ICT Final Project

Name: _____Dep:_____   **Id no:_____**

Practical Project word and Excel

1. Create folder with name of Ethiopia ON desktop
2. Create Excel and Word sub folder in Ethiopia folder

Project ONE MS-Word

Task 1 Type the following text:
He was an old man who fished alone in a skiff in the Gulf Stream and he had gone eighty-four days now without taking a fish. Ernest Hemingway: The Old Man and the Sea (1952)
1. Italicize the text.
2. Underline the title of the story.
3. Bold the author's name.
4. Increase the font size to 14.
5. Change the font style to (your choice!). 8. Adjust the line spacing to 2.0 (double space).
6. Add one paragraph using rand functions
7. Spellcheck your work.
8. Copy and past 3 times only paragraph 2 after paragraph 1
9. Use Save As to save your document to the M Drive. Name the document The Old Man and the Sea.
10. Insert a picture onto your document (find an image from the internet, save it to the M drive). 12.Add a numbered list with your top three favorite authors (or movie stars, etc.).
11. Save your work save to word sub folder using your name
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Task2 **Create the following Ms- document as it is and save to word sub folder**

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<u>Regular Training:</u>

1. **<u>IT Support Service:</u>**
    A. **Level 1**
        I. Operate Personal Computer
            1. Start Computer
            2. Manage Folders
            3. Operate Application Programs
                a. MS-Word
                b. MS-Excel
                c. Ms-Power Point
        II. Install Software Application
        III. Connect Hardware Devices
    B. **Level 2**
        I. Operate Data Base

II. Maintain Equipment and Consumables

III. Administrate Network and Hardware Peripherals

2. **Web and Multimedia**
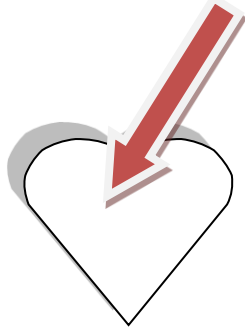
   A. **Level 3**
   - ➢ Design Website
   - ➢ Write content for Web Page
   - ➢ Apply Web Authoring Tools

   B. **Level 4**
   - ◆ Design Dynamic Websites
   - ◆ Migrate to New Technology
   - ◆ Develop Website

ICT Department

Task 3 Ms – Word

H_2O $10^5 + 10^{-10}$ $A \cap B$ $x = \sqrt[3]{9}$ $Y = \sqrt{16}s$

No	Name	Sem	ICT	Civics	Total
		Sem I	50	60	110
1	Zeru Tezera	Sem II	40	80	120
		Sem II	40	80	120
2	Azmeraw Derese	AVG.	45	70	115
		AVG.	45	70	115

Task 4 Ms – Word

ICT OCCUPATIONAL MA

IT Service Management

ICT Management Skill

Level 5

| Hardware and Network Servicing Level 4 | Web and Multimedia Design Level 4 | Database Administration Level 4 |

Improved Departmentalized ICT Skill

Level 4

| Hardware and Network Servicing Level 3 | Web and Multimedia Design Level 3 | Database Administration Level 3 |

Departmentalized ICT Skill

Level 3

At Level1 we give IT Support Services training. Unit of Competencies and Modules of training of Level 1 are shown on the following table:

No	Unit of Competency	Module Title	Nominal Duration
1	Connect Hardware Peripherals	Connecting Hardware Peripherals	90 hrs
2	Install Software Applications	Installing Software Applications	60 hrs
3	Record Client Support Requirements	Recording Client Support Requirements	30 hrs
4	Protect Application or System Software	Protecting Application or System Software	50 hrs
5	Maintain Equipment and Software Inventory and Documentation	Maintaining Equipment and Software Inventory and Documentation	30 hrs
6	Operate Personal Computer	Operating Personal Computer	200 hrs
7	Apply Quality Standards	Applying Quality Standards	30 hrs
8	Work with Others	Working with Others	25 hrs
9	Receive and Respond to Workplace Communication	Receiving and Responding to Workplace Communication	25 hrs
10	Demonstrate Work Values	Demonstrating Work Values	25 hrs
11	Develop Understanding of Entrepreneurship	Developing Understanding of Entrepreneurship	60 hrs
12	Apply 3s Procedures	Applying 3s Procedures	50 hrs

Table 1: Unit of Competencies, Learning Modules and Time allotted to each Module

As you can see from the above table Operating Personal Computer is give the highest load 200 hours. This is because of two reasons. The first reason is it is one the core competencies of the level and the second reason is it is all about using Operating system and Office automation packages.

