

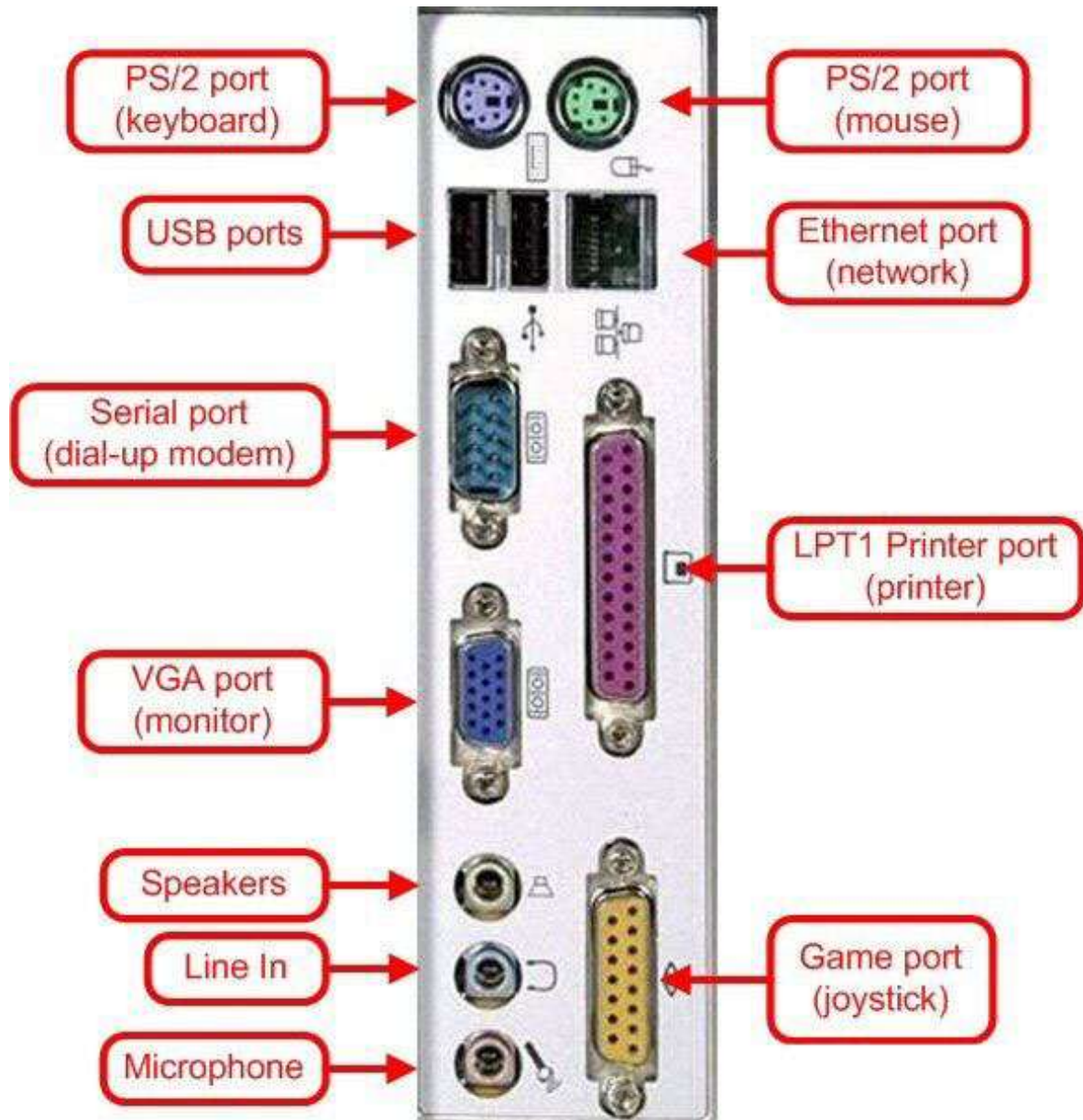
**Bharathidasan University**  
**Centre for Differently Abled Persons**  
**Tiruchirappalli - 620024**

<b>Programme Name</b>	Bachelor of Computer Applications
<b>Course Code</b>	20UCA4SBE1
<b>Course Title</b>	PC Administration Lab
<b>Semester</b>	I
<b>Unit</b>	I
<b>Compiled by</b>	Dr.M.Prabavathy & Dr.P.Kannan

Ex.: 1

**IDENTIFICATION OF INTERNAL COMPONENTS**

Ports:



