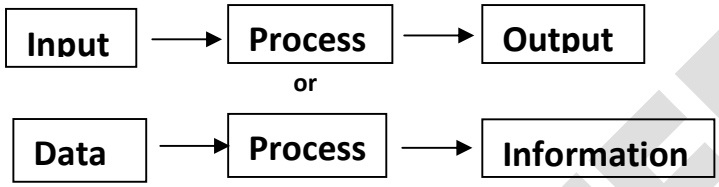
Fundamental

The word "**Computer**" is adopted from a **Greek** word "**Compute**" which means to calculate.

Computer is an electronic machine which can manipulate a large amount of data with a tremendous speed and great accuracy.

Data: -Data is just like a raw material which can be Letters (A to Z, a to z), Numbers (0 to 9), Alphanumeric, Special Symbols, Audio, Video, Graphics etc. which Computer manipulates into meaningful information.



Process: -Processing could be any mathematical or logical done on the data and take some time.

Information: -It is the result of data processing which can be used to help user make decision.

History of computer

Development of computer is being from china by the development of a counting device which is known as **"Abacus".**
Abacus is the earliest form of computer invented about 5,000 years ago.

In the mid of 18th century, the professor of mathematics from Cambridge university named **"Charles Babbage"** developed devices **"Difference Engine"** and **"Analytical Engine"**. It could perform work hundred to one thousand calculations per second. Due to this development Charles Babbage is known as the **"Father of Modern Computer"**. Some important Computers are……

1. **Mark First**.
2. **ENIAC**: -Electronic Numeric Integrated And Calculator.
3. **EDSAC**: -Electronic Delay Storage And Calculator.
4. **UNIVAC**: -Universal Computer.

ADVANTAGE OF COMPUTER / BENEFIT OF USING COMPUTER…

1. **Speed**: - when we talk about speed of computer, we don't think about hour, minute and second, we have to use the speed of computer in different fractions of second. It means computer performs manipulations with tremendous speed.
2. **Accuracy**: -It means computer can do work without any mistake. Usually mistake is done by the computer operator.
3. **Versatility**: -It means computer can do work almost every type of work.
4. **Storage Capacity**: -It means computer can store a large amount of data by the help of different secondary storage devices like – Hard Disk, Optical Disks etc.

Adopted:-एडॉप्टेड-स्वीकार किया, **Greek**:-ग्रीक-युनान, **Compute**:-कम्प्यूट-गणना करना, **Calculate**:-कैल्कूलेट-गणना करना, **Manipulate**:-मैनीपुलेट-गणना/कार्य करना,**Tremendous**:-ट्रिमेंडस-विशाल/जबरदस्त, **Accuracy**:-एक्यूरेसी-शुद्धता, **Data**:-डाटा-आँकड़ा, **Raw Material**:-रौ मैटेरियल-कच्चा पदार्थ, **Meaningful**:-मेनिगफूल-अर्थपूर्ण, **Process**:-प्रोसेस-कार्य, **Logical**:-लोजिकल-तर्क-वितर्क, **Decision**:-डीसीजन-निर्णय लेना, **Earliest**:-अर्लीएस्ट-सबसे पहले, **Invented**:-इनवेंटेड-आविष्कार किया, **Mid**:-मिड-मध्य, **Perform** :-परफोर्म-काम, **Due to**:-ड्यू-टू-के करन से, **Integrated**:-इंटीग्रेटेड-जुड़ा हुआ, **Delay**:-डिले-देर, **Storage**:-स्टोरेज-संग्रहण **Fractions**:-फ्रैक्सन-छोटा-छोटा टुकड़ा, **Almost**:-ऑल्मोस्ट:-लगभग |

APPLICATION OF COMPUTER

Nowadays, computers are used in almost every field of life. Some important areas of computer applications are given below……

1. **Business**: -Computers are being used in **Business Application** for making – Purchase/ Sale Records, Balance Sheet, Customer Records, Payment Plan etc.

2. **Science**: - Computers are being used in science for making Medicine, Health Report, Building Design etc.
3. **Hospital**: - Computers are being used in Hospitals for Diagnosing, Analysing and treating the patient. CT scan, Ultrasound, X-Ray etc. are done by Computer.
4. **Graphics**: - Computers are being used in graphical builds for making Animations, Movies, Pictures, Cards etc.
5. **Forecasting**: - Weather Forecasting and Economic forecasting are accomplices by Computer.

