VIRUDHUNAGAR S.VELLAICHAMY NADAR POLYTECHNIC COLLEGE
(Affiliated to Directorate of Technical Education, Chennai 600 025)
Virudhunagar - 626 001

MISSION

"Our Mission is to Produce Disciplined and Quality Technocrats through Academic Programme of Noted Excellence to Serve the Society"

VISION

"To be an Institute of Excellence in Technical Education and Training of individuals , Focusing on the needs of the Nation and Society in tune with Technological Developments"

COURSE MATERIAL	
SCHEME	**N 1**
PROGRAMME	**BASIC SCIENCE**
TERM	**I / II**
COURSE	**COMPUTER APPLICATIONS PRACTICAL**
PREPARED BY	**K.PANDIARAJAN** **Lecturer/ CIVIL**
VERIFIED BY	**B.PADMANABAN** **Lecturer**

DEPARTMENT OF BASIC SCIENCE ENGINEERING

DETAILED SYLLABUS

Word Processing 15 Hrs.

Creating new document – Opening an existing document – Edit & Save a document – Typing a text – Deleting a text – Inserting a text – Finding a text – Replacing a text – Copying & Moving a text – Selecting Font & Font Size – Justifying Texts – Bold – Italic – Underline – Strike – Double Strike – Coloring Text – Spell Check – Ruler – Formatting Page – Line Spacing – Margins – Page Size – Page Border – Page Color – Page Columns – Watermark – Page Break – Section Break – Portrait – Landscape – Inserting Symbols, Equations & Shapes – Text Box – Word Art – Hyperlink – Inserting Pictures – Picture Arrangement - Align Objects – Bullets & Numbering – Working with Tables – Header & Footer – Table of Contents – Inserting Page Number – Changing Character width & Line Spacing – Printing the document – Print Preview – Shortcuts for various activities in Word.

EXERCISES

1. Prepare seminar report from the given printed document of minimum 500 words.
   (Use text formatting tools, header & footer, page number, line spacing, font, tables, images and table of content.) *
2. Create a resume for placement from the given printed template with your personal details. Publish a copy of the resume as PDF and send the same to the given email. *
3. 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.

Spreadsheet 15 hrs.

Creating a new worksheet - Opening an existing worksheet - Editing and Saving a worksheet - Creating, Renaming and Deleting worksheets in a workbook - Types of data like Numeric, text etc. - Entering in a cell - Manipulation of a cell, row and column (deleting, inserting, finding, replacing, copying and moving) - Justifying in a cell, Merging cells and columns - Addition, Subtraction and using formula - Selecting Font and Font Sizes - Using and manipulating tables, inserting / deleting of rows and columns - Sorting Columns - Using Header and footer, Inserting Page number - Border and Shading of cells, rows and columns - Formatting page, margins, page size, portrait and landscape - Selecting area for printing, Printing of a worksheet and workbooks, Using print preview - Copy / moving text between two different worksheets and workbooks - Using Chart Wizard, Creation of different types of charts – Protect excel sheet using password - Shortcuts for various activities in Microsoft Excel.

EXERCISES

4. Create a worksheet for the given relational data (minimum ten records) and show the data in the Line Chart, Bar Chart and Pie Chart. *
5. Create a worksheet for the given data with various functions like Sum, Average, Count, Min, Max, Logical functions [IF, AND, OR and NOT] & Round functions. *
6. Create a worksheet for the given data and analysis the data with various filters and conditional formatting. *

Presentation **9 hrs.**

Creating New Presentations - Opening Presentations - Saving Presentation - Inserting new Slides - Slide Layout - Slide Design - Presentation View - Adding Text - Font formatting - Paragraph formatting – Inserting Clipart & Pictures - Inserting and Manipulating Smart Art - Running a slide show - - Insert Slide Number - Slide Header & Footer - Applying Slide Animation – Custom Animation - Inserting Shapes - Insert Video & Sound - Insert Action - Hyperlinks - Charts - Tables –Page Setup - Print Preview - Printing - Shortcuts of various activities in power point.

EXERCISES

7. Create a power point of 15 slides from a topic to present in a presentation.
8. Create a power point presentation of 10 slides about your college with Slide & Custom Animation, Shapes, Header & Footer, Slide number, Video, Audio, Picture, Tables and Hyperlink between slides.

Drafting **6 hrs.**

Introduction – Applications of computer in drafting – Advantages over manual drafting – Hardware requirement – Software requirement – Windows desktop – screen interface – menus – Tool bars – How to start drafting package – How to execute command –types of co-ordinate systems – Absolute – Relative – Polar.

DRAWING AND EDITING COMMANDS

Creating objects (2D) – Using draw commands – Drawing with precision – Osnap options – drafting settings – drawing aids – Fill, Snap, Grid, Ortho lines – Function keys - Editing and modify commands – Object selection methods –Erasing object – Oops - Cancelling and undoing a command – Copy – Move – Array – Offset – Scale – Rotate – Mirror – Break – Trim – Extend – Explode - Divide – Measure – stretch – Lengthen – Change properties – Color – line types –LT scale – Creating text – Editing text – Dimensioning – Methods of dimensions.

EXERCISES

9. Create Two Simple 2D engineering drawings *

   (Practice Minimum 10 component drawings for practice)

<u>Note:</u>

*** Hard copy of the data / drawing related to the exercise should be given to the students based on the requirements**.

INDEX

S.NO	TITLE OF THE EXPERIMENT	DATE	MARKS	SIGN (with date)
1.	MS OFFICE – WORD PROCESSING – 1 (Preparation of Seminar report)			
2.	MS OFFICE – WORD PROCESSING – 2 (Preparation of Resume)			
3.	MS OFFICE – WORD PROCESSING – 3 (Preparation of standard covering letter using mail merge)			
4.	MS OFFICE – EXCEL WORK SHEET – 1 (Preparation of Line, Bar & Pie charts)			
5.	MS OFFICE – EXCEL WORK SHEET – 2 (Preparation of work sheet with logical and rounded functions)			
6.	MS OFFICE – EXCEL WORK SHEET – 3 (Preparation of work sheet with filters and conditional formatting)			
7.	MS OFFICE – POWER POINT PRESENTATION – 1 (Preparation of simple layout of PPT on general topic)			
8.	MS OFFICE – POWER POINT PRESENTATION – 2 (Preparation of PPT with all features of ppt options)			
9.	AUTO DESK – AUTOCAD (Creation of simple 2D drawings)			

ENVIRONMENTAL POLLUTION

Our environment is made of both living and non-living things. The living things include animals, plants, and other microorganisms, whereas air, water, soil, sunlight, etc., form the non-living components of the environment.

Whenever any kind of toxicity is added to our surroundings for a considerably long duration, it leads to environmental pollution. Some of the major types of pollutions are air, water, soil, noise, light, and nuclear pollution.

Smokes from the industries, house chimneys, vehicles, and fuels causes air pollution. Wasted industrial solvents, plastics, and other wastes, sewage etc., causes water pollution. Use of pesticides and deforestation are the major causes of soil pollution.

Although it is hard to realize the light and nuclear pollutions these are equally harmful. Excessively bright lights consume a lot of energy while threatening the environmental balance in several ways. Needless to say, the negative impacts of a nuclear reaction last for many decades to come.

All the constituents are interconnected to each other. As the cycle of nature goes on, the toxicity of one component is passed on to all other components as well. There are various means by which the contamination continues to circle in the environment. We can understand it with an example below.

When it rains, the impurities of air gradually dissolve in the water-bodies and soil. When crops are grown in the fields, their roots absorb these harmful toxicants through the contaminated soil and water. The same food is ingested by both animals and human beings. In this way, it reaches the top of the food chain when the herbivores are consumed by the carnivores.

The consequences of environmental pollution can be seen in the form of severe health diseases. More people are suffering from respiratory problems, weaker immunity, kidney and liver infections, cancer, and other chronic illnesses. The aquatic life, including both flora and fauna, is depleting rapidly. The soil quality and crop quality are deteriorating.

Global warming has become a major issue as a result of environmental pollution that the world needs to cope up with. The melting icebergs in Antarctica have resulted in the rising sea levels. Natural calamities such as frequent earthquakes, cyclones, etc.,

Incidents of Hiroshima-Nagasaki and Chernobyl in Russia have led to the irreparable damage to the humankind. In response to these disasters, every possible measure is being taken by the different countries in the world. More awareness programs are being organized to educate people about the hazards of environmental pollution and the need of protecting our planet.

Greener ways of living are becoming popular. Energy-efficient bulbs, eco-friendly vehicles, use of solar and wind energy, are to name some. Governments are also emphasizing on planting more trees, eliminating plastic products, better recycling of natural wastes, and minimal use of pesticides. This kind of organic lifestyle has helped us protect many plant and animal species from becoming extinct while making earth a greener and healthier place to live in.

