



General Wingate polytechnic college

Department of ICT/ Data Base Administrator/

Level I COC

Operate Personal Computer

- ☞ Customize Your Desktop and make the View small icon, Alien Icon to grid Sort by name
- ☞ Customize Your Gadget
- ☞ Change Desktop Background
- ☞ Change Screen Sever to 3D by your name
- ☞ Change Computer and Network Icon
- ☞ Change the Screen Resolution to other
- ☞ Hide desktop and gadget
- ☞ Make Taskbar Blush, auto hide, use small icon, and make Right and Combine when taskbar is full add address and link
- ☞ Add Quick lunch word, Excel, pant, power gee z, A vast
- ☞ Create short cut to desktop Local C and Local D on My document
- ☞ Set the date and time Local time Nairobi
- ☞ Delete and restore Local c shortcut
- ☞ Give IP Address for your PC then make it Disable and Enable
 - ✦ IP 192.168.1.
 - ✦ Sub net mask
 - ✦ Default gateway 10.20.0.2
 - ✦ Alternate DNS server 4.8.2.1
- ☞ Keyboard shortcut find and copy past it on Local D by creating Word by name Keyboard
- ☞ Search this site by use Browser <http://www.google.com.org>
- ☞ Search sethc and CMD then write their path using notepad on Local D by name File Location
- ☞ How many PDF,DOCX,PPTX and XLSX file in your computer
- ☞ Create folder on Local D and open each folder in their own windows

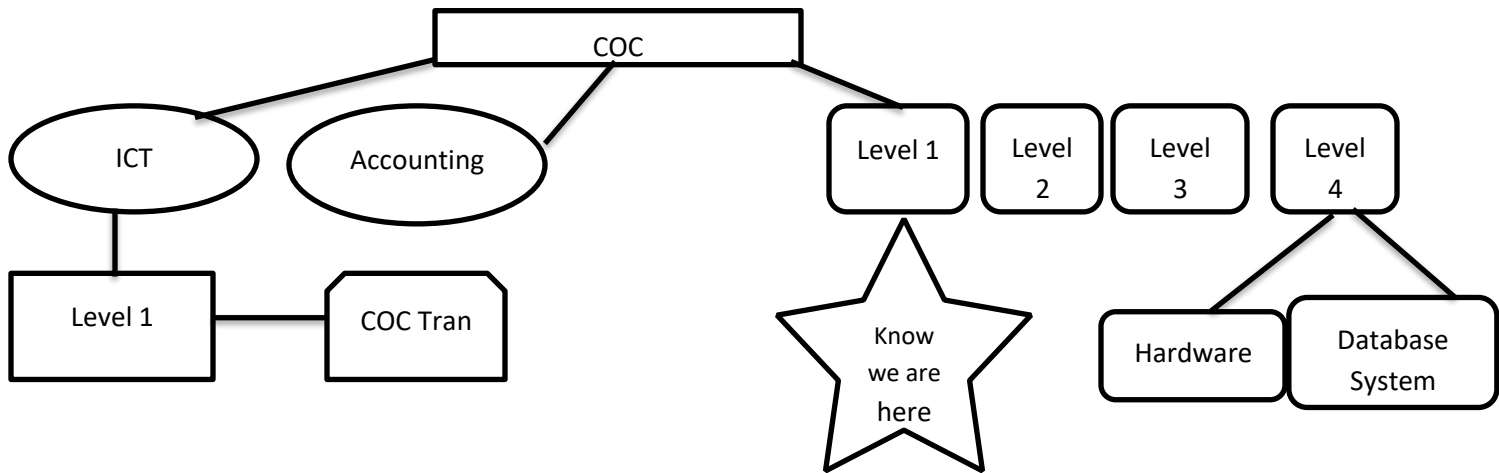




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- 🔗 Copy Level 2 to sub folder called Accounting and Cut Database System To Level 2
- 🔗 Change COC and Know we are here folder Icon
- 🔗 Create short cut for COC Tran on desktop then hide COC Tran(Not the Shortcut)
- 🔗 Make Local D view Details Sort by size and descending group by name un select details pane and navigation pane then select menu bar and preview pane
- 🔗 Create Dill-up connection user name Micro Password 951by Your Name
- 🔗 Defragment Your Pc Local C
- 🔗 Discuss briefly the different between folder and sub-folder OK and Apply Switch user, Log off, Lock, Restart, Shutdown and sleep
- 🔗 Change your Screen resolution Landscape to portrait
- 🔗 Lock your Computer!





