









## Answer-1

### Internet Explorer Toolbar

Below are listed the buttons on the Internet Explorer toolbar. They're usually displayed at the top of the screen, above the address bar. Familiarize yourself with them and you will be well on your way to knowing how to surf the Web.

 Back	Takes you back to the last page you viewed. This option works only after you've viewed at least two pages.
 Forward	Takes you forward to the page that you viewed after the one you are currently viewing. This option works only after you've clicked the Back button.
 Stop	Stops the current page from loading.
 Refresh	Reloads the current page. Use this if you would like to update the information on the page or if the page did not load completely the first time.
 Home	Takes you back to the library's home page. If you are using your own computer you will return to the Web page you set up as your browser's home page.
 Search	Allows you to search the Internet. <a href="#">Click here</a> for more about how to find information online.
 Favorites	Keeps track of your favorite Web sites by saving your links. This option is not available on the library's computers.
 Print	Prints the current page. You can also go to the File menu and select Print Preview and then Print in order to see how many pages you will actually be printing.

### Internet Explorer Menu bar

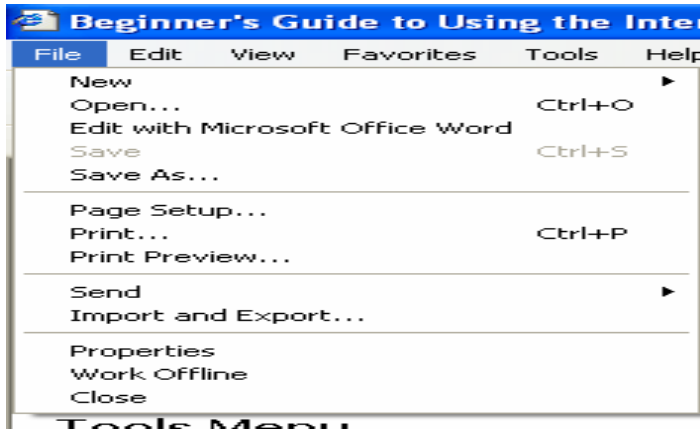
Right below the title bar is the Menu Bar. In Internet Explorer, the different menus available are File, Edit, View, Favorites, Tools and Help.

File Edit View Favorites Tools Help

To see one of the menus on the menu bar, follow these steps:

1. Slide your mouse over one of the menu options (File, Edit, View, etc.).
2. The menu you've selected should be highlighted in blue.
3. Click the left mouse button once. A menu will slide down.
4. Slide your mouse over the item in the menu that you would like to select.
5. Click once with the left mouse button to select the item.

## File Menu



The first item on the menu bar at the top of your browser is File. When you click on the File Menu a pull down menu appears and it lists several items. The first one is New. When you move your cursor down to New, it shows several other choices to the right. The first one is Window. This allows you to open a new window. The Message option allows you to send a new email message. Post allows you to post a message to your newsgroup. Contact helps you to establish a new contact (open an address book). Internet Call will allow you to establish an internet call using Netmeeting – an information sharing application.

Open is the second item in the File menu. When you click on this it opens a dialog box. You can type a website address here and it will open a new website in your browser.

Edit with Microsoft FrontPage Editor opens a web page editing program.

Save and Save As open the Save dialog box. It works the same way these commands work in other programs.

Page Setup allows you to make changes in the way the page is printed. This is a wise option to explore before printing a web page. Don't assume that the page will print in the same format as your word processor; many pages need to be adjusted a bit.

Print allows you to print the webpage. (See Print section in [Using the Internet Explorer Browser section](#)).

The Send command allows you to send a web page, or a link to a page, by email. It also has an option to send (make) a shortcut to the site on your desktop.

Import and Export opens the Wizard to the right.

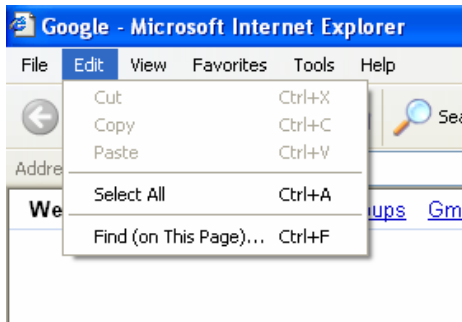
Properties shows you the properties of the current website page.

