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### \* What is computer?

Computer is an electronic Machine. The speed of computer is very high as compare to human. We can do many things like - Sums, Drawing, Making list etc.

### \* Full Form of Computer :-

C → Common  
O → Operating  
M → Machine  
P → Particularly  
U → Used for  
T → Technology  
E → Education  
R → Research

### \* Part of Computer


Monitor  
CPU (Central Processing Unit)  
UPS  
Keyboard  
Mouse

\*

Paint

In Paint we can draw anything like - Shapes, Image, etc. - we can write anything in shapes too.



text mean  and we can colour it also. In Paint two or three option are present. In Paint Home File or View are on the top.

### \* Element of Paint :-

# Home :- उसमें each tab groups में divide होते हैं, for ex - Clipboard, Image, tools, shapes and colours.

# File :- In file there many option like as :- New, open, save, save as, and print etc

# View :- In this also tab groups are divide for ex - Zoom Show or hide and Display

### Microsoft Word 2007

MS-Word :- Microsoft Word Software of Office Software word का सबसे अधिक प्रयोग

होने वाले Software है। उसे Office में MS-Word कहा जाता है MS-Word Use for letter writing, Resume, Mail Merge etc. कार्यों के लिए किया जाता है। इसलिए MS Word के नाम से भी जाना जाता है।  
Word Processing



## \* Features of MS-Word

1. Page Formatting
2. Spelling and Grammar check
3. editing of text
4. Use of Thesaurus
5. Page Numbering
6. Column
7. Mail Merge
8. Create a table
9. Auto correct
10. Header & Footer
11. Find & Replace
12. Style & Formatting
13. Insert Bullets
14. Auto text

## #

Title bar यह Word Window के सबसे ऊपर स्थित होता है। यह जिस documents में हम काम कर रहे हैं इसका Name display करता है। Title Bar के Minimize, Maximize / Restore and Close Button होते हैं और उसके left side में एक Quick Access Tool Bar होता है।

\* File Button :- यह Button Word Window के Top left corner में होता है। इस Button पर New, open, save as, Print and close etc commands Button होता है।



\* Quick Access Toolbar :- office Button के Right Side जिसमें हमेशा use होने वाले आइटम के Button होते हैं। Like as :- save, undo or Redo Button. इस Toolbar में end करने के लिए उसके Right side के Small Button को click करें।

\* The Status Bar :- Status Bar Window के नीचे स्थित होता है। और इसमें Present Page no Selection, document में कुछ शब्दों की संख्या etc.-display होता है। इस बार पर Right click कर हम Undo option select कर सकते हैं।

\* Zoom Slider :- Window के Right corner में होता है। इस बार पर ये Zoom Slider होता है Document को आता-2 Zoom के Percentage देखने के लिए Plus or Sub Button पर click करें।

\* Document View Button :- Zoom slider के left side में Document View Buttons होता है अपने Document को Print layout, full screen, Web layout, Outline or Draft के देखने के लिए इनमेंसे किसी एक पर click कर सकते हैं।





Ctrl + A → Select all

Ctrl + B → Bold highlighted Selection

Ctrl + C → Copy

Ctrl + X → cut

Ctrl + N → New blank Page

Ctrl + O → open options

Ctrl + P → Open the print

Ctrl + F → open find box

Ctrl + G → Italicize highlighted

Ctrl + K → ~~Anchor~~ hyperlinks

Ctrl + U → Underline highlighted

Ctrl + V → Paste

Ctrl + Y → Redo last action

Ctrl + Z → Undo last action

Ctrl + H → Find and replace options

Ctrl + J → Justify paragraph alignments

Ctrl + L →

Ctrl + L → Align selected text or line to the left

Ctrl + Q → Align selected paragraph to the left

Ctrl + E → Align selected or line to the center

Ctrl + R → Align selected text or line to the right

Ctrl + M → indent the paragraph

Ctrl + I → Hanging indent

Ctrl + D → font option

Ctrl + Shift + F → Change the font

Ctrl + Shift + > → Increased selected font + 1

Ctrl + Shift + \* → View or hide non printing characters

Ctrl + < → Decreased selected font - 1



- Ctrl + ← = Move one word to the left  
 Ctrl + → = Move one word to the right  
 Ctrl + ↑ = Move to the beginning of the line or paragraph  
 Ctrl + ↓ = Move to the end of the paragraph  
 Ctrl + Del = Delete word to right of cursor  
 Ctrl + Backspace = Delete word to left of cursor  
 Ctrl + End = Move cursor to end of documents  
 Ctrl + Home = Move cursor to beginning of documents  
 Ctrl + space = Reset highlighted text to default font  
 Ctrl + 1 = Single-space lines  
 Ctrl + 2 = Double-space lines

## MS - Office Excel - 2007

\* Excel :- MS Excel is an electronic spreadsheet program. MS Excel is a helpful and powerful program for data analysis and documentation. It is a spreadsheet program which contains a number of columns and rows, where each intersection of a column and a row is a "cell". Each cell contains one point of data or one piece of information.