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Mailing

<<Title>>

<<Date>>

<<Mother name>>

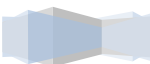
<<Nationality>>

<<ZIP Code>>

Dir. Sir/Madame << First name>> you can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly <<Last Word>>.

<<Working place Email>>

<<Personal phone number>>





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☞ Here it is the mailing Form and Letter send the letter as it is for

Title	Date	Mother Name	Nationality	ZIP Code	First name	Last word	Working place Email	Personal Phone Number
For All Our Employee	29/06/2021	Hiwot	American	+121	Nati	we Love U	na@gmail.com	0911...
		Abebech	American	+121	Mati	Good Bye	ma@yahoo.com	0912...
		Aster	Europe	+568	Betty	Better	Be2121@Gmail.com	0913...
		Askale	South Africa	+896	Amar u	Not bad	Am@gmail.Com	0914...
		Weynitu	Ethiopia	+251	Zelal m	success	Zel@yahoo.com	0915...
		Mimi	Ethiopia	+251	Mesfn	Nice	Mes@yahoo	0916...
							.com	
		Aleme	Eretria	+665	Dmek e	Wow	Dm@yahoo.com	0917...

☞ Make word auto save in 2min

☞ Install Printer by your all member name and print this by your leader name printer

☞ Do the following **word exercise** as the instruction say

- **Write Paragraphed with Rand and use the first and last paragraph**

☞ Make Font name "Gungsuh",size 16, color black,highlight color Bright green,

☞ Make it bold and double underline with yellow color for last two line and subscript last word 'template' Superscript word found before last word 'current' and hide 3rd line

☞ Make it is Center line space 1.0 border and shedding for line pattern 20% choose your own color and the fill dark blue





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- ☞ Change the style to intense reference and find and replace 'The' in to 'Z'
- ☞ Add new blank page and create table 20 with 11 and add picture from your computer and make it behind txt search and add some computer clipart
- ☞ Insert at list 5 shapes add Header<<My COC Level One>> and footer<<'page number' and I am....>> to your word make the first paragraph Drop cap add date and time to word and at list 10 different symbols .
- ☞ Make the 1st paragraph column 4 with line between and landscape the page you create only also make page border for only this page Add water Mark to your word by 'WE ARE ELIAS STUDENTS!' change page color to your fever at nice color. Add Cover Page For this Exercise
Do this on Excel





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ICT Student Grade

No	Name	ID	Sec	Opc	Install	Connect	Protect	Record	Sum	Pro	Avg	Rank	Grade
1	Betelehem	11.212/19	3	89	91	95	80	92					
2	Natnael	11.213/19	3	79	82	98	89	93					
3	Tigiest	11.214/19	2	56	67	70	60	63					
4	Dagem	11.215/19	3	99	88	80	90	95					
5	Tewodros	11.216/19	2	61	77	58	69	56					
6	Mate	11.217/19	1	65	61	59	70	64					
7	Amen	11.218/19	1	75	61	61	79	72					
8	semira	11.219/19	2	50	71	75	0	70					
9	Hayle Maryam	11.221/19	3	88	91	82	81	96					
10	Selam	11.222/19	3	87	99	88	91	86					
Max in each competence													
Min in each competence													

☞ Make the Geared >95 A+,>90 A,>85 A-,>80 B+,>75 B,>70 B-,>65 C+,>60 C,>55 C,>50 D+,>45 D,>40 D-,>0 Fail

☞ In sheet 2 Calculate **Pension** Basic salaries (Given) Income tax, Pension, Net salary.

