

# ***Basic Computer Skills***

***(AEC2)***

## ***For All UG -2 Semester***

***Affiliated to Satavahana University***

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**Hours Per Week: 2****Exam Hours: 1 ½ Hours****Credits: 2****Marks: 40U+10I**

**Objective: to impart a basic level understanding of working of a computer and its usage.**

**UNIT I: UNDERSTANDING OF COMPUTER AND WORD PROCESSING:**

**Knowing computer:** What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

**Operating Computer using GUI Based Operating System:** What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

**Understanding Word Processing:** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; *Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.*

**UNIT II: SPREAD SHEET, PRESENTATION SOFTWARE & INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS:**

**Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.

**Basics of presentation software:** Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.

**Introduction to Internet, WWW and Web Browsers:**

**Introduction to Internet:** Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting.

**World Wide Web:** Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website.

**Web Browsing:** Software, Communications and collaboration: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.

**SUGGESTED READINGS:**

1. Introduction to Computers, Peter Norton, Mc GrawHill , 2012.
2. Using Information Technology, Brian K Williams, Stacey C.Sawyer, Tata Mc GrawHill.

**Web Resources:**

1. <https://online.stanford.edu/courses/soe-yccscs101-sp-computer-science-101>
2. [https://www.extension.harvard.edu/open-learning-initiative/intensive-introduction-computer-science.](https://www.extension.harvard.edu/open-learning-initiative/intensive-introduction-computer-science)

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## Unit-I

### Knowing Computer

#### 1. Define Computer? Explain Characteristics and limitations of computers?

**Computer:** It is an electronic device which is used to take input from the user and process it, and produces result as output

It is a fast and accurate electronic data processing machine capable of performing arithmetic and logical operations.

##### Features of Computer:

- **Speed :** Computer processes the data at an unimaginable speed. The speed of the computer ranges up to nanoseconds.
- **Storage :** Computer can store huge amount of data in a secured way.
- **Accuracy :** Accuracy of the computer is very high. Accuracy of the computer depends on user data.
- **Deligence :** Computer never gets tired. If we work it for 24 hours also it works with same speed and gives accurate result.
- **Versatility:** Computers are versatile machines. They are capable of performing multiple tasks at a time.

##### Disadvantages:

- Lack of common sense
- Depends on human instructions
- Full proof information should be given
- Inability to correct.

#### 2. Explain various applications of Computer?

##### Basic applications of computer:

**Desktop publishing:** With desktop publishing, you can create page layouts for entire books on your personal computer.

**Mathematical Calculations:** Thanks to computers, which have computing speeds of over a million calculations per second we can perform the biggest of mathematical calculations.

**Banks:** All financial transactions are done by computer software. They provide security, speed and convenience.

**Travel:** One can book air tickets or railway tickets and make hotel reservations online. It reduced the time wastage and travel time for everyone.

**Telecommunications:** Software is widely used here. Also all mobile phones have software embedded in them for maintaining customer details and also sending message, audio and video through the mobile software. Now a day's internet is available in the mobile phone itself.

**Defence:** There is software embedded in almost every weapon. Software is used for controlling the flight and targeting in ballistic missiles. Software is used to control access to atomic bombs.

**E-Learning:** Instead of a book it is easier to learn from E-learning software. It not only contains text also contain image and animation so it is very easy to understand every thing.

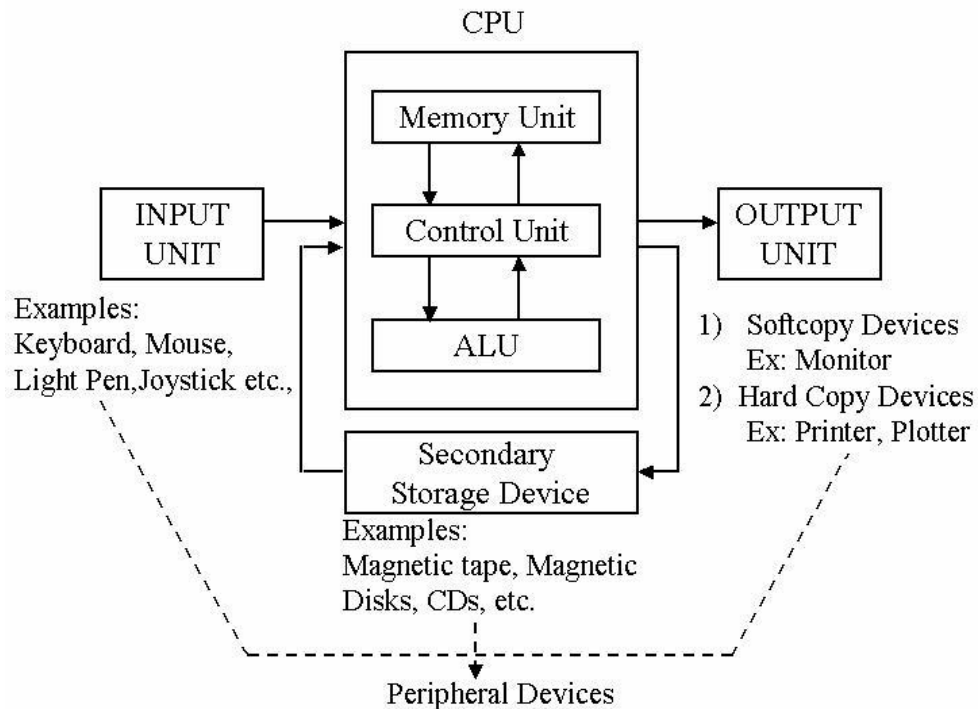
**Examinations:** We can give online exams and get instant results. You can check your examination results online.

**Computers in Business:** Shops and supermarkets use software, which calculate the bills. Taxes can be calculated and paid online. Accounting is done using computers. One can predict future trends of business using artificial intelligence software. Software is used in major stock markets. One can do trading online. There are fully automated factories running on software.

### 3. Explain Block Diagram of Computer or Logical Architecture of Computer?

The following diagram is called as logical architecture and framework of working functionality of computer System.

Which is also called as **Block Diagram of Computer**, which include **input, output, components of CPU**.



**Input Devices:** The data that is given to the computer is called as input. The devices which are used to take input are said to be input devices. Some of the input devices are Keyboard, Mouse, Joystick, Scanner, Webcam, Lightpen etc...

**CPU :** CPU stands for Central Processing Unit. It carries the task of processing. It can also be called as "Heart" or "Brain" of the computer. It has three sub-units.

- ALU
- Control Unit
- Memory Unit

**ALU :** ALU stands for Arithmetic and logical unit. It performs all arithmetic operations (+, -, \*, /), comparison operations (<, >, <=, >=, =) and logical operations (and, or, not).

**Control Unit :** Control Unit controls the processing. It has the data bus to carry the data from one unit to another unit. Control unit also controls all the hardware devices.

**Memory Unit:** Memory unit is used to store the data. It has two units.

- Primary Memory
- Secondary Memory

**Memory Measurement :** Computer memory is measured in bits and bytes. A bit means a binary digit. It may be 0 or 1.

4 bits = 1 Nibble

8 bits = 1 byte

1024 bytes = 1 Kilo Byte (KB)

1024 KB = 1 Mega Byte (MB)

1024 MB = 1 Giga Byte (GB)

1024 GB = 1 Tera Byte (TB)

1024 TB = 1 Peta Byte

1024 PB = 1 Exa Byte (EB)

1024 EB = 1 Zeta Byte (ZB)

1024 = 1 Yeta Byte (YB)

**Primary Memory:** It is used to store the data or program during execution. It has two sub-units RAM, ROM

**Secondary Memory :** It is a supporting memory for any computer. The information can be stored permanently in this memory. It includes

- Floppy Disk
- Hard Disk
- CDs
- DVDs
- Magnetic Disk
- Optical Devices
- Punched Cards

**Output Devices :** The information that is received from the computer is an output. The devices which are used to receive output are said to be output devices. Some of the output devices are Monitor, Printer, Speaker, Plotter.

#### 4. Explain Various Components Associated with computer system ?

**Components of computer system:**

There are four major components of a computer system

- 1) Hardware
- 2) Software
- 3) Data
- 4) user

**Hardware:** The physical components of a computer that we can see and touch.

Input devices, Output devices, Processing device

**INPUT DEVICES:**

The most common input devices are:-

**1) Keyboard:** - Key board is the primary input device for entering the text is the primary input device for entering the text and numbers. It is a simple device consisting of 101 Keys. The keyboards for personal computers com in number of styles and also in different size and shape. The most common keyboard layout used today was designed by IBM (International business machines). The keyboard keys are arranged in 5 groups.

**a) Alphanumeric keys:** - The parts of the keyboard that look like a type writer machine are arranged in a common manner. This arrangement is called "QWERTY" layout because the first 6 keys on the top of letters are Q, W, E, R, T, and Y...

**b) Modifier keys:** - This key is used in combination with other keys. The modifier keys are Shift, Alt, (Alternate), Ctrl (Control).

**(c) Numeric pad:** - This key is located on the right side of the keyboard. It looks like a adding machine (calculator) with 10 digits and the mathematical operators like addition (+), subtraction (-), multiplication (\*), division (/),

**(d) Function keys:** - The functions are usually arranged on the top of the row of the keyboard. The function keys are from F1 – F12. They allow the user to give the computer commands without having to type long strings of the characters. The most common function key F1 is used to help in all the programmes.

**(e) Cursor movement keys:-** This are the set of four keys which allows the user to change the position of the cursor on the screen. The cursor movement keys of the cursor on the screen. The cursor movement keys are right, left, top, and bottom. ↑ ← → ↓

**2) Mouse:** - A mouse is an input device that roles around a flat surface or on a desk and controls the pointer. The pointer is on-screen object usually an arrow (↑) mark that is used to



select the text, access menus, moves files and interacts with other program files, or data that appear on the screen. A mouse also allows the user to create graphic representations, drawing lines, curves and free hand-shapes. Clicking, double clicking, right clicking and dragging are the four major operations performed with the help of mouse.

**3) Track ball:** - A track ball is a pointing device that works like a upside down mouse. The move the cursor around the screen the user rolls the ball with the help of a thumb. The track balls such as "Trackman" from the Logitech Company are not even attached to the computer. They act like a remote controller for the pointer.

**4) Track pad:** - The track pad is a stationary pointing device. The movement of a finger across a small touch surface is translated in to cursor movement on the computer screen. The surface is just 1.5 to 2 inches square and it is well suitable for the laptop computers and note book computers.

**5) Light pen:** - The light pen is also called as stylus. Pen – based systems uses electronic pen as their primary input device. Pen is used to write or select the objects on a special pad or directly on to the screen. Pen is also used as a pointing device like a mouse to select commands.

**6) Touch screen:** - The touch screens allow the user to point directly at the computer screen usually to select the menu of choices which are displayed on the screen. The touch screens uses sensors in the screens are mostly used of a finger. Touch screens are mostly used in ATM banks, Railway reservation counters etc...

**7) Barcode readers:** - The barcode readers convert the barcode image into a number. It enters the number into the computer. Barcode readers are used in super markets, departmental stores etc...

**8) Image scanner and optical character recognition:** - Image scanners can convert any image into electronic form by using shining light (laser) on to image and sensing (reading intensity of the light at every point of reflection. A Software is used to translate the image into text is called as optical character recognition. Two types of scanners are available they are hand held and flat bed...

**9) Game controller:** - A game controller is an input device because a computer game is a program. Joystick is used to play the games on the computer.

**10) Microphone and voice recognition:** - **Sound** is mostly used in multimedia applications. A sound card is used to translate the electronic signals from microform into a digital form. The computers can understand, store and process the sound with the help of voice recognition software.

### **Output devices**

The output devices of a computer are:-

- a) Monitor
- b) Printer
- c) Plotter
- d) speakers
- e) projectors

**a) Visual Display Unit (Monitor):** - Monitor is a common output device. There are two types of monitors available in the market they are:-

- 1) Cathode ray tube (CRT)
- 2) Flat panel display

**1) Cathode ray tube (CRT):-** CRT can be monochrome (single color) displaying only one color against a contracting background. In the monitor there is a electronic gun which shoots a beam of electrons through a magnetic oil. It is coated with phosphorous which glow when they are struck by electronic beam. The smallest number of phosphorus allots is called a "pixel".

**2) Flat panel display:** - These monitors provide brightest and clearest picture. These monitors are relatively low cost in maintenance. These monitors are becoming more popular because of their light-weight and in small size. There are several types of flat panel monitors. The most

common liquid crystal display (LCD). The L.C.D. monitors create images with special kind of liquid crystal that is normally transparent. These monitors became opaque when electricity passes through them. The L.C.D. are also used in calculators and digital watches and so on.

**b) Printer:** - Printers used to take the output on to a paper. The printers are divided into two categories they are:-

**(I) Impact printers:** - It creates an image by pressing an inked ribbon against the paper by using pins hammer is embraced consist with the shape of alphanumeric character. The shape is transferred through the inked-ribbon on to the paper, resulting in a printed character. The most common impact printers are dot matrix printer, line printers and band printer.

**(II) Non impact printers:-** These printers creates an image by using tiny nozzles to spray droplets of ink on to the page. The non impact printers are inkjet printers and loser printers.

**A) Dot matrix printers:-** A dot matrix printer creates an image by using a mechanism called as print head which contains a cluster (matrix) of shot pins arranged in one or more columns on receiving the instructions from the CPU the printer pushes out the pins in various combinations then the print head creates alphanumeric character. The pins strike the ribbon and the matrix is pressed onto a piece of paper. When a single pin strikes the ribbon a single dot of ink is printed printer. The lowest resolution of dot matrix printer has 24 pins. The dot matrix printers are commonly used in date processing departments which produce large reports. The dot matrix printers are measured in character per second (CPS). The shortest printer creates 70 characters per second and the highest printer creates more than 500 characters per second.

**B) Inkjet printers:** - These printers create on image directly on the paper by spraying ink through tiny nozzles. The print resolution of inkjet printers are 360 dots per ink.

These printers are less expensive and they are available in color as well as black and white. These printers have low operating costs and also offer good quality and speed.

**C) Laser printer:** - Laser printers are more expensive than inkjet printer because quality is higher and faster. A separate CPU is built into the printer to process the data that it receives from the computer and also to control the laser printer.

The laser printer consists of a toner which is composed of tiny particles of opposite charge. The ink sticks to the drum in the places where the laser has charged with pressure and heat. There are two types of laser printers. They are single column (B/W) and multiple colors. The Single color prints 4 to 16 pages per minute and they have the resolution from 1200 to 1800. The color printer works faster than the B/W printer at least 4 times much faster.

**c) Plotter:** - A plotter is a special kind of printer, which produces large drawings or images. It uses a robotic arm to draw the images on the paper. The plotters are used to take the printer of large images such as banners, wall posters and flex-boards etc...

**d) Speakers:-**Speakers are another type of output device, which allows you to listen to voice like music, and conversation with people.

**e) Projectors:-** A **projector** is an output device that can take images generated by a computer or Blu-ray player and reproduce them by projection onto a screen, wall, or another surface. In most cases, the surface projected onto is large, flat, and lightly colored. For example, you could use a projector to show a presentation on a large screen so that everyone in the room can see it.

3) **Software** : It is a set of programs which makes to function the computer.

**Program** : It is a set of instructions given in a sequential order to solve a given problem.

**Software Types** :

- **System Software** : The Software which is applicable to a system or hardware is called System Software.

Eg : Operating System, Device Drivers, Compiler, Interpreter

- **Operating System** : It is a set of programs which controls all the activities of the computer. It acts as an interface between the computer and the user.
- **Device Drivers** : Allows the device to communicate with the system.
- **Application Software** : The software which is applicable to a particular application is called as Application Software.
  - **Eg** : Bank Software, Library Management Software, Reservation Software, Hotel Management Software...

4) **Data**: It is a collection of raw facts. It consists of alphabets from a-z, numerals from 0-9 and special characters. The word data was derived from a latin word called "DATUM", which means collection of something.

5) **User**: The one who will work on the system is called as user example

- Programmer (software developers)
- DBA's
- End user
- Testers

## 5. Define Memory Explain types of Memories?

**Primary Memory**: It is used to store the data or program during execution. It has two sub-units:

- RAM
- ROM

**RAM (Random Access Memory)** :

- It is read and write memory
- It is a volatile memory i.e., erasable memory (if power goes off or system is switched off the contents of memory will be lost)
- It does not have necessary commands to start the computer.

**ROM (Read Only Memory)**

- We can just read the data present in this memory but we can not store the data.
- It is a non-volatile memory i.e., non-erasable memory (if power goes off or system is switched off the contents of memory will not be lost)
- It has necessary commands to start the computer and configuration particulars of all the peripherals.

**Secondary Memory** : It is a supporting memory for any computer. The information can be stored permanently in this memory. It includes :

- Floppy Disk
- Hard Disk
- CDs
- DVDs
- Magnetic Disk
- Optical Devices
- Punched Cards

## 6. Discuss Various Secondary Storage Devices?

**STORAGE DEVICES**

The two main categories of storage devices are:-

(I) Magnetic storage devices.

(II) Optical storage devices.

**(I) Magnetic storage devices:** - The various types of magnetic storage devices are :-

A) Floppy disk

B) Hard disk

C) Magnetic disk and

D) Magnetic tapes

**A) Floppy disk:** - The magnetic media that helps to store the data on the floppy or read the data from the floppy disk. It is small & flexible device. These are single sided or double sided and depends upon the storage of the data. The floppy disk is divided into tracks and sectors which helps the user to store the data. The storage capacity of each sector is 512 bytes. Floppy disks are available in two sizes such as 5 ¼. Inches and 3 ½. Inches. The 3 ½. Inches floppy can store 1.4 MB of data and extra high density floppy can store 2.88 MB of data.

There is a hole at the centre of the floppy which allows the floppy to rotate. There is write protected notch. This is used to protect the valuable information present on the floppy disk. It also saves the data from accidental damage. The notch is covered with sticker, the data cannot be allowed into the floppy as well as the data can't be deleted from the floppy. It also protects the virus from entering into the floppy disk. The main advantage of floppy disk is transferable from one place to another place and the data can be written and also deleted number of times.

**B) Hard disk:** - Hard disk is a non-removable magnetic media which is used to store large amount of data. A hard disk includes one or more platters present on a central spindle. Each platter is made up of aluminum metal and coated with magnetic oxide. The area of hard disk is divided into number of tracks and sectors. The hard disk found in most personal computers rotate (spin) between 3,600 rpm to 7,200 rpm. (Revolution per minute). The latest hard disk will rotate at the speed of 10,000 rpm. The storage capacity of the hard disk is measured in bytes and the latest hard disk available in the market can store up to 320 GB of data.

**C) Magnetic disk:** - The magnetic disk is a flat circular disk made up of aluminum metal & coated with magnetic material like ferric oxide or chromium oxide. The circular plate will rotate at constant speed. We can store the data in a magnetic disk either single side or double side. The surface of the magnetic disk is divided into number of sectors. The storage capacity of a magnetic disk is around 100 MB to 250 MB.

**D) Magnetic tapes:** - The magnetic tape devices can provide only serial access and recording medium in a plastic tape coated with magnetic material on one side. The recording can be done only on coated side. The width of the tape is 1.27 cms and its length is 731.5 mts and the diameter of the tape is 25.4 mts. There is a write protected ring at the backside of the tape. A small portion of 3 to 5 mts of the tape because we can't record the information in that area. The reading or writing of information is done through a mechanism called as 'caps tom' There are rollers present in caps tom's which rotate at constant speed. The storage capacity of magnetic tapes ranges from 650 MB to 700 MB of storage area.

**II) Optical storage device:** - The most popular alternative devices available are optical storage devices. The most widely used optical storage devices are compact disk (CD) the different types of compact disk are:-

A). CD-Rom

B). CD-Readable

C). CD-Rewritable

D). DVD-Rom

E). Photo-CD

**A). CD-Rom:-** CD- Rom stands for compact disk read only memory. It is used to listen the music as well as read the data which is present in the CD. Laser beam is used to read the data. Data is

present in 0's and 1's. A circular spot from the laser beam to the sensor is represented as '1', and the ray which is reflecting back to the sensor is represented as 0'. The CD-Rom reads the data at the rate of 5 to 15 MB per minute. The storage capacity of a CD-Rom is around 650 MB to 700 MB.