\* Title bar :- a horizontal bar at the top of a window, bearing the name of the program and typically the name of the currently active document.

\* Ribbon :- The Ribbon is the name given to the series of tabs and buttons you see at the top of Excel. The Ribbon's tabs and buttons bring your favorite commands into the open by showing multiple commands grouped in specific categories. Each group contains buttons, which you click to activate the




Command you want to use.

## Three basic components of the Ribbon

\* Tabs:- In computer interface design, a ribbon is a graphical control element in the form of a set of toolbars placed on several tabs. Contextual tabs are tabs that appear only when the user needs them.

\* Groups:- In computer interface design, a ribbon is a graphical control element in the form of a set of toolbars placed on several tabs. Whereas, in a computer, the term group generally to a grouping of users ~~to~~ beginners and all more users found this answer helpful.

\* Command Button:- "Command button" may refer to: A graphical button that appears in a computer user interface, allowing a user to trigger an event. The "Command" key on Apple keyboards (a modifier key with a  symbol printed on it) for  $\text{EX}$  - Font, group, Bold, Italic and Underline etc are added in it.

## Excel Shortcut Key

F2 = Edit the selected cell

F5 = Go to a specific cell

F7 = spell check selected cell

F11 = create chart

Ctrl + Shift + ; = Enter the current time

Alt + Shift + F1 = Insert new worksheet



Shift + F3 = Open the Excel formula window

Ctrl + D = Fill

Shift + F5 = Bring up search box

Ctrl + G = Open go-to option

Ctrl + E = Some thorough highlight selection

Ctrl + F9 = Minimize current window

Ctrl + F10 = Maximize currently selected window

Ctrl + F6 = Switch between open workbook window

Ctrl + Page Up & Page Down = Move between Excel Worksheet/Windows

Ctrl + Tab = Move between two or more open Excel files

Ctrl + ' = Insert value of above cell into current cell

Ctrl + Shift + # = Format number in comma format

Ctrl + Shift + \$ = Format number in currency format

## List of ABBREVIATIONS

AI = Artificial Intelligence

ALU = Arithmetic and Logic Unit

ATM = Asynchronous Transfer Mode

BCD = Binary Coded Decimal

BIOS = Basic Input Output System

BCR = Bar Code Reader

BD = Binary Digit

BPI = Bytes Per Inch

BPS = Bits Per Second

CAD = Computer Aided Design

CASE = Computer Aided Software Engineering

IEEE = Institute of Electrical and Electronic Engineers

CBL = Computer Based Learning

IO = Input Output

ISP = Internet Service Provider



LAN = Local Area Network

LED = Light Emitting Diode

LCD = Liquid Crystal Display

MNIT = Metropolitan

Area Networks

MB = Mega bytes

Modem = Modulator Demodulator

MS-DOS = Microsoft Disk operating

M.T.N.L. = Mahanagar Telephone Nigam Limited

OMR = Optical Mark Reader

OS = Operating system

RAM = Random Access Memory

ROM = Read only Memory

CBT = Computer Based Training

CD = Compact Disk

CASE = Control for development of Advanced Computing

CD-ROM = CD Read only memory

CPU = Central Processing Unit

CU = Central Unit

DAS = Digital Data storage

DMP = Dot Matrix Printer

DRAM = Dynamic RAM

DVD = Digital Video Disk

FAX = Facsimile

KB = Kilo Bytes

GUI = Graphical User Interface

HTML = Hyper Text Markup Language

IBM = Internet Business Machine



## E-Mail

E-mail - E-mail is full electronic mail messages that are sent and received by digital computer through a network. In e-mail system, computer user a network to send text, graphics and



Topic

Date

sometimes sounds and animated images to other users

How to write e-mail

Yamuna Enclave Panipat,

Sub-Complaint of Meeo

Dear Sir,

Connecting of the days...

Sameera Raorance from G/26 Shivvok, C-67 Road, Wadgon  
sees an accident in his locality as there are no street lights  
in higher area like always, all the bystanders stood mute  
and did nothing. This was the fourth serious accident in  
that month.

Thankyou

Yours faithfully

Name - Rem