☞ And on the other sheet Insert object price and calculate their Vat. (15%)

Install System and Application Software

☞ Install MS-Office 2007 Word, Excel, Power point, Access

☞ Install MS-Office 2010 word and Excel without uninstall the privies version and upgrade Power point and Access Then Install Publisher and outlook.

☞ Write MS-Office 2007 Requirement

☞ Install VLC and upgrade it





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☞ Install other 3 software

✓ Write the following and on word save on your ICT folder by name System Info

Hardware Information		
Name	Manufacturer	Driver Version, Provider and date, Model
NIC		
Mouse		
Monitors		
Display Adapter		
Key Board		

System Information	
OS Name and Version	
Total Virtual Memory	
DirectX Version	
BIOS	
Language	
User name	
Computer name	
System:-name, Manufacturer, Model, Type	
Processor Speed	
Total Memory in MB/GB	
Total Free space of the Hard Disk	
Total Used Space of Local C Drive	
Total Hard Disk Size in MB/GB	

List Some Other Software full information From Your PC	
1	
2	





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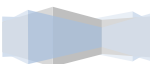
Level I COC

Protect System or Application Software

- ☞ Install Anti-virus
 - Give Schedule For Scan the pc 1st In 27/04/2019, 2nd Monday Thursday 6:48PM
 - Auto Update Schedule every 7 hours, Scan COC folder by target Scan
- ☞ Install other MacAfee Anti-Virus and schedule by yourself and show for your instructor
- ☞ Turn on both Public and Home Fire wall and Turn off the Security message
- ☞ Turn off Windows Update
- ☞ Turn off Windows Update and Virus protection message and disable the security message

Creating User Account

User Name	Passwords	Member Ship	Permission	Other
Mike	Mi@12	Administrator	Allow to access all user file	Full Name:-Michel Description:-I am Admin
Merry	987123	Standard	Access only Gideon My Document Eliau Folder	Password never expires Can't change password
Joni	Abcd#xyz	Backup Operators	Can't Access All user file	Change His Account Picture and Delete
Marko's	Ma	Administrator	Can't Access only Mike Desktop Access all other user file	Disable the account
Gideon	Adgjl2	Guests	On my document Create Elian and Elroy folder deny all Marta file except her Favorites Folder	Reset password to 123
Hennerly	Heni@My	Power User	Access only Join and Marko's Music and My Videos	User must change password at next log no





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Marta	Marta A1	Backup Operators	Can't Access Merry Desktop and Hennerly Pictures	Change the account name by "Marti" and Change the member to Power User
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Record client Support

No	Name of the client	Position(Department) Identified Problem	Priority	Remark

LEVEL ONE COC ADDITIONAL TRADING SOFTWARE INSTALLING AND SCHEDULING AND UPGRADE

- 1) MacAfee 7.3 (Install and give scheduling)
- 2) Avast Free Antivirus (Install and give Scheduling)
- 3) AdbeRdr11002_en_US
- 4) Power Ge'ez 2010
- 5) Npp.7.6.4.Installer.x64 (Notepad ++)
- 6) teracopy-3-26
- 7) WinRAR
- 8) Ultra ISO Premium v9.3.3.2685 with Key gen
- 9) Peachtree Quantum 2010
- 10) Chrome (just install have no display)





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For Upgrading Software's

- 11) Microsoft Office 2007 and Microsoft Office 2010 and Microsoft Office 2013 and activate it
- 12) KMP_4.2.2.27 & KMP_4.2.2.28 & KMPlayer_3.6.0.87
- 13) Firefox Setup 32.0 & Firefox Setup 45.0b6
- 14) QQ Player 3.7 & QQ Player 3.9.93
- 15) VLC1.0.3 To VLC-2.2.1

For Software which need prerequisites

- 16) Netbeans-8.2 with jdk-8u191-x64

To make the Net salary Use this for the income tax

0-600	0%	-	0
600-1650	10%	-	60
1650-3200	15%	-	142.5
3200-5250	20%	-	302.5
5250-7800	25%	-	565
7800-10900	30%	-	955
>10900	35%	-	1500