**B) CD-Readable/Recordable:** - CD-R stands for compact disk recordable memory. It is used to record the data. CD-R drive allows the user to create our own CD-R disk that can read to any CD-Rom drive after the information have been written on a CD, the information cannot be changed nor deleted. The storage capacity of CD-R is 650 MB to 700 MB.

**C) CD-Rewritable:** - CD R/W stands for compact disk rewritable. The user can write the data or store the data number of times. The data can be a text or music or graphics etc; the storage capacity of CD-R/W is around 650 MB to 700 MB.

**D) DVD-Rom:** - DVD-Rom stands for digital video disk read only memory. It is a high density medium and it is capable of storing a full length movie on a single disk. DVD-Rom also looks like a CD-Rom. We can also store the data on one side or two sides. Each side of a standard DVD-Rom can store the data up to 10 GB and on two sides. It can store the data up to 20 GB.

**E) Photo-CD:** - A photo-CD is popular form of recordable CD which is developed by **Kodak** Company for storing the photographic images on a CD. Many film developing industries use the photo-CD to store the photos.

## 7. Define computing, Data and Information?

The term Computing refers to using of available computer technology to complete a task. Computing may encompass the design and development of software and hardware systems for a numerous purposes - often structuring, processing and managing any kind of information.

**Data:** Data is any collection of numbers, characters or other symbols that has been coded into a format that can be input into a computer and processed.

- Data on its own has no meaning, or context.
- There are many types of data
- All data ends up being stored as a series of numbers inside the computer.
- Data can be input to the computer by the user in many different ways.
- The main types of data that can be input into a computer and processed are numeric, text, dates, graphics and sound.

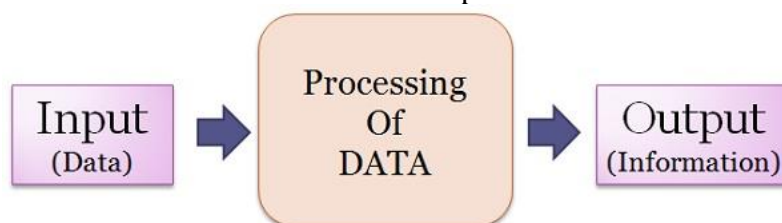
**Information:** Information is processed data. It has a meaning in real world, it is used to take decisions in time by the users.

For the decision to be meaningful, the processed data must qualify for the following characteristics

**Timely** – Information should be available when required.

**Accuracy** – Information should be accurate.

**Completeness** – Information should be complete.



## 8. Explain the various Applications of IECT?

IECT stands for Information Electronics and Communication Technology. The applications of IECT are E-governance, Multimedia and Entertainment

## Government-to-Business/Consumer (G2C)

G2C model applies the strategy of customer Relationship Management (CRM) with business concept. By managing their relationship with citizen, government can provide the needed products and services fulfill the needs from customer/citizen.

## Government-to-Business

(G2B) is the online non-commercial interaction between Government and people to provide business information and also advice about e-business.

## Government-to-Government

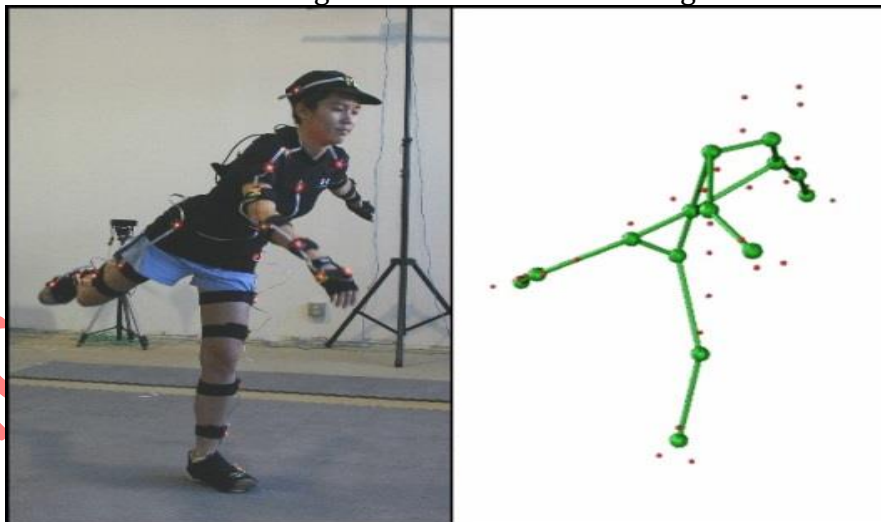
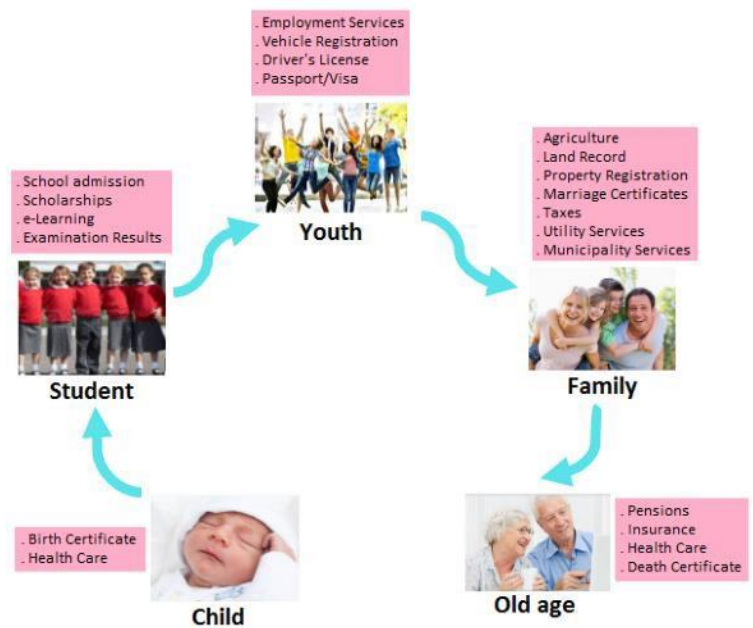
(G2G) is the online non-commercial interaction between Government Departments / Authorities and other Government / Departments.

## Government-to-Employees (G2E)

This is the best and effective way of online interactions between government and employees.

## Multimedia and Entertainment

When more than one medium is used for Interaction/Presentation, is called multimedia. There is number of examples like TV, Computer etc. Having audio and visual medium for the presentation. It is a combination of media used for creating Graphics, Animation, Text, Sound, image, full motion video, interactive features etc. This is an exciting new field for those interested in Computes, technology. It can be accessed through computers/Electronic device and integrates the various forms together.



## Multimedia Categorization

It is divided into two categories linear and non-linear. Linear active content progresses often without any navigational control for the viewer such as a cinema presentation. Non-linear uses interactivity to control progress as with a video game or self-paced computer based training. Multimedia presentations can be LIVE or Recorded. A Recorded presentation may allow interactivity via a navigation system.

## Characteristics of Multimedia

It can be viewed on stage; Television may be a live or recorded multimedia representation. Recordings can be either analog or digital electronic media technology. Digital online

multimedia may be downloaded. YouTube is Streaming multimedia. Multimedia games and simulator may be used in a physical environment with special effects, with multiple users in an online network, or locally with an offline computer, games system, or simulator. You can find Multimedia application in various areas like Advertisements, Entertainment, Engineering, Medicine, Mathematics, Business, Art, Scientific research education.

## 9. Explain the process of Setting up of a new computer?

(OR)

### Explain the process of connecting Keyboard, Mouse, Monitor, printer to CPU?

To Set up the computer the computer, you should have at, the minimum power cords, CPU, monitor or display device, mouse, and keyboard.

Set the computer monitor on the desk and put the computer on or next to the desk. Most often, the computer sits on the floor or on a shelf next to the desk or table. However, some computer desks offer a small cabinet for the computer. Place the mouse and keyboard that came with the computer on the desk or table, in front of the monitor.

#### Connect the cables:

##### Monitor

The monitor data cable will plug into the computer in only one place. Most monitors will use either a DVI, VGA, or HDMI connector and plug into the corresponding port on the back of the computer. If your monitor only has a VGA plug and your computer only has a DVI connection, or vice versa, you need a video converter to connect your monitor.

VGA Connector and Port



After the data cable has been connected to the computer, connect the power plug from the monitor to the surge protector.

##### Keyboard and mouse

The keyboard and mouse usually connect to the computer with the same type of connector, being either a PS/2 or USB connector. These connectors are usually found closer to the top of where all the connectors are located on the back of the computer.

USB cable and port



##### Computer power cord

For the computer, find the power cord and plug one end into the back of the computer itself (only one end will fit), usually at the top or the bottom. Plug the other end of the power cord into a power outlet. We highly recommend that both the computer and monitor be powered through power outlet.

**Note:** If your house experiences frequent power fluctuations, consider using a UPS to help protect your computer.

##### Speakers

If you have computer speakers, they can also be plugged into the back of the computer. The speakers connect to the line out or sound out port (usually green) on the back of the computer. If your speakers are powered speakers, the power cord should also be plugged into the surge protector

##### Adding a printer

A computer printer does not work until you install the included drivers and software. If you have lost the CD for your printer, you can download the drivers for your printer and use

the drivers to install your printer. A listing of printer manufacturers and links to their associated drivers pages are on our printer drivers page.

### **Connecting the printer to the computer**

Connect the printer to the computer either using a USB cable, parallel port cable, or SCSI cable and then connect the power plug to a power outlet. Today, most all home computer printers are using a USB cable similar to the example picture.

### **Setup printer and install software**

Every printer should come with the software used to install a printer in Windows or your operating system.

1. After everything is plugged in, turn the computer on.
2. Insert the CD that came with the printer. If the CD does not automatically start, open My Computer, double-click on the CD drive, and then click the **Setup** or **Install** file. If you have downloaded the drivers, run the downloaded setup file.
3. Follow the installation wizard and once completed, your software is installed.
4. Test the printer to make sure it is working.

### **Computer with no CD drive**

If your computer does not have a disc drive or you lost the CD, you can download the software for your printer from the manufactures printers driver page. Once the drivers have been downloaded, you can run the file to install the drivers.

### **Turn the computer on**

You can now turn the computer on and allow it to load up into Windows. Depending on where you bought the computer, you may need to complete a few final steps of the Windows operating system setup. Follow the steps on the screen to complete this and Windows should then load fully.

**Booting:** It is an activity of loading the Operating System files into the Computer Memory i.e., RAM

## **10. Define Operating System? Discuss functions of operating systems?**

**Operating System:** It is system software which creates an interface between user and computer also provides an environment in which user can perform his tasks efficiently. Familiarly known as OS.

### **Functions of operating system:**

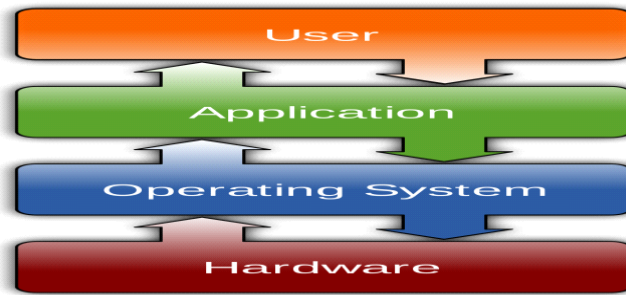
- Memory management
- User interface
- Input/output management
- Information management
- Process management

The operating system manages a computer's hardware resources, including:

- Input devices such as a keyboard and mouse
- Output devices such as display monitors, printers and scanners
- Network devices such as modems, routers and network connections
- Storage devices such as internal and external drives

The OS also provides services to facilitate the efficient execution and management of, and memory allocations for, any additional installed software application programs.





The OS consists of many components and features. Which features are defined as part of the OS vary with each OS.

- **User Interface:** This component allows interaction with the user, which may occur through graphical icons and a desktop or through a command line.
- **Application Programming Interfaces:** This component allows application developers to write modular code.

## 11. Explain various types of Operating Systems?

**Types of Operating System :**

A) Based on Interface of OS is categorized into two types

CUI: character user interface

GUI : graphical user interface.

B) Based on user OS is classified into 2 types:

**Single User Operating System :** We can handle one system or one application at a time in this Operating System

Eg : MS-DOS, PC-DOS, CP/M

**Multi User Operating System :** More than one user can access the same data at the same time. Multi User Operating System would be required when a number of applications have to run simultaneously.

Eg : MS-Windows, Linux, Unix.

C) Based of Technology used OS classified into 4 Categories

**Multi tasking OS:** it allows more than one program to run concurrently

Ex:Unix ,windows.

**Multi processing OS:** it supports running a program on more than one CPU or processor.

**Multi programming:** it allows more than one program to run alternatively.

**Multi threading:** it supports different parts of a single program to run concurrently on systems.

## 12. List out some popular operating systems And their features?

**List of Operating Systems:**

- MS-DOS (Microsoft Disk Operating System)
- APPLE MACINTOSH
- MS-WINDOWS
- UNIX/ LINUX
- HP-UX
- Ubuntu
- Android

**MS-DOS :** It is a 16-bit operating system, It is a single user, single tasking operating system. It provides CUI (Character User Interface), The first version of MS-DOS has written based on Q-DOS (Quick and Dirty Operating System)

**Microsoft Windows:** Microsoft Windows has existed in one form or another since 1985, and it remains the most popular operating system for home and office computers. Its latest versions,

including Windows 10, are also used on some tablets, and the OS is used on some web and number-crunching server computers as well. Computers from a wide variety of manufacturers can use Windows.

**Apple ios:** Apple's iOS is one of the most popular smartphone operating systems, second only to Android. It runs on Apple hardware, including iPhones, iPad tablets and iPod Touch media players.

**Google's Android OS:** Android is the most popular operating system in the world judging by the number of devices installed. Largely developed by Google, it's chiefly used on smartphones and tablets. Unlike iOS, it can be used on devices made by a variety of different manufacturers, and those makers can tweak parts of its interface to suit their own needs.

**Apple macOS:** Apple's macOS, successor to the popular OS X operating system, runs on Apple laptops and desktops. Based in part on the historic family of Unix operating systems dating back to research in the 1960s at AT&T's Bell Labs, macOS shares some features with other Unix-related operating systems including Linux.

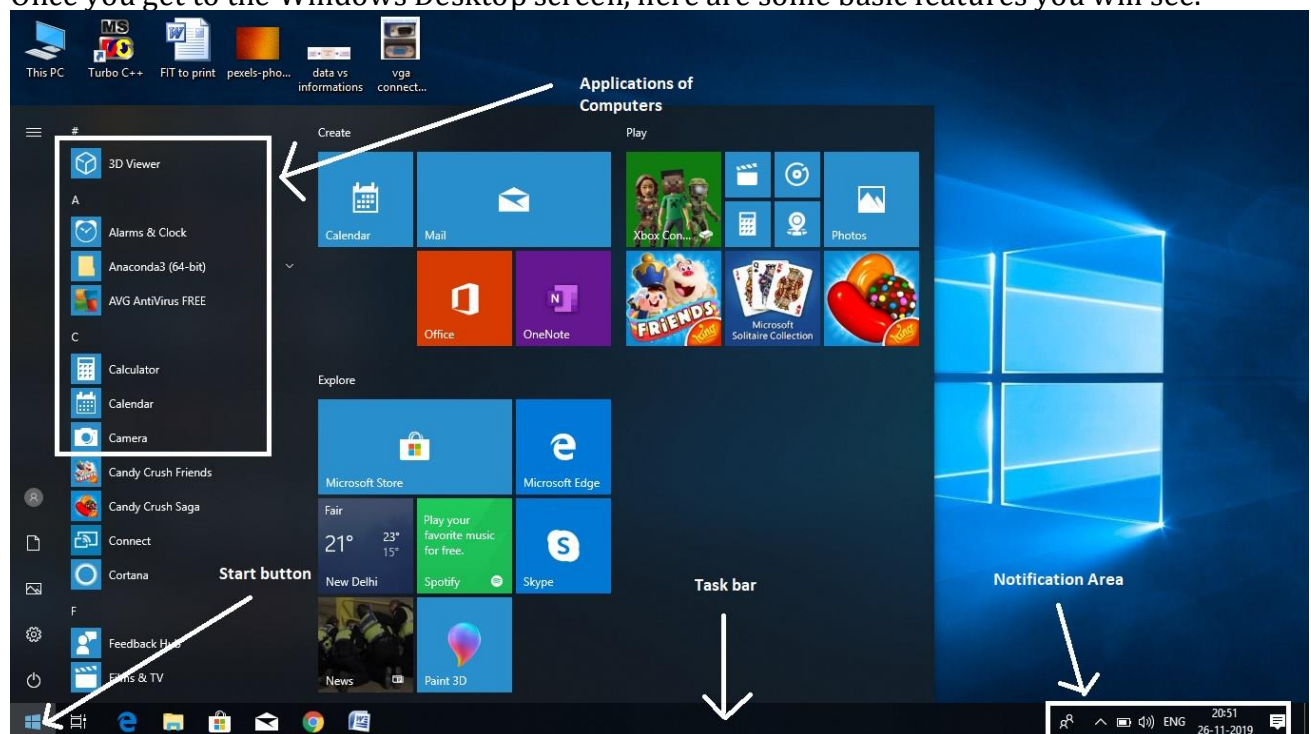
**Linux Operating System:** It is open source software, unlike many other operating systems; development on Linux isn't led by any one company. The operating system was created by Finnish programmer Linus Torvalds in 1991. Nowadays, programmers from all over the world collaborate on its open source code and submit tweaks to the central kernel software and other programs

**UBUNTU:** Ubuntu is a complete Linux operating system, freely available with both community and professional support. The Ubuntu community is built on the ideas enshrined in the Ubuntu Manifesto: that software should be available free of charge, that software tools should be usable by people in their local language and despite any disabilities, and that people should have the freedom to customize and alter their software in whatever way they see fit.

**Note: As All Of Us Aware That, We Prefer To Use Windows Operating System Hence Now Onwards Our Discussion Is All About Windows 10 Operating System Only**

### 13. Explain the user interface of Windows 10?

Once you get to the Windows Desktop screen, here are some basic features you will see.



### Start Button:

The **Start button** in Windows 10 is a small button that displays the Windows logo and is always displayed at the left end of the Taskbar **as shown in above picture**. You can click the Start button in Windows 10 to display the Start menu or the Start screen.

You can **right-click the Start button** in Windows 10 to display a **pop-up menu of shortcuts to various features**, windows and control panels on your computer. To open any one of these items, click the desired command in the pop-up menu that appears. A handy shortcut in this menu is the “Shut down or sign out” command.

### Icon:

An **icon** is a small graphical representation of a program or file. When you double-click an **icon**, the associated file or program will be opened. **Icons** are a component of most GUI operating systems, including Microsoft Windows and Apple macOS X. **Icons** help users quickly identify the type of file represented by the **icon**.

### Menu:

A **menu** is a Collection of programs/commands present in the **computer** to help the user find information or execute a program function.

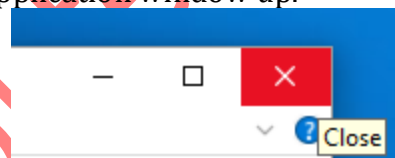
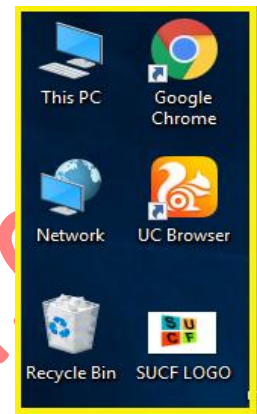
### Task Bar:

Task bar will be placed horizontally at the bottom of a screen, which consist Start button, Some Shortcut Icons, and Current Running applications, and Notification area along with date and Time. We can access to all this from Task Bar.

To minimize and maximize the applications we use minimize and maximize buttons of applications.

Minimized/ Maximized(running) applications are available in Task Bar.

