



Kuwait University  
College of Life Sciences  
Department of Information Science

# Lab Manual

**ISC 100 (Fundamentals of  
Personal Computers)**

**Prepared by: Eng. Altaf Al  
Farhan**

# Contents

- Laboratory Hardware, Software / Tools Requirements ..... 2
- Laboratory Schedule ..... 3
- Laboratory Policy..... 3
- Lab Evaluation ..... 4
- Laboratory # 1 Computer Components..... 5
- Laboratory # 2 Windows 7, Internet and Web..... 7
- Laboratory # 3 MS Word Part 1 ..... 11
- Laboratory # 4 MS Word Part 2 ..... 14
- Laboratory # 5 MS Word Part 3 ..... 17
- Laboratory # 6 MS Excel Part 1..... 19
- Laboratory # 7 MS Excel Part 2..... 22
- Laboratory # 8 MS Excel Part 3..... 25
- Laboratory # 9 MS PowerPoint Part 1 ..... 27
- Laboratory # 10 MS PowerPoint Part 2 ..... 29
- Laboratory # 11 MS Access Part 1 ..... 31
- Laboratory # 12 MS Access Part 2 ..... 33
- Appendix “A” ..... 36
  - Rules to follow by Computer Lab Users ..... 36
- Appendix “B”..... 37
  - Certification..... 37

### **Laboratory Hardware, Software / Tools Requirements:**

- The required hardware for teaching this course is having a PC for each student supported with a network connection for Internet access. A data show and a PC for the course instructor are also required.
- Windows XP or a later version must be installed.
- The required lab tool is Microsoft Office Suite.

## Laboratory Schedule

#	Lab Title	Lab activity
1	Computer Components	
2	Windows 7, Internet and Web	
3	MS Word Part 1	Quiz 1
4	MS Word Part 2	
5	MS Word Part 3	
6	MS Excel Part 1	Quiz 2
7	MS Excel Part 2	
8	MS Excel Part 3	
9	MS PowerPoint Part 1	Quiz 3
10	MS PowerPoint Part 2	
11	MS Access Part 1	
12	MS Access Part 2	Quiz 4

## Laboratory Policy

- Follow the laboratory rules listed in appendix “A”
- To pass this course, the student must pass the lab-component of the course.
- Cheating in whatever form will result in F grade.
- Attendance will be checked at the beginning of each Lab.
- Absence for three (03) or more unexcused labs will result in an F grade in the Course. An official excuse must be shown in one week following return to classes.
- Cheating in Lab Work or Lab Final will result F grade in Lab.
- There will be no make-up for any Quiz/Exam/Lab.
- Hard work and dedication are necessary ingredients for success in this course.

## Lab Evaluation

Activity	Weight
Lab Exercises	5%
Lab Quizzes	5%
Lab Final	15%
Total	25%

# Laboratory # 1 Computer Components

## Laboratory Objective:

- To able to describe and identify the components of a computer system.
- To be able to define the terms used to measure the capacity and speed of a microprocessor, memory, and auxiliary storage.

# Lab #1 – Computer Components

## 1. Laboratory Objective:

- To able to describe and identify the components of a computer system.
- To be able to define the terms used to measure the capacity and speed of a microprocessor, memory, and auxiliary storage.

## 2. Laboratory Learning Outcomes:

- Describe the main components of a computer system.

## Laboratory # 2 Windows 7, Internet and Web

### Laboratory Objective:

- **After finishing this lab students will be able to:**
  - Describe the windows desktop and change its appearance.
  - Use help and Support Center to obtain information about your computer; describe the different ways to obtain help.
  - Describe the My Computer and My documents folders.
  - Copy and/or move a file from one folder to another; delete a file then recover the deleted file from the Recycle Bin.
  - Use the Search Companion to locate a file on your system.
  - Describe the various buttons on Internet Explorer toolbar; explain how to enter a Web address in Internet Explorer.



