

The background of the cover is a collage of computer-related images. At the top, there's a keyboard and a mouse. Below them, a document with a bar chart is visible, showing various data points. At the bottom, there's a newspaper or document with text. The overall color scheme is blue and yellow.

Mukesh Sharma

Basic computer course

A Freshers Guide To
Modern Day
Computing

— *Based on Latest Pattern As Per D.G.E.T. Guidelines*
— Basic Computer Course

Mukesh Sharma

Abhishek Publications, Chandigarh/New Delhi

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Phone : 011-30130936

e-mail : abhpub@ yahoo.com

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02. Operating Computer using GUI based Operating System 03.
Understanding Word Processing
04. Using Spreadsheet
05. Communicating using the Internet
06. WWW and Web Browsers
07. Communications and Collaboration
08. Making Small Presentation

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Chapter 1

Introduction to Computers

In today's world wherever we go we are surrounded by various varieties of computers. They enable us to send or receive data from any part of the world with a click of a mouse. Today we can write e-mails, play games, watch television, listen to music, work on our office data, watch video lectures and do endless things through our computers. Computers today come in many shapes and sizes like desktop, laptop, palmtods, PDAs *etc.*

What Is a Computer

A computer is a device that accepts [information](#) (in the form of [digitalized data](#)) and manipulates it for some result based on a [program](#) or sequence of instructions on how the data is to be processed. A programmer is a person who inputs the data into the computer in order to get a desired final result.

Basic Applications of a Computer

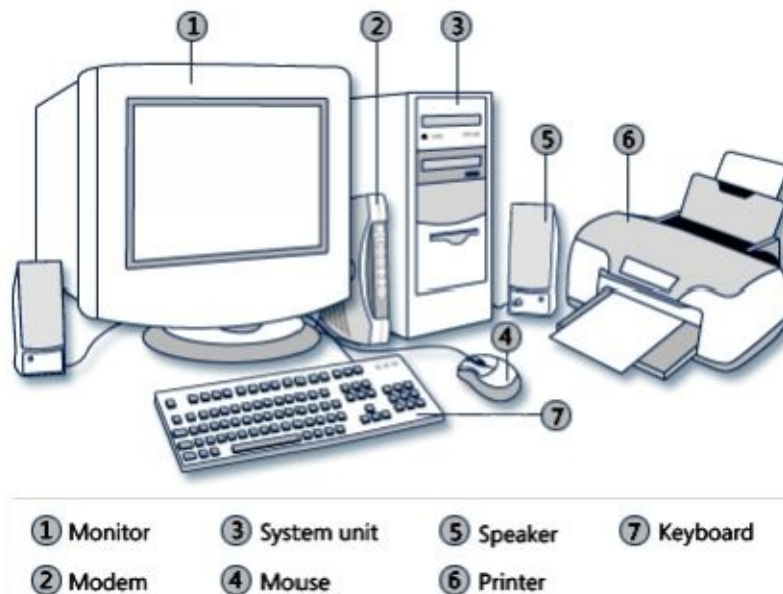
Computers have become an important part of our lives. You can use computer to get information about the reservation of tickets (railways, airplanes and cinema halls), books in a library, medical history of a person, a place in a map, or the dictionary meaning of a word. The information may be presented to you in the form of text, images, video clips, *etc.*

- **Education** Computers are extensively used, as a tool and as an aid, for imparting education. Educators use computers to prepare notes and presentations of their lectures. Computers are used to develop computer-based training packages, to provide distance education using the e-learning software, and to conduct online examinations. Researchers use computers to get easy access to conference and journal details and to get global access to the research material.
- **Entertainment** Computers have had a major impact on the entertainment industry. The user can download and view movies, play games, chat, book tickets for cinema halls, use multimedia for making movies, incorporate visual and sound effects using computers, *etc.* The users can also listen to music, download and share music, create music using computers, *etc.*

- **Sports** A computer can be used to watch a game, view the scores, improve the game, play games (like chess, etc.) and create games. They are also used for the purposes of training players.
- **Advertising** Computer is a powerful advertising media. Advertisement can be displayed on different websites, electronic-mails can be sent and reviews of a product by different customers can be posted. Computers are also used to create an advertisement using the visual and the sound effects. For the advertisers, computer is a medium via which the advertisements can be viewed globally. Web advertising has become a significant factor in the marketing plans of almost all companies. In fact, the business model of Google is mainly dependent on web advertising for generating revenues.
- **Medicine** Medical researchers and practitioners use computers to access information about the advances in medical research or to take opinion of doctors globally. The medical history of patients is stored in the computers. Computers are also an integral part of various kinds of sophisticated medical equipments like ultrasound machine, CAT scan machine, MRI scan machine, etc. Computers also provide assistance to the medical surgeons during critical surgery operations like laparoscopic operations, etc.
- **Science and Engineering** Scientists and engineers use computers for performing complex scientific calculations, for designing and making drawings (CAD/CAM applications) and also for simulating and testing the designs. Computers are used for storing the complex data, performing complex calculations and for visualizing 3-dimensional objects. Complex scientific applications like the launch of the rockets, space exploration, etc., are not possible without the computers.
- **Government** The government uses computers to manage its own operations and also for e-governance. The websites of the different government departments provide information to the users. Computers are used for the filing of income tax return, paying taxes, online submission of water and electricity bills, for the access of land record details, etc. The police department uses computers to search for criminals using fingerprint matching, etc.
- **Home** Computers have now become an integral part of home equipment. At home, people use computers to play games, to

maintain the home accounts, for communicating with friends and relatives via Internet, for paying bills, for education and learning, *etc.* Microprocessors are embedded in house hold utilities like, washing machines, TVs, food processors, home theatres, security devices, *etc.*

Components of a Computer System A computer is a system of many parts working together. The physical parts, which you can see and touch, are collectively called **hardware**. (**Software**, on the other hand, refers to the instructions, or programs, that tell the hardware what to do.) The illustration below shows the most common hardware in a desktop computer system. Your system may look a little different, but it probably has most of these parts. A laptop computer has similar parts but combines them into a single notebook-sized package.

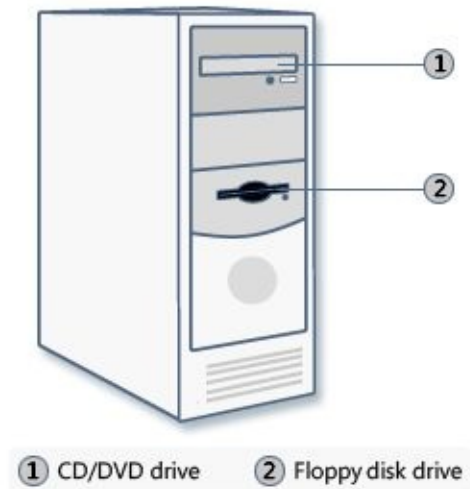


Desktop computer system Let's take a look at each of these parts.

System unit The **system unit** is the core of a computer system. Usually it's a rectangular box placed on or underneath your desk. Inside this box are many electronic components that process information. The most important of these components is the **central processing unit (CPU)**, or **microprocessor**, which acts as the "brain" of your computer. Another component is **random access memory (RAM)**, which temporarily stores information that the CPU uses while the computer is on. The information stored in RAM is erased when the computer is turned off.

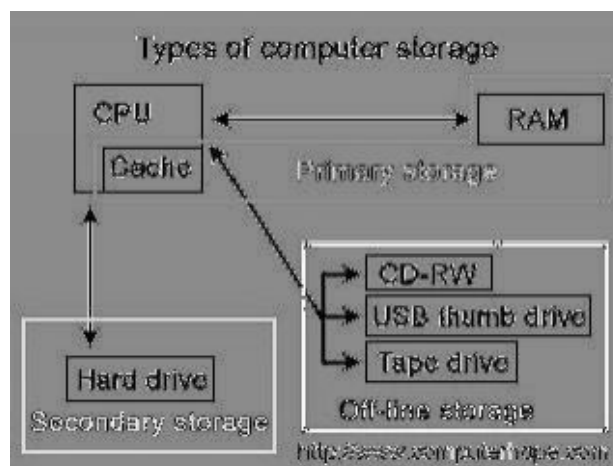
Almost every other part of your computer connects to the system unit using

cables. The cables plug into specific **ports**(openings), typically on the back of the system unit. Hardware that is not part of the system unit is sometimes called **aperipheral device** or **device**.



System unit **Storage and Computer Memory** Computer memory is of two types namely, primary and secondary.

Primary memory :- Alternatively referred to as **internal memory**, **main memory**, and **primary memory**, **primary storage** is a storage location that holds memory for short periods of times while the computer running. For example, computer [RAM](#) and [cache](#) are both examples of a primary storage device. This storage is the fastest memory in your computer and is used to store data while it's being used. For example, when you open a program data is moved from the secondary storage into the primary storage.



Secondary Memory :- Secondary memory refers to [storage devices](#), such as [hard drives](#) and [solid state drives](#). It may also refer to removable storage media, such

as USB [flash drives](#), [CDs](#), and [DVDs](#).

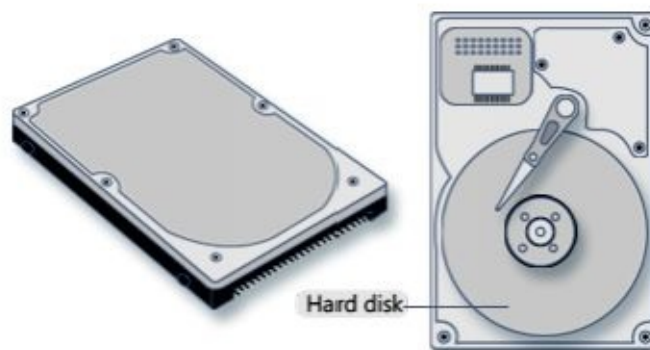
Unlike [primary memory](#), secondary memory is not accessed directly by the [CPU](#). Instead, [data](#) accessed from secondary memory is first loaded into [RAM](#) and is then sent to the [processor](#). The RAM plays an important intermediate role, since it provides much faster data access speeds than secondary memory. By loading software [programs](#) and [files](#) into primary memory, computers can process data much more quickly.

While secondary memory is much slower than primary memory, it typically offers far greater storage capacity. For example, a computer may have a one [terabyte](#) hard drive, but only 16 [gigabytes](#) of RAM. That means the computer has roughly 64 times more secondary memory than primary memory. Additionally, secondary memory is non-volatile, meaning it retains its data with or without electrical power. RAM, on the other hand, is erased when a computer is shut down or restarted. Therefore, secondary memory is used to store "permanent data," such as the [operating system](#), [applications](#), and user files.

Storage Devices

Your computer has one or more **disk drives**—devices that store information on a metal or plastic disk. The disk preserves the information even when your computer is turned off.

Hard disk drive Your computer's **hard disk drive** stores information on a **hard disk**, a rigid platter or stack of platters with a magnetic surface. Because hard disks can hold massive amounts of information, they usually serve as your computer's primary means of storage, holding almost all of your programs and files. The hard disk drive is normally located inside the system unit.



Hard disk drive **CD and DVD drives**

Nearly all computers today come equipped with a CD or DVD drive, usually

located on the front of the system unit. CD drives use lasers to read (retrieve) data from a CD, and many CD drives can also write (record) data onto CDs. If you have a recordable disk drive, you can store copies of your files on blank CDs. You can also use a CD drive to play music CDs on your computer.

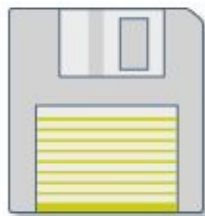


CD

DVD drives can do everything that CD drives can, plus read DVDs. If you have a DVD drive, you can watch movies on your computer. Many DVD drives can record data onto blank DVDs.

Floppy disk drive

Floppy disk drives store information on **floppy disks**, also called **floppies** or **diskettes**. Compared to CDs and DVDs, floppy disks can store only a small amount of data. They also retrieve information more slowly and are more prone to damage. For these reasons, floppy disk drives are less popular than they used to be, although some computers still include them.



Floppy disk

Why are floppy disks "floppy"? Even though the outside is made of hard plastic, that's just the sleeve. The disk inside is made of a thin, flexible vinyl material.

Mouse

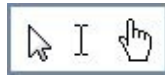
A mouse is a small device used to point to and select items on your computer screen. Although mice come in many shapes, the typical mouse does look a bit like an actual mouse. It's small, oblong, and connected to the system unit by a

long wire that resembles a tail. Some newer mice are wireless.



Mouse

A mouse usually has two buttons: a primary button (usually the left button) and a secondary button. Many mice also have a wheel between the two buttons, which allows you to scroll smoothly through screens of information.



When you move the mouse with your hand, a pointer on your screen moves in the same direction. (The pointer's appearance might change depending on where it's positioned on your screen.) When you want to select an item, you point to the item and then **click** (press and release) the primary button. Pointing and clicking with your mouse is the main way to interact with your computer.

Keyboard

A keyboard is used mainly for typing text into your computer. Like the keyboard on a typewriter, it has keys for letters and numbers, but it also has special keys:

- The **function keys**, found on the top row, perform different functions depending on where they are used.
- The **numeric keypad**, located on the right side of most keyboards, allows you to enter numbers quickly.
- The **navigation keys**, such as the arrow keys, allow you to move your position within a document or webpage.

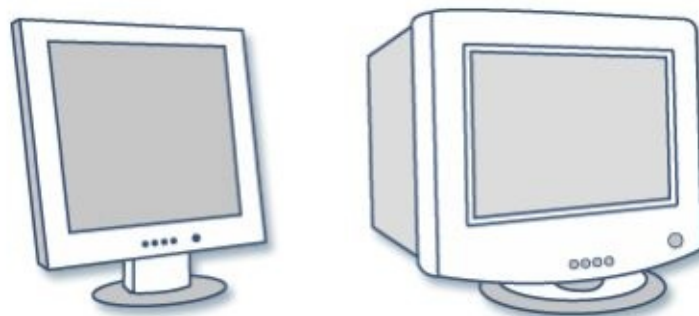


Keyboard You can also use your keyboard to perform many of the same tasks you can perform with a mouse.

Monitor

A **monitor** displays information in visual form, using text and graphics. The portion of the monitor that displays the information is called the **screen**. Like a television screen, a computer screen can show still or moving pictures.

There are two basic types of monitors: **CRT** (cathode ray tube) monitors and **LCD** (liquid crystal display) monitors. Both types produce sharp images, but LCD monitors have the advantage of being much thinner and lighter. CRT monitors, however, are generally more affordable.

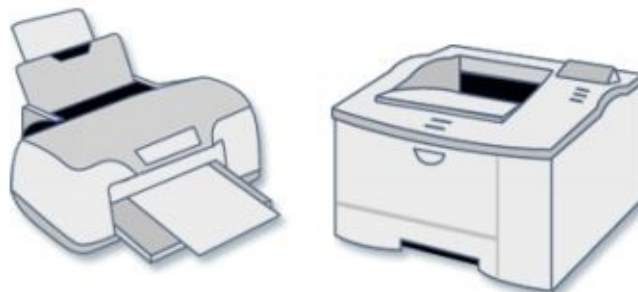


LCD monitor (left); CRT monitor (right)

Printer

A printer transfers data from a computer onto paper. You don't need a printer to use your computer, but having one allows you to print e-mail, cards, invitations, announcements, and other materials. Many people also like being able to print their own photos at home.

The two main types of printers are **inkjet printers** and **laser printers**. Inkjet printers are the most popular printers for the home. They can print in black and white or in full color and can produce high-quality photographs when used with special paper. Laser printers are faster and generally better able to handle heavy use.



Inkjet printer (left); laser printer (right)

Speakers

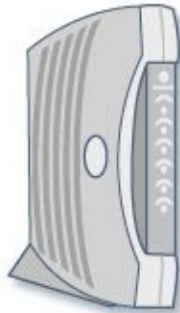
Speakers are used to play sound. They may be built into the system unit or connected with cables. Speakers allow you to listen to music and hear sound effects from your computer.



Computer
speakers

Modem

To connect your computer to the Internet, you need a **modem**. A modem is a device that sends and receives computer information over a telephone line or high-speed cable. Modems are sometimes built into the system unit, but higher-speed modems are usually separate components.



Modem

Computer Softwares

A computer cannot do anything on its own. It must be instructed to do a desired to do a desired job. Hence, it is necessary to specify a sequence of instructions, which a computer must perform to solve a problem. Software tells the computer what to do and how to do. A computer performs different operations according to the instruction of software. Software is developed in a computer programming

language.

Types of software

Although, the range of software available today is vast and varied, most software can be divided into two major categories: 1. System Software,

2. Application Software

System Software:

System software is a set of one or more programs, designed to control the operation and extend the processing capability of a computer system. In general, a computer's system software performs one or more of the following functions: Supports the development of other application software.

Supports the execution of other application software.

Monitors the effective use of various hardware resources, such as CPU, memory, peripherals, *etc.*

Communicates with and controls the operation of peripheral devices, such as printer, disk, tape, *etc.*

Hence, system software makes the operation of a computer system more efficient and effective.

It helps the hardware components work together, and provides support for the development and execution of application software. The programs included in a system software package are called system programs, and the programmers who prepare system software are referred to as system programmers.

Some of the most commonly known types of system software are: **Operating Systems:** Every computer has an operating system software, which takes care of the effective and efficient utilization of all the hardware and software components of the computer system.

Programming Language Translators: Programming language translators are system software, which transform the instructions prepared by programmers in a programming language, into a form, which can be interpreted and executed.

Communication Software: In a network environment, communications software enables transfer of data and programs from one computer to another.

Utility Programs: Utility programs are set of programs, which help users in system maintenance tasks, and in performing tasks of routine nature. Some of the task commonly performed by utility programs include formatting of hard disk or floppy disks, taking backup of files stored on hard disk, sorting of the

records stored in a file, *etc.*

Application Software:

Application software is a set of one or more programs, designed to solve a specific problem, or to do a specific task. For example, application software for payroll processing produces pay slips as the major output, and application software for processing examination results produces mark sheets as the major output along with some other statistical reports. Similarly, a program written by a scientist to solve his/her particular research problem is also application software. The programs included in application software package are called application programs, and the programmers who prepare application software are referred to as application programmers. Some of the most commonly known application software's are: **Word-Processing Software:** Word processing software enables us to make use of a computer system for creating, editing, and viewing, formatting, sorting, retrieving and printing documents.

Spreadsheet Software: Spreadsheet software is a numeric data analysis tool, which allows us to create a kind of computer ledger. A manual ledger is a book having rows and columns, which accountants use for financial transactions, and for preparing financial statements.

Database Software: A database is a collection of related data stored and treated as a unit for information retrieval purposes. Database software is a set of one or more programs, which enable us to create a database, maintain it, organize its data in desired fashion, and to selectively retrieve useful information from it.

Graphics Software: A graphics software enables us to use a computer system for creating, editing, viewing, sorting, retrieving and printing designs, drawings, pictures, graphs, and anything else that can be drawn in the traditional manner.

Education Software: Education software allows a computer system to be used as teaching and learning tool. A few examples of such applications are those that teach young children to do (a) mathematics; (b) recognize alphabets; and (c) read whole and sentences.

Entertainment Software: Entertainment software allows a computer system to be used as an entertainment tool. A good example of such an application is computer video games.

Concept of Computing, Data and Information Computing is a purpose oriented activity requiring, benefiting from [computers](#). For example, computing

includes designing, developing and building hardware and software systems; processing, structuring, and managing various kinds of information; doing scientific research on and with computers; making computer systems behave intelligently; creating and using communications and entertainment media *etc.*

Data can be defined as a representation of facts, concepts or instruction in a formalized manner which should be suitable for communication, interpretation or processing by human or electronic machine. Data is represented with the help of characters like alphabets (A–Z, a–z), digits (0-9) or special characters(+, -, /, *, <, >, = *etc.*).

Information is organised or classified data so that it has some meaningful values to the receiver. Information is the processed data on which decisions and actions are based. 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.

Applications of I.E.C.T. (Information Electronics and Communication Technologies) I.E.C.T. is a branch of DOEACC society, that deals with the training of government sponsors program in computer fundamentals, operation system, MS Office, Internet, Troubleshooting and Maintenance of PC *etc.*

Applications of I.E.C.T.

1. **E-governance :-** In simple words e-governance refers to the use by government agencies of information technologies (such as Wide Area Networks, the Internet, and mobile computing) that have the ability to transform relations with citizens, businesses, and other arms of government. These technologies can serve a variety of different ends: better delivery of government services to citizens, improved interactions with business and industry, citizen empowerment through access to information, or more efficient government management. The resulting benefits can be less corruption, increased transparency, greater convenience, revenue growth, and/or cost reductions.

2. **Entertainment :-** I.E.C.T. has a very important role to play in general entertainment. With the creation of the Internet and faster processors, the live general and educational entertainment has got a big boost. Computers now have almost unlimited access to any song by any artist. Many website services allow users to purchase individual tracks or

albums directly to their PCs. With the advancement of video card and Internet speeds, movies and programs are just a click away.

Bringing Computer To Life :-

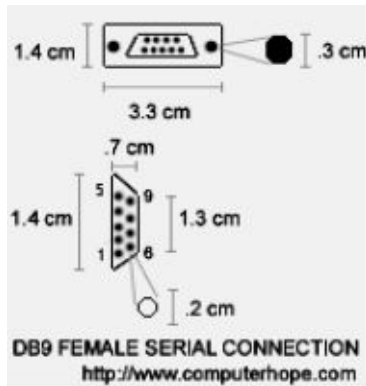
Connecting Keyboard to CPU

Connect the keyboard to the port on the back of the computer. When looking at the back of the computer you'll notice two PS/2 ports next to each other. Verify you're connecting the keyboard into the purple connection as shown in the below pictures. If your PS/2 ports are not color coded the keyboard will be the connection closest to the left edge of the computer (when looking at it from the back). If the connections are vertical and not horizontal as shown below the keyboard connection may be either depending on the case and motherboard. Look for a small symbol next to the port to identify what one is the keyboard.



Connecting Mouse To CPU

Connect the mouse to the serial port on the back of the computer. If the computer has serial devices currently connected to the computer and the computer has two serial ports we recommend you use the first serial connection if you encounter problems connecting the mouse.



Connecting Monitor To CPU

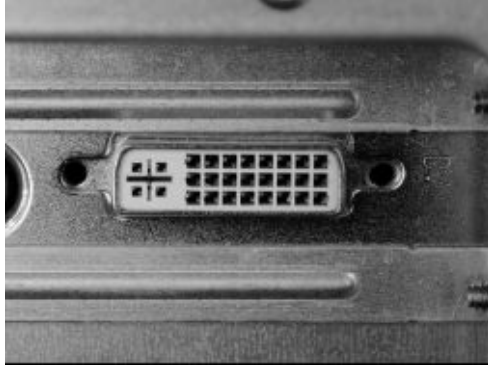
Before you connect your [monitor](#) to your PC, you need to decide where you want to position the monitor. Set the monitor atop your desk, generally back away from where you sit, to accommodate room for the [keyboard](#).

Your monitor falls into one of two categories:

- **Standard monitor:** A regular monitor plugs into the [VGA](#), or [graphics adapter](#), jack on the back of the [console](#), as shown in this figure. The plug goes in only one way.



Digital monitor: If you have a digital monitor, find and use the digital jack (see this figure).



How To Connect Printers to Computers [Printers](#) are one of the easiest devices to set [up](#) and configure. With some printers, you can set up your printer by simply connecting the printer to your PC and a power supply. Other printers require a few more steps.

1. Free the printer from its box.

Also, remove all the various pieces of tape and evil Styrofoam.

2. Connect the printer's power [cable](#).

Plug one end into the printer and the other into the nearest wall outlet or [power strip](#).

3. Connect the printer-to-[console](#) cable.

No printer comes with this cable, so you have to buy the printer cable separately. Get a [USB](#) cable if the printer is USB-happy. Otherwise, buy a [standard](#), bidirectional PC printer cable.

4. Read the printer's instruction sheet.

See whether you need to install [software](#) before turning the printer on.

5. If you need to, install your printer's software on your PC.

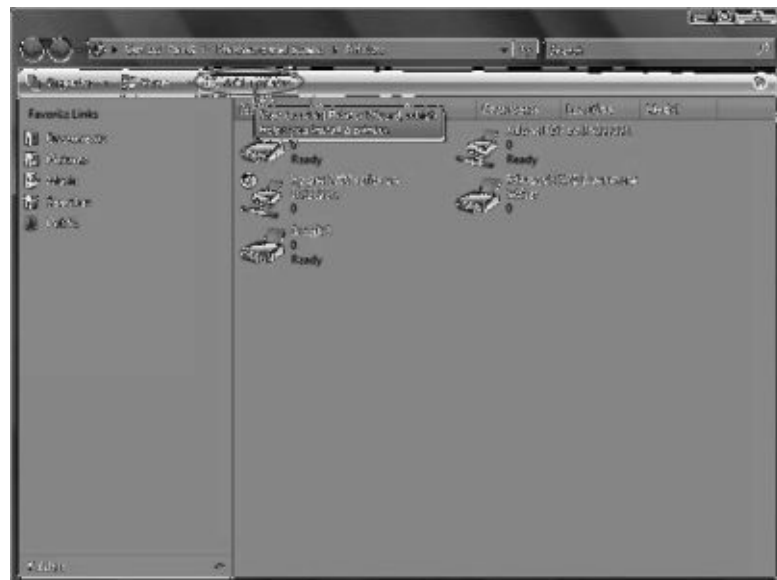


Your printer's instruction sheet should explain how to install this software.

6. Turn the printer on by pressing its power button.

A USB printer is instantly recognized and configured by [Windows](#). Life is good. Printers using the traditional printer cable, or [network](#) printers, require more work.

7. If you have a non-USB printer, click the Add a Printer toolbar button in the Printers window.



The Add Printer Wizard starts and you just have to follow its directions to locate and set up your printer.

Most printers, like computers, can now be left on all the time. The printer

automatically slips into a low-power [sleep mode](#) when it's no longer needed. However, if you don't print often (at least every day), it's perfectly fine to turn off your printer.

Checking Power Supply of The Computer The only component that should be attached to the power supply should be a single hard drive, the motherboard and possibly the CPU. Using the power switch on the front of the tower, power-up the computer. If the fan inside the power supply begins to run, the power supply is likely functioning properly. The computer has been powered up and the power supply has passed the first test.

Reattach each component and complete the power supply test. Plug in each component, one by one, using the appropriate connector to determine if each component's power connection is functioning properly.

