



# ICT BOOKS CATALOGUE

INFORMATION & COMMUNICATION TECHNOLOGY

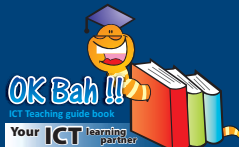


**ICT**

\*Bi-Language  
(Bahasa Melayu & English)

\*Various levels of ICT Manuals

\*A Step-by-Step Manual



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2006 - Version 4.0

Spreadsheet - Microsoft Excel (Level 1)

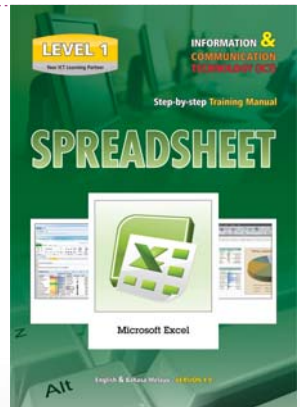
A4 Size (210mm X 297mm)

978-967-0241-09-8

RM

**Contents:-**

Lesson 1 : INTRODUCTION; Lesson 2: NAVIGATION; Lesson 3 : DATA TYPES;  
Lesson 4 : FORMATTING; Lesson 5: CREATING FORMULAS;  
Lesson 6 : EXCEL CELL REFERENCE; Lesson 7 : FILL SERIES;  
Lesson 8 : Sorting and Filtering Data; Lesson 9 : GRAPH AND CHART;  
Lesson 10 : HELP.



2006 - Version 4.0

Spreadsheet - Microsoft Excel (Level 2)

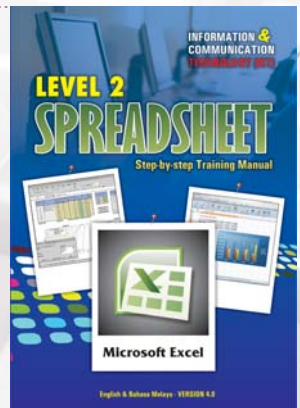
A4 Size (210mm X 297mm)

978-967-0241-10-4

RM

**Contents:-**

1. Introduction; 2. Commonly Used Functions; 3. Logical Functions 4. L o o k u p ,  
Reference & Information Functions; 5. PivotTable Report.



2006 - Version 4.0

Computerised Accounting - UBS (Level 1)

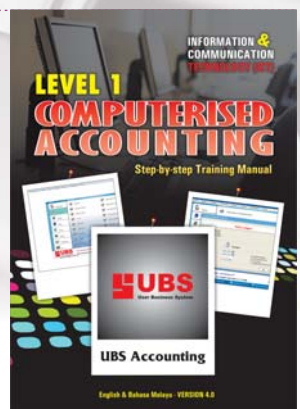
A4 Size (210mm X 297mm)

978-967-0241-13-5

RM

**Contents:-**

INTRODUCTION (1. How To Install UBS Computerised Software; 2. Start With UBS Accounting 9.0)  
LESSON 2 : (1. Enter New Company Data; 2. Create Chart Of Account; 3. Organise Batches; 4. E n t e r  
Transaction; 5. Backup And Restore; 6. Edit Chart Of Account; 7. Edit Transaction; 8. D e l e t e  
Transaction) LESSON 3 : (1. Create Chart of Accounts; 2. Organise Batches; 3. Add/ Edit/ Delete  
Transactions; 4. View Report) LESSON 4 : (1. Create Debtor & Creditor File (Sub-Ledgers); 2.  
Differences between Add Entry and Quick Entry; 3. Edit/ Delete Chart of Account; 4. Print  
Reports) LESSON 5 : (1. Clear Transaction Only; 2. Enter Opening Balances; 3. Maintain Opening &  
Closing Stock Values; 4. Lock & Unlock Batches 5. Month End Processing) LESSON 6 : (1. Debtors'  
Aging; 2. Create Taxation Account; 3. Year End Processing; 4. Transaction Involving Period 13)  
LESSON 7 : (1. Handling of Business Documents) LESSON 8 : (1. Answer)



2006 - Version 1.0

Computerised Accounting - UBS (Level 2)

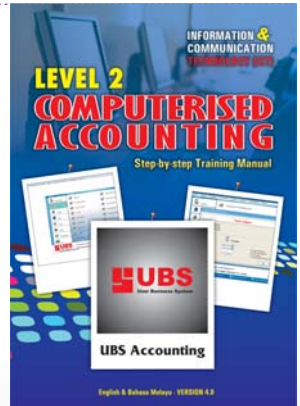
A4 Size (210mm X 297mm)