## Lab #2 – Windows 7, Internet and Web

### 1. Laboratory Objective:

- **After finishing this lab students will be able to:**
  - Describe the windows desktop and change its appearance.
  - Use help and Support Center to obtain information about your computer; describe the different ways to obtain help.
  - Describe the My Computer and My documents folders.
  - Copy and/or move a file from one folder to another; delete a file then recover the deleted file from the Recycle Bin.
  - Use the Search Companion to locate a file on your system.
  - Describe the various buttons on Internet Explorer toolbar; explain how to enter a Web address in Internet Explorer.

### 2. Laboratory Learning Outcomes:

- Describe the main components of a computer system.

### 3. Laboratory Exercises

#### Exercise-1:

Imagine that you are taking the following courses in this semester:

- 1- Fundamentals of Personal Computers (1530100)
- 2- College Algebra (1500107)
- 3- Introduction to Information Science (1530101)
- 4- Arabic Language (1500100)

Create a Good Folder Structure in your computer for this course. Hint: One folder for each course with an appropriate folder name.

#### Exercise-2:

Change the folder status of the 1530100 course to Hidden.

#### Exercise-3:

Open a WordPad Application and write "Question: How to view hidden Files & Folders?", then write in the second line "Answer: ....." and write the procedure on how to show hidden files and folders. Then, save the file with the name "Show hidden files and folders" under the 1530100 hidden folder that you have created in Exercise-1.

**Exercise-4:**

View your computer details and go to Computer Name, capture the window and paste in the Paint Application. Then save the file in Jpeg format with the name “Computer Name” in the Arabic Language folder created in Exercise-1.

**Exercise-5:**

Open the Clock window, capture that window and paste in the Paint Application. Then save that file in Jpeg format with the name “Clock” in the Arabic Language folder created in Exercise-1.

**Exercise-6:**

Go to the Help and Support Center and search for the word “Calculator”. In the search results, click on “Using Calculator”. Then copy the first paragraph under “Using Calculator” and paste it in Notepad Application and save the file in the Arabic Language folder with the name “Using Calculator”.

**Exercise-7:**

Display the screen display properties and capture the window where it shows the Screen resolution details. Then save that file in Jpeg format with the name “Screen Resolution” in the Arabic Language folder created in Exercise-1.

**Exercise-8:**

Create a shortcut of the Arabic Language folder and move it inside the College Algebra folder created in Exercise-1.

**Exercise-9:**

Search your computer for all Microsoft Word files (Hint: that have extension “.doc”). When the search finishes, capture the first window of the search results and paste it in the Paint Application. Then save the file in Jpeg format with the name “Word files” in the Arabic Language folder created in Exercise-1.

**Exercise-10:**

Open the Arabic Language folder and show the files in detailed view. Sort the files by Type then capture the window and paste in the Paint Application. Then save the file in Jpeg format with the name “Detailed view” in the Arabic Language folder created in Exercise-1.

**Exercise-11:**

Show the properties of the Arabic Language folder and capture that window and paste in the Paint Application. Then save the file in Jpeg format with the name “Properties” in the Arabic Language folder created in Exercise-1.

**Exercise-12:**

Create a folder and name it with your Student ID followed by Your name followed by Ex-1, then drag all the folders you've create it in Exercise-1 including the Hidden folder in it.

**Exercise-13:**

Compress the previous folder using a WinZip.

# Laboratory # 3 MS Word Part 1

## Laboratory Objective:

- **After finishing this lab students will be able to:**
  - Describe the elements on the Microsoft Word screen.
  - Create, save, retrieve, edit, and print a simple document.
  - Differentiate between save and save as commands.
  - Move and copy text within a document.
  - Use the format paragraph command to change line spacing, alignment, tabs, and indents, and to control pagination.
  - Use the border and shading command to box and shade text.
  - Describe the undo and redo commands and how they are related to one another.
  - Use the Find, Replace, and Go To commands to substitute one character string for another.
  - Create a bulleted or numbered list.

