Windows :- Windows is an operating system that has been developed by Microsoft. It comes in 2 forms Single user Multi-Tasking Operating System: - A single-user multitasking operating system is a type of operating system (OS) that is¬ developed to do multiple tasks at the same time.

An example of single user multi-tasking includes printing a page of a different word document at the same time allowing the user to edit other word documents. Examples of this are Windows Xp, Windows 7, and Windows 8. Multi user Multi-tasking Operating system :-A multi user multitasking operating system is the operating system developed to do¬ multiple tasks of multiple users at the same time. Examples of these operating systems are Windows NT, Windows 2000, Windows 2016.

. 0ffice 2007 3.1 Word Processing Word processing concepts: saving, closing, Opening an existing document, Selecting text, Editing text, Finding and replacing text, printing documents, Creating and Printing Merged Documents, Character and Paragraph Formatting, Page Design and Layout. Editing 4 and Profiling Tools: Checking and correcting spellings.

Handling Graphics, Creating Tables and Charts, Document Templates and Wizards. Lab-Assignment/ Test 3.2 Spreadsheet Package Spreadsheet Concepts, Creating, Saving and Editing a Workbook, Inserting, Deleting Work Sheets, entering data in a cell / formula Copying and Moving from selected cells, handling operators in Formulae, Functions: Mathematical, Logical, statistical, text, financial, Date and Time functions, Using Function Wizard. Formatting a Worksheet: Formatting Cells – changing data alignment, changing date, number, character or currency format, changing font, adding borders and colors, Printing worksheets, Charts and Graphs – Creating, Previewing, Modifying Charts. Integrating word processor, spread sheets, web pages.