A or Edit → Select All

Step 4: Goto VIEW → Toolbars → Choose Standard bar

Step 5: Change the content face(font name), size and colour.

Step 6: Change the line space of letter

Step 7: Finally,Save the file using Ctrl+S.

From,
    XXXX
    YYYY

To,
    XXXX
    YYYY

Sub:

Dear Sir/Madam,

I kindly request you to give the permission for me to have a study tour on behalf of the School. The tour would be conducted for (no. of days taken for tour) starting from........................... to .... As it is the part of educational plan , I hope you permit us to have the study tour.

<div align="center">Thanking You!</div>

<div align="right">Yours faithfully,</div>

<div align="right">**XXXXXXX**</div>

Prepare a list of Items in your geometry box and Pencil box.

- Bullets and Numbering
- Change font style using Bold, Italic and Underline

Step 1: Type the list of items under geometry box, select the items and turn on the bullets.

Step2 :Type the list of items under pencil box, Select the items and turn on the numbers or bullets using Format Menu.

Step 3: Goto FORMAT MENU → Choose bullets, numbers or graphics based on your wish.

Step 4: Select geometry , pencil box and make it as bold, italic and underline using standard toolbar or word shortcuts.

Bold   - Ctrl+B
Italic   -Ctrl+I
Underline - Ctrl+ U

Step 5: Save the file.

Step 6: Close the Window.

Geometry Box
- **Ruler**
- **Protector**
- **2 Set Squares**
- **Divider**
- **Pencil**
- **compass**
- **Scale**

Pencil Box

1. **Pencil**
2. **Scale**
3. **Sharpener**
4. **Eraser**
5. **Pen**

Prepare a Time table using Word

Step 1: Open the new file and save it.

Step 2: Type your School Name, Class and section and make it as bold,underline and italic.

Step 3: Insert table using Standard toolbar.

       (or)

Goto → Table → INSERT TABLE or Ctrl+F12

Step 4: Enter table name, rows and columns.

Step 5: Enter the table values and select the table and change the color of the table

Step 6: Finally, save the file.

Example

DAY/ PERIOD	1	2	3	4	5	6	7
MON	ENG	ENG	ENG	ENG	ENG	ENG	ENG
TUE	TAMIL	TAMIL	MATHS	ENG	TAMIL	SCI	COMP
WED	SST	SST	SST	SST	ENG	COMP	SST
THUR	SCI	COMP	SCI	COMP	SCI	SCI	SCI
FRI	MATHS	TAMIL	MATHS	MATHS	MATHS	MATHS	MATHS

Exam Time Table

DAY/CLASS	I	II	III	IV	V
09/02/15	ENG	ENG	ENG	ENG	ENG
11/02/15	TAMIL	TAMIL	TAMIL	TAMIL	TAMIL
13/02/15	EVS	EVS	EVS	EVS	EVS
15/02/15	MATHS	MATHS	MATHS	MATHS	MATHS
18/02/15	ART	ART	ART	ART	ART

Picture Insertion and Alignment

Step 1: Place the insertion pointer wherever we want to insert the picture.

Step 2: Select PICTURE option from insert menu and click CLIPART (or) FROM File option is clicked.

Step3 : Keep the cursor at the place where picture is to be insert

Step 4: In from file option, we have to choose the correct path and give correct file name and type then click insert.

(or)

Step 5: Go to the insert menu and select picture option in it. Then select picture from clip art or file.

Step 4: Then choose the path of the picture file and click ok.

Step 5: Now the picture will be insert in your document.

To Align the Picture:

1. To align the pictures, click on LEFT ALIGN (OR) RIGHT ALIGN (OR) CENTRE ALIGN icon.
2. To wrap the text, click text wrapping icon in the picture toolbar.
3. From the pop up options, we can bring the picture to left, bottom,top in front and behind the text.
4. The picture could be inserted by selecting INSERT → OBJECT options.

Design a Advertisement using Writer

Step 1: Select FILE → NEW to create a New document

Step 2: Goto View Menu and click the Drawing

Step 3: In the text box, enter the content of the advertisement

Step 4: On the INSERT MENU, click the picture and select the picture from file or clip art

Step 5: On the FORMATTING TOOLBAR, click FONT and make change in font type,size, color and style.

Step 6: The selected text is aligned left, right and center using alignment icons.

Hurry! Hurry !! Hurry!!!

The World Largest Book Exhibition

No Entrance Fee

**To be Held at Indra Gandhi Stadium
On 05-05-2015 10-05-2015**

Tabulate and Analyze

Libre Office Calc can be used to create business plans, business forms, accounting worksheets, and virtuallly any other document that contains calculated numbers. Excel can also be used for statistical analysis and for creating graphical displays.

Applications of Calc:

Calc not only helping calculating numerical data but also gives statistical information about the analysis, important aspect is the accuracy, and fast calculations of the data, which gives the user the time consumption and reduces his workload,

Electricity Bills
Telephone Bills
Invoice Bills
Marksheet Preparation

CELL EDITING AND FORMATTING

Step 1: Libre Office Calc → New or Ctrl+ N, to open the new office dialog box, clicks the blank workbook.

Step 2: Enter the data in the new blank worksheet.

Step 3: Select a cell before which you want to insert the cells.

Step 4: From the menu bar select INSERT→ CELL and CLICK SHIFT CELLS DOWN option to insert a cell in the upper side of the selected one.

Step 5: We can also insert entire row or column by selecting ENTIRE ROW and ENTIRE COLUMN.

Step 6: To delete cell, select the cell or cells that has to be deleted, Select EDIT DELETE and click SHIFTCELLS UP ,then click OK.

