Course Contents
IT WS I - ICS102
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Contents

1 Lectures (Tentative)

1.1 Basic Internet Skills

Since this is first lecture a brief info about computers, Internet etc. and how to boot / login using Linux in workspace machines will be explained.

Then various browsers such as Internet Explorer, Firefox, etc. will be introduced. Concepts about proxy server and steps on how to configure proxy properly will be explained. How to browse websites, register, send / receive email will be explained. Information about popular free email service providers like Gmail / Yahoo etc. will be discussed. Information about SMTP / POP3 and email clients will be discussed.

Tips on using web search engines(Google) effectively will be given. Using instant messengers for chatting, web based messaging sites (meebo, coolim). Good websites like wikipedia, stackoverflow, w3schools, etc. will be introduced.

Basic security tips on good password, not to give personal information to untrusted sites, etc. Difference between HTTP and HTTPS and information on useful privacy plugins will be explained. Checking IP address of machine. What is URL? What DHCP and DNS servers?

Various intranet websites will also be introduced.

1.2 Filesystem and shell

Information about windows drives and Linux filesystem would be provided. Different units used to specify file size, hard-disk size, Internet bandwidth etc. will be discussed.

Concept of files and directories and directory sizes will be explained. Information about archive formats like zip, tar would be provided.

Students would be taught how to perform basic filesystem operations like cut, copy paste of files and folders using GUI. Then same skills will be taught using command line. Search, changing permissions, accessing other systems remotely, etc. will also be covered using command line.

1.3 vi editor

Information on how to use vi editor to edit text files will be provided. '`vimtutor`' will be used as primary teaching tool and notes on vim would be provide for additional learning.

Some basic information on how to configure vim so that C, Java, etc. source files get indented as one types would also be provided.

1.4   OpenOffice.org Writer

In OpenOffice.org Writer following topics / concepts / skills will be covered
:

- Font: Size Color, Bold, Italic, Underline, Face/Type

- Paragraph: Indentation, Justification, Spacing, Alignment

- Page: Border, Numbering, Border, Layout

- Cut / Copy / Paste / Select / Undo / Redo

- Find / Replace

- Toolbar, StatusBar, TitleBar, Maximize, Minimize

- Keyboard shortcuts

- File Save, Save as, print as pdf, export

- Bullets and Numbering

- Tables

- Inserting pictures from file and clip art

- Hyperlink

- Editing Headers and Footers

- Macros (Optional)

Students would be expected to learn to use google docs also.

1.5   OpenOffice.Org Spreadsheet

In OpenOffice.org spreadsheet following topics / concepts / skills will be
covered :

- Cells / Rows / Columns / Cell Range / Sheets

- Insert / Delete, Row or column or sheets

- Data Types: Text / Number / Float / Date

- Select / Cut / Copy / Paste / Undo / Redo

- Keyboard shortcuts

- Formula / Functions

- Graphs

- Export to csv, save, save as,

- Auto Fill

- Text formatting (Bold, Italic, etc.), text alignment (left, right, etc.), font size, font color

- Sorting

- Find / Replace

- Filters

- Macros (Optional)

Students would be expected to learn to use google docs also.

1.6 OpenOffice.Org Impress

In OpenOffice.Org impress following topics / concepts / skills will be covered:

- Slides: Templates / Background

- Presentation: Insert / Delete / Edit slide

- Slide Show

- Insert Word Art / Clip Art / Graph / Picture from file

- Animation / Time settings

- Different views - slide sorter / normal

- Insert slide / Delete slide / Moving slide

- Charts / Tables

1.7 Basic HTML

Following topics will be covered in Basic HTML

- Basic Tags: `<html>`, `<head>`, `<body>`, `<font>`, `<p>`, `<pre>`, `<br>` `<hr>`, `<img>`, `<a>`, `<u>`, `<b>`, `<hn>`, `<sup>`, `<sub>`

- HTML escape sequences: > < & "

1.8 HTML Forms

Following form elements would be covered in HTML Forms:

- Text Input

- Password Input

- Radio button

- Check box

- Submit button

- Drop down list

- Multiple select list

2 Labs (Tentative)

2.1 Basic Internet Skills

- Do proxy settings on browsers.

- Find answers to some questions that you may have using web search.

- Send email (with attachment) / Check email / Delete email

- Register on websites like gmail, yahoo, facebook

- Add your friends on messenger using meebo, coolim, etc. Send test messages.

- Change email password.

- Use intranet portals like mess.iiit.ac.in

2.2 Filesystem and shell

- Check various file and folder sizes using GUI

- Create zip / tar files using GUI

- Practice all commands mentioned in slides

- Read man pages of interesting / important commands.

2.3 vi editor

- Use 'vimtutor' and learn to edit text files using vim properly.

2.4 Openoffice.org Writer

- Use Openoffice.org writer and learn features explained in lectures / slides.

2.5 Openoffice.org Spreadsheet (Calc)

- Use Openoffice.org spreadsheet and learn features explained in lectures / slides.

2.6 Openoffice.org Spreadsheet (Impress)

- Use Openoffice.org impress and learn features explained in lectures / slides.

2.7 Basic HTML

- Create Basic HTML pages to display text, lists, tables etc. on web browser.

2.8 HTML Forms

- Create HTML forms to display desired form on browser for user input.