978-967-0241-14-2

RM

**Contents:-**

INTRODUCTION : (1. Special Account; 2. Fixed Asset; 3. Foreign Currency; 3. Housekeeping: General Setting) LESSON 2 : (1. Departmental Account; 2.Project Code; 3. Concept To Other Type Of Accountsl) ESSON 3 : (1. Manufacturing Account; 2.Usage Of Special Account- S-A; 3. Maintain Multiple Opening & Closing Stock; 4. Print Reports) LESSON 4 : (1. Partnership ;2. Maintain Opening & Closing Balance; 3.Foreign Currency; 4. Disposal Of Fixed Asset ; 5. Adjustment – Unpaid, Prepaid & Depreciation; 6. Appropriation A/C Residual Profit; 7. Year End Processing) LESSON 5 : (1. Limited Company; 2. Debtor & Creditor File Maintenance; 3. Sale Tax & Purchase Tax; 4.Disposal Of Fixed Asset; 5. Adjustment - Unpaid, Prepaid & Depreciation; 6. Appropriation Account; 7. Cash Flow Statement; 8. Year End Processing) LESSON 6 : (1. Budget; 2. Trading & Profit & Loss Account; 3. Budget & Variances)



2007 - Version 1.0

UBS Payroll

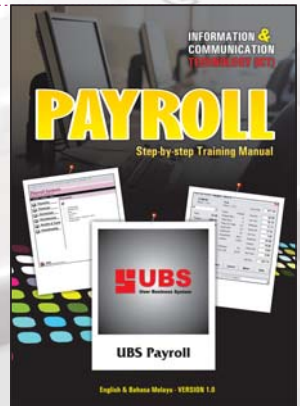
A4 Size (210mm X 297mm)

978-967-0241-19-7

RM

**Contents:-**

Lesson 1 : (1. Mathematical Structure of Pay Calculation; 2. Practice on Manual Calculation; 3. Introduction to EPF, SOCSO & PCB) Lesson 2 : (1. Install UBS Payroll; 2. Parameter Setup; 3. Addresses & Account Number; 4. Table Maintenance; 5. Personnel File Maintenance; 6. Update Annual Leave & Medical Leave) Lesson 4 : (1. 1<sup>st</sup> Half and 2<sup>nd</sup> Half Payroll; 2. Month End Process; 3. Add New Employee; 4. Advance, commission, Bonus; 5. View and Print Pay Slip) Lesson 5 : ( 1. Payment By Cash/Bank/ Other; 2. Government and Report; 3. Management and Personnel Report; 4. Monthly and Yearly Reports; 5. Payroll Security) Lesson 6 : (1.Trial Test)



2007 - Version 1.0

UBS Stock Control

A4 Size (210mm X 297mm)

978-967-0241-20-3

RM

**Contents:-**

Lesson 1: Introduction; Lesson 2 : Setting & Maintenance; Lesson 3 : Purchasing; Lesson 4 : Selling Lesson 5 : Internal.



2008 - Version 1.0

Spreadsheet - OpenOffice (CALC)

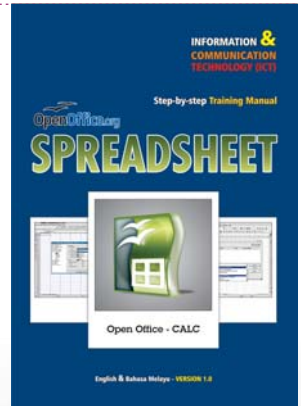
A4 Size (210mm X 297mm)

978-967-0241-23-4

RM

**Contents:-**

Lesson 1 : Introduction; Lesson 2: Navigation; Lesson 3 : Workbook; Lesson 4 : Worksheets; Lesson 5 : Formatting; Lesson 6: Creating Formulas; Lesson 7 : Function.



2010 - Version 1.0

Computerised Accounting - MYOB (Level 1)

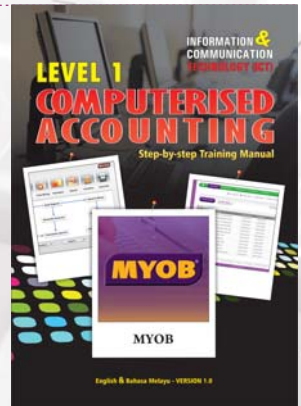
A4 Size (210mm X 297mm)

978-967-0241-35-7

RM

**Contents:-**

Chapter 1 : Getting Started with MYOB Premier; Chapter 2 : Creating a New Company Data File; Chapter 3 : Banking & Cash Management; Chapter 4 : Setting Up for Sales & Purchases; Chapter 5 : Managing Purchases; Chapter 6 : Managing Sales; Chapter 7 : Managing Inventory; Chapter 8 : Reports & Backup.