Application:-एप्लिकेशन-अनुप्रयोग, **Nowadays**:- नाऊ ए डेज-आजकल, **Field**:-फील्ड-क्षेत्र, **Important**:-इमपोरटेंट-मत्वपूर्ण, **Areas**:-एरियाज-क्षेत्र, **Below**:-बिलो-के नीचे, **Business:-**बिजनेस-व्यवसाय, **Being Used:-**बिंग यूज्ड-प्रयोग किया जाता है, **Records**:-रिकोर्ड्स-विवरण, **Balance Sheet:-**बैलेन्स सीट-आर्थिक चिट्ठा, **Customer:-**कस्टमर-ग्राहक, **Payment:-पेमेंट-भुगतान**, **Plan:-**प्लान-योजना, **Health Report:-**हेल्थ रिपोर्ट-स्वास्थ्य रिपोर्ट, **Building:-**बिल्डिंग-भवन **Design**:-डिजाइन-ढ़ाचा, **Diagnosing, Analyzing, Temperature:-**टेम्परेचर-तापमान, **Treating:-**ट्रिटिंग-इलाज करना, **Graphics:-**ग्राफिक्स-लेखाचित्र, **Builds:-**बुईल्ड्स-निर्माण, **Forecasting:-फोरकास्टिंग-अनुमान लगाना**, **Weather:-**वेदर-मौसम, **Economic:-**इकोनोमिक-आर्थिक, **Accomplices:-**एकोम्प्लिसेज-किया जाता है

Types of Computer

According to working Technology, there are three types of Computer…..

1. **Analog Computer**: -A Computer that operates on data which is in the form of continuously variable physical quantities such as electrical current, Temperature.

Ex- **Speedo Meter, Volt Meter, Clock, etc.**

2. **Digital Computer**: -Digital Computers manipulate numbers. They operate on binary digits 0 and 1. They understand information composed of only 0's and 1's.

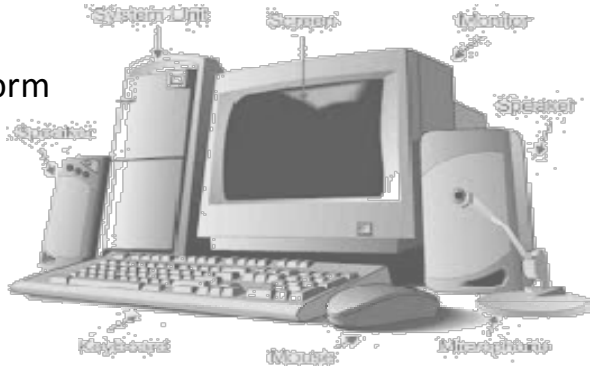
Ex- **PC** (Personal Computer), **PC- AT, PC-XT**

3. **Hybrid Computer:** - This is the mixture of both the Computers (**Digital & Analog**).

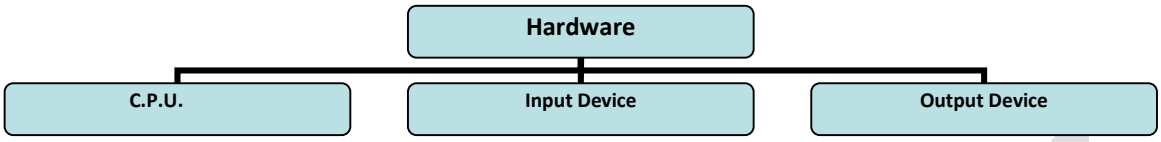
Types:-टाइप्स-प्रकार, **According to:-एकोर्डिंग टु-के अनुसार**, **Technology:-**टेक्नोलोजी-टकनिक, **Operates:-**औपरेट्स-**चलता/चलाता है**, **Form:-फोर्म-**प्रारूप, **Continuously:-**कंटीनुयसली-लगातार, **Variable:-**वैरिएबल-परिवर्तनशील, **Physical:-**फिजिकल:-भौतिक, **Quantities:-**क्वांटिटीज़-परिमाण/मात्रा, **Such as:-**सच ऐज़-जैसा कि, **Current:-**करेंट-धारा, **Digital:-**डिजिटल-अंकीय, **Binary:-**बाइनरी-द्वि-वर्णी, **Digits:-**डिजिट्स-अंक, **Understand:-**अंडरस्टैंड-समझना, **Information:-**इन्फोर्मेशन-सूचना, **Composed of:-**कम्पोज्ड-से बना हूआ, **Mixture:-**मिक्सचर-मिश्रण, **Both**:-बोथ-दोनों,

COMPUTER SYSTEM

when all the parts of a computer get together to perform a common goal is celled **Computer System.**



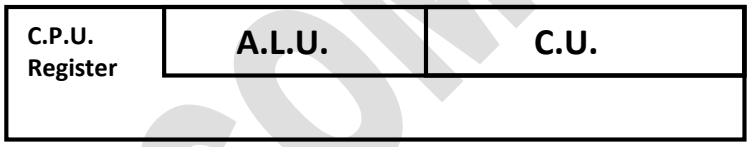
Hardware: -The physical components of a computer are known as Hardware. Such physical components may be electronic, magnetic, mechanical or optical. Such parts are Mouse, Keyboard, Monitor, Printer, Hard Disk, ICs, etc.