Work Offline allows you to disconnect from the Internet and still view or work with a web page. You will only be able to see that one page that is on your browser when you

disconnect. If you click on hyperlinks in the website they won't work until you reconnect to the Internet.

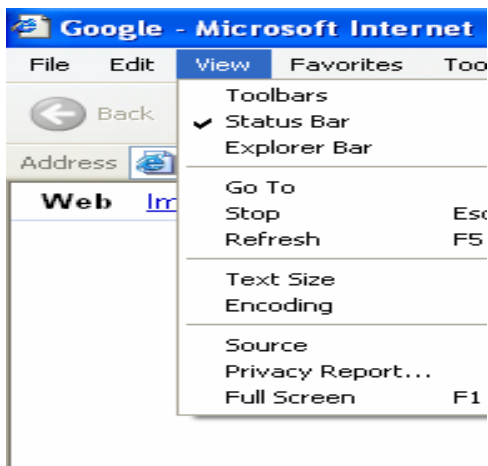
Close closes the browser. It works the same way as if you click on the X in the upper right hand corner of the browser.

## Edit Menu



The Edit menu contains many of the commands that are common to most Microsoft programs. Its contents include: Cut, Copy, Paste, Select All and Find. The Find command only finds items on the open website page.

## View Menu



The Toolbars option allows you to choose what toolbars are available. Toolbars contains a customize choice. This is where you go to add and remove buttons from the main toolbar.

The Status Bar is the bar at the bottom of the web page. You can turn it off here if you choose.

The Explorer Bar choice lets you use the Search, Favorites, and History functions. These commands are also on the Standard Button toolbar.

The option to view the Tip of the Day is also available here.

Go To command: The first three selections of the Go To command work the same as the buttons on the standard buttons toolbar. This is followed by a list of the sites that you have visited this session. There is a check mark by the current site.

The Stop and Refresh buttons. When you click on Stop the website that is loading into your browser will stop loading. This can be useful when a website takes a long time to load and you don't want to wait for it. Refresh is a good button to hit when you are viewing a website that changes often. (For example, [www.cnn.com](http://www.cnn.com)).

The Text Size allows you to change the size of the words and images in the webpage as discussed in the section [Using the Internet Explorer Browser](#).

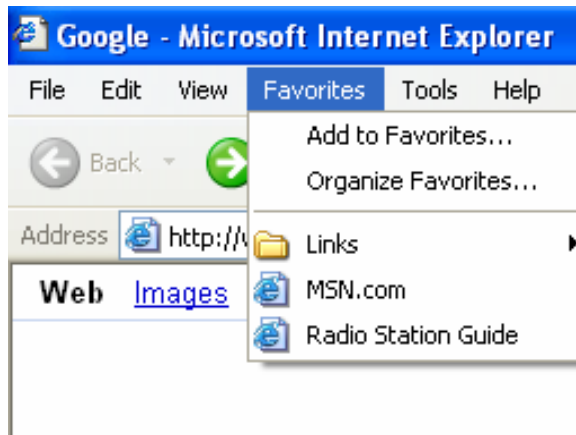
Source opens up a small window with programming language.

Privacy Report lets you set your privacy options.

Full Screen will make your screen slightly larger. It does this by covering the toolbars.

Click on the darkened Restore button to return to normal view.

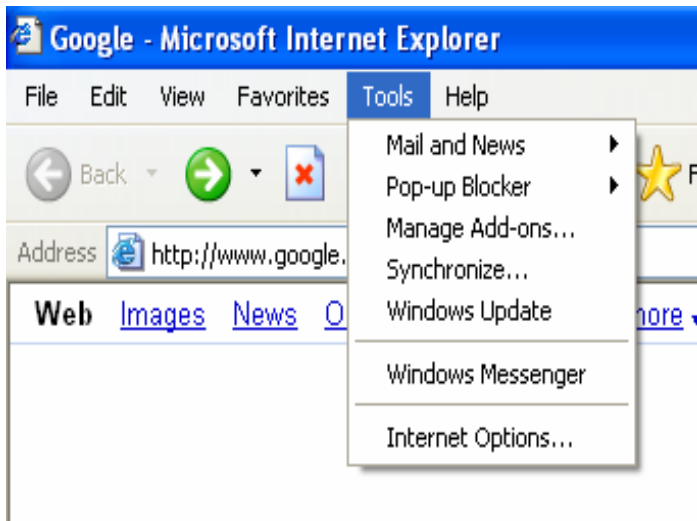
## Favorites Menu



The Favorites pull down menu allows you to Add to Favorites and to organize Favorites. This choice is very useful if you collect a lot of sites in Favorites. You can organize them into folders that make sense for you. For example, you can create a file called "Vacation" and put all the websites that relate to your vacation plans in that folder.