S.NO	**NAME OF THE POLLUTION**	**HUMAN ACTIVITY**
1.	AIR POLLUTION	VECHILE
2.	SOIL POLLUTION	DUMPING OF WASTES
3.	WATER POLLUTION	FACTORIES
4.	NOISE POLLUTION	FACTORIES

Ex. No : 1	PREPARING SEMINAR REPORT
Date :	

AIM:

To prepare the seminar report and perform the following operations using MS Word

a) Use text formatting tools
b) Header & Footer
c) Page number,
d) line spacing, font, tables,
e) images and table of content

Systems Requirements:-

i. System configuration:-

a) 2 GB RAM
b) 500 GB Hard disk

ii. Software Requirements:-

a) Windows 7 operating system with 32 bit.
b) MS Word

iii. Hardware Requirements:-

a) Monitor
b) Key board
c) Mouse
d) Printer
e) CPU

Procedure / Algorithm:

Step 1: Open a new word document using File → New option.

Step 2: Go to Page Layout → Page Borders, under the Page border tab choose the appropriate style and colour, etc, and click OK.

Step 3: Go to Page Layout → Page Colour, choose the appropriate colour.

Step 4: Go to Insert → Clip Art, search for a relevant picture from the collections and insert it in to the page.

Step 5: Go to Insert → Word Art, choose the appropriate style from the list, type the company name and click OK.

Step 6: Type the Seminar Content in the document and do the following steps for various styles.

Step 7: For bullets and numbering, select the appropriate style from the menu and apply to the paragraph.

PASTE YOUR PRINT OUT HERE

NAME:-

REG NO :-

DATE :-

BATCH:-

Step 8: For alignment, select the particular word or statement or paragraph in the document then press CTRL+L (left) or CTRL+R (right) or CTRL+E (centre) or CTRL+J (justify) or select the relevant button from the formatting toolbar.

Step 9: For bold facing, select the particular word or statement or paragraph then press CTRL+B or select the on the formatting toolbar.

Step 10: For italic style, select the particular word then press CTRL+I or select the on the formatting toolbar.

RESULT:

Thus the Seminar Report has been created successfully according to the given requirements.

RESUME

Name :

E-Mail id :

Phone No :

Major:

Diploma in _____ Engineering

ACADEMIC QUALIFICATION:

Qualification	Institution	% of Marks	Remarks	Year Of Passing

SHORT TERM ATCHIVEMENT:

I have won the SECOND prize for ENGINE ASSEMBLE AND DISMANDLE- national level technical symposium in Renganayagi Varatharaj College of engineering at Sivakasi.

SUBJECTS OF SPECIALIZATION:

- Total quality management
- Fluid mechanics and Fluid power
- Special Mechanics and Nano technology

PROJECT WORK

- Design and Fabrication of Proto type Solar Slicing Machine

FIELD OF INTEREST:

- Quality Engineer
- Design engineer
- Construction engineer

TECHNICAL EVENT:

- National Level – Engine Assemble and Dismantle
- State Level – Robotics
- State Level – paper presentation (Nano technology & Renewable energy and Environmental production)

LANGUAGES KNOWN:

Language	Read	Write	Speak
Tamil	✓	✓	✓
English	✓	✓	✓

Ex. No : 2	CREATING RESUME
Date :	

AIM:

To create a Resume for placement with the following requirement,

(a) Table to show qualifications with heading.

(b) Left & Right margins.

(c) Page numbers in the footer on the right side.

(d) Use Watermark & Save as PDF document.

Systems Requirements:-

i. System configuration:-

a) 2 GB RAM

b) 500 GB Hard disk

ii. Software Requirements:-

a) Windows 7 operating system with 32 bit.

b) MS Word

iii. Hardware Requirements:-

a) Monitor

b) Key board

c) Mouse

d) Printer

e) CPU

Procedure / Algorithm

Step 1: Open a blank document.

Step 2: Type a Bio-data briefly then goto Insert. Table Insert Table Select number of rows & columns, and enter the qualification details.

Step 3: Go to Page Layout ⟶ Margins⟶ Assign - Left & Right Margins and click the OK.

Step 4: Go to Insert Page Numbers ⟶ Select footer on the right side Watermark and click apply.

Step 5: Go to Page Layout ⟶ water mark ⟶ Customize text as “Bio-data’’ and click OK.

Step 6: Save as PDF.

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DESIGN SOFTWARES SKILLS:

- Auto – CAD
- PRO- E

PERSONAL SKILLS:

- Self- motivated
- Good in interpersonal skill
- Good in client handling

PERSONAL DETAILS:

Father's Name :

Father's Occupation :

Date of Birth :

Age :

Gender :

Religion :

Nationality :

Hobby :

ADDRESS:

Permanent Address	Communication Address

REFERENCE:

DECLERATION:

I declare that the above information is really true to my knowledge and belief.

Date: Yours truly,

Place: Virudhunagar (NAME IN CAPITAL)

RESULT:

Thus the Resume has been created successfully according to the given requirements.

LETTER TO APPLY JOB

From

XX . Xxxxx,

No: 3 New Street

Thirumangalam

To

< Title >< Name>,

< Designation>,

< Company Name>,

< Address>,

< City>.

Respected Sir,

I came to know that from the advertisement in The Hindu dated 24.06.2012 that there are vacancies for Trainees in your esteemed organization and beg to apply for the same.

I have completed diploma in Civil Engineering with first class. I promise to discharge the duties to your entire satisfaction of my superiors.

Herewith I am enclosing my Bio-data.

Thanking you.

Yours faithfully,

Virudhunagar,

XX . XX . 202X.

Title	Name	Designation	Company Name	Address	City
Mrs	Raja	HR-Manager	CCC	No:512 Mount road	Chennai
Mr	Ravikandasamy	MD	Ascon Surveys	No:12 Chamraj Nagar	Bengalooru
Mrs	Ravichandran	HR-Manager	Sri Bala Constructions	No:221 Mount Road	Chennai
Mrs	S.K.Shah	HR-Manager	Sobha Developers	No:225 White Field	Bengalooru
Mrs	Bheema reddy	HR-Manager	IVRCL	Punjangudda Hills	Hyderabad

Ex. No : 3	PREPARING A STANDARD COVERING LETTER WITH MAIL MERGE
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.

To create a database and generate labels for the applying organization

Systems Requirements:-

i. System configuration:-

a) 2 GB RAM

b) 500 GB Hard disk

ii. Software Requirements:-

a) Windows 7 operating system with 32 bit.

b) MS Word

iii. Hardware Requirements:-

a) Monitor

b) Key board

c) Mouse

d) Printer

e) CPU

Procedure / Algorithm:

Step 1 : Open a Word document

Step 2 : Select Tools from the drop down list box

Step 3 : Select Create from the mail merge dialogue box

Step 4 : Select form letters from the drop down list and select the new main document

Step 5 : Select the field names

Step 6 : Click OK to add with the document

Step 7 : Save the field name and click OK.

Step 8 : Now select Edit data source and enter the data's with number of records click OK

Step 9 : From the Insert menu field insert the field. Select the <<abc>> to see print preview

Step 10 : Select merge to new document to view the merged document using page wise save

Step 11 : Then we can see Print Preview after selecting mail merge option.

Step 12 : From the pull down menu, select Print Documents option to print the created mail merge document.

