

SWASTICK YOUTH COMPUTER TRAINING CENTRE

(A Government of West Bengal Initiative Under the Directorate of Youth Services)

Village- Paschim Sridharpur, Post - Gurudaspur, P.S. - Dholahat, Dist-24Pgs(S),

Block-Patharpratima, Pin-743349, Contact No. 9733600064

IT

Lesson –01

Windows XP / Windows 7(Fundamental)

1. How to Start & Restart Computer (Apply on Self P.C.)
2. To create a folder on the Desktop whose name is “Swastick” and change folder icon “Computer”.
3. Change Wallpaper/Theme.(Apply on Self P.C.)
4. Change Screen saver 3D Text.(Apply on Self P.C.)
5. Change Date & Time on status bar [18th December, 2016 & 10:00 A.M.](Apply on Self P.C.)
6. How to Change Screen Resolution [800x600, Landscape](Apply on Self P.C.)
7. How to open Typing Master & Practice Lesson (Typing Test)
8. How to change Mouse Speed.
9. Show icon Large, Medium, Small. (Apply on Self P.C.)
10. Apply sort by Name, Size, item type, Date modified (Apply on desktop icons.)

Lesson – 02

Microsoft-Paint

1. Open Microsoft Paint application and save this file in your first name.
2. To draw pictures/logos of the followings



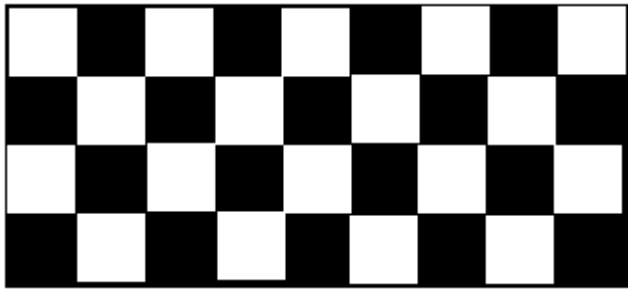
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Lesson – 03

Wordpad

1. Open WordPad application & setup page A5 Size, Margin Four sides:0.5 inch, portrait. Save this file in your full name.
2. Write the following paragraph :

SATYANUSARAN BOOK

Sree Sree Thakur Anukulchandra

“Out for one don’t ask for ten. Try perfectly for the one, you shall get all. Surely you will gain life in the manner in which you give it. He who gives his life for love gains a life of love. Be inspired by your purpose and with serene mind forbear all. Then only shall your purpose be fulfilled.

Give your heart. You need never retreat. Rely, and you shall never be frightened. Believe, You shall master the world within.”

3. Set Heading of the paragraph whose font: Arial, Size:20, Alignment: Center, Color: Blue.
4. Set First Paragraph whose font: Monotype Corsiva, Size: 16, Color: red.
5. Set Others Paragraph whose font: Calibri, Size: 16, Color: Green.
6. Insert any Picture at bottom portion of this paragraph (OLE).
7. Insert Date & Time at Top portion of this paragraph.
8. Write the following text& apply Bullet

STUDENT’S LIFE

- **Initiation**
- **Education**
- **Marriage**

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Lesson-04 (A) [Notepad]-HTML

1. Open Notepad application & Save this file as "swastick.html"
2. Type the following Format (Headings)

```
<html>
<head>
<title>SWASTICK Web</title>
</head>
<body>
<h1>Welcome to Swastick Youth Computer Training Centre</h1>
<h2>A Govt. of West Bengal Initiative Under the Directorate of youth
Services</h2>
<h3>Established:2016</h3>
<h4>Gurudaspur Hospital More</h4>
<h5>South 24 parganas</h5>
<h6>Pin:743349</h6>
</body>
</html>
```