This Unit of Competency includes such topics as:

- Creating and Managing Files and Folders
- Managing the Desktop environment
- Creating and Formatting MS-Word Document
- Inserting Picture, Clip Arts, Photos and Table to MS-Document
- Inserting Mail Merge
- Creating Table of Contents
- Creating and Managing MS-Excel Spread sheet
- Creating Power Point Presentation
- Etc….

MS-Word 2010 is one of the Office Suite Package of Microsoft Corporation. Using MS-Word 2010 you can Create, Format, save, retrieve and print documents. You can also insert picture, photos, any kind of drawing from the clip art or from your own files. You can also insert table and mail merge.

When you open MS-Word 2010 you find the Office button and seven main menus on the top of the window. Using the Office Button you can create New MS-Word document, open

Home Menu:

In this menu you can copy, cut and paste text. You change font face and font size of a text. You also change the styles of a text such as Bold, *Italic*, <u>Underline</u> and ~~Strike through~~ a text. Changing to UPPER CASE or lower case letter, sub script and supper script is also done here. You can also change the color of a text, background color and highlight color. **Bullets numbering indentation and text alignment are also done here in the Home Menu.**
Here is sample exercise that you can do using the Home Menu of MS-Word 2010:

1. **Home**
    I. Clipboard
        i. Cut
        ii. Copy
        iii. Paste
    II. Font
        i. Name
            1. Times New Roman
            2. Arial
            3. Power Geez
        ii. Size
        iii. Style
            1.Bold
            2.Italic
            3.<u>Underline</u>
    III. Paragraph
        i. Indentation
        ii. Bullet and Numbering
        iii. Alignment
2. **Insert**
    I. Table
    II. Clip Art
    III. Auto Shape
    IV. Etc…
3. **Page Layout**
    I. Page Margin
    II. Page Orientation
    III. Borders and Shading
    IV. Etc…
4. **References**
    I. Table of Contents
    II. Foot Notes
    III. End Notes
5. **Mailings**

      I.   Create Source Document

     II.   Create Mailing List

    III.   Merge the Document

6. Review

      I.   Spelling and Grammar

     II.   Thesaurus

    III.   Comment

7. View

      I.   Print Layout

     II.   Zooming

    III.   Outlining

<u>Insert Menu:</u>
Using the Insert Menu you can create tables, insert readymade shapes such as rectangles
and circles, page number, header and footer, Word Art, Equations Symbols etc.
Here is sample exercise that you can do using the Insert Menu of MS-Word 2010:
<u>1. Tables</u>

ICT class Weekly Time Table					
Time	**Mon**	**Tue**	**Wed**	**Thur**	**Fri**
2:00 – 4:00	**Operating PC**	**entrepreneurship**	**Operating PC**	**entrepreneurship**	**Operating PC**
4:00 – 4:20	**Break**				
4:20 – 6:00	**Connecting HW**	**Record Client Support**	**Connecting HW**	**Record Client Support**	**Connecting HW**
6:00 – 8:00	**Lunch Break**				
8:00 – 9:30	**Operating PC**	**Installing SW**	**Operating PC**	**Installing SW**	**Operating PC**
9:30 – 10:30	**Weekly Group Discussion**	**Installing Software**	**Operating PC**	**Installing Software**	**Operating PC**
10:30 – 11:00	**Applying KAEZEN**	**Applying KAEZEN**	**Applying KAEZEN**	**Applying KAEZEN in the**	**Applying KAEZEN**

Table 2: ICT Department Weekly Time Table

No	Name		ICT	Maths	Language	Civics	Total	Average	Promotion
			Subjects				**Results**		
1	Yalefe Yimar	Sem I							Failed
		Sem II							
		AVG.							
2	Wutetu Tafesse	Sem I							Passed
		Sem II							
		AVG.							
3	Gobezu Yishelem	Sem I							Passed
		Sem II							
		AVG.							
4	Salimish Nega	Sem I							Failed
		Sem II							
		AVG.							
5	Mantegbosh Yileyal	Sem I							Passed
		Sem II							
		AVG.							
6	Yenewnesh Zelalem	Sem I							Passed
		Sem II							
		AVG.							

Table 3: Student Mark List
Note: You can insert marks for each student yourself

Task 5 **2. Ready Made Shapes**
Here are some shapes with different and intermingling layouts. Try to create as they are laid out on the paper.

ICT Professional

You Deserve to be

You are on the Way to Become

Yes I Will Be a Smart ICT Professional in Near Future!!