2010 - Version 1.0

Computerised Accounting - MYOB (Level 2)

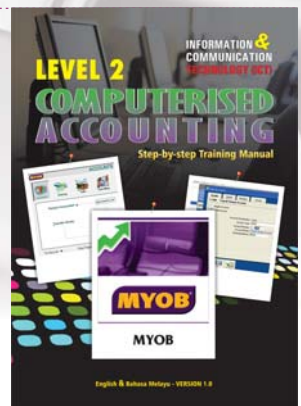
A4 Size (210mm X 297mm)

978-967-0241-46-5

RM

**Contents:-**

Chapter 1 : Departments & Jobs Features; Chapter 2 : Creating a New Company - Partnership Data File; Chapter 3 : Debtors & Creditors Management; Chapter 4 : Creating a New Company- Limited Company; Chapter 5 : Working with Multiple Currencies; Chapter 6 : Period-End Adjustments; Chapter 7 : Report & Budget Analysis; Chapter 8 : Starting A New Financial Year.



2004 - Version 4.0

Basic Computer Studies & Internet Applications

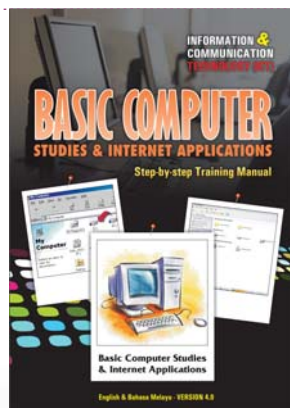
A4 Size (210mm X 297mm)

978-967-0241-01-2

RM

**Contents:-**

PART 1 : BASIC COMPUTER STUDIES (Lesson 1 : What Is A Computer?; Lesson 2 : Explore Your Computer) PART 2 : INTERNET APPLICATIONS (Lesson 1 : Get To Know Internet Explore; Lesson 2 : E-mail Handling; Lesson 3 : Blog For You)



2005 - Version 4.0

Presentation - Microsoft Powerpoint (Level 1)

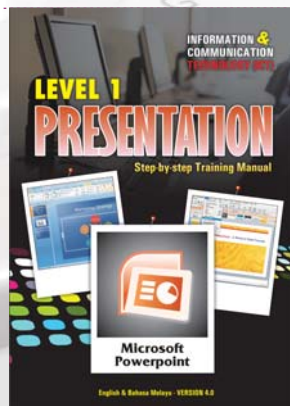
A4 Size (210mm X 297mm)

978-967-0241-06-7

RM

**Contents:-**

1. PowerPoint Screen; 2. Moving a Text Box; 3. Changing your Font;
4. Selecting a new Bullet Style; 5. Changing your Background;
6. Adding a Shape; 7. Adding a Clip Art; 8. Adding a Chart;
9. Adding a Table; 10. Switching to Slide Sorter view; 11. Moving Slides Around;
12. Adding Animation; 13. Adding Sound; 14. Printing your Presentation.



2005 - Version 4.0

Presentation - Microsoft Powerpoint (Level 2)

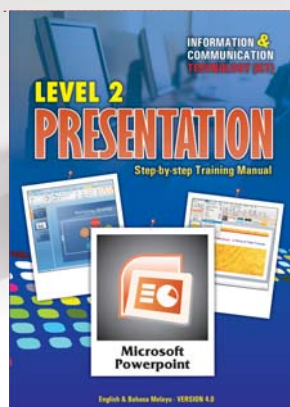
A4 Size (210mm X 297mm)

978-967-0241-07-4

RM

**Contents:-**

- Lesson 1 : Working with WordArt & Diagrams; Lesson 2 : The Diagram Toolbar;
- Lesson 3 : Creating an Organization Chart; Lesson 4 : Customizing a Master Slide;
- Lesson 5 : Pack and Go Presentation; Exercise



2005 - Version 4.0

Publishing - Microsoft Publisher

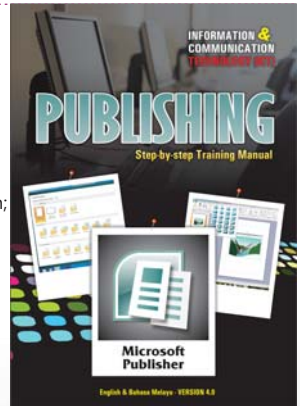
A4 Size (210mm X 297mm)

978-967-0241-08-1

RM

**Contents:-**

Lesson 1 : Introduction; Lesson 2 : Publisher Basic; Lesson 3 : Creating a Publication; Lesson 4 : Add Text Box; Lesson 5 : Create Master Page; Lesson 6 : Editing Content in a Publication; Lesson 7 : Formatting a Publication.



2006 - Version 4.0

Word Processing - Microsoft Word

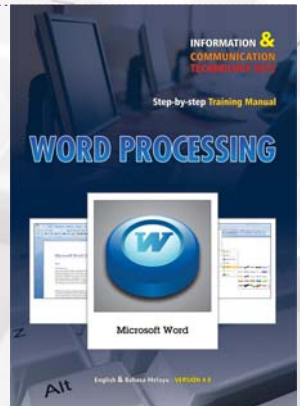
A4 Size (210mm X 297mm)

978-967-0241-12-8

RM

**Contents:-**

Lesson 1 : Introduction; Lesson 2 : Screen Layout; Lesson 3: Page Layout; Lesson 4: Making a New Blank Document; Lesson 5: Insert Table; Lesson 6: Bullets and Numbering; Lesson 7: Insert An Image; Lesson 8: Mail Merge; Lesson 9: Using Help.