3. Type the following Format (Unordered list)

```
<html>
<head>
<title>SWASTICK Web</title>
</head>
<body bgcolor="purple" text="white">
<h1><u> Swastick Youth Computer Training Centre (Govt. of W.B.)</u></h1>
<b>Admission Going on Certificate & Diploma Courses:</b>
<ul>
<li>IT(Official Job)
<li>FA(Accounted Job)
<li>DTP (Graphics Designer)
<li>MULTIMEDIA (Animation | VideoEditing | Audio | Graphics)
<li>HARDWARE (Repairing & Maintaining)
<li>WEB PAGE DESIGN (Internet Page)
<li>AUTOCAD (Building Plan)
<li>TYPING COURSE (Clerkship)
</ul>
<hr>
K2SO4 + H2O = KOH + H2SO4<br>
(a + b + c)2 = a2 + b2 + c2 + 2ab + 2bc + 2ac
</body>
</html>
```

4. Save this file then run (F5) from internet explorer/Google Chrome.

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Lesson – 04(B) CSS

1. Type the following CSS Text and view the result

```
<html>
<head>
<style type="text/css">
h1{color:blue; letter-spacing:0.5cm; text-align:center; text-decoration:linethrough}
h2{color:#dda0dd; letter-spacing:-3px; text-align:right; text-decoration:overline}
h3{text-align:left; text-decoration:underline}
p{color:rgb(255,0,0); text-indent:1cm; text-transform:uppercase}
a{text-decoration:none}
</style>
</head>
<body>
<h1>Welcome to</h1>
<h2>Swastick Computer Centre</h2>
<h3>Introduction</h3>
<p>SWASTICK Computer Centre is one of the strategic Youth trainer unit of SWASTICK YCTC
(Government). We believe in Empowering your future by providing quality IT
education.</p>
<a href="http://www.wbyouthservicesgov.in">Department of Youth Services & Sports</a>
<br>
<p style="text-transform:capitalize; text-indent:-1px; color:black"><b>Note:</b>Netscape 4
does not support the "letter-spacing" property.</style>
</body>
</html>
```

Lesson – 05(A)

Ms-Dos

1. Open Microsoft- Dos then write Internal & External Commands of the followings.
 - a. Display Full Screen.
 - b. Now **Clear the Screen**.
 - c. **Change the** root directory / DOS prompt to D:
 - d. Display Current system **Date** of your P.C.
 - e. Display Current system **Time** of your P.C.
 - f. Display Current **Volume** of your P.C.
 - g. Display Current **Version** of your P.C. Operating System.
 - h. Display **Label** name of your P.C.
 - i. Display **Hexagonal Color** Code.

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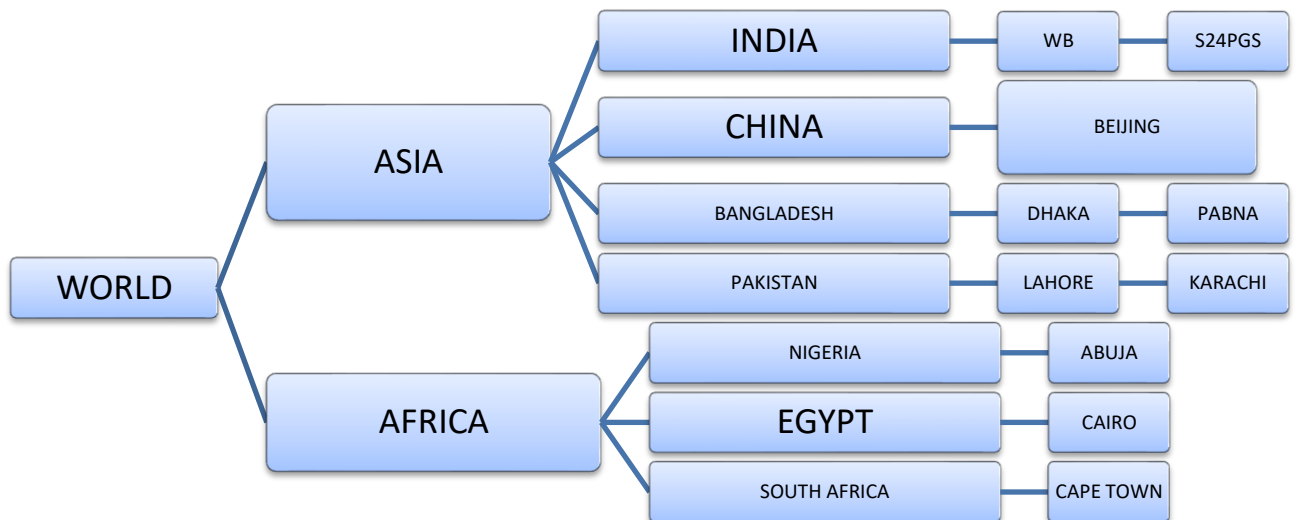
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- j. Apply **Background color** : blue, text color : white
- k. To create a Directory with your name (MD Command)
- l. To create a Subdirectory with your Surname under your name.
- m. To create a TREE structure(Village→Block→Distric→State→Country→World)