**Cables:**



→ **Composite w/Audio**



→ **S-Video**



→ **VGA [ Video Graphic  
Array]**



→ **HDMI [ High  
Definition Multimedia  
Interface]**



→ **RCA / Composite**



→ **DVI [ Digital Visual  
Interface ]**

**Network Devices:**



→ **Router**



**5 Port Switch**



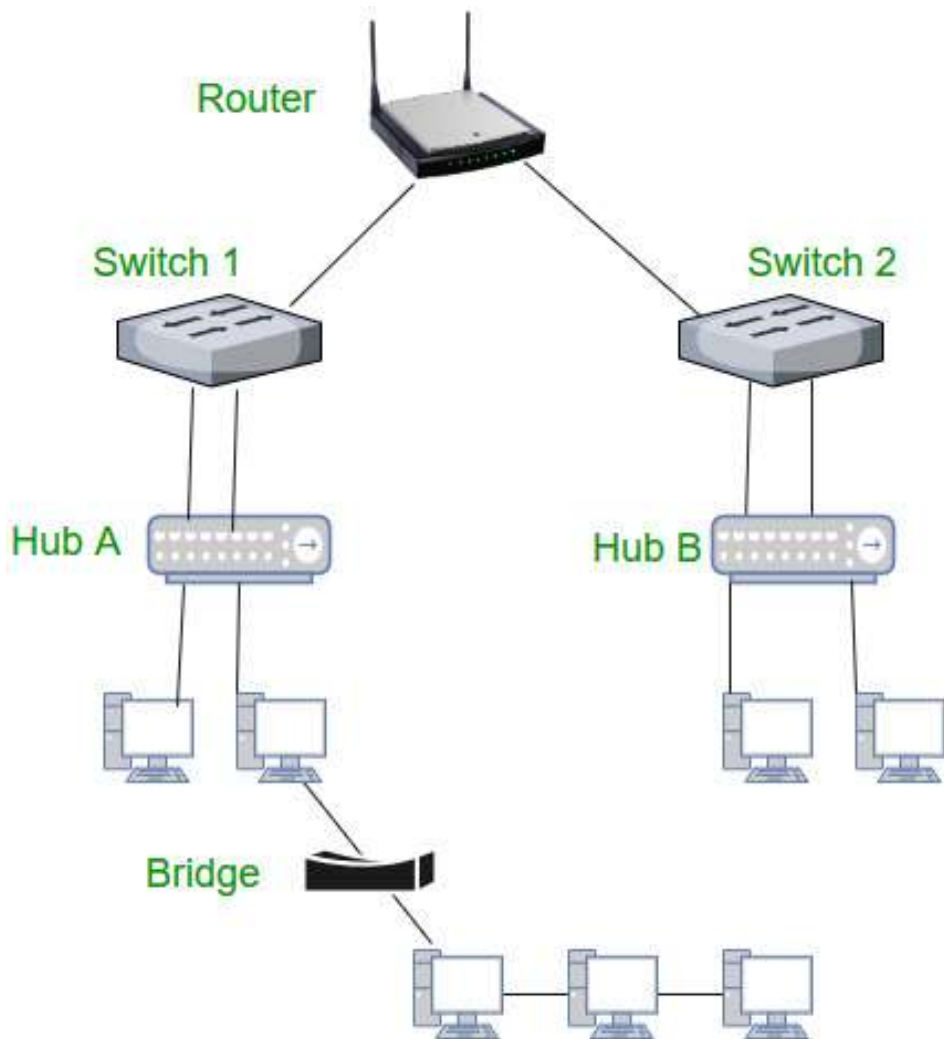
→ **24 Port Switch**