2008 - Version 4.0

Word Processing - OpenOffice (WRITER)

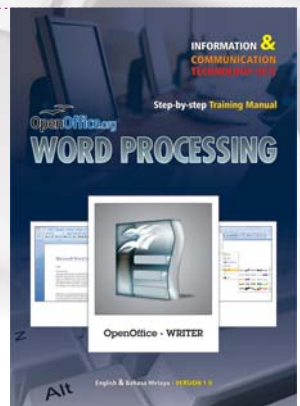
A4 Size (210mm X 297mm)

978-967-0241-22-7

RM

**Contents:-**

Lesson 1: Introduction; Lesson 2 : Basic Functionalies In The Writer; Lesson 3: Page Layout, Styles And Formatting; Lesson 4 : Table And Its Properties; Lesson 5 : Drawings, Picture And Gallery; Lesson 6: Mail Merge; Lesson 7: Advanced Functionalities In The Writer



2008 - Version 4.0

Presentation - OpenOffice (IMPRESS)

A4 Size (210mm X 297mm)

978-967-0241-24-1

RM

**Contents:-**

Lesson 1 : Introducing Openoffice.org Impress; Lesson 2 : Getting Started With Openoffice.org Impress Lesson 3 : Openoffice.org Impress Slide Layouts; Lesson 4 : Change Background Color And Fonts Lesson 5 : Slide Design Templates; Lesson 6 : Add Pictures To Slide; Lesson 7 : Modify Slide Layout



2008 - Version 4.0

Chinese Word Processing (By Windows)

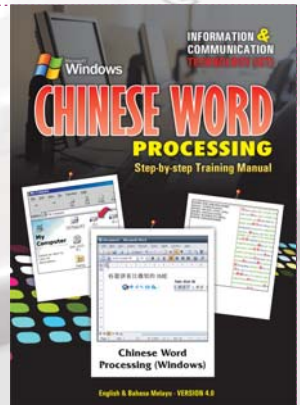
A4 Size (210mm X 297mm)

978-967-0241-26-5

RM

**Contents:-**

第一课: 微软拼音输入法; 第二课: 设置输入选项;  
 第三课: 中文文书处理; 第四课: 制作中英文美术字;  
 第五课: Google谷歌拼音输入法; 第六课



2009 - Version 1.0

Database - Microsoft Access (Level 1)

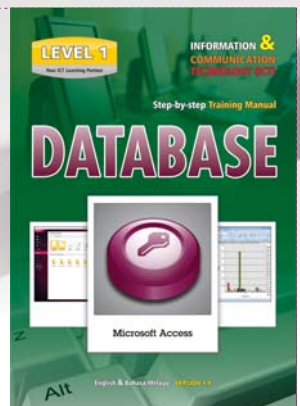
A4 Size (210mm X 297mm)

978-967-0241-27-2

RM

**Contents:-**

Lesson 1 – Getting Started; Lesson 2 – Access Basic; Lesson 3 – Template; Lesson 4 – Create Form; Lesson 5 – Create Query; Lesson 6 – Create Report; Exercise.



2009 - Version 1.0

Database - Microsoft Access (Level 2)

A4 Size (210mm X 297mm)

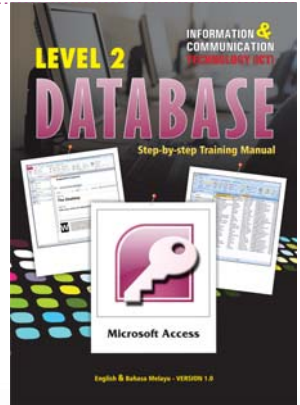
978-967-0241-28-9

RM

**Contents:-**

Chapter 1 – Creating Queries; Chapter 2 – Form Design

Chapter 3 – Report; Chapter 4 – Chart; Chapter 5 – Switchboard Manager



Graphic Category

2004 - Version 4.0

Graphic Design - CorelDraw (Level 1)

A4 Size (210mm X 297mm)

978-967-0241-02-9

RM

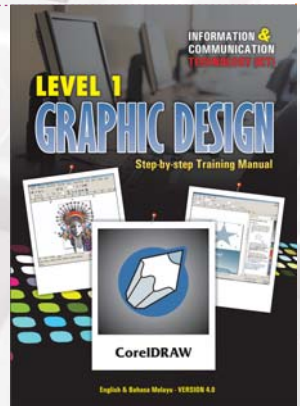
**Contents:-**

PART 1: Introduction to the CorelDRAW Program;