CPU

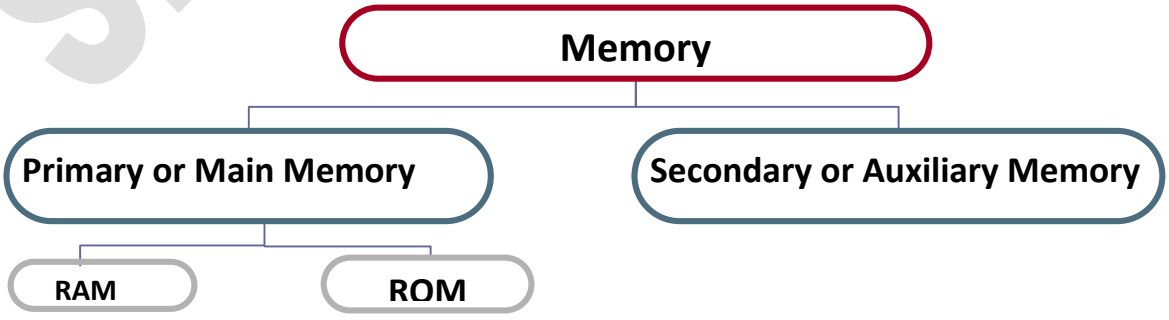
C.P.U.: -CPU stands for Central Processing Unit. It is the brain of a computer. All major calculations, manipulations and comparisons are made by the C.P.U. It controls all the parts connected to it. The major components of a C.P.U. are:

(a) **A.L.U.** (Arithmetic and Logic Unit): -An ALU performs Arithmetic and Logic Operations. ALUs are designed to perform the four basic arithmetic operations – Add, Subtract, Divide and logic operations such as less than, equal to, greater than.
(b) **C.U.** (Control Unit): -The Control Unit actually acts as the brain of a computer. It controls all operations of the C.P.U. It controls input, output and all connected devices to the C.P.U.
(c) **CPU Register**: -This unit is for storing data that comes into the C.P.U. while processing.



System:-सिस्टम-पद्धति, **When:-**व्हेन-जब, **Parts:-**पार्ट्स-हिस्सा, **Get Together:-**गेट टुगेदर-मिलना, **Perform:-परफोर्म-प्रदर्शन, Common:-कौम्मन-साधारण, Goal:-गोल-लक्ष्य, Called:-कौल्ड-कहा/पुकारा जाता है, Components:-कम्पोनेंट्स-हिस्सा, Known as-नोन ऐज़-जाना जाता है, Magnetic:-मैग्नेटिक-चुम्बकीय, Optical:-ऑप्टिकल-प्रकाश संबंधी, Stands for:-स्टैंड्स फॉर-अर्थ होना, Unit:-यूनिट इकाई, Brain:-ब्रेन-मस्तिष्क, Major:-मेजर-मुख्य, Calculations:-कैल्कूलेशन-गणना, Comparisons:-कम्पेरिजन-तुलना, Made:-मेड-बनाया, Controls:-कंट्रोल्स-नियंत्रित करना, Connected:-कन्नेक्टेड-जुरा हुआ Components:-कम्पोनेंट-भाग, Performs:-पर्फौर्म्स-कार्य करना, Arithmetic:-एरिथमेटिक-अंक गणितीय, Logic:-लॉजिक-तर्क-वितर्क, Operations:-ऑपरेशन-कार्य Such as:-सच ऐज़-इस प्रकार, Less Than:-लेस देन- से छोटा, Grater Than:- ग्रेटर देन-से बड़ा, Actually:-एक्चूयली-वास्तव मे Acts:-एक्ट्स- कार्य करता है, Brain:-ब्रेन-दिमाग, While:- ह्वाइल- ज्यो ही**

Memory: -Memory is an essential component of a Digital Computer. It is a storing device which stores programs, data, results etc. Memory can be classified into two ways.



Main Memory / Primary Memory: - Memory which is directly connected to the CPU is known as Main Memory or Primary memory. It is also known as short-term memory. There are two types of Main Memory.

1. **RAM**: -Random Access Memory. RAM is a volatile memory. It stores information as long as power supplied to it. Its contents are lost when power supply is switched off or interrupted. It is Read / Write memory. There are two types of RAM.

(a) **SRAM**: -Static RAM

(b) **DRAM**: -Dynamic RAM

2. **ROM**: -Read-Only Memory. ROM is non-volatile memory. It stores information permanently. Its contents are not lost when power supply is switched off or interrupted. It is not accessible to user and hence, we cannot write anything write into it. There are three types of ROM.

(a) **PROM**: -Programmable (ROM)

(b) **EPROM**: -(Erasable PROM)

(c) **EEPROM**: -(Electrically EPROM)

Secondary Memory/Auxiliary Memory: -The Secondary Memory is the permanent memory. It is not volatile. It is read / write memory. The Secondary Memories are..

Hard Disk: -**Hard Disks** are on-line storage device. They are used as secondary memory for mass storage. Hard Disks store information permanently. Hard Disks store programs, System Software **(OS)**, Application Software's, Data, Results etc. The storage capacity is **250 GB, 750 GB** and more.

Hard Disk

Optical Disk: -Optical Disks can be used to store numeric, alphabets, audio, video and picture data. The storage capacity of Optical Disks lies in the range of **4 GB**, **5 GB, 7GB** and more. Optical Disk Consists of **CD** (Compact Disk), **DVD** (Digital Video Display).