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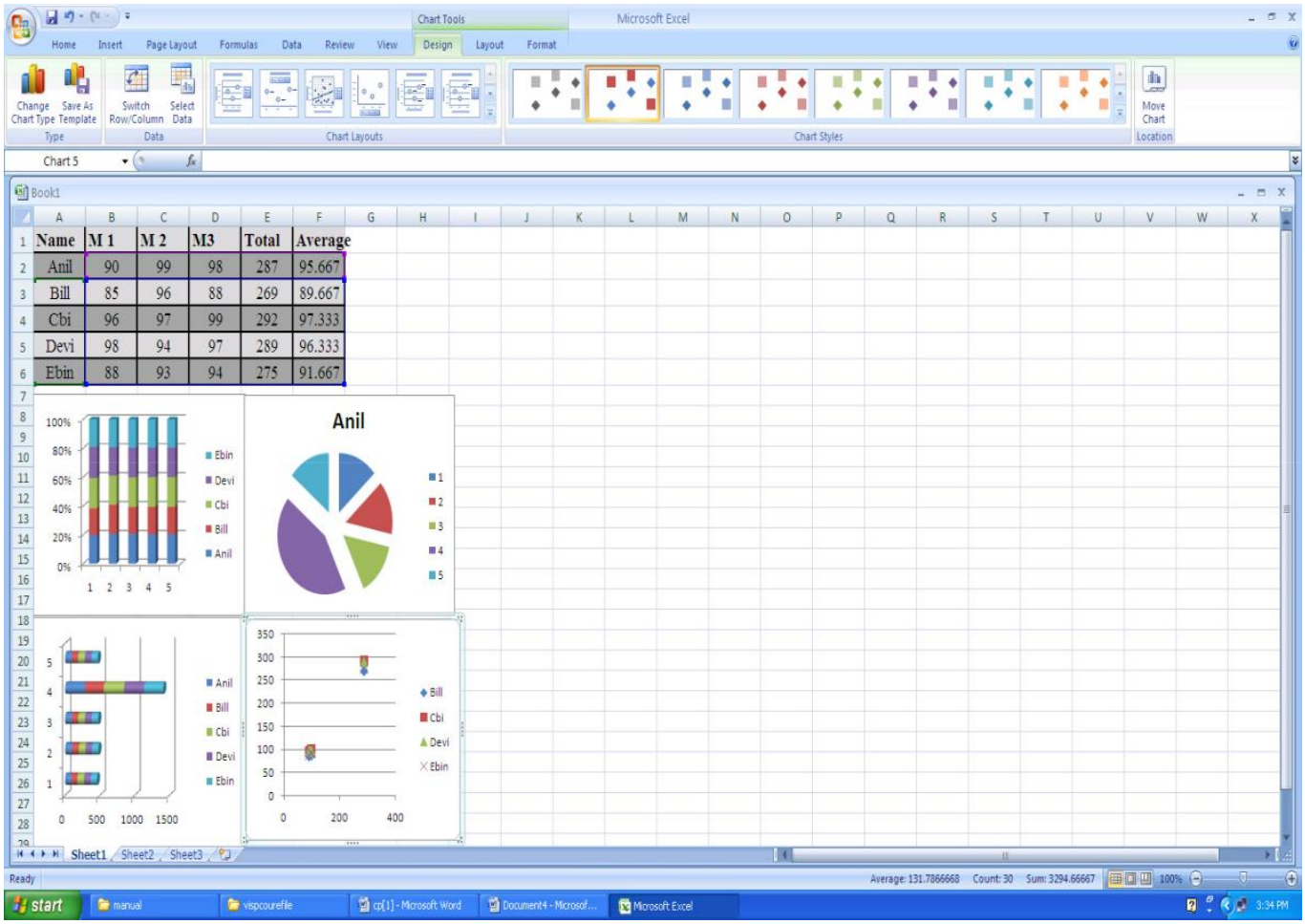
RESULT:

Thus the mail merge operation has been carried out to send a standard application for various organizations.

SAMPLE CHARTS MODEL



Ex. No : 4	PREPARING A LINE, BAR, AND PIE CHART
Date :	

AIM:

To prepare a line, bar, and pie chart for illustrating subject wise performance of the class for any one semester.

Systems Requirements:-
i. System configuration:-

a) 2 GB RAM
b) 500 GB Hard disk

ii. Software Requirements:-

a) Windows 7 operating system with 32 bit.
b) MS Excel

iii. Hardware Requirements:-

a) Monitor
b) Key board
c) Mouse
d) Printer
e) CPU

Procedure / Algorithm:

Step 1:. Open a Microsoft Excel Worksheet.

Step 2: Place the Cursor on the desired cell and start entering the required Student details

Step 3: To find the Total and Average using formula (Total = m1+m2+m3), Average = (Total / 3)

Step 4: Select the table and go to Insert ⟶ Chart ⟶ Choose one type of Chart.

Step 5: Reselect the table again and Insert Chart Choose another type of Chart.

Step 6: Repeat these steps for all types of charts

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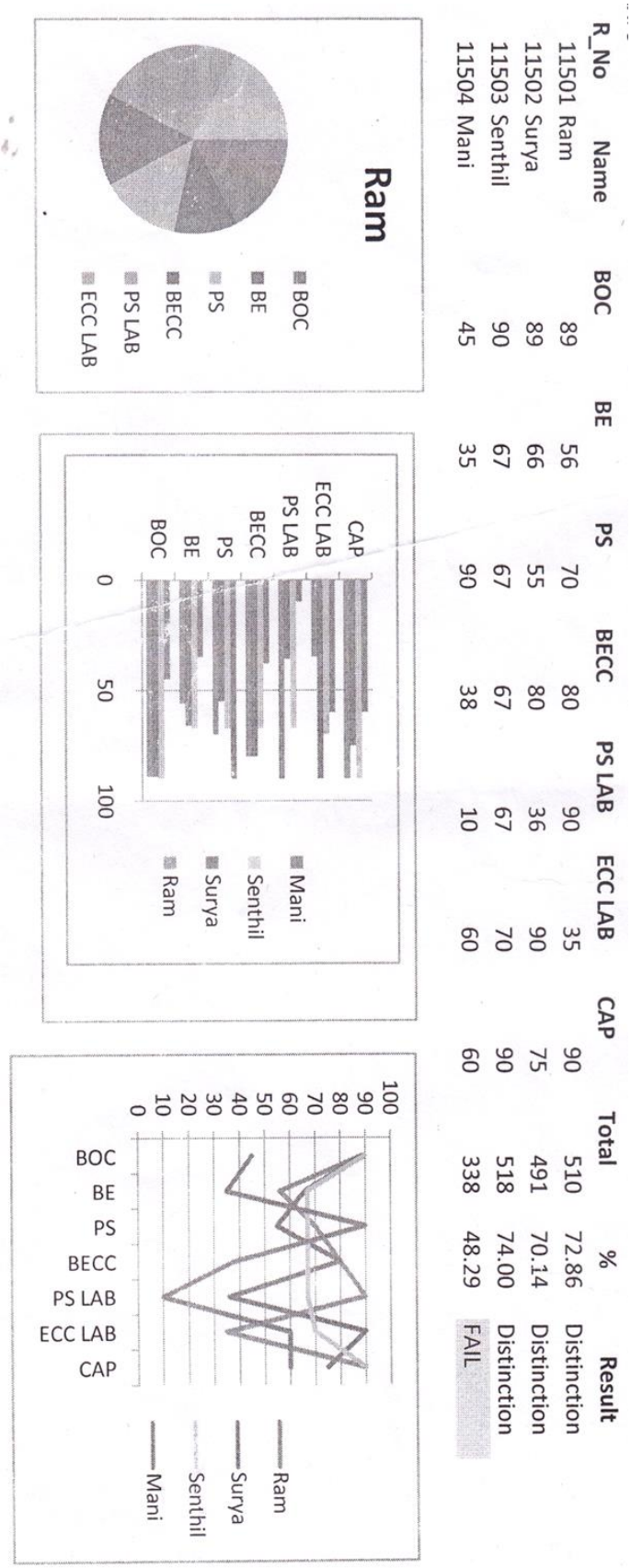
` **SAMPLE CHARTS MODEL**