# Lab #3 – MS Word 2007 Part1

## 1. Laboratory Objective:

- **After finishing this lab students will be able to:**
  - Describe the elements on the Microsoft Word screen.
  - Create, save, retrieve, edit, and print a simple document.
  - Differentiate between save and save as commands.
  - Move and copy text within a document.
  - Use the format paragraph command to change line spacing, alignment, tabs, and indents, and to control pagination.
  - Use the border and shading command to box and shade text.
  - Describe the undo and redo commands and how they are related to one another.
  - Use the Find, Replace, and Go To commands to substitute one character string for another.
  - Create a bulleted or numbered list.

## 2. Laboratory Learning Outcomes:

- Employ word processing for various applications.

## 3. Laboratory Exercises

### Exercise-1:

Open the Microsoft office document file "**Kuwait**". Replace the title "**Kuwait**" with your student ID followed by your name.

### Exercise-2:

Change the font type for the entire document to **Time New Roman** with font size **10**.

### Exercise-3:

Underline the paragraph that begins with "**In 1990, Kuwait was invaded and ...**" and make the font Bold.

### Exercise-4:

Use Superscript to footnote [7] at the end of the paragraph beginning with "**In 1990, Kuwait was invaded and ...**"

### Exercise-5:

CAPITALIZE the first paragraph under the subtitle "**History**".

**Exercise-6:**

Change the font color of the title, which was changed to your student ID followed by your name, to **RED**.

**Exercise-7:**

Copy the format of the paragraph beginning with "**In 1990, Kuwait was invaded and ...**" to the paragraph beneath it.

**Exercise-8:**

Move the "**Politics**" and all the paragraphs of the "Politics" to the end of the document.

**Exercise-9:**

Format the line spacing of the Capitalized paragraph in Exercise-5 to be **Double line spacing**.

**Exercise-10:**

Use **Rounded Bullets** to the last two paragraphs of the subtitle **History**.

**Exercise-11:**

Use **Outside Border** to the paragraph that begins with "**In 1756, the people elected Sabah I bin Jaber**" and apply **Yellow Shading** to it.

**Exercise-12:**

Replace the word "**Kuwait**" with the word " الكويت " for the entire document.

## Laboratory # 4 MS Word Part 2

### Laboratory Objective:

- **After finishing this lab students will be able to:**
  - Describe the tables feature; create a table and insert it into a document.
  - Create a header and/or footer.
  - Insert page numbers into a document.
  - Check a document for spelling.

## Lab #4 – MS Word Part 2

### 1. Laboratory Objective:

- **After finishing this lab students will be able to:**
  - Describe the tables feature; create a table and insert it into a document.
  - Create a header and/or footer.
  - Insert page numbers into a document.
  - Check a document for spelling.

### 2. Laboratory Learning Outcomes:

- Employ word processing for various applications.

### 3. Laboratory Exercises

Suppose that you have been asked in your math course to write two pages report to describe certain mathematical formulas. Use *Microsoft Word* to write this report with the following specifications:

#### 1. **Header** with the following information:

**Kuwait University**

(On the left)

**College for Women**

(On the right)

Format the header to be *Arial font type, black color, size is 12 and bold face*.

#### 2. **Footer** with your name and section number on the right and insert the date on the left. Use the same font attributes used in the header.

#### 3. Insert **page number** in the bottom of each page to the center.

#### 4. **Page one** should contain the following:

- a. **Title** centered across the page with *Times New Roman font type, black color, size is 14, underlined and bold face*. As shown below:

**Mathematical Report**



b. **Table** with the following information and format:

**Data Table**

$(x_1, y_1)$		$(x_2, y_2)$		<i>Distance</i>
$x_1$	$y_1$	$x_2$	$y_2$	
1	2	5	10	8.94
2	4	3	6	2.24
3	6	4	8	2.24
4	8	1	2	6.71
5	10	2	4	6.71

Table 1

5. **Page two** should list some mathematical formulas, use bullets to separate the formulas and format the paragraph to 1.5 lines spacing , as shown below:

**The distance and midpoint formulas:**

⇒ The distance between two points  $(x_1, y_1)$  and  $(x_2, y_2)$  is  $\sqrt{(x_1 - x_2)^2 + (y_1 - y_2)^2}$ .