**Hub**



**Bridge**



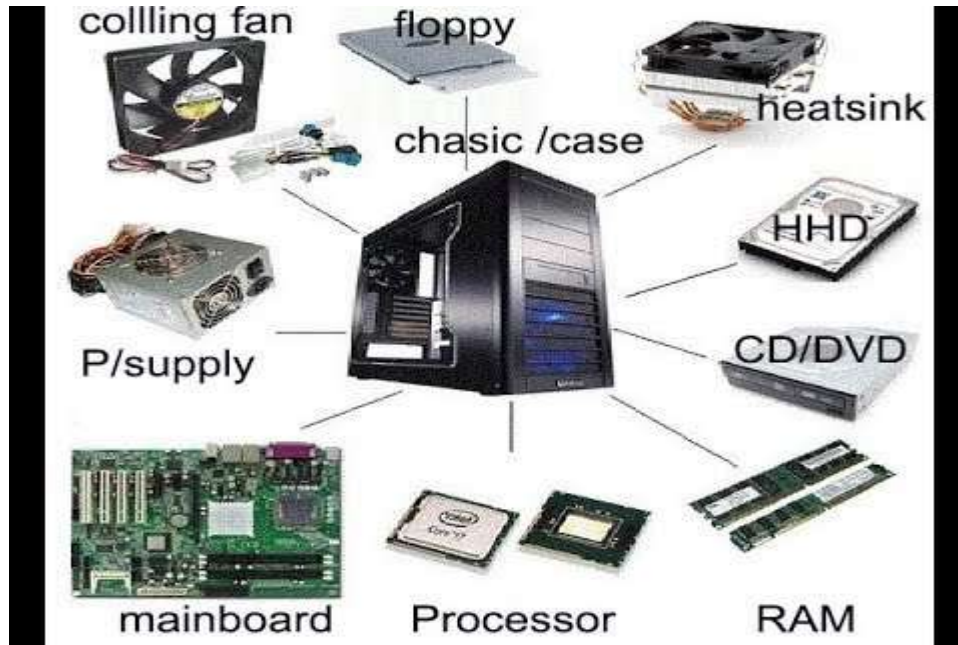
**Ex.: 2**

**SAFE LAB PROCEDURES AND HANDLE TOOLS**

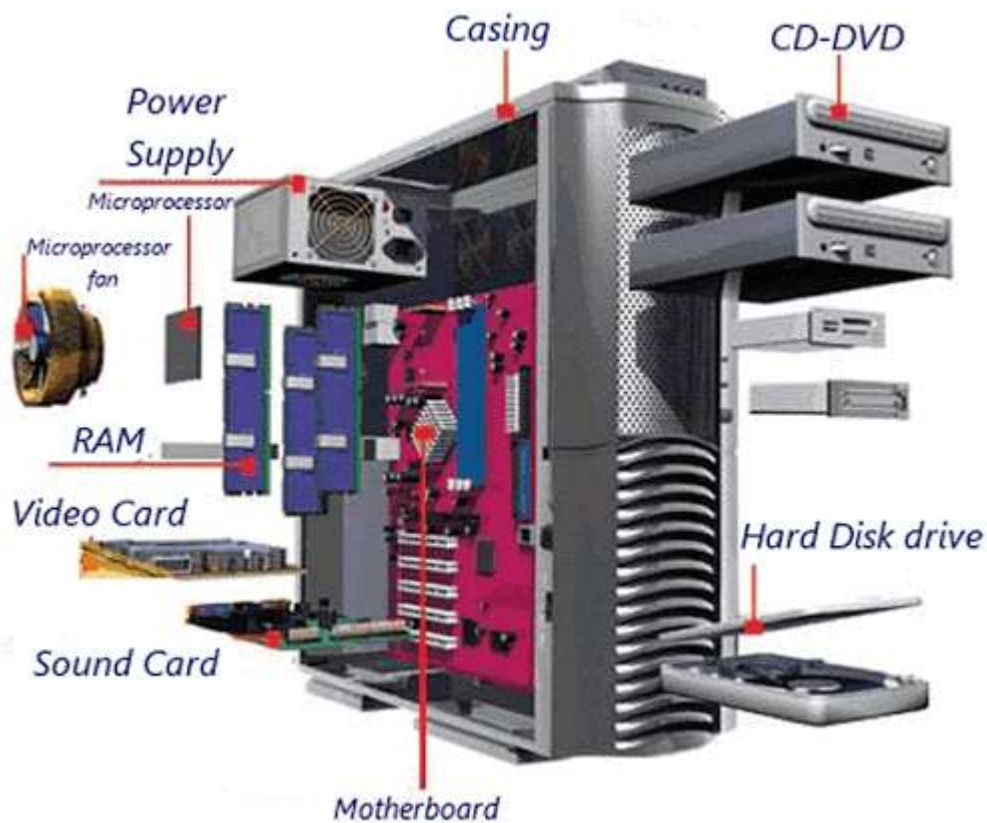
Ex.: 3

ASSEMBLE THE COMPUTER

Components:



Assembling:





Ex.: 4

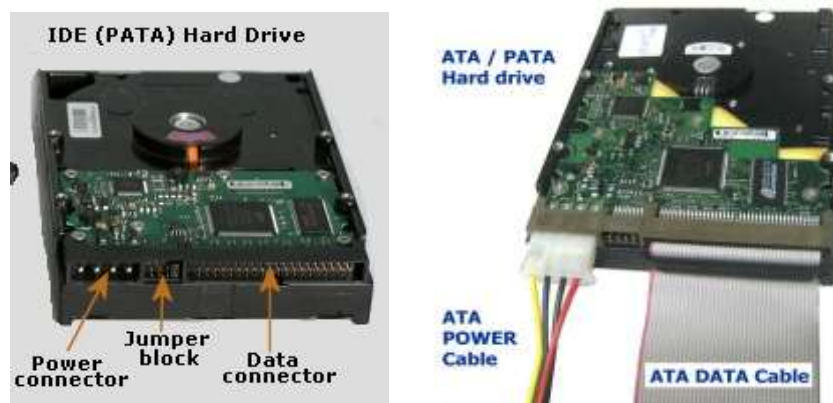
### CONNECTION OF INTERNAL CABLES

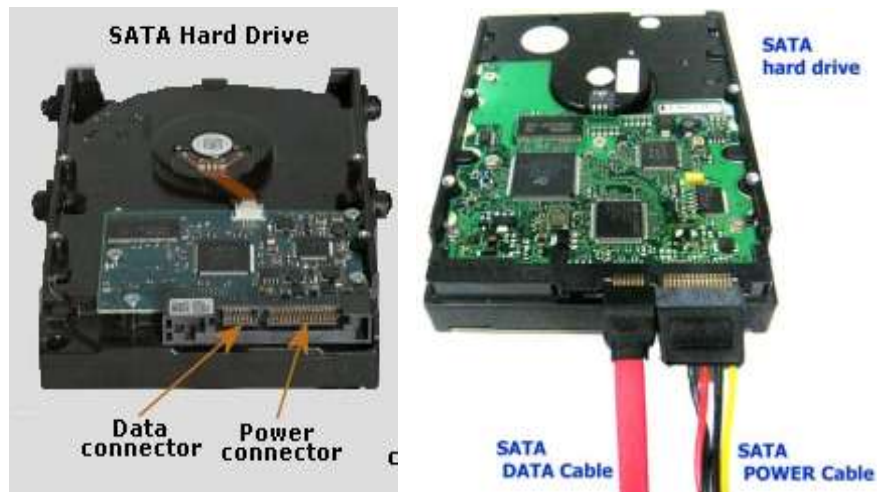
#### Internal Components:

- DVD Drive

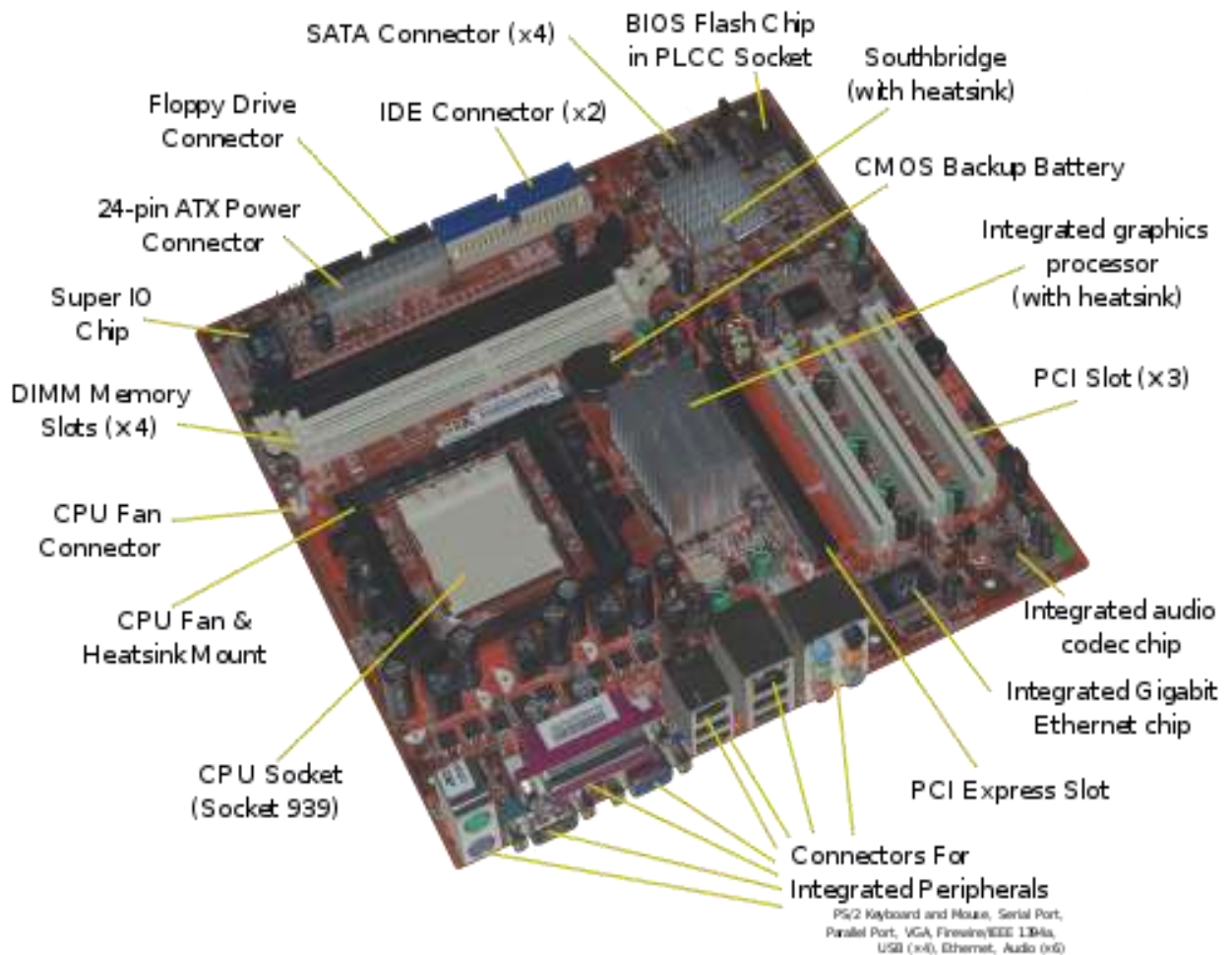


- Hard Disk Drive

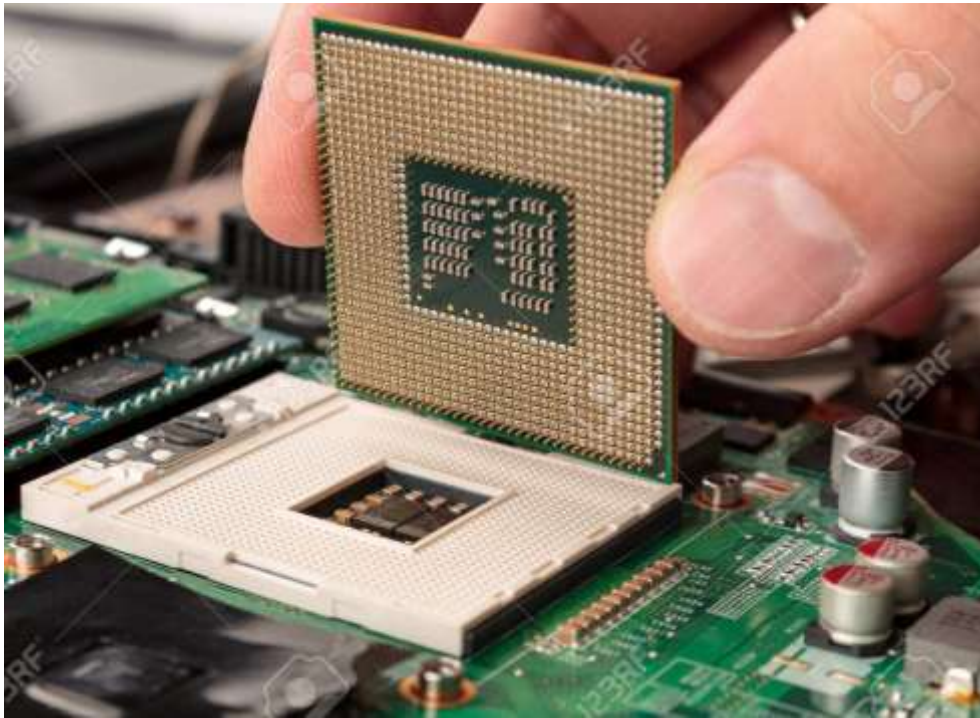




- Mother Board