Step 7: To insert column from the menu bar select INSERT → COLUMN and click on it.

Step 8: To insert row, select INSERT → ROW**,** The row will be inserted before the selected row.

Step 9: To delete row or column, select row or column that has to be deleted by clicking on the column header or row header from the menu bar click EDIT → DELETE.

CELL EDITING:-

INSERTING ROWS AND COLUMNS:-

S.No	Name of the Student		Age	Class
1	Arun		14	XI
2	Arsh		15	XI
3	Ankit		14	XI
4	Babu		15	XI

DELETING ROWS AND COLUMNS:-

S.No	Name of the Student	Age	Class
1	Arun	14	XI
2	Arsh	15	XI
3	Ankit	14	XI
4	Babu	15	XI

BEFORE COPYING:-

S.No	Name of the Student	Age		Age
1	Arun	14		14
2	Arsh	15		15
3	Ankit	14		14
4	Babu	15		15

AFTER COPYING

S.No	Name of the Student	Age	Age	Age
1	Arun	14	14	14
2	Arsh	15	15	15
3	Ankit	14	14	14
4	Babu	15	15	15

TEXT WRAPPING:

S.No	Name of the Student	Age	Class	ADDRESS
1	Arun	14	XI	NO.4 DEEVGI NAGAR,
2	Arsh	15	XI	
3	Ankit	14	XI	

Aaron Hillel Swartz was an American computer programmer, entrepreneur, writer, political organizer and Internet hacktivist who was involved in the development of the web feed format RSS and the markdown publishing format, the organization Creative Commons.

Prepare a mark sheet report using Calc

Step 1: FILE → New Libre Office Calc

Step 2: Enter the information of the marksheet.

Step 3: Leave the column total and average.

Step 4: Goto the total column and enter the formulae

AUTOSUM :

1. Select the range of cells, which is to headed and pick up the cell where you wish to see the answer.
2. Click the auto sum button in standard tool bar. 'The Sum will be displayed in the proceeding cells'.

 = Sum(SCNumber: ECNumber)
 SCNumber - Starting column name & row number
 ECNumber   - Ending column name & row number

Step 5: Find average using average formulae

AVERAGE:

To calculate average value of the list.

 = AVERAGE(NUMBER1, NUMBER2.....)

COUNT:

To count the number of cells those contain number

 = COUNT(VALUE1, VALUE2.......)

Step 6: Change the background color of the marksheet and font color and size of the heading.

Step 7: Save the file using Ctrl+ S or File → Save

Step 8: Close the window or Alt+F4.

S.NO	NAME	ENGLISH	TAMIL	MATHS	SCIENCE	SOCIAL	TOTAL	AVERAGE	COUNT
	GOVERMENT HIGHER SECONDARY SCHOOL								
	MARKSHEET FOR THE CLASS X								
1	ARAVIND	90	90	90	67	75	412	82.4	8
2	BAB	67	78	89	67	67	368	73.6	8
3	BANU	78	78	78	78	78	390	78	8
4	CHITRA	76	89	90	89	67	411	82.2	8
5	CHINNU	89	78	89	56	89	401	80.2	8
6	DEVI	76	67	89	45	78	355	71	8
7	DIVAKAR	89	67	90	67	56	369	73.8	8
8	FATHIMA	90	89	78	89	76	422	84.4	8
9	GAYATHRI	78	67	67	78	65	355	71	8
10	GOWRI	67	90	90	78	59	384	76.8	8

DATA SORTING:

To create new work sheet using FILE → NEW or by clicking on CTRL+N and enter the records.

Select the range of cells, which are to be arranged.

Click SORT ASCENDING ICON in the standard tool bar to arrange the record from the lowest to highest order.

Click SORT DESCENDING ICON in the standard tool bar to arrange the record from the highest to lowest order

To sort multiple records at a time click DATA → SORT from the menu box and choose either ascending or descending and enter the records.

Prepare a Pay Slip for your company : Calculate grosspay & net pay

Step 1: Open the new file and enter the information

Step 2: Leave the column grosspay and netpay

Step 3: Calculate the grosspay , tax, deduction and netpay

GROSSPAY = (BASICPAY + DA+TA+HRA)
TAX = (BASICPAY *10/100)
NETPAY =(GROSSPAY -(PF+LOAN+TAX))

Step 4: Save the file using Ctrl+S.

Step 5: Change the background color and font size.

Step 6: Finally,Close the window using Ctrl+Q.

PAYSLIP PREPARATION

NAME	BASIC PAY	DA	HRA	TA	GROSS PAY	PF	LOAN	TAX	NET PAY
ARUN	40000	1500	3000	2000	33500	900	800	4000	27800
AASHA	35000	800	3000	400	30800	900	700	1300	25700
DEVI	35000	800	3000	400	30800	900	700	1300	25700
ROHIT	40000	1500	3000	2000	33500	900	800	4000	27800
ARUN	40000	1500	3000	2000	33500	900	800	4000	27800
KAMAL	35000	800	3000	400	30800	900	700	1300	25700

Prepare an electricity Bill using Libre office Calc

Step 1: Open the New Spreadsheet in Calc.

Step 2: Enter the data such as name, address and number of units.

Step 3: To calculate the changes click insert functions and select it from logical category.

