

Continue Learning with FirstHope

Complete Notes on the FirstHope App

Complete subject and semesters are available on FirstHope app only.

- Get complete subject and semester notes in the FirstHope app.
- Available for B.Pharm, D.Pharm, M.Pharm and Pharm.D students.

[Click here to get the FirstHope app](#)

Join the FirstHope Telegram Channel

Join FirstHope Notes and keep up with channel updates.

[Click here to join Telegram](#)

Instagram

@firsthope.official

[Click here to follow Instagram](#)

YouTube Channel

FirstHope-Pharmacy / Live streams

[Click here to watch the YouTube channel](#)

WhatsApp Channel

Follow FirstHope on WhatsApp.

[Click here to join the WhatsApp channel](#)

FirstHope Website

firsthopenotes.com

[Click here to visit the website](#)

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.

Continue Learning with FirstHope

Complete Notes on the FirstHope App

Complete subject and semesters are available on FirstHope app only.

- Get complete subject and semester notes in the FirstHope app.
- Available for B.Pharm, D.Pharm, M.Pharm and Pharm.D students.

[Click here to get the FirstHope app](#)

Join the FirstHope Telegram Channel

Join FirstHope Notes and keep up with channel updates.

[Click here to join Telegram](#)

Instagram

@firsthope.official

[Click here to follow Instagram](#)

YouTube Channel

FirstHope-Pharmacy / Live streams

[Click here to watch the YouTube channel](#)

WhatsApp Channel

Follow FirstHope on WhatsApp.

[Click here to join the WhatsApp channel](#)

FirstHope Website

firsthopenotes.com

[Click here to visit the website](#)