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Semester 2 - Practical Notes

Fundamentals of Computer Operations

Complete Subject Manual

Elective option. Follow the course selected by your college. 15 practical files and activities. Use the PDF bookmarks to navigate. Page numbers restart within each practical; content page counts below exclude promotion pages.

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Operating-System Navigation and Basic Settings

Experiment 1 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To locate applications, system information and files using the available operating system.

Principle

An operating system manages files, devices and applications. Understanding paths and file types helps locate the correct work and avoid accidental changes.

Requirements

- College computer with an approved operating system and standard user account.
- Dummy practice files and an observation worksheet.

Procedure

1. Identify system

Locate the operating-system name and version through its settings/about area. Do not change administrative settings.

2. Navigate

Use the application launcher/menu, switch between open windows and identify the active window.

3. Inspect settings

Locate display, sound, accessibility and network status. Make only the reversible changes permitted for the exercise.

4. Use file manager

Open the practice location, identify the address/path and display filenames with extensions.

5. Search

Find a dummy file by name and confirm its actual folder and type before opening it.

6. Close safely

Save open work and close applications normally. Record any setting changed and restore it if required.

Fundamentals of Computer Operations

Observations and Record

Skill	Observed location / action	Verified result
System / applications	_____	_____
Settings / accessibility	_____	_____
File path / search	_____	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- A file called Report.pdf and one called Report.docx can have different purposes even when their visible base name is the same. Showing extensions helps distinguish them.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. What is a path?

The location of a file or folder in the storage hierarchy.

2. Why show extensions?

They help identify file type and avoid confusing similarly named files.

3. Why use a standard account?

The exercise does not need unrestricted system changes.

Creating Naming Moving and Deleting Practice Files

Experiment 2 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To organise a small folder tree and safely manage dummy files.

Principle

A predictable folder structure and naming rule make records easier to find. Copying retains the original; moving changes its location. Deletion and recovery behaviour depend on the storage system.

Requirements

- Dedicated empty training folder and disposable dummy files.
- File manager and a written checklist of permitted targets.

Procedure

1. Create tree

Inside the training folder create Semester-2, then Reports, Spreadsheets and Presentations. Confirm every target remains inside that practice area.

2. Name files

Use a consistent pattern such as Subject-Activity-StudentID-Date.ext, preserving the correct extension.

3. Copy

Copy one dummy document into Reports and verify that the source still exists.

4. Move

Move another dummy file to the appropriate subfolder and confirm its new path.

5. Rename

Rename a dummy file and reopen it. Do not change its extension simply to convert the format.

6. Delete and recover

Delete only a designated disposable practice file using the normal recoverable method. Restore it where supported and verify it reopens; never test on personal folders.

Fundamentals of Computer Operations

Observations and Record

Operation	Before / after path	Verification
Create / rename	_____	_____
Copy / move	_____	_____
Delete / restore dummy file	_____	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- Use "Biochemistry-Activity-Student01-2026-10-08.docx" rather than "new final latest 2.docx." A descriptive name should be brief enough for the storage system.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.
- A network drive, removable drive or permanent-delete command may bypass normal recovery. Use only the instructor's disposable targets.

Viva Questions and Answers

1. Does renaming .docx to .pdf convert a document?

No. Use the application's export/conversion function.

2. What is the difference between copy and move?

Copy keeps the original; move relocates it.

3. Why verify the final path?

It confirms that the intended file was managed rather than another similarly named item.

Preparing a Structured Academic Report

Experiment 3 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To create an organised report with styles, tables, headers and page layout.

Principle

Document structure is easier to maintain when heading styles, consistent spacing and appropriate tables are used. Manual spaces and repeated blank lines can break when the layout changes.

Requirements

- Word processor such as the college's approved LibreOffice Writer or equivalent.
- A short fictional practical report and a small observation table.

Procedure

1. Plan sections

Arrange title, aim, method summary, observations, calculation and conclusion in a logical sequence.

2. Set page

Choose the required paper size, margins and readable body font before extensive formatting.

3. Use styles

Apply title and heading levels consistently. Use numbered lists for steps and bullets for parallel points.