Measurement unit of computer memory

8 bits = 1 Byte

4 bits = 1 nibble

1 Byte = 1 Character

1024 bytes = 1 kilobyte (KB or kb)

$= 10^3$

1024 kb = 1 megabyte (MB or mb)

$= 10^6$ ($10^3 \times 10^3$)

1024 mb = 1 Gigabyte (GB or gb)

$= 10^9$ ($10^3 \times 10^3 \times 10^3$)

1024 gb = 1 Tera Byte (TB or tb)

Input Device: -The Computer hardware that accepts data and instructions from the user. Input devices are…..

1**. Keyboard**

2. Mouse

3. Joystick

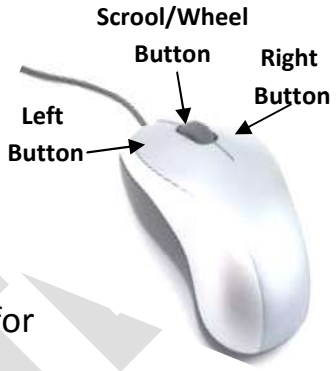
4. Scanner

1. **Keyboard**: -The keyboard is the most common input device used to enter letters, numbers, symbols, punctuation and command into the computer. A standard keyboard includes about 100 keys.

Keyboard

(i) Numeric Keys (0 to 9)
(ii) Alphabets Keys (A to Z / a to z)
(iii) Cursor-Movement Keys (,**PgUp**, **PgDn**, **Home, End**)
(iv) Function Keys (**F1** to **F12**)
(v) Special Characters (**!**,**@**, **$**, **=**, **>**, **<**, **^**)
(vi) Special Purpose Keys (**Enter Key**, **Esc Key**, **Shift Key**, **Backspace Key**, **Tab Key**, **Del Key)**

2. **Mouse**: -Mouse is an input device. It is a pointing device which is used for pointing,
clicking, double clicking, dragging objects and drawing pictures, sketches and diagrams on
the screen. A mouse has three buttons **(i) Left Button, (ii) Scroll / Wheel Button,**
(iii) Right Button. There is an arrow appears on the screen called mouse **Pointer ( )**



3. **Joystick**: -Joystick is an input device. It is just like car gear and used for playing games.

4. **Scanner**: -Scanner is an input device that digitalizes Printed image, graphics, Pictures etc. Important types of scanners are…….

O.M.R.: - **Optical-Mark Reader.**
O.B.C.R.: -**Optical Bar-Code Reader.**
M.I.C.R.: - **Magnetic-Ink Character Reader.**

Output Device: -The Computer Hardware components that displays / prints the processed data on screen or on paper. The most popular output devices are….

1. **Monitor**
2. **Speaker**
3. **Printer**
4. **Plotter**

Monitor

Monitor: -Monitor is a T.V. like structure which is known as Visual Display Unit (VDU). It is used to display the result on screen. VDU consists of Cathode Ray Tube (CRT) which produces a beam of electrons that makes the picture on the screen.

Speaker: -The speakers provide audio output of high quality, Recorded voice, music and sounds through headphones or external speakers.

Speakers

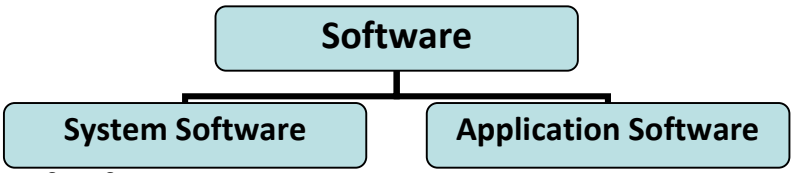
Printer: -It is most popular output device by which we can get result in printed form on paper. So, the printer gives the hard copy of the result which can remain with us. Whereas the result displayed on a monitor vanished after some time or when monitor is off. There are two types of Printer.

- **Impact Printer**: -This type of printer creates images by striking on inked ribbon, pressing ink from the ribbon onto a piece of paper. Ex- **Dot-Matrix Printer**, **Line Printer etc.**
- **Non- Impact Printer**: -This type of printer creates images on paper without striking the page any way. Ex-**Inkjet Printer**, **Laser Printer**.

Printer

Plotter: -An output device used to create large- format hard copy.

❖ **Software**: -Software is a set of computer programmes and programmes are the collection of information, which is logically and sequenceally connected to each other.



There are two types of Software

1) **System Software**: -A Computer program that controls the system hardware and interacts with application software. The System Software consists of Operating System, Assembler, Compiler etc.
   Ex -MS DOS, MS Windows etc.

2) **Application Software**: -It is Software by which we can do our work.
   Ex –**MS Office**- MS Word, MS Excel, MS PowerPoint, MS Access.
   –PageMaker, Photoshop, Tally etc.

Computer Person: -The Person who inputs and analyses data and see all the activities of the computer is called Computer Person/ User.

