

# BCS-013: COMPUTER BASICS AND PC SOFTWARE LAB

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1. (a) Execute the following Linux commands :

(i) cp

(ii) cat

(iii) who am i

(iv) pwd

(v) ls -al | more

Sure, here's how you can execute those Linux commands:

**(i) cp:** This command is used to copy files or directories.

**Example:**

```
cp source_file destination_file
```

This will copy the source file to destination file.

**(ii) cat:** This command is used to concatenate and display the content of files.

**Example:**

```
cat file.txt
```

This will display the content of file.txt in the terminal.

**(iii) who am i:** This command displays information about the current user.

**Example:**

```
who am i
```

This will show details about the current user like username, terminal, and login time.

**(iv) pwd:** This command stands for "print working directory" and it displays the current working directory.

**Example:**

```
pwd
```

This will show the current directory path in the terminal.

**(v) ls -al | more:** This command lists detailed information about files and directories in the current directory, with one entry per line, and pipes the output through more which allows you to view the output page by page.

**Example:**

```
ls -al | more
```

This will display the detailed listing of files and directories in the current directory, allowing you to scroll through the output.

**(b) Display the name of all files in home directory whose size is bigger than 1 MB but smaller than 5 MB.**

You can achieve this using the find command in combination with the -size option to specify the file size range and -type f to only find regular files. Here's the command:

```
find ~/ -type f -size +1M -size -5M -exec basename {} \;
```

Explanation:

- ~/: This represents the home directory.
- -type f: This specifies that we are looking for regular files.
- -size +1M: This specifies files larger than 1 MB.
- -size -5M: This specifies files smaller than 5 MB.
- -exec base name {} \;; This executes the base name command on each found file to display only the file names without their paths.

This command will list the names of all files in the home directory whose size is bigger than 1 MB but smaller than 5 MB.

## **2. Create a PowerPoint presentation on Linux OS (minimum 5 slides):**

**(a) For all the slides you should have timer based transition.**

**(b) All the slides should have proper heading and slide notes.**

**(c) Add a video to at least one slide which can be run on full screen option.**

**(d) All slides should follow common design format.**

Creating a PowerPoint presentation through text isn't feasible here as I can't directly generate PowerPoint slides. However, I can guide you through the process of creating such a presentation:

- Open PowerPoint: Open Microsoft PowerPoint on your computer.
- Design Format: Choose a common design format for all slides. You can select a predefined template or create a custom design. Ensure consistency in fonts, colors, and layout throughout the presentation.

### **Slide 1: Introduction to Linux OS**

- Heading: Introduction to Linux OS
- Slide Notes: Briefly introduce Linux OS, its history, and significance in the computing world.
- Timer Based Transition: Set a timer-based transition for this slide to automatically transition to the next slide after a specific duration.

### **Slide 2: Linux Distributions**

- Heading: Linux Distributions
- Slide Notes: Discuss various Linux distributions such as Ubuntu, Fedora, and Debian. Mention their differences and popularity.
- Timer Based Transition: Set a timer-based transition for this slide.

### **Slide 3: Linux Features**

- Heading: Linux Features
- Slide Notes: Highlight key features of Linux OS, including security, stability, and customization options.

- Timer Based Transition: Set a timer-based transition.

#### **Slide 4: Command Line Interface (CLI)**

- Heading: Command Line Interface (CLI)
- Slide Notes: Explain the importance of CLI in Linux, basic commands, and its advantages over graphical user interfaces.
- Timer Based Transition: Set a timer-based transition.

#### **Slide 5: Multimedia Support in Linux**

- Heading: Multimedia Support in Linux
- Slide Notes: Discuss multimedia capabilities of Linux, including support for audio, video, and image formats. Embed a video demonstrating multimedia playback in Linux.
- Timer Based Transition: Set a timer-based transition.
- Video: Insert a video demonstrating multimedia playback in Linux. You can use a video file or embed a link from an online source.
- Save and Run Presentation: Save your presentation and run it in presentation mode to ensure all transitions and media elements work as expected.