Step 4: Enter the condition and rate of charges per units to calculate charges:

TO CALCULATION CHARGES

UNITS	RATE
100-120 UNITS	1 RUPEE P/UNITS
121-150 UNITS	1.20 RUPEES P/UNITS
ABOVE 150 UNITS	2 RUPEES

= IF(E2>200,E2*4, E2*2)

ELECTRICITY BILL					
Bill No	Name	Previous Unit	Current Unit	Unit Consumed	Total
A1101	ARUN	300	600	300	1200
A1102	BALA	400	800	400	1600
A1103	NAVEEN	800	1500	700	2800
A1104	SHARATH	900	1900	1000	4000
A1105	VICKY	800	1400	600	2400

Prepare an invoice bill using libre office calc

Step 1: Open the New Spreadsheet in Calc.

Step 2: Enter the data such as Itemcode, Itemcode and quantity,price and total price.

Step 3: To calculate the total price of the item purchased by the consumer and find the maximum and minimum prize of Item.

MAX:
   To find the largest among the set of values
 = MAX(NUMBER1, NUMBER 2)

MIN
 To find the smallest among the set of values
 = MIN(NUMBER 1, NUMBER 2)

VARIANCE:
 To compute the variance of the value in the range
 = VAR(NUMBER 1, NUMBER 2)

DATE:
To convert year, month and day parameters into a date

DAY:
 To return the current day of month from date value.

 = DAY(SERIAL NUMBER)

Step 4: Enter the condition and rate of charges per units to calculate charges.

Step 5: Close the window or Alt+F4

SNO	Name	ITEM CODE	ITEM NAME	QUANTITY	PRICE	Total
INVOICE PREPARATION						

SNO	Name	ITEM CODE	ITEM NAME	QUANTITY	PRICE	Total
			INVOICE PREPARATION			
A1101	SHARATH	101	JEANS	2	900	1800
A1102	LAKSHMI	102	SAREES & CHUDII	4	1500	6000
A1103	SANGEETHA	103	TOPS	4	400	1600
A1104	HARTHI	104	PANTS	3	900	2700
A1105	VICKY	105	SHIRTS	2	500	1000

Present your Ideas

Libre office Impress

Impress is used to create a successful presentation – slides, handouts, speaker's notes and outlines. It has a set of tools- wizards,templates and auto layouts- which help to create presentations quickly and easily.

This software that allows creating a and viewing of slides. A slide can be viewed as individual pages of a presentation.

Design Templates and Slide Layout
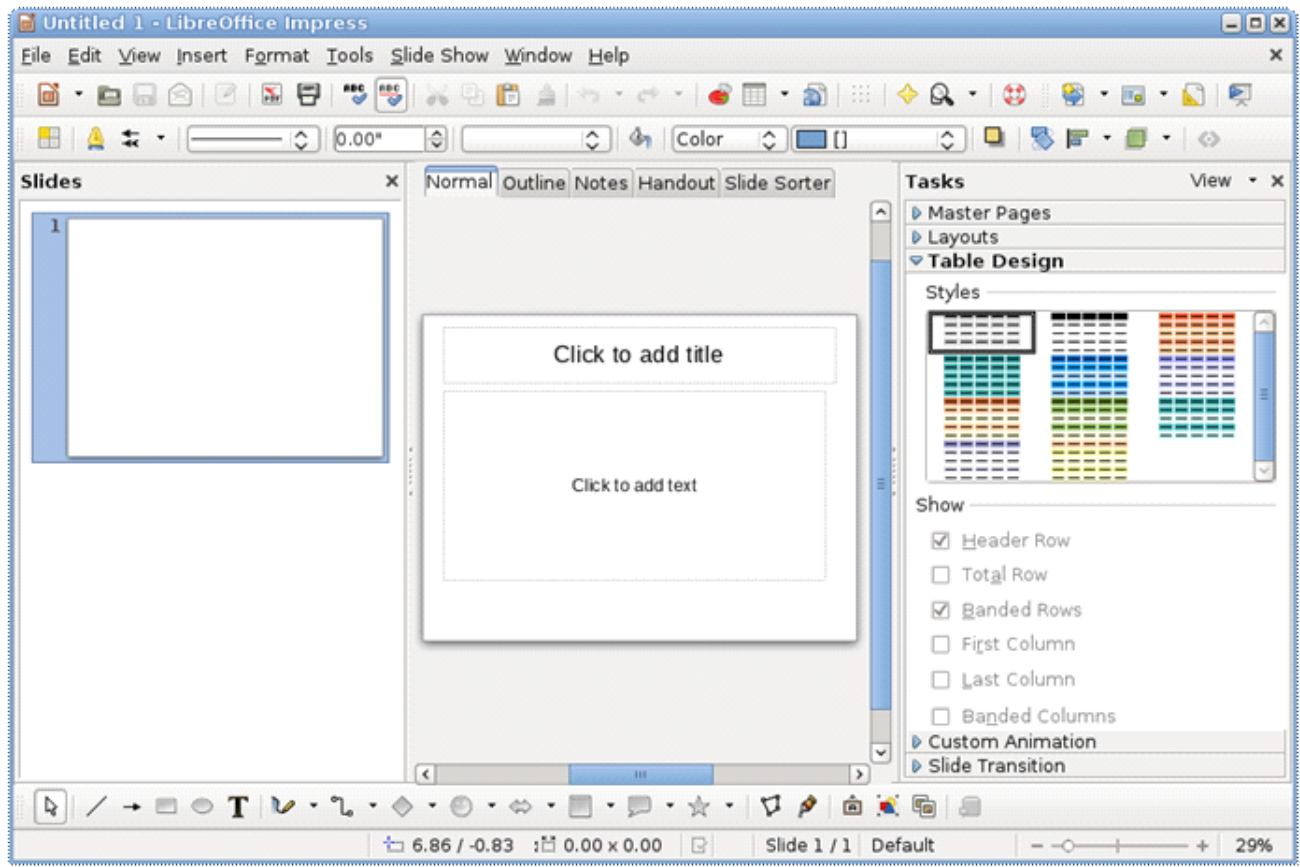
The main impress windows has three parts: Slides pane, the workspace and the Task pane. Additionally, several tool bars can be displayed or hidden during the creation of a presentation.