The Organize Favorites dialog box allows you to Create, Rename, Move, and Delete favorites.

## Tools Menu



The Tools pull down menu allows access to various dialog boxes and commands. Tools seems to be Microsoft's version of the miscellaneous bin.

The first item is Mail and News. This provides access to your email program directly from the browser. It also gives you a quick, easy way to send Links and Pages.

Windows Update provides a quick link to Microsoft's update web site. This site supplies you with the newest updates to Windows 98, if you wish to have them.

Show Related Links may, or may not, give you a list of useful related links, but it has some amusement value. What is the relationship between the weather in Augusta and pictures of Pretoria?

## **Internet Options**

This is the last item in the Tools menu. We will spend some time with the Internet Options Dialog Box because it controls the decisions that your browser makes for you. The first section of this box is the Home Page section. Here you can change your home page by simply typing the website address into the box.

The second section, Temporary Internet files, allows two functions. The first is to Delete Files. This gives you an opportunity to delete the temporary files that are saved to make the browser work faster. You probably don't need to do this unless your computer has a hard drive that is almost full.

The Settings button in Temporary Internet files gives you control over how often you update stored pages. It lets you decide how much drive space you want to allocate to temporary file storage. Older files will automatically be dumped if disk capacity is exceeded.

The History section allows you to clear the history, or to set how many days you want to keep the history of sites you have visited.

The Colors button lets you change the colors that are used. You can play with this feature to see how it applies to different web pages.

The Fonts button allows you to choose the font that a site will display if the site doesn't specify what font it wants to use. Note that a site will sometimes demand a font that your machine doesn't support. In that case it will choose a different font to display.

The Accessibility button allows you to format the way that the type face will be displayed. This is especially useful for people with visual impairments.

The Security tab doesn't need to be changed in most cases. Increasing security decreases content. Unless you are on an Intranet, you can just leave this be.

The Content tab has three sections. The Content Advisor section gives you some control over the language, nudity, sex, and violence content of sites. This is not a substitute for parental oversight. You also have to realize that restricting viewing of certain content can reduce search results. For example, eliminating all mention of sex could mean that an animal behavior search would come up nearly empty.

The Connections tab is where you put internet connection setup information. You only need to use this when you first set up the program.

The Programs tab is where you place setup information about which programs the system will automatically use for internet functions. You might need to change this if you make a change in your email program.

## The Help Menu

One of the most important menus on the menu bar is the Help Menu. This can be a great resource if you get stuck or confused while using the web

To open the Help Menu, just follow these steps:

1. Point with your mouse to the Help option on the browser's menu bar.
2. Click once with the left mouse button.
3. Slide the mouse down to Contents and Index in Explorer (or Contents in Mozilla Firefox).
4. Click once with the left mouse button. A menu like this should appear:



Answer-2

a) Let  $n=4$

$$\begin{aligned} \text{Sum of fourth power of first } n \text{ integers} &= 1^4 + 2^4 + 3^4 + 4^4 \\ &= 1 + 16 + 81 + 1024 \\ &= 1122 \end{aligned}$$

b) Let  $n=4$

$$\begin{aligned} \text{Sum of fourth power of first } n \text{ integers} &= 1^2 + 2^2 + 3^2 + 4^2 \\ &= 1 + 4 + 9 + 16 \\ &= 29 \end{aligned}$$

Answer-3

Grand Total for Dealer A= 17287

Grand Total for Dealer B= 17359

Grand Total for Dealer C= 16032

	A	B	C	D	E	F	G
1	Cost Comparison Sheet						
2	Make: Ford						
3	Color : Red						
4	Model :Ranger XLT						
5					Comparison Between AB,BC,CA		
6	Pricing Information	Dealer A	Dealer B	DealerC			
7	Air Conditioning	699	705	739	705	739	739
8	Automatic transmission	375	379	397	379	397	397
9	Am/Fm,CD,Cassette	819	625	655	819	655	819
10	Power steering	229	231	243	231	243	243
11	ABS	797	804	1144	804	1144	1144
12	Cruise control	184	486	196	486	486	196
13	Extended Warranty	114	114	1019	114	1019	1019
14	Base price	14070	14015	11639	14070	14015	14070
15	Grand totals	17287	17359	16032	17359	17359	17287