Computer Language

It is media of communication by which we can communicate with computer and computer person. There are three types of Language.

1. **Low Level Language**: -It is also known as Machine Level Language. In this type of language data are converted into binary form like 0 and 1.
2. **Middle Level Language**: -It is also known as Assembly Level Language. In this type of language data are converted from High Level Language into Low Level Language.
3. **High Level Language**: -High Level Languages are the simplest and the most widely used languages for application development. Special software called Compiler or Interpreter convert a program in High Level Language to Machine code. High Level Languages are..
   (a) **FORTRAN**: -Formula Translation
   (b) **COBOL**: -Common Business Oriented Language.

Number System

Data Type

(i) Number (**o to 9**)
(ii) Alphabets (**A to Z, a to z, Special Symbol**)
(iii) Boolean (**True or False**)

Number System: -A digital Computer stores, understands and manipulates information composed of only zeros (0) and ones (1). The decimal digits, letters, symbols etc. are converted to binary codes in the form of **0s** and **1s** within the computer.

Binary Number System: -Binary Number System consists of 2 digits namely **0** and **1**. The base of the binary number system is **2.** It uses only two digits zero (0) and one (1).

Ex.: - $(11001)_2$, $(101)_2$

Decimal Number System: - There are ten digits (0 to 9) in decimal number system. The base of the decimal number system is 10.

Ex.: - $(6457)_{10}$, $(1032)_{10}$

Conversion of a Binary Number to Decimal Number

Ex: - (i) $(1101)_2 = (?)_{10}$

$$(1101)2 = 1x2^{4-1}+1x2^{3-1}+0x2^{2-1}+1x2^{1-1}$$
$$= 1x2^3+1x2^2+0x2^1+1x2^0$$
$$=1x8+1x4+0x2+1x1$$
$$=(13)_{10}$$

(ii) $(101)_2 = (?)_{10}$

$$= 1x2^{3-1}+0x2^{2-1}+1x2^{1-1}$$
$$= 1x2^2+0x2^1+1x2^0$$
$$=1x4+0x2+1x1$$
$$=(5)_{10}$$

Conversion of a Decimal Number to Binary Number

(i) $(41)_{10} = (?)_2$
(ii) $(15)_{10} = (?)_2$
(iii) $(13)_{10} = (?)_2$
(iv) $(19)_{10} = (?)_2$

Operating System

The Operating System (**OS**) is the system software that controls the application programs, internal activities of the computer hardware and provides user interface. This interface enables the user to use hardware resources efficiently. Interface of Operating System.

1. Character User Interface. (**CUI**)
2. Graphical User Interface. (**GUI**)

Some popular Operating Systems are: - **MS DOS, MS Windows, UNIX, Linux, Solaris and OS/2.**

The operating system performs the following functions……

1. **Booting**: -This is the first process, which takes place the moment the computer is switched on. There are two types of Booting- (a) Soft / Cold Booting.
   (b) Warm / Hard Booting.
2. **Process Management.**
3. **Memory Management.**
4. **Input / Output Devices Management.**
5. **File Management.**

Types of Operating System…..

1. Single User Operating System.

2. Multiuser Operating System.
3. Single Tasking Operating System.
4. Multitasking Operating System.

POST: - It stands for **Power On Self-Test.** A routine stored in a computer's BIOS that runs whenever the computer is started. This routine conducts checks to determine whether the various parts of the system are functioning properly. BIOS – Basic Input Output System.

DOS

DOS: -It Stands for Disk Operating System. It is single user and Single Tasking operating System. It is also known as Character User Interface. DOS is totally based on Commands. There are two types of DOS

1. MS DOS: - Microsoft Disk operating System.
2. PC DOS: - Personal Computer Disk Operating System.

Microsoft Windows

One of today's most common operating system is **Microsoft Windows**. It was introduced by Microsoft Corporation in the year 1980. MS Windows is totally based on GUI (Graphical User Interface). It is the **Operating System** that controls the System Hardware and Application Programs. It comes with many accessories, software programs such as calculator, Notepad, WordPad, MS Paint, Media Player, Games etc. Windows is a multi-user operating system.

Differences between MS DOS and MS Windows

MS DOS	MS Windows
1. It stands for Microsoft Disk Operating System.	1. It stands for Microsoft Windows Operating System.
2. It is totally based on Commands.	2. It is totally based on Graphics. (GUI)
3. It is Single User and Single Tasking Operating System.	3. It is Multi-User and Multi-Tasking Operating System.
4. It does not provide networking.	4. It provides Networking.

Window: -Every group under a **GUI OS** has a number of icons. These are enclosed in a frame called **Window**.

Desktop: -The Desktop is the main screen area where Icons, Start Button, Taskbar and system Date/ time are displayed.

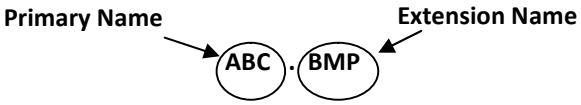
Wallpaper: -A picture on the Desktop is called Wallpaper.