Model Answers

Q1. What is a computer?

Ans. A computer is a device that accepts [information](#) (in the form of [digitalized data](#)) and manipulates it for some result based on a [program](#) or sequence of instructions on how the data is to be processed.

Q2. Which are the 4 main components of a computer system?

Ans. The main components of a computer system are :

CPU

Memory

Input Devices

Output devices

Q3. What are application software?

Ans. Application software is a set of one or more programs, designed to solve a specific problem, or to do a specific task. For example, application software for payroll processing produces pay slips as the major output, and application software for processing examination results produces mark sheets as the major along with some other statistical reports.

Q4. What are System Softwares?

Ans. System software is computer software designed to operate the computer hardware and to provide and maintain a platform for running application software.

Q5. What are hardware and software?

Ans: Computer hardware refers to the physical parts of a computer and related devices. The software is the information that the computer uses to get the job done. Software needs to be accessed before it can be used **Q6.**

What are the different types of system software?

Ans. The most basic types of system software are: The computer BIOS and device firmware,.

The operating system (prominent examples being Microsoft Windows, Mac OS X and Linux),.

Utility software.

Q7. What is I.E.C.T. and its applications?

Ans. **Applications of I.E.C.T. (Information Electronics and Communication Technologies)** I.E.C.T. is a branch of DOEACC society, that deals with the training of government sponsors program in computer fundamentals, operation system, MS Office, Internet, Troubleshooting and Maintenance of PC *etc.*

Applications of I.E.C.T.

1. E-governance :- In simple words e-governance refers to the use by government agencies of information technologies (such as Wide Area Networks, the Internet, and mobile computing) that have the ability to transform relations with citizens, businesses, and other arms of government. These technologies can serve a variety of different ends: better delivery of government services to citizens, improved interactions with business and industry, citizen empowerment through access to information, or more efficient government management.

2. Entertainment :- I.E.C.T. has a very important role to play in general entertainment With the creation of the Internet and faster processors, the live general and educational entertainment has got a big boost. Computers now have almost unlimited access to any song by any artist.

Q8. What are the types of memory?

Ans. Primary and secondary.

Q9. What are the types of secondary memory devices?

Ans. CDs, DVDs, External Hard Discs *etc.*

Q10. What is a program?

Ans. A program is a set of instructions.

Q11. What are the main components of a computer?

Ans. Input, CPU and Output.

Questions for self practice

- Q1. What is a computer?
Q2. What are the basic applications of a computer?
Q3. What are computer hardware enlist a few?
Q4. What are softwares and its types?
Q5. What are application softwares and its types?
Q6. What are system softwares and its types?
Q7. What are the various applications of IECT?

Multiple Choice Questions

- Q1. What is the format of computer processing a) Output-cpu-input b) input-cpu-output c) Both of these d) None of the above
Q2. What are the types of computer memories?
a) Primary b) Secondary c) Hard Disk d) A and B
Q3. Keyboard is an
a) Hardware b) Software c) Memory Device d) None.
Q4. _____ is a secondary storage device?
a) Speakers b) Internal Hard Disk c) Pen Drive d) Mouse
Q5. What is the computer screen referred to as?
a) Visual display unit or monitor b) Glass c) Tv d) None of the above
Q6. There are _____ types of softwares?
a) 1
b) 2
c) 3
d) 4
Q7. What is the full form of I.E.C.T.?
a) Indian Electronics and Computer Training.
b) International Electrical and Computer Tribunal.
c) Information Electronics and Communication Technologies.
d) None of the above.
Q8. A computer has _____ types of memories a) 4
b) 6
c) 8
d) 2

Answers : 1-b; 2-d; 3-a; 4-c; 5-a; 6-b; 7-c; 8-d **True and Fales**
:-

1. Computer is a man made device.

2. Computer can be used to feed data.
3. Computer has 4 types of memories.
4. CDs are an example of primary memory.
5. Softwares are of 2 types.
6. Utility programs are a part of application softwares.
7. Primary memory is long lasting.
8. Software is a device that processes the input.
9. Keyboard is an output device.

Answers: 1-true; 2-true; 3-false; 4-false; 5-true; 6-false; 7-false;
8-true; 9-false.

Chapter -2

Operating Computer Using GUI Based Operating

System An operating system (OS) is an interface between hardware and user, which is responsible for the management and coordination of activities and the sharing of the resources of a computer, that acts as a host for computing applications run on the machine. Unlike a command line operating system like Unix or MS-DOS, GUI Operating Systems are much easier for end-users to learn and use because commands do not need to be known or memorized.

Because of their ease of use, GUI Operating Systems have become the dominant operating system used by end-users today. Graphical User Interface, the GUI was first developed at Xerox PARC by Alan Kay, **Objectives**

Every computer that receives human input needs a user interface, which allows a person to interact with the computer. While devices like keyboards, mice and touch screens make up the hardware end of this task, the user interface makes up the software for it. The two most common forms of a user interface have historically been the Command-line interface, where computer commands are typed out line-by-line, and the Graphical user interface, where a visual environment (most commonly with windows, buttons, and icons) is present.

Basics of popular operating system

Most of the operating systems perform the following important functions: 1.

Processor management, that is, assignment of processor to different tasks being performed by the computer system.

2. Memory management, that is, allocation of main memory and other storage areas to the system programmes as well as user programmes and data.

3. Input/output management, that is, coordination and assignment of the different output and input device while one or more programmes are being executed.

4. File management, that is, the storage of file of various storage devices to another. It also allows all files to be easily changed and modified through the use of text editors or some other files manipulation routines.

5. Establishment and enforcement of a priority system. That is, it determines and maintains the order in which jobs are to be executed in the

computer system.

6. Automatic transition from job to job as directed by special control statements.
7. Interpretation of commands and instructions.
8. Coordination and assignment of compilers, assemblers, utility programs, and other software to the various user of the computer system.
9. Facilities easy communication between the computer system and the computer operator (human). It also establishes data security and integrity.

The User Interface

A **user interface** (UI) brings structure to the interaction between a user and the computer. In the last decade, almost all development in user interfaces has been in the area of the **graphical user interface** (GUI), with two models, Apple's Macintosh and Microsoft's Windows, receiving most of the attention and gaining most of the market share. The popular open-source Linux operating system also supports a graphical user interface.

Task Bar

A bar located at the bottom of the screen that was first introduced with [Microsoft Windows 95](#) and found in all versions of Windows after that. The Taskbar allows the user to locate and launch programs through the [Start button](#), see any program that is currently open, display the time or date, items running in the background through the [Systray](#), and with subsequent versions of the Windows operating system, the [Quick Launch](#).



Windows 98 Taskbar

Windows 7 Taskbar In the above two pictures, are examples of differences between Windows Taskbars. First, the Windows 98 Taskbar is an example of what the Taskbar looks like in many of the earlier versions of Microsoft Windows. As can be seen by this picture, this Taskbar has the Start button, the Quick launch area, the currently running programs, and the Systray and system time.



Taskbar elements

As stated above there are several elements located within the taskbar, here is a description of each of the basic elements you will find.

- **Start button-** the Start button gives you access to the start menu that gives the user an easy way to access and navigate programs, documents and computer settings.
- **The Quick Launch Bar** - with this element, you can access shortcuts to applications. You will find that there is a default set up for the quick launch bar that includes IE explorer, MS Office (if available), *etc.*
- **Taskbar Buttons-** When you open an application in Windows, you should see a small tab located in the taskbar. Since most applications take up the full screen (e.g. Word and IE), using the taskbar buttons by clicking on it with your mouse can easily help you navigate from one open application to another. If you have several applications running you should see them all listed as taskbar buttons on the taskbar
- **Notification Area-** while commonly referred to as the system tray (which is incorrect), the notification area contains a place to show you the status of programs, a clock (by default) and when a specific task is in process (e.g. printing a page).
- **Customization of the What is the Windows Taskbar?**It should be noted that with many of the visual elements of Windows, you can easily customize the taskbar. For instance, you can change the taskbar from being located horizontally on the bottom of the screen to vertically on either side of your screen or even at the top of your screen.

Icons

A graphic symbol that denotes a program or a command or a data file or a

concept in a graphical user interface.





There are thousands of icons in windows Operating system. Some important icons are categorized into six groups and shown in the above figure. File management icons are used for storing and retrieving files and folders within the system. Database management icons are used for accessing different types of databases. Office Icons are used for accessing office application. Internet access icons are used for upload and download files from the internet. Multimedia icons are used for accessing audio and video files. Utility Icons are used.

Computer Menu

The Start menu is the main gateway to your computer's programs, folders, and settings. It's called a menu because it provides a list of choices, just as a restaurant menu does. And as "Start" implies, it's often the place that you'll go to start or open things.

Use the Start menu to do these common activities:

- Start programs
- Open commonly used folders
- Search for files, folders, and programs
- Adjust computer settings
- Get help with the Windows operating system
- Turn off the computer
- Log off from Windows or switch to a different user account

Getting started with the Start menu To open the Start menu, click the **Start** button  in the lower-left corner of your screen. Or, press the Windows logo key  on your keyboard. The Start menu appears.



The Start menu is divided into three basic parts:

- The large left pane shows a short list of programs on your computer. Your computer manufacturer can customize this list, so its exact appearance will vary. Clicking All Programs displays a complete list of programs (more on this later).
- In the lower left corner is the search box, which allows you to look for programs and files on your computer by typing in search terms.
- The right pane provides access to commonly used folders, files, settings, and features. It's also where you go to log off from Windows or turn off your computer.

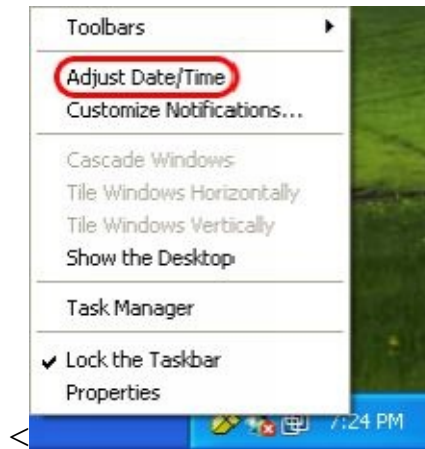
Running an Application

Running an application in GUI based operating system is easy enough. Just double click on the icons of an application. If icon is not available in your desktop then create shortcut in desktop. Otherwise you click on Start Menu then click on Run and type the name of the application in the textbox and press enter.

Operating Systems Simple Settings

Changing System Date and Time

1. Right-click on the time in the bottom-right of the screen and select **Adjust Date/Time**.



2. Use the arrows to the right of the month/year and the arrows to the right of the clock to change the time to the correct time.

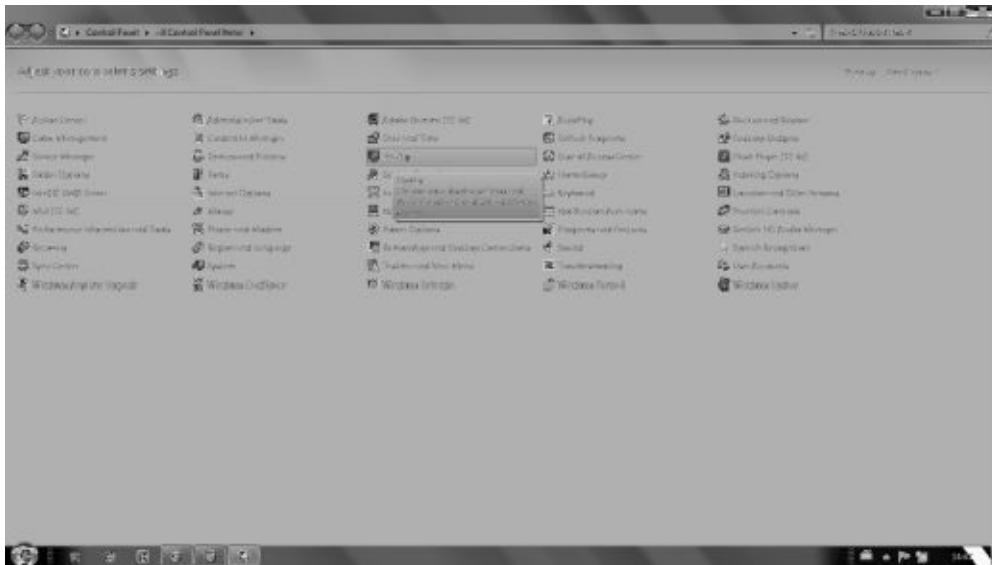


Changing Display Properties

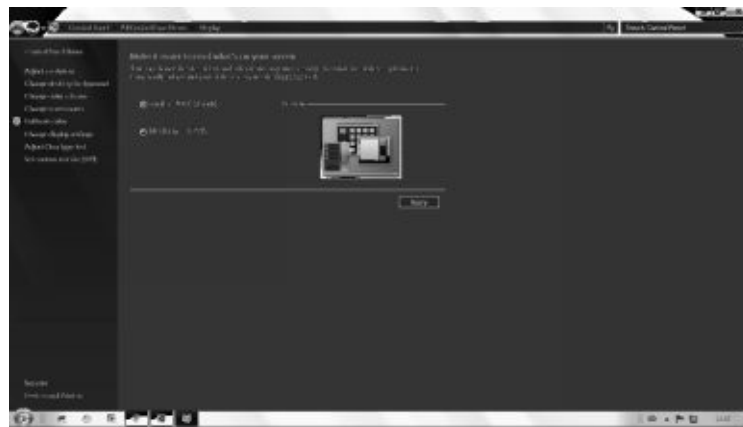
1. Click **Start** , and then click **Control Panel** . The Control Panel window will open.



2. From the Control Panel window, double-click **Display** . The Display Properties window will open.



3. In the Display Properties panel, click the **Settings** tab. Settings tab – XP



4. To change the screen area size, click the slide under **Desktop area** . Drag the slide to the left to decrease the screen area, or to the right to increase the size area.
5. To change the number of colors, select the desired quality from the drop-down menu under **Color quality** .When using more colors, the pictures and images will appear more realistic; however, more display memory is used and the display refresh time is slower.
6. Click **Apply** , and then click **OK** to save the settings.
7. Close the Display Properties windows

To Add a Windows Component

1. Log on as Administrator or as a member of the Administrators group.
2. Click **Start**, click **Control Panel**, and then double-click **Add or Remove Programs**.
3. Click **Add/Remove Windows Components**. The Windows Components Wizard starts.
4. In the **Components** list, click to select the check box that is next to the component that you want to add. If the check box for a component is shaded, only some of its subcomponents are selected for installation.

To view a list of the subcomponents, click **Details**. Click to select the check box next to the subcomponents that you want to add, and then click **OK**. If the **Details** button is unavailable, the component does not contain subcomponents.

5. Click **Next**.
6. If the **Insert Disk** dialog box appears, use one of the following methods:
 - Insert your Windows XP CD-ROM into your CD-ROM or DVD-ROM drive, and then click **OK**.
 - Click **OK** to locate your Windows XP installation files. In the **Files Needed** dialog box, click **Browse**, locate your Windows XP installation files, and then click **Open**. For example, the installation files might be in the D:\I386 folder.
7. In the Completing the Windows Components Wizard screen, click **Finish**.

To Remove a Window Component

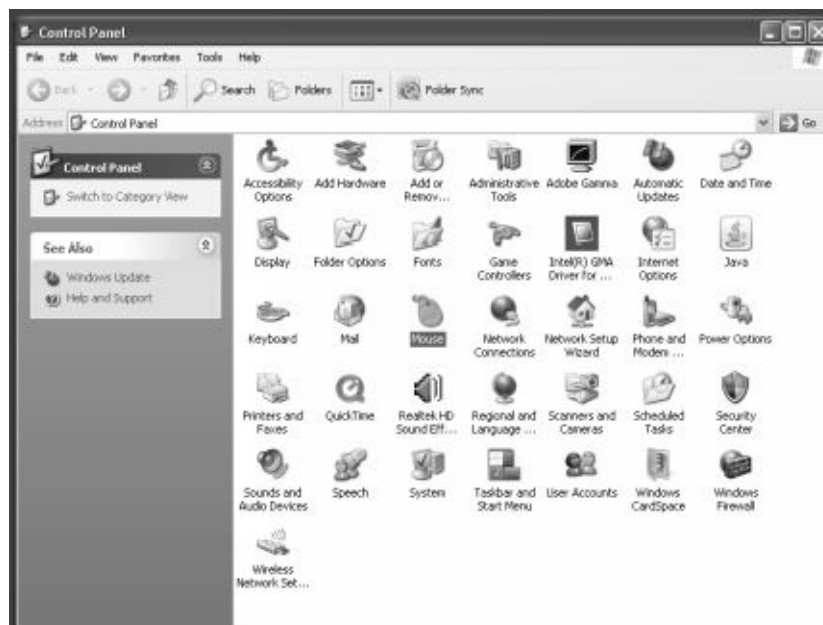
1. Log on as Administrator or as a member of the Administrators group.
2. Click **Start**, click **Control Panel**, and then double-click **Add or Remove Programs**.
3. Click **Add/Remove Windows Components**. The Windows Components Wizard starts.
4. In the **Components** list, click to clear the check box next to the component that you want to remove. Note that a shaded check box next to a component indicates that only some of its subcomponents are installed.

If you want to remove a subcomponent, click **Details**. Then, click to clear the check box next to the subcomponents that you want to remove, and then click **OK**.

5. Click **Next**.
6. In the Completing the Windows Components Wizard screen, click **Finish**.

Changing Mouse Properties

With your computer logged into Windows you should have the desktop loaded. In the lower left corner of the screen click the 'Start' button. A vertical menu will pop up. On the right of the pop up start menu are many commonly used items. As pictured 'Control Panel' is one of these items. Click the 'Control Panel' option on the start menu.



The control panel will load showing all of the available settings. You will see an icon for 'Mouse' which we have highlighted in the picture. With your mouse, double click the 'Mouse' icon. The Mouse properties window will appear.

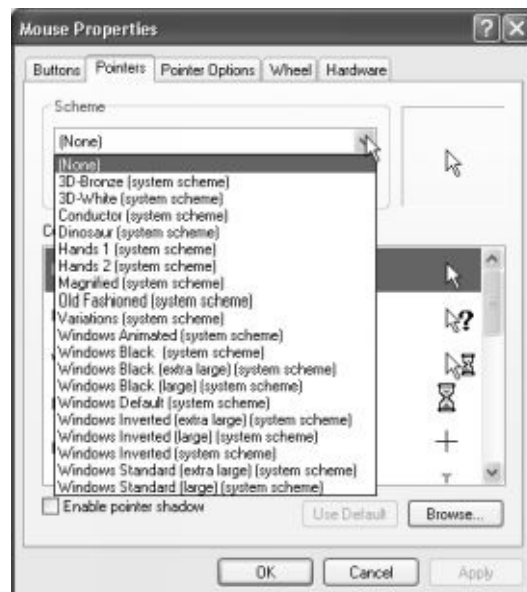


With the mouse settings you can switch the left and right buttons and change the double click speed. At the top of the displayed window you will see a picture of a mouse with the left mouse button highlighted. To the left is a checkbox labelled 'Switch primary and secondary buttons'.

Below this is the double click speed setting which allows you to adjust how responsive the double click is to suit your clicking style. To alter the mouse click speed move the slider between slow and fast by click and holding the left mouse button and dragging the mouse.



To change the buttons for a left handed person tick the 'Switch primary and secondary buttons' and you will see as in our example that the highlighted button is now the right hand side button. This means that you use the right hand button to select and click items and the left hand button to produce menus. To revert the setting back you may have to right click the checkbox to switch the buttons back.



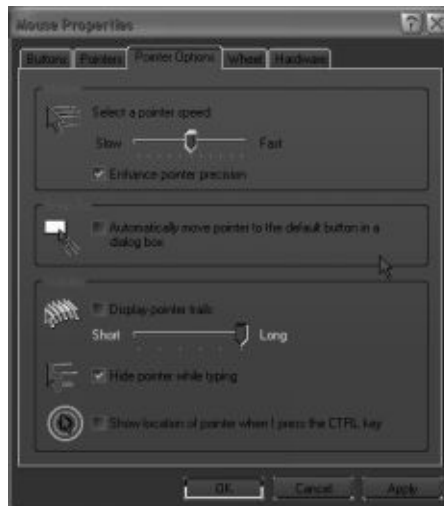
Click the 'Pointers' tab allows you to change the cursor look. You will see a drop down box under the scheme heading which by default says 'None'. Click the drop down box and you will see a list of available cursor schemes to choose

from.

Click the dinosaur scheme.



You will see in the centre of the pointers window is a preview box that shows all the cursor styles for the selected scheme. If you are happy with the selected scheme, click 'Ok' or choose another from the drop down menu. Click the 'Pointer Options' tab along the top of the mouse properties window.



In the pointer options settings you can change the speed at which the cursor moves in relation to you moving the mouse. To adjust this speed move the slider between the slow and fast labels. You can see the other settings that are available. To enable a setting tick the checkbox. To disable a setting untick the checkbox.

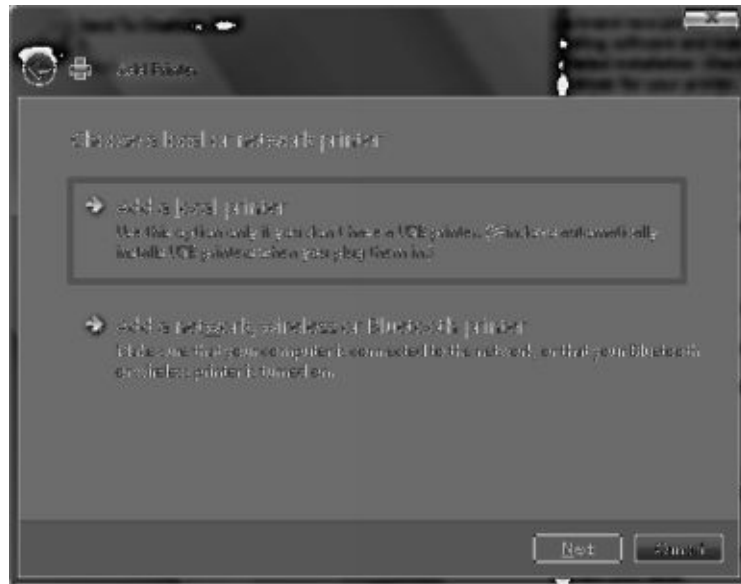


Click the 'Wheel' tab at the top of the mouse properties window. You will see the option to change how the mouse scroll wheel operates. You can see that you can have the screen scroll more or less with each turn of the wheel or you can select to have one page scroll in one go. Once you have made changed to the mouse settings click the 'Ok' button at the bottom of the mouse properties box to exit.

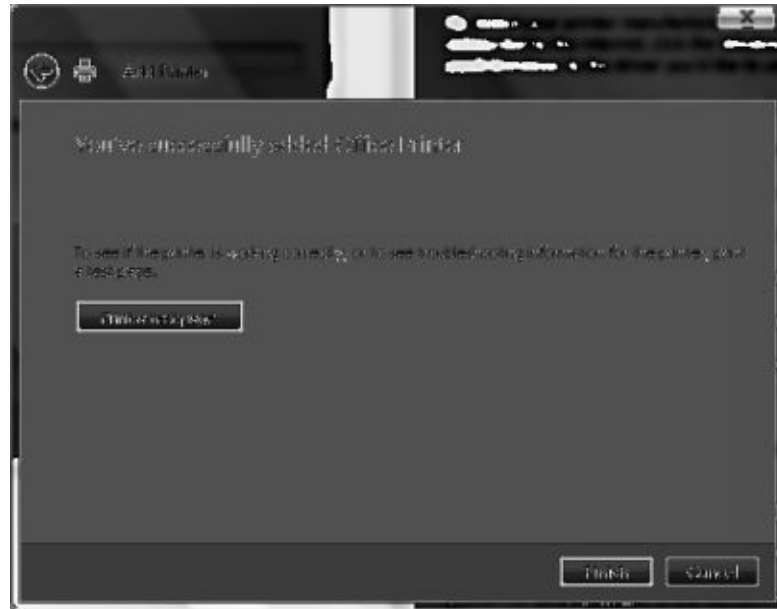
Adding A Printer

If your printer doesn't connect via USB, and you don't have setup instructions or drivers, follow these steps.

1. Turn off the PC and connect the printer. Power on both the PC and the printer.
2. In Windows 7, click Start, Devices and Printers. In Vista, click Start, Control Panel, Hardware and Sound, Printers.
3. Click Add a printer.
4. If the printer is physically connected to the PC, click Add a local printer. If the printer is connected wirelessly or over a network, skip to Step 5.



- 4a.** Select Use an existing port, and then choose your printer port from the drop-down list. The default LPT1 selection is highly likely to be correct. Click Next.
- 4b.** Select your printer manufacturer and model from the two lists. If your model is not listed and your system is connected to the Internet, click the Windows Update button. If you have a driver on a disk or CD, or if you downloaded a file, click Have Disk... to point Windows to the driver you want to use. Click Next.
- 4c.** Assign a custom name to your printer, if you want an easy way to identify it. Click Next.
- 4d.** If prompted, select a sharing option. If you are unsure what to do, select Do not share this printer. Click Next.
- 4e.** Click Print a test page to confirm a successful installation. Click Finish.



5. If your printer is connected wirelessly or over a network, click Add a network, wireless or Bluetooth printer.
- 5a. Select the printer you would like to install from the list. Click Next.
- 5b. If prompted, click Install driver. Click Next.
- 5c. Click Print a test page to confirm a successful installation. Click Finish.

Removing a Printer

1. In Windows, click *Start, Control Panel, Hardware and Sound, Printers*.
2. Right-click the printer you wish to remove, click *Delete*.

File & Directory Management

A file is a place where one can keep all his documents falling under a specific heading in one place. The File menu is where you open, save, and create new files.

1. Click the **File** menu in the program you are using, and then click **New**.

If you can create more than one kind of file in the program, you might also need to select an item, such as a template, from a list.

2. When you are finished working with the new file, click the **File** menu, and then click **Save As** to name the file and save it on your computer.

Renaming of a File

In order to rename a file one can select the file in the folder, right click on the file and follow the option of rename. After clicking on rename, we can type the desired name and press enter.

Common Utilities

Utility software is a kind of system software designed to help analyze, configure, optimize and maintain the computer. A single piece of utility software is usually called a utility or tool.

Disk storage or disc storage is a general category of storage mechanisms, in which data are digitally recorded by various electronic, magnetic, optical, or mechanical methods on a surface layer deposited of one or more planar, round and rotating platters. Disk defragmenters can detect computer files whose contents are broken across several locations on the hard disk, and move the fragments to one location to increase efficiency.