Slide pane

The Slides pane contains thumbnail pictures of the slides in your presentation.

Add New Slides to the presentation

Mark a slide as hidden so that it will not be longer needed.

Rename a Slide

Duplicate a Slide(Copy and Paste)Slide Transitions and Animation Effects.

Tasks Pane:

The Tasks pane have five sections Properties, Master Pages, Slide transitions, Styles and formatting, Gallery , Custom Animation and Navigator.

Master Pages – It is used define the page(Slide) style for your presentation. Impress includes several designs of Master Pages(Slide masters).

Layouts – It is used page(Slide) view. You can add pictures, videos, graphs and text based on your wish.

Custom Animation- A variety of animations can be used to emphasize or enhance different elements of each slide.

Slide Transition – It provides access to number of slides transition options. The default is set to No Transitions, in which the following slide simply replaces the existing one. You can also specify the transition speed.

Gallery – It is used to insert pictures from file or clip art

Workspace:

The workspace (normally in the center)has five tabs: Normal, Outline, Notes, Handout and slide sorter.
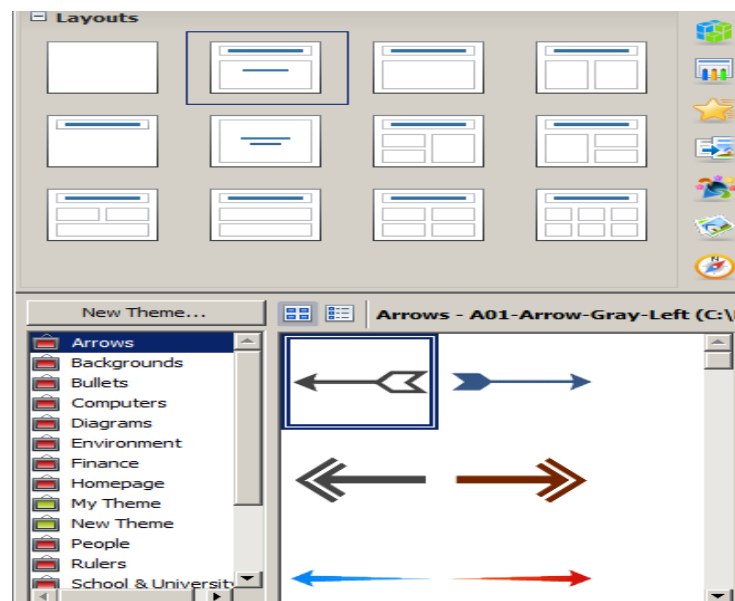
Create an simple advertisement to convince others to come to your community.

Step 1: Start Libre Office Impress, and open a new, blank presentation and save it.

Step 2: Add a new,blank slide. Then, Choose the simple layouts.

Step 3: Enter the title of the presentation.

Step 4: Goto Slide pane and right click get the new slide.

Step 5: Add pictures using Gallery or INSERT → PICTURE

Step 6: Finally, Goto SLIDESHOW MENU → SLIDESHOW or F5.

Create a multimedia time line of important events in your community's history.

Step 1 : Open the Impress and choose the layout.

Step 2: Goto Master pages and choose the background templates or color.

Step 3: Add number of slides based on your wish.

Step 4: Insert Pictures and sounds.

Step 5: Give Slide transitions effects to your presentation.

Step 6: Finally play using Slide show or press F5.
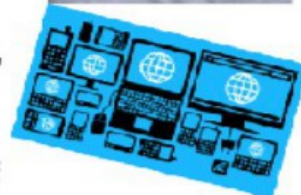
Prepare a Presentation about women in the field of technology with Statistical report.

Step 1 : Open the Libre office impress and type the information.

Step 2: Add Pictures using Insert Menu.

Step 3: Add the table using table menu and pie chart according to the information.

Step 4: Goto Slide Transitition and animating the slide with effects.

Step 5: Finally Save and present the slide show using F5 .

Step 6: Close the window or Alt + F4.

Create an electronic portfolio that shows the best examples fo the work done by your Wikimedia Projects.

Step 1: Start Libre Office Impress, and open a new,blank presentation

Step 2: Insert a title slide, and type a title for your portfolio. Then in the box below, type the name of the community and other details such as location, year, partners etc…

Step 3: Decide which project awarded by prestigious Institutions, example you want to show on the next slide. Then, insert a slide by picking a layout that you think would work well for that.

Step 4: Insert the pictures using Gallery from Property Window.

Step 5: Show the stastical picture of the current position of community using

Insert → Chart and do the report.

Step 6: Choose Slide Transition from Property window.

Step 7: Save using File Menu → Save or Ctrl+S.

Step 8: Repeat the steps 4 through 7 to make three more slides.

Step 9: When you are done adding all of the information in your five slides, pick a colour scheme or design template to make your presentation look professional.

Step 10: Set up the slide show to play as whatever type you want, and pick the way you want to move from one slide to another.

Step 11: Plan your presentation to make sure everything works the way it should make any desired changes.

Step 12: Save your work as directed.

Exercise

1.Prepare a presentation about basics of computer.

2. Prepare a presentation about Sarojini Naidu

3.Prepare a presentation about global warming.