Lesson – 05(B) (Ms-Dos)

1. Create the file in the root directory D:\> named COVID19.TXT with the following contents:
 - a. Conjunctivitis
 - b. Joint Pain
 - c. Nausea
2. Copy the file COVID19.TXT with a new name OLDCOVID19.TXT
3. Rename the fileOLDCOVID19.TXT toCOVIDVACCINATION.TXT
4. See the contents of the file COVIDVACCINATION.TXT
5. Change the contents of the file COVID19.TXT as :
 - a. Fever
 - b. Dry Cough
 - c. Tiredness [Save the file.]
6. See the contents of the file COVID19.TXT
7. Delete the file COVIDVACCINATION.TXT
8. Now create a TWO directory structure using appropriate command:-[MD/CD



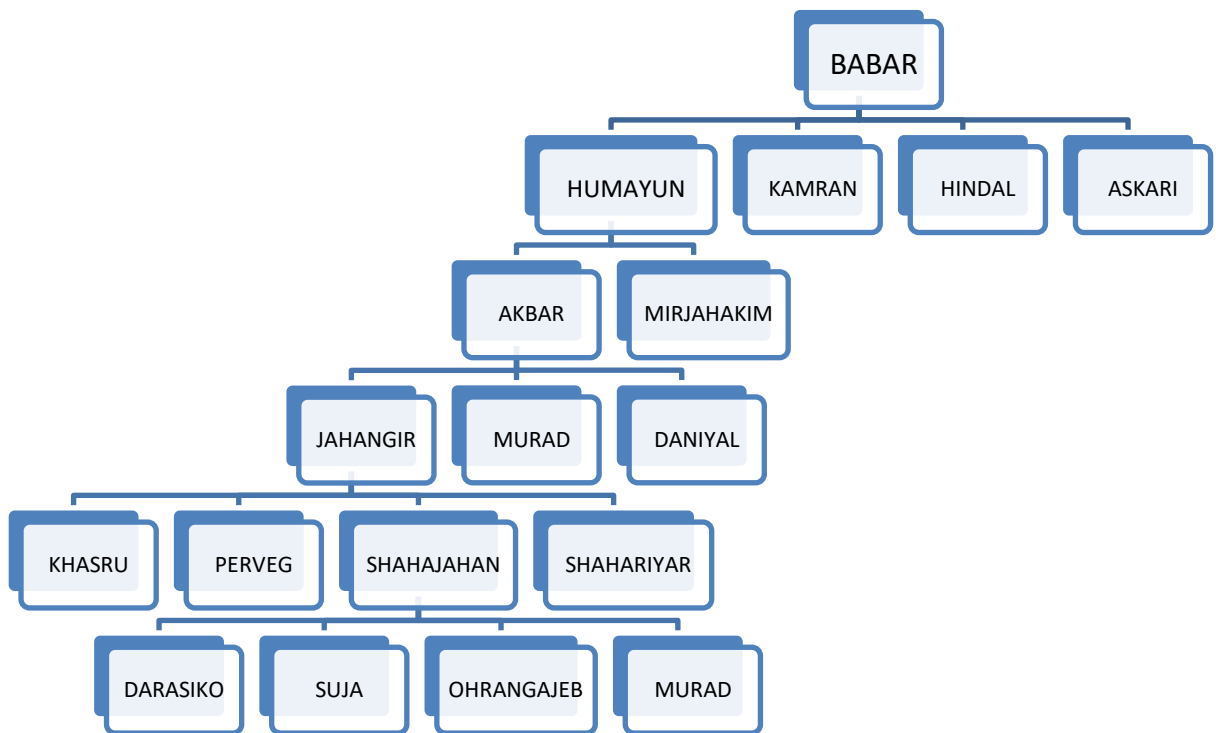
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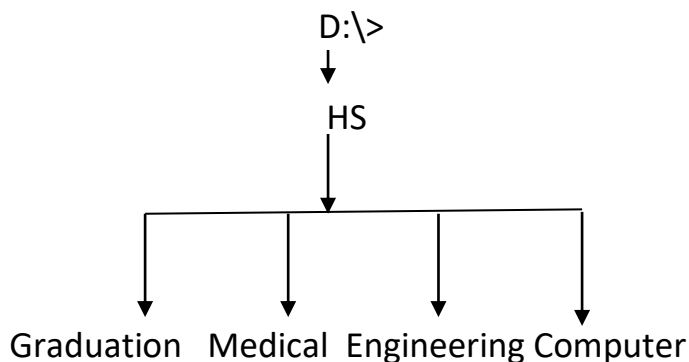