⇒ The midpoint of the line segment joining the points  $(x_1, y_1)$  and  $(x_2, y_2)$  is  $\left( \frac{x_1 + x_2}{2}, \frac{y_1 + y_2}{2} \right)$ .

6. Insert a cover page for your report showing the report title and your name. Make sure that no page number appears at the cover page.
7. Use **spelling and grammar** checking tool to make sure you do not have any spelling mistake.

# Laboratory # 5 MS Word Part 3

## Laboratory Objective:

- **After finishing this lab students will be able to:**
  - Describe the resources in the Microsoft Clip Organizer; insert clip art and/or photograph into a document.
  - Describe various tools on the picture toolbar.
  - Use Word Art to insert decorative text into a document.
  - Explain how styles automate the formatting process and provide a consistent appearance to common elements in a document.
  - Use the AutoFormat command to apply styles to selected elements of a document.
  - Define a section; explain how a section formatting differs from character and paragraph formatting.
  - Create a table of contents.

## Lab #5 – MS Word Part 3

### 1. Laboratory Objective:

- **After finishing this lab students will be able to:**
  - Describe the resources in the Microsoft Clip Organizer; insert clip art and/or photograph into a document.
  - Describe various tools on the picture toolbar.
  - Use Word Art to insert decorative text into a document.
  - Explain how styles automate the formatting process and provide a consistent appearance to common elements in a document.
  - Use the AutoFormat command to apply styles to selected elements of a document.
  - Define a section; explain how a section formatting differs from character and paragraph formatting.
  - Create a table of contents.

### 2. Laboratory Learning Outcomes:

- Employ word processing for various applications.

### 3. Laboratory Exercises

1. Open the file named Kuwait. Save as the file with your name.
2. Insert a clip art into your document.
3. Format the document titles as **heading** elements then apply **Modern Style**.
4. Insert a **Cover Page** showing your name and research title.
5. Insert a **Table of Contents** after the Cover Page.
6. Edit the **header** of the document as follows:
  - Type “Kuwait University” on the left
  - Type “College for Women” on the right
7. Edit the document **footer** as follows:
  - Insert **page numbers** in the middle
  - Type “Your name” on the left
  - Type “State of Kuwait” on the right

# Laboratory # 6 MS Excel Part 1

## Laboratory Objective:

- **After finishing this lab students will be able to:**
  - Describe a spreadsheet and suggest several potential applications; explain how the rows and columns of a spreadsheet are identified.
  - Open an Excel workbook; insert and delete rows and columns of a worksheet; save and print the modified worksheet.
  - Copy and/or move cells within a worksheet.
  - Format a worksheet to include boldface, italic shading, and borders; change font and/or alignment of a selected entry.

# Lab #6 – MS Excel Part 1

## 1. Laboratory Objective:

- **After finishing this lab students will be able to:**
  - Describe a spreadsheet and suggest several potential applications; explain how the rows and columns of a spreadsheet are identified.
  - Open an Excel workbook; insert and delete rows and columns of a worksheet; save and print the modified worksheet.
  - Copy and/or move cells within a worksheet.
  - Format a worksheet to include boldface, italic shading, and borders; change font and/or alignment of a selected entry.

## 2. Laboratory Learning Outcomes:

- Analyze numerical data using spreadsheet.

## 3. Laboratory Exercises

### Exercise-1:

Open the file "World historical populations", and then select the whole sheet and change the font type to "Times New Roman".

### Exercise-2:

Delete Row 5 where it shows the World Region.

### Exercise-3:

Clear all the content of the two columns "J" and "K" where it shows the prediction of the world populations in years 2050 and 2150.