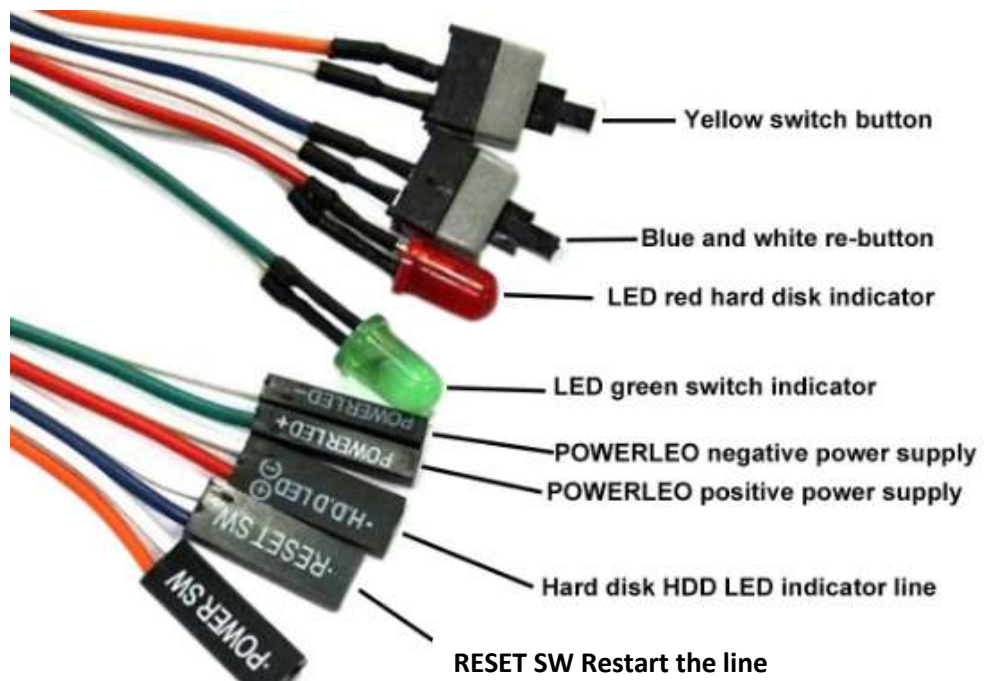




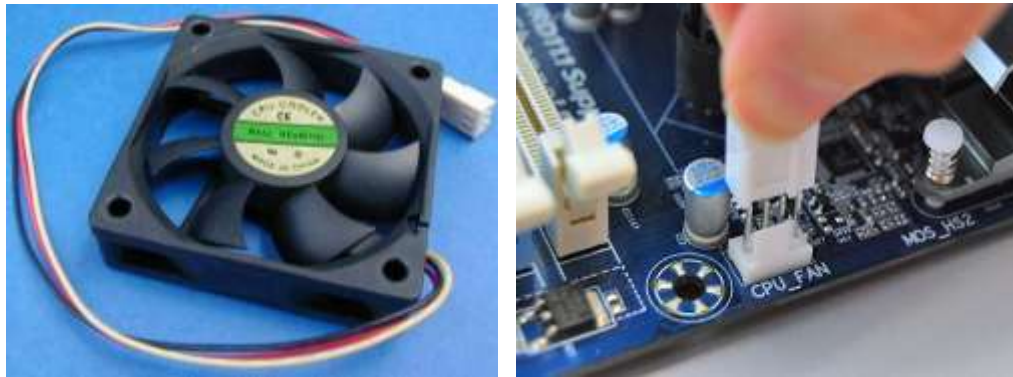
- USB



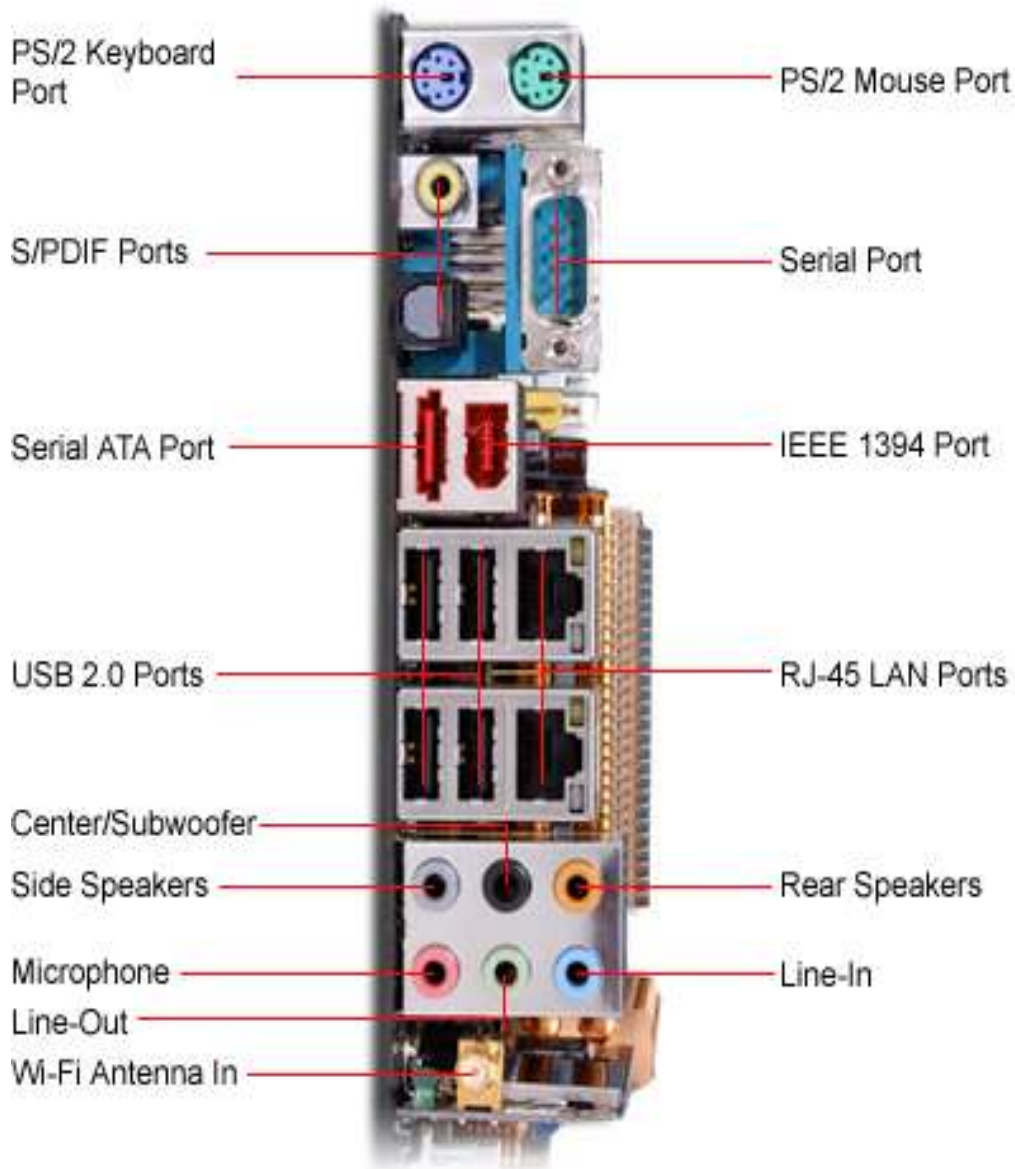
- LED (Front Panel Connectors)