9. Give the command to see the whole structure.

10. Exit form DOS.

Lesson – 05(C) (Ms-Dos)

1. Create the following directory structure:-



2. Give the commend to see the whole structure.

3. Now do the following:-

a) Create a file under **Medical** sub – directory with a name **Neet.TXT**

b) Cerate other files under **Engineering** with a name **JEE.TXT**

c) Copy the file **Neet.TXT** of **MEDICAL** to **COMPUTER** directory.

d) Rename the file of **MEDICAL** directory to as new name **Cardiologist.TXT**

e) Copy the file **JEE.TXT** of **ENGINEERING** directory to HS directory with a new name **BCA.TXT**

f) Move the file **Neet.TXT** of **COMPUTER** directory to **GRADUATION** directory.

g) Remove the directory **COMPUTER**.

h) Delete “**HS**” Tree structure from your PC.

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Lesson –01 (Microsoft windows Explorer)

1. To create a folder on the Local Disk D:\> as Financial.
2. To create sub folders “Bank”, “Income Tax”, “Professional Tax”, “service Tax”, “GST” and “VAT” under financial folder.
3. To create sub folders “Axis Bank”, “Bank of India” and “ICICI Bank” under bank sub folder.
4. To create sub folders “TDS” and “Return” under “Income Tax” sub folder.
5. To create sub folders “CGST” and “SGST” under “GST” sub folder.
6. To create a text document file “Challan” in the “VAT” Sub folder.
7. To create a word document file “e-return” in the “Service Tax” sub folder.
8. To create a paint file “SYMBOL” in the Professional Tax sub folder and draw a SBI Logo in this file.
9. To copy the file “Challan” to the “Service Tax” sub folder and change the file name “Paid”.
10. To move the file “e-return” to the “VAT” sub directory.
11. To remove the file “Paid” as temporarily.
12. To back “Paid” file from the Recycle Bin as Restored.
13. Permanently Delete “Financial” folder from Local Disk D:\>.

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Lesson –01 (Microsoft Office Word 2007)

1. To create a Document whose paper size will be width: 148mm, height: 210mm & margin:- left: 15mm, right: 12mm, top:12mm, bottom:10mm. Portrait page.
2. Write the following Paragraph with carefully mind

SATYANUSARAN

“The stay of all existence is Dharma, and He is the Supreme Fulfiller.

Dharma never becomes many. It is always one. There is no variety of it.

Views may be many-even as many as there are people. Still, Dharma cannot be many.

In my opinion, to speak of Hindu Dharma, Christian Dharma, Mohammedan Dharma, Buddhist Dharma, etc. is wrong; rather, they are so many views.

In fact, there is no opposition in the views-different views, the same way-feeling One in many forms.

Each faith is for the expansion of avowed activity. That can be in many forms and as much as is gained by the expansion, so much the realization-wisdom. So Dharma is based upon realization-to be ‘real’ in nature.”