4. Insert table

Add labelled columns with units and sufficient room for entries. Repeat the header if the table spans pages.

5. Add navigation

Insert a short header/footer and page numbers. Use page breaks instead of many blank paragraphs.

6. Save/export

Save the editable file, export PDF and reopen both to check table flow, page numbering and heading order.

Fundamentals of Computer Operations

Observations and Record

Report feature	Completed evidence	Correction
Heading hierarchy / sections	_____	_____
Table / units / page numbers	_____	_____
Editable and PDF reopened	_____	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- Use a heading style for "Observations" and a table headed "Time (min)" and "Reading (units)." This preserves structure better than aligning columns with spaces.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. Why use heading styles?

They provide consistent structure and can support navigation and contents generation.

2. When is a table useful?

For genuinely comparable entries with labelled columns.

3. Why reopen the PDF?

Export can change pagination or reveal layout problems.

Equations Images Notices and Certificates

Experiment 4 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To insert clear equations and images into a formatted document.

Principle

Editable equations and properly sized images remain clearer than low-quality screenshots. Alignment, captions and text alternatives help readers understand the intended content.

Requirements

- Document editor, a simple equation and an authorised image or original diagram.
- Fictional notice/certificate text; no real endorsement or signature.

Procedure

1. Choose document

Select a report, notice or clearly fictional certificate and identify its intended reader.

2. Insert equation

Use the equation editor for a simple formula such as $\text{density} = \text{mass}/\text{volume}$. Define symbols and units in nearby text.

3. Insert image

Use an authorised file, preserve aspect ratio and add a caption identifying what the reader should see.

4. Set wrapping

Choose suitable text wrapping and anchoring so moving paragraphs does not hide important content.

5. Format information

For a notice include purpose, date, time, venue and contact role. Mark a practice certificate as fictional and avoid copied signatures.

6. Check output

Inspect full-size view and exported PDF for equation symbols, image quality, spacing and page breaks.

Fundamentals of Computer Operations

Observations and Record

Element	Method / content	Verified output
Equation / defined symbols	_____	_____
Image / caption / alternative text	_____	_____
Notice or fictional certificate	_____	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- A figure caption such as “Graduated cylinder used to read liquid volume” explains purpose; a generic “Image 1” does not.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. Why preserve image aspect ratio?

Stretching can distort the subject.

2. What is alternative text?

A concise description of meaningful visual content for users who cannot see it.

3. Why define equation symbols?

Readers should not have to guess the variable or unit.

Pharmacy Inventory and Sales Spreadsheet

Experiment 5 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To build a fictional inventory sheet with consistent units and calculated values.

Principle

A spreadsheet separates data entries from calculated results. Clear columns, units and validation reduce errors. A classroom inventory is a simulation and must not control real stock or dispensing.

Requirements

- Approved spreadsheet application and fictional item/batch records.
- Columns for item, opening quantity, received, issued, closing, unit price and value.

Procedure

1. Define columns

Put headings in row 1 and state the counting unit, such as packs. Do not mix packs and tablets in one quantity column.

2. Enter data

Enter three fictional items with numeric quantities and prices; record batch/expiry where required.

3. Calculate closing

For row 2 with B opening, C received and D issued, enter $E2 = B2 + C2 - D2$. Copy down with checked relative references.

4. Calculate value

If F contains price per pack, use $G2 = E2 * F2$. Format currency consistently without changing the underlying values.

5. Validate

Check one row manually and flag negative stock or missing prices. Keep input and formula cells distinguishable using headings/labels.

6. Save

Save the editable workbook and export a readable view for review; verify formula results after reopening.

Fundamentals of Computer Operations

Observations and Record

Fictional item	Opening / received / issued	Closing / unit price / value
Item A	10 / 5 / 3	12 / 20 / 240
Item B	8 / 2 / 4	6 / 15 / 90
Item C	6 / 0 / 1	5 / 10 / 50

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- For Item A, closing packs = $10 + 5 - 3 = 12$. At an assigned price of 20 currency units per pack, closing value = 240 currency units.
- Total value of the three constructed rows is 380 currency units; these are not real medicine prices.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. Why state the counting unit?