In Windows 10, if an application is active or opened, you will see a green line below its icon. Clicking the icon will bring the application window up.



Every open window features three buttons in the upper-right corner. These are used to minimize, maximize, or close the window –

Minimizing means that the window will hide in the Taskbar.

Maximizing will bring the window to a full-screen size.

Windows can be moved around or resized as you please –

To move a window, just click on its Title Bar on the upper side of the window and drag it.

To resize a window, move your mouse to any corner until you see a double-sided arrow. Then click and drag until you reach the desired size.

### Pin Apps to the Taskbar

The simplest way to customize your taskbar is by pinning various apps and shortcuts to it so that you can access them more quickly in the future. There are two ways to do this. The first is to open the program, either from the Start menu or an existing shortcut. When the app's icon appears on the taskbar to indicate it's running, right-click the icon and select the “Pin to taskbar” option from the context menu.

The second way to pin an app to the taskbar does not require the app to be running first. Find the app on the Start menu, right-click the app, point to “More,” and then choose the “Pin to taskbar” option you find there. You could also drag the app icon to the taskbar if you prefer doing it that way.

Notification area displays, Sound, Language, Internet connectivity

## 14. Explain Using of Mouse(pointing Device)?

Mouse lets you move the cursor round the screen and then 'click' to start a program or begin writing in a particular place or open a menu.

All desktop computers come with a mouse, and you can use one on a laptop if you don't like the touchpad that's built into it.

**Douglas Engelbart** Invented mouse in 1963, the computer mouse has developed over the years and now comes in a variety of designs.

Today optical mouse that use light to detect direction are more common. Mouse can also be cordless, making them easier to move.

**Follow these step-by-step instructions to help you get to know your mouse**

**Step 1:** Pick up your mouse and have a look at it.

Front side of the mouse there are two buttons – left and right. You press or, more correctly, 'click' these to make things happen.

Most mouse also have a wheel in between the buttons to move up and down the screen – technically called 'scrolling'.

**Step 2:** Learn to hold your mouse comfortably. It's normally held between your thumb and little finger like this:

**Step 3:** Have a click. Use your index finger to click the left button and your middle finger to click the right button:

If you're left-handed, you can use the opposite fingers. However, you can also usually change the preferences on your computer to swap which buttons do what.

**Step 4:** Try a double-click. This is done quite often on the left button. You have to click twice, as quickly as possible. The first click tells the computer that you are in a particular 'window', and the second click tells it that you're selecting a button or link or whatever to do something in that window. If you click too slowly, the computer just thinks you're telling it where you are again and again, so do click quickly.

**Step 5:** It's time to practise. You'll find some simple mouse exercises on the [SeniorNet.org website](http://SeniorNet.org). To reach them from here, place the cursor over the highlighted 'simple mouse exercises' above – this is known as a 'link' – and click the left button. Did you notice how the cursor turned into a little hand when it was over the link? That tells you that you can click on that word or phrase to go somewhere else on that website or on the internet as a whole.

**Step 6:** Now try a right-click. Just click the right button, paying no attention where the cursor is on the screen. A menu will appear, giving you options. Whenever you right-click, it opens a menu. If you move your cursor off the menu and left-click, the menu will close.



Mouse Button Used	Action	Purpose
Left mouse button	Click	Moves the cursor, selects an object, pulls down a menu, or chooses a menu command.
Left mouse button	Double-click	Runs or opens a file.
Left mouse button	Drag	Moves an object, resizes an object, highlights text, and highlights multiple objects.
Wheel mouse button	Roll	Scrolls up and down a window.
Right mouse button	Right-click	Displays a shortcut pop-up menu.

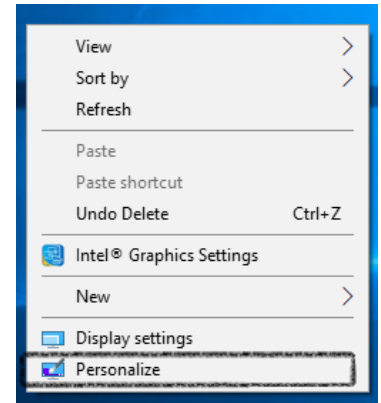
## 15. Discuss the steps in changing background?

### Desktop Background

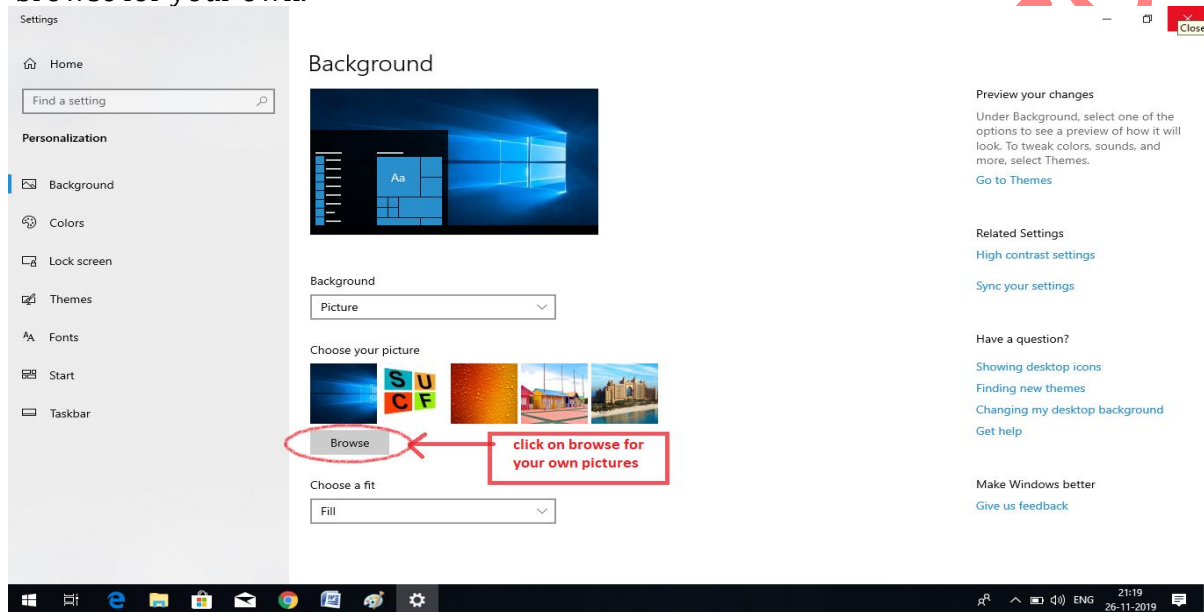
Another component of your Desktop is the Background. This is simply an image that appears at the back of your screen. Most computers come with a pre-selected background, but you can change it to any image you want.

To change the background, follow these steps –

**Step 1** – Right-click on the background it will display a popup menu, and then choose “Personalize”.



**Step 2** – From the Personalization window, choose from a series of pre-selected pictures or browse for your own.



After choosing a picture, the Background will change automatically.

## 16. How to choose and hide Common desktop icons?

Enabling common desktop shortcuts

**Step 1:** Right-click an empty desktop space.

**Step 2:** Access the Personalization menu.

**Step 3:** Switch to the Themes category through from the left panel.

**Step 4:** Follow the link to Go to desktop icon settings.

**Step 5:** Select the icons of interest and hit Apply.

**Optional Step:** Uncheck the box that Allows themes to change desktop icons so you don't end up repeating the steps above.

Asking Cortana


**Step 1:** Click the Search field in your taskbar (**Win + S**).



**Step 2:** Write down how to Show or hide common icons on the desktop.

**Step 3:** Decide and enable what icons you want on your desktop.

**Optional Step:** Right-click an empty desktop space. From the View entry, toggle to Show desktop icons. Note that this change applies to everything on your desktop.

## 17. Discuss Start Menu and menu Selection?

In Windows 10, as you've probably noticed, the word "Start" doesn't actually appear on the Start menu, as it did for years; now the Start menu is just a square button in the lower-left corner of your screen, bearing the Windows logo (  ). But it's still called the Start menu, and it's still the gateway to everything on the PC.

If you're the type who bills by the hour, you can open the Start menu by clicking it with the mouse. If you feel that life's too short, however, tap the (  ) key on the keyboard instead, or the (  ) button if it's a tablet.

Below is an overview of the Windows Start menu found in Microsoft Windows XP and Windows 7. If you have Windows 10 Skip down to the Windows 10 Start menu section.

**Left pane :** The left pane shows recently started programs, or any pinned program shortcuts. In the above example, there is one pinned program separated by a line and then the recently ran programs.

**All programs:** At the bottom of the left pane is the *All Programs* option which displays all programs installed on the computer.

**Search:** Directly below the *All Programs* option is the "Search" bar. This useful feature allows you to type in the name of the program or file you're looking for and have the results displayed above.

**Right pane:** The right pane shows each of the more commonly accessed sections of the computer, such as your Computer, Control Panel, Documents, Music, and Pictures.


**Shut down:** At the bottom of the right pane is the Shut down button, which allows you to turn the computer off. You can also click the arrow next to the Shut down button to switch user, log off, restart, sleep, or hibernate the computer.

## 18. Explain Status Bar

A status bar is a graphical control that is usually included as a default part of the graphical user interface design of many applications. Its main purpose is to display status information and short messages regarding the application or device's status. The information displayed depends upon the application.

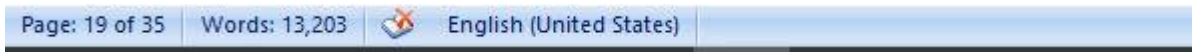
For Example, the status bar of a word processing application can give information on the number of words, cursor position and added functionality like the quick access toolbar. In the case of Web browsers, the status bar displays information about a webpage's loading progress status or the actions happening after clicking on a hyperlink. A file manager may have a status bar that gives details on the count of items, current directory, total size, number of items selected and many more.

File Explorer Status Bar



28 items 4 items selected 2.16 MB

Word Status Bar

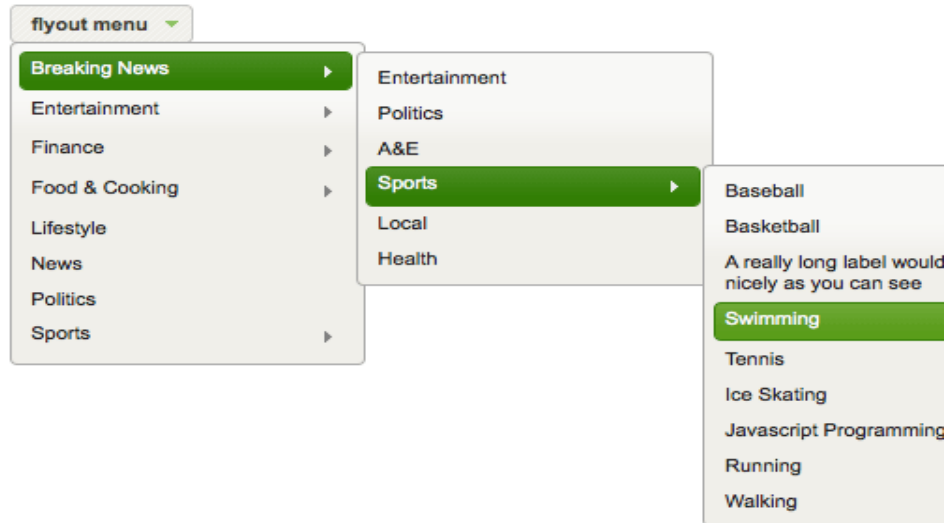


Page: 19 of 35 Words: 13,203 English (United States)

## 19. What is Menu Explain Menu Selection?

A menu is a set of options presented to the user of a computer application to help the user to find information or execute a program function. Menus are common in graphical user interface elements of Windows or Mac OS

A menu may have sub menu which is called as fly-out menu, where submenus "flyout" from the side when you mouse over or click the main item.



A pop-up menu appears above the clicked item when the main list is at the bottom of the window or screen. A menu may occasionally appear with apparent spontaneity at a random location in a window. This type of menu, also known as a pop-up.

A pop-up menu with only two choices, such as Yes/No, is called a dialog box.

## 19. Explain about Control panel?

The **Control Panel** is a section of Microsoft Windows that enables a user to change various computer hardware and software features. Settings for the mouse, display, sound, network, and keyboard represent a few examples of what may be modified in the Control Panel. Below are some examples of how the Control Panel appeared in Windows.

## 20. Explain Step by step procedure to run an application?

In Windows, to run a program, double-click the executable file or double-click the shortcut icon pointing to the executable file. If you have a hard time double-clicking an icon, you can click the icon once to highlight it and then press the Enter key on the keyboard.

- 1) If you are having a hard time opening a program because you cannot find the icon in Windows 7, Windows 8, and Windows 10, click Start and type the name of the program you want to open. For example, you could type "notepad", "excel", or "word" and click the icon in the search results, or highlight the program icon and press Enter. If the program does not appear make sure the program has been installed.
- 2) In Windows 8 and Windows 10, you can also right-click the icon and choose the option **pin to taskbar** to add the program icon to your Taskbar for easier future access.
- 3) If a program is in the Start Menu or Taskbar, it only requires you to click the icon once.
- 4) If a program has not been installed in the computer it will not be able to be ran. For example, you can only run Microsoft Word or Microsoft Excel if you have installed it on the computer.

## 21. Explain the process of Creating and renaming of files and directories?

Windows Explorer is an application that provides detailed information about your files, folders, and drives.

1. You can use it to copy, move, and rename files, as well as to perform other tasks related to files, folders, and drives.

2. The simplest way to access Windows Explorer is to right-click the **Start** menu or the **File Explorer** icon and select **Explore**

### **We can perform the following tasks in File explorer**

#### **Selecting icons in File explorer**

- To select one icon just click on it
- To select the icons in a sequence, select the icon at first end, press and hold the shift key, now select the icon at the other end.
- To select the icons in a random manner, press and hold the ctrl key and select the icons

#### **To create a new file or folder**

1. In "Windows Explorer", open the folder in which you want to create a new folder.
2. On the File menu, point to New, and then click desired file or Folder.
3. The new file/folder appears with a temporary name.
4. Type a name for the new file/folder, and then press ENTER.

#### **To delete a file or folder**

1. In "Windows Explorer," locate the file or folder you want to delete.
2. Click the file or folder.
3. On the File menu, click Delete.

#### **Copying and moving files and folders**

1. Select the icons of files/folders you to copy or move
2. To copy press ctrl +c or choose Edit | copy or click copy icon on tool bar
3. To move press ctrl +x or choose Edit | cut or click cut icon on tool bar
4. Open the destination drive and folder
5. Now press ctrl + V or choose Edit | paste or click paste icon on the tool bar

#### **Renaming file or folder**

- Right click on the icon of file or folder and select rename option from top down menu and enter new name

## **22. Discuss about opening and closing of windows?**

### **Snap:**

**Snap** allows you to resize windows quickly, which is especially convenient when you want to see two windows side by side. To do this, click and drag the **desired window** to the left or right until the cursor reaches the edge of the screen, then release the mouse. The window will **snap** into place. To **unsnap a window**, simply click and drag the window down.

### **Flip:**

You can use **Flip** to switch between open windows. To do this, press and hold the **Alt** key on your keyboard, then press the **Tab** key. Continue pressing the Tab key until the desired window is selected.

### **Task view:**

The **Task view** feature is similar to Flip, but it works a bit differently. To open Task view, click the Task view button near the bottom-left corner of the taskbar. Alternative, you can press **Windows key+Tab** on your keyboard. All of your open windows will appear, and you can click to choose any window you want.

### **Showing the desktop:**

If you have a lot of windows open at the same time, it can be difficult to see the desktop. When this happens, you can **click the bottom-right corner** of the taskbar to minimize all open windows. Just click it again to restore the minimized windows.

## **23. Explain the concept of Using Help in windows 10?**

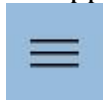
Here are the quickest ways to make Windows 10 help information when something on the desktop creates a trouble. In each case, Windows fetches help, either by going online, fetching built-in instructions, or leading you to a tutorial built into Windows 10.



- **Press F1 when on the desktop:** Press the F1 key from within Windows or any desktop program.
- **Start menu:** Click the Start button and click the Get Started tile
- **Question mark:** If you spot a little blue question mark icon near a window's top-right corner, pounce on it with a quick click.

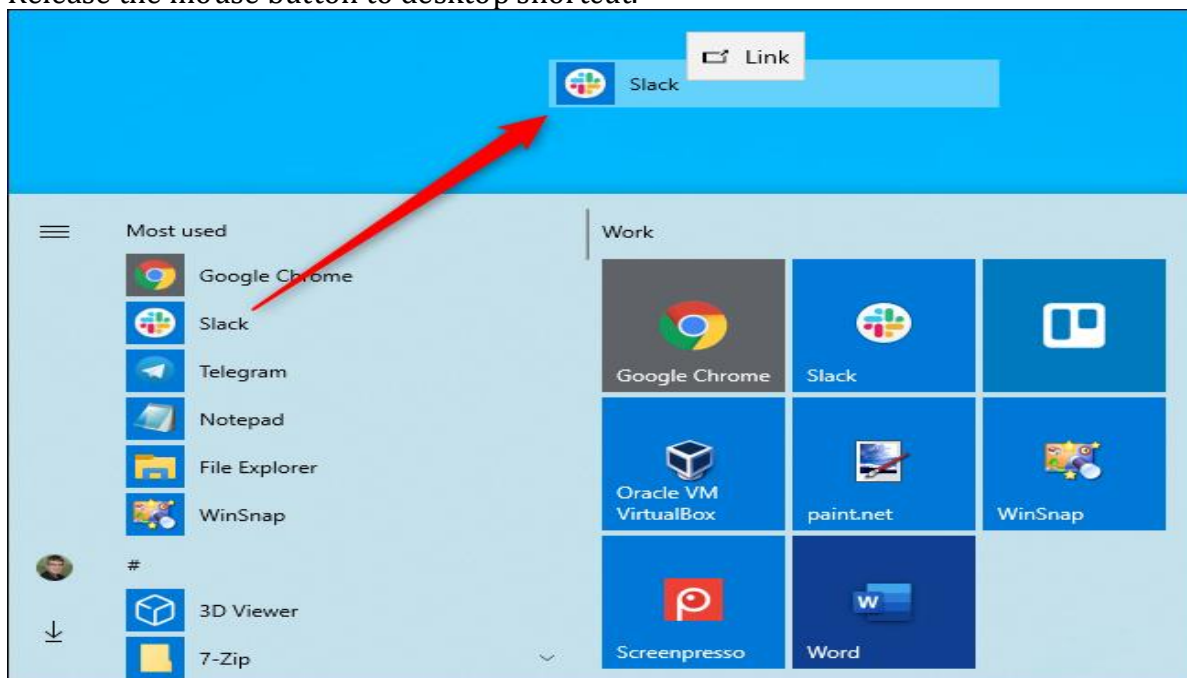


- **App menu:** Click the three little lines in an app's upper-left corner, choose Settings from the drop-down menu, and then click the Help button, if available, on the pane that appears along the app's right edge.



## 24. Explain the procedure of creating Shortcuts in windows 10?

To create a shortcut, Look for the application which you want to use in the Start menu at the. If it's in the list at drag and drop the application's shortcut from your Start menu to your desktop. You'll see the word "Link" appear when you're moving over that icon on the desktop. Release the mouse button to desktop shortcut.



To create a desktop shortcut to a file or folder, first, locate the file in File Explorer. Press the Alt key on your keyboard and then drag-n-drop the file or folder to your desktop. The words "Create Link in Desktop" will appear. Release the mouse button to create the link.

To create desktop shortcuts to websites. With a web page open, drag and drop the icon to the left of the address bar—it's generally a padlock or an "i" in a circle—to the desktop.

## 25. How to Install an Operating System Discuss the Steps?

To install the OS on the machine using a CD or DVD, you need to configure your machine to boot from the CD/DVD drive. You can change the boot sequence by accessing the computer BIOS and setting the CD/DVD drive to be the first boot device. Some computers may also allow you to access the boot sequence directly at computer start up, without entering the BIOS, by

pressing a specific key on the keyboard. The key to press differs for each computer, but is often either the Delete key or one of the function keys at the top.