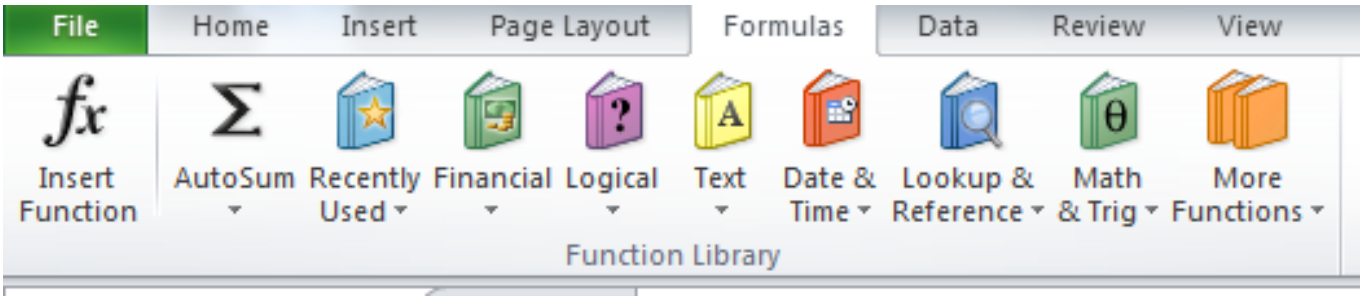


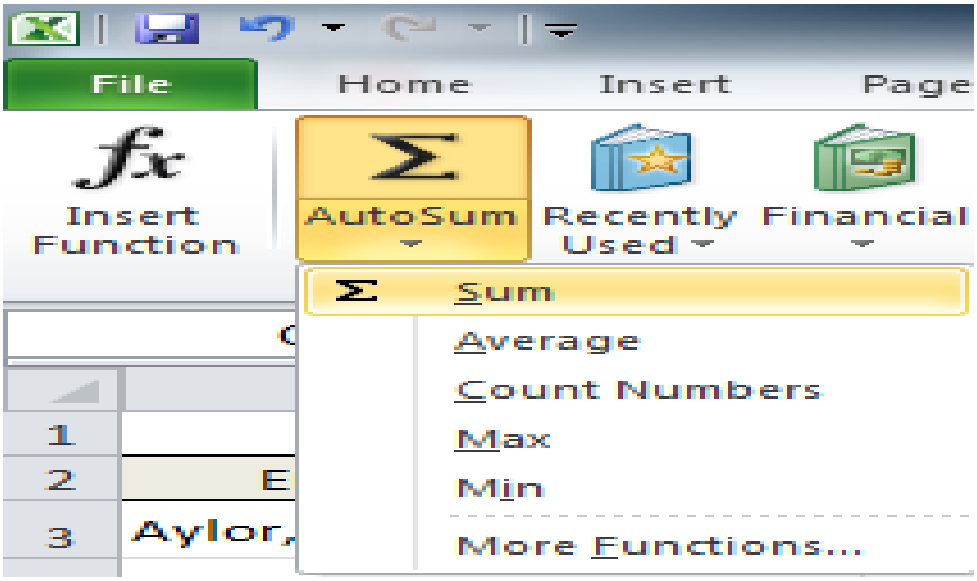
R_No	Name	BOC	BE	PS	BECC	PS LAB	ECC LAB	CAP	Total	%	Result
11501	Ram	89	56	70	80	90	35	90	510	72.86	Distinction
11502	Surya	89	66	55	80	36	90	75	491	70.14	Distinction
11503	Senthil	90	67	67	67	67	70	90	518	74.00	Distinction
11504	Mani	45	35	90	38	10	60	60	338	48.29	FAIL

RESULT:

Thus the different type of charts has been created successfully for the table of data using excel spread sheet.

MS – EXCEL QUICK ACCESS ICONS





NOTE:

- **Other functions include: averaging the numbers in a column, counting the numbers in a column and finding the minimum and/or maximum numbers in the column.**

Ex. No : 5	CREATING WORK SHEET WITH VARIOUS FUNCTIONS
Date :	

AIM

To create a worksheet for the given data and perform the following functions in MS - Excel

(a) Using Sum, Average Count Min, Max, **Logical functions (IF, AND, OR & NOT)** and

(b) **Round functions**.

Systems Requirements:-

i. System configuration:-

a) 2 GB RAM
b) 500 GB Hard disk

ii. Software Requirements:-

a) Windows 7 operating system with 32 bit.
b) MS Excel

iii. Hardware Requirements:-

a) Monitor
b) Key board
c) Mouse
d) Printer
e) CPU

Procedure / Algorithm:

To add numbers in a column:

Step 1. Select the cell directly beneath the last entry.

Step 2. Select Auto Sum located on the Formulas tab.

Step 3. Select the AutoSum button

Step 4. This will select all items within the column

Step 5. Click the Enter key on your keyboard to calculate the sum of all fields.

Other functions are available by selecting the AutoSum dropdown menu.

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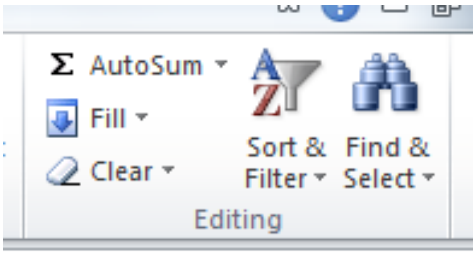
SAMPLE DATA

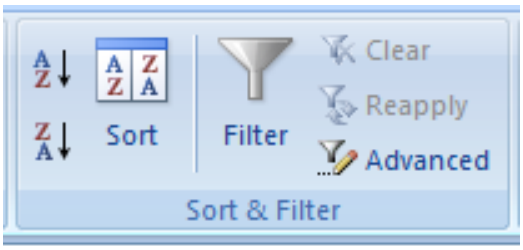
R_No	Name	BOC	BE	PS	BECC	PS LAB	ECC LAB	CAP	Total	%	Result
11501	Ram	89	56	70	80	90	35	90	510	72.86	Distinction
11502	Surya	89	66	55	80	36	90	75	491	70.14	Distinction
11503	Senthil	90	67	67	67	67	70	90	518	74.00	Distinction
11504	Mani	45	35	90	38	10	60	60	338	48.29	FAIL

RESULT:

Thus the work sheet has been created and different operations were carried out successfully.

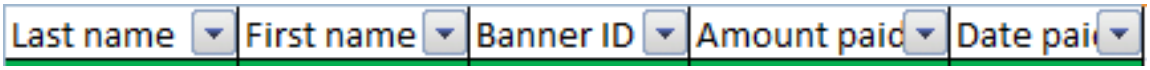
QUICK ACCESS ICONS IN MS EXCEL



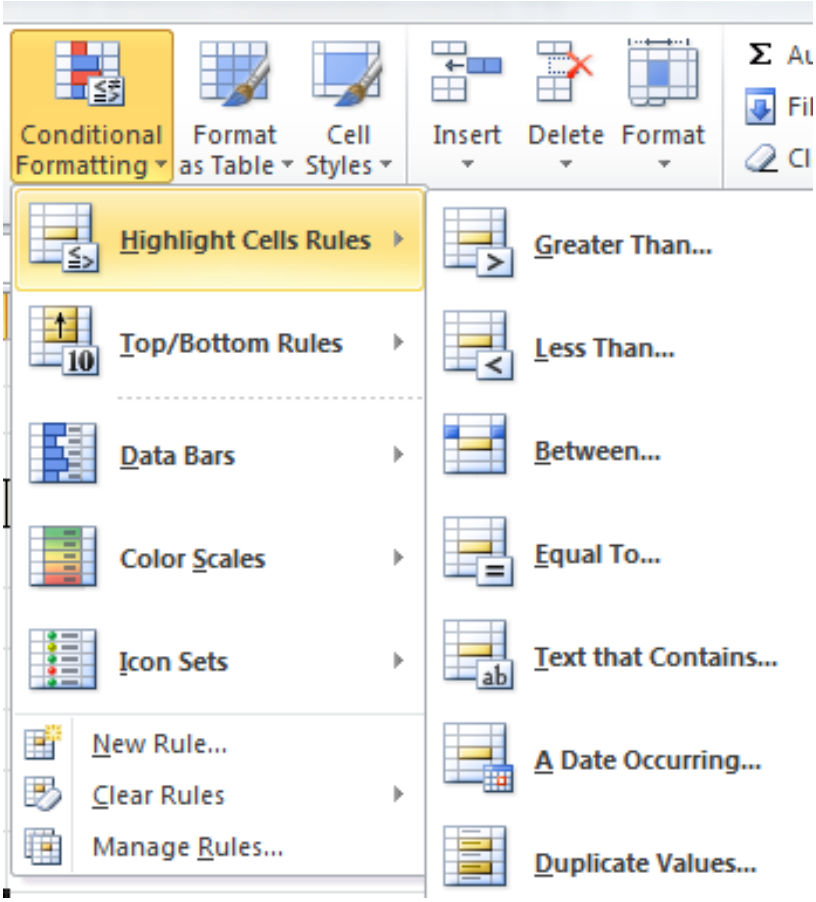


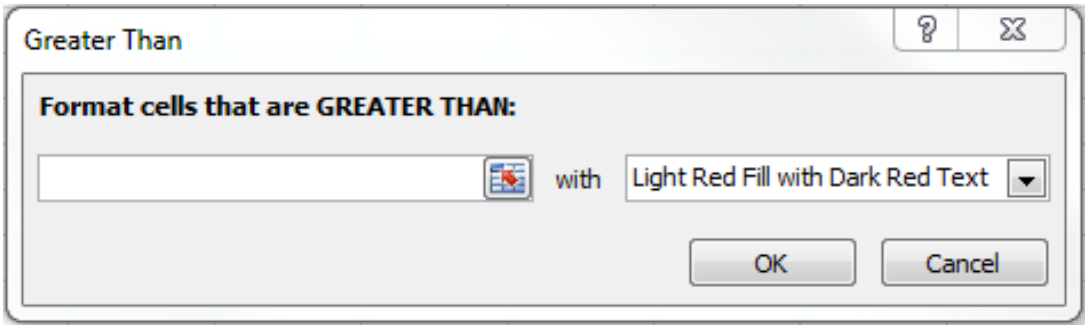
Sort & Filter menu bar

A dropdown arrow will appear to the right of each column header.