Knowledge through Entertainment

Stellarium

Stellarium is a free open source planetarium for your computer. It shows a realistic sky in 3D, just like what you see with the naked eye,binoculars or a telescope.

www.stellarium.org

VLC Player

VLC is a free and open source cross-platform multimedia player and framework that plays most multimedia files as well as DVDs, Audio CDs, VCDs, and various streaming protocols.
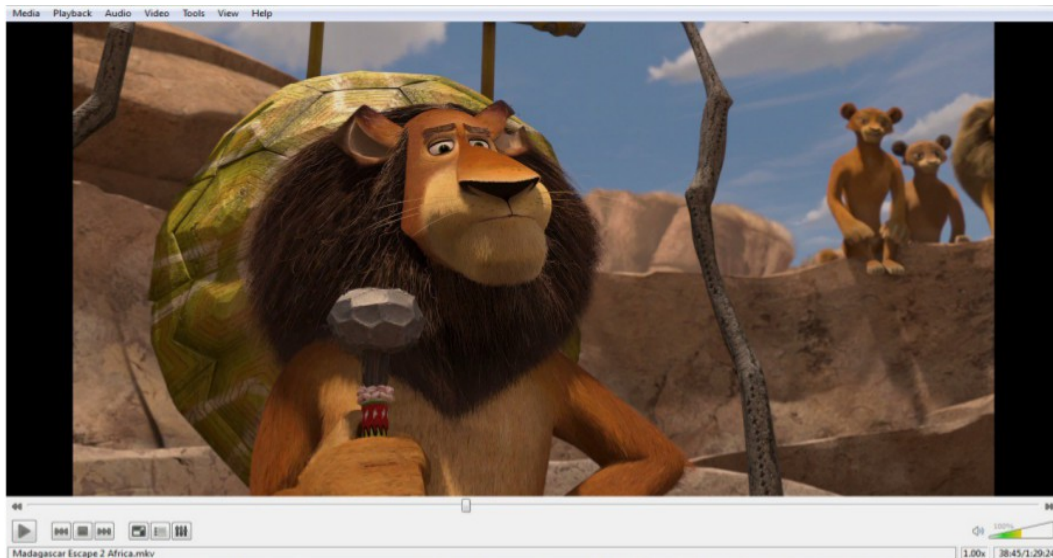
www.videolan.org

GCompris

Gcompris is high quality educational software suite comprising of numerous activities such as computer, science, arithmetic, geography, games, reading etc..

www.gcompris.net

Marble

Marble is a virtual globe and world atlas — your swiss army knife for maps. Find your way and explore the world!

www.marble.kde.org

Let's Know Internet

Internet

Internet is collection of inter connected network through all over the world. The word 'Internet' derived from International + Network.

History of Internet

Internet was developed by ARPA(Advanced Resource Project Agency) in DOD (Department of Defence). Initially internet is used for army, later on it comes to commercial purpose in year 1980.

Uses of Internet

Internet is used to search information globally. The source of information about News, sports and entertainment. It is dynamically updating the event within a fraction of seconds.

WWW

World Wide Web is a way of accessing information over the medium of the internet. The Web uses the HTTP protocol, only one of the languages spoken over the Internet, to transmit data. It is developed by Tim Berness Lee.

Web Browser

It is an intermediate between user and the internet. The browser shows the information from the internet based on user request.

Ex.

Mozilla Firefox,Iseweasel,Google Chrome

Search Engine

Search Engine is collection of websites in one place. When the user need some information about particular data. It shows websites related to the data.

Ex. www.DuckDuckgo.com

www.wikipedia.com

www.baidu.com

www.bing.com

Websites:

Website is a collection of web pages. It contains several pages related to the particular website.

eg. Www.tuxpaint.org

www.stellarium.org

www.kde.org etc....

Web pages:

A Web page (or webpage) is a web document that is suitable for the World Wide Web and the web browser. It is written in HTML.

HTTP: Hyper Text Transfer Protocol

In an internet all the information transfer through HTTP.

Mozilla Firefox:

Mozilla Firefox is a web browser. It protects and respect the private information.

IP Address

IP (Internet Protocol) is unique numbers for the particular domain name IP address is specified in the four hexa decimal values within periods. IP comes under two version IPV4 and IPV6.

eg. 124. 0. 0. 1

E-mail:

An **Electronic** mail is the most widely used tool to send messages using both computer and communication technology.

Open street Maps

It is an collaborative project to create a free editable map of the world.

www.openstreetmap.org

DuckDuckGo

      Duckduckgo is a search engine. What ever information you want it provides the website links. It provides real privacy and less clutter.


www.duckduckgo.com

Wikipedia:

      Wikipedia is online encyclopedia . It is collaborative project any one can create and modify the content. It contains 130 lakh articles in 266 languages.

Let's we start animate

Draw SWF:

