
Fundamentals of IT & Programming

➤ Introduction of Computer

The word “computer” comes from the word “compute” , which means “to calculate”.

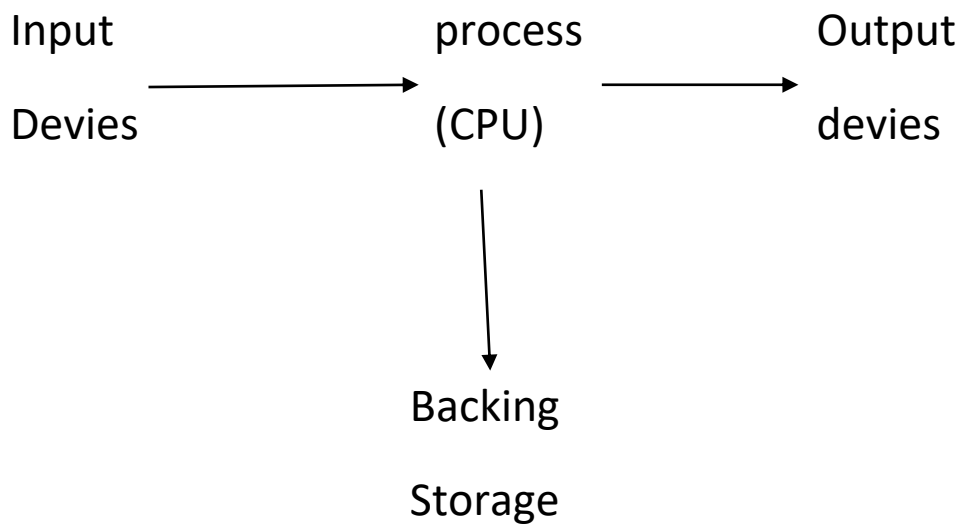
- ◆ Computer is basically a collection of electronic devices (called hardware) that works for you.
- ◆ Every device performs special tasks.
- ◆ Every devices cooperates with each other, by means of instructions called Software .
- ◆ The collection of hardware and software constitutes a computer system.

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- it is a programmable electronic devices designed for strong and processing data, based on sequence of instruction.

- A computer is a fast system a fast system that is organized to accept, store, and process data and

produce output result under the direction of a stored program of instruction of a stored program of instruction.



- The evolution of digital computing is often divided into generations
- Each generation is characterized by dramatic improvement over the previous generation in the technology used to build computers in terms of the internal organization of computers and internal organization of computers and program language .
- Five generations of computers

- First generation 1940 -1956

- second generation 1956-1964
- Third generation 1964-1971
- Fourth generation 1971- present
- Fifth generation

➤ **Types of memory**

Computer memory is of two basic types.

1. Primary memory /volatile memory
2. Seconedary memory /non –volatile memory

➤ **Primary memory / volatile memory**

Volatile memory is a computer storage that only maintains its data while the devies is powered.

Example -ram

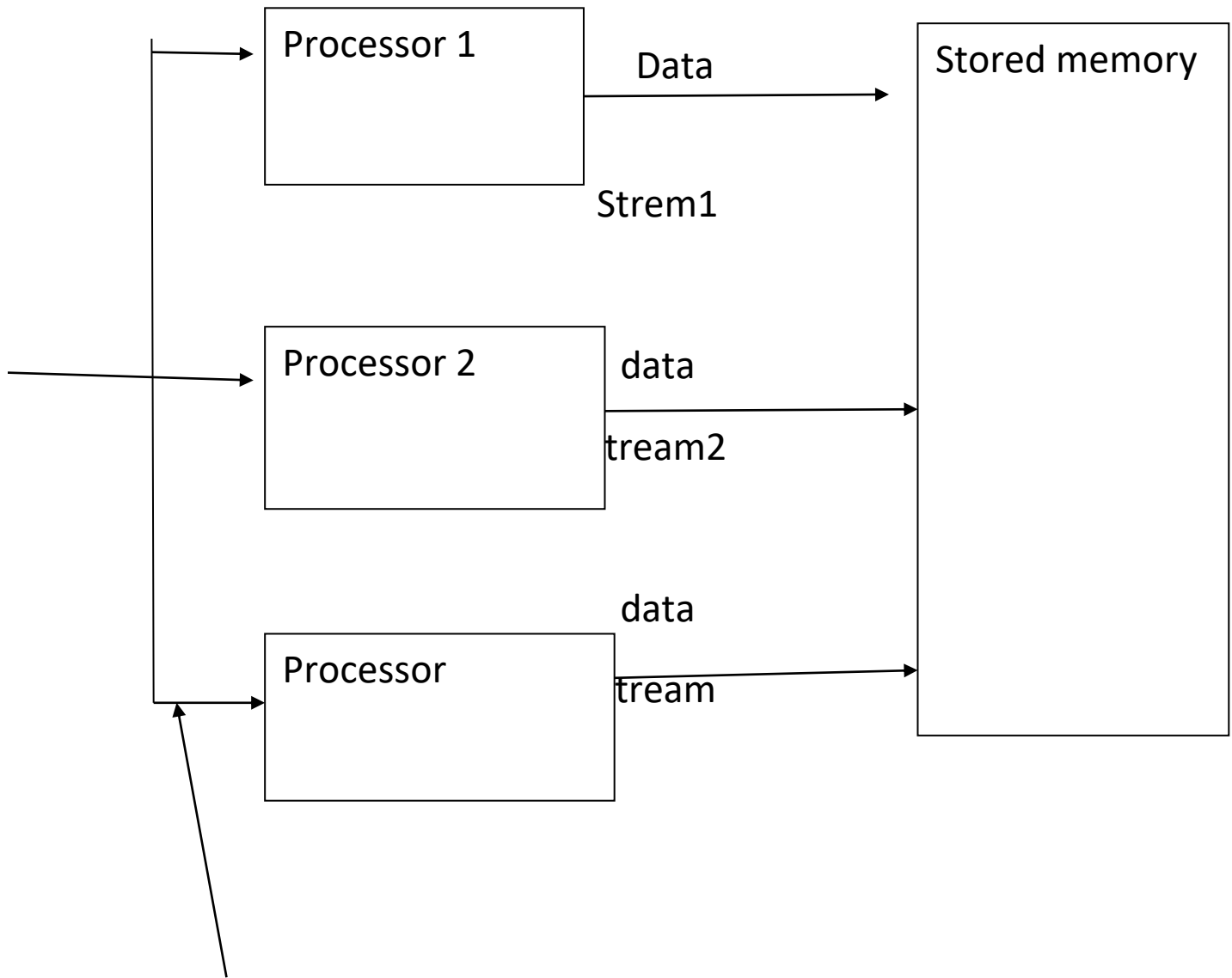
➤ **Secondary memory / non-volatile memory**