### Exercise-4:

Insert a new column before the world populations in "1750" and call it "1700", then add the following data to it:

1700	104	446	123	14	1	1
------	-----	-----	-----	----	---	---

### Exercise-5:

Set the new column width created in the previous exercise to "5.43".

### Exercise-6:

Automatically resize the rows width in the table to fit the content.

**Exercise-7:**

Copy the cells range I5:J10 to the cells range K5:L10.

**Exercise-8:**

Select the whole table, and then sort the table by Column 2008 with the order largest to smallest

**Exercise-9:**

Starting from the cell A5, fill down the column from 1 to 1000.

Hint: Cell A5 will have the value "1" until Cell A1004 with value "1000"

# Laboratory # 7 MS Excel Part 2

## Laboratory Objective:

- **After finishing this lab students will be able to:**
  - Gain proficiency in the use of relative and absolute references to create a spreadsheet.
  - Use the fill handle to copy a cell formula.
  - Use the AVERAGE, MAX, MIN, and COUNT functions in a worksheet.
  - Use IF function to implement decision making in a worksheet.

## Lab #7 – MS Excel Part 2

### 1. Laboratory Objective:

- **After finishing this lab students will be able to:**
  - Gain proficiency in the use of relative and absolute references to create a spreadsheet.
  - Use the fill handle to copy a cell formula.
  - Use the AVERAGE, MAX, MIN, and COUNT functions in a worksheet.
  - Use IF function to implement decision making in a worksheet.

### 2. Laboratory Learning Outcomes:

- Analyze numerical data using spreadsheet.

### 3. Laboratory Exercises

Download the workbook Excel\_Template\_Part2 from BB. Update your workbook to satisfy the following:

- a. Rename Sheet1 to be Travel Plan, and remove all other sheets in the workbook.
- b. Format the table to be similar to the table shown below.

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4		<b>Travel Plan</b>								
5										
6										
7		<b>No</b>	<b>Destination</b>	<b>Accommodation</b>	<b>Transportation</b>	<b>Meals</b>	<b>Trips</b>	<b>Tickets</b>	<b>Total Cost</b>	<b>Decision</b>
8		1	Middle East	300	30	40	20	150	540	Ok
9		2	Europe	550	60	80	50	320	1060	Over Budget
10		3	United States	500	50	70	80	500	1200	Over Budget
11		4	Australia	500	60	75	75	450	1160	Over Budget
12		5	South-East Asia	350	40	40	30	320	780	Ok
13										
14			Average	440.00	48.00	61.00	51.00	348.00	948.00	
15			Highest	550	60	80	80	500	1200	
16			Lowest	300	30	40	20	150	540	
17										
18										
19			<b>Budget</b>	800						
20										

- c. Calculate the total cost. It is the sum of accommodation, transportation, meals, trips and ticket costs.



- d. Use IF function to decide if the cost within or over your budget, such that:

**IF (Total Cost < Budget)**

**Decision = "OK"**

**Else**

**Decision = "Over Budget"**

Use the value in cell **D19** as an absolute reference.

- e. Calculate the average, highest and lowest cost.

## Laboratory # 8 MS Excel Part 3

### Laboratory Objective:

- **After finishing this lab students will be able to:**
  - Create different types of charts.
  - Distinguish between charts embedded in a worksheet and one in a separate chart sheet.
  - Differentiate between data series specified in rows and data series specified in columns.

## Lab #8 – MS Excel Part 3

### 1. Laboratory Objective:

- **After finishing this lab students will be able to:**
  - Create different types of charts.
  - Distinguish between charts embedded in a worksheet and one in a separate chart sheet.
  - Differentiate between data series specified in rows and data series specified in columns.

### 2. Laboratory Learning Outcomes:

- Analyze numerical data using spreadsheet.

