

Task one :- Edentifying computer ports

- a) Connect computer peripheral devices to their right port.

Task two :- Configuring Dial-up Devices to their right port.

- a) Configure Dial-up connection and share it to network users (use 900 as dial number)

Task three :- installing, upgrading and documenting software

- a) Install only Microsoft word, Excell and Power Point from office 2007
- b) Remove Microsoft office 2007
- c) Install office 2003
 - 1) Install office 2007 without removing office 2003
 - 2) Upgrade it to office 2007
- d) Install peachtree 2005 & upgrade it to Peachtree 2007
- e) Document system specification to install Peachtree 2007

Task four :- Protecting system from malware & unauthorized users

- a) Install antivirus software & scan the whole system
- b) Update your antivirus program using both techniques; online and offline method
- c) Set schedule for MacAfee antivirus to be auto updated and auto scan
 - 1) Auto update schedule – weekly at 10:30 AM
 - 2) Auto scan schedule – weekly at 8:30 AM
- d) Turn on windows firewall with no excetion and window's update
- e) Create the followinfg users accounts according to the given privilege and property

User name	password	Privilege (Group membership)
Martha	@ento#pass	Power user
Tomas	#ent@wor12	Administrator
Entoto		limited

- f) Log using Entoto account and create a folder by name “TVET”. Make the folder private to “Entoto”

Task five :- inventory

- a) Make inventory for your computer system components and record them in MS excel
 - Processor manufacturer
 - Processor model
 - processor speed
 - processor family
 - installed RAM capacity
 - the type of HDD (SATA, PATA)
 - HDD total capacity
 - The type of optical drive
 - The type of operating system installed on the system
 - The office application version installed in the system

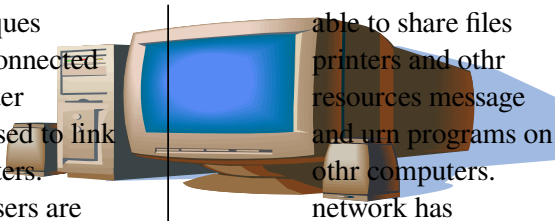
Task six :- working with MS word

- a) Open new Ms word create the following document and save it by the name word assesement under the folder name Entoto which is in my document

Network

The techniques physically connected and computer programs used to link two computers. network users are able to share files printers and othr resources message and urn programs on othr computers. network has comment components application software, network software and network hardware.

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- b) Create the following table as it is, by using MS word

Students Mark List						
ID	Full name	Student profile		Competency	Letter	Remark
		Department	Level			
1	Abebe	IT	I	OPC	C	
2	Helen Abera	IT	II	Connect hardware	B	
3	Gashaw Demeke	GM	III	Apply problem solving	A	
4	Selemawit Deneke	Sales	Iv	Internet service	F	
5	Sosina Belay	Secretarial Science	v	Networking	B	

- c) Insert the following header and footer for the above word file
- Odd pages
Header: Entoto Poly-Technique College
Footer: OPC
 - Even pages
Header: Institutional Assessment
Footer: Date & Time
- d) Open new Ms word and create the following letter and merge it for the following list of recipient using mail merge. Save the document by the name mail merge to your foldre

A few years ago, out of respect, i decided to share our family christmas letter with you. You welcome into your life in a small way, and i'd like to share my life with you in a small way. Any of families have a christmas letter. I write ours because my wife is way too nice. For a few years a letter sounded as if everyone and everything is always 'Wonderful'.

Name	ID No	Section	Level	Result
Johannes	Its/1346/06	NHW	III	C
Kalkidan	DBA/1568/05	DBA	v	C
Gezahegn	Its/2410/03	ITS	II	NYC

Task seven :- Working with windows

- Create the following folders in local disk D
- Create a shortcut for the folder "Tvet Agency"
- Find the file "bootfix.bin" from your computer and write the path where it is located

Task eight :- Working with Ms Excel

- Create a new work book and save it in the folder that you created in my document by the name "Excel exercise"
- Enter the following data in sheet 1.
- Format the work sheet as shown below (Don't forget to adjust the alignment as shown in the picture)

<u>Student Grade Report</u>				
subject	Grade	Contact_hr	N_Grade	Rank
Introduction	A	3		
MS Dos	C	3		
Windows	B	3		
Ms word	A	4		
Ms excel	A	4		
Total				
		Gr Point		
		Remark		

- Format the title "Student Grade Report" as
 - Font Style= Bold Italic
 - Font Type= Curlz MT
 - Font Size= 14
 - Font Color= Blue
 - Background color= Orange

- e) Perform the following
 - i. Rename sheet1 to “Grade Report”
 - ii. Change the sheet tab color of “Grade Report” to “Green”
 - iii. Add three blank work sheets with name “Addis”, “dire” and “Nazareth”
- f) Sort the data by subject (Descending)
- g) Calculate:
 - i. Total contact_hr
 - ii. N_Grade (Hint: $N_Grade = Grade * Contact_hr$, where grade A=4, grade B=3 grade C=2, grade D=1, grade F=1 other wise “error”)
 - iii. Total N_Grade
 - iv. Gr_Point (Hint: $Gr_Point = Total\ N_Grade / Total\ Contact_ht$)
- h) Calculate remark, IF Gr_Point is >3.5 rank it as “Excellent”, IF Gr_Point is >3.0 rank it as “Very Good”, IF Gr_Point is >2.0 rank it as “Good” and otherwise “Fail”
- i) Calculate rank by using N_Grade.
- j) IF Grade is equal to A, change font color to pink. IF Grade is B, change the background color Green and IF C use a pattern. (Use “Conditional Formatting”)
- k) Create
 - i. Pie chart using Contact_hr (Title: Contact Hour & Data: Percent)
 - ii. Column Bar Graph by Subject and N_Grade (Title: “Student Grade Report”, X-axis: Course and Y-axis: N_Grade)

Task nine :- Working with Ms power point

- a) Prepare power point for the document given bellow. (Design your power point to make it attractive and readable) you expected to develop at least four slide.

“Keyboards are the classic input devices. By manipulating a matrix of individual electrical switches, commands, and instructions can be entered into the computer one character at a time. Although today’s keyboard switches are not mechanically complex, there are a number of important moving parts. A jam or failure in any one of these mechanical parts results in a keyboard problem. Most keyboard failure are hardly catastrophic, but they can certainly inconvenient.

Keyboards are one of those components that most Pc users typically take for granted. This certainly understandable. For startes, keyboard have no impact on the performance of the PC, which immediately diminishes their importance. They are present on almost every PC ecen sold, and usually just “come with” the rest of the hardware. They perform a specific task and lot of people, any keyboard will do the job.”

- b) Connect projector to your computer and display your Microsoft Power Point Project (the projector and your pc monitor should work simultaneously)

Task ten :- Recording and prioritizing user request as help desk support operator.

- a) One of the busiest office, sales office, can’t work without internet connection. Another customer from human resource asked for better browser software to surf the internet. A third customer put a request resetting his yahoo mail. Assign priority for the three requests.

Task eleven :- Adding local printer and printing document.

- i. Add the printer locally.
- ii. Print test page.
- iii. Print you Microsoft Excel Project
- iv. Rename your printer to “my printer”
- v. Share your printer to network users.
- vi. Set the printer as default printer.

THE END