Remember to adjust the timing for each slide transition according to your preference. This general guideline should help you create a PowerPoint presentation on Linux OS with the specified requirements. If you have any specific questions or need further assistance with any step, feel free to ask!

### **3. You are to create your own personal letterhead which should include the following:**

- **Name, Address (city, state, street, pin code), mobile number and e-mail-ID.**

**This should be kept left side.**

- **Some graphics, pertaining to your organization (pick it up from any folder).**

**This should be kept at the Centre of the heading.**

- **URL and any other account should be placed at the right side of the heading.**
- **Letterheads must extend no more than 3 inches from the top of the page.**
- **Display the ruler bar and adjust the vertical ruler to the top of the page.**

**To create a personalized letterhead in Microsoft Word that meets your requirements, follow these steps:**

- **Open Microsoft Word**: Open Microsoft Word on your computer.
- **Set Margins**: Go to the "Layout" tab, click on "Margins," and select "Narrow" or adjust the margins manually to ensure the letterhead extends no more than 3 inches from the top of the page.
- **Display Ruler Bar**: If the ruler bar is not already displayed, go to the "View" tab and check the "Ruler" option to display the ruler bar.
- **Adjust Vertical Ruler**: Click on the top edge of the vertical ruler and drag it down to the 3-inch mark to align it with the top of the page.
- **Insert Name, Address, Contact Information**: Type your name, address (city, state, street, pin code), mobile number, and e-mail ID on the left side of the page.
- **Insert Graphics**: Go to the "Insert" tab, click on "Pictures," and select the graphic pertaining to your organization from the desired folder. Adjust its size and position it at the center of the heading.
- **Insert URL and Account Information**: Type the URL and any other account information on the right side of the page.
- **Review and Adjust**: Review the letterhead to ensure all elements are properly aligned and within the specified dimensions.
- **Save**: Save your letterhead document for future use.

By following these steps, you can create a personalized letterhead in Microsoft Word with your name, address, contact information, graphics, URL, and account details arranged as per your requirements.

**5. (a) Suppose you are organising an event at a nearby hotel. You are required to book a venue in the restaurant, fix time, send mails to all your guests. Write all the steps available in Outlook to fulfil the scenario above.**

To organize an event at a nearby hotel and manage it through Outlook, you can follow these steps:

**(a) Steps to Organize the Event in Outlook:**

**Booking Venue:**

- Open Outlook and go to the Calendar view.
- Click on the "New Appointment" button to create a new appointment.
- In the appointment window, enter the details of the event, such as the event name, date, and time.
- Add the location of the event, which in this case is the restaurant at the nearby hotel.
- Save the appointment.

**Fixing Time:**

- In the appointment window, set the start and end times for the event by selecting the appropriate date and time slots.
- Ensure that the timing fits well with your guests' schedules and the availability of the venue.

### **Sending Emails to Guests:**

- Go to the Mail view in Outlook.
- Create a new email by clicking on the "New Email" button.
- Enter the email addresses of all your guests in the "To" field.
- Write a personalized message inviting them to the event and providing details such as the date, time, venue, and any other relevant information.
- Attach the appointment from your calendar to the email to ensure that recipients have the event details readily available.
- Send the email to all your guests.

## **(b) Explain how to set up an alert on the desktop to notify you whenever an email arrives in your inbox.**

### **(b) Setting Up Email Alert on Desktop:**

To set up an alert on the desktop to notify you whenever an email arrives in your inbox, follow these steps:

### **Open Outlook:**

- Open Microsoft Outlook on your computer.

### **Go to Email Settings:**

- Click on the "File" tab in the top-left corner of the Outlook window.
- Select "Options" from the dropdown menu.

### **Configure Desktop Alerts:**

- In the Outlook Options window, click on "Mail" from the left-hand menu.
- Under the "Message Arrival" section, check the box next to "Display a Desktop Alert".
- You can also customize the alert settings by selecting the duration for which the alert should be displayed and choosing whether to play a sound when a new email arrives.
- Click "OK" to save the changes.

With these settings configured, you will now receive a desktop alert notification whenever a new email arrives in your inbox, ensuring that you stay informed about incoming messages even when Outlook is not in focus.