If the operating system software came on a USB flash drive, you need to configure the computer to boot to a USB device as the first boot device.

Once the computer is configured to boot to the proper device, the computer should load the operating system installation program and guide you through the install process. You will be asked questions along the way for configuration of basic settings, like date and time, user account name, and if you want to enable automatic operating system updates. Go through the installation steps, answering questions and selecting the preferred options.

**Note :** If you are installing a newer version of an operating system that is already on your computer, the installation process should ask if you want to upgrade. If you do not want to install the operating system as an upgrade, you can choose the option to erase the current operating system start fresh

## 26. What is MS Word? Explain Word processing?

Word Processing is perhaps the most common and comparatively easier application to work on any computer. A word processor lets you to change words o, to move whole sections of text from one place to another, store blocks of text, align margins all in few seconds.. MS Word is an advanced word processing product by Microsoft company.

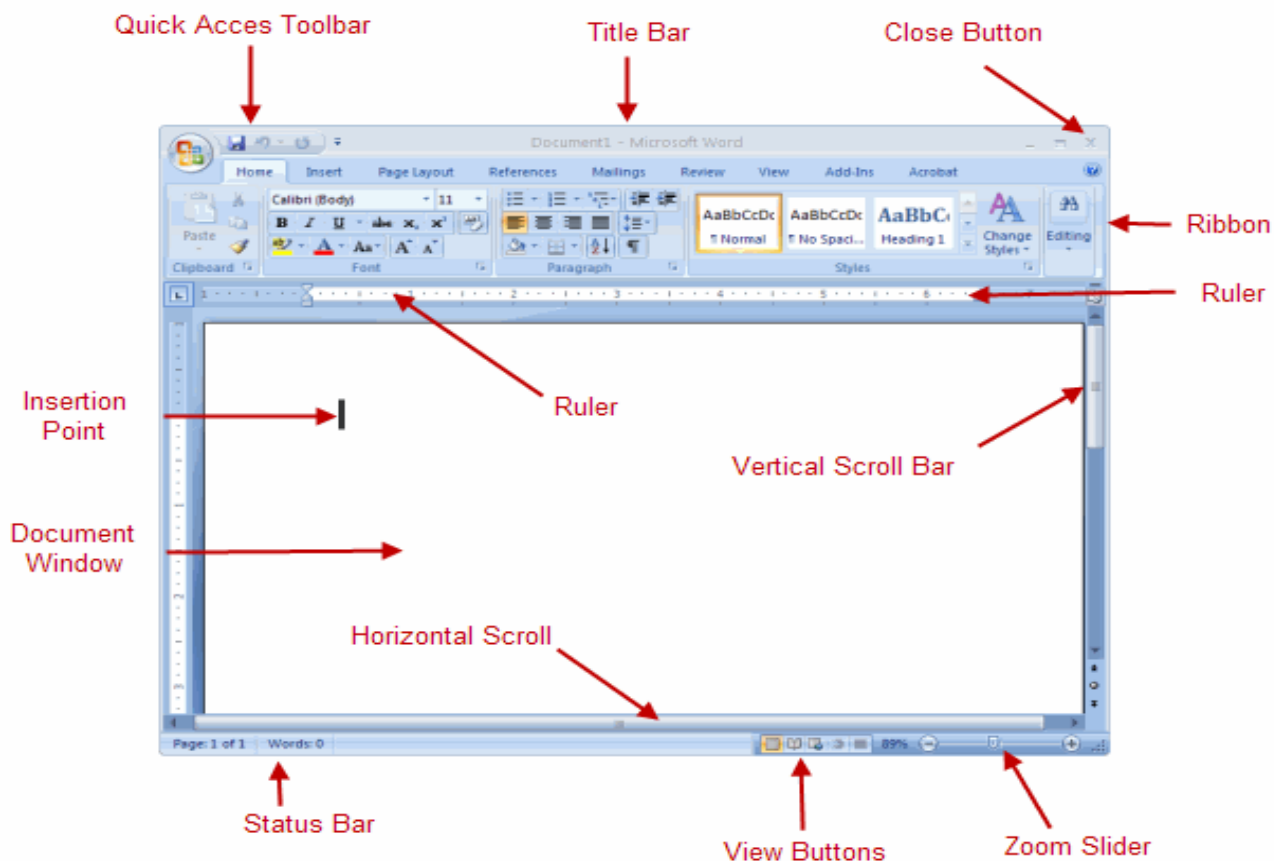
### Start Word 2007

- 1) Click Start button then point to Programs
- 2) Select Microsoft office 2007
- 3) Select MS Word 2007 from the list

You will get a screen as shown below:

### PARTS OF WORD WINDOW

Please see the picture below for a visual image of parts of an active window has:



## Menu bar

This is the traditional windows style drop-down menu. When you point to any menu title and click once with the mouse, the menu will open displaying all the commands available under this menu. Clicking on the desired command would tell Word to execute that command. These commands have further sub commands.

## Standard toolbar

Toolbars contain buttons, drop-down menus and other controls that help you to quickly alter the appearance and arrangement of documents by executing a variety of word commands. Toolbars are very helpful and convenient in quickly executing commands without having to go through menus. The standard toolbar contains icons for basic functions like opening files, saving files, printing files, cut, copy, paste etc.

## Formatting toolbar

This contains icons for changing the look of your text (called "formatting" in computer jargon); for example, there are icons for changing fonts, styles, font sizes, text alignment etc.

**Ruler.** The Ruler lets you make changes to margins and indents, and helps you create document as per dimensions required.

## 27. Explain the process of creating, opening, saving and closing documents?

### Creating a New Document

1. Click on File Menu
2. Select and click New option
3. Otherwise click button on the standard toolbar

### Opening an Existing Document:

1. Click File Menu
2. Select and click Open option
3. Otherwise click button on the Standard toolbar.
4. Double click on the file from the open window

### Saving a Document

1. Click File Menu
2. Select and click Save button.
3. Otherwise click button on the Standard toolbar.

### Closing a Document

1. Click File menu
2. Select and click Close button.
3. Otherwise click button on menu bar.

## 28. Explain the features of Editing in MS Word?

### Editing Word document

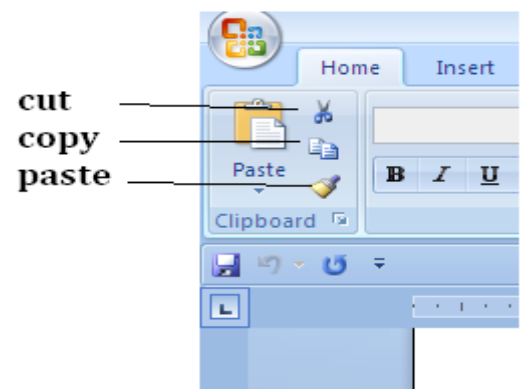
#### Cut, Copy and Paste options

These options will allow you to Cut or Copy a piece of text

from one location and to paste at a new location.

To do these functions,

- 1) Place the cursor at the beginning of the text to be selected.  
Drag the mouse pointer over the text.
- 2) Click Edit menu and then click on Cut option (or) ctrl+x (or ) or click on cut icon on the Standard



Toolbar. Move the cursor to the place where you want the text to be pasted.

3) Click Edit menu and then click Paste option (or) ctrl+v (or) click on paste icon on the Standard Toolbar.

For copying the text from one location to other location the same procedure is to be followed. The difference between Cut and Copy is that while using the Cut option the text will be removed from its original location and pasted at a new location, where as when using Copy option a copy of the selected text is pasted at new location without disturbing the original text.

### **Formatting documents**

Bold, Underline and Italicize the selected text

- 1) Open a word document.
- 2) Block the text by first clicking at the start of the text and Holding the left mouse button and drag to the desired position and then release the left mouse button. The selected area will be highlighted.
- 3) Move the mouse pointer to the **bold** button on the Standard Toolbar and click once.
- 4) Move the mouse pointer outside your text and click to release the highlighting. Your text will now appear in BOLD FACE.

### **Left aligning, centering , right aligning and justifying text**

- 1) Open a word document.
- 2) Block the text by first clicking at the start of the text and holding the left mouse button and drag to the desired position and then release the left mouse button. The selected area will be highlighted.
- 3) Move the mouse pointer to Align Left button on the toolbar and click once. Your selected text will be left aligned.
- 4) Move the mouse pointer to Align right button on the toolbar and click once. Your selected text will be right aligned.
- 5) Move the mouse pointer to Center button on the toolbar and click once. Your selected text will be centered.
- 6) Move the mouse pointer to Justify button on the toolbar and click once. Your selected text will be justified.

### **Creating Bulleted and Numbered list**

If a list of items are to be numbered automatically it can be done using Numbered List option

Ex: Microsoft Office consists of

MS-Word  
MS-Excel  
MS-PowerPoint  
MS-Access  
MS-Outlook

The above text is to be selected with mouse.

- 1)Click on the Numbered List button on the toolbar
- 2)Move out of the text and click to release the highlighting.
- 3)Your text will now look like this
  1. MS-Word
  2. MS-Excel
  3. MS-PowerPoint
  4. MS-Access

## 5. MS-Outlook

Now re-select the text

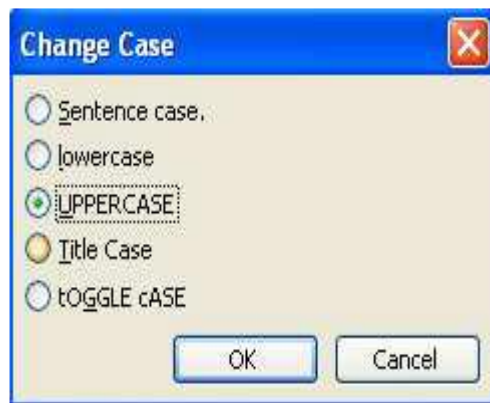
- 1) Click the Bulleted List button on the toolbar
- 2) The numbers should be replaced with bullets as shown below
  - MS-Word
  - MS-Excel
  - MS-PowerPoint
  - MS-Access
  - MS-Outlook

### Indenting Paragraphs

- 1) Select a paragraph with the mouse.
- 2) Click on the Right (increase) Indent button on the toolbar.
- 3) Leave the highlighting on and click once more on the Right Indent button.
- 4) Click once on the Left Indent button. Your text should now be indented by one Tab stop. Each time you click, the paragraph is moved one tab stop.

### Changing case of text

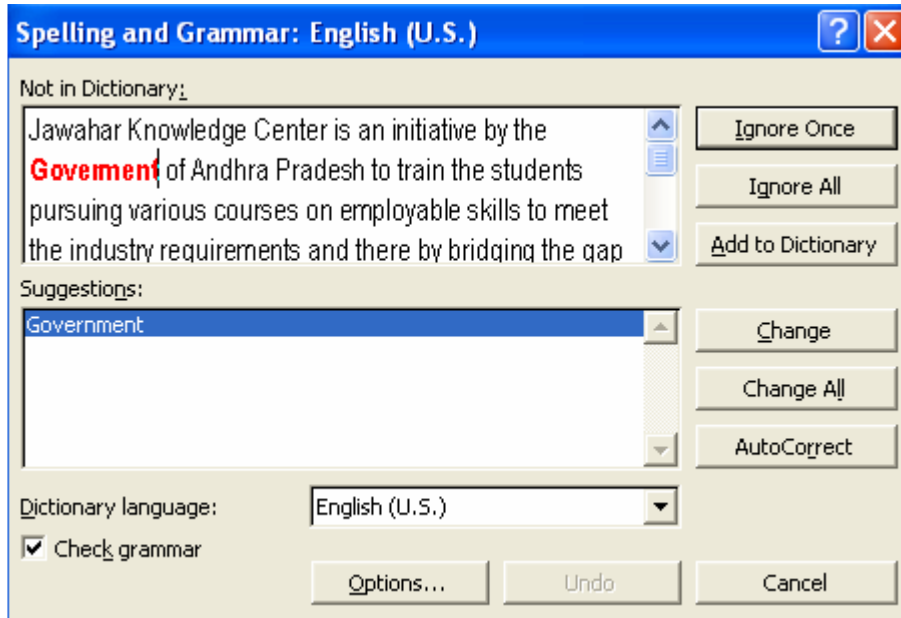
- 1) You can change the selected text into either UPPERCASE, lowercase, Title case or tOGGLE cASE
- 2) Highlight the text. Select the Format menu option
- 3) Choose Change Case option. You will get the dialog box shown below.



- 4) From the list of options select UPPERCASE to convert lower case into uppercase.

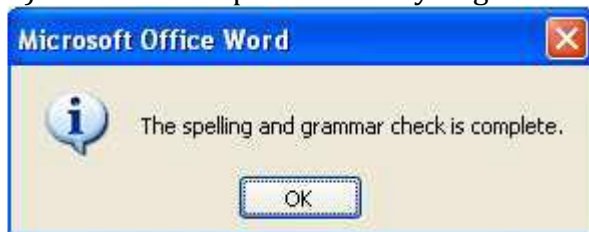
## 29. Spelling and Grammar Checking of word document

- a) Open any word document.
- b) Click Tools menu and then click Spelling and Grammar option. You will get the below dialog box.



c) Note all words that appear red color in First box are spelling mistakes. If you want to accept the suggested word, in the second box click on Change. If not, click Ignore button. You can also add a word to the dictionary by clicking on the Add button.

d) Continue this process until you get the dialog box, shown below:



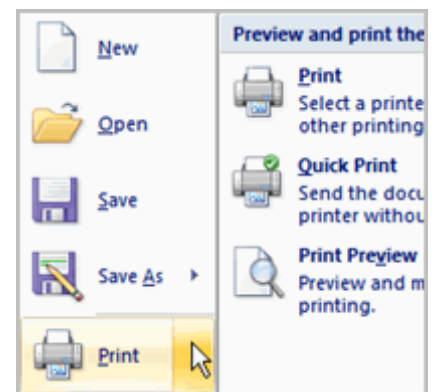
e) Click OK button.

f) Save your work when the spell-check is complete, so that the corrections are saved.

### 30. Explain the Concept of Printing in MS Word?

#### Printing document

Once you complete your document, you may want to **print** it for various reasons. This lesson covers the three basic features of printing in Word, including **Print Preview**, **Quick Print**, and **traditional Print**.

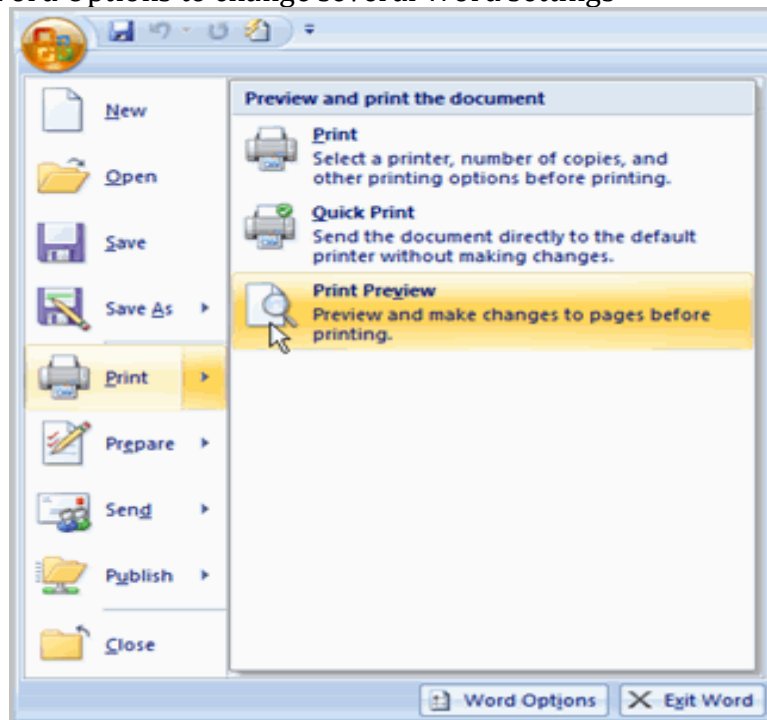


#### To preview the document before printing:

- Click the Microsoft Office button.
- Select **Print** → **Print Preview**. The document opens in Print Preview format.
- Click **Print** to print the document or **Close Print Preview** to exit the preview format and make changes to the document.

In **Print Preview format**, you can perform many tasks, including:

- Modifying margins
- Changing page orientation
- Changing page size
- Zooming in and out to view various parts of the document
- Viewing multiple pages
- Accessing Word Options to change several Word settings

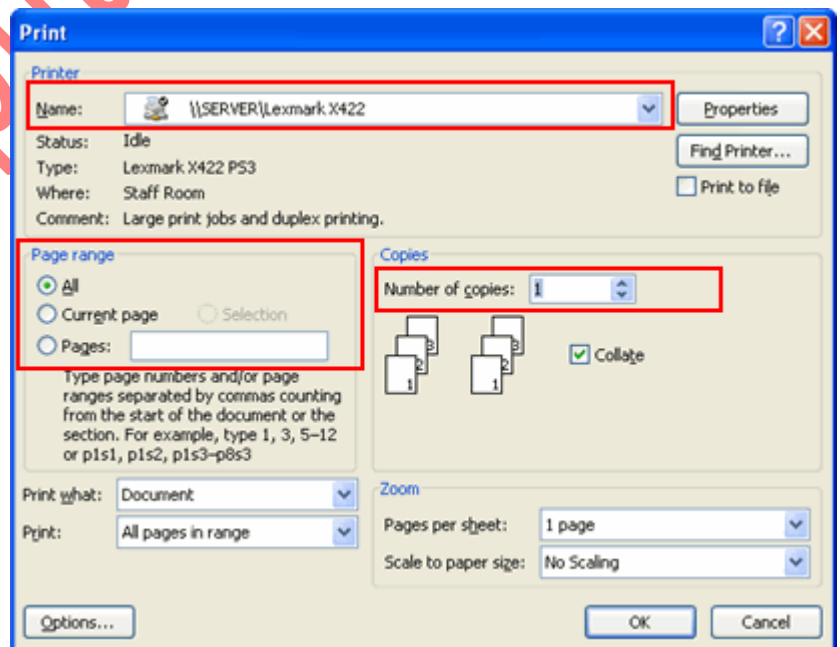


**To print:**

- Click the Microsoft Office button.
- Select **Print** → **Print**. The Print dialog box appears.
- Select the pages you want to print—either **all pages** or a **range** of pages.
- Select the **number of copies**.
- Check the **Collate** box if you are printing multiple copies of a multi-page document.
- Select a printer from the drop-down list.
- Click OK.

**To print via Quick Print:**

- Click the Microsoft Office button.
- Select **Print** → **Quick Print**.
- The document automatically prints to the default printer.



## 31. Explain Table handling in MS Word?

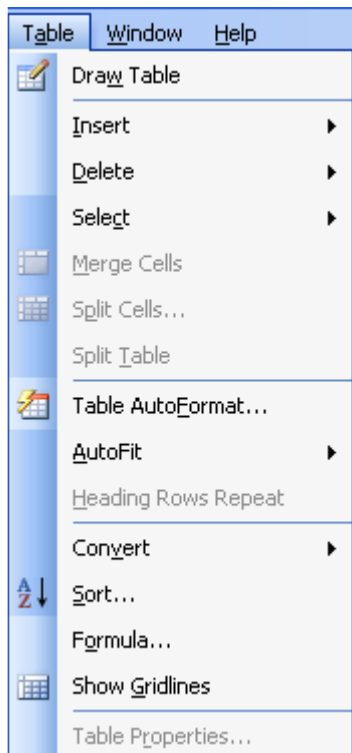
### To create a table using Insert Tables Button

- 1) Move the cursor to the place where you want to insert the table
- 2) Choose tables button from the Standard Toolbar
- 3) Drag the mouse to highlight the desired number of rows and columns in the tables menu.

Release the button. An empty table is inserted.

### To create a table using table menu

- 1) Choose Insert table from Table Menu . You will find a dialog box as shown below:



- 2) Now type the Number of Columns and rows as you require and set column width Auto. So that the Column width will be equal to the width of the text. Now click OK.

- 3) An empty table is inserted in the document. Now inserting rows, columns, Deleting rows and widening the columns is very easy.