3. Set the heading of the Paragraph whose font name:Chicago, Size: 19, Style: Bold.Alignment : Center
4. Set the Whole Paragraph whose font: Times New Roman, Size: 15, Alignment: Justify, Indentation: -Left: 0.7 inch, Right: 0.5 inch, First line: 0.5 inches, Spacing before&after: 12pt, Single line.
5. Write Header portion of this page

(The Pursuit of Truth)

Sree Sree Thakur Anukulchandra

6. Apply Footer portion of this page

Page Number, P.T.O

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Lesson -02 (Microsoft Office Word 2007)

1. Write the mathematical formula/equation

$$(x+y)^2=x^2+2xy+y^2 \quad |(a+b)^3=a^3+3a^2b+3ab^2+b^3$$

$$(a-b)^3 = a^3 - 3a^2b + 3ab^2 - b^3 = a^3 - b^3 - 3ab(a-b)$$

$$ab = \left(\frac{a+b}{2}\right)^2 - \left(\frac{a-b}{2}\right)^2$$

$$r = \frac{1}{2}at^2 + v_0t + r_0$$

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

$$\sqrt[3]{8}, \left(\frac{2}{5} + \frac{3}{15}\right) = \frac{6+3}{15} = \frac{3}{5}$$

2. Write the following Chemistry equation



Formula to convert Fahrenheit to Celsius

$$C=(F-32)\times\frac{5}{9}$$

3. Symbol: Cell Phone(☎):9733600064 | 💰 :GST | 🏠 : Thin client

Lesson -03 (Microsoft Office Word 2007)

1. Type the following Paragraph and Paste it Four times, applies Different Change Case on the Separate paragraph.

The new bill being prepared on the lines of United Kingdom Traffic Management Act may also push for over Rs 2,000 fines for common offences such as red light jumping, not wearing seatbelt and helmet, and higher penalties for speeding, driving under influence of alcohol. I use CTRL^C 90% of the time (and CTRL^X the other 10%). I am your #1 fan!!

2. Apply a suitable Page Border & Page Color in the above document.
3. Now apply the following Font Styles on the First Paragraph:

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Font : Monotype Corsiva, Font Size : 16, Alignment : Center, Effects : Emboss, Color : Green

4. Now apply the same font Styles in the next two paragraphs using Format Painter.

5. Create a new Auto Text with the Name “**WBCHSE**” against the text “**West Bengal Council of Higher Secondary Education**”.

6. Change the word **If** to **Iff** by using **Auto Correct Option**.

Type the following line to see the effects:

“If you have committed any sin, confess it in anguish. You shall be consoled soon.

Be careful ! Do not suppress narrowness or sin. If you do, it will increase gradually and quickly lead you to extreme degradation.

7. Type the above paragraph and Find the word “**Iff**” in this paragraph

8. Replace the word “**Iff**” with “**If**”.

9. Do the following Text Wrapping using Word Art.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

INSERT TAB

10. Do the following Text Wrapping using Clip Art Picture.

Computer is an Electronics Device which can perform simple to complex arithmetical calculation as well as logical operation, it is called Computer. A computer is a machine that can perform several different functions. You can device what the computer should do for you—that is you can program your computer to do your job, the way you want it done.



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Lesson –04 (Microsoft Office Word 2007)

11. Type the following Paragraph and include Drop Cap Effect.

Almost all the miseries men have in the world come from the addiction to ‘Kamini-kanchan’ (women and gold). It is better to remain as far away as possible from these two.

Lord Ramakrishna enjoined on everyone to remain far, far, far away from Kamini-kanchan.

If ‘Kam’ (lust) be dropped from ‘Kamini’, ‘ini’ (she) becomes Ma. Poison becomes elixir. And Ma is always Mother – never ‘Kamini’. To add ‘gi’ to Ma is catastrophe. Beware! Don’t lose thyself taking Ma as ‘Magi’ (fallen woman).

Everyone’s Mother is the Mother of the World. Every woman is another form of one’s own Mother. Think in this fashion.

12. Set a Bookmark name “PROPHET” against “Lord Ramkrishna”.

13. Insert a footnote on ‘Kamini-kanchan’ word of first paragraph as “SATYANUSARAN (The Pursuit of Truth) Sree Sree Thakur Anukulchandra”.