Draw SWF is an animation tool meant to facilitate small movements. This is a simple drawing application written in java. It generates animated SWF Files, which redraws everything you have drawn with the mouse in the editor.
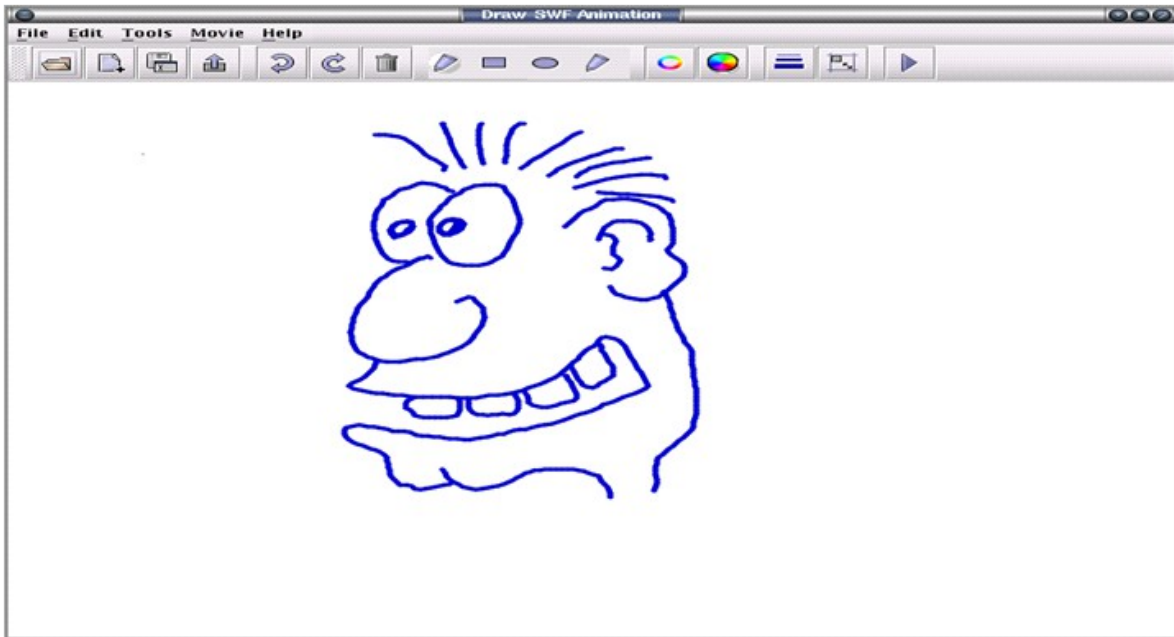
www.*drawswf.sourceforge.net*

Luciole

Luciole is stop motion software for animation movie realization. It can make live capture of figures from external devices as webcam or DVD cam. It is distributed under GPL license.
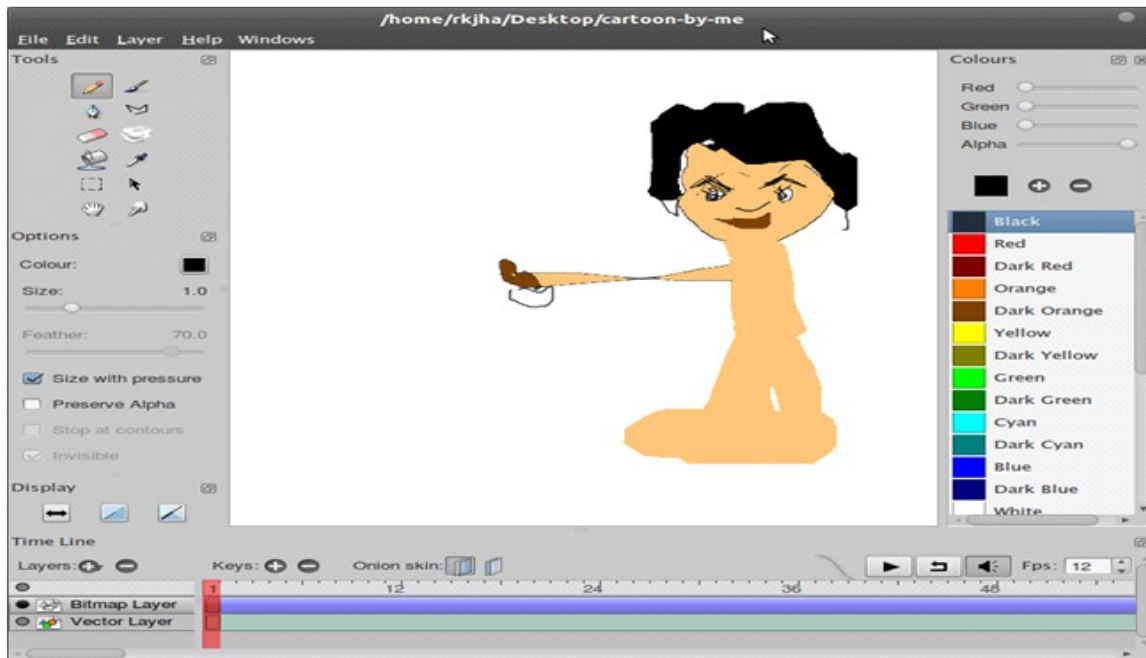