Icon: -It is the graphical presentation of our program file. Icon helps to execute programs quickly.

How to Make Settings

Start → **Control Panel** → **1.** Display → Themes, Wallpaper, Screen Saver
2. Date/ Time Settings
3. Mouse Settings

Each Program file consists two names (primary name and extension Name).



Primary Name	Extension Name
MS Paint	.BMP
Notepad	.TXT
WordPad	.RTF/ .DOC
MS Word	.DOC/ .DOT
MS Excel	.XLS/ .XLSX
MS PowerPoint	.PPT/ .PPTX
MS Access	.MDB/**.ACCDB**
Picture/ Graphics	.JPG/ .GIF
Audio/ mp3	.MP3
Video/ Movies	.MP4/ .DAT/ .AVI/.HD

IMPORTANT SHORT FORMS / ABBREVIATIONS / ACRONYMS

C.P.U.: -Central Processing Unit.
C.U.: -Control Unit.
A.L.U.: -Arithmetic and Logic Unit.
R.P.M.: -Revolutions Per Second
U.P.S.: -Uninterrupted Power Supply.
S.M.P.S.: -System Main Power Supply.
BIOS.: -Basic Input Output System.
V.D.U.: -Visual Display Unit.
L.C.D: -Liquid Cathode/Crystal Display.
L.E.D.: -Light Emitting Diode
C.R.T.: -Cathode Ray Tube.
T.F.T.: -Thin Film Transistor
G.U.I.: -Graphical User Interface.
C.U.I.: -Character User Interface.
M.I.C.R.: -Magnetic Ink Character Reader.
O.M.R.: -Optical Mark Reader.

B.M.P.: -Bit Mapped Program
Doc. : -Document
Temp.: -Template
D.B.M.S.: -Database Management System
R.D.B.M.S.: -Relational Database Management System
S.Q.L.: -Structured Query Language
D.D.L.: -Data Definition Language
D.M.L.: -Data Manipulation Language
D.C.L.: -Data Control Language
T.C.L.: -Transaction Control Language
O.D.B.C.: -Open Database Connectivity
X.M.L.: -Extensible Mark-Up Language
P.D.F.: -Portable Document Format

Important Short-cuts

Key Combination	Functionality
Alt+Tab	Navigate between icons on the Task Bar
Alt+Space Bar	To Open The Control Box
Alt+F4	To Close a Window
Ctrl+W	Close a File

Fundamentals

(1) How to start a computer?

- Press on the power of the C.P.U and wait until the window load.

(2) How to shut down a computer by the help of mouse?

- Left click on the **start** menu
- Left click on the **Shut Down** option. Then appears a Turn off Computer dialog box.
- Left click on the **Yes** button

(3) How to shut down a computer? By the help of keyboard?

- Press on the Alt + F4 key
- Press on **'Shut Down'** key. Then appears a Shut Down Computer dialog box.
- And again press the **'OK'** Key.

(4) How to arrange the icon on the desktop?

- Right click anywhere on the desktop except the icon.
- Then Left click on **Sort by.**
- Left click on by **name, size, type, modify** as your requirement

(5) How to refresh the icon on the desktop?

- Right click anywhere on the desktop except the icon
- Left click on **Refresh** or Press **F5** key.

(6) How to create a new folder?

- Right anywhere on the desktop except the icons.
- Left click on the **New.**
- Left click on the **folder**.
- Type the name of the folder as you want
- Press on the **Enter** key

(7) How to rename a file or folder?

- Right click on that folder which you want to rename.
- Left click on **Rename.**
- Type the name of the folder you want
- And press on the **Enter** key

(8) How to delete a folder and send it to the Recycle bin?

- Right click on that folder which you want to delete.
- Left click on the **Delete** option.
- Then appears a dialogue box.
- Left click on **"Yes"** to delete.

(9) How to Restore the folder from the recycle bin ?

- Go to **Recycle Bin**
- Then right click on the folder which you want to Restore.
- Then left click on **restore**.

(10) How to delete the folder files permanently from the recycle bin ?

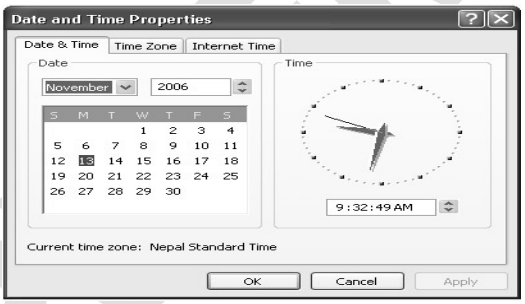
- Go to recycle bin
- Choose the file or folder which you want to delete the permanently.
- Then right click on the folder which you want to delete.
- Left click on the **Delete** key

- Then appear a dialog box
- Left click on '**Yes**' to delete.
- Or, select the file or folder
- Then press **shift + Del** key to delete to permanently.

(11) How to set the wall paper picture on the desktop?