### 3. Laboratory Exercises

Update your workbook that you have submitted in the previous lab to satisfy the following:

- a. Construct a chart of a proper type that represents the total cost for each destination. The chart must have the following characteristics:
  - It should be located in a separate sheet with a proper sheet title.
  - The chart must have a meaningful title, a horizontal and a vertical axis titles.
  - You need to show the data table with legend keys.

# Laboratory # 9 MS PowerPoint Part 1

## Laboratory Objective:

- **After finishing this lab students will be able to:**
  - Start PowerPoint; open, modify, and view an existing presentation.
  - Use the outline to create and edit the text of a presentation.
  - Add a new slide to a presentation.
  - Apply a design template to a new presentation; change the template in an existing presentation.
  - Add headers and footers to slides.

# Lab #9 – MS PowerPoint Part 1

## 1. Laboratory Objective:

- **After finishing this lab students will be able to:**
  - Start PowerPoint; open, modify, and view an existing presentation.
  - Use the outline to create and edit the text of a presentation.
  - Add a new slide to a presentation.
  - Apply a design template to a new presentation; change the template in an existing presentation.
  - Add headers and footers to slides.

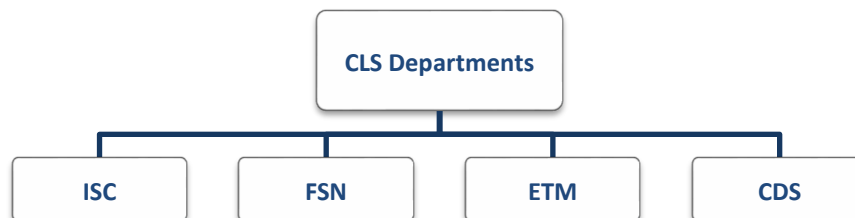
## 2. Laboratory Learning Outcomes:

- Develop professional presentation and communication skills.

## 3. Laboratory Exercises

Assume that you are asked to give presentation about College of Life Sciences. Use Microsoft PowerPoint to develop an attractive and creative presentation with the following specifications:

1. In the title slide write “College of Life Sciences” as title.
2. Add your name and id as subtitle.
3. Create new slide then add the following *Organization Chart*



4. Create new slide and add the following text:
  - Have in-depth knowledge of their field of specialty.
  - Have enthusiasm for self-directed learning.
  - Have good communication skills.
  - Have professional ethics.
  - Have sound IT skills based on a solid understanding of
    - communication networks,
    - databases,
    - programming web design and development
5. Create new slide with two contents
6. The right side is containing **Table** as follows

Course Number	Course Title
ISC 100	Fundamentals of Personal Computers
ISC 101	Intro. To IS

# Laboratory # 10 MS PowerPoint Part 2

## Laboratory Objective:

- **After finishing this lab students will be able to:**
  - Use Microsoft WordArt to insert a WordArt object into a presentation.
  - Apply custom animation effects to the objects on a slide.
  - Add transition effects to the slides in a presentation.
  - Use the Microsoft Media Gallery to add and/or change the clip art on a slide.

## Lab #10 – MS PowerPoint Part 2

### 1. Laboratory Objective:

- **After finishing this lab students will be able to:**
  - Use Microsoft WordArt to insert a WordArt object into a presentation.
  - Apply custom animation effects to the objects on a slide.
  - Add transition effects to the slides in a presentation.
  - Use the Microsoft Media Gallery to add and/or change the clip art on a slide.

### 2. Laboratory Learning Outcomes:

- Develop professional presentation and communication skills.