- FAN

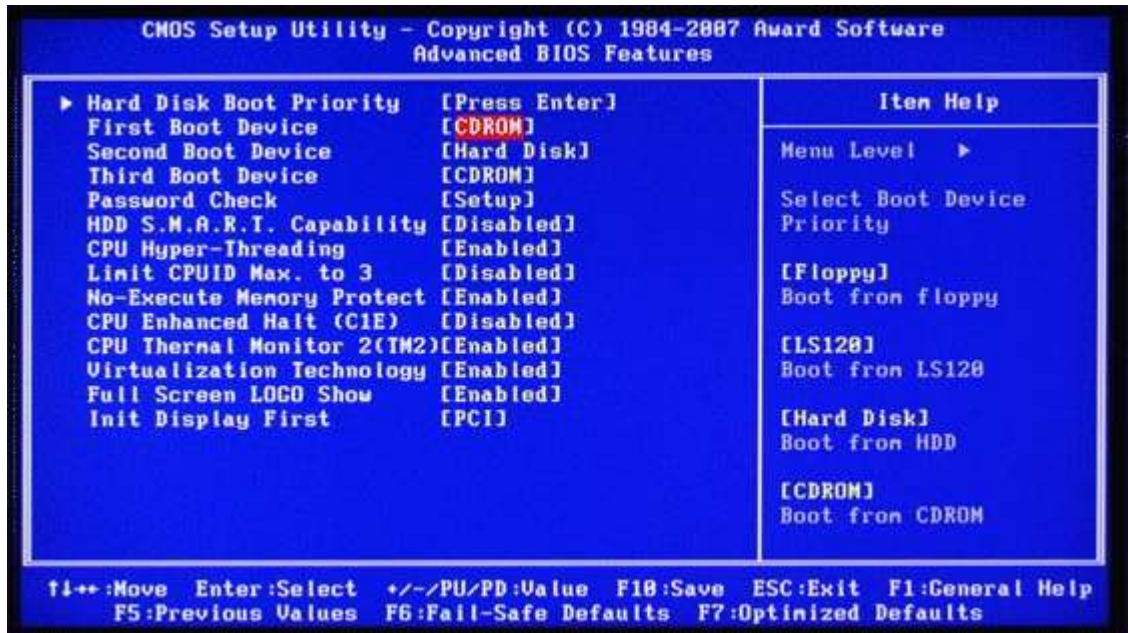


**External Components:**

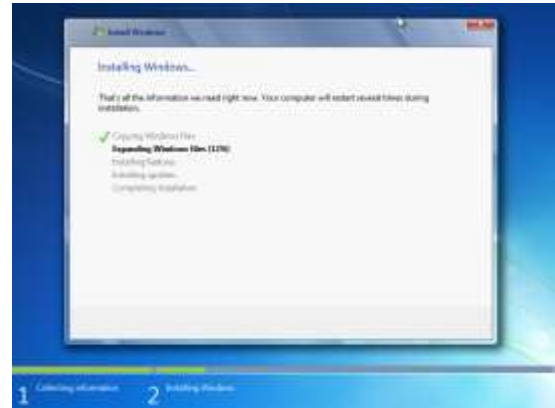
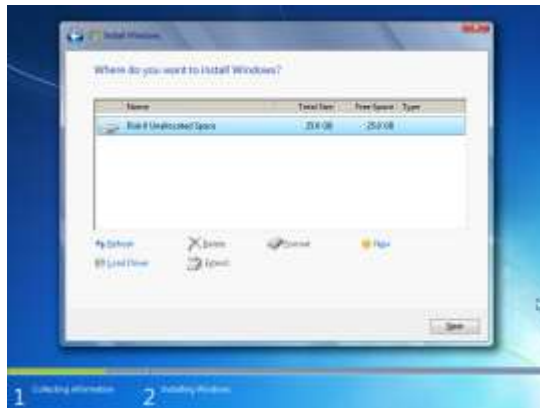
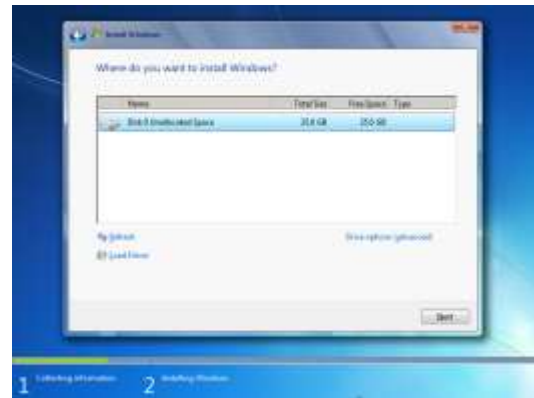
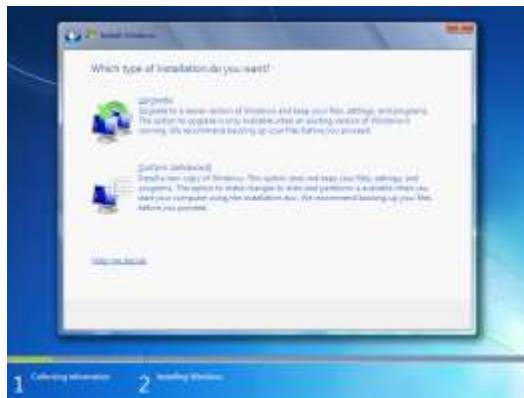


Ex.: 5

**OPERATING SYSTEM INSTALLATION**



## II BCA – IV Semester - PC Administration and Maintenance Lab

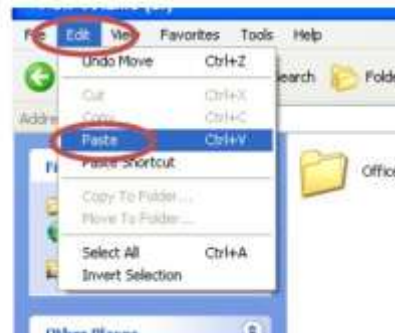
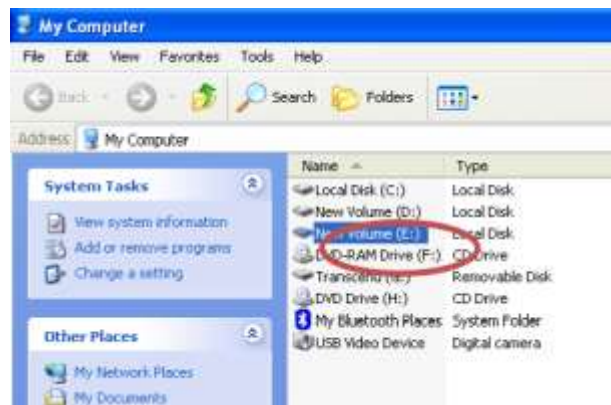