### Insert Rows:

- 1) Place the cursor in the table, where rows are to be inserted
- 2) Choose Table and click Insert Rows option to insert rows in the table

### Delete Rows:

- 1) Select the Row which is to be deleted
- 2) Click Table and click Delete cells option.

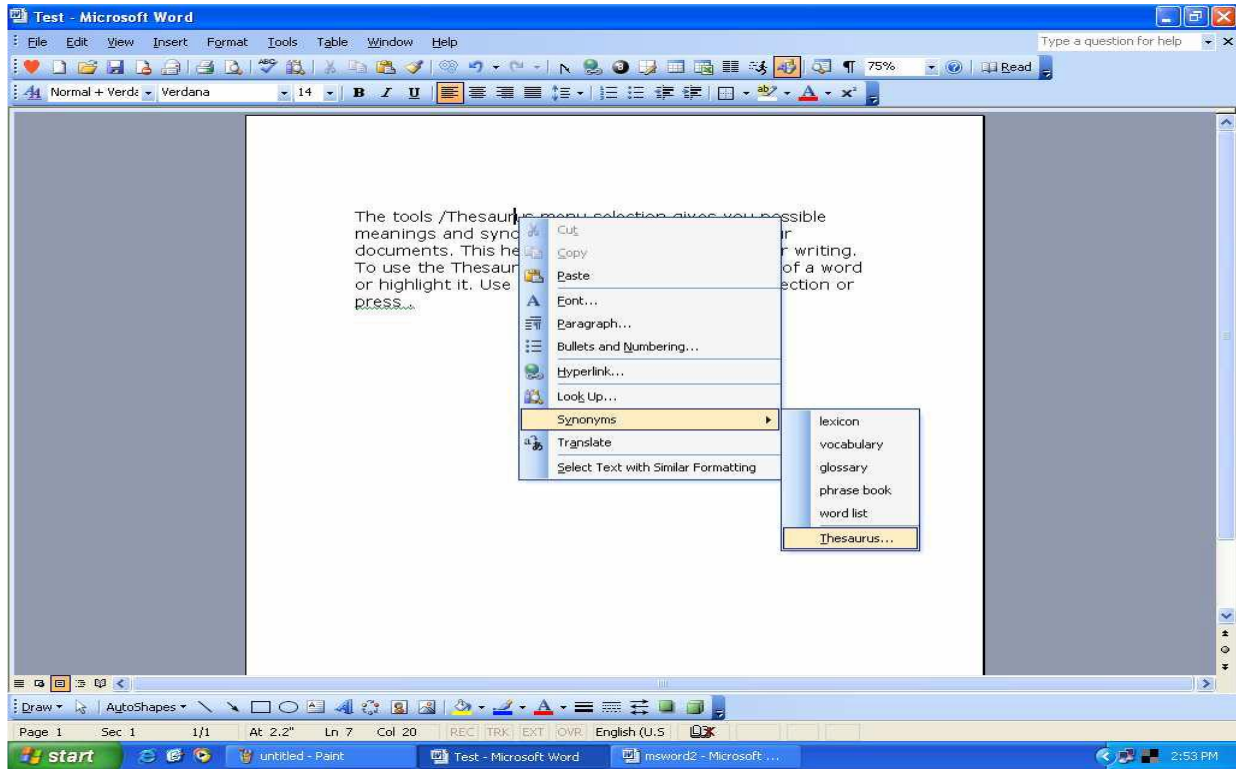
In the same way you can do with columns also

## 32. Explain spelling and grammar tool, Thesaurus tool?

### Thesaurus:

The tools /Thesaurus menu selection gives you possible meanings and synonyms for selected words in your documents. This helps you be more precise in your writing. To use the Thesaurus, position the cursor in front of a word or highlight it. And Right Click and Then you will find a dropdown menu and select synonyms option select Thesaurus menu as shown below .





Lists of possible meanings and synonyms are displayed. Pick a desired word so that it is in the Replace with Synonym box and click the Replace button to use it. Use the Look Up button to find alternate meanings of a selected word in the Meanings box. Click Cancel to exit the Thesaurus dialog box without accepting any of the suggested changes.

## UNIT II

### 1. What is spread sheet explain its features, Discuss Features of MS Excel?

Electronic spread sheet stores the information in the memory of the computer, performs data manipulation and displays results quickly spread sheet can be saved, moved, or printed. It serves the needs of a wide range of computer users. Spread sheet applications include preparation of reports, payrolls, bills, income statements budgets, loan analysis, inventory control, Investment analysis and production analysis There are many spread sheet packages and of them Ms-Excel is the most popular.

#### Features/advantages of spread sheet

- Calculation can be done easily & quickly.
- It produces accurate results.
- Data in a work sheet can be displayed and manipulated.
- Data can be converted into graphs.
- The entire work sheet or part of the work sheet can be printed.
- It allows the user to carry out "what if" analysis (condition),
- The data in a work sheet can be transferred to other programs very easily.

#### FEATURES OF EXCEL

Excel is an Microsoft office application. Excel is mainly used for making calculations and mathematical works. Microsoft excel is a spread sheet application in which no of sheets we can add as per our requirements. In a single sheet, it consists of rows and columns and cells. Every cell has different address. It is basically used for payroll, accounts, mathematical and for other business purposes.

#### Features of Excel:-

- **Hyperlink:-** We can link one file to another file or page with the use of Excel.
- **Clip art:-** In this we can add images and also audio, video clips can be added here.
- **Charts:-** With charts, we can show the products evaluation to the clients. For example which product sale is more or less in this month..
- **Tables:-** Tables are created with different fields e.g. -name, age, address, roll no so we add a table to fill these values.
- **Functions:-** Excel supports different categories of functions like **Mathematical, Statistical, Date and time, text, engineering and database functions.**
- **Images and Backgrounds:-** In this we add images and backgrounds in sheet.
- **Macros:-** Macros are used for recording events for further use..
- **Database:-** We can add database from other sources with data feature.
- **Sorting and Filter:-** In sorting we can sort our data and also filter our data so that repetitions will be removed.
- **Data Validations:-** In data tools there are data validations consolidate etc are used.
- **Grouping:-** In this we can use group, ungroup subtotal etc..

### 2. Explain components of MS EXCEL window?

#### Starting Excel

- To open Microsoft Excel, First click on "Start" button. Next click on All Programs. Now click on Microsoft Excel, this will start the program.
- Alternatively, look on your Desktop for an icon shortcut to Excel, and double-click on it.

#### Parts of Excel Window:

**Workbook:** We also call it as a spreadsheet. The Workbook is a unique file created in Excel. It consists several worksheets. In Excel we can add up to 255 worksheets.

**Works sheet:** A worksheet is a grid of cells, consisting of 65,536 rows by 256 columns. It holds the information such as text, numbers or mathematical formulas-

**Title bar:** The Title bar displays both the name of the application and the name of the spreadsheet.

**Menu bar:** The Menu bar displays all the menus available for use in Excel. The contents of any menu can be displayed by clicking on the menu name with the left mouse button.

**Toolbar:** Some commands in the menus have pictures or icons associated with them. These pictures may also appear as shortcuts in the Toolbar.

**Column Headings:** Each Excel spreadsheet contains 256 columns. Each column is named by a letter or combination of letters.

**Row Headings:** Each spreadsheet contains 65,536 rows. Each row is named by a number.

**Name Box:** It shows the address of the current selection or active cell.

**Formula Bar:** Displays information entered-or being entered as you type-in the current or active cell. The contents of a cell can also be edited in the Formula bar.

**Cell:** A cell is an intersection of a column and row. Each cell has a unique cell address. The heavy border around the selected cell is called the cell pointer.

### 3. How to open,save and close workbooks?

#### Create, Open, and Save Workbooks

The Ribbon button contains all the operations such as : **New, Open, Close, Save and Save As.**

**New:** Used to create a new Workbook.

**Open:** Used to open an existing file from a floppy disk or hard drive of your computer.

**Close:** Used to close a spreadsheet.

**Save As:** Used when to save a new file for the first time or save an existing file with a different name.

**Save:** Used to save a file that has had changes made to it. If you close the workbook without saving then any changes made will be lost.

### 4. Explain manipulation of Data in Excel Cells?

Selecting cells in Excel to select a cell simply click on it. Another easy way to select the cells is dragging with mouse. To select a row click on its row heading, to select a column click on its column heading. Some key board short cuts are given below:

PRESS	TO
CTRL+A	Select the entire worksheet
CTRL+SPACEBAR	Select the entire column
SHIFT+SPACEBAR	Select the entire row
F8	Turn on extending a selection by using the arrow keys
CTRL+SHIFT+END	Extend the selection to the last used cell on the worksheet (lower-right corner)
CTRL+SHIFT+HOME	Extend the selection to the beginning of the worksheet
CTRL+SHIFT+arrow key	Extend the selection to the last nonblank cell in the same column or row as the active cell
SHIFT+F8	Add another range of cells to the selection; or use the arrow keys to move to the start of the range you want to add, and then press F8 and the arrow keys to select the next range

#### Entering and editing the data in excel

- To enter the data, click the cell and type the data. The data will be appeared in current cell as you type and it also appears in formula bar. After entering the data in a cell use arrow keys to move to next cells.

- For editing the data in a cell press F2 and edit it. Otherwise select the cell and edit the data in the formula bar.

### **Moving and Copying of cells**

- Select the cells you want to move or copy.
- **To Move cells** Click **Cut** on the **Home ribbon** and select the upper-left cell of the paste area. And click paste button
- **To Copy cells** Click **Copy** and select the upper-left cell of the paste area. And click paste button

### **Insert blank cells, rows, or columns**

1. Do one of the following:

**Insert new blank cells** Select a range of cells where you want to insert the new blank cells. Select the same number of cells as you want to insert.

**Insert a single row** Click a cell in the row immediately below where you want the new row. For example, to insert a new row above row 5, click a cell in row 5.

**Insert multiple rows** Select rows immediately below where you want the new rows. Select the same number of rows as you want to insert.

**Insert a single column** Click a cell in the column immediately to the right of where you want to insert the new column. For example, to insert a new column to the left of column B, click a cell in column B.

**Insert multiple columns** Select columns immediately to the right of where you want to insert the new columns. Select the same number of columns as you want to insert.

2. Right click the mouse and select **Cells, Rows, or Columns**.

### **Delete data from excel.**

#### **Delete cells, rows, or columns**

1. Select the cells, rows, or columns you want to delete.
2. Right click and then click **Delete**.
3. If you are deleting a range of cells, click **Shift cells left, Shift cells up, Entire row, or Entire column** in the **Delete** dialog box.

#### **Delete sheets**

1. Select the sheets you want to delete.
2. On the **Edit** menu, click **Delete Sheet**.

### **Changing Column Width and Row Height**

#### **Adjusting column widths**

By default, Excel's columns are 8.43 characters wide, but each individual column can be enlarged to 240 characters wide.

We can adjust the column width to required size

#### **To Manually Adjust a Column Width:**

- Place your mouse pointer to the **right side** of the gray column header.
- The mouse pointer changes to the **adjustment tool** (double-headed arrow).
- **Drag** the Adjustment tool left or right to the desired width and release the mouse button.

#### **To AutoFit the Column Width:**

- Place your mouse pointer to the **right side** of the column header.
- The mouse pointer changes to the **adjustment tool** (double-headed arrow).
- **Double-click** the column header border.
- Excel "Auto Fits" the column, making the entire column slightly larger than the largest entry contained in it.

#### **Adjusting row height**

By default, the row height in excel is 12.75 points. Changing the **row height** is very much like adjusting a column width.

### To Adjust Row Height of a Single Row:

- Place your mouse pointer to the **lower edge** of the **row heading** you want to adjust.
- The mouse pointer changes to the **adjustment tool** (double-headed arrow).
- **Drag** the Adjustment tool up or down to the desired height and release the mouse button.

### To AutoFit the Row Height:

- Place your mouse pointer to the **lower edge** of the **row heading** you want to adjust.
- The mouse pointer changes to the **adjustment tool** (double-headed arrow).
- **Double-click** to adjust the row height to "AutoFit" the font size.
- Excel XP "AutoFits" the row, making the entire row slightly larger than the largest entry contained in the row.

## 5. Discuss cell referencing?

Cell reference indicates how the cell address is referenced when it is used in the formula. In excel we find three different cell references. Those cell references are explained below:

### Relative reference:

When a formula is copied from one part of the worksheet to the other, the address of the cell changes, relative to where it has been copied. This ability to adjust a formula from one location to another is called 'Relative Addressing'. The formula is always adjusted relative to its location.

### Absolute reference:

An absolute address points to only one address. It does not change even though the position of the cell containing the formula changes. That means whenever an absolute address is used, it instructs the spreadsheet program not to update the address if the formula is to be copied or moved.

### Mixed reference:

In absolute reference both row and column are fixed. When either the row remains constant and the column changes or the column remains constant and the row changes, it is called a mixed addressing method. In other words, mixed mode referencing is a combination of relative and absolute address.

## 6. Explain Formatting features in Excel?

Ms-Excel provides the following options



**Number:** Formatting numbers include the options like adding thousand separator (,), currency symbol (\$) or adjusting the number of digits after decimal point. choose **font on ribbon from home menu**

**Alignment:** Data in cells can be aligned with option **alignment on ribbon from home menu** or we can use the key board short cuts as follows:

Command	Meaning
Ctrl + R	To align right
Ctrl + L	To align left
Ctrl + C	To align center

Text in the cells can be oriented at a give angle and it wrapped or shrink to fit

**Font:** Data can be formatted, by changing its font, size, color, style. For this we choose **font on ribbon from home menu** or use the following key board shortcuts.

Command	Meaning
Ctrl + shift + F	To change the font
Ctrl + shift + p	To change the size
Ctrl + B	To make selection bold
Ctrl + I	To make selection italic
Ctrl + U	To underline the selection

**Border:** Cells of the sheet can be made to have different kinds of borders, i.e. dotted, dashed or solid borders.

**Patterns:** The background of each cell can be made to have a background color and different patterns.

**Protection:** Protection determines the accessibility of the data in the cells. Cells can be locked or made hidden.

**Auto formatting:** Auto formatting provides several readymade styles. We can select one the styles for selected data range.

## 7. Explain printing of Spreadsheet in detail?

In MS Excel there are many features available for printing a document which are available from print fly-out menu of Office Button.

It contains Print Preview, modify margins, change the page orientation, use the Scale to Fit feature, use the Print Titles command, and insert breaks.

### To view the spreadsheet in Print Preview:

- Left-click the **Microsoft Office button**.
- Select **Print**.
- Select **Print Preview**. The spreadsheet will appear in Print Preview view.

Click the **Close Print**

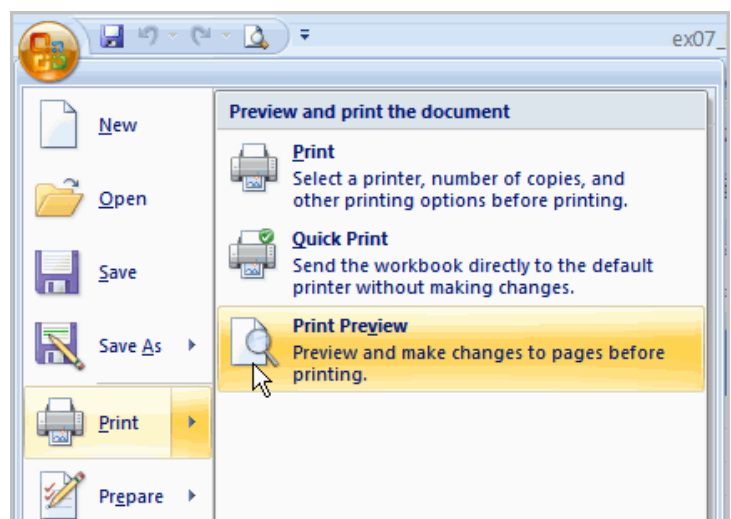
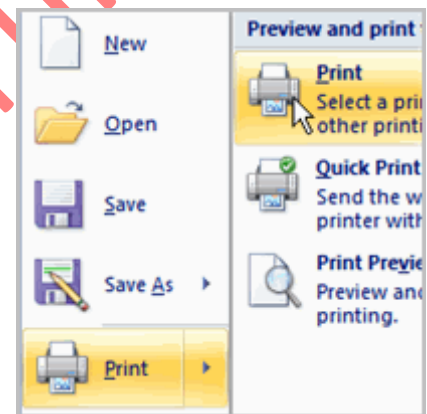
**Preview** button  to return to the Normal View.

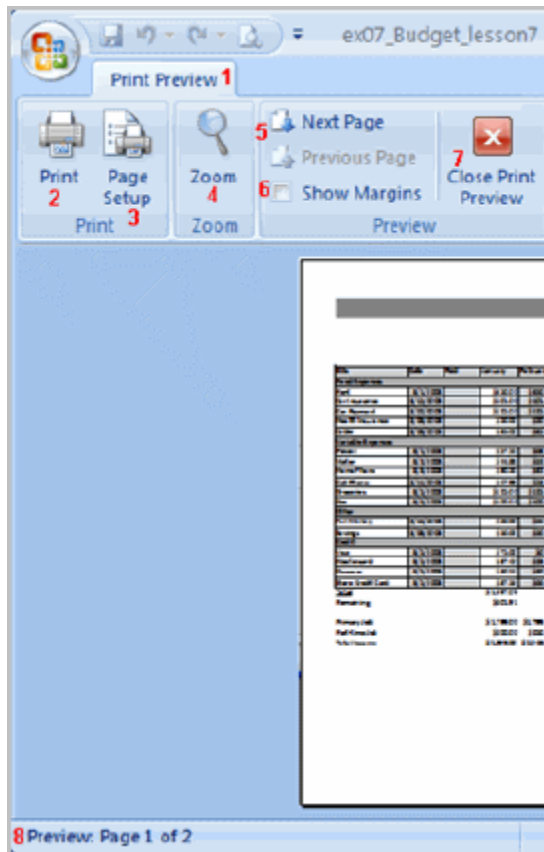
To make previewing your spreadsheet easier, add the **Print**

**Preview** command to the Quick Access toolbar.

### More about Print Preview

In Print Preview, there are options such as print, pagesetup, zoom, etc., you can see how the spreadsheet will appear in printed format.

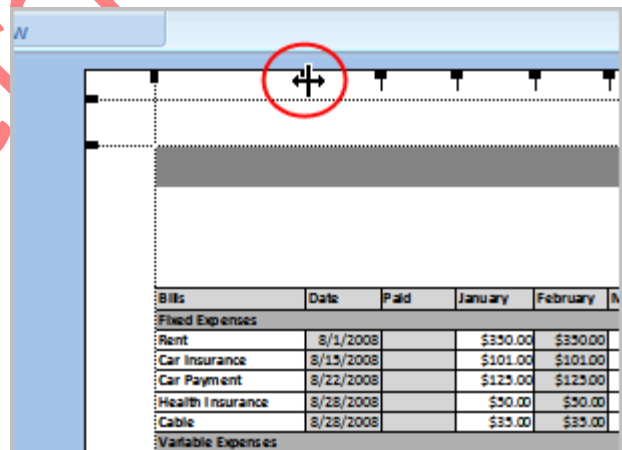




1. Tab indicates you are in Print Preview mode.
2. Provides you with the same print dialog box you can access from the Microsoft Office Button.
3. From here you can access many of the same options that are available from the Ribbon, such as Page Orientation and Scaling.
4. Toggles between zooming in and out of the spreadsheet.
5. Use these commands to move between the pages.
6. View and edit margin markers.
7. Close current view and return to spreadsheet.
8. Indicates number of pages and which page you are currently viewing.