All sort and filter functions can also be found from the dropdown Sort & Filter menu in the Editing section





Ex. No : 6	CREATING WORK SHEET WITH VARIOUS FUNCTIONS
Date :	

AIM

To create worksheet in excel to carry out the following analysing options

(a) Filtering and

(b) Conditional formatting.

Systems Requirements:-

i. System configuration:-

a) 2 GB RAM
b) 500 GB Hard disk

ii. Software Requirements:-

a) Windows 7 operating system with 32 bit.
b) MS Excel

iii. Hardware Requirements:-

a) Monitor
b) Key board
c) Mouse
d) Printer
e) CPU

Procedure / Algorithm:

1.Apply a filter:

Step 1. Select the range of data to filter

Step 2. Highlight the headers of each column of data to filter.To highlight all header columns select the entire first row.

Step 3. Select Filter.

2.Conditional formatting

* Manage Rules allows you to view, edit, delete, and add rules.

* To manage conditional formatting rules:

Step 1. Select Conditional Formatting.

Step 2. Select Manage Rules.

* This will open the Conditional Formatting Rules Manager dialogue box:

* Select the formatting rules for dropdown to view rules for the current selection or any other worksheet or table within the workbook. You may add, edit or delete a rule from the Conditional Formatting Rules Manager.

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SAMPLE DATA

Donars list with amount

name	donation amount
a	1000.00
b	50.00
c	150.00
e	2000.00
f	3000.00
g	4000.00
h	123.00
i	6000.00
j	4000.00
k	5600.00
l	9000.00
m	8000.00
n	87.00
o	787.00
p	100.00
q	500.00
r	6740.00
s	5000.00
t	8000.00
u	78.00

RESULT:

Thus the work sheet has been created and analysed with different operations were carried out successfully.

SAMPLE PPT DATA

WORKSHOP
ON
EFFECTIVE COMMUNICATION SKILLS

By Prem Chand

Objectives

- Define and understand communication and the communication process
- List and overcome the filters/barriers in a communication process
- Practice active listening
- Tips to improve verbal and non verbal communication

What is Communication?

COMMUNICATION IS THE ART OF TRANSMITTING INFORMATION, IDEAS AND ATTITUDES FROM ONE PERSON TO ANOTHER.COMMUNICATION IS THE PROCESS OF MEANINGFUL INTERACTION AMONG HUMAN BEINGS.

ITS ESSENCES :

- ✶PERSONAL PROCESS
- ✶OCCURS BETWEEN PEOPLE
- ✶INVOLVES CHANGE IN BEHAVIOUR
- ✶MEANS TO INFLUENCE OTHERS
- ✶EXPRESSION OF THOUGHTS AND EMOTIONS THROUGH WORDS & ACTIONS.
- ✶TOOLS FOR CONTROLLING AND MOTIVATING PEOPLE.
- ✶IT IS A SOCIAL AND EMOTIONAL PROCESS.

Barriers to communication

- Noise
- Inappropriate medium
- Assumptions/Misconceptions
- Emotions
- Language differences
- Poor listening skills
- Distractions

Hearing Vs Listening

Hearing – Physical process, natural, passive

Listening – Physical as well as mental process, active, learned process, a skill

Listening is hard.
You must choose to participate in the process of listening.

VALUE OF LISTENING

- ✶ Listening to others is an elegant art.
- ✶ Good listening reflects courtesy and good manners.
- ✶ Listening carefully to the instructions of superiors improve competence and performance.
- ✶ The result of poor listening skill could be disastrous in business, employment and social relations.
- ✶Good listening can eliminate a number of imaginary grievances of employees.
- ✶Good listening skill can improve social relations and conversation.
- ✶Listening is a positive activity rather than a passive or negative activity.

Ex. No : 7	MAKE A COMMON PRESENTATION ON GENERAL TOPIC
Date :	

AIM

To make a common presentation of any general topic with at least 15 slides.

Systems Requirements:-

i. System configuration:-

a) 2 GB RAM
b) 500 GB Hard disk

ii. Software Requirements:-

a) Windows 7 operating system with 32 bit.
b) MS Powerpoint

iii. Hardware Requirements:-

a) Monitor
b) Key board
c) Mouse
d) Printer
e) CPU

Procedure / Algorithm:

Step 1: Click Start→ Programs→ Microsoft office→ Microsoft power point

Step 2: Create necessary slides on given topic.

Step 3: To view the slides, click slide show option.

Step 4: Print the document as Hand outs in Print option.

PASTE YOUR PRINT OUT HERE

SAMPLE PPT DATA

ESSENTIALS OF COMMUNICATION
Dos

- Always think ahead about what you are going to say.
- Use simple words and phrases that are understood by every body.
- Increase your knowledge on all subjects you are required to speak.
- Speak clearly and audibly.
- Check twice with the listener whether you have been understood accurately or not
- In case of an interruption, always do a little recap of what has been already said.
- Always pay undivided attention to the speaker while listening.
- While listening, always make notes of important points.
- Always ask for clarification if you have failed to grasp other's point of view.
- Repeat what the speaker has said to check whether you have understood accurately.

ESSENTIALS OF COMMUNICATION
DON'Ts

- Do not instantly react and mutter something in anger.
- Do not use technical terms & terminologies not understood by majority of people.
- Do not speak too fast or too slow.
- Do not speak in inaudible surroundings, as you won't be heard.
- Do not assume that every body understands you.
- While listening do not glance here and there as it might distract the speaker.
- Do not interrupt the speaker.
- Do not jump to the conclusion that you have understood every thing.

Improving Body Language - Tips

- Keep appropriate distance
- Touch only when appropriate
- Take care of your appearance
- Be aware - people may give false cues
- Maintain eye contact
- Smile genuinely

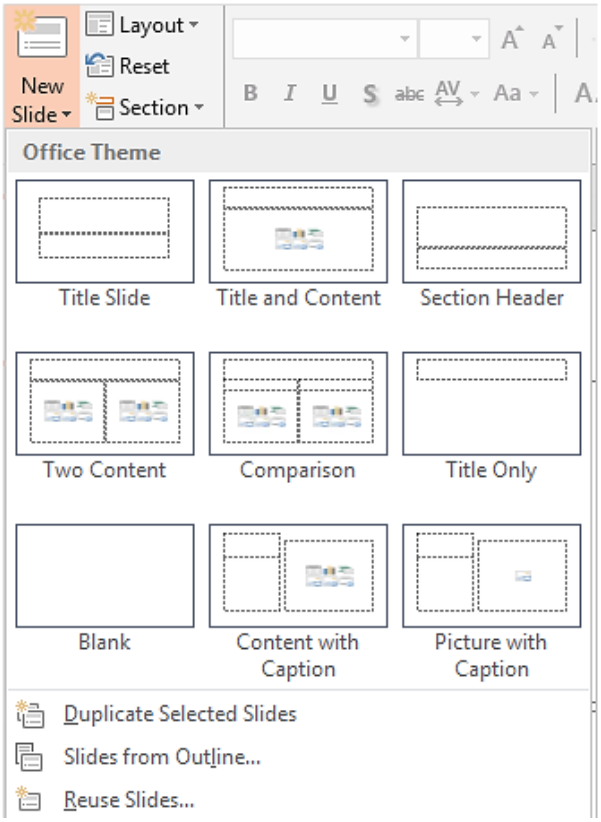
Success for YOU…

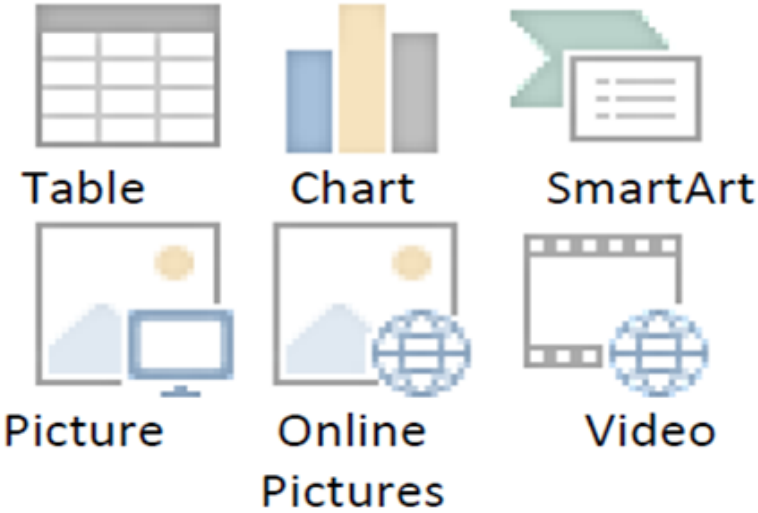
…in the new giobal and diverse workplace requires excellent communication skills!