**cost comparison sheet**

Category	Dealer A	Dealer B	Dealer C
Air Conditionin	699	705	739
Am/Fm,CD, .Cassette	819	625	655
ABS	797	804	1144
Extended Warranty	114	114	1019
Grand totals	17287	17359	16032

Answer-4

## E-Governance

### e-governance in India

*The Indian government is using IT to facilitate governance. The IT industry is doing its bit to help as public-private partnerships become the order of the day, says Atanu Kumar Das*



The last couple of years have seen e-governance drop roots in India. IT enables the delivery of government services as it caters to a large base of people across different segments and geographical locations. The effective use of IT services in government administration can greatly enhance existing efficiencies, drive down communication costs, and increase transparency in the functioning of various departments. It also gives citizens easy access to tangible benefits, be it through simple applications such as online form filling, bill sourcing and payments, or complex applications like distance education and tele-medicine.

According to Sudhir Narang, vice-president, government & service provider business, Cisco Systems, India & SAARC, "Almost every state has an IT policy in place with the aim of evolving itself from being an IT-aware to an IT-enabled government. State governments are fast recognising the benefits of an IT-enabled working environment."

As of now, e-governance projects are being run only in certain departments. This approach will gradually be extended to all departments eventually, leveraging the power of IT to streamline administrative functions and increase transparency.

Shivaji Chatterjee, senior director, sales and marketing, Hughes Escorts Communications says, "IT has a vital role to play in all transactions that the government undertakes. It helps the government cut red-tapism, avoid corruption, and reach citizens directly."

Chatterjee points out that such initiatives will help citizens learn about the various policies, processes and help-lines that the government offers. The governments of Singapore, Canada and Switzerland have implemented such portals, and set the benchmarks in this regard. With the help of IT, the government can process citizen to government transactions such as the filing of tax returns, death and birth registration, land records, etc.

Adds Rajiv Kaul, managing director, Microsoft India, "A strong technology infrastructure can help central and state governments deliver a comprehensive set of services to citizens."

Microsoft is working with several state governments to help evolve a long-term technology blueprint for IT infrastructure. It is working with various departments of the central government, and has undertaken several projects and initiatives with state governments as well.

Manoj Kunkalienkar, executive director, ICICI Infotech says, "As far as e-governance projects are concerned, the government is gradually changing its role from an 'implementer' to a 'facilitator and regulator.' It will encourage private sector participation in e-governance projects, so more projects in e-governance based upon the public private participation (PPP) model should come about in the near future."

(From: <http://www.expresscomputeronline.com/20050131/egovernance01.shtml>)

E-Governance is a network of organizations to include government, nonprofit, and private-sector entities; in e-governance there are no distinct boundaries. The model for e-governance is a one-stop portal, such as firtgov.gov, where citizens have access to a variety of information and services.

(From : <http://www.en.wikipedia.org/wiki/E-Governance>)

e-Government (from electronic government, also known as e-gov, digital government, online government or in a certain context transformational ...

(From : <http://www.en.wikipedia.org/wiki/E-governance>)

The Government of India has launched the National e-Governance Plan (NeGP) with the intent to support the growth of e-governance within the country. The Plan envisages creation of right environments to implement G2G,G2B,G2E and G2C services.

The e-Governance Standards portal ( <http://egovstandards.gov.in> ) provides a platform for password protected sharing of ideas, knowledge, and draft documents among the members of various committees involved in standards formulation process. It also has a provision for web publishing of draft documents for review comments by the closed user group and the Public.

The duly approved standards by Government's Apex body cons

(From: [www.egovstandards.gov.in](http://www.egovstandards.gov.in))

Answer-6

The step-by-step procedure to use the Chart Wizard in Microsoft Excel to create a chart.