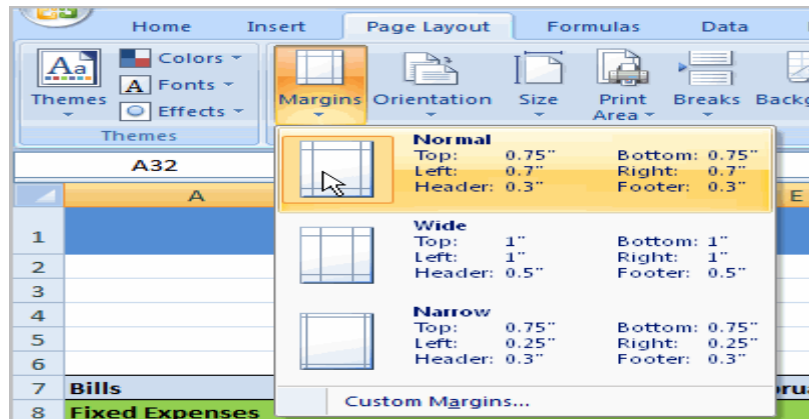
**To modify margins, column width, or row height while in Print Preview:**

- Click the **Print Preview** command on the Quick Access toolbar, or select Print Preview from the Microsoft Office button menu. The spreadsheet opens in Print Preview mode.
- Hover your cursor over one of the **black margin markers** until a **double arrow** appears.
- Left-click and drag the marker to the desired location. The change will be reflected in the spreadsheet.



**To modify margins:**

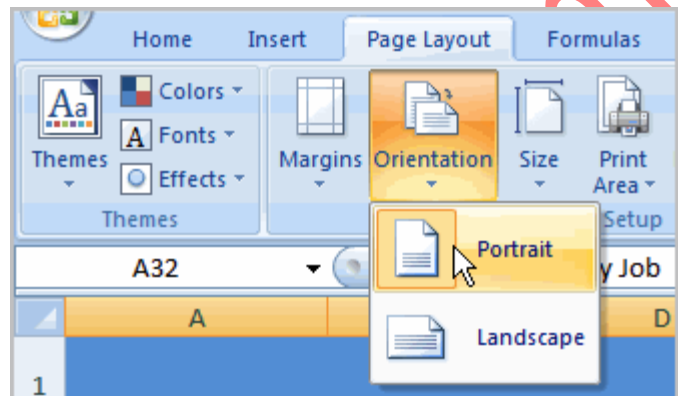
- Select the **Page Layout** tab.
- Left-click the **Margins** command.
- Choose one of the pre-defined settings, or enter custom margins.



#### To change page orientation:

- Select the **Page Layout** tab.
- Left-click the **Orientation** command.
- There are two orientations: Portrait or Landscape.

**Portrait** orients the page **vertically**, while **Landscape** orients the page **horizontally**.



#### To use Scale to Fit:

- Select the **Page Layout** tab.
- Locate the Scale to Fit group.
- Enter a specific **height** and **width**, or use the percentage field to decrease the spreadsheet by a specific percent.

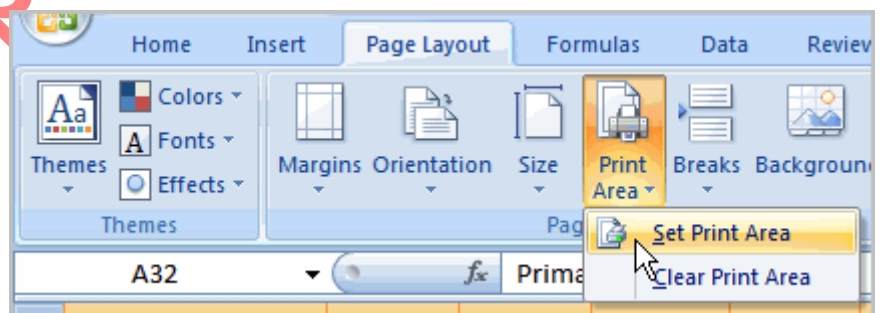
Scale to Fit is a useful feature that can help you format spreadsheets to fit on a page.

#### To change the paper size:

- Select the **Page Layout** tab, Click the **Size** command.
- Select a size option from the list.

#### To define a print area:

- Left-click, then drag your mouse to **select the cells** you wish to print.
  - Click the **Print Area** command, choose **Set Print Area**.
- Now, only the selected cells will print. You can confirm this by viewing the spreadsheet in Print Preview.



To return to the default setting, which is the entire worksheet, click the Print Area command, then select Clear Print Area.

#### To insert a break:

- Select a cell **below** where you want the break to appear.
- Select the **Breaks** command.
- Select **Insert Break**.

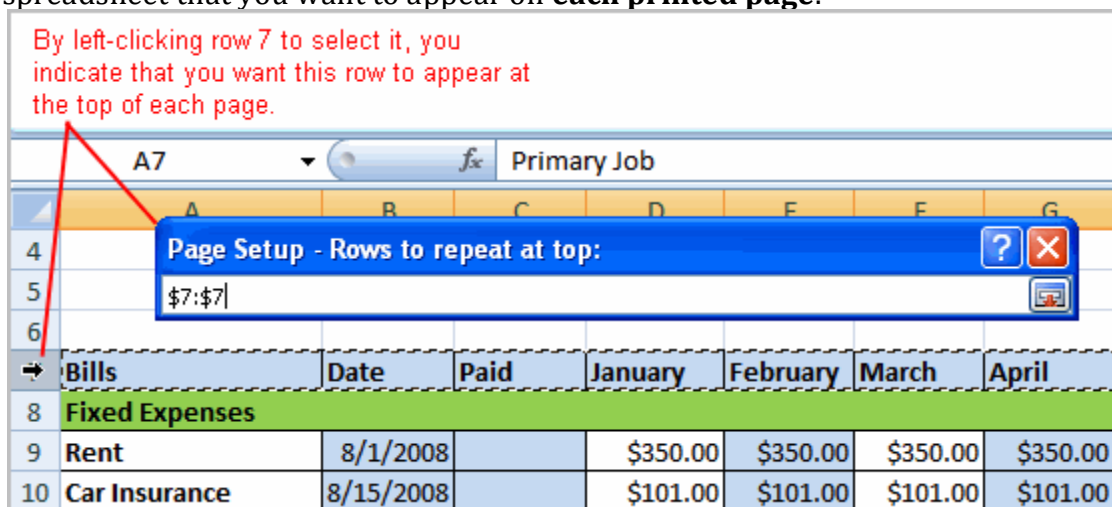
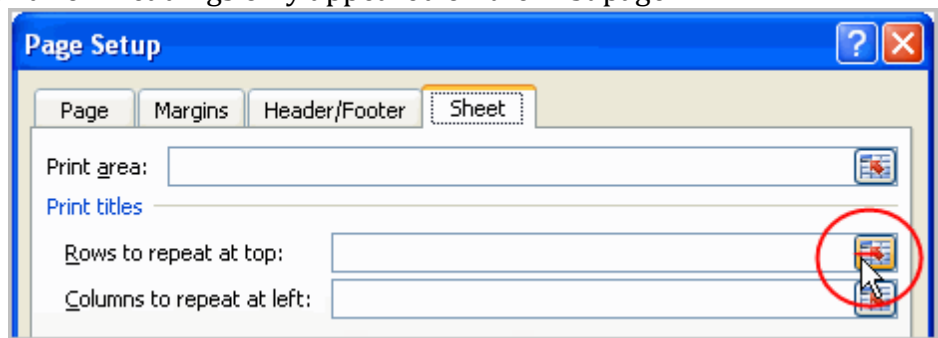
Click Print Preview to confirm that the break appears in the correct place in your spreadsheet.

#### To use the Print Titles command:



This is an important command to be familiar with if you intend to print your worksheets. It allows you to select **specific rows** and/or **columns** that will be repeated on **each** printed sheet. Imagine how difficult it would be to read page 48 of a printed spreadsheet if the column and row headings only appeared on the first page.

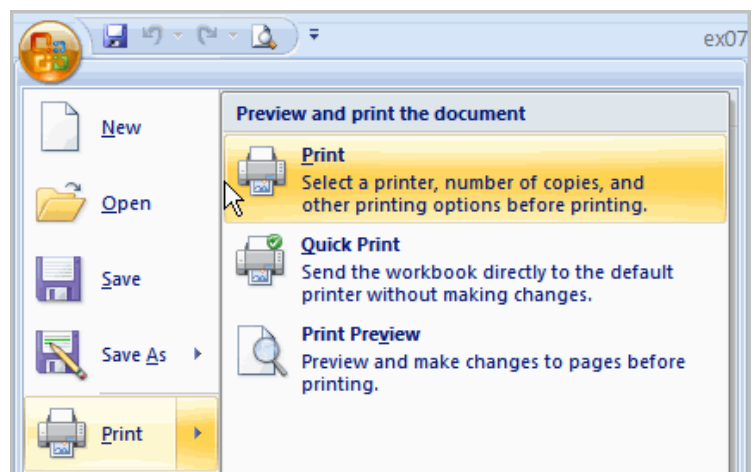
- Select the **Page Layout** tab.
- Click the **Print Titles** command. The Page Setup dialog box appears.
- Click the icon at the end of the field.
- Select the first row in the spreadsheet that you want to appear on **each printed page**.



- Repeat for the column, if necessary.
- Click OK.

### To print from the Microsoft Office button:

- Left-click the **Microsoft Office button**.
- Select **Print** → **Print**. The Print dialog box appears.
- Select a printer if you wish to use a printer other than the default setting.
- Click **Properties** to change any necessary settings.
- Choose whether you want to print specific pages, all of the worksheet, a selected area, the active sheet, or the entire workbook.
- Select the number of copies you'd like to print.
- Click **OK**.



## 8. Discuss in detail about Functions in Excel?

A **function** is a **pre-defined formula** that helps to perform common mathematical functions. Functions save our the time of writing lengthy formulas. we can use an Excel

function called **Average**, to quickly find the average of range of numbers. Or we can use the **Sum** function to find the sum of a cell range. Excel contains many different functions. Each function has a specific order, called **syntax**. We must follow the syntax of function to work correctly.

#### Syntax Order:

1. All functions begin with the = sign.
2. After the = sign define the **function name** (e.g., Sum).
3. One or more **arguments**-numbers, text or cell references-enclosed by parentheses. If there is more than one argument, separate each by a comma.

An example of a function with one argument that adds a range of cells, B3 through B10:

**=SUM(B3:B10)**

equal sign      function name      argument

An example of a function with **more than one argument** that calculates the average of numbers in a range of cells, B3 through B10, and C3 through C10:

**=AVG(B3:B10, C3:C10)**

equal sign      function name      argument

#### Excel Function Wizard

We need not to remember the complex syntax for each function; it is easy to use all the functions with FUNCTION WIZARD in excel.

To activate

- We can either click on this **fx** button or
- We can choose Formulas |Insert Function,

#### Types of Functions in Excel:

**Excel supports wide variety of functions. Some of them are listed below:**

Arithmetic (math & trigonometric) functions

Statistical functions

Date and Time functions.

Text functions

Database functions

Financial functions etc.

#### Mathematical & Trigonometric Functions:

**ABS** -Returns the absolute value of a number

**CEILING** -Rounds a number to the nearest integer or to the nearest multiple of significance

**FLOOR** -Rounds a number down, toward zero

**EXP** -Returns  $e$  raised to the power of a given number

**FACT** -Returns the factorial of a number

**SQRT** -Returns a positive square root

**MOD** -Returns the remainder from division

**PI** -Returns the value of pi

**POWER** -Returns the result of a number raised to a power

**RAND** -Returns a random number between 0 and 1

**SIN** -Returns the sine of the given angle

**COS** -Returns the cosine of a number

**TAN** -Returns the tangent of a number

#### Statistical functions

- **SUM** - summation adds a range of cells together.
- **AVERAGE** - average calculates the average of a range of cells.
- **COUNT** - counts the number of chosen data in a range of cells.

- **MAX** - identifies the largest number in a range of cells.
- **MIN** - identifies the smallest number in a range of cells.
- **MEDIAN**-Returns the median of the given numbers

#### **Text Functions**

**CHAR function**-Returns the character specified by the code number

**CONCATENATE function** -Joins several text items into one text item

**LEN function**-Returns the number of characters in a text string

**LOWER function**-Converts text to lowercase

**UPPER function**-Converts text to uppercase

#### **Date and time functions**

**NOW** -Returns the serial number of the current date and time

**DATE** - Returns the serial number of a particular date

**YEAR** -Converts a serial number to a year

**MONTH** -Converts a serial number to a month

**DATEVALUE** -Converts a date in the form of text to a serial number

**DAY** -Converts a serial number to a day of the month

**TIME** -Returns the serial number of a particular time

**HOURL** -Converts a serial number to an hour

**MINUTE** -Converts a serial number to a minute

**SECOND** -Converts a serial number to a second

**TODAY** -Returns the serial number of today's date

**WEEKDAY** -Converts a serial number to a day of the week

#### **Logical functions**

**AND** - Returns TRUE if all of its arguments are TRUE

**IF** - Specifies a logical test to perform

**NOT** - Reverses the logic of its argument

**OR** - Returns TRUE if any argument is TRUE

## **9. Define Presentation? Explain Features of Powerpoint presentation?**

Microsoft PowerPoint is a part of the Office software. It is a graphics application. A presentation is a combination of slides, handouts, notes, and outlines all in one file. We can add text, graphics, photos, clip art, sound and video to our slides.

### **PARTS IN POWERPOINT WINDOW**

The PowerPoint Window has toolbars and panes to help us for creating presentations quickly.

- **Office button:** Opens the Office menu, from which you can open, save, print, and start new presentations.
- **Quick Access Toolbar:** A small toolbar next to the Office button contains shortcuts for some of the most common commands.
- **Title bar:** Identifies the PowerPoint program running and the name of the active presentation.
- **Minimize button:** Shrinks the application window to a bar on the taskbar; you click its button on the taskbar to reopen it.
- **Maximize/Restore button:** If the window is maximized (full screen), click will change it to windowed (not full screen) and vice versa.
- **Close button:** Closes the application.
- **Ribbon:** Functions as a combination of menu bar and toolbar, offering tabbed "pages" of buttons, lists, and commands.

- **Presentation window:** Where active PowerPoint slide(s) appear where you work on the slide.
- **Status bar:** Reports information about the presentation and provides shortcuts for changing the view and the zoom.

### Basic Terminology

**Slide:** A slide is a single page of a presentation created with software such as PowerPoint. A presentation is composed of several slides. The best presentations use approximately ten to twelve slides to get the message across

**Speaker Notes / Notes Page:** Speaker notes, or notes pages are notes added to the presentation slides as a reference for the presenter. An area of a PowerPoint slide that is hidden during the presentation is reserved for notes for the speaker.

**Handouts:** Printed copies of the presentation for the audience to refer to during and after the slide show.

**Presentation:** a set of slides or handouts that contains information you want to convey to an audience.

**Normal View:** PowerPoint's default view that displays the Slide pane, the Notes pane, and the Slides/Outline pane

**Active Slide:** The slide currently selected or displayed.

**Slide Layout:** Prearranged sets of placeholders for various types of slide content.

**Theme:** Formatting feature that applies a background, colors, fonts, and effects to all slides in a presentation.

**Clip Art:** Pre-drawn artwork, photos, animations, and sound clips that you can insert into your files.

**Template:** A presentation that is already formatted with a slide design and may also include sample text to guide you in completing the presentation.

**Slide Master:** A slide that contains the appearance of all slides in a presentation.

**Transitions:** The visual effects used when one slide moves off of the screen and another moves onto the screen.

**Animate:** To apply movement to text or an object to control its display during the presentation.

**Custom Show:** A show in which you specify the slides and the order in which the slides appear during the presentation.

## 10. Explain Preparation of Presentation?

To open Microsoft PowerPoint, First click on "Start" button. Next click on All Programs. Now click on Microsoft PowerPoint, this will start the program.

Alternatively, look on your Desktop for an icon shortcut to Powerpoint, and double-click on it.

### CREATING PRESENTATION:

When you start PowerPoint 2007, a new, blank presentation opens. If you start with a blank presentation, you can choose a theme, a background color for the slides, and fonts, and you can fashion your own slide layouts. When you create a presentation with a template, all design decisions are made for you. You get ready-made background colors, fonts, and slide layouts.

PowerPoint shows you a blank presentation each time you open the program. Or to create a new, blank presentation, you can follow these steps:

1 Click the Office button.

New to PowerPoint 2007, the Office button is the unlabeled, circle with the multi-colored logo in it, in the far upper-left corner of your PowerPoint window.

2 Choose New on the drop-down list.

You see the New Presentation dialog box.

3 Double-click Blank Presentation.

### Slide Transactions.

Slide transactions include creating a slide, deleting a slide, copying, saving and printing a slide.

**Creating a slide** In a blank presentation Home | new slide allows us to create a new slide with desired layout.

**Deleting a slide** Select the slide you want to delete and press del button on key board.

**Copying a slide** Select the slide and choose copy and paste options from home ribbon

**Saving a slide** Saving all slides of presentation is done with office button | save option. Here the file name extension is .pptx

**Numbering a slide.** For this select Insert | slide number. Now in the dialog box click the check box insert slide number. The effect can be applied to only one slide or all slides.

**Print a slide** Printing a slide(s) is done with office button| print option. We can print the slides along with their note page.

### Steps to Save, Open & Close a Presentation.

#### Save a presentation

1. From the **office button**, click **Save (or)** Press ctrl +s on key board **(or)** Click save icon on quick access tool bar.
2. select the drive and folder and enter the name of the presentation in the dialog box

#### Open a presentation

1. From the **office button**. Click **open (or)** Press ctrl +o on key board **(or)**
2. select the drive and folder and double click the name of the presentation in the dialog box

#### Close a presentation

To close a presentation, choose close option form office button.

### Animating text and objects

There are two ways to animate text and objects: Preset Animation and Custom Animation. Although Preset Animation is relatively simpler, we strongly recommend Custom Animation because it allows more control over animation. The instructions given below are related to Custom Animation only.

To apply a custom animation effect in Office PowerPoint 2007, do the following:


1. Select the text or object that you want to animate.
2. On the **Animations** tab, in the **Animations** group, click **Custom Animation**.
3. In the **Custom Animation** task pane, click **Add Effect**, and then do one or more of the following:
  - To make the text or object enter with an effect, point to **Entrance**, and then click an effect.
  - To add an effect, such as a spin effect, to text or an object that is already visible on the slide, point to **Emphasis**, and then click an effect.
  - To add an effect that makes text or an object leave the slide at some point, point to **Exit**, and then click an effect.
  - To add an effect that makes text or an object move in a specified pattern, point to **Motion Paths**, and then click a path.
4. To specify how the effect is applied to your text or object, right-click the custom animation effect in the **Custom Animation** list, and then click **Effect Options** on the shortcut menu.
5. Do one of the following:
  - To specify settings for text, on the **Effect**, **Timing**, and **Text Animation** tabs, click the options that you want to use to animate the text.
  - To specify settings for an object, on the **Effect** and **Timing** tabs, click the options that you want to use to animate the object.

## 11. Explain Slide Transitions in powerpoint?

### Slide Transition.

Transitions determine the effects applied when you move from one slide to another during an on-screen presentation.

1. On the left side of the slide window, in the pane that contains the Outline and Slides tabs, click the **Slides** tab.
2. Select the slide thumbnails of the slides that you want to apply slide transitions to.
3. On the **Animations** tab, in the **Transition To This Slide** group, click a slide transition effect.

To see more transition effects, in the Quick Styles list, click the **More** button .

4. To set the slide transition speed between the current slide and the next slide, in the **Transition To This Slide** group, click the arrow next to **Transition Speed**, and then select the speed that you want.
5. In the **Transition To This Slide** group, click **Apply to All**.

### Add different slide transitions to the slides in your presentation

1. On the left side of the slide window, in the pane that contains the Outline and Slides tabs, click the **Slides** tab, and then click a slide thumbnail.
2. On the **Animations** tab, in the **Transition To This Slide** group, click the slide transition effect that you want for that slide.

To see more transition effects in the Quick Styles list, click the **More** button .

3. To set the slide transition speed between the current slide and the next slide, in the **Transition To This Slide** group, click the arrow next to **Transition Speed**, and then select the speed that you want.
4. To add a different slide transition to another slide in your presentation, repeat steps 2 through 4.