PART 2 : Preparing Your Workspace Area

PART 3 : Using the Drawing Tools; PART 4 : Drawing Curves;

PART 5 : Modifying & Editing Objects



2004 - Version 4.0

Graphic Design - CorelDraw (Level 2)

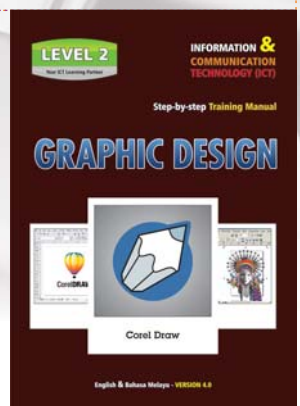
A4 Size (210mm X 297mm)

978-967-0241-03-6

RM

**Contents:-**

Lesson 1 - Setting Advance Drawing Option; Lesson 2 - Mastering Drawing Features; Lesson 3 - Creating Effect Using the Interactive Tools; Lesson 4 - Advanced Colour Fill Tricks; Lesson 5 - Using Docker Windows; Lesson 6 - Adding Bitmaps & Other Images in Coreldraw; Lesson 7 - Exporting Drawn Graphics into Other Formats; Lesson 8 - Printing with CorelDraw; Lesson 9 - Exercise



2009 - Version 1.0

Graphic Design - Adobe Illustrator (Level 1)

A4 Size (210mm X 297mm)

978-967-0241-31-9

RM

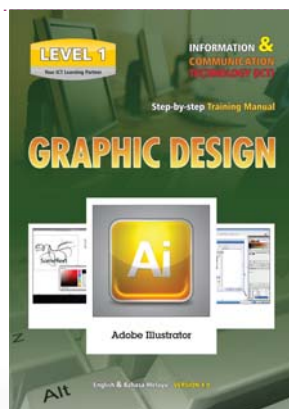
**Contents:-**

Chapter 1: Workspace; Chapter 2 : Drawing;

Chapter 3 : Color And Painting; Chapter 4 : Selecting And Arranging Objects;

Chapter 5: Reshaping Objects; Chapter 6: Type;

Chapter 7: Importing Exporting And Saving.



2009 - Version 1.0

Graphic Design - Adobe Illustrator (Level 2)

A4 Size (210mm X 297mm)

978-967-0241-32-6

RM

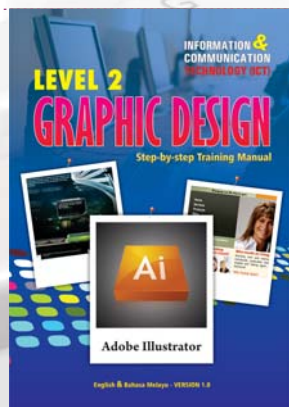
**Contents:-**

Chapter 1: Working With Advance Workspace Features;

Chapter 2: Advance Drawing; Chapter 3: Advance Painting;

Chapter 4: Reshaping; Chapter 5: Working With Type;

Chapter 6: Creating Special Effects; Chapter 7: About Web Graphics



2005 - Version 4.0

Photo Editing - Adobe Photoshop (Level 1)

A4 Size (210mm X 297mm)

978-967-0241-04-3

RM

**Contents:-**

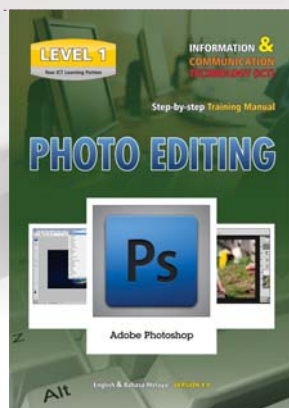
Lesson 1: Introduction; Lesson 2: Looking at the Work Area;

Lesson 3: Add Text; Lesson 4: Using Toolbox & Palette;

Lesson 5: Understanding Layers; Lesson 6: Image Editing;

Lesson 7: Drawing Tool; Lesson 8: About Filter;

Lesson 9: Exercise



2005 - Version 4.0

Photo Editing - Adobe Photoshop (Level 2)

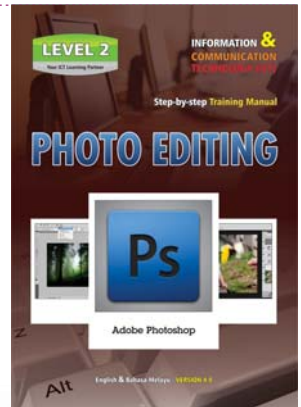
A4 Size (210mm X 297mm)

978-967-0241-05-0

RM

**Contents:-**

1. Introduction; 2. Colour Management; 3. RGB; 4. Profiles and Working spaces;
5. CMYK; 6. Resolution; 7. Colour Correction; 8. Selecting Element; 9. Managing Layer;
10. Layer Effect; 11. Adding and Controlling Text; 12. Complete Pixel Control;
12. Converting to CMYK; 13. RGB to CMYK conversion depends on parameters such as ink set and paper stock; EXERCISES : (1. Exercise: 1 Playing With Fire; 2. Exercise: 2 Glow Effects; 3. Exercise: 3 Technique Of Tracing;
4. Exercise: 4 Drawing a Green Frog; 5. Exercise: 5 Drawing a T-Mobile;
6. Exercise: 6 Creating LineArt from Photos; 7. Exercise: 7 Human Hair;
8. Exercise: 8 Light Shaft; 9. Exercise: 9. How to create rain.)