A pack count cannot be combined directly with a tablet count.

2. What should negative stock indicate?

A data/process error requiring review, not an automatic valid inventory.

3. Why check one row manually?

It can reveal a wrong cell reference before the formula is copied.

Basic Spreadsheet Formulas and Functions

Experiment 6 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To use summation, averages, conditions and counts with verified ranges.

Principle

A formula references cells and returns a result. Functions apply a defined operation to a range. Numeric counts and non-empty counts differ, and relative references change when copied.

Requirements

- A spreadsheet with numeric B2:B4 values 10, 20 and 30 and fictional stock/threshold columns.
- Function assistant or the application's official help.

Procedure

1. Enter numbers

Place 10, 20 and 30 as numeric entries in B2:B4. Confirm they are not stored as text.

2. Sum and average

Use =SUM(B2:B4) and =AVERAGE(B2:B4). Check the selected range excludes headings and totals.

3. Count

Compare =COUNT(B2:B4) with =COUNTA(B2:B4). Add a separate text entry in B5 and observe the difference across B2:B5.

4. Conditional result

If D2 is closing stock and E2 is threshold, use =IF(D2<E2;"Reorder";"OK") in a semicolon-based locale. Use the separator required by the actual application.

5. Conditional count

Use =COUNTIF(B2:B4;">15") to count values over 15, with the local separator adjusted if necessary.

6. Verify

Change one input, confirm recalculation and compare expected results manually. Record formula text and resulting value.

Fundamentals of Computer Operations

Observations and Record

Function / formula	Expected constructed result	Actual result
SUM B2:B4	60	_____
AVERAGE B2:B4	20	_____
COUNT B2:B4	3	_____
COUNTIF greater than 15	2	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- If B5 contains text, COUNT(B2:B5) remains 3 while COUNTA(B2:B5) becomes 4.
- If D2 = 8 and E2 = 10, the stated IF formula returns "Reorder." Equality returns "OK" for this particular rule.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. What does COUNT count?

Numeric entries in the selected range.

2. What does COUNTA count?

Non-empty entries, including text.

3. Why check the local separator?

Applications/locales may use commas or semicolons between function arguments.

Charts from Experimental and Pharmaceutical Data

Experiment 7 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To choose and label a chart appropriate to the data.

Principle

A chart should preserve the meaning of the measured variables. XY scatter charts use numerical x values; category charts organise named groups. Axes, units and the plotted statistic must be clear.

Requirements

- Fictional time-series data and three-category inventory data.
- Spreadsheet application and a chart-review checklist.

Procedure

1. Check data

Arrange numeric x/y columns with units and review missing values. Do not replace an unmeasured value with zero without justification.

2. Choose type

Use XY scatter for a numeric relationship such as time against concentration; use a bar/column chart for named categories.

3. Create

Select the exact data range and insert the chosen chart. Check whether the first row/column was interpreted correctly.

4. Label

Add a specific title and both axis labels with units. Explain series and any error bars.

5. Inspect

Check scale, point order and legend. Avoid decorative 3D effects or a truncated axis that misleads the comparison.

6. Export

Save and verify the chart in the report/PDF at its intended display size.

Fundamentals of Computer Operations

Observations and Record

Time (min)	Constructed concentration (mg/L)
0	0
5	2
10	4
20	5

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- The time gaps are 5, 5 and 10 minutes. An XY chart places 20 min at the appropriate numerical spacing; a category line chart may space all four labels equally.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. When is XY scatter preferable?

When x values are numerical and their spacing matters.

2. Why label units?

The numerical value alone does not identify the measured quantity.

3. What should error bars represent?

A stated statistic such as standard deviation, not an unexplained decoration.

Five-Slide Academic Presentation

Experiment 8 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To prepare a short coherent presentation with readable text and visuals.

Principle

A small slide deck works best when each slide has one clear purpose. The slides support a spoken explanation rather than contain every sentence of the report.

Requirements

- Approved presentation application and a fictional practical topic.
- An original/authorised image and a five-minute rehearsal timer.

Procedure

1. Plan five slides

Use: title/objective, background, method, findings, conclusion/next question.