Thank U

RESULT:

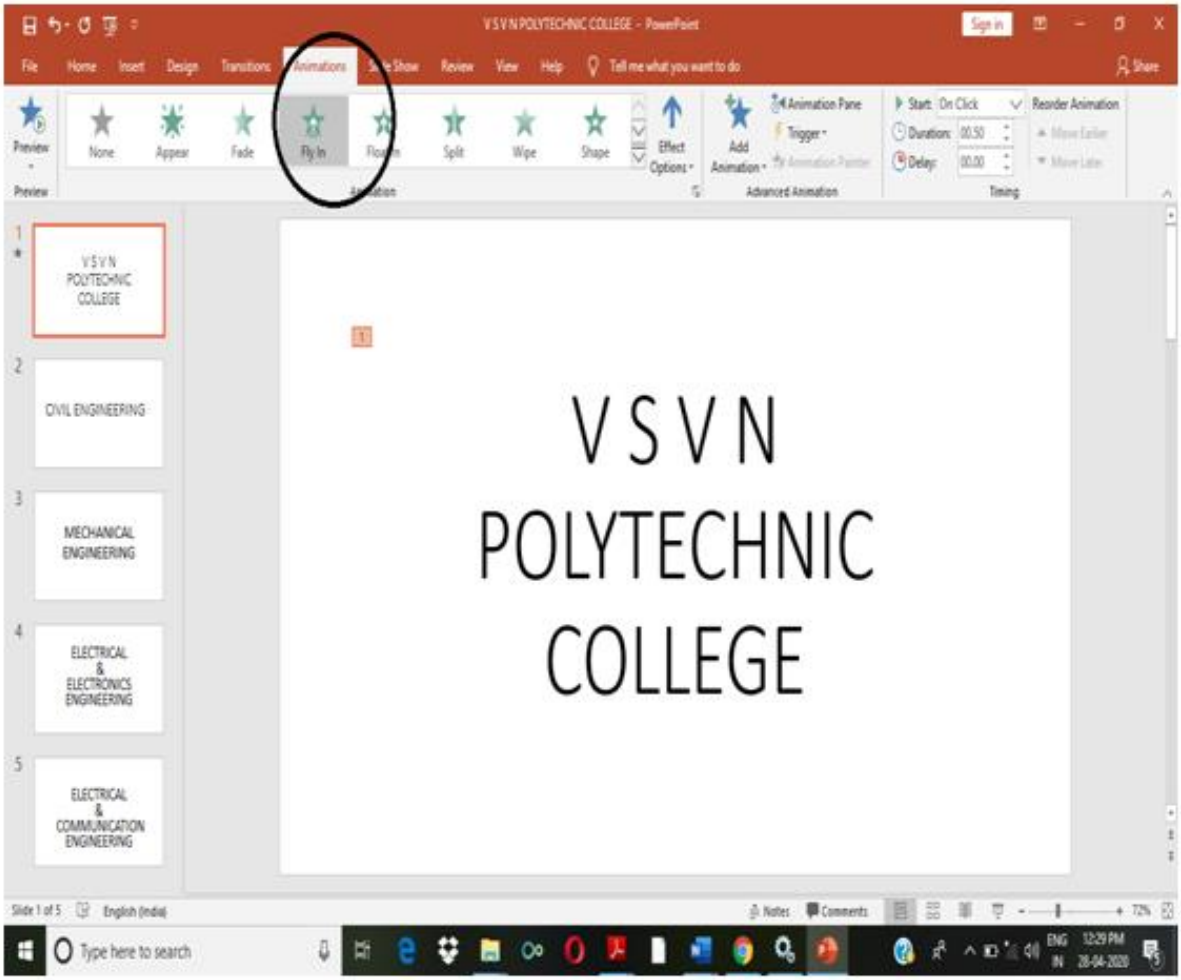
Thus the common presentation on given topic was prepared successfully.





The icons represent the six standard graphical elements that you might want to insert.

The following pictures used to create a good presentation with various functions



ANIMATION

Ex. No : 8	MAKE A PRESENTATION ON OUR COLLEGE WITH DIFFERENT CUSTOMIZED ANIMATION EFFECT AND HYPERLINK
Date :	

AIM

To make a presentation of given topic with at least 10 slides and perform the following operations,

a) Make custom animation
b) Insert shapes, header & Footer, slide number
c) Insert Video, Audio, Picture, Tables and Hyperlink Between slides.

Systems Requirements:-

i. System configuration:-

a) 2 GB RAM
b) 500 GB Hard disk

ii. Software Requirements:-

a) Windows 7 operating system with 32 bit.
b) MS Powerpoint

iii. Hardware Requirements:-

a) Monitor
b) Key board
c) Mouse
d) Printer
e) CPU

Procedure / Algorithm:

Step 1: Click Start→ Programs→ Microsoft office→ Microsoft power point.

Step 2: Create necessary slides on given topic.

Step 3: To use different animation effects, click slide show ⟶ Custom Animation.

Step 4: Custom animation popup menu, select the picture to be customized and then add effect.

Step 5: From the top down menu, choose an animation to apply.

Step 6: To change the speed of animation, select the modify area of the custom animation plane, click on the down facing arrow ⟶ labelled speed

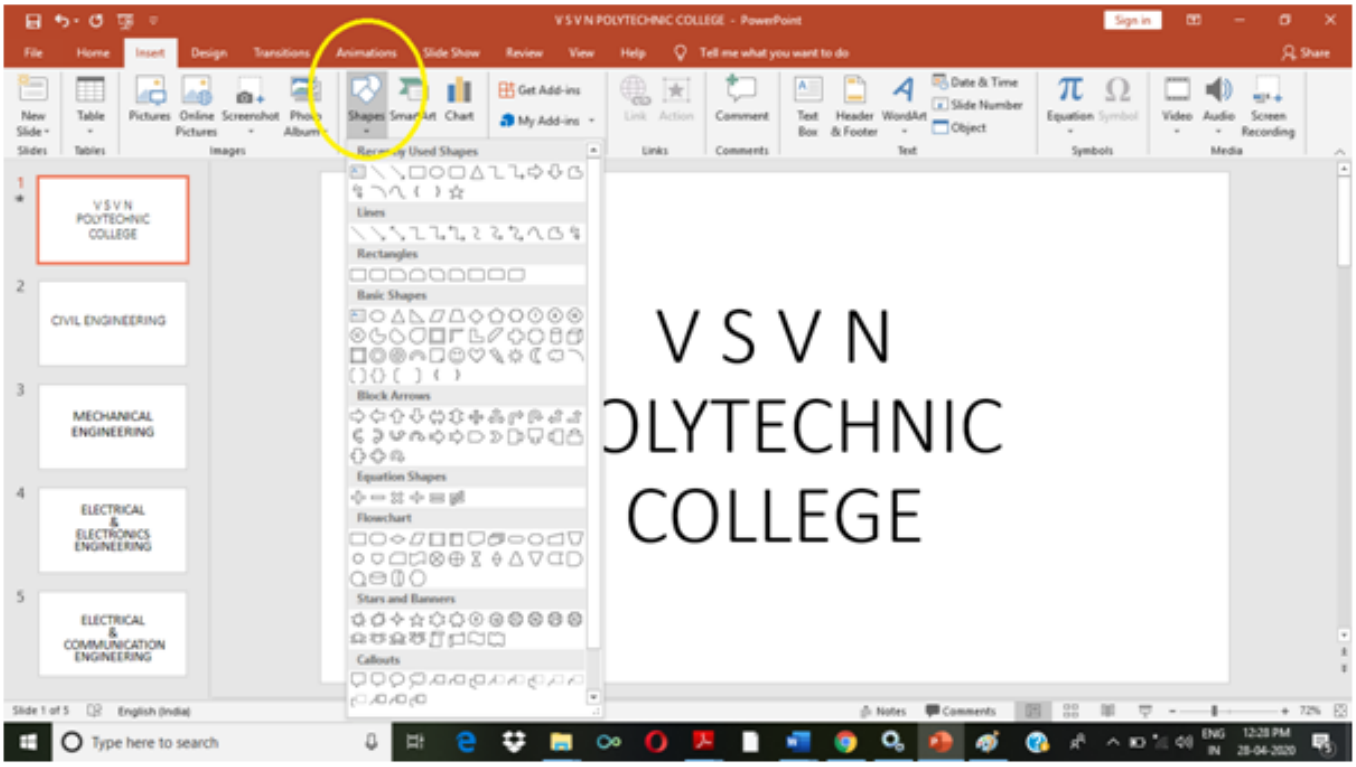
Step 7: For adding sound effects ⟶ Effect tab ⟶ Sound box

Step 8: From the drop down menu, select sound which you want to accompany with animation.