### 3. Laboratory Exercises

Open your presentation that you have created in the previous lab, and then perform the following:

1. In the left, insert **Chart** in slide #5 according to the given data.

<b>Year</b>	<b>Fall</b>	<b>Spring</b>	<b>Total</b>
<b>2014</b>	35	6	41
<b>2015</b>	17	6	23
<b>2016</b>	20	6	26

2. On Slide #3, apply **custom animation** to the bulleted list.
3. [1.5 point] Use two different slide designs, one with a
  - a. **picture as background** (For the 3<sup>rd</sup> slide only)
  - b. and in the other use any **design theme**
4. Insert the **date** and **slide number** for **all** the slides
5. Apply a **slide transition** of your choice to **all** the slides in this presentation.
6. Using **slide Master**, add an **education clip art** to be placed in the *upper right corner* for every slide

# Laboratory # 11 MS Access Part 1

## Laboratory Objective:

- **After finishing this lab students will be able to:**
  - Describe the database window and the objects in an Access database.
  - Add, edit, and delete records within a table.
  - Describe the data types and properties available within Access and the purpose of each.
  - Set primary key for a table.
  - Discuss the importance of data validation and how it is implemented in Access.



# Lab #11 – MS Access Part 1

## 1. Laboratory Objective:

- **After finishing this lab students will be able to:**
  - Describe the database window and the objects in an Access database.
  - Add, edit, and delete records within a table.
  - Describe the data types and properties available within Access and the purpose of each.
  - Set primary key for a table.
  - Discuss the importance of data validation and how it is implemented in Access.

## 2. Laboratory Learning Outcomes:

- Recognize the basic elements for Database Management Systems.

## 3. Laboratory Exercises

Suppose that you have been asked to implement Students Assessment Database to keep track of students' information. Use *Microsoft Access* to design and implement the Students Assessment Database.

1. Create a table with the name Student that must satisfies to the following specifications:

Field Name	Data Type	Properties
Student ID	Auto Number	Primary key, Indexed with no Duplicates
Student Name	Text	Required, Caption is Student Name
Phone Number	Text	Not Required, the user should enter 8 digits
GPA	Number	Required, with two decimal places
Major	Text	Required, allowed values (ISC, FSN, CDS ETM)
Disabled	Yes/No	Required

2. Add three records to the table.
3. Delete one record form the table

## Laboratory # 12 MS Access Part 2

### Laboratory Objective:

- **After finishing this lab students will be able to:**
  - Use the Form Wizard to create a form; explain how AutoForm layouts can bypass the Wizard together.
  - Switch between the Form view, Design view, and Database view; use a form to add, edit, and delete records of a table.
  - Create a Query using Query creation Wizard.
  - Create a Report based on a Query using Report Creation Wizard.
  - Describe all various types of reports available through the report Wizard.

## Lab #12 – MS Access Part 2

### 1. Laboratory Objective:

- After finishing this lab students will be able to:
  - Use the Form Wizard to create a form; explain how AutoForm layouts can bypass the Wizard together.
  - Switch between the Form view, Design view, and Database view; use a form to add, edit, and delete records of a table.
  - Create a Query using Query creation Wizard.
  - Create a Report based on a Query using Report Creation Wizard.
  - Describe all various types of reports available through the report Wizard.

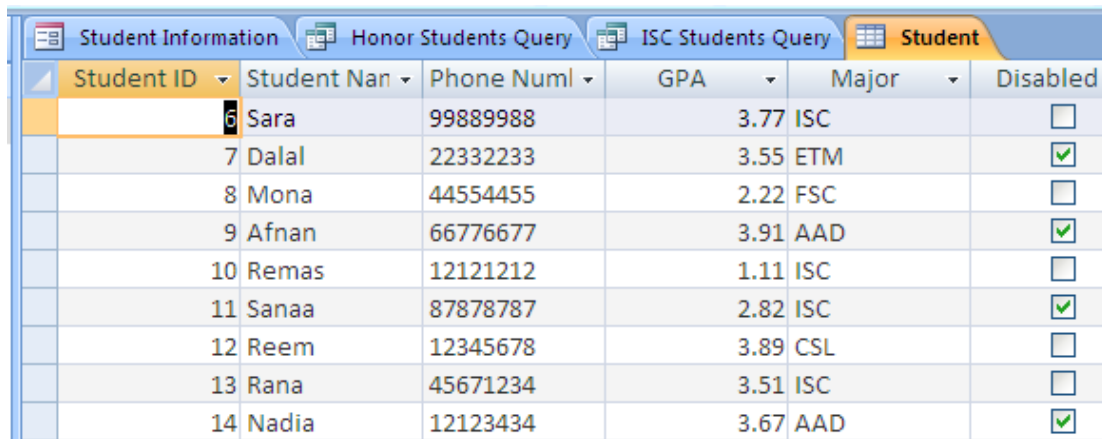
### 2. Laboratory Learning Outcomes:

- Recognize the basic elements for Database Management Systems.