Backup utilities can make a copy of all information stored on a disk, and restore either the entire disk (e.g. in an event of disk failure) or selected files (e.g. in an event of accidental deletion).

Archive utilities output a stream or a single file when provided with a directory or a set of files. Archive utilities, unlike archive suites, usually do not include compression or encryption capabilities. Some archive utilities may even have a separate un-archive utility for the reverse operation.

Model Question and Answer

Q1. What is operating system?

The operating system is the interface between user and hardware, that is responsible for the management and coordination of activities and the sharing of the resources of a computer.

Q2. What are the Basic Functions of an Operating System?

1. Process management
2. Memory Management
3. File management

4. Input & Output Device Management *etc.*

Q3. What are the Basics of popular operating systems Most of the operating systems perform the following important functions: 1. Processor management, 2. Memory management, 3. Input/output management, 4. File management, 5. Establishment and enforcement of a priority system. 6. Automatic transition from job to job as directed by special control statements.

Q4. Why GUI is more popular than Command-line interface?

Ans. GUI is more popular than Command-line interface because in GUI there is no need to remember the command syntax. Just click on the menu and submenu which replace the Command in GUI.

Q5. Where the task bar is located in the window and what its function is?

Ans. A taskbar is a bar displayed on a full edge of a GUI desktop that is used to launch and monitor running applications.

Q6. How can we change the Screen Saver of the computer screen?

Ans. Right click on the desktop and choose properties then click on the Screen Saver tab and choose screen saver from the drop down list.

Q8. How can we set the Date and Time in a computer?

Ans. Click on **start menu** then click on **setting** and then on **control panel** .Within the control panel click on **date and time icon**.

Q9. How to rename a file or folder?

Ans. Right click on the name of the file and folder a pop up menu appear then select **Rename** and type the new name.

Q10. How to remove a window component ?

Ans. By following the undersaid step we can remove a window component :-

1. Log on as Administrator or as a member of the Administrators group.
2. Click Start, click Control Panel, and then double-click Add or Remove Programs.
3. Click Add/Remove Windows Components. The Windows Components Wizard starts.
4. In the Components list, click to clear the check box next to the

component that you want to remove. Note that a shaded check box next to a component indicates that only some of its subcomponents are installed.

If you want to remove a subcomponent, click Details. Then, click to clear the check box next to the subcomponents that you want to remove, and then click OK.

5. Click Next.
6. In the Completing the Windows Components Wizard screen, click Finish.

Q11. What is the screen of a computer refer to as?

Ans. Desktop

Q12. Examples of Operating systems?

Ans. Windows and MS DOS.

Questions for self practice

- Q1. What is an operating system?
- Q2. What are the basics of popular operating systems?
- Q3. How can we change date and time in a system?
- Q4. How can we add a printer to the system?
- Q5. How can we remove a printer from a system?
- Q6. How can we make a change in mouse properties?
- Q7. How can we remove a window component?

Multiple Choice Questions

- Q1. Which of the following are the basics of operating systems
a) Process management b) Memory management c) Files Management.
d) All the above Q2. These are an example of operating systems.
a) MS Dos b) Windows c) Both A and B
d) None of the above.
- Q3. Which of these are a part of computer menu?
a) Start programs b) Open commonly used folders c) Search for files, folders, and programs d) All The Above.

Q4. Which of the following is not a taskbar element?

- a) Start Button.
- b) Printer c) Quick Launch Bar.
- d) Notification Area.

Q5. What is the Full Form of GUI a) Graphical User Interface.

- b) General User Interface.
- c) Geographical User Interface d) None of the above.

Q6 An operating system (OS) is an interface between ___ and ____.

- a) Computer and internet b) Hardware and user c) Printer and CPU
- d) None Answers : 1-d; 2-c; 3-d; 4-b; 5-a; 6-b **True and False**

1. Is an operating system an interface between user and hardware.
2. Memory management is not a basic of an operating system.
3. A window component can never be removed from a computer.
4. We cannot change or modify mouse properties.
5. We can load a new printer to the computer.
6. We can change or set date and time of a computer.
7. MS DOS is a kind of an operating system.
8. Windows is not an operating system.
9. UI stands for user interface.
10. Computer screen is referred to as a desktop.

Answers: 1-true; 2-false; 3-false; 4-false; 5 – true; 6-true; 7-true; 8-false; 9-true; 10-true.

Chapter 3

Understanding Word Processing

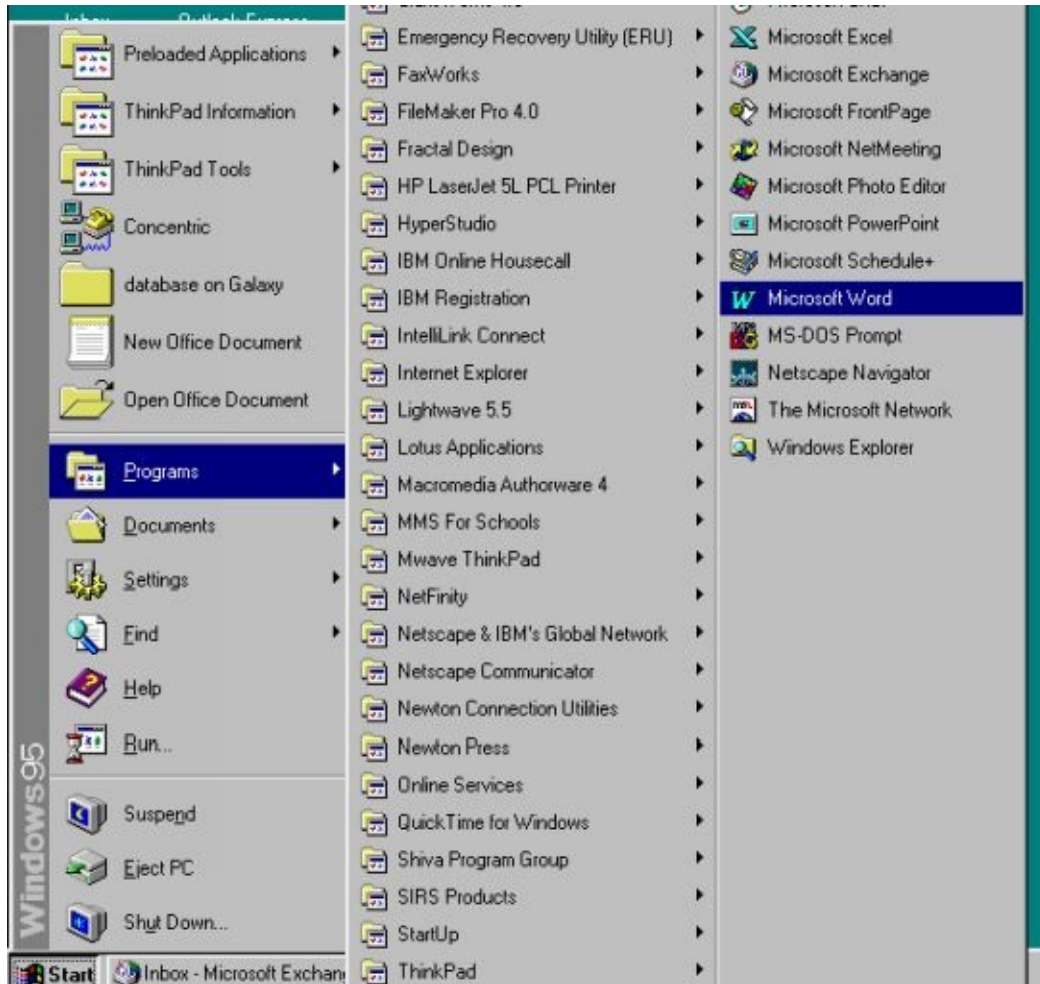
Using a [computer](#) to create, edit, and print [documents](#). Of all [computer applications](#), word processing is the most common. To perform word processing, you need a computer, a special [program](#) called a [word processor](#), and a [printer](#). A word processor enables you to create a document, [store](#) it electronically on a [disk](#), display it on a [screen](#), modify it by entering [commands](#) and [characters](#) from the [keyboard](#), and print it on a printer.

Introduction To Microsoft Word

Microsoft Word is (practically speaking) “identical” on both the Macintosh and Windows computer platforms. Thus we can learn to use the Macintosh version of Word on an IBM compatible and visa-versa. While we will be using Microsoft Word as our word processing program, many of the techniques we’ll cover are applicable on other word processing programs as well.

Most Microsoft programs allow a minimum of 3 different ways to accomplish any single task. It isn’t necessary for you to learn all three. Simply pick the method, which best fits your personality type. I personally like the Hot Keys, which allow me to keep my hands on the keyboard. Please note that Mac and PC Hot Keys are the same except the PC always uses the Control Key **Ctrl** along with another key and the Mac always uses the Command Key(**Apple**) Key along with another key. For Example: Undo on the PC is **Ctrl+Z**: Undo on the Mac is **(Apple)Z**

How To Start Microsoft Word



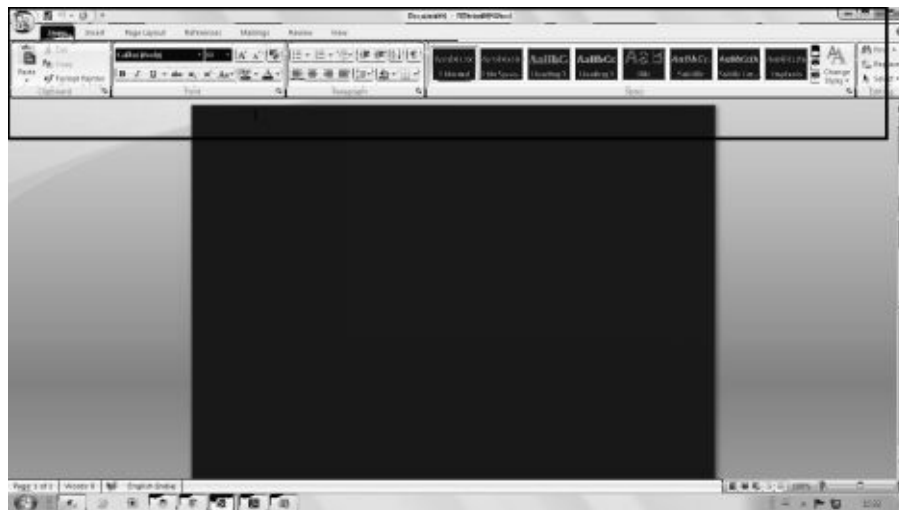
Starting Word

- via **Start Menu (PC Only)**: Click on the START Menu (usually the lower left-hand side of the screen) and select “Microsoft Word” from the “Programs” Folder.
- via the **Microsoft Office Manager**: The Microsoft Office Manager, is an *optional* toolbar which floats around on the Window’s desktop. On the Mac, its found as a menu option (near help).
- via the **Desktop** (Word in the MS Office Folder): Open “My Computer”, open “C:”, open “Programs”, open “Microsoft Office”, and then double click on “Microsoft Word”.

Basic Components of MS Word Menu Bar

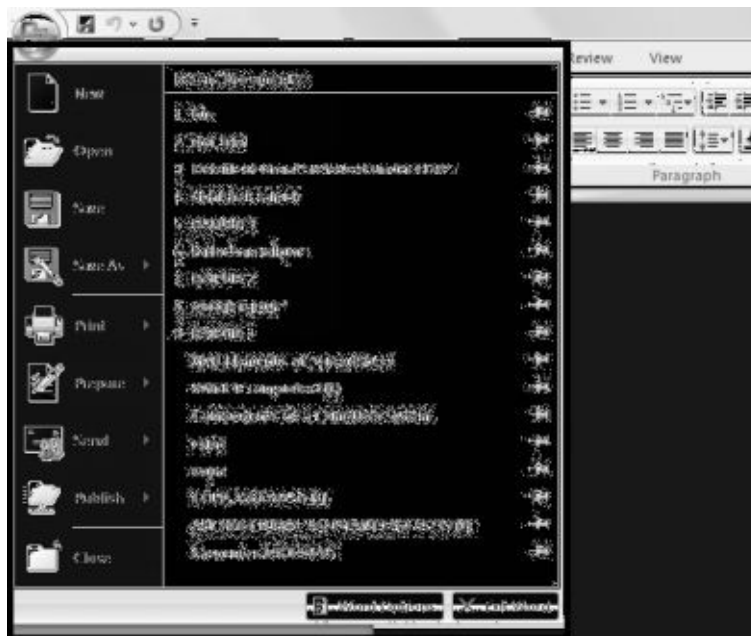
MS Word offers a variety of operation, right from typing data to adding statistics to taking prints and making it attractive. The menu bar offers the following list

of heads with variety of operations.



File Options

File options in MS word offers opening of new documents, saving documents, printing, importing and exporting files *etc.*



Using Help

Word is a user friendly software, it offers simplicity in operations and if at all there is any information and problem that the user is facing, word provides the facility of “Help” option on its menu whereby users can type their problem and can get an online and offline support.

Opening and Closing of New Documents **Opening New Documents** In order to open a new document one has to click on the file button on the top bar of the

MS Word. On opening the same the first option new appears on the screen and by clicking on it we get a fresh document to work on.

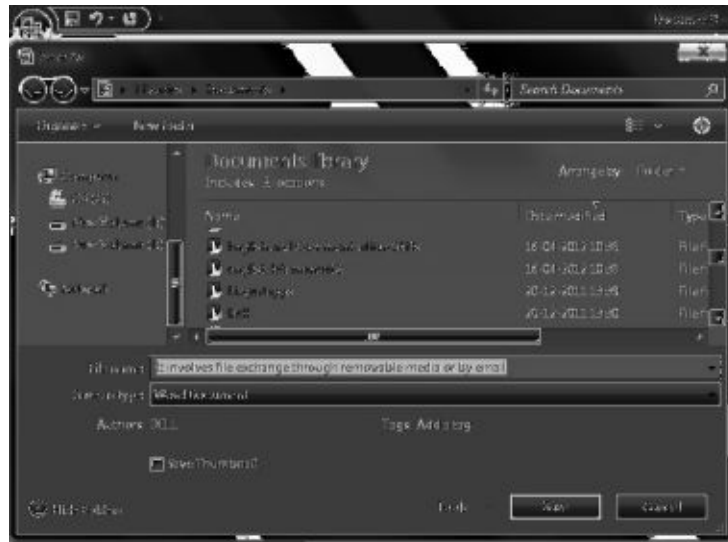


Save and Save As

Post typing the material on the word file, MS Word gives us an option to save the file for future reference. We have to click on the file menu and select save option.



After clicking on the save option, the computer gives us the choice of saving the file in desired directory and desired file. Post selection of directory and file we have to click “Save”.



Save As

In cases where we would like to make amendments to a file and save it in another name. In that case in place of save we use the save as option in this case and its system is same as that of save option.

Page Setup

While getting started with a new word file. We get an option of selecting a complete page size, its margins, headers, *etc.* For effective page setup select the “page layout” option from the top bar and select the desired options.



Print Preview

Its always better to see a print preview of the document before actually printing it as in that case one can save wastage of paper, time and effort. In order to see a print preview one has to click on the file menu, then select the print option and further select print preview to generate preview of the document.



Printing Of Documents After being satisfied with the print preview, we can proceed towards printing of the documents. From the file bar select print option and further select print option.



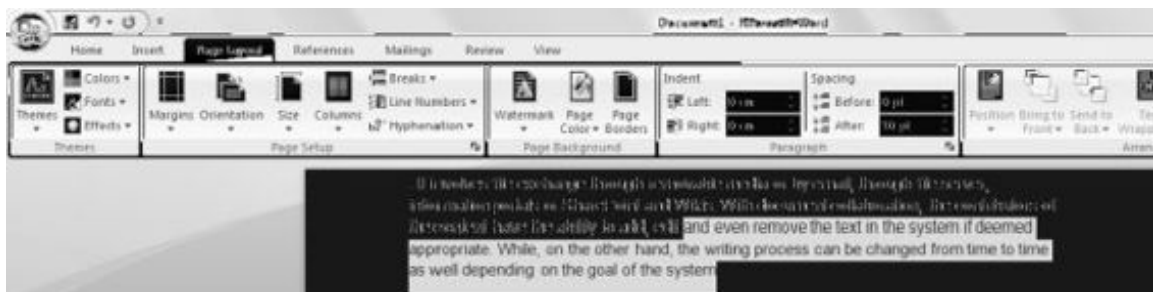
Post selecting the print option the computer opens the print setup, whereby we can decide on the quality, quantity, size of the page *etc.* On selection of all the options as desired and then click OK.



Text Creation and Manipulation Document Creation: This is the foremost function of Microsoft word to create documents, we have seen how to create a new document earlier in this chapter.

Editing Text : Editing of text is very easy in MS Word. We can just use the mouse and click on the places we want to inset text or insert spaces or make any kind of modifications.

Text Selection : It is a feature that makes word easy to use. One can easily with the use of a mouse select the content that he desires. Press the left button on ur mouse and keep it pressed for the time and line you intend to select.



Cut Copy and Paste

It is the most useful technique used for copying lines from one file and pasting it to another file in word and other supporting softwares.

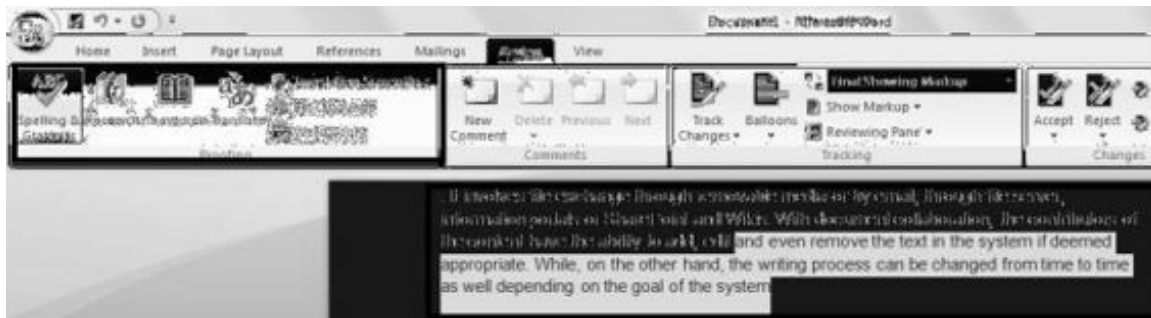
Cut: This command cuts the line selected from a file permanent and can be pasted to another file.

Copy: This command helps in copying the content, while retaining it in the original file even while being pasted to another file.

Paste: It is the option we click on when we have already cut or copied a file from another file. It is used to paste the text from another file to the operating file.



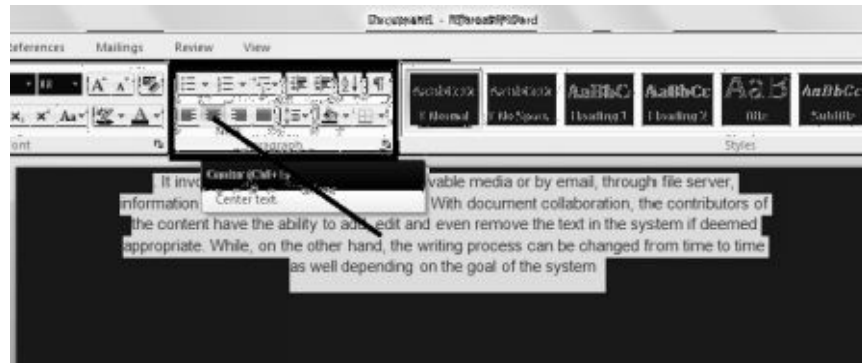
Spell-Check and Thesaurus Word provides its users with facilities like spell check and thesaurus under the “review” heading on the top bar. On giving the spell check command the word in itself starts checking the wrong spelling in the selected content on the word file. It gives a complete instruction before correcting the spellings and asks the user if he wants to replace the spellings or not. Thesaurus facility helps in finding the right meaning and synonymous for the selected words from the text file.



Formatting the Text Presentation of text is all about the format and way its been presented. Word offers quality formatting options like line alignment, bullet points, case, headers *etc.*

Alignment of Text

Word gives various facilities for alignment of text material, a user can side align (left and right), centre align or straight align the content as per his desire. On the home bar of the word there are aligning options available to the user. We can select the text content and align it at wish. For aligning the text one has to select the content and click on the options on the bar menu.

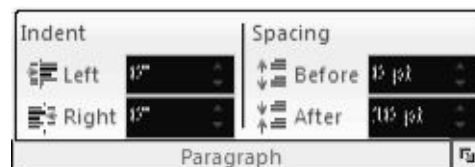


Indenting the Paragraph Indentation determines the distance of the paragraph from either the left or the right margin. Within the margins, you can increase or decrease the indentation of a paragraph or group of paragraphs. You can also create a negative indent (also known as an outdent), which pulls the paragraph out toward the left margin. You can also create a hanging indent, in which the first line of the paragraph is not indented, but subsequent lines are.



Indent only the first line of a paragraph

1. Click in front of the line that you want to indent.
2. On the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher, and then click the **Indents and Spacing** tab.



3. In the **Special** list under **Indentation**, click **First line**, and then in the **By** box, set the amount of space that you want the first line to be indented.

The first line of the paragraph and all subsequent paragraphs that you type will be indented. However, any paragraphs before the selected paragraph must be manually indented by using the same procedure.


Increase or decrease the left indent of an entire paragraph

1. Select the paragraph that you want to change.
2. On the **Page Layout** tab, in the **Paragraph** group, click the arrows next to **Indent Left** to increase or decrease the left indentation of the paragraph.

Increase or decrease the right indent of an entire paragraph

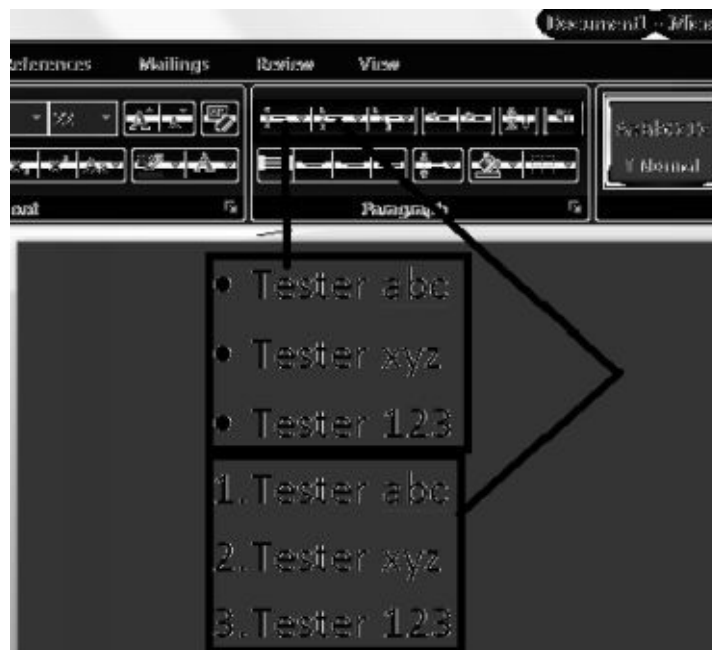
1. Select the paragraph that you want to change.
2. On the **Page Layout** tab, in the **Paragraph** group, click the arrows next to **Indent Right** to increase or decrease the right indentation of the paragraph.

Set an indent by using the TAB key

1. Click the **Microsoft Office Button** , and then click **Word Options**.
2. Click **Proofing**.
3. Under **AutoCorrection settings**, click **AutoCorrect Options**, and then click the **AutoFormat As You Type** tab.
4. Select the **Set left-and first-indent with tabs and backspaces** check box.
5. To indent the first line of a paragraph, click in front of the line.

To indent an entire paragraph, click in front of any line but the first line.

Bullets & Numbering While presenting a report or an analysis its always better to present the highlighted or important points in the form of numbered lines or bullet points. In word we have the edge of using bullets, pointers, numbers *etc.* For our line we have to select the choice of bullet or numbering pointers from bar menu and just enter the data.



Changing Case

Text can be typed in lowercase or small letters, uppercase or capital letters, or a

mix of the two cases. Have you found yourself wishing you could change the capitalization of a section of text without having to retype the whole thing? You can, when you use the Format | Change Case Command. Proper nouns should be capitalized. The first word of sentences should be capitalized. Titles should be capitalized. What if you forget? What if you capitalize where you normally would not? You can change the case of all the text at once with a single vcommand -- a great timesaver!

To do so:

1. Highlight the text you want to change.
2. Choose Format | Change Case. This opens the dialog box that gives you the choice between Sentence case, lower case, UPPER CASE, Title Case, and tOGGLE cASE. Next, choose the type of formatting you want to use from the below choices and click OK.

Sentence case: capitalizes the first letter of the first word and puts the rest in lowercase.

Lower case: changes everything to lowercase, with nothing capitalized.

Title case: capitalizes the first letter of every word. Toggle case changes capital letters to lowercase and vice versa. (You don't use this choice much anymore because if you make a mistake such as typing tOGGLE, using the Shift key while Caps lock is on, Word automatically corrects it and turns off the Caps lock.) Alternatively, press the Shift+F3 shortcut key repeatedly to cycle through three formats: UPPER CASE, lowercase and Title Case. Capitalization is under your control, even for large amounts of text. When you use Title Case, you'll most likely have to go back and make a few corrections. In titles, small words (such as: articles, coordinate conjunctions, and prepositions, such as "the," "and," "in," "on," "for," etc.) should not be capitalized unless they are the first word in the title.

Table Manipulation

Method 1: Create a Table by Using the Standard Toolbar

1. Click where you want to create a table.
2. On the **Standard** toolbar, click **Insert Table**.
3. Drag to select the number of rows and columns that you want.
4. When you finish creating the table, click into a table cell, and then either start typing or insert a graphic.

Method 2: Create a Table by Using the Table Menu

1. Click where you want to create a table.
2. On the **Table** menu, point to **Insert**, and then click **Table**.
3. In the **Insert Table** dialog box, change **Number of columns** and **Number of rows** to the size that you want for your table, and then click **OK**.

For example, change **Number of columns** to 5, and change **Number of rows** to 2.