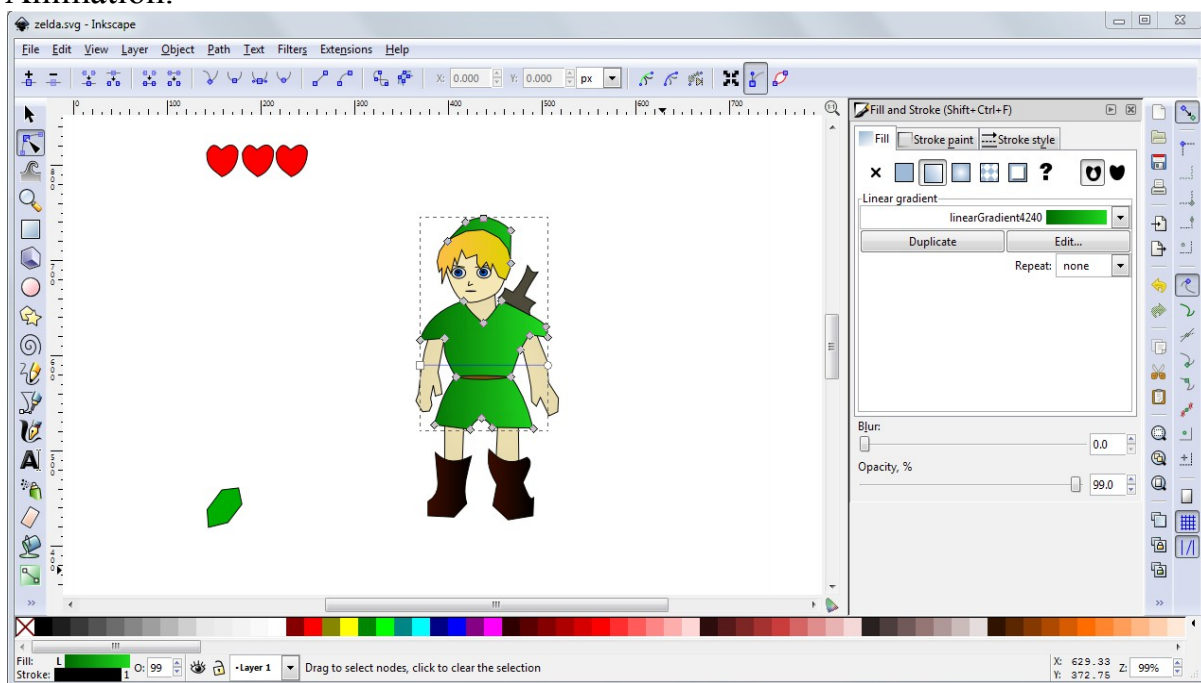https://launchpad.net/luciole
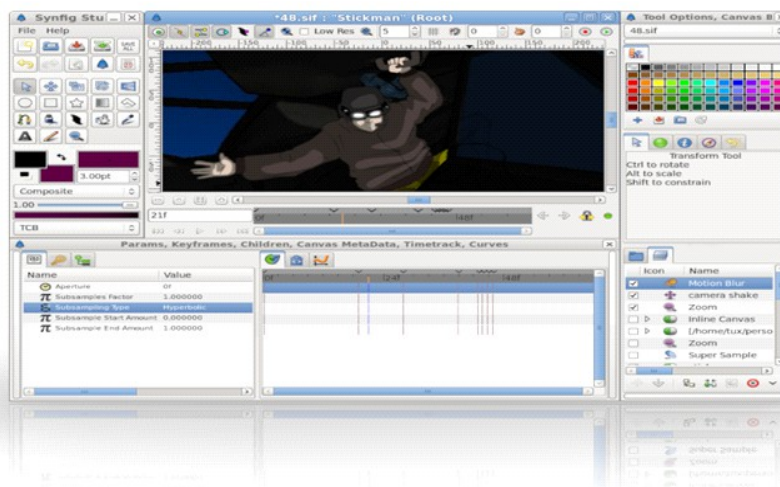
Pencil

Pencil is animation/drawing software. It is used to create traditional hand drawn animation (cartoon) using bitmap and vector graphics.

http://www.pencil-animation.org

Tupi

It is (formerly **KTooN**) is a software application for the design and creation of 2D Animation.

www.maefloresta.com

Design your web pages

HTML- Hypertext Markup Language is used to create a web pages. Web pages is collection of text, images and videos, but it transfers in Network using protocols.

HTML consists of elements,attributes and tags. They are two types of tags
Paired Tags - Opening and Closing tags are necessary (<html> </html>)
Singular Tag – empty tags consists of values but there is no closing tag (<img /> <p> </br>

Open Gedit and type the below code and save it as filename.html

Example for Sample Web Page
```
<html>
  <head>
    <title> My First HTML Page</title>
  </head>
  <body bgcolor  = "#f1004">
    My first webpage created by Me
  </body>
</html>
```

Header tag - Head tag consists of title

Title tag – Title tag consists of title name

Body – Body tag consists of body color and background properties

  <body bgcolor ="#f1093"> bgcolor is attribute consists of hexa decimal values
  <body background = "picturename.jpg"> background is attribute consists of background picture.

<p> - **Paragraph tag**
<img> - Image tag consists of height, width, align, alt , border etc.. These are attributes to the image.

< img src = "filename.jpg" width =100 height =100 align= "center">
Font
 Font tag is used to specify the font color, style, face and size.

Marquee

Marquee tag is used to scrolling across the webpage. Usually, it used to show some offers,messages and advertisement.

<marquee bgcolor ="red" direction ="left"> Free Software,Free Scoiety</marquee>

Header
Header tag is used to specify the font size .

<h1> Font</h1>
<h2> Font </h2>
<h3> Font </h3>
<h4> Font </h4>
<h5> Font </h5>
<h6> Font </h6>

HyperLink

Hyperlink is used to open the new web page.
 Click Here

List
List is used to listing the items. They are two types of list
Ordered List
Unordered List

Ordered List: Ordered list is used to list the items in an alphabetical order, roman numbers, numerical numbers etc...

<ol type ="i">
 Tux Paint
 Open Office
Gcompris

<ol type ="a">
 Tux Paint
 Open Office
Gcompris

Unordered List

It is used to specify the infinite number of things.

```
<ul type ="square">
<li> Reading Books </li>
 <li> Watching TV </li>
 <li> Surfing Internet <li>
</ul>
<ul type ="Circle">
<li> Reading Books </li>
 <li> Watching TV </li>
 <li> Surfing Internet <li>
</ul>
```

Design a web page about your personal details.

Step 1: Open Gedit → Type the code .