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Lesson –05 (Microsoft Office Word 2007)

1. To create a **Index Page** of the following

Ligate

July, 2016

Contents

| | Page |
|---|------|
| 01. The message – Sri Sri Thakur Anukulchandra | 2 |
| 02. Satyanusaran - Sri Sri Thakur Anukulchandra | 4 |
| 03. As I Find Him – Sri Nath Translated from original Bengali “Jemon Tankey Dekhi” by Aryama Sanyal | 5 |
| 04. Sri Sri Thakur Anukulchandra’s Pather Kari Translated by Kerry Brace. | 6 |
| 05. Sri Sri Thakur Anukulchandra’s Saswati Translated by Dhritiman Singh | 23 |
| 06. Sri Sri Thakur Anukulchandr’s Chalar Saathi Translated by Kerry Brace. | 28 |
| 07. Dharma and Consciousness (Sensation) Debasis Ghosh | 36 |
| 08. Time Tested Experiment – R.C.G. Shrivastava | 44 |
| 09. The Holy Inauguration of the Sundarnagar Satsang Vihar Vidarbh by Sri Sri DADA | 48 |
| 10. Around the Ashram | 53 |
| 11. Satsang Sambad | 54 |
| 12. Song as a form of worship | 55 |

Cover Photo : Raurkela Satsang Vihar, ORISSA

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Lesson –06 (Microsoft Office Word 2007)

1. To create a **Columns Page** of the following

Automatic teller machine (ATM)

- *Anjana Jain*

You know that computers have penetrated into business and banks in a big way. However, it is only towards the end of the 1990s that computerized automatic teller machines (ATMs) became popular. These machines are programmed to function throughout the day and night. You can walk in at any time of the day or night and withdraw cash from these machines. Such

machines can be located far away from the bank itself. They are simple to operate. The user can read the instructions on the machine and push the necessary keys to make a successful transaction. Touch screens are also used in ATMs. HDFC Bank, ICICI Bank, State Bank of India and most other banks have a number of ATMs installed in major cities in India.

2. Write the following text with different bullets format:

Make Carrier in Swastick YCTC(Govt.):

- **IT**
- **MULTIMEDIA**
- **FINANCIAL ACCOUNTANT**
- **WEB PAGE**
- **HARDWARE & NETWORKING**

3. Write the following text with different Numbering format:

Swastick Youth Computer Training Centre (Govt. of West Bengal)

- a}. Vill . Paschim Sridharpur
- b}.Post. Gurudaspur
- c}.P.S. Dholahat
- d}.Dist. 24 Parganas (South)
- e}.Pin. 743349

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4. Write the following text with different Numbering format:

Do you know?:

- 1) AM : Ante Meridian
- 2) PM : Post Meridian
- 3) PIN : Personal Identification Number
- 4) ICU : Intensive Care Unit
- 5) VPN : Virtual Private Network
- 6) SIM : Subscriber Identity Module
- 7) OTP : One Time Password

Lesson –07 (Microsoft Office Word 2007)

1. Type the following Text with *Multilevel List*

1] Computer

a} Software

(i) Application

(ii) System

b} Hardware

(i) Input Unit

(ii) Memory Unit

(iii) Output Unit

1st. Keyboard

2nd. Mouse

3rd. Joystick

4th. OMR

5th. OCR

c} Firmware

2] CPU

a} Motherboard

b} SMPS

“R.S”

Government of West Bengal

Swastick Youth Computer Training Centre

Contact no. 9733600064 / 7718553373

The difference between Cut and Copy is that when Cut is applied the text is removed from the position where it was and copied to the clipboard and when Copy option is applied, the text retains its position and is copied to clipboard as well. The shortcuts for Cut and Copy are Ctrl + X and Ctrl + C.

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Lesson –08 (Microsoft Office Word 2007)

1. Create a Table as follows :-

a)

| Roll No. | Name | Course | Word | Excel | Total |
|----------|---------------------|--------|------|-------|-------|
| 1 | KAKALI BANIK | CITA | 75 | 95 | |
| 2 | SUPRIYA BAIDYA | CITA | 82 | 59 | |
| 3 | BIPLAB MAHAPATRA | CITA | 67 | 88 | |
| 4 | RITIKA MISRA | CITA | 49 | 76 | |
| 5 | ANIMESH HALDER | CITA | 55 | 72 | |

b) Insert a row between Roll 2 and 3 and insert the following records.