### **Create a Chart**

To create a chart, you must first enter the data for the chart on an Excel worksheet. Select that data, and then use the Chart Wizard to step through the process of selecting a chart type and the various chart options for your chart. To do this, follow these steps:

1. Start Excel, and then open your workbook.
2. Select the cells that contain the data that you want to display in your chart.
3. On the **Insert** menu, click **Chart** to start the Chart Wizard.
4. In the **Chart Wizard - Step 1 of 4 - Chart Type** dialog box, specify the chart type that you want to use for your chart. To do this, do one of the following:
  - Click the **Standard Types** tab. To view a sample of how your data will look when you select one of the standard chart types that Excel provides, click the chart type, click the chart subtype that you want to view, and then click **Press and Hold to View Sample**.

To select a chart type, click the chart type, click the chart subtype that you want, and then click **Next**.

- Click the **Custom Types** tab. To select a built-in custom chart type, or to create your own chart type, click **User-defined** or **Built-in**. Select the chart type that you want, and then click **Next**.

5. In the **Chart Wizard - Step 2 of 4 - Chart Source Data** dialog box, you can specify the data range and how the series is displayed in your chart.

If the preview chart appears the way that you want, click **Next**.

If you want to change the data range or series for your chart, do any of the following, and then click **Next**.

- On the **Data Range** tab, click the **Data Range** box, and then select the cells that you want on your worksheet.
- Specify whether you want the series displayed in columns or rows.
- On the **Series** tab, add and delete a series, or change the worksheet ranges used for the names and values for each series in your chart.

6. In the **Chart Wizard - Step 3 of 4 - Chart Options** dialog box, you can modify the appearance of your chart more when you select any of the chart option settings on the six tabs. As you change these settings, view the preview chart to make sure that your chart looks the way that you want.

When you finish selecting the chart options that you want, click **Next**.

- On the **Titles** tab, you can add or change the chart and axis titles.
- On the **Axes** tab, you can set the display options for the primary axes of your chart.
- On the **Gridlines** tab, you can display or hide gridlines.
- On the **Legend** tab, you can add a legend to your chart.
- On the **Data Labels** tab, you can add data labels to your chart.
- On the **Data Table** tab, you can display or hide data tables.

7. In the **Chart Wizard - Step 4 of 4 - Chart Location** dialog box, select the location in which to place your chart by doing one of the following:

- Click **As new sheet** to display your chart as a new sheet.
- Click **As object in** to display your chart as an object in a sheet.

8. Click **Finish**.

To use the *Chart Wizard* :

	A	B	C
1		Students	
2	English	34	
3	Biology	32	
4	Calculus	26	
5	Physics	28	
6	History	39	
7			

Enter the data into the worksheet and highlight all the cells that will be included in the chart including headings.

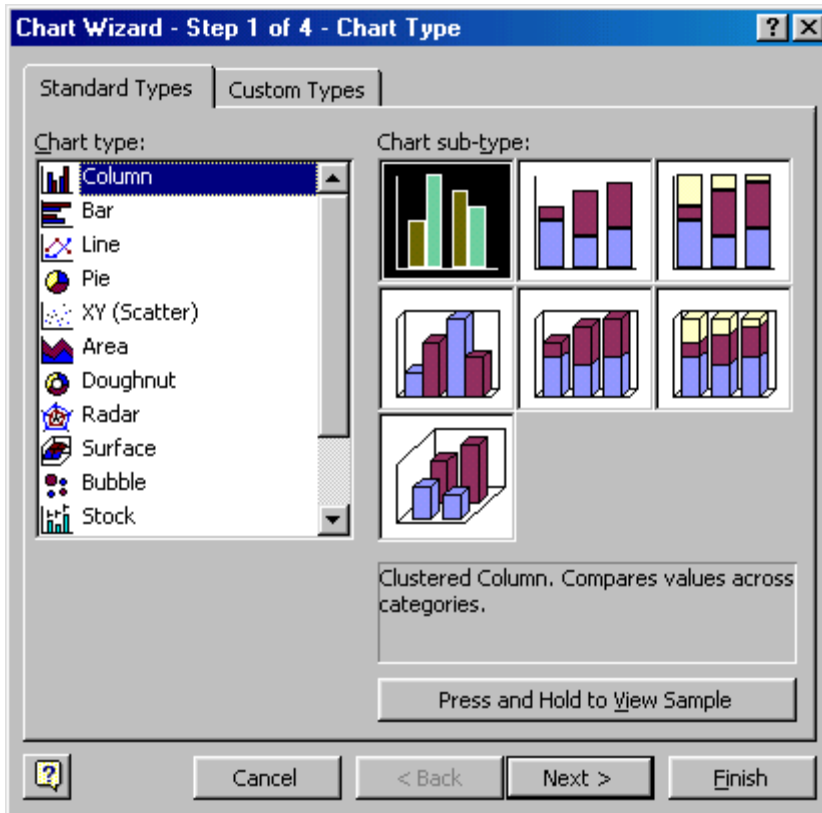
**NOTE:** The first cell you highlight will remain white. It is highlighted, so don't worry.