Step 2: Type the code and save it using File → Save or Ctrl +S

Step 3 : Give an appropriate filename.html

Step 4 : Open the file using Browser (eg.Mozilla Firefox)

Step 5 : Goto File → open the file and see your web page. If any mistakes go to your html code and change and save it

Step 6: Goto step 4.

```
<html>
<head>
<title> Bio data </title>
 <body bgcolor ="lightblue">
  Name :   XXXX
  <br>
  Std : &nbsp: YYY
  <br>
  School: &nbsp :XWW
  <br>
  Area of Interest:   XXZZ
  <br>
  Date of Birth : 08/9/1993
  <br>
```

```
    Age :
    <br>
    </body>
  </html>
```

Design a web page for your School

```
<html>
 <head
   <title> Government of Puducherry</title>
    <body bgcolor ="lightpink">
    <center> Government Higher Secondary School </center>
    <br>
    <hr size ="5" noshade><br>
     <marquee bgcolor ="yellow" direction ="left" > Right to Education </marquee>
     <font size ="5" color ="black" face ="times new roman"> As education is the
basic prerequisite to build a just, equitable, and civil society and a basic tool
for the development of the individual, the society and the nation, the vision
of the department is to offer quality education aiming all round development
at all levels in general and to provide 100% access, enrollment, and
retention at upper primary and secondary levels in particular. <font>
<ul type ="circle">
 <li> ICT Infrastructure</li>
 <li> Sanitation Facility</li>
  <li> Drinking Water Facility</li>
  <li> Ground </li>
  <li> Teachers Students Ratio </li>
</ul>
<img src ="school.jpeg" alt ="school" height =400 width =600>
 <a href ="link1.html"> Click here <a>
 </body>
 </html>
```

Government Higher Secondary School

As education is the basic prerequisite to build a just, equitable, and civil society and a basic tool for the development of the individual, the society and the nation, the vision of the department is to offer quality education aiming all round development at all levels in general and to provide 100% access, enrollment, and retention at upper primary and secondary levels in particular.

1. ICT Infrastructure
2. Sanitation Facility
3. Drinking Water Facility
4. Ground
5. Teachers Students Ratio

Click here
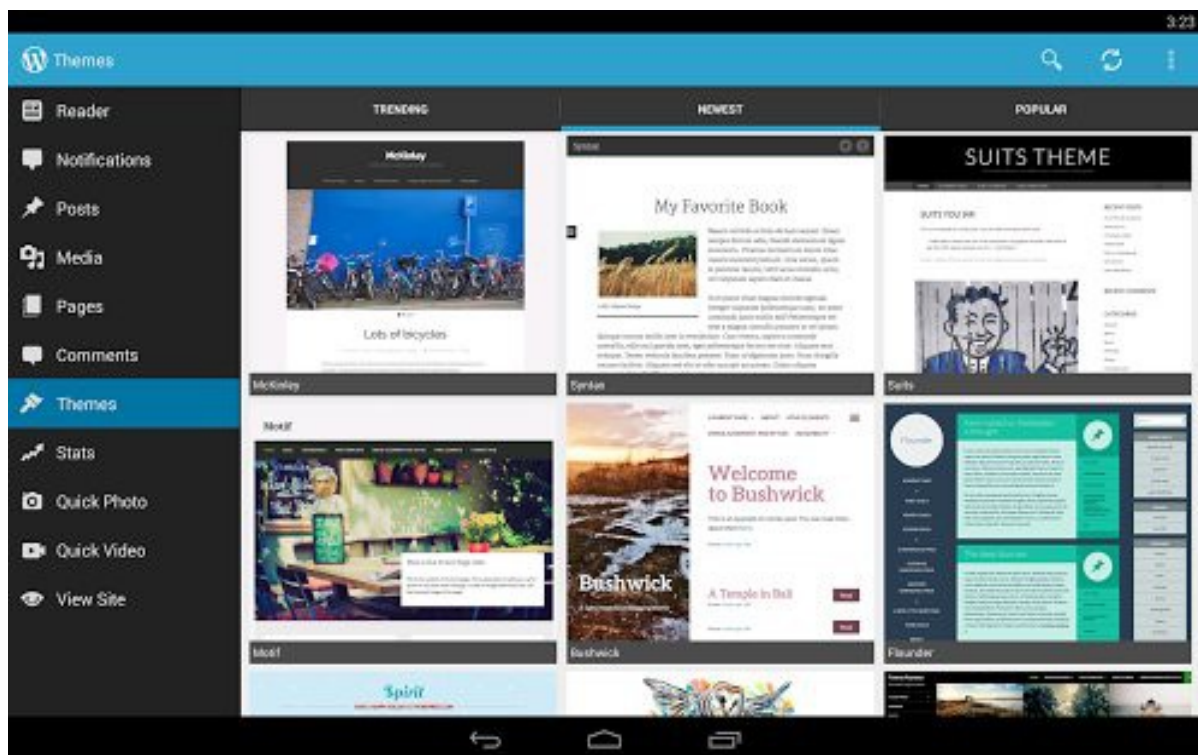
ABBREVATIONS

COMPUTER – Common Operated Machine Particularly Used for Trade & Engineering Research

ALU – Arithmetic Logic Unit

CPU - Central Processing Unit

VDU - Visual Display Unit

CU - Control Unit

MOUSE - Manually Operated User Selection Equipment.

INTERNET – International Network

UPS   - Universal Power Supply

OS -Operating System

VGA – Video Graphics Array

ROM- Read Only Memory

RAM - Random Access Memory

DVD – Digital Versatile Disk

BIOS - Basic Input Output System

PPP – Point -to-Point

LAN -Local Area Network

ISP – Internet Service Provider

IP – Internet Protocol

HTTP -Hyper Text Markup Language