Multimedia Category

2004 - Version 4.0

Basic Animation - Adobe Flash (Level 1)

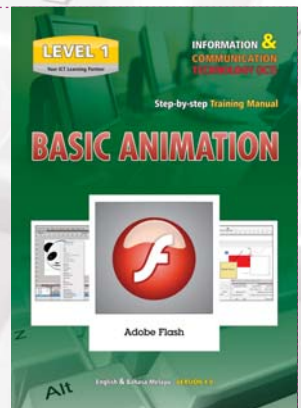
A4 Size (210mm X 297mm)

978-967-0241-00-5

RM

**Contents:-**

- Lesson 1 : The Working Environment;
- Lesson 2 : Drawing and Working with Color;
- Lesson 3 : Working with Texts; Lesson 4 : Working with Sounds;
- Lesson 5 :Working with Objects; Lesson 6 : Layers;
- Lesson 7: Symbols32What are the symbols?;
- Lesson 8 : Graphics35What's a Graphics?;
- Lesson 9 : Movie Clips; Lesson 11 : Motion Animations;



2004 - Version 1.0

Basic Animation - Adobe Flash (Level 2)

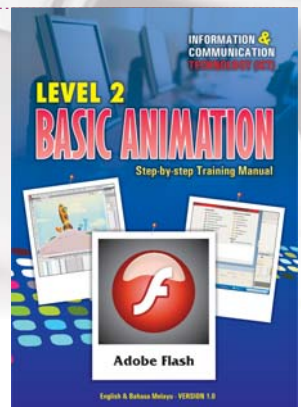
A4 Size (210mm X 297mm)

978-967-0241-25-8

RM

**Contents:-**

- Lesson 1 : Mixer color Panel; Lesson 2 Align Panel;
- Lesson 3 Info Panel; Lesson 4 Types of Layers;
- Lesson 5: Difference between symbol and instance;
- Lesson 6: Picture; Lesson 7 Exporting;
- Lesson 8 Buttons; Lesson 9 Generating and Publishing Movies



2007 - Version 4.0

Movie Editing

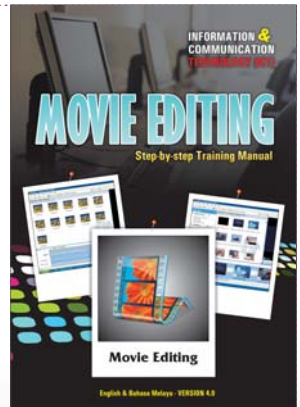
A4 Size (210mm X 297mm)

978-967-0241-18-0

RM

**Contents:-**

Getting Started With Windows Movie Maker; Lesson 1 Understanding the Windows Movie Maker tools; Lesson 2 About the panes; Lesson 3 About the Storyboard and Timeline; Lesson 4 About The Preview Monitor; Lesson 5 Understanding Collections, Projects, and Movies; Lesson 6 Import Video Files, Pictures, and Audio into Windows Movie Maker; Lesson 7 Work With Clips In Windows Movie Maker; Lesson 8 Add Music To Your Movie; Lesson 9 Add Transitions And Effects To Pictures And Video In Windows Movie Maker; Lesson 10 Add movie titles and credits in Windows Movie Maker; Lesson 11 Publish A Movie in Windows Movie Maker



2009 - Version 1.0

Webpage Design - Microsoft Expression Web

A4 Size (210mm X 297mm)

978-967-0241-11-1

RM

**Contents:-**

Part 1: (1. ) Part 1 : (1. Introduction; 2. Differences between FrontPage and Expression Web; 3. Introducing Expression Web; 4. The Expression Web Interface; 5 Web Standards and Expression Web)



2007 - Version 4.0

Webpage Design - Adobe Dreamweaver (Level 1)

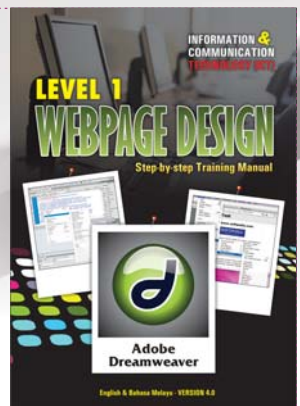
A4 Size (210mm X 297mm)