Non-volatile memory is a type of computer memory to hold saved data even if the power is turned off.

Example- rom

Comparison ram and rom

Ram	Rom
Temporary storage	permanent storage
Store data in mbs	storage data in
Volatile	non-volatile
Used in normal	used for startup
Operations	process of computer
Writing data is faster	writing data is slower.



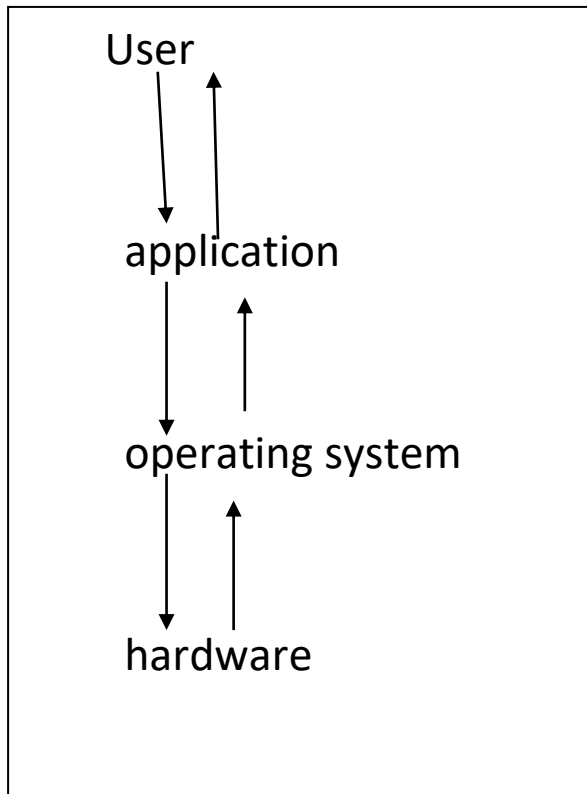
instruction control stream

➤ Types of software

Software has mainly divided in to

- System software
- Application software

Thus operating system become an interface between user and machine.



operating system representation

OSS - open source software

➤ Ms Word

➤ Ms Word processing basic

Menubar, using the icons below menu bar, opening and closing document, save and save as, page setup, preview.

- Text creation and manipulation

Document creation, evading text, text selection, cut, copy and paste.

- Formatting the text

Font and size selection alignment of text paragraph indenting, bullets and numbering changing case.

- Formatting a document

- Set page margin , paragraphs and section ,within a document , adjust indents and hanging indents.

Table manipulation

Draw table changing cell with and height ,alignment of text in cell , delete.

➤ Power point presentation

- It is an excellent way of presenting information to an audience in visual form.
- The software is easy to use and offers a lot of cool effects for your slideshows.
- It helps both the speaker and the participants to learn about the topic more easily

How to open graphical user interface of

Ms PowerPoint software

- Click on start
select ms office power point
- Double click on it

➤ Entering and editing text

- Please click on the title , subtitle or text placeholder
- Types the text as you wants.
- If necessary, press enter to move to a new line.
- Click anywhere on the slide outside of the placeholder to classless it .

➤ Steps are as follows

- Please click on the title subtitle or text placeholder.
- Types the text as you wants.

- It necessary, press return or enter to move to new line
- Click anywhere on the slide outside of the plaholder to deselect it.