### Add sound to slide transitions

1. On the left side of the slide window, in the pane that contains the Outline and Slides tabs, click the Slides tab, and then select the slide thumbnails that you want to add a sound to.
2. On the **Animations** tab, in the **Transition To This Slide** group, click the arrow next to **Transition Sound**, and then do one of the following:
  - To add a sound from the list, select the sound that you want.
  - To add a sound not found on the list, select **Other Sound**, locate the sound file that you want to add, and then click **OK**.
3. To add sound to a different slide transition, repeat steps 2 and 3.

## 12. Explain Printing of Presentation/taking handouts?

PowerPoint allows you to print your presentation as slides, notes, handouts, or even outlines. Choose office button then click Print... from it. This will bring up the "Print" dialog box

- In the "Print what" pull-down menu, choose the item you would like to print.
- If you choose "print slides", you will get is one slide per page. It is useful if you wish to print transparencies of your slides as a backup in case of a system failure.
- If you choose "**print handouts**",
  - you have the option to choose the number of slides (2/3/4/6/9/12 slides per page) you want to print on each page.
  - The "3 slides per page" option is particularly useful because it displays small versions of your slides on the left half of the page, and leaves space for your audience to write on notes on the right side of the page.
- If you choose "print outline view" you will get only the text of your slides (as it appears in outline view) but none of the graphics or animation.

### 13. Define Internet, www, client and server, Internet service provider?

#### Internet:

The internet is the largest **computer network** in the world, connecting millions of computers. A **network** is a group of two or more computer systems linked together.

The foundation of the internet began in 1969, when the US Department of Defense created **ARPAnet**, a project to allow military personnel to communicate with each other in an emergency. By 2012, the number of internet users worldwide reached **2.4 billion**—about one third of the world's population. To store all of the information on the internet you would need over **1 billion DVDs** or **200 million Blu-ray discs**.

#### The World Wide Web (WWW)

When most people think of the internet, the first thing they think about is the **World Wide Web**. Nowadays, the terms "internet" and "World Wide Web" are often used interchangeably—but they're actually not the same thing. The **internet** is the **physical network** of computers all over the world. The **World Wide Web** is a **virtual network** of **web sites** connected by **hyperlinks** (or "**links**"). Web sites are stored on **servers** on the internet, so the World Wide Web is a part of the internet.

#### Servers:

A **server** is a **computer** program that accepts and responds to requests made by another program, known as a client. Any device that runs **server** software could be considered as a **server** as well. **Servers** are used to manage network resources.

#### Client:

A client is the one which gets served by the server. user can send request from an client software to the server upon processing the request server send the response to the client.

#### Internet Service Provider:

Internet Service Provider (ISP) is the industry term for the company that is able to provide you with access to the Internet, typically from a computer. If you hear someone talking about the Internet and they mention their "provider," they're usually talking about their ISP. An ISP is your gateway to the Internet and everything else you can do online.

### 14. Define Web Browser and explain different types of web Browser?

A **web browser** is the tool that you use to access the **World Wide Web**. The browser's main job is to **display web pages**. It also lets you create **Bookmarks** for sites you like, so that you can easily find them again later.

**PCs** come with Internet Explorer, and **Macs** come with Safari. If you prefer to use a different browser, you can download Firefox, Google Chrome, or Opera. All of these browsers are **free**. **Internet**.

#### Accessing web browser:

1. Click the Windows "Start" button in the lower left corner of your screen to launch the Start menu.
2. Click the "All Programs" button to load a list of all the programs currently available for use on your computer.

3. Click "Internet Explorer" on the All Programs menu. Internet Explorer is the native Internet browser that comes with all Windows computers. After you click "Internet Explorer," your computer loads the program so you can begin browsing the Internet.

#### **Downloading a web pages:**

If you're on a desktop computer, saving a web page is dead simple. Just open up your browser, navigate to the page, and go to File > Save Page As. Save it as "Web Page, Complete" somewhere in your documents. You'll get an HTML file and a folder full of images and other data contained within-don't delete this.

#### **Printing web pages:**

1. Click the file menu button and then click Print.
2. In the Print Preview window that opens, adjust settings for what you're about to print, if necessary. See Print window settings below for information on what settings can be changed.
3. Click Print to start printing.

#### **Following are popular web browsers:**

##### **Google Chrome:**

Google is most popular browser among existing browser. Focuses on enhanced performance of web applications. Hundreds of useful extensions can be downloaded for free from Chrome Store and can be used for personal use.

A large array of apps and add-ons available at Chrome Store. These adds a considerable amount to the browsing experience of the users. Some of the features are Private browsing, Fast Startup, Phishing/ Malware Filter

##### **Mozilla Firefox Mozilla Firefox:**

A web browser designed for simplicity, security, extensibility yet flexibility and power. Available for Linux and android as well. There are lots of plugins and extensions with some powerful developer tools.

Constant updates, high performance delivered and customizable interface is a bliss for advanced users. Firefox allows an open architecture which accepts the installation of themes and extensions. Themes give the browser a customizable new look. Developers can write extensions to make the browser perform functions as desired like check your Gmail account when you open the browser, or block all ads.

##### **Opera Web Browser:**

Constantly evolving and improving and the most popular mobile browser, opera has came a long way from being a browser to a full fledged internet suite.

Free fast browser with good support for updates. Features like page zoom and developer shortcuts allow users to have unique experience. There are some compatibility issues found in certain websites but with constant updates these problems are scarce.

##### **Safari Web Browser:**

Safari is a web browser developed by Apple inc. It is the most popular browser with MAC users.

Safari is a clean browser, very fast based on the WebKit rendering engine. Safari comes with the features you want in a modern browser, like tabbed browsing, popup blocking and built-in search functionality. It also has one of the best RSS-reading feature available online, it is easier to keep track a number of websites than using bookmarks.

##### **Internet Explorer:**



Internet Explorer by Microsoft is the default browser for Windows operating system. Its still very popular with many internet users. Startup speed is a big issue with internet explorer.

Internet Explorer is still considered to be falling behind in the race, but latest editions promise fast load, packed with latest features.

## 15. Define Network? What are the different types of Networks?

**Network:** A **network** is a collection of computers, servers, mainframes, **network** devices, peripherals, or other devices connected to one another to allow the sharing of data. There are three main types of computer networks:

### 1. Local Area Network (LAN):

A LAN is two or more connected computers sharing certain resources in a relatively small geographic location, often in the same building. Examples include home networks and office networks.

### 2. Metropolitan Area Network (MAN)

These types of networks are larger than LANs but smaller than WANs – and incorporate elements from both types of networks. MANs cover an entire geographic area (typically a town or city, but sometimes a campus). Ownership and maintenance is handled by either a single person or company.

### 3. Wide Area Network (WAN)

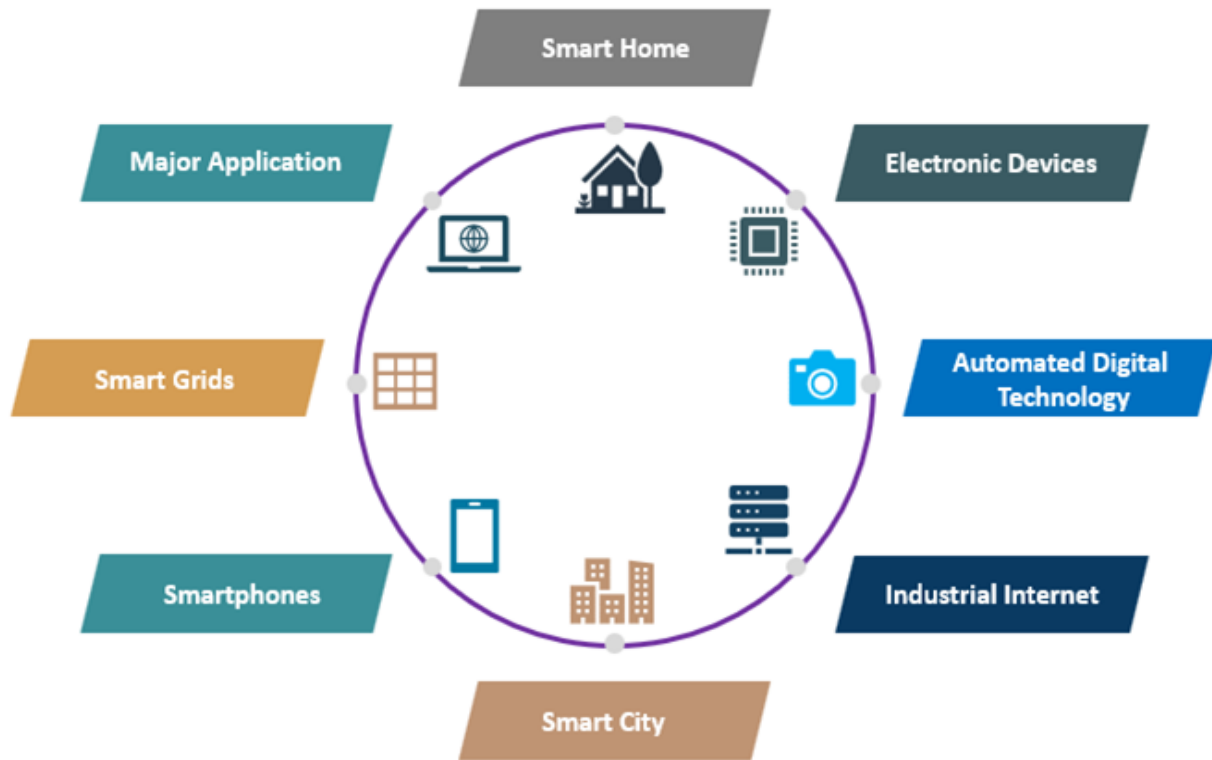
Slightly more complex than a LAN, a WAN connects computers together across longer physical distances. This allows computers and low-voltage devices to be remotely connected to each other over one large network to communicate even when they're miles apart.

The Internet is the most basic example of a WAN, connecting all computers together around the world. Because of a WAN's vast reach, it is typically owned and maintained by multiple administrators or the public.

## 16. What are the Applications of Internet?

- The internet has many few major applications like electronic mail services, web browsing, and peer to peer networking. The use of email increases because of their several features like attachments, messages, data usage.
- The attachment feature such as word documents, excel sheets, and graphical media is possible because of Multipurpose Internet Mail Extensions but the result is traffic volume caused by mail is calibrated in terms of data packets in the network.
- Electronic mail services became a vital part of personal and professional communication method and its time and cost consuming.
- The web browser is a critical application of the internet and is highly commercial dominated by Microsoft and highly influenced by WWW – World Wide Web.
- The web browser is free and available as an open-source model that enriches the minds of future generations.
- This P2P networking is a dynamic method that is based on the exchanging of physical resources like hard drives, files, processors and other intelligent features.

Here are the top 8 internet applications listed below:



### 1. Smart Home

Smart Home has become the evolutionary step in residential and developing as common as smartphones. It is a special feature of Google and now deployed in many areas to make life convenient and user-friendly. The smart home is designed to save time, money and energy.

### 2. Electronic Devices

The electronic devices like wearables are installed with different sensors and software which gather data and information of the user where data is processed to give required info about the user. The devices mainly used to monitor fitness, entertainment, and health. They mostly work on ultra-low power and available in small sizes.

### 3. Automated Digital Technology

The automated digital technology has concentrated on the optimization of vehicles and their internal functions. the automated car is designed with special features that give a comfort zone to passengers with onboard sensors and internet establishment. The popular companies like Tesla, Apple, BMW, Google is yet to aboard their revolution in the automobile industry by installing excellent features.

### 4. Industrial Internet

The industrial internet is investing in industrial engineering with Artificial intelligence and data analytics to build brilliant machines. The important moto is to build smart machines that are accurate and compatible with a human. It holds vast potential with good quality and reliability. The applications are deployed for tracing the goods to be delivered, real-time data regarding retails and supplies that increase the efficiency of supply chain and productivity of the business.

### 5. Smart City

A smart city is another major implementation of the internet which is employed for smart surveillance, water distribution, automatic transportation, environment monitoring. People are prone to pollution, improper supplies and shortage of sources, and irregular traffic flow are solved by the installation of traffic sensors, and the app is developed to report the municipal systems. Citizens can able to diagnose simple malfunctions in meter and can report to the electricity system via electricity board applications or websites and they can also find available slots for vehicle parking easily in sensor systems.

## 6. Smartphones

Smartphones are also used for retailers and customers to stay connected for their business transactions even out of the store. They have using Beacon technology to help business people to provide smart service to the client. They can track the products and enhance the store dashboard and deliver premium order before the scheduled date even in congested traffic areas.

## 7. Smart Grids

The idea applied in smart grids is to gather data in an automated way to analyze the attribute of electricity. consumers to improve the efficiency and economics of usage. Smart grids can easily detect the power outage and shortage quickly and fix it shortly.

## 8. Major Application

Another major application of the internet is in healthcare as it is smart medical systems installed to diagnose and cure the disease at an earlier stage. Many machine learning algorithm is used in image processing and classification to detect the abnormalities of the fetus before birth. The main aim applied in the medical field is to provide a healthier life to all by wearing the connected devices. The gathered medical data of patients made the treatment easier and monitoring device is installed to track the sugar and blood pressure.

# 17. Discuss Internet Connection trouble shooting Problems?

## Troubleshooting Steps

Try the following series of steps, in order, to see if this fixes your problem. You can stop when you resolve the issue(s) you are having.

1. Check the network icon (or wireless connection settings) to see if you have Internet access. Ensure that your network adapter is not turned off.
2. Check for changes to proxy settings.
3. Check the network cables if your computer is wired to the router.
4. Reset your router.
5. Check your firewall or security software.
6. Check your browser access issues

The next few sections will expand these steps into a series of instructions. Where Linux is indicated, I've based these on Linux Mint, the version I'm currently working with.

## Check the Network

Check the network connection on your computer. This connects other computers in your network as well as providing access to the Internet via your ISP.

Depending upon your operating system and your settings, there may be a network icon at the top or bottom of the screen or it may be hidden.

Your Internet connection can include either or both wired and wireless connections

Whichever you're using, there is likely a router involved, whether it is your home network or a public network such as at a coffee shop or a business network, or a community wireless network).

If you're not using your own network, you'll need to speak to the person responsible for that network for details on how to fix any issues.

## Check the Wireless Settings

If you're connected wirelessly you'll see a listing of available wireless networks. The wireless network you're currently logged into (if any) should be indicated. Most networks are protected by a security protocol and a password.

- You'll need to verify that your connection is strong enough and that the settings don't indicate any problems.
- If you're having difficulties connecting or if there is a problem with the connection, you'll need to diagnose it.

- If you don't control the network, you'll need to ask for the password and may need additional help diagnosing the problems.
- Some public networks are heavily used and can be very slow regardless of whether everything is working fine.

### Check the Wired Settings

If you're connected via CAT5 or CAT6 network cables, you should check the following:

- Check the cables to ensure that they aren't unplugged or damaged.
- Be sure that the network adapter isn't disabled.

You may need to reset the router then reboot your computer.

## 18. What is Search Engines, Explain Various Search Engines?

A search engine is a web based tool that enables users to locate information on the www. Popular examples of search engine are google, yahoo! And MSN search, ASK etc.,

1. **Google:** No need for further introductions. The search engine giant holds the first place in search with a stunning difference of 66% from second in place Bing. Google is also dominating the mobile/tablet search engine market share with 93%!

2. **Bing:** Bing is Microsoft's attempt to challenge Google in the area of search, but despite their efforts they still did not manage to convince users that their search engine can produce better results than Google.

3. **Yahoo:** Since October 2011 Yahoo search is powered by Bing. Yahoo is still the most popular email provider and according to reports holds the fourth place in search.

4. **DuckDuckGo:** Has a number of advantages over the other search engines. It has a clean interface, it does not track users, it is not fully loaded with ads and has a number of very nice features (only one page of results, you can search directly other web sites etc).

I am sure that some of the features of duckduckgo will be used by other search engines and with some proper funding duckduckgo can get a decent search engine market share.

## 19. What is URL?

Every document on the Web has a unique address. This address is known as **U**niform **R**esource **L**ocator (URL).

Several HTML/XHTML tags include a URL attribute value, including hyperlinks, inline images, and forms. All of them use the same syntax to specify the location of a web resource, regardless of the type or content of that resource. That's why it is known a Uniform Resource Locator.

A URL is made of up several parts, each of which offers information to the web browser to help find the page. It is easier to learn the parts of a URL, if you look at the example URL given below, there are three key parts: the scheme, the host address, and the file path. The following section will discuss each of them:

<https://sucomputersforum.com/previous-papers/>

The scheme identifies the type of protocol and URL you are linking to and therefore, how the resource should be retrieved. For example, most web browsers use Hypertext Transfer Protocol (HTTP) to pass information to communicate with the web servers and this is the reason a URL starts with http://.

There are other schemes available and you can use either of them based on your requirement:

**https://**

**ftp://**

**file://**

## 20. What is Domain Name?

A domain name is the part of your Internet address that comes after "www". For example, in sucomputersforum.com the domain name is tutorialspoint.com.

A domain name becomes your Business Address so care should be taken to select a domain name. Your domain name should be easy to remember and easy to type.

### How to Get a Domain Name?

When you plan to develop a site online, first step is to buy a domain name. This is always not necessary that whatever domain name you are looking that is available so in that case you will have to opt for any other good domain name.

Once you buy a domain name it is registered and when domain names are registered they are added to a large domain name register, and information about your site – including your Internet IP address is stored on a DNS server and your contact information etc. is registered with your registrar.

You can buy domain name from any domain registrar like bigrock, godaddy

### Domain Extension Types

There are many types of domain extensions you can choose for your domain name. This depends on your business nature.

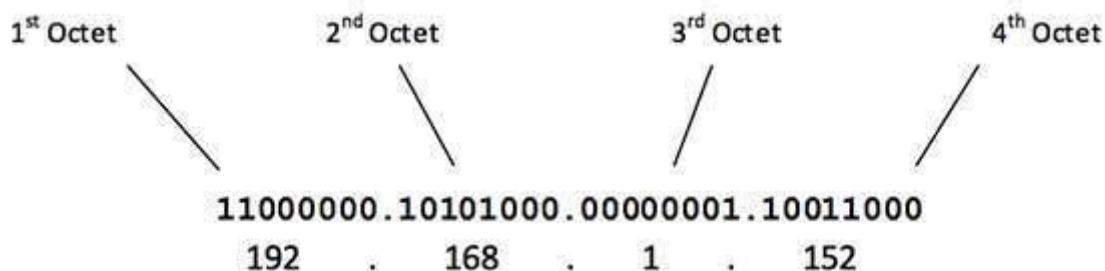
For example, if you are going to register a domain name for education purpose then you can choose **.edu** extension.

Below is a reference of the correct usage of certain extensions. But there is no hard and fast rule to go for any extension. Most commonly used is **.com**

- **.com** – Stands for company/commercial, but it can be used for any website.
- **.net** – Stands for network and is usually used for a network of sites.
- **.org** – Stands for organization and is supposed to be for non-profit bodies.
- **.us, .in** – They are based on your country names so that you can go for country specific domain extensions
- **.biz** – A newer extension on the Internet and can be used to indicate that this site is purely related to business.
- **.info** – Stands for information. This domain name extension can be very useful, and as a new comer it's doing well.

## 21. What is IP Address? Discuss in Detail?

Internet Protocol hierarchy contains several classes of IP Addresses to be used efficiently in various situations as per the requirement of hosts per network. Broadly, the IPv4 Addressing system is divided into five classes of IP Addresses. All the five classes are identified by the first octet of IP Address.



Class A Address

The first bit of the first octet is always set to 0 (zero). Thus the first octet ranges from 1 – 127, i.e.

00000001 – 01111111  
1 – 127

Class A addresses only include IP starting from 1.x.x.x to 126.x.x.x only. The IP range 127.x.x.x is reserved for loopback IP addresses.

The default subnet mask for Class A IP address is 255.0.0.0 which implies that Class A addressing can have 126 networks ( $2^7-2$ ) and 16777214 hosts ( $2^{24}-2$ ).

Class A IP address format is thus: **0NNNNNNN.HHHHHHHH.HHHHHHHH.HHHHHHHH**

#### Class B Address

An IP address which belongs to class B has the first two bits in the first octet set to 10, i.e.