978-967-0241-15-9

RM

**Contents:-**

1. Table of Content; 2. Lesson 1 Rollovers and Navigation; 3. Lesson 2 Building Forms; 4. Lesson 3 Behaviors; 5. Lesson 4 Templates; 6. Lesson 5 Inserting Media Clips



## Multimedia Category

2007 - Version 4.0

Webpage Design - Adobe Dreamweaver (Level 2)

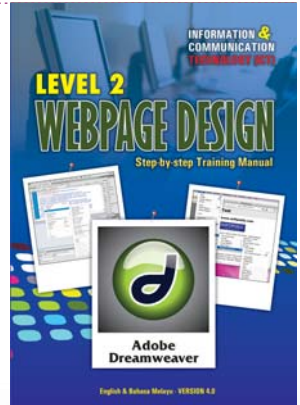
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978-967-0241-16-6

RM

### Contents:-

1. Table of Content;
2. Lesson 1 Rollovers and Navigation;
3. Lesson 2 Building Forms;
4. Lesson 3 Behaviors;
5. Lesson 4 Templates;
6. Lesson 5 Inserting Media Clips



## Social Networking Category

2008 - Version 1.0

Facebook & Twitter

A4 Size (210mm X 297mm)

978-967-0241-21-0

RM

### Contents:-

1. Section: Facebook;
2. Lesson 1: About Facebook;
3. Lesson 2: Register a Facebook Account;
4. Lesson 3: Make Facebook Useful;
5. Lesson 4: Express Yourself;
6. Lesson 5: Easy Messaging;
7. Lesson 6: Sharing;
8. Lesson 7: Help/Help;
9. Section: Twitter;
10. Lesson 8: About Twitter;
11. Lesson 9: Register a Twitter Account;
12. Lesson 10: Settings;
13. Lesson 11: Help and Sign Out



2010 - Version 1.0

Basic Networking

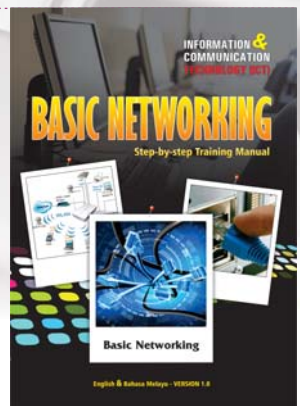
A4 Size (210mm X 297mm)

978-967-0241-36-4

RM

### Contents:-

- CHAPTER 1 INTRODUCTION; CHAPTER 3 NETWORK EQUIPMENT; CHAPTER 4 NETWORK TOPOLOGY; CHAPTER 5 IP ADDRESS; CHAPTER 6 NETWORK INSTALLATION; CHAPTER 7 MANAGING NETWORK; CHAPTER 8 INTERNET SERVICE PROVIDER; EXERCISE; CHAPTER 7 and CHAPTER



2007 - Version 1.0

Online Shopping & Income Tax Declaration

A4 Size (210mm X 297mm)

978-967-0241-17-3

RM

**Contents:-**

1. Introduction to Online and Offline; 2. Online Banking; 3. Online Shopping; 4. Online Education; 5. Online Booking; 6. e-Filing (Inland Revenue); 7. Exercises



2009 - Version 1.0

E-Commerce Applications

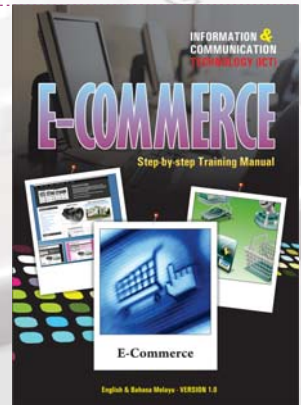
A4 Size (210mm X 297mm)

978-967-0241-29-6

RM

**Contents:-**

PART I : (1. What's Marketing; 2. Maslow's Hierarchy of Needs4P's; 5. Push & Pull Strategies; 6. Product Life Cycle and Promotion; 7. Marketing Objectives; 8. Others P's; 9. Reference) PART II : (1. PayPal; 2. Lelong.my; 3. eBay; 4. Mudah.my)



2009 - Version 1.0

Google Applications

A4 Size (210mm X 297mm)

978-967-0241-30-2

RM

**Contents:-**

INTRODUCTION: What Can Google Do For You; CHAPTER 1: Google Chrome; CHAPTER 2: Google Search; CHAPTER 3: Gmail; CHAPTER 4: Google Translate; CHAPTER 5: Google Calendar; CHAPTER 6: Google Scholar; CHAPTER 7: Google Maps And Google Earth; CHAPTER 8: Tips And Tricks



2010 - Version 1.0

Google Sketchup

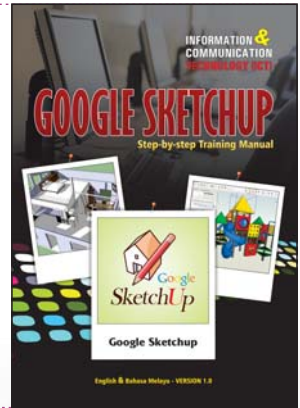
A4 Size (210mm X 297mm)