### 3. Laboratory Exercises

Open your database that you have created in the previous lab, and then perform the following:

- a) Create a form with the name **Student Information** that should allow the user to add, delete and update students' information.
- b) Insert the following data using the form created in part a.



Student ID	Student Name	Phone Number	GPA	Major	Disabled
6	Sara	99889988	3.77	ISC	<input type="checkbox"/>
7	Dalal	22332233	3.55	ETM	<input checked="" type="checkbox"/>
8	Mona	44554455	2.22	FSC	<input type="checkbox"/>
9	Afnan	66776677	3.91	AAD	<input checked="" type="checkbox"/>
10	Remas	12121212	1.11	ISC	<input type="checkbox"/>
11	Sanaa	87878787	2.82	ISC	<input checked="" type="checkbox"/>
12	Reem	12345678	3.89	CSL	<input type="checkbox"/>
13	Rana	45671234	3.51	ISC	<input type="checkbox"/>
14	Nadia	12123434	3.67	AAD	<input checked="" type="checkbox"/>

- c) Create two Queries with the following specifications:
  1. **Honor Students Query**: lists all students with GPA greater than 3.5. The query should include the following information: Student ID, Student Name, Major, and GPA.
  2. **ISC Students Query**: lists all ISC students. The query should include the following information: Student ID, Student Name and Phone Number.
- d) Create a report (**Honor Students Report**) based on the **Honor Students Query**.

## Honor Students Report

Major	Student Name	Student ID	GPA
<b>AAD</b>			
	Afnan	9	3.91
	Nadia	14	3.67
<b>CSL</b>			
	Reem	12	3.89
<b>ETM</b>			
	Dalal	7	3.55
<b>ISC</b>			
	Rana	13	3.51
	Sara	6	3.77

## Appendix “A”

### Rules to follow by Computer Lab Users

- The loud conversations / discussion that disturbing the other users is prohibited.
- Audio CDs or applications with audio output may only be used with headphones with minimum volume that it should not be disturb other users.
- All cell phones are to be turned off or set to silent while in the lab. If you receive a phone call, you should exit the lab before answering your cell phone.
- Do not bring food or beverages inside the lab.
- Any file saved on the computer hard drive will be deleted without notice. Students should save their work onto an external storage device such as USB drive or CD.
- Changing hardware and software configurations in the computer labs is prohibited. This includes modifications of the settings, modification of system software, unplugging equipment, etc.
- Open labs are reserved for academic use only. Use of lab computers for other purposes, such as personal email, non-academic printing, instant messaging, playing games, and listening to music is not permitted.
- Please leave the computer bench ready for the next patron. Leave the monitor on the login screen, and do not forget to take goods related to you. While leaving computer bench please push the chair inside the computer bench.
- Users are responsible for their own personal belongings and equipment. Do not leave anything in the Computer Lab unattended for any length of time. The Computer Labs staffs are not responsible for lost or stolen items.
- Users are not allowed to clear paper jams in the printer by themselves.
- Operate the lab equipments with care.
- After using white-board the user must clean for other user.

Thanks for your cooperation.

Information Science Department

## Appendix “B”

### Certification

# LABORATORY MANUAL FOR COURSE ISC 100 (Fundamentals of Personal Computers)

#	Instructor name	Remarks	Signature	Date
1	Dr. Safaa Zaman			June 7 <sup>th</sup> 2010