- Right click anywhere on the desktop except the icons.
- Left click on **Properties.**
- Then appears a dialogue box.
- Left click on the **Desktop tab**.
- Choose the picture you want to set from the background criteria.
- Left Click on **Apply** and **Ok**

(12) How to set the Date and Time of the desktop?



- Right click on the icon where the time is displayed.
- Left click on the **Adjust Date/Time** option.
- Then appears a dialogue box.
- Set the Date and Time as your requirement.
- Left click on the **Apply** and **Ok** button.

(13)How to run the Calculator?

- Left Click on the **Start** menu.
- Left Click on the **Run.**
- Then appears a dialogue box.
- Type **Calc** in the open criteria.
- Left Click on the **Ok** button.

Note: - To view the standard or scientific calculator, Click on the view menu. Click on the scientific or standard.

(14) How to run a word Pad?

- Left Click on the **Start** menu.
- Left Click on the **Programs**
- Left Click on the **Accessories**
- Left Click on the **WordPad** option.

(15) How to create a shortcut?

- Right click anywhere on the desktop except the icons.
- Left click on the **New**
- Left click on **Shortcut**.
- Then appears a dialogue box.
- Choose the program of which you want to make the shortcut.
- Left Click on the **Next**.
- Left click on the **Finish**.

(16) How to set the screen saver on the desktop?

- Right click on the desktop except the icon.
- Left click on the **Properties**.
- Left click on the **Screen Saver** tab.
- Choose the screen saver. And set the timing as you want.
- Click on the **Apply** and **Ok** button.

(17) How to search for the specified files or folder?

- Left click on the **Start menu.**
- Left click on the **Search.**
- Left click on the **For files and folder.**
- Then appears a dialog box.
- Left click on **All files and folders**
- Type the file or folder name in **All or Part of the filename** criteria.
- Left click on the search button.

(18) How to hide or show and how to lock or unlock the taskbar?

- Left click on the **Start** menu.
- Left click on the **Setting**.
- Left click on the **Taskbar** and Start menu.
- Then appear a dialogue box.
- Left click on lock the task bar and auto hide the taskbar once to hide them and once to unhide them.
- Click on **Apply** and **Ok** button.

(19) How to set the name in place of am and pm at the right side of the time icon?

- Left click on the **Start** menu.
- Left click on the **Control panel.**
- Then appears a control panel window.
- Double click on **Regional and Language** option.
- Then appears a dialog box.
- Left click on the **customize** button
- Then again appears a dialog box.
- Left click on **Time tab.**
- Set the name as you want in place of **AM** and **PM**.
- Left click on the **Apply** and **Ok** button.
- Again click on **Apply** and **Ok** button.

(20) How to hide & show the icons of the desktop?

- Right click anywhere on the desktop except the icon.
- Left click on the Arrange icons by
- Left click on show desktop icons once to hide it and once to unhide it.

(21)How to make the shortcut of the programs?

Right click anywhere on the desktop except the icons.
Left click on the **New**
Left click on the **Shortcut.**
Then appears a dialog box.
Left click on the **Browse.**
Then again appears a another dialog box.
Left click on **My Computer**
Left click on **C:**
Left click on the **Program Files**.
Left Click on the **Microsoft Offic**
Left Click on the **Office12**