978-967-0241-33-3

RM

**Contents:-**

CHAPTER 1: BASIC IDEAS; CHAPTER 2: INTRODUCTION TO THE SKETCHUP INTERFACE; CHAPTER 3: PRINCIPAL TOOLS; CHAPTER 4: DRAWING TOOLS; CHAPTER 5: MODIFICATION TOOLS; CHAPTER 6: CAMERA TOOLS; CHAPTER 7: IMPORTING, EXPORTING & PRINTING



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E-Job Hunting

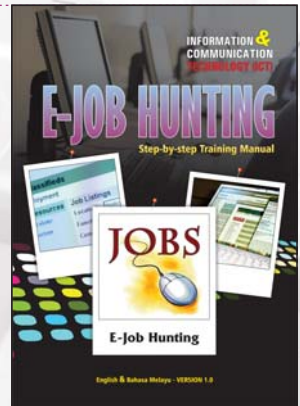
A4 Size (210mm X 297mm)

978-967-0241-34-0

RM

**Contents:-**

Part 1: Text Resume : (1. Internet & Job Hunting; 2. Cover Letter; 3. Difference Between a Curriculum Vitae and a Resume; 4. British-style CV and Covering Letter; 5. How to Email a Resume; 6. Job Search Email Etiquette; 7. Common Interview Mistakes) Part 2 : Job Search Web Portal : (1. Sabah Job Centre; 2. Suruhanjaya Perkhidmatan Awam (SPA); 3. JobsMalaysia; 4. Jobs Street)



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Autocad (Level 1)

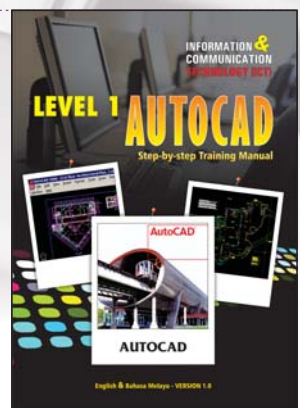
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978-967-0241-37-1

RM

**Contents:-**

Lesson 1 : (1. Starting AutoCAD; 2. AutoCAD's Screen Layout; 3. Working with Commands; 4. Opening an Existing Drawing File; 5. Saving Your Work; 6. AutoCAD's Cartesian Workspace) Lesson 2 : (1. Drawing Lines; 2. Erasing Objects; 3. Drawing Lines with Polar Tracking; 4. Drawing Rectangles; 5. Drawing Circles; 6. Viewing Your Drawing; 7. Undoing and Redoing Actions) Lesson 3 : (1. Using Object Snap; 2. Object Snap Overrides; 3. Polar Tracking Settings; 4. Object Snap Tracking; 4. Drawing with SNAP and GRID) Lesson 4 : (1. Selecting Objects for Editing; 2. Moving Objects; 3. Copying Objects; 4. Rotating Objects; 5. Scaling Objects; 6. Mirroring Objects; 7. Editing Objects with Grips) Lesson 5 : (1. Drawing Arcs; 2. Editing Polylines; 3. Drawing Polygons; 4. Drawing Ellipses) Lesson 6 : (1. Trimming and Extending; 2. Stretching Objects; 3. Creating Fillets and Chamfers; 4. Offsetting Objects; 3. Creating Arrays of Objects; 4. Exercises – Part 1; 5. Exercises – Part 2; 6. Exercises – Part 3)



2010 - Version 1.0

Autocad (Level 2)

A4 Size (210mm X 297mm)

978-967-0241-38-8

RM

#### Contents:-

Lesson 1 : (1. New Drawings With Templates; 2. What are Layers; 3. Layer State; 4. Changing an Object's Layer) Lesson 2 : (1. Measuring Objects; 2. Working with Properties) Lesson 3 : (1. Working with Annotations; 2. Adding Text in a Drawing; 3. Modifying Multiline Text; 4. Formatting Multiline Text) Lesson 4 : (1. Dimensioning Concepts; 2. Adding Linear Dimensions; 3. Adding Radial and Angular Dimensions; 4. Editing Dimensions; 5. Adding Notes to Your Drawing) Lesson 5 : (1. Hatching) Lesson 6 : (1. What are Blocks?; 2. Inserting Blocks from Tool Palettes; 3. Inserting Blocks with DesignCenter) Lesson 7 : (1. Plot Styles Concepts; 2. Creating Viewports; 3. Setting up Layouts; 4. Guidelines for Layouts) Lesson 8 : (1. Printing Layouts; 2. Printing a Check Plot) Lesson 9 : (1. Exercise: 1; 2. Exercise: 2; 3. Exercise: 3)