Click the *Chart Wizard* button.



Choose the *Chart type* and the *Chart subtype*.

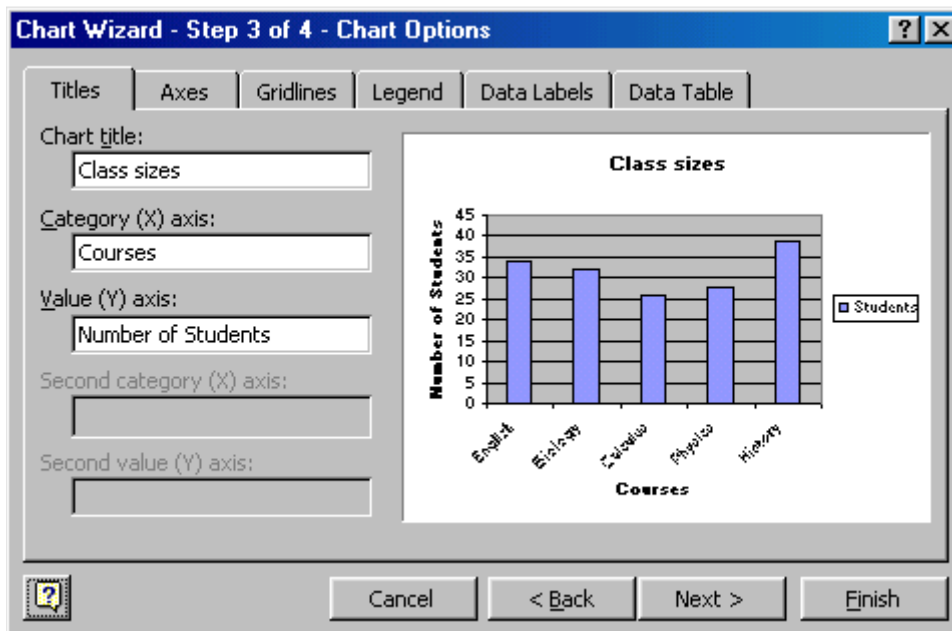
Click **Next**.



### Chart Options

Enter the name of the chart and titles for the X- and Y-axes.

Press *Next* to move to the next set of options.



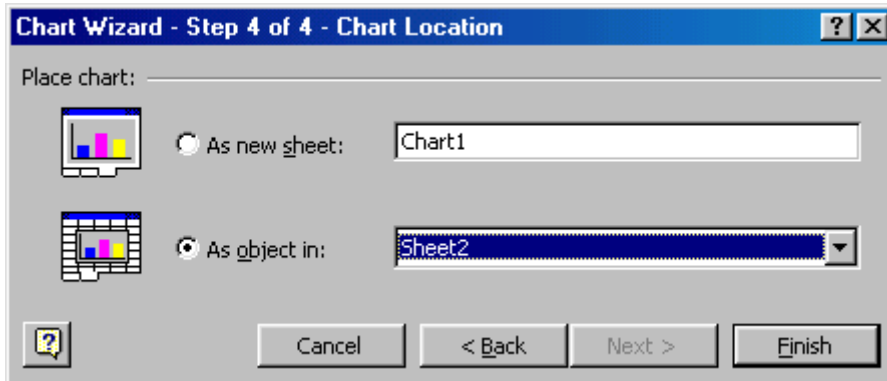
### Chart Location

Click

*As new sheet* if the chart should be placed on a new, blank worksheet.