4. When you finish creating the table, click into a table cell, and then either start typing or insert a graphic.

Method 3: Draw a Table by Using the Tables and Borders Toolbar

1. On the **View** menu, point to **Toolbars**, and then click to select **Tables and Borders** to display the **Tables and Borders** toolbar.
2. On the **Tables and Borders** toolbar, click **Draw Table** (the pencil icon). The mouse pointer changes to a pencil.
3. To draw your table, position the pencil in the document where you want to insert the table, and then click and drag to draw a line from one corner of the table to the corner that is diagonally opposite. This action defines the boundary of the entire table.
4. To add columns and rows, click where you want to insert the column or row, and then drag to draw your new column or row.
5. To turn off the table drawing tool, click **Draw Table** (the pencil icon) on the **Tables and Borders** toolbar.
6. When you finish creating the table, click into a table cell, and then either start typing or insert a graphic.

How to Create a Table Inside Another Table (Nested Tables)

1. On the **Tables and Borders** toolbar, click **Draw Table**.
2. Position the pencil in the cell where you want the nested table (a table inside another table).
3. Draw the new table. To define the table boundaries, draw a rectangle. Then draw the column and row lines inside the rectangle.

How to Change the Width and Height of Table Columns and Rows

Change the Column Width in a Table

Rest the pointer on the column boundary that you want to move until the pointer becomes a horizontal two-pointed arrow, and then drag the boundary until the

column is the width that you want.

NOTES:

- To change a column width to a specific measurement, click a cell in the column. On the **Table** menu, click **Table Properties**, and then click the **Column** tab. Choose the options that you want.
- To make the columns in a table automatically fit the contents, click to select the table, point to **AutoFit** on the **Table** menu, and then click **AutoFit to Contents**.
- To display column width measurements, click a cell and then hold down ALT as you drag the markers on the ruler.

Change the Row Height in a Table

Rest the pointer on the row boundary that you want to move, until the pointer becomes a vertical two-pointed arrow, and then drag the boundary.

NOTES:

- To change a row height to a specific measurement, click a cell in the row. On the **Table** menu, click **Table Properties**, and then click the **Row** tab. Select the options that you want.
- To display row height measurements, click a cell, and hold down ALT as you drag the markers on the vertical ruler.

Make Multiple Rows or Columns the Same Size

1. Select the columns or rows that you want to make the same size.
2. On the **Tables and Borders** toolbar, click **Distribute Columns Evenly** or **Distribute Rows Evenly**.

How to Add Columns and Rows to an Existing Table

Do one or more of the following:

- To add a new row above or below an existing table row, click into the table row. On the **Table** menu, point to **Select**, and then click **Row**. On the **Table** menu, point to **Insert**, and then click **Rows Above** or **Rows Below**.

-or-

- To add a row at the end of a table, click into the last cell of the last row of your table, and then press the TAB key to create a new table row.

-or-

- To add a new column to the left or right of an existing column, click into a table cell of the column. On the **Table** menu, point to **Select**, and then click **Column**. On the **Table** menu, point to **Insert**, and then click **Columns to the Left** or **Columns to the Right**.

-or-

- To add a column to the right of the last column in a table, click just outside the rightmost column. On the **Table** menu, point to **Insert**, and then click **Columns to the Right**.

How to Add and Remove Borders and Shading from Tables

NOTE: When you insert a table, it has a black, one-half point, solid, single-line border by default. The following methods discuss how to add a different border or delete the existing border.

Method 1: Use the Eraser Tool

1. Click **Eraser** (eraser icon) on the **Tables and Borders** toolbar.
2. Click to select one of the borders of the table.
3. After you click and release the mouse, the table border will be erased.
4. Continue this procedure until each border of the table is erased.

NOTE: The Eraser tool can only be used to remove borders or merge cells, not to apply borders. For additional information about what to do if text is removed from a table when you use the Eraser, click the article number below to view the article in the Microsoft Knowledge Base:

Method 2: Automatically Format Table Borders and Shading by Using Table AutoFormat

1. Click the table.
2. On the **Table** menu, click **Table AutoFormat**.
3. In the **Formats** box, click to select the format that you want.
4. Click to select the options that you want.

NOTE: **AutoFormat Table** is also located in the **Insert Table** dialog box (on the **Table** menu, point to **Insert** and then click **Table**).

Method 3: Create Table Borders and Shading by Using the "Borders and

Shading" Dialog Box

1. Do one of the following:
 - To add a border to a table, click anywhere in the table.
- or-
- To add a border to a specific cell, select the cell that you want, including the end-of-cell marker.
 - On the **Format** menu, click **Borders and Shading**, and then click to select the **Borders** tab.
 - Use the **Setting**, **Style**, **Color**, and **Width** options to add a different border. Make sure the appropriate option (**Table** or **Cell**) is selected in the **Apply to** box.
 - To specify that borders are applied only to specific sides, click **Custom** under **Setting**. Under **Preview**, click the diagram's sides, or use the buttons to apply and remove borders.
 - To specify the exact position of the border relative to the text, click **Paragraph** under **Apply to**, click **Options**, and then select the options that you want.

Method 4: Create Table Borders and Shading by Using the "Tables and Borders" Toolbar

1. Display the **Tables and Borders** toolbar by pointing to **Toolbars** on the **View** menu, and then clicking **Tables and Borders**.
2. Click anywhere in the table.
3. On the **Tables and Borders** toolbar, use the options that you want:
 - Click the **Borders** button to select the border that you want. By default, the **Borders** button displays the **Outside Borders** ScreenTip, but it may display the most recently used border instead.

NOTE: **Borders** is also located on the **Formatting** toolbar.

- Change the **Line Style** box to the line style that you want.
- Change the **Line Weight** box to the line weight that you want.
- Change the **Border Color** box to the color that you want.
- Change the **Shading Color** box to the color that you want to apply to the cells or to the entire table.

How to Change the Position or Direction of Text in a Table

Change the Text Orientation of a Table Cell

1. Click the table cell that contains the text that you want to change.
2. Do one of the following:
 - On the **Format** menu, click **Text Direction**.
 - or-
 - On the **Tables and Borders** toolbar, click **Change Text Direction**.
- Click the orientation that you want.

Change the Text Alignment of a Table Cell

1. Click the table cell that contains text that you want to align.
2. On the **Tables and Borders** toolbar, select the option for the horizontal and vertical alignment that you want (for example, **Align Bottom Center** or **Align Top Right**).

How to Position a Table on the Page

Change the Alignment of a Table by Using Table Properties

1. Click to select the table.
2. On the **Table** menu, click **Table Properties**.
3. On the **Table** tab, under **Alignment**, select the option that you want. For example, to indent a left-aligned table, type a number in the **Indent from left** box.

TIP: To quickly align a table on a page, select the table, and then use the alignment buttons on the **Formatting** toolbar.

Move a Table by Using the Table Move Handle

1. Rest the pointer on the table until the table move handle appears on the upper-left corner of the table.
2. Rest the pointer on the table move handle until a four-headed arrow appears.
3. Drag the table to the new location.

Model Questions and Answers

Q1 How to Open a Word Document?

Ans. Microsoft Word can be opened in 3 ways :-

- via **Start Menu (PC Only)**: Click on the START Menu (usually the

lower left-hand side of the screen) and select “Microsoft Word” from the “Programs” Folder.

- via the **Microsoft Office Manager**: The Microsoft Office Manager, is an *optional* toolbar which floats around on the Window’s desktop. On the Mac, its found as a menu option (near help).
- via the **Desktop** (Word in the MS Office Folder): Open “My Computer”, open “C:”, open “Programs”, open “Microsoft Office”, and then double click on “Microsoft Word”.

Q2. How to use spell check and thesaurus in MS Word?

Ans. Word provides its users with facilities like spell check and thesaurus under the “review” heading on the top bar. On giving the spell check command the word in itself starts checking the wrong spelling in the selected content on the word file. It gives a complete instruction before correcting the spellings and asks the user if he wants to replace the spellings or not. Thesaurus facility helps in finding the right meaning and synonymous for the selected words from the text file.

Q3. What is Cut, Copy and Paste ?

Ans.

Cut: This command cuts the line selected from a file permanent and can be pasted to another file.

Copy: This command helps in copying the content, while retaining it in the original file even while being pasted to another file.

Paste: It is the option we click on when we have already cut or copied a file from another file. It is used to paste the text from another file to the operating file.

Q4. How to Select text in word file?

Ans. It is a feature that makes word easy to use. One can easily with the use of a mouse select the content that he desires. Press the left button on ur mouse and keep it pressed for the time and line you intend to select.

Q5. How to change the font size in word document?

Ans. To change the font size of text within Microsoft Word, follow the below steps.

1. Highlight the text you wish to change the size of.
2. Click the down arrow next to the size on the format bar. Often, the default size is 12, as shown in the above example.

3. After clicking the down arrow for the font, you should have a selection of different sizes to select from. Some fonts may not scale properly so some fonts may only have a few size options and sometimes may only have one.

4. If you do not have any text to highlight or wish to type text in a different size, move the cursor to the location of where you want to new text, click the down arrow on the size option on the formatting toolbar and select the size you wish to use.

Q6. What are the steps for printing a word document?

Ans. Steps for printing a word document: 1. On the **File** menu, click **Print**.

2. Under **Page range**, specify the portion of the document you want to print.

4. O.K.

Q7. How to use save and save as in word documents ?

Ans. Post typing the material on the word file, MS Word gives us an option to save the file for future reference. We have to click on the file menu and select save option. After clicking on the save option, the computer gives us the choice of saving the file in desired directory and desired file. Post selection of directory and file we have to click “Save”.

Save As

In cases where we would like to make amendments to a file and save it in another name. In that case in place of save we use the save as option in this case and its system is same as that of save option.

Questions For Self Practice Q1. How to print a word document?

Q2. How to see a print preview of a word file?

Q3. How to save a word document?

Q4. How to insert a picture or a clipart in a word file ?

Q5. Write a short note on paragraph indenting in a word file.

Q6. How to add table to a word file?

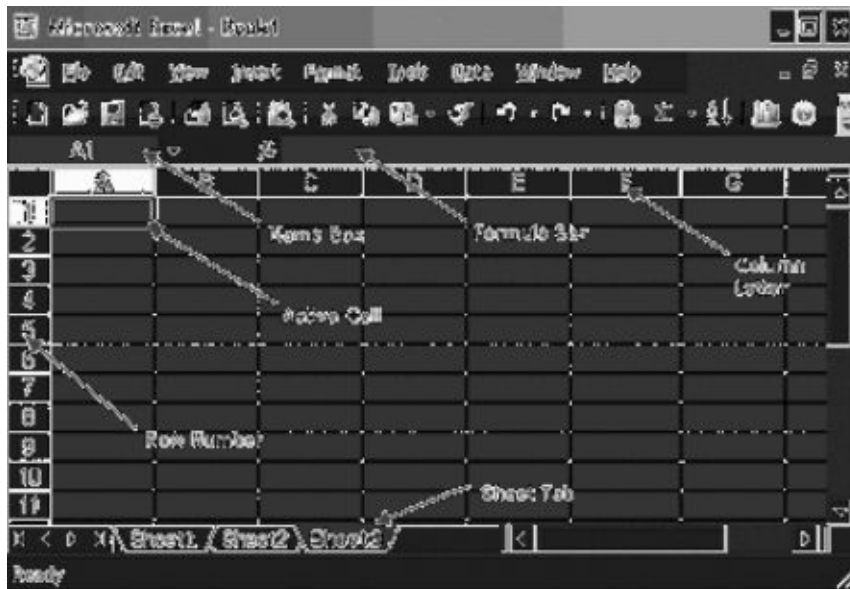
Chapter 4

Using Spreadsheet

Excel is an electronic [spreadsheet](#) program that can be used for storing, organizing and manipulating [data](#). When you look at the Excel screen (refer to the example on this page) you see a rectangular table or grid of [rows](#) and [columns](#). The horizontal rows are identified by numbers (1,2,3) and the vertical columns with letters of the alphabet (A,B,C). For columns beyond 26, columns are identified by two or more letters such as AA, AB, AC.

The intersection point between a column and a row is a small rectangular box known as a [cell](#). A cell is the basic unit for storing data in the spreadsheet. Because an Excel spreadsheet contains thousands of these cells, each is given a [cell reference](#) or address to identify it.

Elements of Electronic Spreadsheet



[Active Cell](#)

In a [worksheet](#), the cell with the black outline. [Data](#) is always entered into the active cell.

[Formula Bar](#)

Located above the worksheet, this area displays the contents of the active cell. It

can also be used for entering or editing data and [formulas](#).

[Name Box Or Cell Address](#)

Located next to the formula bar, the Name Box displays the [cell reference](#) or the name of the active cell.

[Column Letter](#)

Columns run vertically on a [worksheet](#) and each one is identified by a letter in the [column header](#).

[Row Numbers](#)

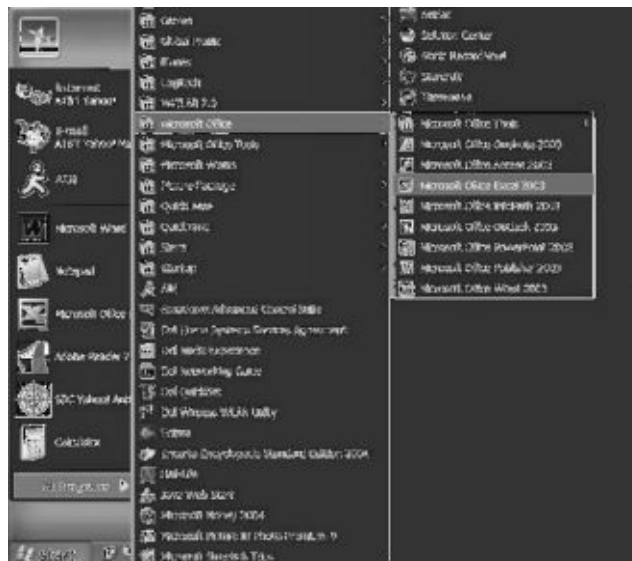
Rows run horizontally in a worksheet and are identified by a number in the [row header](#).

Together a column letter and a row number create a [cell reference](#). Each cell in the worksheet can be identified by this combination of letters and numbers such as A1, F456, or AA34.

[Sheet Tab](#)

Switching between worksheets in a Microsoft Excel file is done by clicking on the sheet tab at the bottom of the screen.

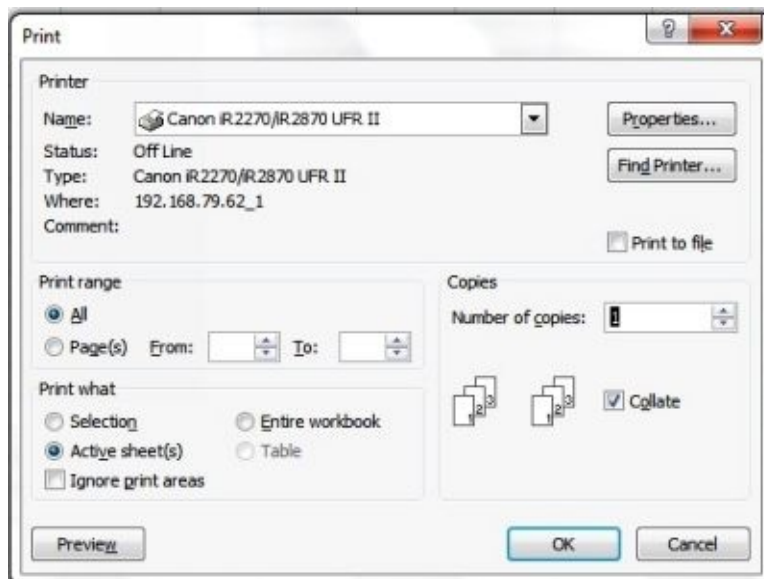
Opening a Spreadsheet In order to open a spreadsheet, one can click on the “Start” button and then select “Microsoft Office” and from sub parts select “Microsoft Excel”.



Printing of Spreadsheet In order to print a spreadsheet one has to click on the “office button” and then select “print option”. Print option gives various options like “print preview” to preview the file before printing. Secondly it gives an option of “Print”.



After selecting the last “Print” option. The excel sheet will open printer options, whereby we can choose the printer, page size, quality, copies *etc.*



Saving Workbooks

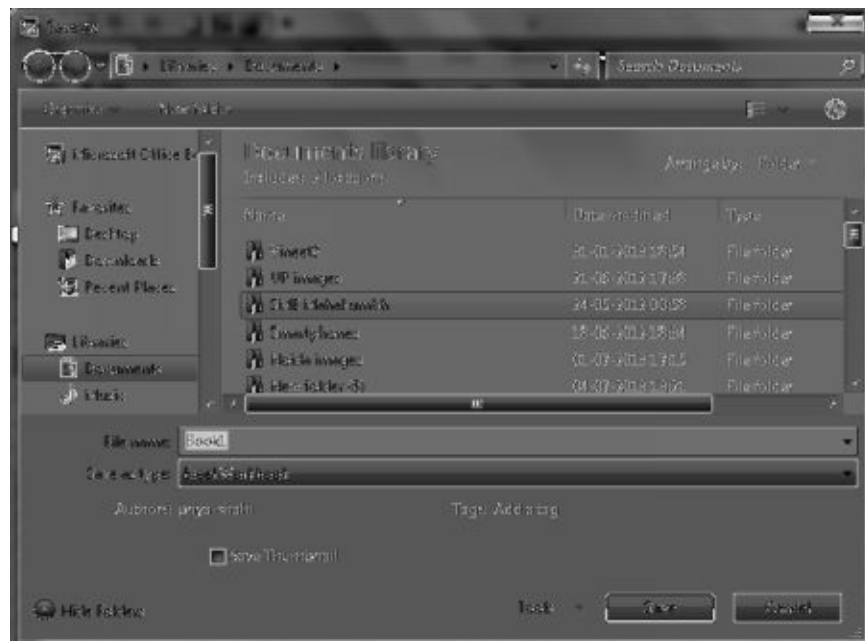
Following steps are taken in order to save the work file

Step 1 : open the office button Step 2 : Select the save option.



Step 3 : If the file is an existing file and a new file is to be saved then select “Save As” option.

Step 4 : Select the directory or file where the worksheet is to be saved.



Manipulation of Cells Entering Texts, Numbers and Dates In order to enter text in a excel sheet select a cell, double click on that cell and start entering the text “Excel is good”. Use tab button to move to the cell on the right hand side after typing in the first cell.



Repeat the same exercise in order to enter numerical or number data in the excel sheet. In order to enter dates in excelsheets we have to use dd/mm/yyyy format like for 1st april 3013, it will be typed as 01/04/2013.

Creating Text, Numbers and Dates Series For creating text series in excel we have to follow the following steps :-

1. Select any blank cell from worksheet and Type alphanumeric value.
2. Select **'Fill'** option from **Edit** menu.
3. Choose Series from **Fill** sub menu and appear **'Series'** dialogue box.
4. Type step value of series into **'Step Value'** box and type last value of list into **'Stop Value'** box.
5. Click on **'OK'** button.

Creating Number Series In order to create a number series in excel follow the following steps

1. Select any blank cell from worksheet and Type number.
2. Select **'Fill'** option from **Edit** menu.
3. Select Series from **Fill** sub menu and appear **'Series'** dialogue box.
4. Type step value of series into **'Step Value'** box and type last value of list into **'StopValue'** box.
5. Click on **'OK'** button.

Creating Dates Series In order to create a date series in excel follow the following steps

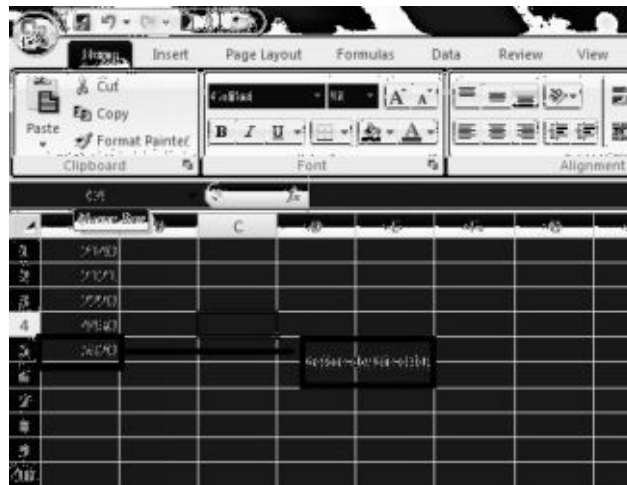
1. Select any blank cell from worksheet and Type date.
2. Select **'Fill'** option from **Edit** menu.
3. Select Series from **Fill** sub menu and appear **'Series'** dialogue box.
4. Type step value of series into **'Step Value'** box and type last date of

list into 'Stop Value' box.

5. Click on 'OK' button.

Editing Worksheet Data

In order to edit worksheet data, double click on the cell in which the data is to be modified.



(Excel data before double click)

(Excel sheet after double click) Inserting and Deleting Rows and Columns To insert a row or column:

1. Select the row above or the column to the right of where the insertion should occur. Or click in any cell in that row or column.
2. Choose Home → Cells and click the arrow to the right of the Insert button to open the drop-down list for the Insert button.



3. From the menu, choose **Insert Sheet Rows** or **Insert Sheet Columns**.

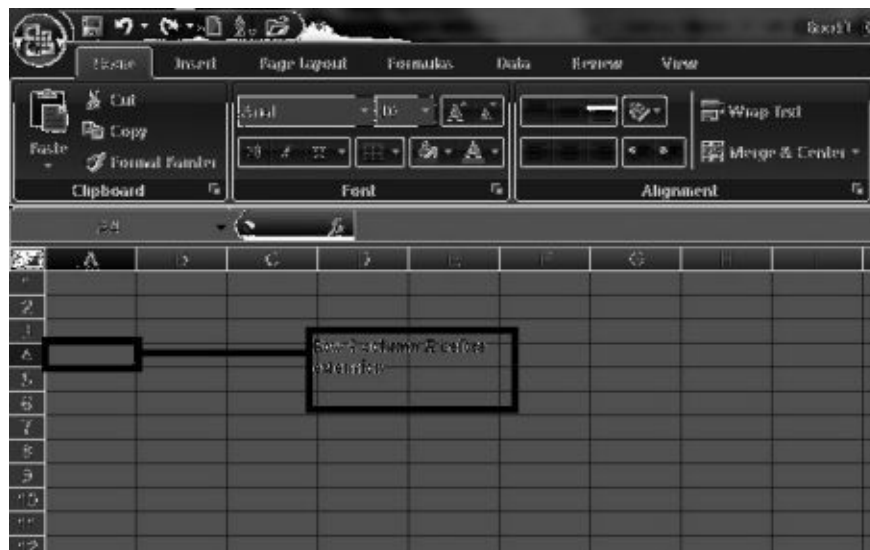
Deleting Rows and Columns Deleting a row or column works in a similar way:

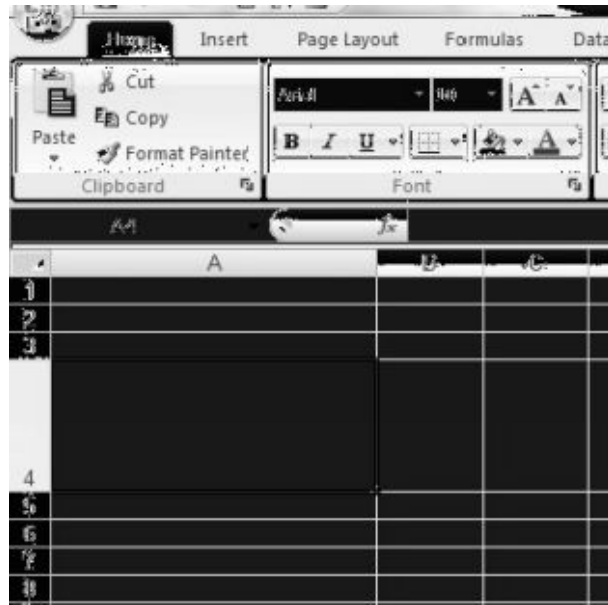
1. **Select the row(s) or column(s) you want to delete.**
2. **Choose Home → Cells**
3. **Press Delete.**

The Delete button has a drop-down list, just like the Insert button does. From it, you can choose what you wanted to delete: cells, rows, or columns. However, in Step 1, you select what you want to delete, so that isn't necessary in this case; you can simply click the button to delete what was selected.



Changing Cell Height and Width In order to change the height select a row or a column and drag its lower and right side line to extend it in height and width respectively.





(Row and column before extension)

(Column and Row after extension) **Formulas and Functions** [Formulas](#) are the real workhorses of an Excel 2010 [worksheet](#). If you set up a formula properly, it computes the correct answer when you enter it into a [cell](#). From then on, it keeps itself up to date, recalculating the results whenever you change any of the values that the formula uses.