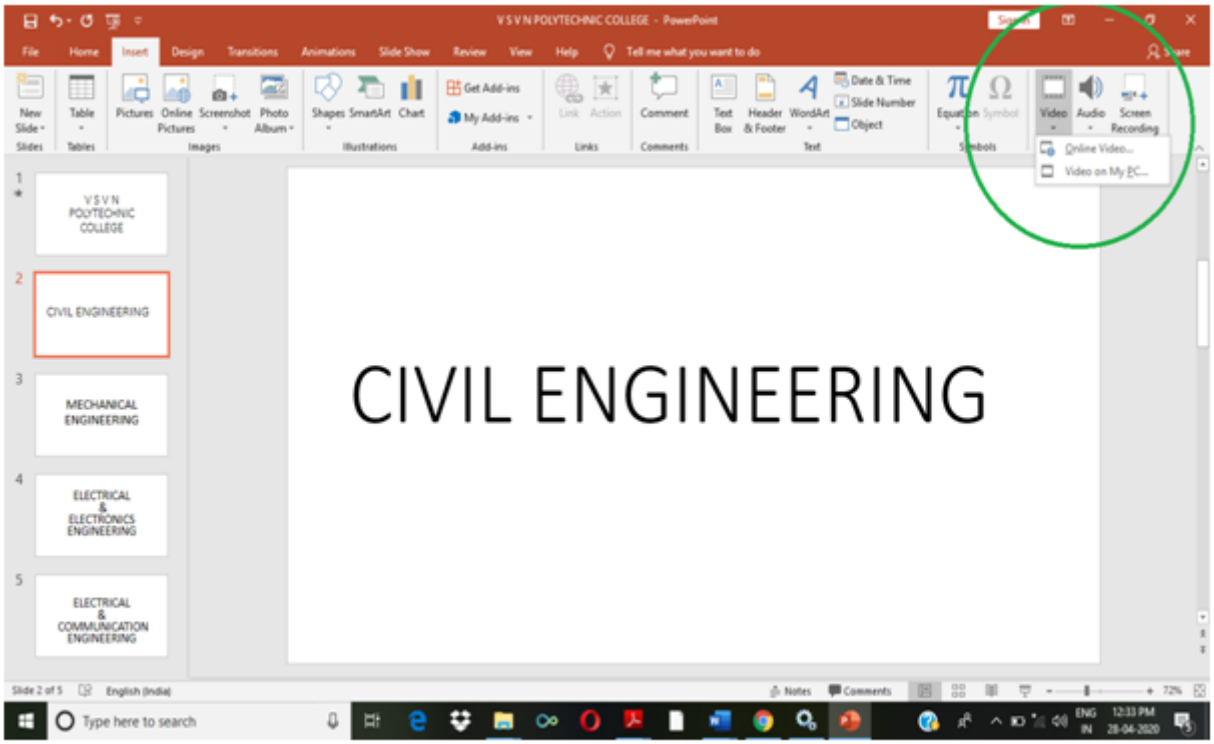
Step 9: Follow the same procedure to insert video.

Step 10: From the Insert menu, upload picture, insert header, footer and page number.

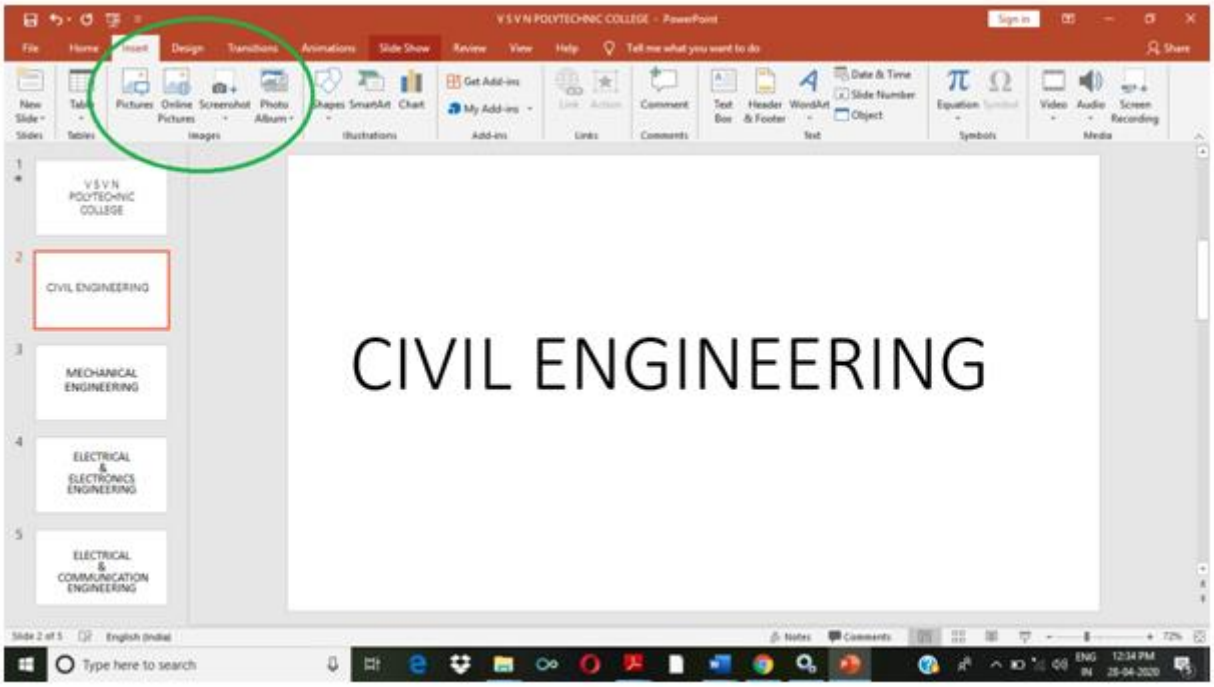
Step 11: From the Insert menu, similarly Hyperlink the presentation.