or

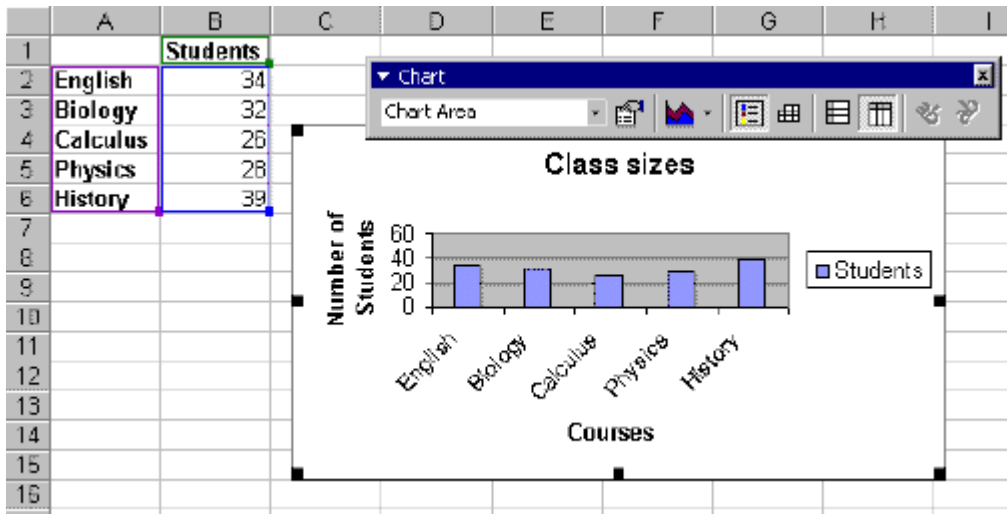
*As object in* if the chart should be put in a separate worksheet.



Click *Finish* to create the chart.

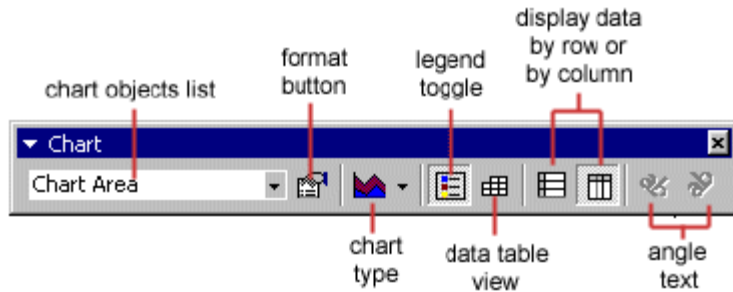
### *Resizing the Chart*

To resize the chart, click on its border and drag any of the nine black handles to change the size.



### *Chart Formatting Toolbar*

First, click on the chart.



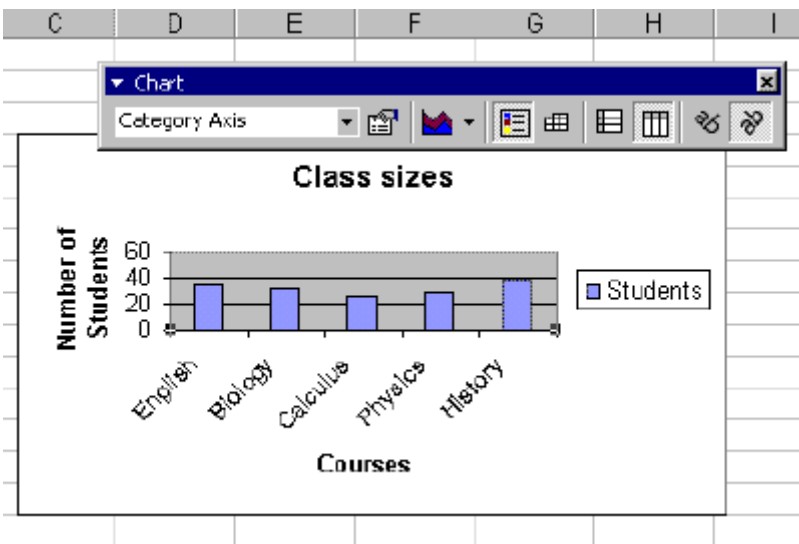
**Chart Type** - Click the arrowhead on the chart type button to select a different type of chart.

**Legend Toggle** - Show or hide the chart legend by clicking this toggle button.

**Angle Text**

Select the category or value axis and click the **Angle Downward** or **Angle Upward** button to angle the the selected by +/- 45 degrees.

This is useful for making all the labels on the axis show.



**Copying the Chart to Microsoft Word**  
 A finished chart can be copied into a Microsoft Word document. Select the chart and click **Copy**. Open the document in Word and click **Paste**.