You let Excel know that you're about to enter a formula in the [current cell](#) by entering the equal sign (=). Some formulas follow the equal sign with a built-in [function](#) such as SUM or AVERAGE. Many simple formulas use a series of values or cell references that contain values separated by one or more of the following mathematical operators:

This Mathematical Operator Is Used For
.	
+ (plus sign)	Addition
- (minus sign or hyphen)	Subtraction
* (asterisk)	Multiplication
/ (slash)	Division
^ (caret)	Raising a number to an exponential power

For example, to create a formula in cell C2 that multiplies a value entered in cell A2 by a value in cell B2, enter the following formula in cell C2: **=A2*B2**

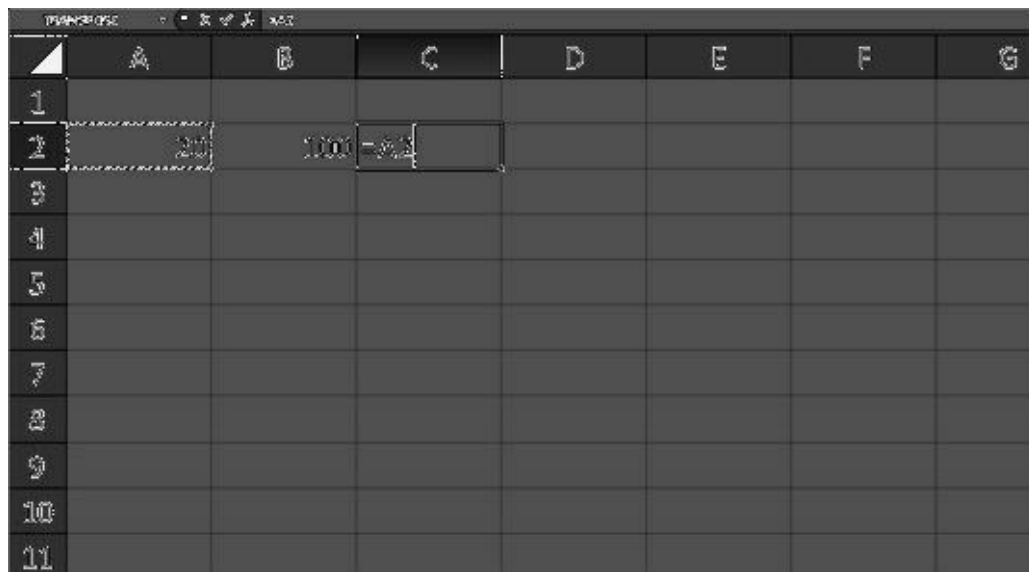
To enter this formula in cell C2, follow these steps:

1. **Select cell C2.**
2. **Type the entire formula =A2*B2 in the cell.**
3. **Press Enter.**

Or

1. **Select cell C2.**
2. **Type = (equal sign).**
3. **Select cell A2 in the worksheet by using the mouse or the keyboard.**

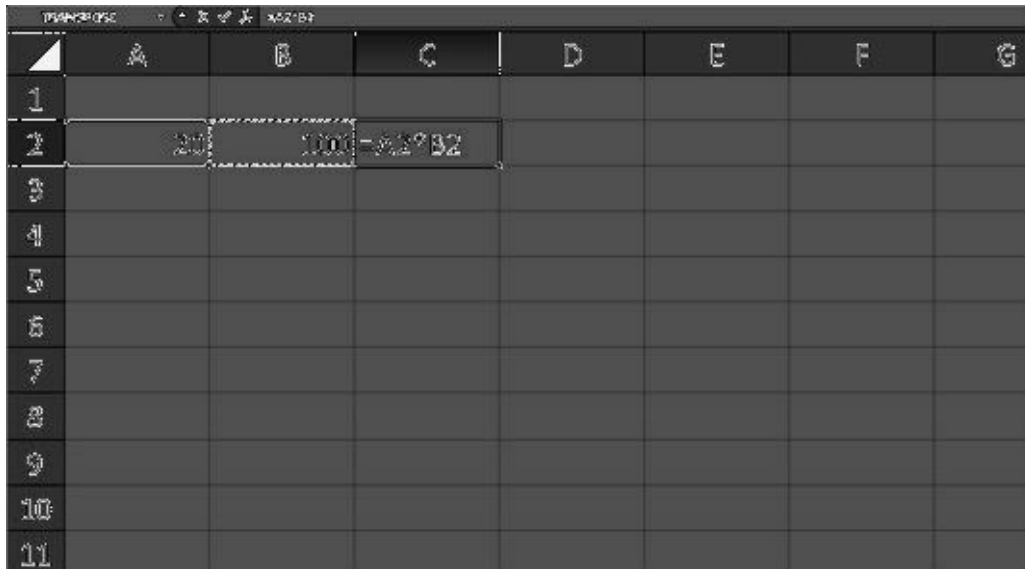
This action places the cell reference A2 in the formula in the cell.



To start the formula, type =, and then select cell A2.

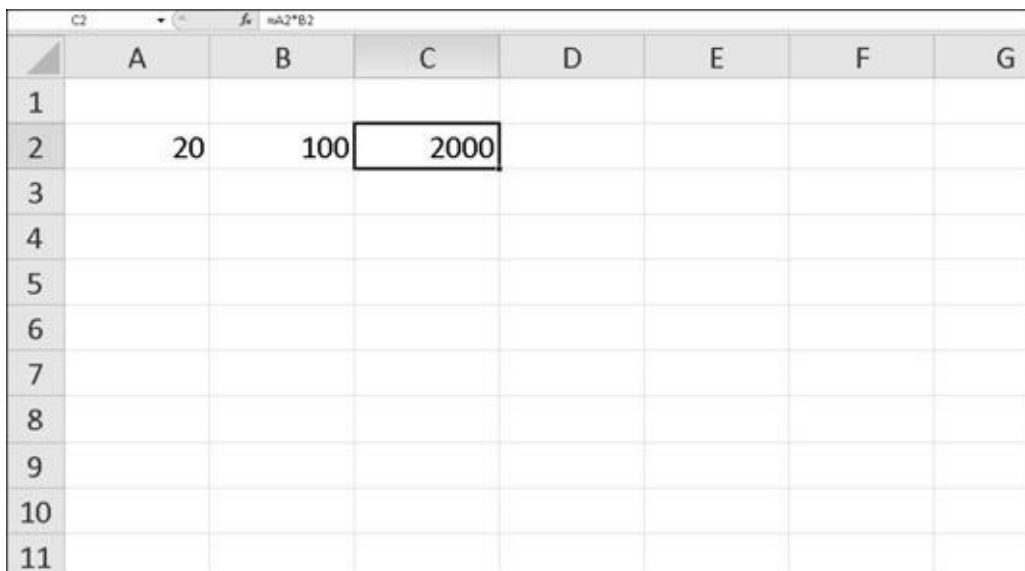
4. **Type * (Shift+8 on the top row of the keyboard).**
5. **Select cell B2 in the worksheet by using the mouse or the keyboard.**

This action places the cell reference B2 in the formula.



6. Press Enter.

Excel displays the calculated answer in cell C2 and the formula `=A2*B2` in the [Formula bar](#).




If you select the cell you want to use in a formula, either by clicking it or by moving the [cellcursor](#) to it, you have less chance of entering the wrong cell reference.

Now comes the fun part: After creating a formula that refers to the values in certain cells (rather than containing those values itself), you can change the values in those cells, and Excel automatically recalculates the formula, using these new values and displaying the updated answer in the worksheet. Using the example shown in the figures, suppose that you change the value in cell B2 from

100 to 50. The moment that you complete this change in cell B2, Excel recalculates the formula and displays the new answer, 1000, in cell C2

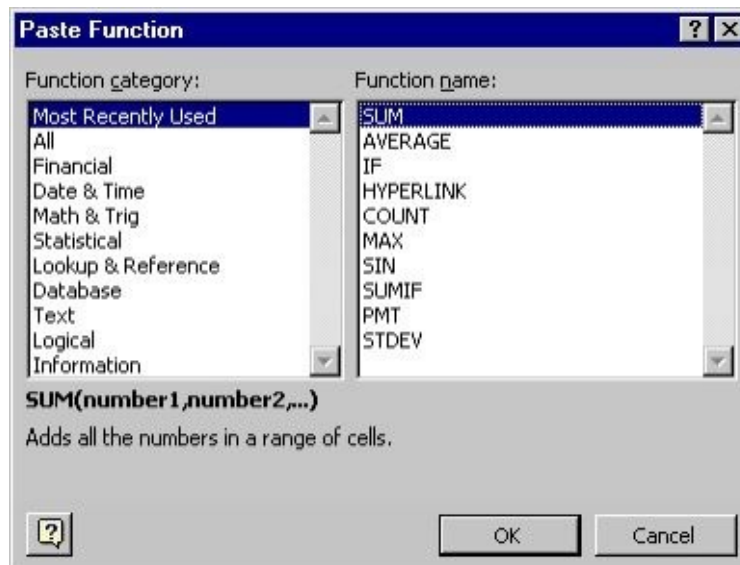
Functions

Excel provides many statistical functions in particular the Average function. Excel provides two ways for entering function names. You can type the name of the function in if you know it or you can use the Function Wizard.

To use the Function Wizard you can choose **Function** from the **Insert** menu or you can click on the **Function Wizard** button () located on the Standard toolbar.

- Select cell C12 and open the **Function Wizard** dialog box by either method described above.

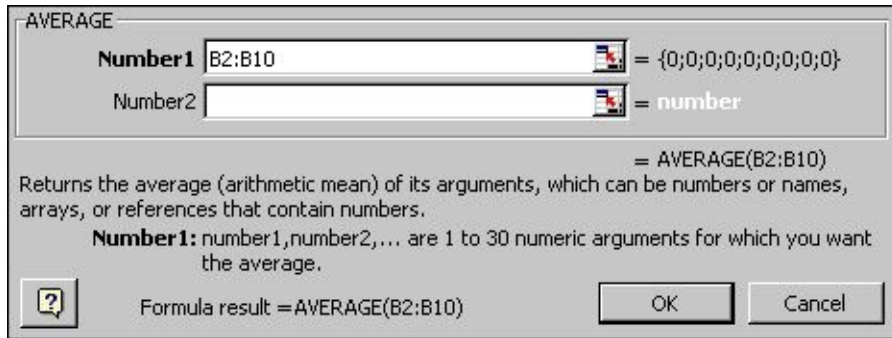
Observe:



We want to use the AVERAGE function. The AVERAGE function will take the average of all the numbers you list in the parentheses. The Function Wizard will take you through setting up the formula step by step.

- Within the **Function Wizard** dialog box highlight the Function Category: Most Recently Used and highlight the Function Name: AVERAGE then click on the **OK** button.

The following dialog box should appear:



- Enter the range B2:B10 and then click on the **OK** button.
- Click on the **Enter** button or press the Return key to enter the formula.

	A	B	C
1	Grades		
2		76	
3		89	
4		76	
5		100	
6		53	
7		89	
8		21	
9		65	
10		98	
11	Total	667	667
12	Average	74.11111111	74.11111111
13			

Your workbook should look as follows:

Now that you know how to enter formulas using operators and functions, you can practice on your "**checks**" workbook.

- Close **Workbook3** and don't save the file.
- Open the "**checks**" workbook.
- Select cell F3 and enter the following formula:



This formula will computer your balance after check 100 has been written.

- Select cell F4 and enter the following formula:



This formula will computer your balance after check 101 has been written.

- Select cell F5 and enter the following formula:



This formula will computer your balance after check 102 has been written

plus the \$900 dollar deposit has been accounted for.

- Select cell F6 and enter the formula that would compute the balance after 103 has been written.

Your **"checks"** workbook should look as follows:

	A	B	C	D	E	F
1	Number	Date	Description	Payment Amount	Deposit Amount	Balance
2			Beg. Balance			300
3	100		Almacs	89.54		210.46
4	101		Nynex	56.1		154.36
5	102		Sue Fisher	235.13	900	819.23
6	103		BMG	76.35		742.88
7						
8						

If something is incorrect in your **"checks"** workbook, go back and check over your formulas.

- Save your changes.
- Starting in cell B3, build the following table:

	A	B
1	Number	Date
2		
3	100	8-Aug-96
4	101	10-Aug-96
5	102	13-Aug-96
6	103	20-Aug-96
7		
8		

You will learn how to format the dates, headings, and dollar amounts in the next part of the tutorial.

Model Question and Answers

Q1. What is Microsoft excel?

Ans. Excel is an electronic [spreadsheet](#) program that can be used for storing, organizing and manipulating [data](#).

Q2. How to print an excelsheet?

Ans. In order to print a spreadsheet one has to click on the "office button" and then select "print option". Print option gives various options like "print preview" to preview the file before printing. Secondly it gives an option of "Print".

Q3. How can we create data series in excel?

Ans. In order to create a date series in excel follow the following steps

1. Select any blank cell from worksheet and Type date.
2. Select **'Fill'** option from **Edit** menu.
3. Select Series from **Fill** sub menu and appear **'Series'** dialogue box.
4. Type step value of series into **'Step Value'** box and type last date of list into **'Stop Value'** box.
5. Click on **'OK'** button.

Q4. How to Delete a row or a column in excel?

Ans. Deleting a row or column works in a similar way:

1. **Select the row(s) or column(s) you want to delete.**
2. **Choose Home → Cells**
3. **Press Delete.**

Q5. How can we change the height and width of a cell in excel?

Ans. In order to change the height select a row or a column and drag its lower and right side line to extend it in height and width respectively.

Questions for self practice.

- Q1. What is Microsoft excel?
- Q2. How can we enter text into an excelsheet?
- Q3. What is the format for entering dates into excelsheet?
- Q4. What are the steps of saving an excelsheet?
- Q5. How can we see a print preview in an excelsheet?
- Q6. How can we perform multiplication in excel ?

Chapter -5

Communication Using The Internet

The Internet is a global [network](#) connecting millions of [computers](#). More than 100 countries are linked into exchanges of [data](#), news and opinions. The Internet is more of a concept than an actual tangible entity, and it relies on a physical infrastructure that connects [networks](#) to other networks.

Computer Networks Two or more computers connected together through a communication media form a computer network. The computers are connected in a network to exchange information and data. The computers connected in a network can also use resources of other computers.

Computer Network Components There are different components of a network. Following are the basic components of network.

1. **Server:** Powerful computers that provides services to the other computers on the network.
2. **Client:** Computer that uses the services that a server provides. The client is less powerful than server.
3. **Media:** A physical connection between the devices on a network.
4. **Network Adopter:** Network adopter or network interface card (NIC) is a circuit board with the components necessary for sending and receiving data. It is plugged into one of the available slots on the Pc and transmission cable is attached to the connector on the NIC.
5. **Resources:** Any thing available to a client on the network is considered a resource .Printers, data, fax devices and other network devices and information are resources.
6. **User:** Any person that uses a client to access resources on the network.
7. **Protocols:** These are written rules used for communications. They are the languages that computers use to talk to each other on a network.

Some basic types of computer networks include:

- **Local Area Network (LAN)**
It connects network devices over a relatively short distance like in a single building or campus. LANs are typically owned, controlled and managed by a single person and organization.
- **Wide Area Network** A WAN provides long distance transmission of data, voice, image and video information over large geographical areas that may comprise a country, continent, or even the whole world.

Internet

The Internet is a global system of interconnected [computer networks](#) that use the standard [Internet protocol suite](#) (TCP/IP) to serve several billion users worldwide. It is a network of networks that consists of millions of private, public, academic, business, and government networks, of local to global scope, that are linked by a broad array of electronic, wireless and optical networking technologies.

The Internet contains billions of web pages created by people and companies from around the world, making it a limitless location to locate information and entertainment. The Internet also has thousands of services that help make life more convenient. For example, many financial institutions offer online banking that enables a user to manage and view their account online.

Basic Applications of Internet

The internet is treated as one of the biggest invention. It has a large number of uses.

1. **Communication:** it is used for sending and receiving message from one and other through internet by using electronic mail. Some of the web sites providing this service are yahoo.com Hotmail.com rediffmail.com etc
2. **Job searches:** getting information regarding availability of job in different sectors and areas. You can publish your resume in online for prospective job. Some of the web sites providing this service are naukri.com, monster.com, summerjob.com, recuritmentindia.com *etc.*
3. **Finding books and study material :** books and other study material stored around the world can be easily located through internet. Latest encyclopaedias are available online.
4. **Health and medicine:** internet provide information and knowledge about field of health medicine people can have information about various disease and can receive help .patient can be taken to virtual

check room where they can meet doctors. Some of the web sites providing this service are 5.

Travel: one can use internet to gather information about various tourist place . it can be used for booking Holiday tours , hotels, train and flights. Some of the web sites providing this service are indiatravelog.com, rajtravel.com, makemytrip.com.

6. Entertainment one can download jokes, songs muvis, latest sports updates through internet Some of the web sites providing this service are cricinfo.com, movies.com espn.com 7.

Shopping : internet is also used for online shopping. By just giving accounts details you can perform the transaction. You can even pay your bills and perform bank related transaction.

8. Stock market updates : you can sell or buy shares while sitting on computer through internet. Several websites like ndtvprofit.com, moneypore.com, provide information regarding investment.

9. Research : a large number of people are using internet for research purposes you can download any kind information by using internet.

TCP/IP Applications

The highest-level protocols within the TCP/IP protocol stack are Application Protocols. They communicate with applications on other internet hosts and are the user-visible interface to the TCP/IP protocol suite. All application protocols have some characteristics in common: -

They can be user-written applications or applications standardized and shipped with the TCP/IP product. Indeed, the TCP/IP protocol suite includes application protocols such as:

1. Telnet for interactive terminal access to remote internet hosts
2. File Transfer Protocol (FTP) for high-speed disk-to-disk file transfers
3. Simple Mail Transfer Protocol (SMTP) as an internet mailing system
4. Most applications use Client / Server model of interaction.

Connecting to the Internet The Internet is a global network of computers that allows rapid, worldwide communication. There are currently more than 250 million people connected to the Internet. The purpose of the Internet is to communicate and share information.

Connecting from Home There are four main components to getting connected

to the Internet: 1. Computer:- For PC access, a 400 Mhz or faster Processor is recommended. With Windows 95/98 at least 48 MB of RAM and more will help increase the computer's speed for faster Internet cruising. A Sound Card and Speakers also are recommended so one can hear the audio information on the Internet.

2. Modem: - A modem allows digital data to be transmitted to and from computer over phone lines. A modem (from Modulate and Demodulate) is a device that modulates an analog carrier signal to encode digital information. The goal is to produce a signal that can be transmitted easily and decoded to reproduce the original digital data. Modems can be used over any means of transmitting analog signals, from driven diodes to radio. Modern modems run at 56,000 bps (bits per second). This is commonly referred to as a 56K modem.

3. Internet Service Provider (ISP):- ISPs (Internet Service Providers) are Organizations that allow users to dial into ISP computers (for a fee) to connect to the ISP's Internet link. ISPs generally provide an Internet connection and an e-mail address.

4. Software: - A Web Browser or Internet Browser is a software application for retrieving, presenting, and traversing information resources on the World Wide Web. An information resource is identified by a Uniform Resource Identifier (URI) and may be a web page, image, video, or other piece of content. Although browsers are primarily intended to access the World Wide Web, they can also be used to access information provided by Web Servers in private networks or files in file systems.

Basic Internet and Network Set Up People use the Internet everyday to communicate with friends and family, gather information, find entertainment and do much more. There are several different ways to connect with your Internet Service provider. In most cases, connection is set up using a Dial-Up Connection, DSL or Cable. DSL (Digital Subscriber Line) is a family of technologies that provide digital data transmission over the wires of a local telephone network.

Connecting to the Internet using Broadband Broadband connections to the Internet have become more popular and affordable than ever. DSL and Cable offer higher speed connections than Dial-Up, and also allows to connect to the Internet without tying up with the Telephone Line, or getting a second line just for Internet access.

Accessing the Internet through a Dial Up Account Using a Dial-Up account is a good and inexpensive way to connect to the Internet if you primarily just check email and do some light web browsing. Dial-Up accounts are also great if you travel a lot, since most ISPs have access numbers throughout the country.

Troubleshooting

Losing access to one's e-mail and favorite Web sites can be as frustrating as picking up a dead telephone receiver. Although the problem may lie with the ISP, it's worth knowing how to troubleshoot user's own end of the line, too.

Model questions and answers

Q1. What are computer networks?

Ans. Two or more computers connected together through a communication media form a computer network. The computers are connected in a network to exchange information and data.

Q2. What are the basic types of computer networks?

Ans. Some basic types of computer networks include:

- Local Area Network (LAN)
- [Wide Area Network](#) A WAN

Q3. What do you understand by Internet?

Ans. The Internet is a global system of interconnected [computer networks](#) that use the standard [Internet protocol suite](#) (TCP/IP) to serve several billion users worldwide.

Q4. What is a Local Area Network?

Ans. It connects network devices over a relatively short distance like in a single building or campus. LANs are typically owned, controlled and managed by a single person and organization.

Q5. What is a wide area network?

Ans. Provides long distance transmission of data, voice, image and video information over large geographical areas that may comprise a country, continent, or even the whole world.

Questions for self practice Q1. What are computer networks?

Q2. What is a local area network?

Q3. What is a wide area network?

- Q4. What is internet?
 Q5. What are the applications of internet?
 Q6. What is a TCP/IP?
 Q7. Basis of connecting internet from home?

Multiple Choice Questions Q1. Computer Networks are of ___ types.

- a) 2
- b) 3
- c) 4
- d) 5

Q2. Which of these is not a feature of a Wide Area Network.
 a) Voice b) Image c) Small area coverage d) Video Information Q3.

The Internet is a global system of interconnected computer _____

- a) Networks b) Ropes c) Wires d) Screens Q4. DSL stands for a) Digital System Line b) Digital Subscriber Line c) Domestic sewer Line d) None of the above Q5. A modem allows digital data to be transmitted to and from computer over _____.

- a) Computer network b) Radio Waves c) Phone Lines d) Digital Lines.

Q6. What is the full form of LAN

- a) Local Area Network.
- b) Local Ancilliary Network.
- c) Long Area Network d) None of the above.

Answers : 1-a; 2-c; 3-a; 4-b; 5-c; 6-a **True and False**

1. Computer networks are of 4 types.
2. Local area network covers a long range of area.
3. WAN is not owned.
4. LAN is typically owned.
5. Internet has no application in the field of banking.
6. A modem allows digital data to be transmitted to and from computer over phone lines.
7. Protocols are written rules used for communication.
8. A physical connection between devices and network is media.

Answers : 1-false; 2-false; 3-true; 4-true; 5-false; 6-true; 7-true; 8-true.

Chapter 6

WWW & Web Browsing

World Wide Web (WWW) is the leading information retrieval service of the [Internet](#)(the worldwide computer network). The Web gives users access to a vast array of documents that are connected to each other by means of [hypertext](#) or hypermedia links—*i.e.*, [hyperlinks](#), electronic connections that link related pieces of information in order to allow a user easy access to them. Hypertext allows the user to select a word from text and thereby access other documents that contain additional information pertaining to that word; hypermedia documents feature links to images, sounds, animations, and movies. The Web operates within the Internet's basic [client-server](#) format; servers are computer programs that store and transmit documents to other computers on the network when asked to, while clients are programs that request documents from a server as the user asks for them. Browser software allows users to view the retrieved documents.

The development of the World Wide Web was begun in 1989 by [Tim Berners-Lee](#) and his colleagues at [CERN](#), an international scientific organization based in [Geneva](#), Switz. They created a protocol, [HyperText Transfer Protocol](#) (HTTP), which standardized [communication](#) between servers and clients.

The web is the most popular Internet service next to e-mail, but it accesses a larger quantity and greater variety of data than any other service on the Internet. The World Wide Web or the web in short is an Internet based global information system. It makes available multimedia information from over 4 million computers around the world. The web offers video, interactive multimedia and live audio, in addition to more basic data types, such as text documents and still photographs.

Important Elements of the Web Websites Vs Web Pages A webpage is what you see through your browser by scrolling the window up and down. A website is composed of a group of webpages linked together. A complete website is usually fairly self-contained, with pages created and maintained by the same authors and often stored on a single computer. The pages may link to other pages that are not part of that site. We'll take a look at how to find out more about

websites later in this section.

As with libraries, websites vary in size and complexity. For example, the Valley Library's website is a distinct site, but is also part of the larger OSU website. This tutorial is a separate website with links to various pages on the Library's site (and elsewhere). As you'll see, both this tutorial site and the Library's site link to many other pages on other websites.

Dynamic and Static Website A static website contains information that does not change. It remains the same, or static, for every viewer of the site. A dynamic website contains information that changes, depending on the viewer of the site, the time of the day, the time zone, the native language of the country the viewer is in or many other factors. A dynamic web site can contain client-side scripting or server-side scripting to generate the changing content, or a combination of both scripting types. These sites also include HTML programming for the basic structure. The client-side or server-side scripting takes care of the guts of the site.

Hyper Text

Hypertext is the organization of information units into connected associations that a user can choose to make. An instance of such an association is called a [link](#) or hypertext link. (And the highlighted word "link" in the previous sentence is an example of a hypertext link.) Hypertext was the main concept that led to the invention of the World Wide Web, which is, after all, nothing more (or less) than an enormous amount of information content connected by an enormous number of hypertext links.

Hyperlinks

A hyperlink is a word, phrase, or image that you can click on to jump to a new document or a new section within the current document. Hyperlinks are found in nearly all Web pages, allowing users to click their way from page to page. Text hyperlinks are often blue and underlined, but don't have to be. When you move the cursor over a hyperlink, whether it is text or an image, the arrow should change to a small hand pointing at the link. When you click it, a new page or place in the current page will open.

Hyperlinks, often referred to as just "links," are common in Web pages, but can be found in other hypertext documents. These include certain encyclopedias, glossaries, dictionaries, and other references that use hyperlinks. The links act the same way as they do on the Web, allowing the user to jump from page to page. Basically, hyperlinks allow people to browse information at hyperspeed.

Web Browser

Browser, short for *web browser*, is a software application used to enable computers users to locate and access web pages. Browsers translates the basic HTML (Hypertext Mark Up Language) code that allows us to see images, text videos and listen to audios on websites, along with hyperlinks that let us travel to different web pages. The browser gets in contact with the web server and requests for information. The web server receives the information and displays it on the computer.

There are different browsers for various things you do on the internet. There's a text based browser. With a text based browser you are only allowed to see text. Graphical material are not displayed. Hyperlinks are accessed by typing it in through the keyboard. An example of a text based browser is LYNX. There's a graphical browser and that allows the user to see all types of multimedia.

There are several types of browsers but the one thing they have in common is that they carry out the same function; they transfer hypertext. Here are some familiar common web browsers:

- Mozilla FireFox
- Netscape Navigator
- Microsoft Internet Explorer

Popular Web Browsing Softwares Google Chrome

It is a Web browser that is designed for Windows systems. It gives users a minimal design that Google refers to as th 'sophisticated technology' which makea the web faster, safer, and easier on Windows-based PCs. Google Chrome includes searching from the address bar, thumbnail views of your favorite pages



for quick access

Mozilla Firefox

Mozilla [Firefox](#) is a free, open source, cross-platform, Web browser developed by the Mozilla Corp. and hundreds of volunteers. Mozilla Corp. is responsible for the browser, where volunteers and enthusiasts have created many of the plug-ins available for the browser.



Microsoft Internet Browser Microsoft's Internet Explorer ([IE](#)) is currently considered the dominant browser. IE version 7X offers tabbed browsing, instant access to e-mail, integrated RSS support, better standards compliance, a built-in phishing filter, advanced security (cross-domain script barriers, International Domain Name Anti-Spoofing protection and so on), and an option for deleting browsing history by removing user-identifiable information.



Netscape Navigator

The first commercial Web browser was [Netscape](#). The latest version is available for Windows XP, Windows 2000, Windows 98 SE and Windows ME. Netscape Browser 8x is the next-generation release of Netscape's venerable and once extremely popular Web browser. Version 8.0 is based on code from company spin-off Mozilla, borrowing much of the functionality and format from the increasingly popular Firefox browser.



LYNX

Lynx is a highly configurable [text-based web browser](#) for use on cursor-addressable character cell [terminals](#). It is the oldest web browser currently in general use and development.