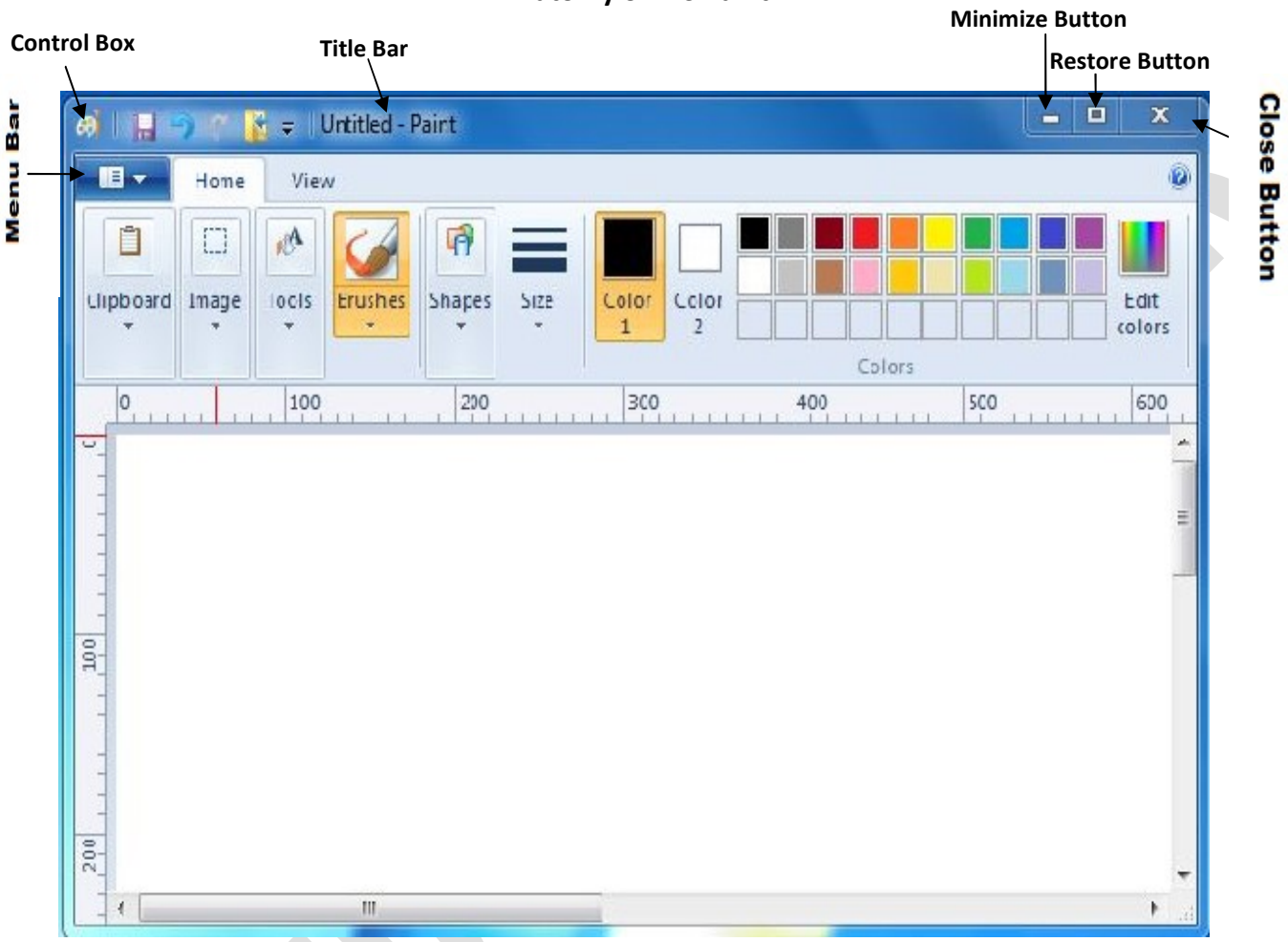
Choose the program of which you want to make the shortcut such as winword, Excel, Powerpnt etc.
Left Click on the **Ok** button.
Left Click on the **Next** button
LEFT CLICK ON FINISH.

MS Paint: -MS paint is one of the products in Accessories group and Window Tool. It is a graphical program that can be used for drawing pictures. Its file extension name is **.BMP.**

How to Start MS Paint

1. **Start** > Programs > Accessories > Paint
2. **Start** > Run > MSPaint > Ok
3. **Desktop** > Double Click on the MSPaint Icon.

Anatomy of MS Paint



Title Bar: -The Title bar is the top border of the window. It displays the name of program and active file.
Control Box: -The Control Box is the small icon located on the left of the Title bar. It provides a menu by which we can Resize, Move, Minimize, Maximize and close the window.

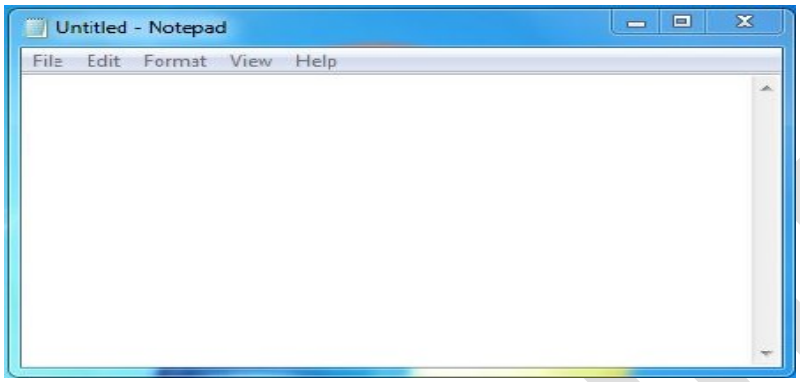
Minimize Button: -It is a button on the right of the title bar which converts the program window into Icon.
Maximize / Restore Button: - It is a button on the right of the title bar which restores program window into its previous size.
Close Button: - It is a button on the right of the title bar which close the program window.
Menu Bar: -The Menu Bar displays the program Menu like File, Edit, View etc.

NotePad: -The Notepad one of the products in accessories group and window tool. It can be used for writing notes, memos, e-mail messages etc. Its file extension name is **.TXT**. It has less facility than wordPad. NotePad is useful for storing all textual data.

How to Start NotePad

1. Start > Programs > Accessories > NotePad
2. Start > Run > NotePad> Ok
3. Desktop > Double Click on the NotePad Icon

Anatomy of NotePad



WordPad: -The WordPad is one of the products in accessories group and window tool that is used for writing letters / documents, notes, memos, e-mail messages etc. Its file extension name is **.RTF /.Doc.** It has less facility than MS Word

Anatomy of WordPad How to Start WordPad

1. **Start** > Programs > Accessories > WordPad
2. **Start** > Run > WordPad> Ok
3. **Desktop** > Double Click on the WordPad Icon