Yes I am learning and Practicing hard to become ICT Professional

Level 5

Level 4

Level 3

Level 2

Level 1

ICT is Wonderful

Come and Join US

Love

Sorrow

Joy

Hatred

In Your Life You Face All These Situations
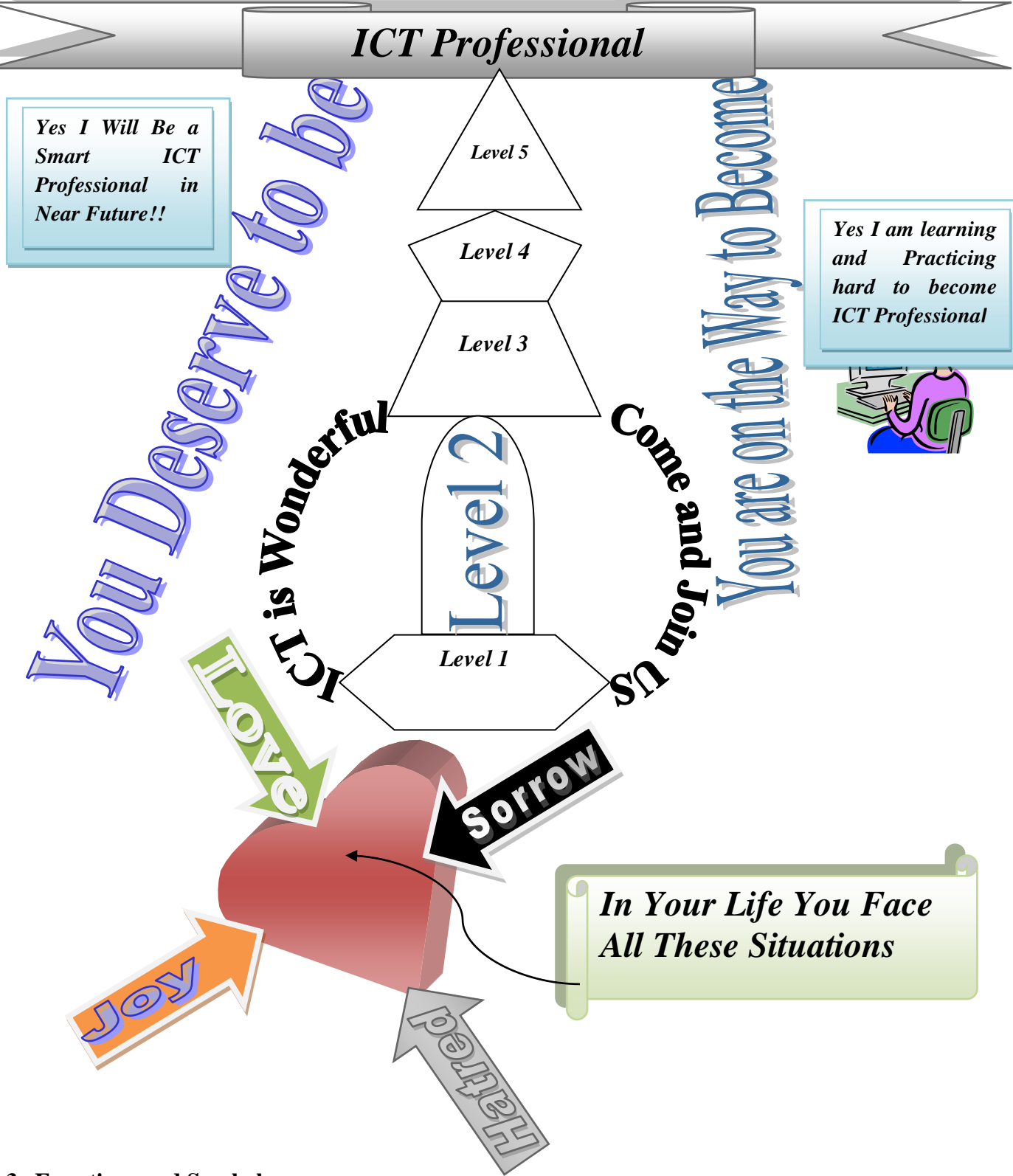
3. Equations and Symbols

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \qquad \frac{\delta y}{\delta x}$$

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos\frac{n\pi x}{L} + b_n \sin\frac{n\pi x}{L} \right)$$

$$(x + a)^n = \sum_{k=0}^{n} \binom{n}{k} x^k a^{n-k} \qquad \sum_k \binom{n}{k}$$

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This is a text in a text box. This is a text in a text box. This is a text in a text box. This is a text in a text box. This is a text in a text box. This is a text in a text box.