Ncsa Mosaic

it was the first to make a major splash. In November 1993, Mosaic v 1.0 broke away from the small pack of existing browsers by including features—like icons, bookmarks, a more attractive interface, and pictures—that made the software easy to use and appealing to "non-geeks." NCSA offered Mosaic free [from its website](#), and soon more than 5,000 copies were being downloaded each month; the center was receiving hundreds of thousands of email inquiries a week, and [Internet traffic was dramatically rising](#).



Search Engine

A search engine is a web-based tool that enables users to locate information on the World Wide Web. Popular examples of search engines are Google, Yahoo!, and MSN Search. Search engines utilize automated software applications (referred to as robots, bots, or spiders) that travel along the Web, following links from page to page, site to site. The information gathered by the spiders is used to create a searchable index of the Web.

Every search engine uses different complex mathematical formulas to generate search results. The results for a specific query are then displayed on the SERP. Search engine algorithms take the key elements of a web page, including the page title, content and keyword density, and come up with a ranking for where to place the results on the pages. Each search engine's algorithm is unique, so a top ranking on Yahoo! does not guarantee a prominent ranking on Google, and vice versa. To make things more complicated, the algorithms used by search engines are not only closely guarded secrets, they are also constantly undergoing modification and revision. This means that the criteria to best optimize a site with must be surmised through observation, as well as trial and error — and not just once, but continuously.

Popular Search Engines

Google

Google is the undisputed king of web search. While it doesn't offer all the shopping center features of Yahoo!, Google is fast, relevant, and the largest single catalogue of Web pages available today. Google offers outstanding features like photos, maps and many more.

Yahoo

it is a search engine, a news aggregator, a shopping center, an emailbox, a travel directory, a horoscope and games center, and more. This 'web portal' breadth of choice makes this a very helpful site for Internet beginners. Searching the Web should also be about discovery and exploration, and Yahoo! delivers that in wholesale quantities.

Alta Vista

Alta Vista was created by the research facility of Digital Electronics Corporation(DEC) of USA. This search engine has a spider called scooter that traverses the web and Usenet newsgroups. Indexing is based on the full text of a document and the first few lines are used as an abstract. AltaVista search supports full Boolean, phrase and case sensitive searches. The engine has two modes of search types namely, simple and advanced search.

Hot Bot

HotBot is a [web search engine](#) currently owned by [Lycos](#). This search engine is most suitable for searching specific words or phrases. The HotBot search contains a text box for the users to enter their query string, and a list box to choose the appropriate rule, like all words, any words, or exact phrases. HotBot is primarily used for fine-tuning your search.

Webcrawler

WebCrawler is a [metasearch engine](#) that blends the top search results from [Google Search](#) and [Yahoo! Search](#). WebCrawler also provides users the option to search for images, audio, video, news, yellow pages and white pages. WebCrawler is a registered trademark of [InfoSpace](#), Inc. WebCrawler was originally a separate search engine with its own database, and displayed advertising results in separate areas of the page. More recently it has been repositioned as a metasearch engine, providing a composite of separately identified sponsored and non-sponsored search results from most of the popular search engines.

Infoseek

It is a popular search engine with a robot that retrieves HTML and PDF documents. It indexes full text and generates a short summary of each document. InfoSeek allows searches in the web, Usenet groups, and web Frequently Asked Questions (FAQ). This offers indexed site searches and divides the web into a number of convenient baskets. Unlike Yahoo! InfoSeek aims to have catalogued more websites than virtually any other search engine on the Internet.

Lycos

It contains 66 million pages in its database. This search engine has a robot that uses heuristics to navigate the web and build a searchable index. For each document indexed, the robot keeps the outgoing links in a queue and selects a URL from it. One heuristics for example may force the robot to select a URL that points to a web server's homepage. Users can submit URLs for indexing.

Accessing Web Browser

To access a web browser you need to do the following: 1. Install a web browser software like Internet Explorer, Mozilla Firefox on any other in your machine.

2. Double click that particular icon. To open the browser
3. Provide an address of a page which you want to see in the address bar and press Enter.

Using Favorites Folder

Internet Explorer Favorites, also known as bookmarks, are simply a way of saving a site that you like so you can find it later without going on the Web to search for it. It's also a great system for organizing your search efforts in manageable folders. If you don't have Internet Explorer and would like to try it out, download Internet Explorer from Microsoft's Internet Explorer site.

How To Create A Favorite in Internet Explorer 1. Identify the sites of your choice that you enjoy in your web search travels, and would like to save for future reference.

2. Click on the "Favorites" icon in the Internet Explorer toolbar.
3. You'll see either a drop down menu or a left side screen window pop up; depending on which Favorites icon or button you selected. Select "Add", and click OK.
4. In my own experience, it's best to organize your Internet Explorer Favorites as you add them by collecting them in folders.

Using Your Internet Explorer Favorites

The internet favourites can be used by clicking the favourites icon on the toolbar and then select the site you would like to visit.

Organizing Your Internet Explorer Favorites In order to organize your favourites follow the following steps 1. Click on the Favorites icon, then on the Organize Favorites button.

2. Select the New Folder button. Pick an intuitive name, such as

"Favorite Blogs", and click Ok.

3. Now, select the Favorite you want to organize, and click on the Move button.

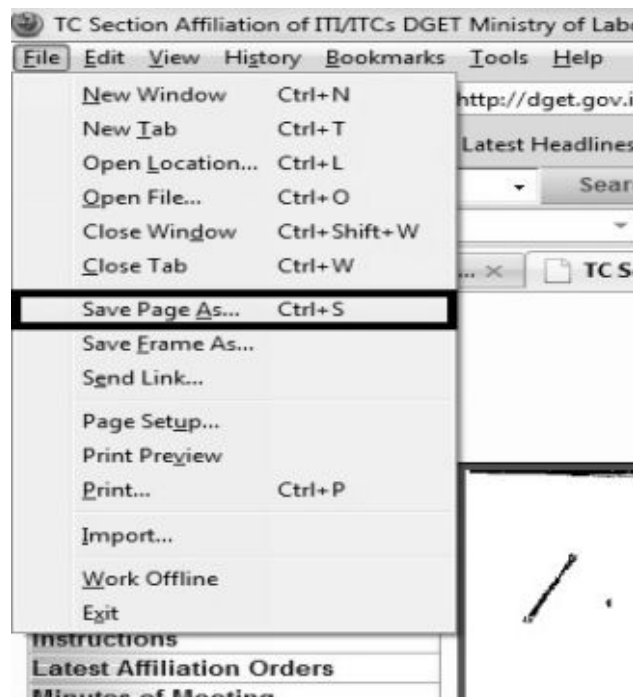
4. Select the folder you want to move this Internet Explorer Favorite to, and click Ok.

5. The best way to keep your Favorites useable is to move the Favorite to a folder as soon as you want to add it.

Downloading Web Pages

In order to download a web page follow the following steps:

1. Open a desired website
2. Open a desired page to be downloaded from the website.
3. Click on the file option and select "Save Page As"
4. Select the drive and folder the file is to be saved.
5. Click OK.



Printing Web Pages

In order to print a desired webpage following steps are required :-

1. Open the website containing the page.
2. Open the desired webpage.
3. Click on the file button and select "print" option.

server name is between the double slash (//) and the first single slash (/); and the resource id is everything after the first single slash (/).

http://www.smccd.eduaccountscsmlibrary/index.htm protocol | server name | resource id Let's examine each part of this URL: **First part: protocol** (http://) The protocol identifies the method (set of rules) by which the resource is transmitted. All Web pages use HyperText Transfer Protocol (**HTTP**). Thus, all web URL's (including CSM Library's) begin with **http://**.

Second part: server name (www.smccd.edu/) The **server name** identifies the computer on which the resource is found. (Computers that store and "serve up" Web pages are called remote **servers**.) This part of the URL commonly identifies which company, agency or organization may be either directly responsible for the information, or is simply providing the computer space where the information is stored. Web server names often begin with the letters **www**, but not always.

The server name always ends with a dot and a three-letter or two-letter extension called the **domain name**. The domain is important because it usually identifies the type of organization that created or sponsored the resource. Sometimes it indicates the country where the server is located. The most common domain names are: * **.com** which identifies company or commercial sites

* **.org** for non-profit organization sites

* **.edu** for educational sites (most commonly four-year universities)

* **.gov** for government sites

* **.net** for Internet service providers or other types of networks If the domain name is two letters, it identifies a country, e.g. **.us** for the United States, **.uk** for the United Kingdom, **.au** for Australia, **.mx** for Mexico or **.ca** for Canada.

The server name for our library's Web site is: **www.smccd.edu**. The server name may also be the name of a **Web site**. (A **Web site** is a complete group of Web pages that are organized as a comprehensive set.) Web sites can be either all of the pages on one server (computer) or all of the pages under a specific subdirectory on a server. For CSM Library, the server name (**www.smccd.edu**) identifies the San Mateo County Community College District. The CSM Library Web site consists of all of the pages under the subdirectory: **accountscsmlibrary**.

Third part: resource ID (*accountscsmlibrary/index.htm*) The **resource ID** is the name of the file for the page and any directories or subdirectories under which it is stored on the specified computer. The resource ID for our library's homepage is:**accountscsmlibrary/index.htm**. (A "homepage" is the opening or

main page for any web site that provides links to all of the other pages on the site.) The part of the resource ID after the last slash (/) is the **file name** for the specific page or other resource. The file name ends with a three or four letter designation that specifies the **file type** (e.g., **.htm** or **.html** for a standard Web page, **.jpg** or **.gif** for common graphic files.)

IP Address and Domain name

What is an IP Address

The IP address takes the form of a dotted-quad number, such as 128.175.13.92. No other computer/server on the same network or on the Internet can have the same IP address at the same time.

When we use domain names to access a website or online service, we are using a human readable shortcut which corresponds with the server's IP address. DNS servers on the Internet automatically translate domain names into IP addresses each time we use a domain name.

What is a Domain Name?

New computer users often confuse domain names with universal resource locators, or URLs, and Internet Protocol, or IP, addresses. This confusion is understandable. It is worth learning the differences between them because these terms are ubiquitous. It is also helpful to be able to use terms correctly when communicating to technicians or other people within a professional organization.

This naming convention is analogous to a physical address system. People find web pages in a manner similar to the way that they use maps to find physical locations. If the Internet is like a phone book, and a web page is like a physical building, the URL would be the precise street address of that building. The IP address would be like the car that travels to its destination. There are also other useful metaphors for understanding this relationship.

Domain Names and URLs

The universal resource locator, or URL, is an entire set of directions, and it contains extremely detailed information. The domain name is one of the pieces inside of a URL. It is also the most easily recognized part of the entire address. When computer users type a web address directly into the field at the top of their browser window, it initiates a process of locating the page requested. To do so, the instructions contained inside the URL, including the domain name, must correctly point to that location. The IP address is a numerical code that makes this possible.

Domain Names and IP Addresses An Internet Protocol, or IP, address is different than a domain name. The IP address is an actual set of numerical

instructions. It communicates exact information about the address in a way that is useful to the computer but makes no sense to humans. The domain name functions as a link to the IP address. Links do not contain actual information, but they do point to the place where the IP address information resides. It is convenient to think of IP addresses as the actual code and the domain name as a nickname for that code. A typical IP address looks like a string of numbers. It could be 232.17.43.22, for example. However, humans cannot understand or use that code. To summarize, the domain name is a part of the URL, which points to the IP address.

How do Domains Work?

Domain names work because they provide computer users with a short name that is easy to remember. Users enter web addresses into the URL field at the top of their browser's page from left to right. The domain name itself is read from right to left according to the naming hierarchy discussed below. This link provides directions to the network, which ultimately results in a successful page load at the client end of the transaction.

The common fictitious domain name, `www.example.com`, is comprised of three essential parts:

- `.com` - This is the top-level domain.
- `.example.` - This is a sub-domain.
- `.www.` - This is a sub-domain prefix for the World Wide Web. The original use of this prefix was partly accidental, and pronunciation difficulties raised interest in creating viable alternatives.

Many servers use a three-letter naming convention for top-level domains, and they are separated from sub-domains by a dot. The significance of the top-level domain is the most important for new users to grasp. It identifies the highest part of the naming system used on the Internet. This naming system was originally created to identify countries and organizations as well as categories.

The most common categories are easily recognized by new computer users, and they include:

- `.com`
- `.org`
- `.edu`
- `.net`
- `.mil`

A significant expansion of the top-level domains occurred, and they now

include:

- .biz
- .museum
- .info
- .name

Country codes are also easily recognizable to new users because the abbreviations are the same ones used for other purposes. The organization of the domain name hierarchy and the ability to reserve them for only one purpose has already undergone several modifications. Discussions and debates concerning the availability and affordability of domain names can be expected to continue.

Sub-domains are organized to the left of the top-level domain, and this is the part of the domain system that is most recognizable to humans. It is common to see several levels of sub-domains, and some countries developed specific conventions of organization to communicate information within their internal naming systems.

Surfing The Web

Surfing the web, it is the most common line we hear from any person, whether he is a student, professional or a home maker. Internet has penetrated into our lives at a very fast pace. Today things like ordering food, reading newspapers, getting recipes all can be done on a click of a mouse. Internet has a vast number of websites catering to various interest zones and classes therefore there is something for everyone on the web.

Using E-governance Website e-Government is creating a comfortable, transparent, and cheap interaction between government and its respective citizens, government and business enterprises and relationship between governments. There are four domains of **e-government** namely, governance, information and communication technology(ICT), business process reengineering(BPR)and e-citizen. The primary delivery models of e-Government can be divided into:

Government-to-Citizen or	
Government-to-Consumer (G2C)	Government-to-Business (G2B)
Government-to-Government (G2G)	Government-to-Employees (G2E)

Within each of these interaction domains, four kinds of activities take place: Uploading information over the Internet, e.g.: regulatory services, general holidays, public hearing schedules, issue briefs, notifications, etc.

Both-way communications between the government agencies

and the citizen, a business, or another government agency. In this model, users can engage in dialogue with agencies and post problems, comments, or requests to the agency.

conducting transactions, e.g.: lodging tax returns, bill payments
etc.

Model Questions with Answers

Q1. What are computer www?

Ans. is the leading information retrieval service of the [Internet](#)(the worldwide computer network). The Web gives users access to a vast array of documents that are connected to each other by means of [hypertext](#) or hypermedia links—*i.e.*, [hyperlinks](#), electronic connections that link related pieces of information in order to allow a user easy access to them.

Q2. What is hypertext and hypertext link?

Ans. Hypertext is the organization of information units into connected associations that a user can choose to make. An instance of such an association is called a [link](#) or hypertext link.

Q3. What is a URL?

Ans. Every Web page has a unique address called a URL (Uniform Resource Locator) which identifies where it is located on the Web.

Q4. Explain a web browser?

Ans. Browser, short for *web browser*, is a software application used to enable computers users to locate and access web pages. Browsers translates the basic HTML (Hypertext Mark Up Language) code that allows us to see images, text videos and listen to audios on websites, along with hyperlinks that let us travel to different web pages. The browser gets in contact with the web server and requests for information.

Q5. What is an IP Address?

Ans. IP stands for Internet protocols. IP is a number or value that is used to uniquely identify a computer on the Internet. It is a 32-bit value and this number can be divided into four different sections separated by period.

Q6. What is a search engine?

Ans. A search engine is a web-based tool that enables users to locate information on the World Wide Web. Popular examples of search engines are Google, Yahoo!, and MSN Search. Search engines utilize automated software applications (referred to as robots, bots, or spiders) that travel along the Web, following links from page to page, site to site.

Questions for self practice Q1.

What do you understand by WWW?

- Q2. Explain atleast 3 web browsing softwares.
- Q3. What do you mean by search engines?
- Q4. How can we download an print web pages?
- Q5. What is an e-governance website?
- Q6. What is a domain name?
- Q7. What is an IP Address?
- Q8. What is a URL?

Multiple Choice Questions Q1. Which of the following is not a search engine.

- a) Yahoo b) Google c) Hotbot d) Rediffmail Q2.

Which of the following is not a web browser.

- a) Mozilla firefox b) Google Chrome c) Yahoo d) Internet explorer.

Q3. Hypertext is the organization of ____ into connected associations.

- a) Information Units b) Wires c) Internet d) None of the above.

Q4. Which of these is a characteristic of e-governance website.

- a) G2C
- b) G2G
- c) G2E
- d) All of the Above Q5.

What are the types of websites a) Sttic

- b) Dynamic c) None of the above d) Both a and b Answer : - 1-d; 2-c;

3-a; 4-d; 5-d **True or False**

1. Mozilla firefox is a search engine.
2. Google.com is a web browser.
3. Every web page has a unique URL.
4. Data can be modified in static websites.
5. Websites and web pages are the same.
6. Data cannot be changed in dynamic websites.
7. E-governance sites helps in bringing government close to people.

8. www stands for world wide web.
9. Web pages cannot be downloaded.
10. Web pages can be printed and stored.

Answer : 1-false; 2-false; 3-true; 4-false; 5-false; 6-false; 7-true; 8-true; 9-false; 10-true.

Chapter -7

Communications and Collaborations

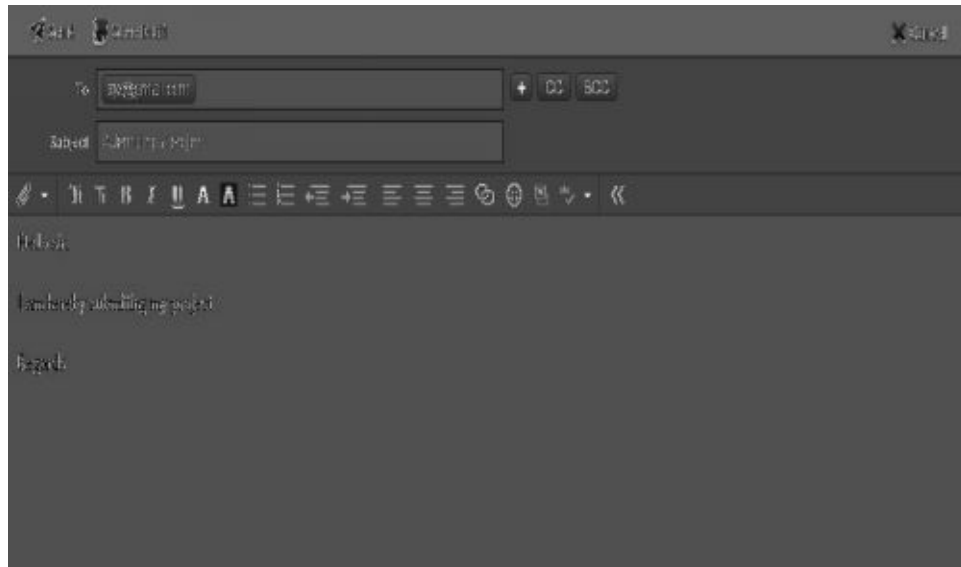
As we have studied earlier the basics of internet and web browsing. The main component that connects the world, through internet is facility of communication or interaction across the globe. Internet today facilitates use of emails, messaging and other such facilities that helps us in connecting with the world. We can send emails and messages to our friends and relatives anywhere in the world by using the magical facility of an e-mail.

Objective of this chapter is to understand the basics of an email or an online messaging service that is empowering our life today. Communication being the basic most need of human beings is satisfied through this components.

Basics of an Email.

What is Electronic Mail or E-Mail.

Going by a basic definition we can say that an e-mail is a [text](#) messages that may contain [files](#), [images](#), or other [attachments](#) sent through a network to a specified individual or group of individuals. Just like in old days when we use to write letter and telegrams to our relative, an email solves the same purpose in an efficient and faster way. We can send email to any person on the network with a valid email account with any host or website. An email is like any letter “From” an email account “To” another email account with a specific “Subject” and “Content”, with or without an “Attachment”. Here is an example of an email from abc@yahoo.com to xyz@gmail.com



Components of An E-mail From: It refers to the e-mail address from which the email is being sent, like in the case above it is sent by abc@yahoo.com.

To: It is the email address to whom the email is being sent, in the example above the email is being sent to xyz@gmail.com.

.Bcc: Blind Carbon Copy; It is referred to as the addition receivers to whom a copy of the mail is to be sent.

Subject: It is a one line summary of the content of the mail. Like “Submission of Project”, Application for a Job”, etc.

Send : It is an instruction given to send the email to a desired address.

Email Addressing Using e-mails is not a rocket science its an easy step by step procedure to communicate with the world.

1. First step is to open an email account. An email account is your identity or address on the internet where people can send and receive emails from you. In order to open an account one has to look for an email hosting site like yahoo.com, gmail.com, rediffmail.com etc. On filling a simple form on the website we can open an account on the website.



In the above example, in order to open an account click on “New User? Register Now”, fill a simple form and create your online account.

2. For sending an email, sign in into your email account by giving your user name and password in the desired boxes and enter your email address. On entering into your account you will see a screen shot as shown below in the picture. You can choose to see the messages received by you by clicking on “Inbox” and can send a new email by clicking on “Compose”.



3. The next technical step in emailing proceeds in your mailbox's SMTP server. The SMTP server is a server application that is responsible for sending messages over the SMTP protocol. It is a service generally provided by your ISP. The message is sent from the mail address, the SMTP server receives it over the network and reads the email address

set in the "To". It then asks for the MX record corresponding to the recipient's e-mail address.

4. Further, the DNS server responds with the MX DNS record of the recipient's e-mail address, and the SMTP server connects to it and delivers the message to the opposite or receiver's mail server.
5. Once the e-mail message is delivered to the mailbox on the recipient's mail server, the recipient can start his mail address software application and receive the message by downloading it from the server using the POP3 protocol.

Benefits of Email Following points highlight the benefits of emails:-

Ease of Communication

Email has reached a high level of popularity due largely to the convenience of it. Messages move quickly and lots of information can be shared in the body of the email or through attachments. Emails are easily archived and searched. Emails offer the writer a chance to think through his thoughts and present a professional level of communication. Businesses use email to solicit new clients, provide customer service and keep employees in the loop on developments. Email's versatility makes it an indispensable part of any modern small business.

Costs

Businesses can keep costs down by using low cost or free web email services. Many documents that used to be sent through the mail at regular postage rates can be sent by email. These savings add up significantly over time. Money is also saved by the speed of email. Modifying a proposal and responding to customer needs quickly might make the difference between a made sale and a lost sale.

Marketing

Marketing is a major business use of email. A well-run email marketing campaign is effective, inexpensive and builds good will with customers. Brick and mortar businesses can easily send coupons or store updates to drive visitors. Any business can start a regular e-newsletter with compelling content that captures customers' attention and keeps the business at the front of their minds. All of this comes without the printing and postage costs associated with physical newsletters and mailings.

Ease of Access Emails can be accessed through laptops and other mobile devices regardless of whether you are at the office, on the road, out in the field

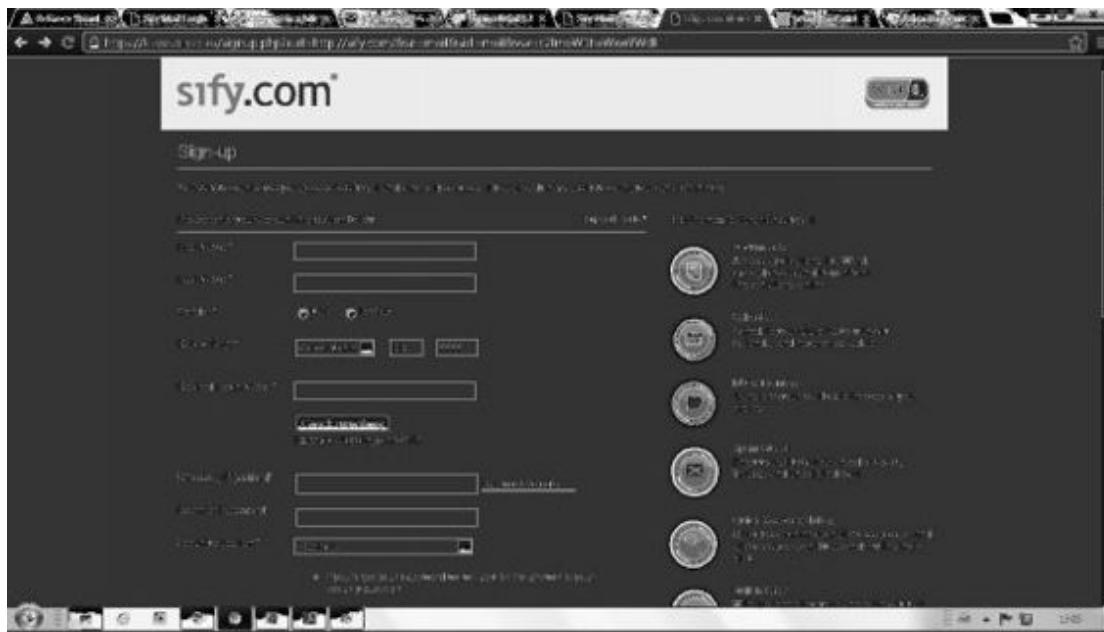
or away for the weekend. Email allows employees and owners to efficiently manage communications in ways that fit into their time and scheduling. It is a key factor in having an effective mobile work force.

Collaboration Email can be sent to multiple people and groups for use as a collaboration or training tool. This may come in the form of a survey or request for feedback from customers. It can also be used for drafting business proposals with partners and keeping employees in the loop on new procedures or projects. Email allows the participants to work together at their own speed, rather than under the pressure of a conference call or in-person meeting. It also means that a good record of the work is maintained for future reference.

Step By Step Guide to Using Emails Step 1 : Opening an email Account
Email account can be opened with any web free email service like gmail.com, yahoo.com, sify.com, rediffmail.com. Go to the website you desire to open an account with for example sify .com.