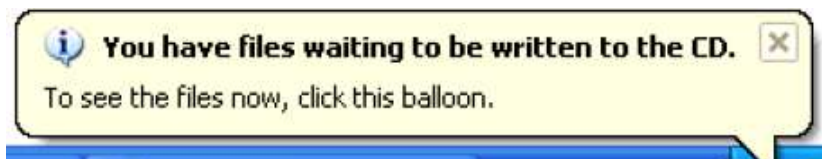
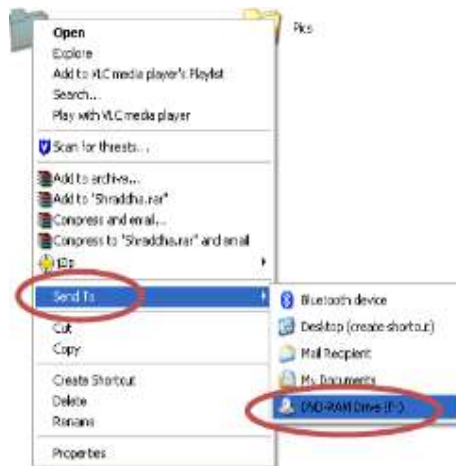
**Ex.: 6**

**DOWNLOAD AND INSTALLING DEVICE DRIVERS**

Ex.: 7

**DATA BACKUP USING SECONDARY STORAGE DEVICES**

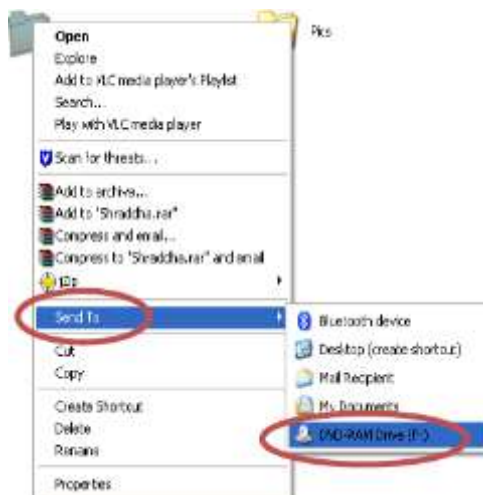




- written on CD/DVD” as shown below.

### Copying files from a computer to a CD/DVD – “Writing/burning a CD/DVD”:

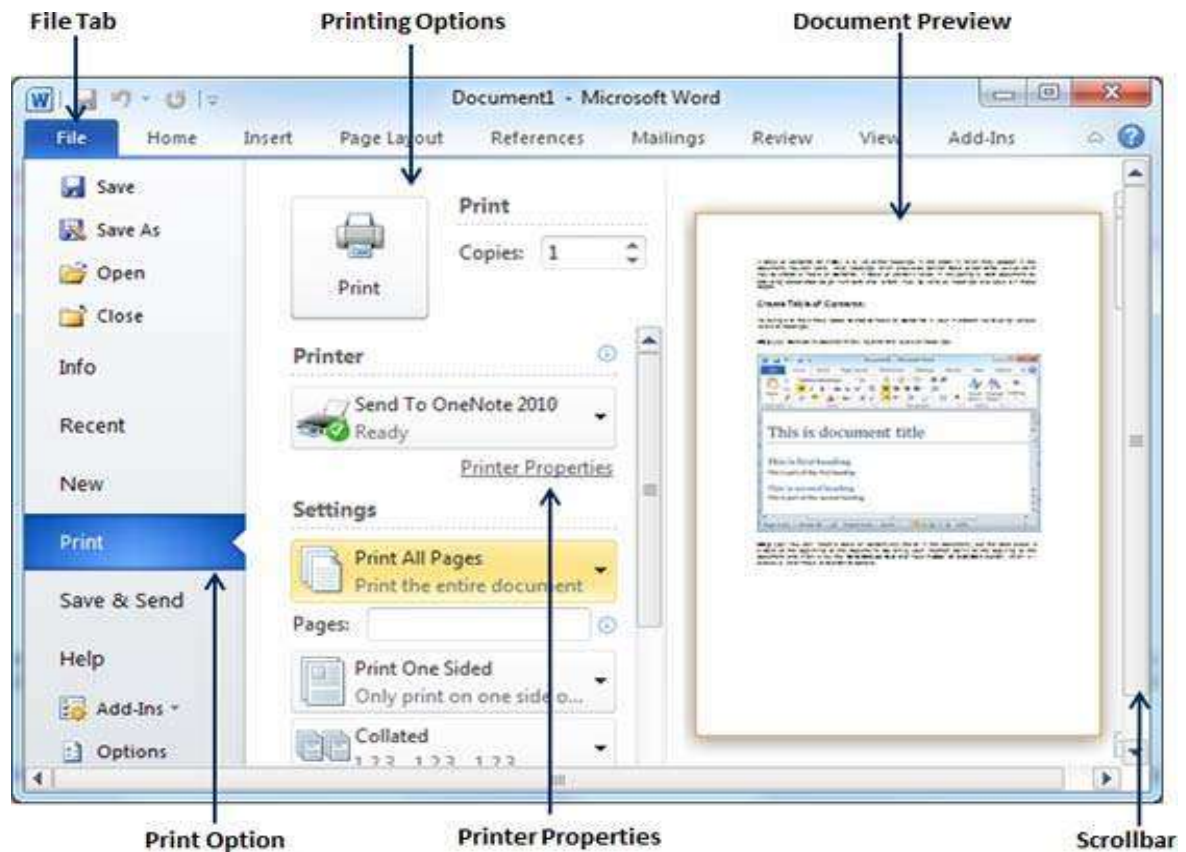
- Insert the blank CD/DVD in the CD/DVD Drive of your computer. Open “My Computer” and check the CD/DVD Drive, it will display the blank CD/DVD.
- Open the location in your computer where the files and folders to be written are saved and select the files and folders.
- “Right Click” on the selected files and folders to get the menu. Select “Send To” and choose CD/DVD drive that appears in the menu.