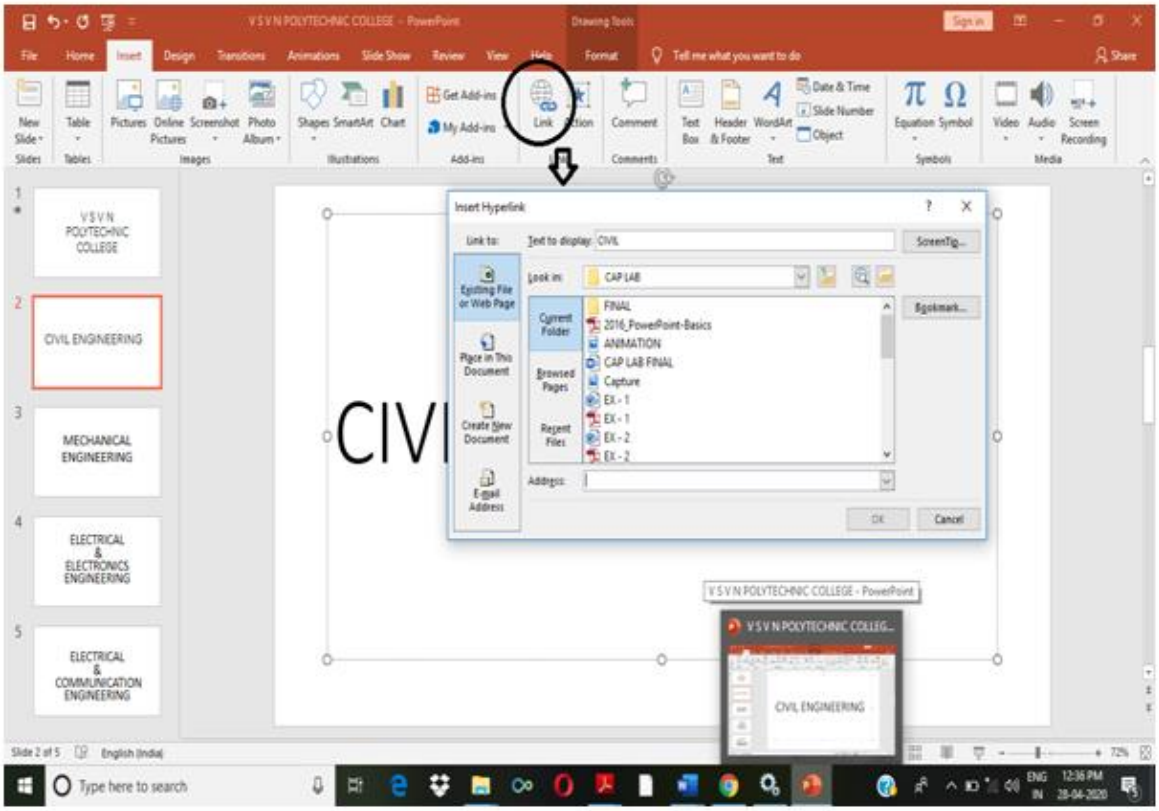
SLIDE NUMBER



video & Audio



Picture

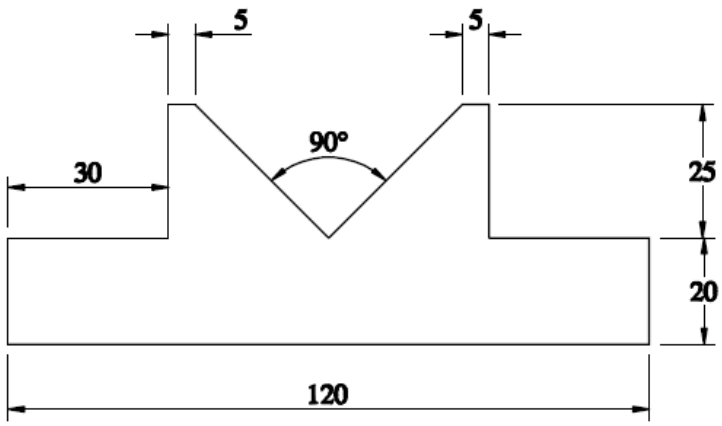


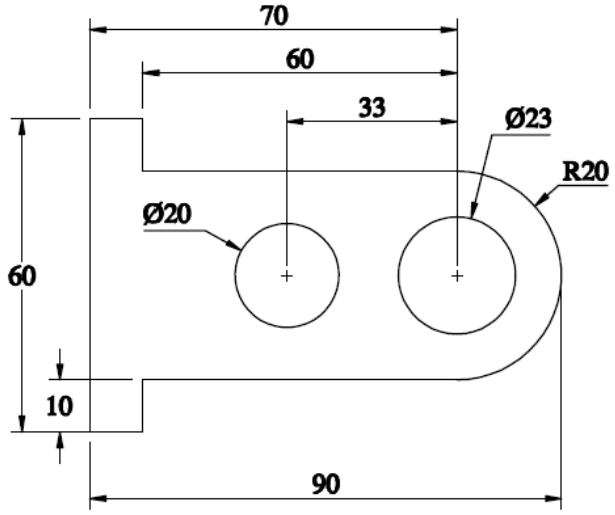
Hyperlink

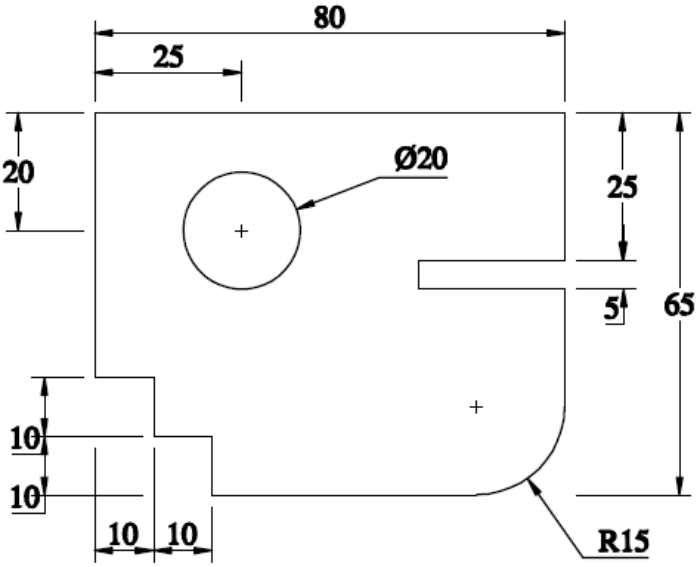
RESULT:

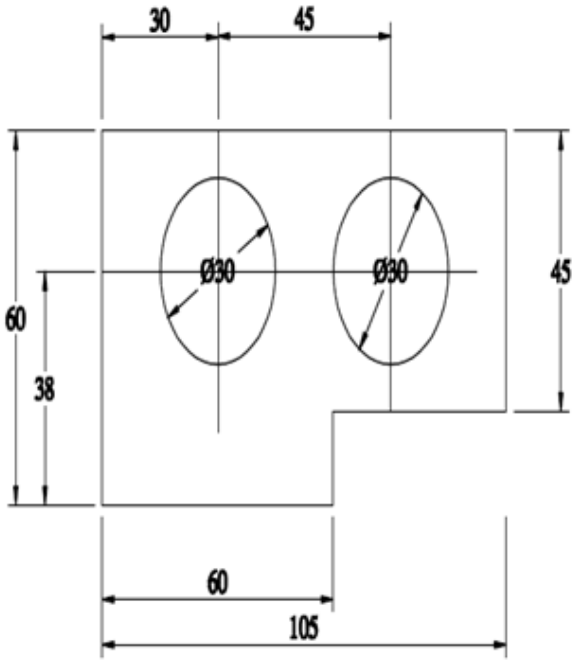
Thus the Presentation on given topic with different customized animation effects was prepared successfully.

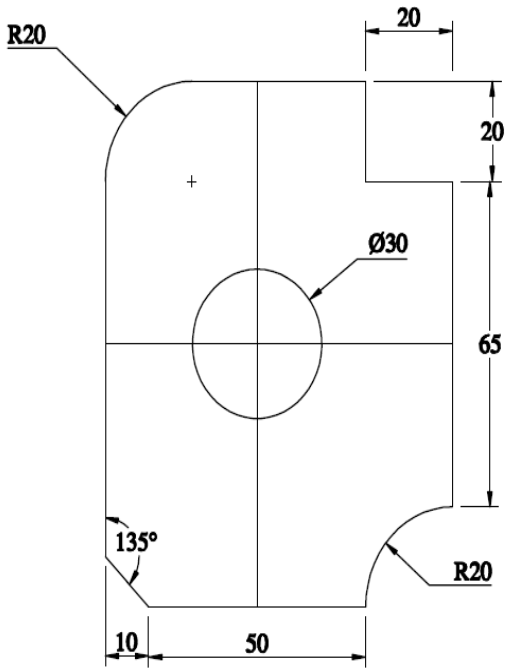
SIMPLE 2D DRAWINGS

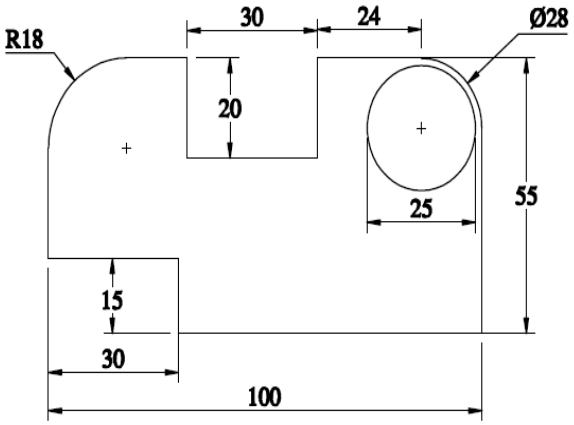












Ex. No : 8	SIMPLE 2D DRAWINGS USING AUTOCAD
Date :	

AIM

To draw a given 2D diagram using Auto CAD commands.

Systems Requirements:-

i. System configuration:-

a) 2 GB RAM
b) 500 GB Hard disk

ii. Software Requirements:-

a) Auto CAD 2016

iii. Hardware Requirements:-

a) Monitor
b) Key board
c) Mouse
d) Printer
e) CPU

COMMANDS USED:

- Limits
- Zoom
- Grid
- Object snap
- Ortho
- Dimension style
- Fillet
- Mirror
- Units
- Line
- Trim
- Chamfer
- Circle
- Arc
- Erase, etc.,

Procedure:

Step 1: To create a new file to draw the given diagram.

Step 2: Then according to the dimension draw the above diagram in the work space by using line command and name it by using Text Command.

Step 3: After completing the diagram save the object

PASTE YOUR PRINT OUT HERE

Result

Thus the given 2D diagram using Auto CAD commands has been drawn.

VISION

"To be an Institute of Excellence in Technical Education and Training of individuals , Focusing on the needs of the Nation and Society in tune with Technological Developments"

MISSION

"Our Mission is to Produce Disciplined and Quality Technocrats through Academic Programme of Noted Excellence to Serve the Society"

QUALITY POLICY

Virudhunagar S. Vellaichamy Nadar Polytechnic College intends to produce a disciplined and quality technocrats by imparting value added technical education and training by reinforcing our bonds with industry, parents, alumni and students and to continuously develop an innovative and excellence in every sphere of education, faculty improvement and all facilities through continual improvement of quality management system with whole human development