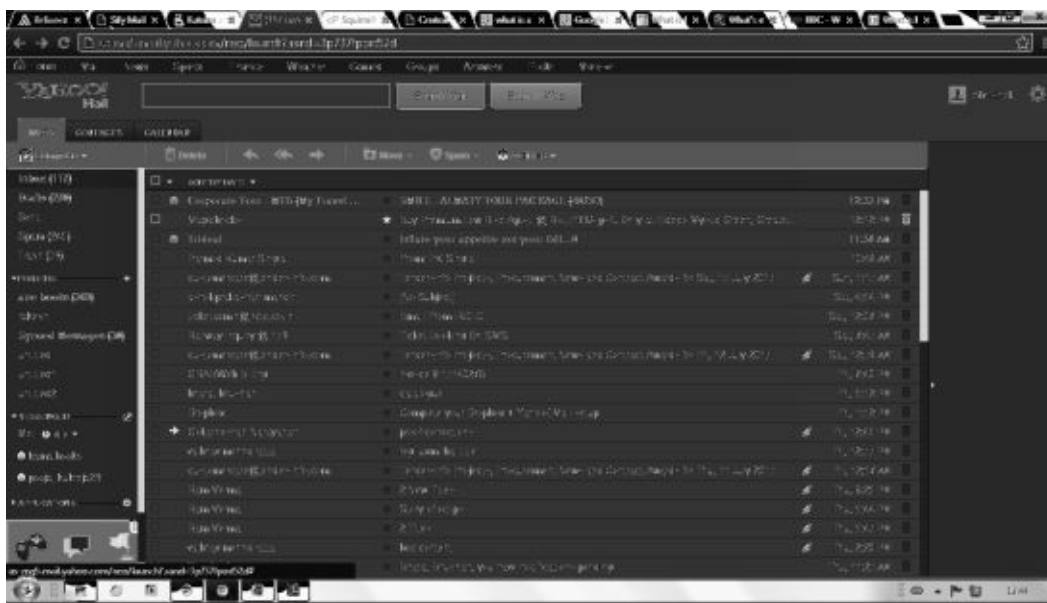
The click on the new user link given under “login to mail” and a form like the one given below would appear.



Fill in your details, desired user name and password and get a free email account for yourself.

Step 2 : Checking Inbox and Outbox

After opening an account one wishes to check his or her emails for checking the messages being received or sent by them. For this one has to login into their account by given valid username and password and following options would appear.

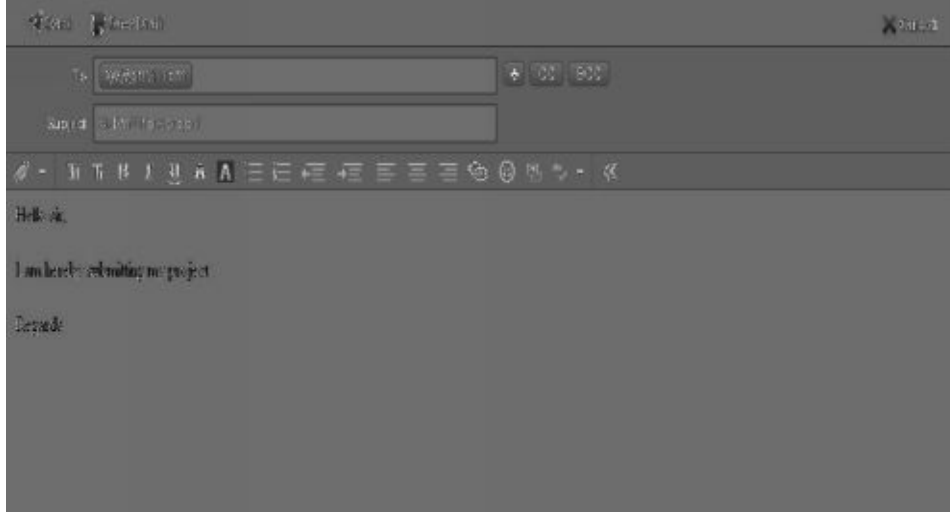


Here if we click on the “Inbox” we get a complete information about the mails received and if we click on ourbox we get the complete details of the mails sent

by us.

Step 3: Creating and Sending a New Email

On entering our email account, we can see a plate named “compose”, when we click on “compose” the following page opens



After opening this page, we type the email address of the receiver in “To” column and one line jist of the mail in “Subject” column. Then we type the content of the mail in the matter column and then we click on the “Send” button to send the mail.

Step 4 Replying and Forwarding to an Emails.

After we have received an email from an account, we can send a reply to the mail by clicking on the “Reply” option on the top of the page, after clicking on reply it will open an compose page with receivers info in the “To” column automatically.

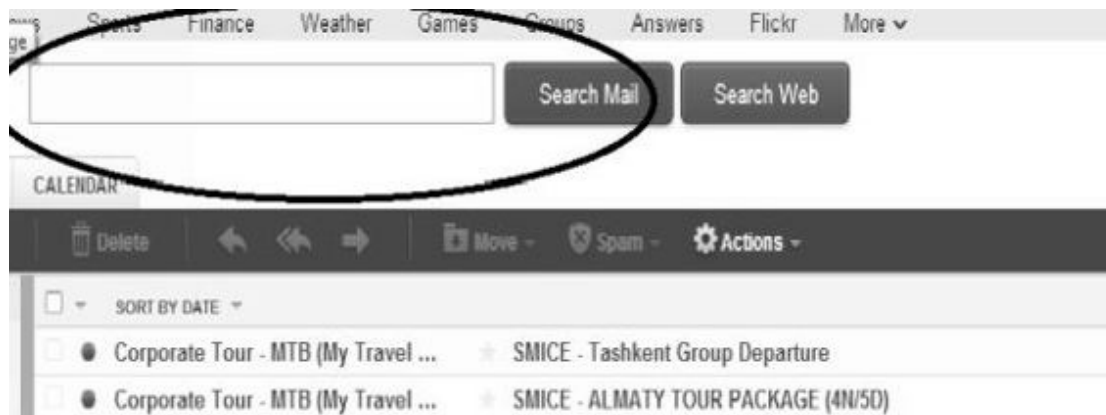


If we want to forward that email to other friends or business associates, there is an option of “Forward” available next to “Reply” by clicking on “Forward” we can enter the email addresses of the people we want to forward the email to and then click on the “Send” button.



Step 5: Sorting and Searching Emails In our email account we get a facility of sorting our emails as per our choice by categorizing them. We can create a personal folder whereby we can direct some of the emails from specific senders directly into my personal account and in the same way we can create professional accounts too.

Searching mails in your email account is a cake walk. There is a bar on the top of the screen that gives you an option of searching a mail. We can type the email address or subject words and click on the “Search Mail” option and it will display all the mails received from that specific sender.



Document Collaboration Document collaboration is becoming one of the fast growing concepts across the globe. It is actually a simple creation of a pool of written content by various people which is handled by an editor. It involves file exchange through removable media or by email, through file server, information portals or SharePoint and Wikis. With document collaboration, the contributors of the content have the ability to add, edit and even remove the text in the system if deemed appropriate. While, on the other hand, the writing process can be changed from time to time as well depending on the goal of the system.

Instant Messaging and Collaboration It is a type of communications service that enables you to create a kind of private [chat room](#) with another individual in order to communicate [in real time](#) over the [Internet](#), analagous to a telephone conversation but using [text](#)-based, not voice-based, communication. Typically, the instant messaging system alerts you whenever somebody on your private list is online. You can then initiate a chat session with that particular individual. Some of the most important IM services today are provided by Google, Yahoo Messenger, Rediffbol, Skype *etc.*

Netiquettes

The Rules of Netiquette are social norms that individuals choose to follow facilitating effective communication on the internet. There are many accepted internet etiquette rules users follow for many different reasons. The core rules of netiquette are the most agreed upon netiquette rules. The golden Rule of Netiquette is the foundation of Cyber Etiquette theory. As classes of websites and formats for internet communication have expanded so have social conventions, netietiquette. There are groups of internet rules for various websites that are defined by site type, user, and cyber friends. Everyone could use a little netiquette.

Model Questions and Answers

Q1. What is an e-mail?

Ans. E-mail is a [text](#) messages that may contain [files](#), [images](#), or other [attachments](#) sent through a network to a specified individual or group of individuals.

Q2. What are the components of an e-mail ?

Ans. Following are the components of an e-mail **Subject Line:-**
The subject line is the first thing seen when your email arrives in the inbox.

It will also be the biggest factor in determining whether your email will be opened. Subject lines should be clear and compelling.

"From" Field: This is equally important in determining whether your email will be opened. The "From" field should be consistent and credible.

"To" Field: This field describes the account name from which the email has been sent. When ever a user creates a new email this field gets automatically copied from the account name.

"Cc" Field: Cc field includes people who should know about the message but don't need to act on it. They'll receive the same **Body:** Message body contains the actual email message **Q3. How can we open an email account?**

Ans. We can select a site of our choice to create an email id. On selection of site we can register for an email i.d. by filling a small form and entering a user id and password.

Q4. How to reply to a mail?

Ans. After we have received an email from an account, we can send a reply to the mail by clicking on the "Reply" option on the top of the page, after clicking on reply it will open an compose page with receivers info in the "To" column automatically.

Questions for self practice.

- Q1. How to open an email account?
- Q2. What are the benefits of opening an email account?
- Q3. What are the components of an email?
- Q4. How can we reply to or forward an email?
- Q5. How can we search for a mail in our inbox.?
- Q6. What are netiquettes ?

Multiple Choice Questions Q1. BCC stands for_____.

- a) Board of Cricket Control.
- b) Board Circuit Collaboration c) Blind Carbon Copy d) None.

Q2. An e-mail can be a) Replied b) Send c) Forward d) All the above Q3. New in-coming mails are received in_____.

- a) Outbox b) Spam c) Sent d) Inbox Q4. Which of the following are example of Instant messenger.

- a) Google talk b) Rediff bol c) Both of these d) None of these.

Answers :- 1-c; 2-d; 3-d; 4-c **True or False**

1. Not everyone can open an email account.
2. Instant messenger is an email service.
3. An email can be forwarded.
4. We can search for an email in our account.
5. We can sort emails as per our preference.
6. Data collaboration is not possible through email,
7. We can send attachments through mail.

Answers : - a-false; b-false; c-true; d-true; e-true; f-false; g-true.

Chapter 8

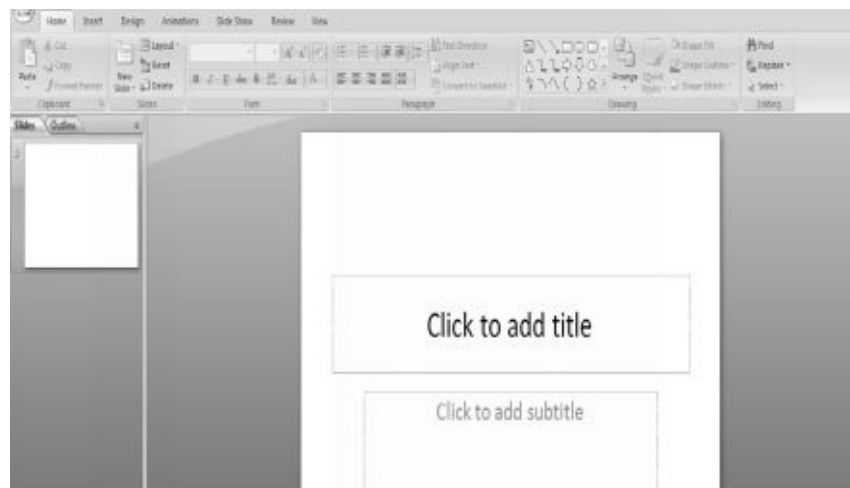
Making Small Presentations

A tool in the computer system named “Microsoft Powerpoint” enables us to create presentations on our computer that can be used for presenting an idea or a project in an effective audio-video format. Today students and corporates across the globe are using powerpoint to create presentations in the form of slides to present their data and information in an appealing format.

What is Microsoft Powerpoint PowerPoint is a presentation software program that is part of the Microsoft Office package.

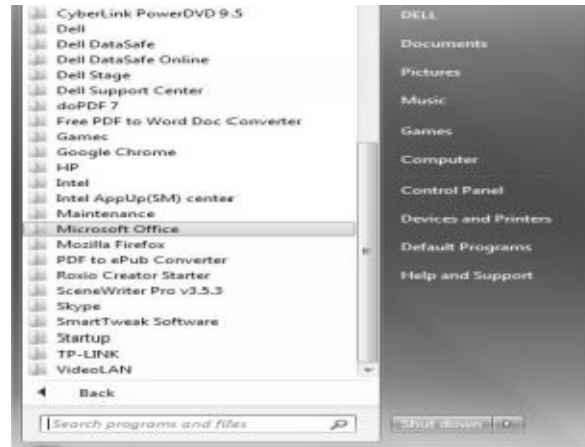
PowerPoint uses a graphical approach to presentations in the form of [slide shows](#) that accompany the oral delivery of the topic. This program is widely used in [business](#) and [classrooms](#) and is an effective tool when used for training purposes. PowerPoint is one of the simplest computer programs to learn. It is the number 1 program used worldwide for presentations. Anyone can create stunning presentations that look like they were designed by a professional.

A Snapshot of MS Powerpoint

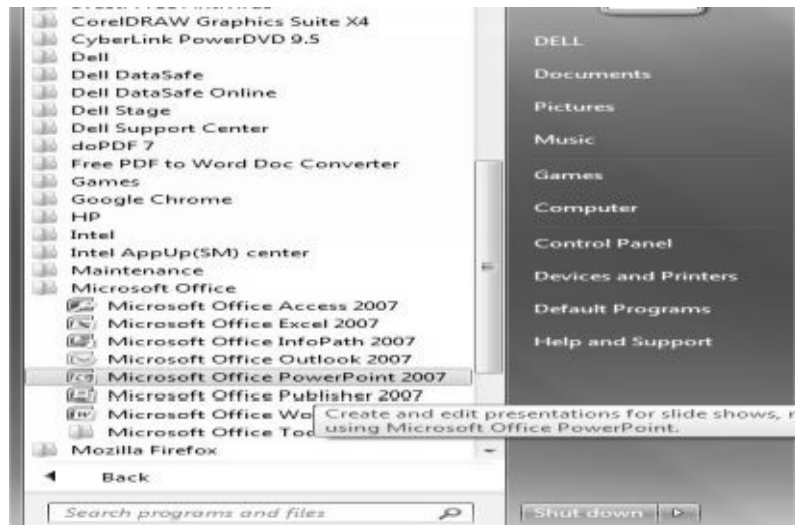


Opening Microsoft Powerpoint In order to open Microsoft Powerpoint,

1. Click on the start button
2. From the Programs select “Microsft Office



3. Select Microsoft Power Point and double click the left button of the mouse

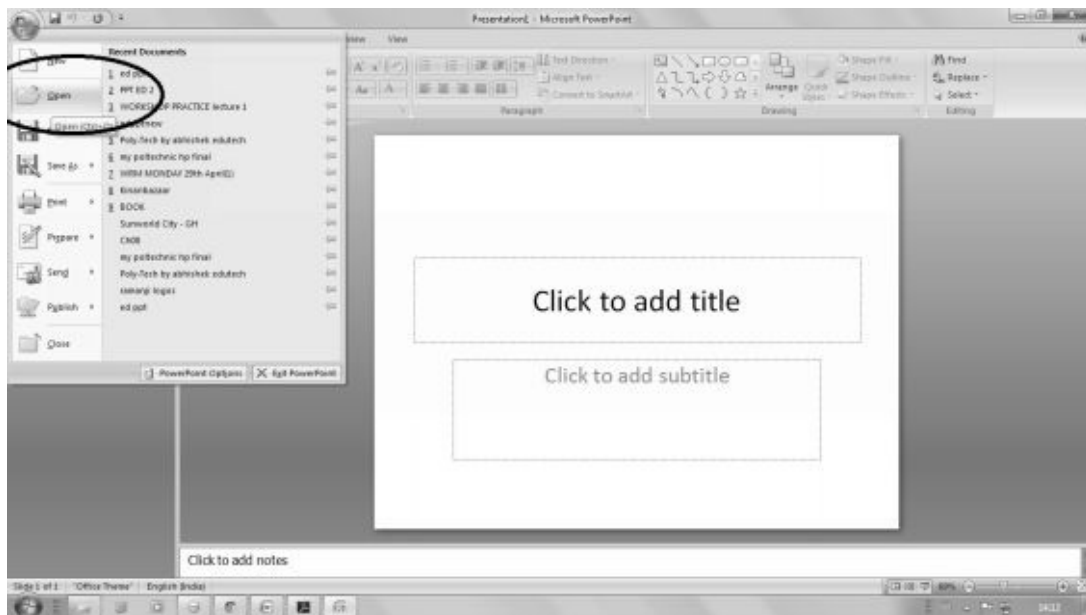


Opening A Power Point Presentation In order to open an already made power point presentation we need to take the following steps:-

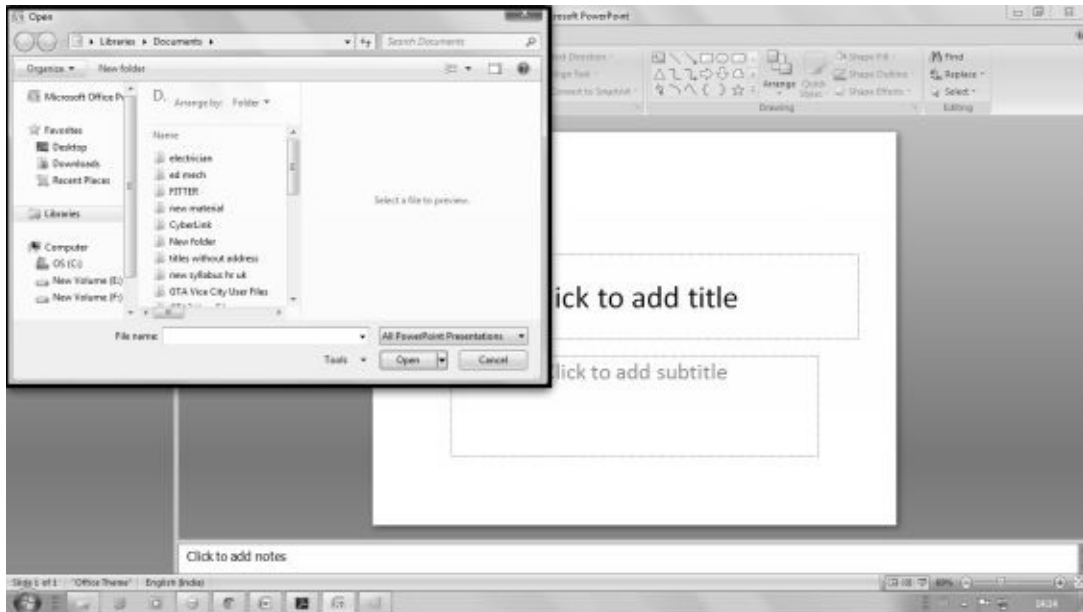
1. Open Microsoft Power Point
2. Left click on the file button on the top of the page.



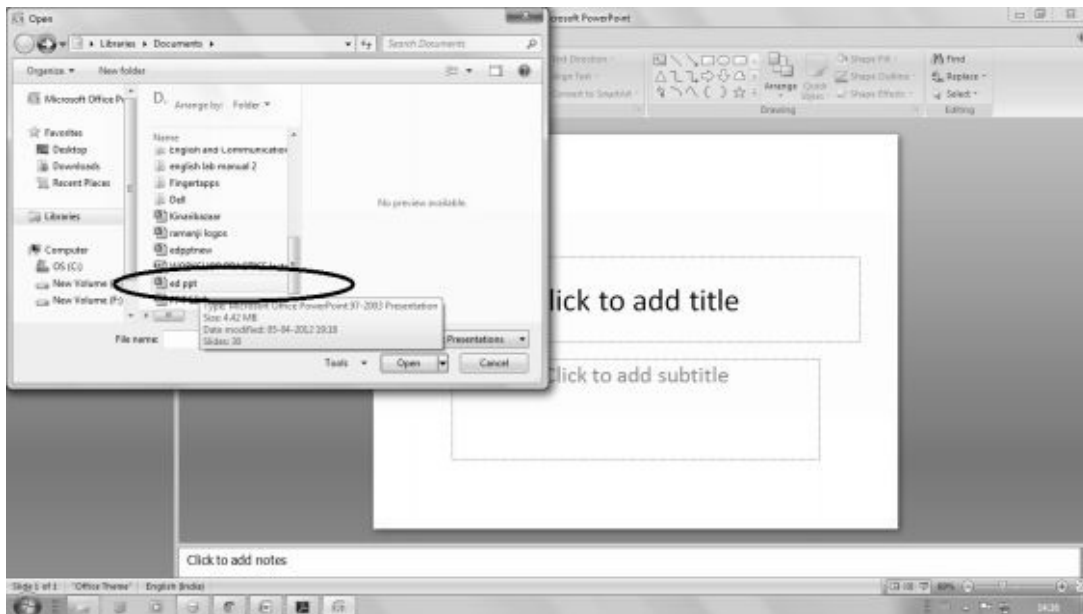
3. Click on the option “Open” on the bar



4. On clicking on open a folder option will be seen on the screen.



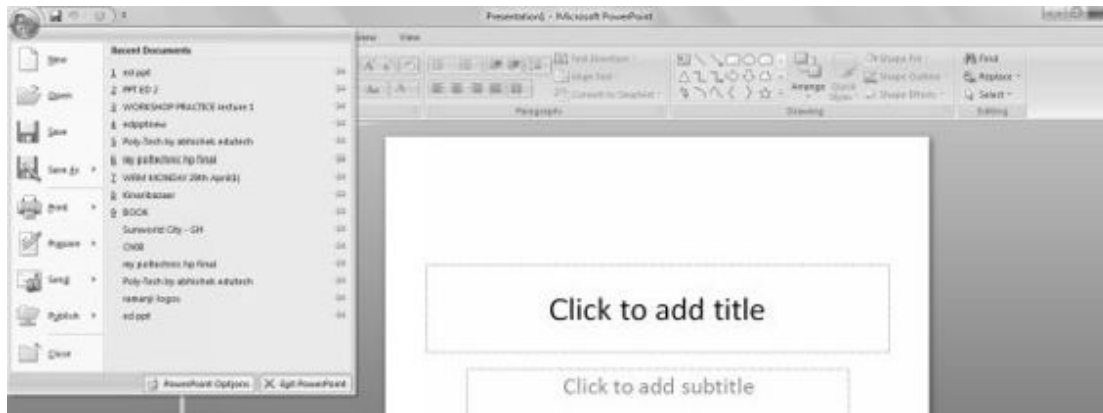
5. Select the desired file from the folder and double click on it to open.



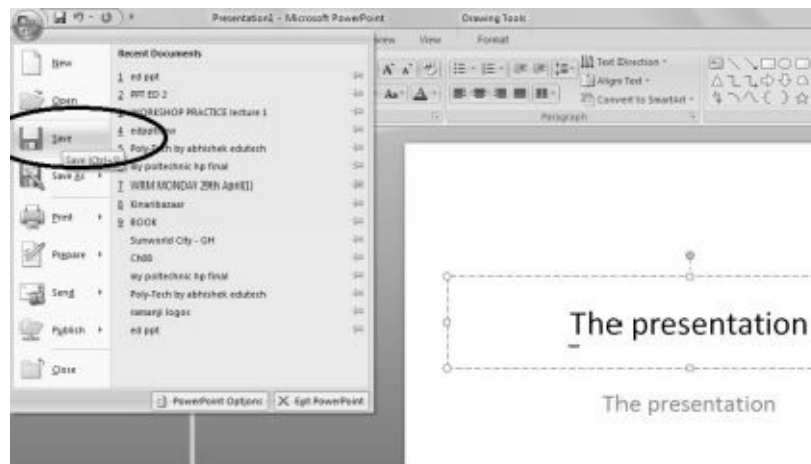
Saving a Power Point Presentation

Suppose you have made a power point presentation, the next step is to save that presentation for future use. In order to save a presentation the following steps are taken :-

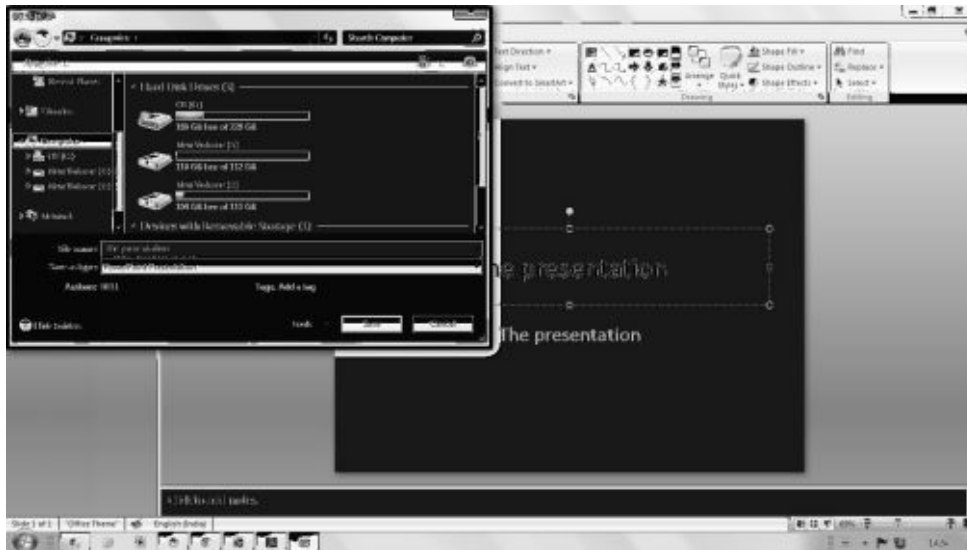
1. Click on the file option on the top most bar of Microsoft power point.



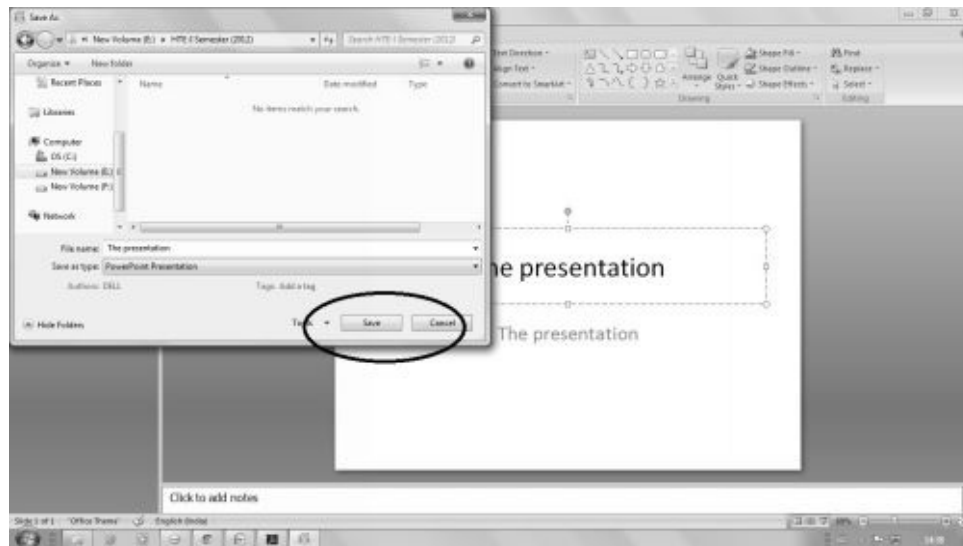
2. Click on the “Save” option.