**10000000 – 10111111**  
128 – 191

Class B IP Addresses range from 128.0.x.x to 191.255.x.x. The default subnet mask for Class B is 255.255.x.x.

Class B has 16384 ( $2^{14}$ ) Network addresses and 65534 ( $2^{16}-2$ ) Host addresses.

Class B IP address format is: **10NNNNNN.NNNNNNNN.HHHHHHHH.HHHHHHHH**

#### Class C Address

The first octet of Class C IP address has its first 3 bits set to 110, that is –

**11000000 – 11011111**  
192 – 223

Class C IP addresses range from 192.0.0.x to 223.255.255.x. The default subnet mask for Class C is 255.255.255.x.

Class C gives 2097152 ( $2^{21}$ ) Network addresses and 254 ( $2^8-2$ ) Host addresses.

Class C IP address format is: **110NNNNN.NNNNNNNN.NNNNNNNN.HHHHHHHH**

#### Class D Address

Very first four bits of the first octet in Class D IP addresses are set to 1110, giving a range of –

**11100000 – 11101111**  
224 – 239

Class D has IP address range from 224.0.0.0 to 239.255.255.255. Class D is reserved for Multicasting. In multicasting data is not destined for a particular host, that is why there is no need to extract host address from the IP address, and Class D does not have any subnet mask.

#### Class E Address

This IP Class is reserved for experimental purposes only for R&D or Study. IP addresses in this class ranges from 240.0.0.0 to 255.255.255.254. Like Class D, this class too is not equipped with any subnet mask.

## 22. Explain Using E-Governance Website?

**Definition:** E-governance, expands to **electronic governance**, is the integration of **Information and Communication Technology (ICT)** in all the processes, with the aim of enhancing government ability to address the needs of the general public. The basic purpose of e-governance is to simplify processes for all, i.e. government, citizens, businesses, etc. at National, State and local levels.

In short, it is the use of electronic means, to **promote good governance**. It connotes the implementation of information technology in the government processes and functions so as to cause **simple, moral, accountable and transparent governance**. It entails the access and delivery of government services, dissemination of information, communication in a quick and efficient manner.

### Benefits of E-governance

- Reduced corruption
- High transparency
- Increased convenience
- Growth in GDP
- Direct participation of constituents
- Reduction in overall cost.
- Expanded reach of government

Through e-governance, the government plans to **raise the coverage and quality of information and services provided to the general public**, by the use of ICT in an easy, economical and effective manner. The process is extremely complicated which requires, the proper arrangement of hardware, software, networking and indeed re-engineering of all the processes to facilitate better delivery of services.

### Types of Interactions in E-Governance

1. **G2G (Government to Government)**: When the exchange of information and services is within the periphery of the government, is termed as G2G interaction. This can be both horizontal, i.e. among various government entities and vertical, i.e. between national, state and local government entities and within different levels of the entity.
2. **G2C (Government to Citizen)**: The interaction amidst the government and general public is G2C interaction. Here an interface is set up between government and citizens, which enables citizens to get access to wide variety of public services. The citizens has the freedom to share their views and grievances on government policies anytime, anywhere.
3. **G2B (Government to Business)**: In this case, the e-governance helps the business class to interact with the government seamlessly. It aims at eliminating red-tapism, saving time, cost and establish transparency in the business environment, while interacting with government.
4. **G2E (Government to Employees)**: The government of any country is the biggest employer and so it also deals with employees on a regular basis, as other employers do. ICT helps in making the interaction between government and employees fast and efficient, along with raising their level of satisfaction by providing perquisites and add-on benefits.

E-governance can only be possible if the government is ready for it. It is not a one day task, and so the government has to make plans and implement them before switching to it. Some of the measures include Investment in telecommunication infrastructure, budget resources, ensure security, monitor assessment, internet connectivity speed, promote awareness among public regarding the importance, support from all government departments and so forth

E-governance has a great role to play, that **improves and supports all tasks performed by the government department and agencies**, because it simplifies the task on the one hand and increases the quality of work on the other.

### Our Telangana state E-Governance Website

<https://it.telangana.gov.in/sectors/e-governance/>

## 23. What is email? Explain How to Create an Email account?

Electronic mail also known as email or e-mail is one of the most commonly used services on the Internet, allowing people to send messages to one or more recipients. Email was invented by Ray Tomlinson in 1972.

The operating principle behind email is relatively simple, which has quickly made it the most popular service used on the Internet.

As with a traditional postal service, for your message to reach your recipient, all you need to know is their address. Its two main advantages over "paper mail" are the speed at which the email is sent and the lower cost.

What's more, email can be used to instantaneously send a message to several people at once.

### Email addresses

Email addresses (both for senders and recipients) are two strings separated by the character "@" (the "at sign"):

**user@domain**

The right-hand part describes the domain name involved, and the left-hand part refers to the user who belongs to that domain. One or more mail servers (MX records in the Domain Name System) correspond to each domain.

An email address can be up to 255 characters long and can include the following characters:

Lowercase letters from a to z;

Digits

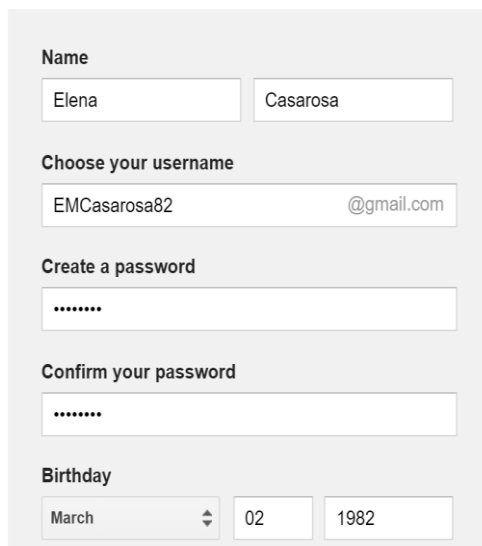
The characters ".", "\_", and "-" (full stop, underscore, and hyphen)

In practice, an email address often looks something like this:

**firstname.lastname@provider.domain**

### To create an account:

1. Go to [www.gmail.com](http://www.gmail.com).
2. Click **Create account**.
3. The **signup** form will appear. Follow the directions and enter the required information.



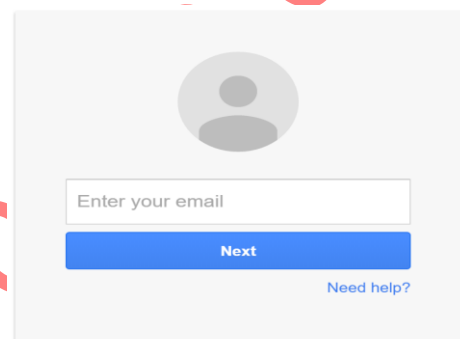
Name  
Elena Casarosa

Choose your username  
EMCasarosa82@gmail.com

Create a password  
.....

Confirm your password  
.....

Birthday  
March 02 1982



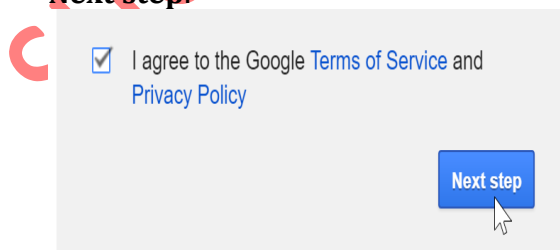
Enter your email

Next

Need help?

[Create account](#)

4. Review [Google's Terms of Service](#) and [Privacy Policy](#), click the check box, then click **Next step**.



I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

Next step

5. Here, you'll have an opportunity to set up **recovery options**. Recovery options are helpful if you forget your password or if someone tries to access your account. If you don't want to set up recovery options at this time, click **Done**.
6. Your account will be created, and the Google welcome page will appear.





Without recovery options, you could lose access to your account if you forget your password or your account is stolen. [Learn more about recovery options.](#)

**Recovery phone**

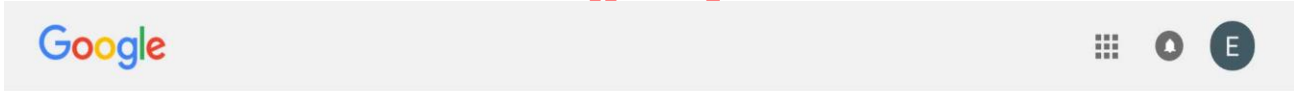
Add a phone

**Recovery email**

you@example.com

Done

esstorum.com



Access apps, check notifications, and edit your account



Welcome!

Your new email address is emcasarosa82@gmail.com

Thanks for creating a Google Account. Use it to subscribe to channels on YouTube, video chat for free, save favorite places on Maps, and lots more.

Continue to Gmail



Just like with any online service, it's important to choose a **strong password**—in other words, one that is difficult for someone else to guess. For more information, check out our Creating Strong Passwords lesson.

### Signing in to your account

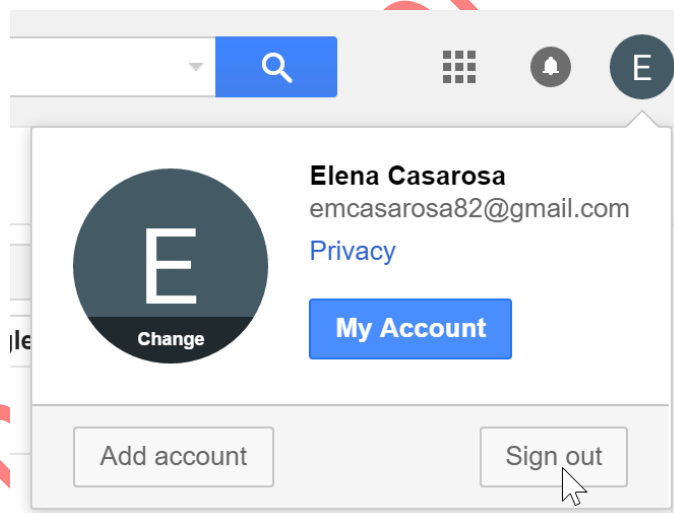
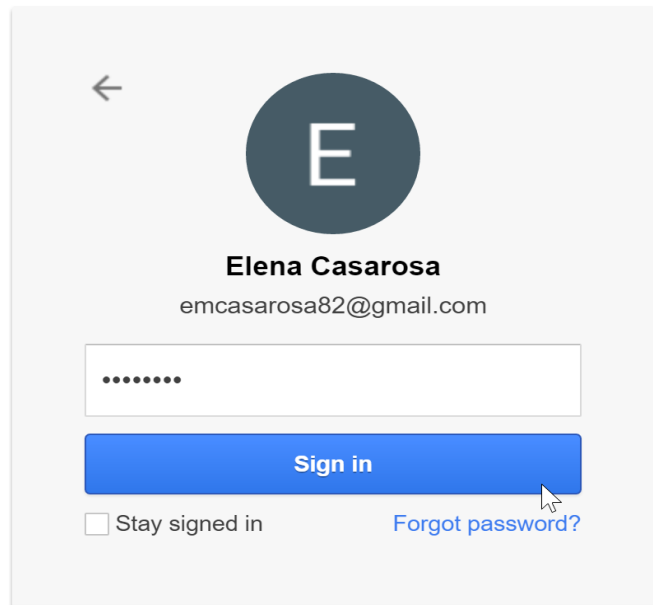
When you first create your account, you will be automatically signed in. Most of the time, however, you'll need to **sign in** to your account and **sign out** when you're done with it. Signing out is especially important if you're using a shared computer (for example, at a **library** or **office**) because it prevents others from viewing your emails.

#### To sign in:

1. Go to [www.gmail.com](http://www.gmail.com).
2. Type your **user name** (your email address) and **password**, then click **Sign in**.

#### To sign out:

In the top-right corner of the page, locate the circle that has your first initial (if you've already selected an avatar image, it will show the image instead). To sign out, click the circle and select **Sign out**.



## 24. Explain the process of Sending and receiving mails?

### **TO send an Email:**


**Open Gmail.** Go to <https://www.gmail.com/> in your computer's web browser. This will open your Gmail inbox if you're logged in.


- If you aren't logged into your Gmail account, enter your email address and password when prompted.
- **Click + Compose.** It's in the upper-left side of your Gmail inbox. Doing so opens a "New Message" window in the lower-right corner of the page.

**Enter the other person's email address.** Click the "To" or "Recipients" text box at the top of the New Message window, then type in the email address of the person to whom you want to send your email.

- To add multiple email addresses, type in the first email address, press Tab  $\rightarrow$ , and repeat with the other email addresses.

- If you want to CC or BCC someone on the email, click either the **Cc** link or the **Bcc** link in the far-right side of the "To" text field, then type the email address you want to CC or BCC into the "Cc" or "Bcc" text field, respectively.
  - **Add a subject.** Click the "Subject" text field, then type in whatever you want the subject of the email to be.
    - Typically speaking, an email subject describes the gist of the email's message in a few words.
  - **Enter your email message.** In the large text box below the "Subject" text box, type in whatever you want for your email message.
- Format your email's text if needed.** If you want to apply formatting to your text (e.g., bolding, italics, or bullet points), highlight the text to which you want to apply the formatting, then click one of the formatting options at the bottom of the email window.
- For example, to bold a section of text, you would highlight the text and then click **B** at the bottom of the email.

**Attach a file if you like.** To add a file from your computer, click the "Attachments"  icon at the bottom of the window, then select the file(s) you want to upload and click **Open** (or **Choose** on a Mac).

- You can add photos in this way, or you can upload photos directly to the email's body by clicking the "Photos" icon  at the bottom of the window, clicking **Upload**, clicking **Choose photos to upload**, and selecting photos as needed.
- **Click Send.** It's a blue button in the bottom-right corner of the email window. Doing so will send your email to the specified email address(es).

### Reading an Email Message

Gmail automatically and frequently checks for new email messages sent to you, whenever your computer or mobile device is turned on and connected to the Internet. If you want to manually check for new messages, open your inbox and then click the Refresh button above the message list.

To view all messages you've received, click Inbox in the navigation sidebar and then click the tab you want to view. Your most important messages should be on the Primary tab; other messages might be on the Social, Promotions, Updates, or Forums tabs.

As shown in figure, all unread messages are displayed in bold against a white background. Messages you've read are displayed in nonbold type against a shaded background. All messages in your inbox show the sender's name, a message subject, a short snippet of message text, and the date on which the message was sent.

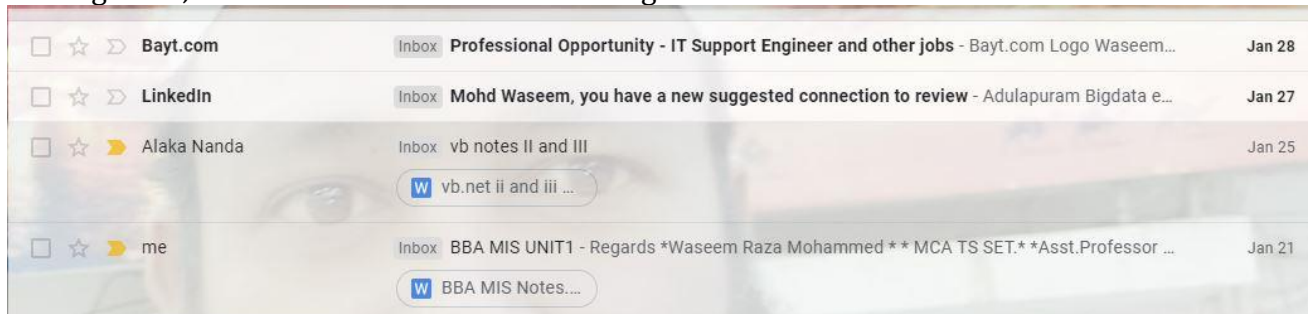
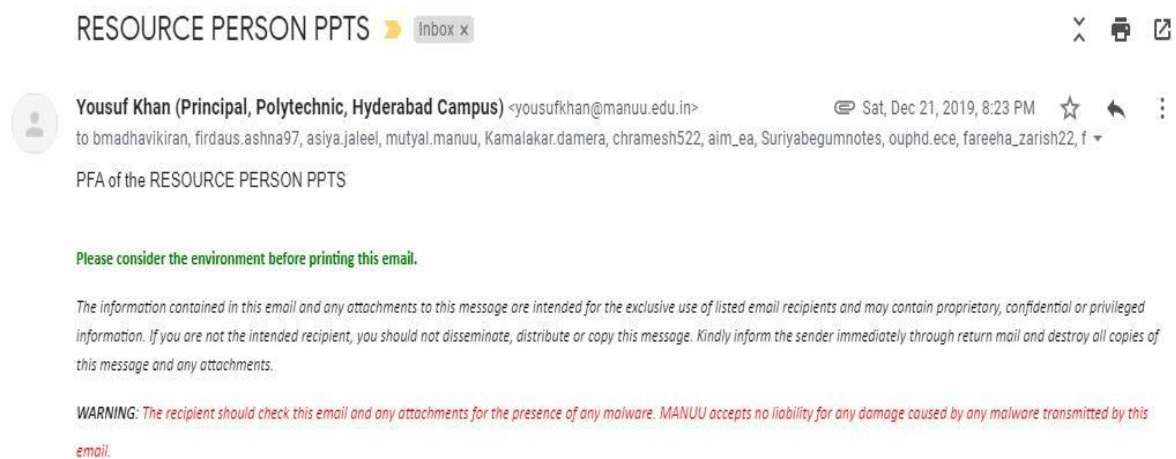


Figure: Email messages in the Gmail inbox.

To read a given message, follow these steps:

1. From the Gmail inbox, click the tab that contains the type of message you want to view. Your most important messages should be on the Primary tab.
2. Select the message you want to read and click anywhere on that message's message line.

- The full text of the message is displayed, as shown in figure You can now reply to, forward, or delete the message, as described in the following sections.



Reading a Gmail message.

- To return to the inbox, click the Back to Inbox button above the message.

## 25. What is Document Collaboration? Discuss?

**Document and file collaboration** are the tools or systems set up to help multiple people work together on a single document or file to achieve a single final version. Normally, this is software that allows teams to work on a single document, such as a Word document, at the same time from different computer terminals or mobile devices. Hence, document or file collaboration today is a system allowing people to collaborate across different locations using an Internet, or "cloud", enabled approach

**Example:** Googledrive, kolab, drupal

## 26. Instant Messaging

Your Gmail screen displays information for your contacts at the bottom of the left pane. Here's how to send instant messages from Gmail using this contact list.

- Log onto your Gmail account and open Hangouts.
- In the contact list, hover over the name of the person you want to message. A box appears, with four icons: **Send email**, **Schedule event**, **Send message**, and **Start video call**.
- Select **Send message**.
- A chat box with the person's name at the top appears. If you've chatted with them before you'll see your previous conversations.
- In the **Send a message** text box, enter a message.
- When the other person types a message in return, you'll see an **ellipsis** icon next to their name. When they send a return message, you'll see it in the chat box.
- Message back and forth as you would with any other messaging application.
- When you're done, in the upper-right corner of the chat box, select **X**.

## 27. What is Netiquettes? Discuss in detail?

Netiquette is short for "Internet etiquette." Just like etiquette is a code of polite behavior in society, netiquette is a code of good behavior on the Internet. This includes several aspects of the Internet, such as email, social media, online chat, web forums, website comments, multiplayer gaming, and other types of online communication.

While there is no official list of netiquette rules or guidelines, the general idea is to respect others online. Below are ten examples of rules to follow for good netiquette:

1. Avoid posting inflammatory or offensive comments online.
2. Respect others' privacy by not sharing personal information, photos, or videos that another person may not want published online.
3. Never spam others by sending large amounts of unsolicited email.
4. Show good sportsmanship when playing online games, whether you win or lose.
5. Don't troll people in web forums or website comments by repeatedly nagging or annoying them.
6. Stick to the topic when posting in online forums or when commenting on photos or videos, such as YouTube or Face book comments.
7. Don't swear or use offensive language.
8. Avoid replying to negative comments with more negative comments. Instead, break the cycle with a positive post.
9. If someone asks a question and you know the answer, offer to help.
10. Thank others who help you online.