2. Write concise text

Use a short heading and a few useful points on each slide. Keep scientific claims within the supplied information.

3. Add visual

Insert one meaningful labelled diagram or chart and explain its purpose. Preserve legibility.

4. Keep design consistent

Use a readable font, adequate contrast and consistent margins. Avoid unnecessary animations.

5. Rehearse

Check timing, transitions and whether the presenter can explain the graph and limitations.

6. Save/export

Save the editable deck and inspect its PDF export. Reopen to ensure images, symbols and layout remain intact.

Fundamentals of Computer Operations

Observations and Record

Slide	Purpose / content	Verification
1	Title and objective	_____
2	Background	_____
3	Method	_____
4	Findings	_____
5	Conclusion / next question	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- For an inventory exercise, slide 4 can show closing stock by fictional item. Slide 5 can state the verified calculation and one remaining check, such as units or expiry handling.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. Why limit each slide to one purpose?

It makes the sequence easier to follow.

2. Should the presenter read every line?

No. Explain the content in a natural organised way.

3. Why inspect the export?

Fonts, images and placement can change between formats.

Academic Browsing and Scientific Literature Search

Experiment 9 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To record a reproducible academic search and assess retrieved evidence.

Principle

A useful search combines concepts and records the database, date, query and filters. Search results, abstracts and complete research reports provide different levels of information; a high position in results is not proof of quality.

Requirements

- Browser, PubMed or another approved scientific database and an academic question.
- Search log and two accessible primary research records.

Procedure

1. Define concepts

Choose a question such as how a formulation affects dissolution and identify terms/synonyms for each concept.

2. Build query

Combine alternatives with OR and distinct concepts with AND. Use parentheses to preserve grouping.

3. Run and inspect

Review search details and any automatic term mapping. Quoted phrases can change how terms are interpreted, so check warnings/results.

4. Use filters

Apply relevant date or article-type filters carefully and record them. Some filters can exclude useful records.

5. Assess papers

Read title, abstract and available full text; identify methods, results, limitations and whether the report directly answers the question.

6. Save log

Record date, database, exact query, filters and identifiers/titles of selected papers. Do not copy an abstract as your own summary.

Fundamentals of Computer Operations

Observations and Record

Search record	Entry
Question / database / date	_____
Exact query / filters	_____
Selected paper identifier / relevance	_____
Method / finding / limitation	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- An illustrative starting query is ("drug dissolution" OR "dissolution rate") AND formulation. Inspect the database's search translation and refine it rather than assuming the phrase is indexed exactly as typed.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. What does OR do?

It joins alternative terms for a concept.

2. What does AND do?

It requires the combined concepts in the search logic.

3. Why record the search date?

Database coverage and results can change over time.

Professional Email with Attachments CC and BCC

Experiment 10 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To prepare and send an approved practice email with the correct attachment and recipients.

Principle

Email fields have distinct purposes: To identifies the main recipients, CC makes copied recipients visible and BCC hides that recipient list from other recipients. These fields do not themselves make a message suitable for confidential clinical data.

Requirements

- Instructor-approved practice address and a dummy academic attachment.
- Email client and recipient/attachment checklist.

Procedure

1. Draft

Use a specific subject, greeting, concise purpose, requested action and signature.

2. Choose fields

Place the responsible practice recipient in To. Use CC only when visibility is appropriate; use BCC when the exercise requires recipient-list privacy.

3. Attach

Attach the intended dummy file and name it in the body. Open the attachment to check content, readability and size.

4. Review

Verify exact addresses, no real patient data, tone and the intended sharing purpose.

5. Send within exercise

Send only to the instructor-approved recipient after the class authorisation. Do not practise on unrelated personal contacts.

6. Verify

Check the sent record, correct attachment and any delivery/response information. Record the outcome; a sent item alone is not proof the recipient read it.

Fundamentals of Computer Operations

Observations and Record

Check	Entry
To / CC / BCC purpose	_____
Subject / attachment filename	_____
Addresses and content reviewed	_____
Approved send / outcome	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- Subject: "Semester 2 inventory exercise - Student01." Body: "Dear Instructor, please find the fictional inventory workbook attached for review. I have checked the totals and file opening. Regards, Student01."