Roll No – 6, Name: Subhadip Maity, Course: CFAS, Word: 50 Excel: 89

c) Insert a column between Practical and Course named as '**Foxpro**' and insert Appropriate value in that column (92, 57, 59, 85, 92).

d) Insert a column **AVGERAGE** after '**Total**'.

e) Calculate the **Total** and **Average** of all Students with formula.

f) Sort the Table in ascending order of **Name**.

g) Make a new column before Roll No. column and Merge cells of that column. Now type the word **RESULT** and change the **TEXT Direction**.

h) Now insert a row above the heading. Merge all cells of this row and change its alignment to center.

i) Type the following Text in New Row-

Swastick Youth Computer Training Centre

(A Government of West Bengal)

J) Apply different **Visual Styles** for this Table under **Design** Tab.

2. Protect this file with Password. (**swastick**)

3. Close this Protect file and reopen protect file.

4. Apply Watermark on this document. (**STUDENT PROGRESIVE REPORT**)

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Lesson –09(Microsoft Office Word 2007)

1. Type the following except word written in bold format (**Mail Merge**)

To,

Dated : 3rd November,2024

The

Mr./Miss.

Name: <<First Name>><<Last Name>>

Address: <<Village>><<Post>>

Police Station: <<P.S>>

Dist: <<District>>

Pin Code: <<Pin>>

E-mail Id: <<E-mail>>

Respected <<Saluted>>,

I am informed that, you are kindly attending at **Swastick Youth Computer Training Centre (Govt.)** for Anniversary Festival on 18th Dec, 2024(Wednesday) at 10.00 A.M.

Thanking You.

Yours faithfully

(Dr. Birendra Nath Das)

Proprietor

Swastick Computer Centre

2. The word in **Bold** format indicates the field names you have to create in data file.
3. Now, follow the instructions as given in “Mail Merge Wizard” under Mailings Tab.

Note : You have to create 5 different records for different persons.

Message to be followed regarding saving of files:

- (a) The Main document should be saved in your **First Name**.
- (b) The Data file should be saved in your **Last Name**.
- (c) The Merge Document should be saved in your **full name**

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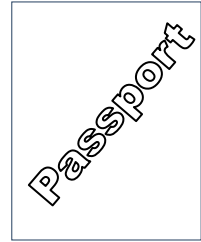
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IT

Curriculum Vitae/Bio-Data



Name : **Kamalesh Mahara**

Father's Name : **Amitabha Mahara**

Date of Birth : **7th September, 1995**

Present Address : **Village-Uttar Durgapur (Moyrachalk)**
P.O-Bhajna Bena Para,
P.S-Dholahat, Dist-24Pgs(South)
Pin-743347

Aadhaar Card : **2145 3521 4254**

Anchal : **DigambarpurGramPanchayat**

Cell Phone No : **(+91)9733600064**

Gender : **Female/Male**

Caste : **General/SC/OBC/ST**

Marital Status : **Unmarried/Single**

Nationality : **Indian**

Religion : **Hinduism/Islam/Christianity/Buddhism**

Language Known : **Bengali, English, Hindi**

Job Experience : **Fresher/7 Year Faculty Post**

Academic Qualification :

| Exam. Passed | Board/Council/University | Year of Passing | % of Marks |
|----------------------------|--------------------------|-----------------|------------|
| Madhyamik | W.B.B.S.E | 2016 | 64.5% |
| H.S. | W.B.C.H.S.E | 2018 | 89.7% |
| Graduation(B.A/B.Sc/B.Com) | C.U. | 2021 | 69% |

Others Qualification :

| Institute | Year | Session | Course | Grade |
|--|------|---------------------------|---|------------|
| Swastick Youth Computer Training Centre(A. Govt. of West Bengal) | 2017 | January-2017 to June-2017 | Certificate in Information Technology Application | Grade "A+" |

I hereby declare that all the information furnished above are true to the best of my knowledge and belief.

Place :

Date :

Applicant's Signature