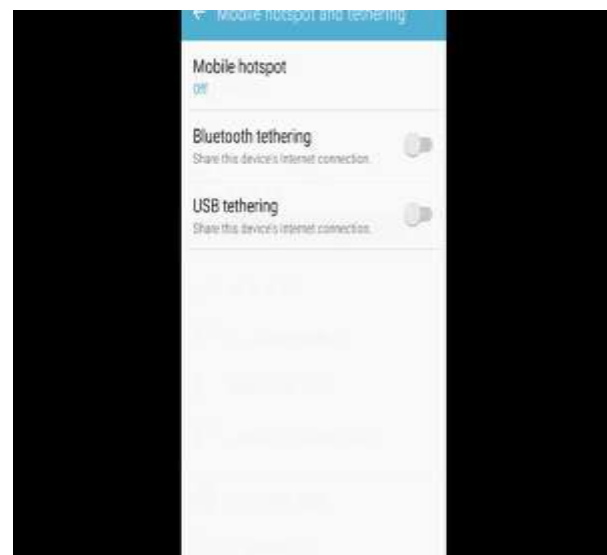
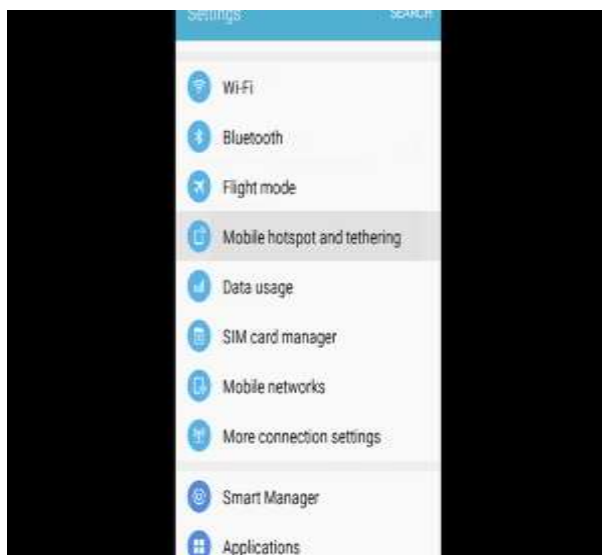
Ex.: 8

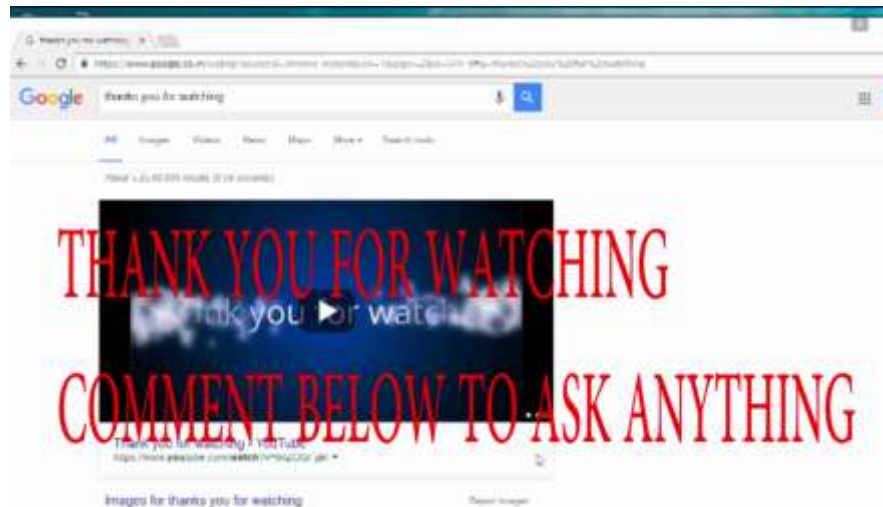
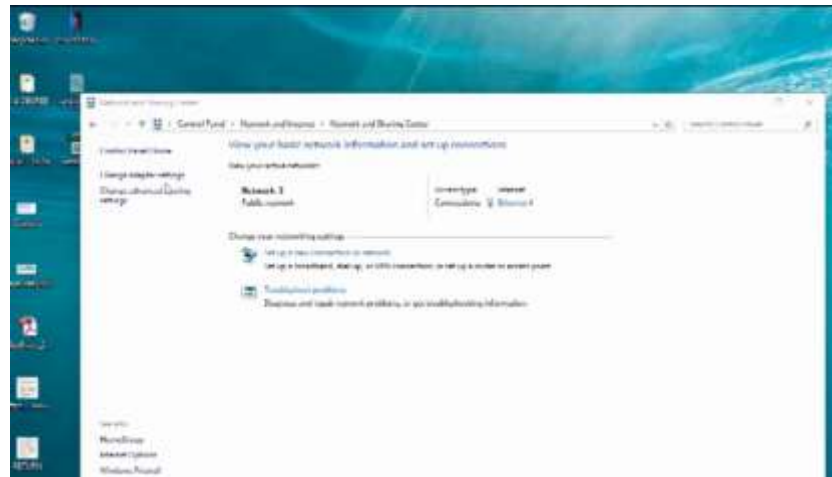
## SCANNING AND PRINTING PROCESS



Ex.: 9

**ACCESS INTERNET USING MOBILE**





Ex.: 10