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. Does CC hide recipient addresses?

No.

2. Does BCC encrypt sensitive information?

No. It concerns recipient visibility.

3. Why open the attachment before sending?

A similarly named file may contain the wrong work or fail to open.

Pharmacy Billing Inventory and Prescription-System Simulation

Experiment 11 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To observe a digital pharmacy workflow using fictional records.

Principle

Digital systems connect stock, transactions and records. Accurate batch, expiry and unit handling matter. A simulated workflow demonstrates data skills without authorising real dispensing.

Requirements

- Demonstration system or spreadsheet with fictional items, batches and transactions.
- Roles for entry, checking and audit; no live pharmacy credentials.

Procedure

1. Map workflow

Identify where items, batches, quantities, expiry and transactions are entered.

2. Enter stock

Add a fictional receipt with verified units and batch details. Keep expired/quarantined stock separate from available stock.

3. Simulate issue

Use the approved practice transaction and check permitted quantities. Consider first-expiry-first-out among suitable available batches.

4. Create bill

Calculate quantity × unit price and check the total. Apply any tax/discount only as explicitly defined in the fictional exercise.

5. Record correction

Demonstrate an authorised reversal/correction and retain an audit trail rather than silently deleting the history.

6. Reconcile

Compare opening plus receipts minus issues with closing stock and review discrepancies. Explain where a responsible professional authorises clinical decisions.

Fundamentals of Computer Operations

Observations and Record

Transaction	Quantity / batch	Result / audit check
Receipt	_____	_____
Issue / fictional bill	_____	_____
Correction / reconciliation	_____	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- Opening 20 packs + receipt 5 - issue 4 gives closing 21 packs. If 2 packs are separately quarantined, available stock is 19 packs, subject to the stated system's categories.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. What does FEFO mean?

First expiry, first out among suitable available stock.

2. Why retain an audit trail?

It records who changed what and supports review.

3. Can a software record replace professional verification?

No. Authorised clinical and operational checks remain necessary.

Cloud Storage Organisation and Sharing

Experiment 12 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To save, organise and share dummy academic files with appropriate permissions.

Principle

Cloud storage provides remote file access and often version history. Sharing permission determines who can view or edit; a convenient link can expose more information than intended if its scope is not checked.

Requirements

- Institution-approved cloud account and dummy files.
- A second approved practice account or instructor for a sharing check.

Procedure

1. Organise

Create a clearly named course/activity folder in the approved storage area.

2. Upload

Upload the correct dummy files and confirm names, formats and completion status.

3. Choose permission

Select the minimum access required, such as named viewers rather than unrestricted editors.

4. Check access

Verify through the approved test recipient that the intended file opens and editing is permitted only when needed.

5. Use history

Locate version history and demonstrate restoration of a disposable practice version where allowed.

6. Close review

Record sharing recipients, revoke unnecessary test access and verify the final version. Do not upload real patient data for the exercise.

Fundamentals of Computer Operations

Observations and Record

Cloud action	Permission / version	Verification
Upload / folder	_____	_____
View or edit sharing	_____	_____
Version / revoked test access	_____	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- A named instructor with view access may be sufficient for a PDF submission. Public edit access would give broader powers than this task requires.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. What is the difference between viewing and editing?

Editing permits changes; viewing does not normally permit them.

2. Why test access?

The owner's ability to open a file does not prove the recipient can.

3. What can version history help with?

Reviewing or recovering earlier changes where the platform supports it.

Exploring Digital Health Applications

Experiment 13 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To assess an assigned health tool's purpose, information and privacy features.

Principle

Digital health includes educational, administrative, wellness and clinical functions. The intended function and evidence matter more than an attractive interface or app-store availability.

Requirements

- Instructor-selected demonstration app or screenshots and its official information/privacy statements.
- Assessment worksheet; no personal health entry or purchase required.

Procedure

1. Identify purpose

State the claimed function and intended users. Separate education/reminders from diagnosis or treatment decisions.

2. Check provenance

Record developer, version/date, information sources and update process from official materials.

