|  |  |
| --- | --- |
|  | |
| **Hands-on Exercise No.1**  **DigiSkills.pk 2.0-Batch-01**  **Digital Literacy** | **Total Marks: 10**  **Due Date: 24/02/2022** |
| **Instructions:**  Please read the following instructions carefully before submitting this Hands-on Exercise:   * Use MS Word to prepare exercise solution. * You may consult tutorials and videos if the concept is not clear. * Your submitted exercise will not be considered/counted if:   + It is submitted after due date.   + It is not in the required format (.xls or .xlsx.)   + It does not open, or file is corrupt.   + It is copied (partial or full) from any source (websites, forums, students, etc.)   **Learning Outcome:**  After completing this exercise, you shall be able to:   * Understand different types of software icons * Understand different types of desktop icons | |

**Problem Statement**

Identify the names of different desktop icons from the given list and put “X” in the respective column

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| List of icons | Folder | My computer | Recycle Bin | Text | MS Word |
| A computer monitor with a blue screen  Description automatically generated with low confidence |  | X |  |  |  |
| A picture containing text, sign, outdoor, clipart  Description automatically generated |  |  |  |  | X |
| Text  Description automatically generated |  |  |  | X |  |
| A picture containing cup, coffee, indoor, drink  Description automatically generated |  |  | X |  |  |
| A picture containing text, file folder  Description automatically generated | X |  |  |  |  |

Identify the names of different types of software icons from the given list and put “X” in the respective column

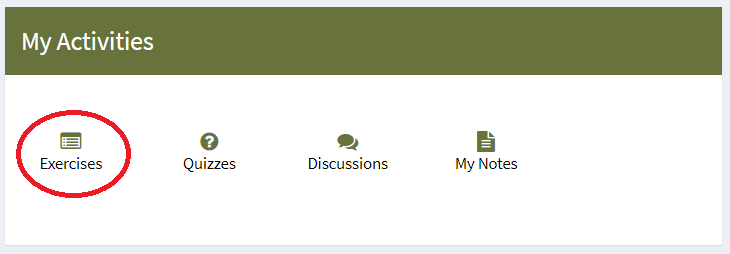
|  |  |  |  |
| --- | --- | --- | --- |
| Software List | Application software | System Software | Utility Software |
| Logo  Description automatically generated |  |  | X |
| Logo  Description automatically generated with medium confidence |  | X |  |
| A picture containing text, clipart  Description automatically generated | X |  |  |

**BEST OF LUCK ☺**

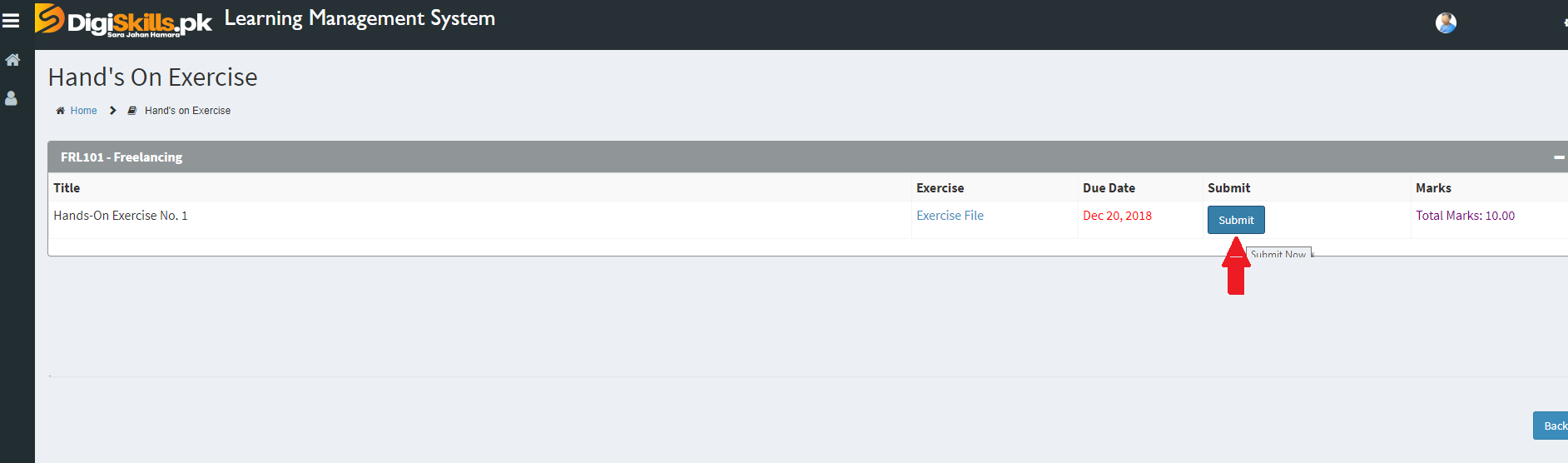
**How to submit solution file on LMS?**

Please perform the following steps for submitting your solution using LMS:

* 1. Login to the LMS
  2. Click on the **Exercises** button within the **My Activities** section



* 1. Click on the submit button to upload your Solution.



* 1. Keep in mind to upload your Solution in .xls or. xlsx format