3. On clicking the “Save” option the power point will generate a folder option, that helps you in saving the presentation in any desired directory and folder.

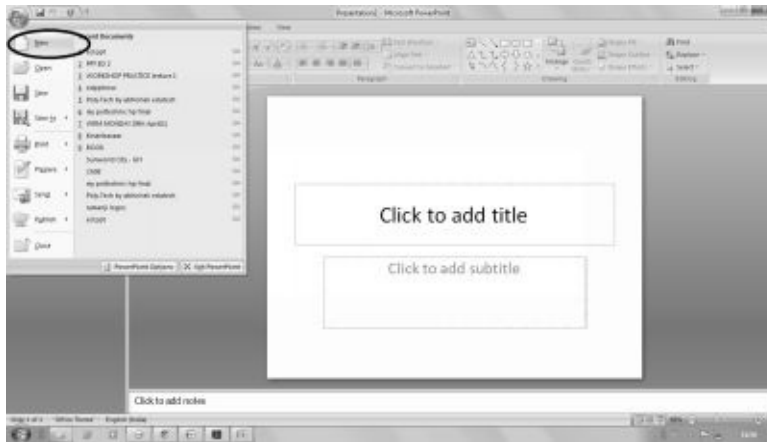


4. Select the desired directory and file and click on the save button, in order to save the file.



Creation of Presentation Now lets begin from the basics as to how to create a presentation in a power point.

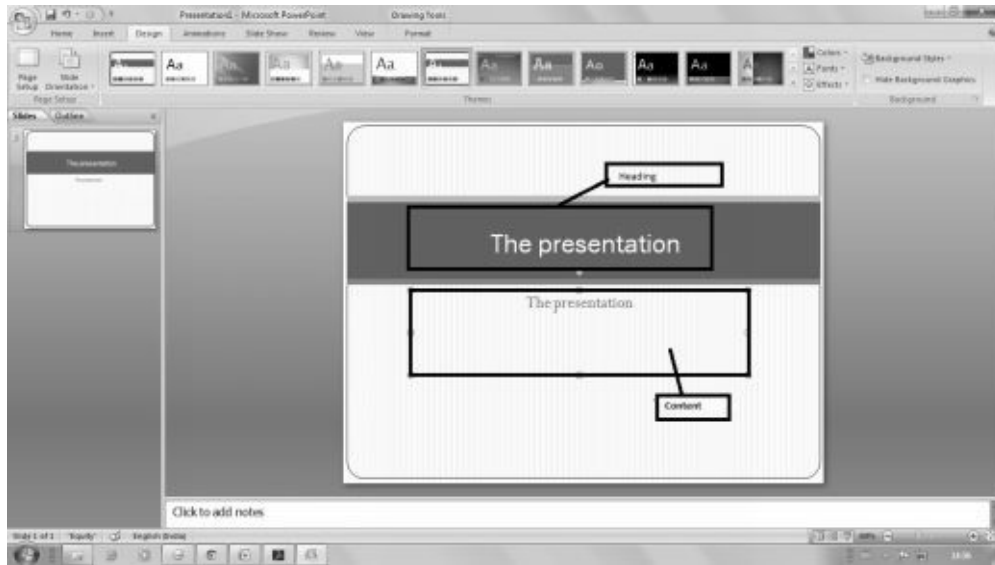
1. Open Microsoft power point as shown earlier in the chapter.
2. **Starting a new file** : Click on the file option on top of the page and select “new” option.



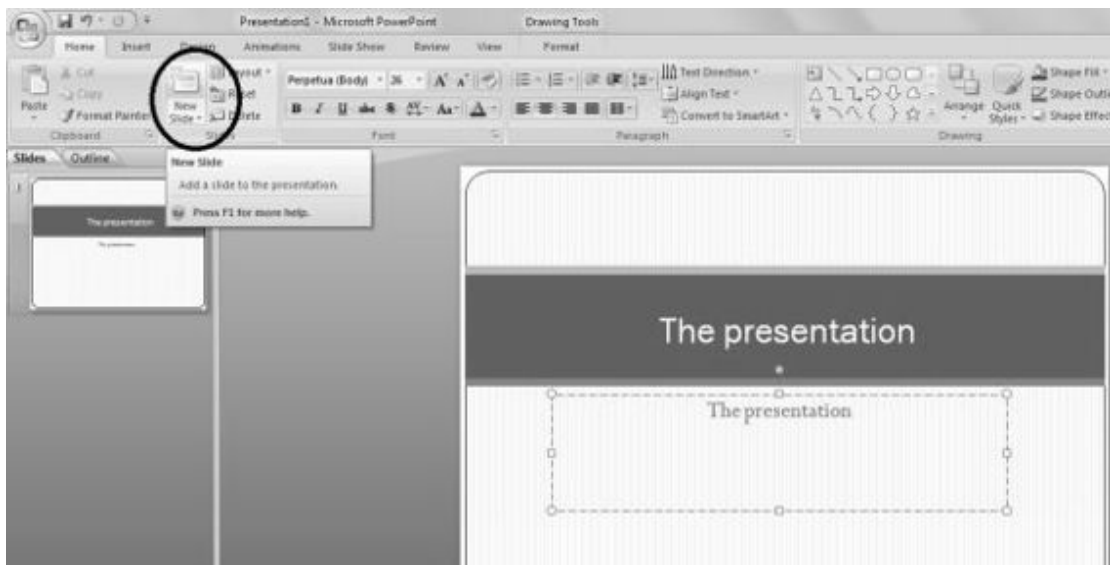
3. **Selecting Templates and Designs** : Go to the top bar of the power point and click on “design”, it will give you a variety of page designs and templates to choose from. Select a template that suits the theme of your presentation.



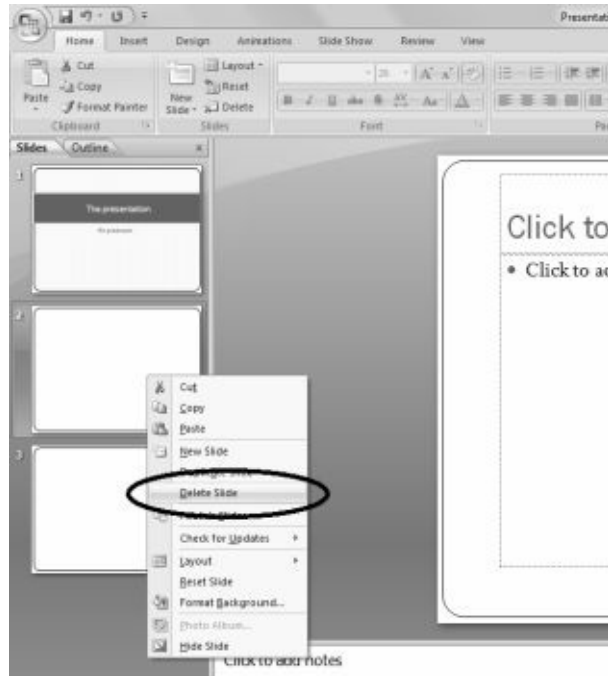
4. **Blank Presentation** :In case you want to create a blank presentation then skip step no. 3. This will give you a blank presentation page.
5. **Inserting and Editing Text** : On selection of template, now its time to enter text in your presentation. There are two textboxes provided on the slide. One for the heading and another for the content. You can simply type the heading of the slide in the heading textbook and basic content in the content textbox.



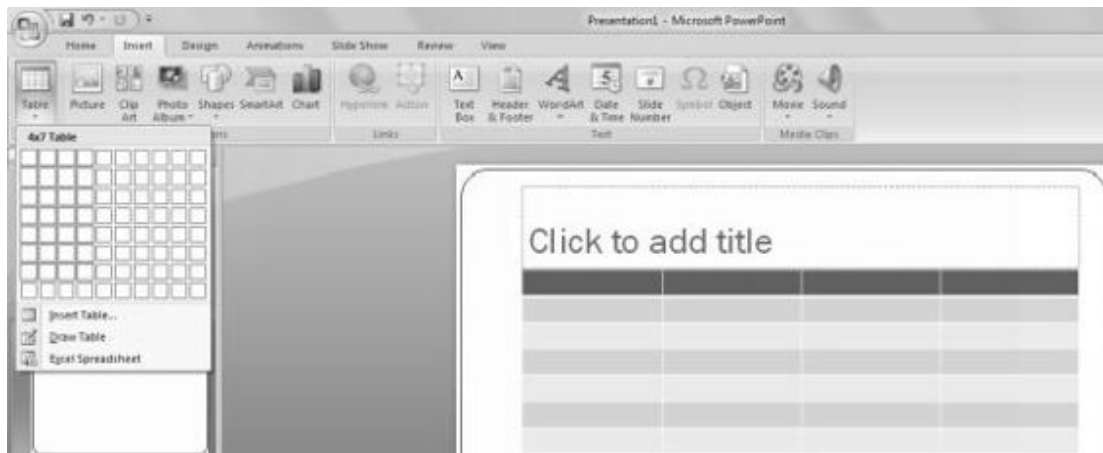
6. In order to edit the text just click on the textbox and make amendments as required.
7. **Inserting and Deleting Slides** : In order to insert a slide, click on new slide on the home bar of the power point page. This will give you a similar new slide in same template and design



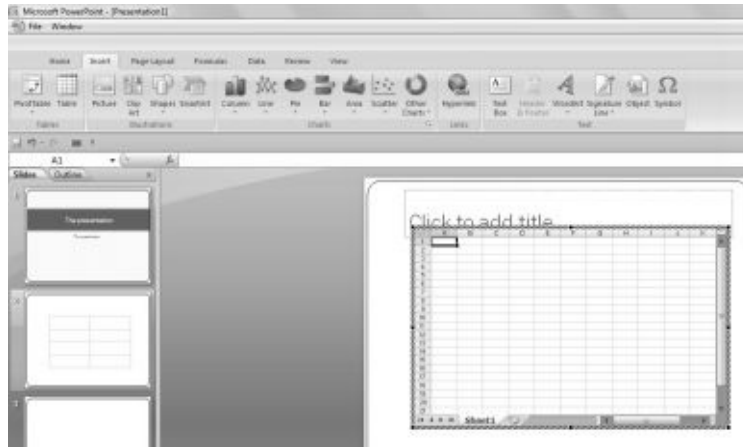
8. In order to delete a slide, go to the slide thumbnail on the side of the page and a rightclick on the slide you wish to delete, will generate options like cut, copy, paste, delete slide *etc.* Select the delete slide option by clicking on it.



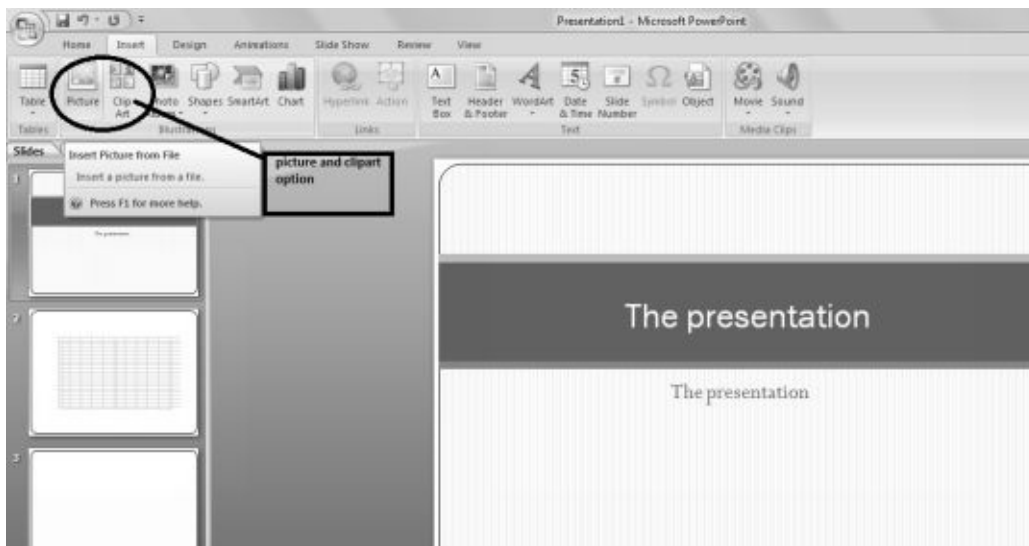
9. **Inserting Word Table or Excelesheet:** In order to enter a word table or excelsheet, click on the insert option on the topmost bar next to home bar. Clicking on insert opens up various options, select table option given on the left side of the bar select the option of a row and column table or an excel sheet to be inserted.



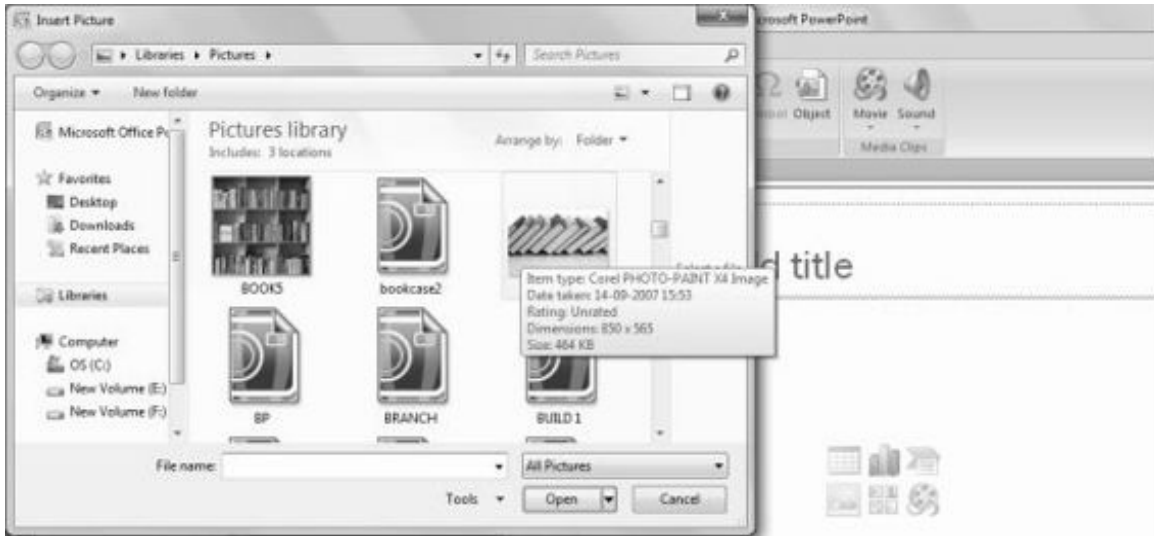
Selecting the insertion of an excel sheet will give you a complete excel sheet on your slide.



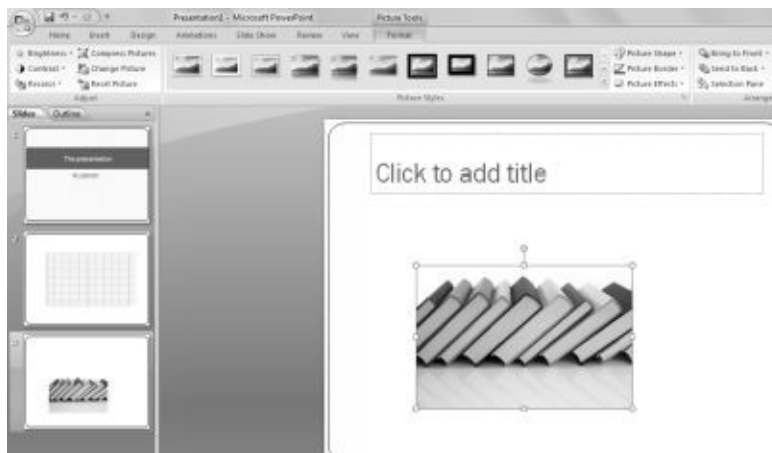
10. ***Adding Clipart or Picture to the Slide*** : In order to add a clipart or a picture to the slide in order to make it more interesting, click on the insert option as explained above and select the picture option on the tab.



On clicking the picture option, the power point will open a folder option, whereby you can choose or select a picture from a specific file or directory that your desire.



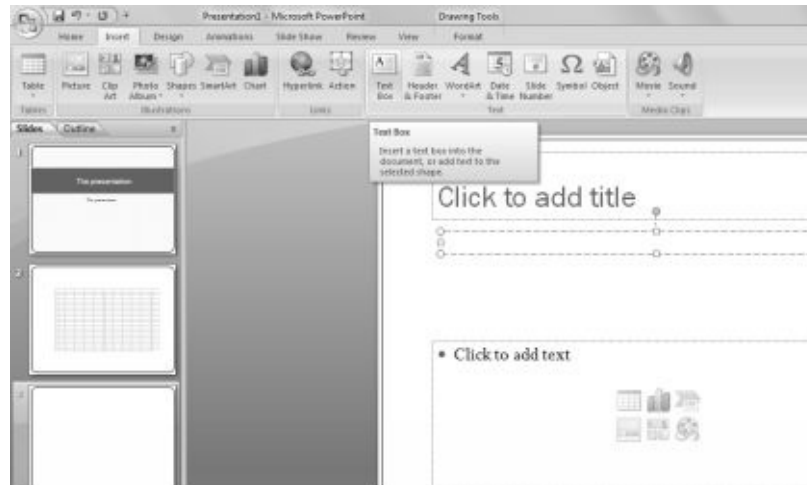
Select the desired file and click “open”. On doing this the selected picture will be displayed on your slide. You can further adjust the size and location of the picture on your slide.



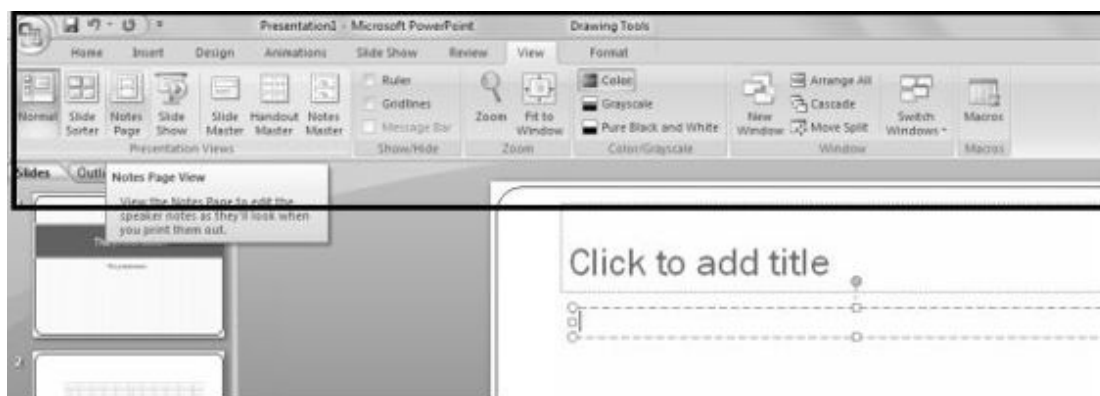
11. ***Inserting Other Objects in a power point*** : There are a variety of things that can be inserted in a presentation like movies, sounds, text tables, pictures, graphs *etc.* That helps a presenter to present his data and information in the most interesting ways. You can add internet links to the slide in order to show some facts and figures from the internet.



12. **Resizing of Inserted Objects:** The objects so inserted in a slide can be further resized, scaled and positioned as per our requirements. For example if we have to show some additional data in the slide in different font and format, then we can resize the textboxes in order to insert a third textbox as per desired size by expanding or reducing it from the edge points.



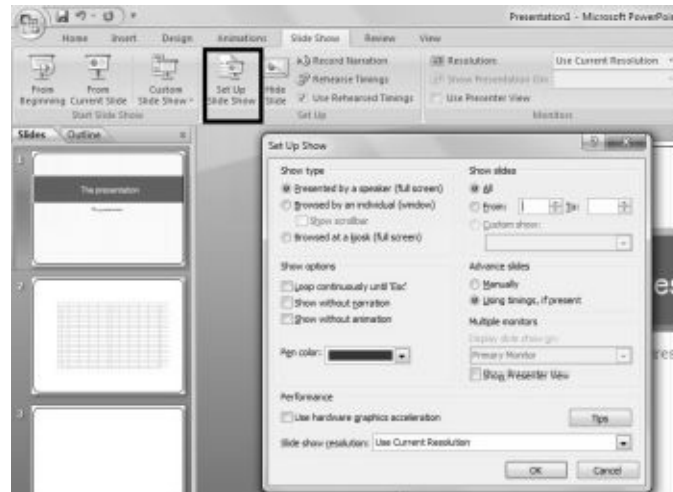
Viewing a Presentation Viewing a presentation is not just looking at the slides, its the view of the presentation the way your audience will see it. Clicking on the view option on the top bar of any version of power point will generate the following option for you to select from.



You can keep a normal view for the presentation, a notes style or a handout etc views of the slides as per your wish.

Choosing a Setup for Presentation.

In order to work on the setup of a slide, select the slide show option on the top bar and click on the slide show setup. It gives you variety of choices from slide timing, transition, speech, sizes *etc.* You can select the desired pattern for the slide show and click “OK” on making the final desired changes.



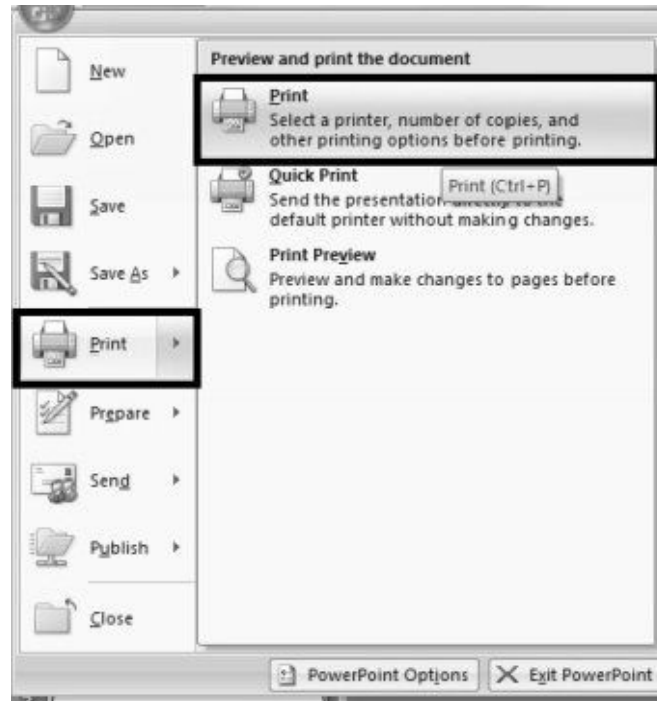
On deciding the setup for the slideshow we get the option of running a presentation in the form of a slide show. Just by clicking a simple button we can switch to slide show view.



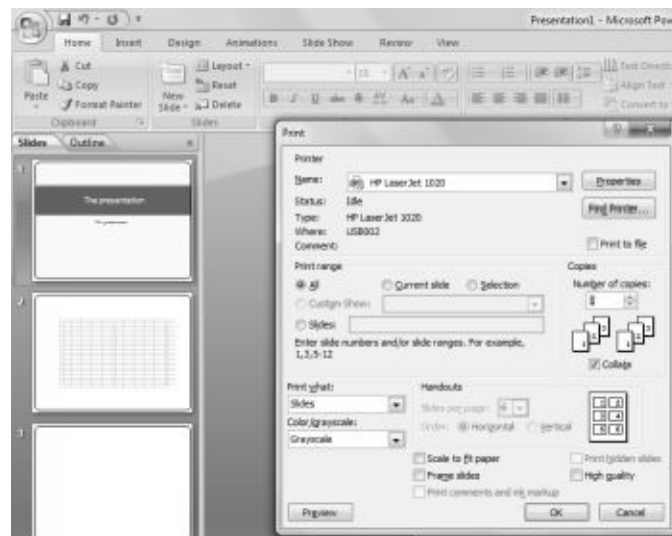
Adding Transition to the Slide Show In order to make slide show full of life one can add different types of transitions. Transition means small styles or animations that can be used in and switching of slides like fading, highlighting, jumping *etc.* In order to add transition select the “Animation” option on the top, it gives you an option to choose the kind of transition its timing, transfer sound *etc.*



Printing Slides and Handouts In order to use it for reference work one can take a printout of the slides for preparation and future reference. In order to take a print click on the file button on the left most side of the top bar. Select the print option from the same. It gives you a choice to see a preview of the material.



On clicking the print option, the print setup would be displayed on the screen. You can select the printer, page setup and number of copies to be printed. On selection press OK.



Model Questions and Answer

Q1. What is Power Point Ans. PowerPoint is a presentation software program that is part of the Microsoft Office package. PowerPoint uses a graphical approach to presentations in the form of [slide shows](#) that accompany the oral delivery of the topic.

Q2. How can you insert Picture in PowerPoint?

Ans. Picture can be inserted in PowerPoint in two ways:

From Clip Art From File **Q3. Briefly Explain the Print Option.**

Ans. Print Option is available in the File Menu. From this option the various Slides of the PowerPoint Presentation can be printed as well as Handouts can also be printed.

Q4. How can we link internet files to power point?

Ans. In the insert option given on the top menu bar we can click on the “link” option and then paste the link of web reference at a desired place.

Q5. How to save a presentation?

Ans. In order to save a presentation we need to click on the file option and select “save”.

Questions for self practice Q1. How to open a presentation?

Q2. How can we enter and edit text in a presentation?

Q3. How can we insert an excelsheet in a presentation?

Q4. How can we insert or delete slides in a presentation?

Q5. How can we run a slide show in a presentation?

Multiple Choice Questions Q1. Pictures can be inserted into a presentation through a) File b) Clipart c) Both of these d) None of these Q2.

Which of the following can be added to a slide.

a) Picture b) Sounds c) Excelsheet d) All the above Q3.

Which of the following commands to save a new file.

a) Save b) Save as c) Both a and b d) Print preview.

Q4. We can run a slide show by a) Adding transitions b) Show setup c) Taking hand outs d) None of the above Answers : - 1-c; 2-d; 3-c;

4 –b **True or False**

- We can insert pictures to a presentation.
- A presentation cannot be modified.
- Movies cannot be added to presentation.
- Internet links cannot be added to presentation.
- We can see print preview of the slides.
- We can change the templates of the slides.