3. Review evidence

Find support for the stated function and any relevant verified authorisation in the applicable jurisdiction. Do not assume store listing proves clinical validation.

4. Review privacy

Identify what data is requested, why it is needed, sharing/retention terms and permission controls.

5. Try dummy workflow

Use only a permitted demonstration or dummy record. Check error messages, accessibility and how a user reaches professional help.

6. Conclude

List supported uses, uncertain claims and questions needing professional review. The class exercise is not an endorsement or patient-specific recommendation.

Fundamentals of Computer Operations

Observations and Record

Assessment area	Observed evidence	Limitation / question
Purpose / developer / version	_____	_____
Evidence / information updates	_____	_____
Data / permissions / usability	_____	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- A reminder tool may help organise a supplied plan, but a reminder feature alone does not validate a separate diagnostic claim. Evaluate each function on its own evidence.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. Does app-store availability prove clinical accuracy?

No.

2. Why review each function?

A tool can combine educational and higher-risk functions with different evidence needs.

3. Why use dummy data?

It avoids unnecessary disclosure during a learning exercise.

Using an Online Learning Platform

Experiment 14 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To access course materials, track progress and complete a practice learning activity.

Principle

A learning platform organises resources, activities and submission records. Account security and checking the correct course/activity prevent avoidable errors.

Requirements

- College-approved learning platform and authorised student account.
- A practice course/resource and quiz or non-graded activity.

Procedure

1. Sign in

Use the approved address and account. Verify the institution/course identity and follow its authentication process.

2. Find materials

Open the assigned course, locate the resource and check title, version and due information.

3. Organise learning

Save permitted materials in the course folder and note what must be completed.

4. Complete practice

Attempt the authorised activity honestly. Review feedback and distinguish completion status from an actual assessed grade.

5. Track

Check progress, outstanding tasks and messages through the platform's intended pages.

6. Finish securely

Record the completed activity and sign out from shared computers; do not save credentials to a public workstation.

Fundamentals of Computer Operations

Observations and Record

Platform action	Course / resource	Verified outcome
Access / resource	_____	_____
Practice activity / feedback	_____	_____
Progress / secure sign-out	_____	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- A resource marked “opened” may not mean the associated assignment was submitted. Check the submission confirmation separately.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. Why verify the course?

Similar course titles or old resources can cause incorrect work.

2. Does completion equal a grade?

Not necessarily; the platform’s status definitions must be checked.

3. Why sign out on shared computers?

It limits unauthorised access to the account.

Preparing and Submitting Digital Assignments

Experiment 15 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To package and verify a digital assignment in the requested formats.

Principle

A correct submission includes the intended final files, meaningful names and evidence of successful upload. Exported views and editable files serve different purposes.

Requirements

- Completed dummy report, workbook or presentation.
- Instructor's format/naming instructions and an approved practice submission area.

Procedure

1. Read requirements

List required file types, naming pattern, deadline and destination. Identify whether an editable file and PDF are both requested.

2. Finalise

Check content, formula results, headings, units and spelling. Remove comments or private information not intended for submission.

3. Save names

Use the required student/activity identifiers and preserve correct extensions. Avoid several ambiguous "final" versions.

4. Export/reopen

Create the requested PDF/export, reopen every file and check pages, charts, images and formulas.

5. Submit

Upload only the intended files through the instructor-approved area and confirm successful completion.

6. Record receipt

Save the confirmation/time and, where possible, reopen the submitted file. Keep a local final copy and note any requested resubmission.

Fundamentals of Computer Operations

Observations and Record

Submission check	Evidence
Required formats / filenames	_____
Files reopened / output reviewed	_____
Upload confirmation / date-time	_____
Submitted version / local copy	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- A workbook export shows the calculated table but may not preserve editable formulas. If the instructor requests both, submit the workbook and PDF with matching base names.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. Why reopen before upload?

It confirms the saved files are readable and contain the intended final work.

2. What proves a submission better than an upload attempt?

A platform confirmation and, when available, the reopened submitted file.

3. Why retain a local final copy?

It supports later review or a legitimate resubmission.

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