**[Basics………………………………………………………………………………………..……](#q1)**

[What is computer](#q1)…………………………………………............….………………..

[How many parts of computer](#q2)……………………………………….……………..…

[**Paint**](#paint)**………………………………………………………………………………………..………**

[Save Open New](#SaveOpenNew)………………………………………………………………..……………

[Undo Repeat…………………………………………………………………..…………](#UnduRepeat)….

[**Word Pad…………………………………………………….……………………………**](#WordPad)**……**

[Find………………………………………………………………………………..…………](#find)….

[Replace…………………………………………………………………………………………](#replace)

[Paint Drawing……………………………………………………………….……………..](#paintDrawing)

[Date & Time…………………………………………………………………………..……](#DateAndtime)

[**Microsoft office word………………………………….………………………..**](#office_word)

[Word Art…………………………………………….……………………………….……..](#wordArt)

Clip Art……………………………………………………………………………………….

[Shape………………………………………………………………..……………………….](#shape)

[Practice……………………………………………………………………………………..](#shapePractic)

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[Paragraph……………………………………………………………………………………](#Paragraph)

[Bullets & numbering…………………………………….…………………………….](#Bullets_Number)

[Table………………………………………………………………………………………….](#Table)

[Add remove columns…………………………………………….…………………](#addremovecolrow)

[Practice…………………………………………………………………………..…………](#tablePractice)

[Page Numbering…………………………………………….…………………………](#pageNumbering)

[Text Border……………………………………………………………..………………..](#TextBorder)

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[Shading………………………………………………………………………….………….](#Shadign)

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[Water Mark……………………………………………….………………………………](#watermark)

[Spelling & Grammar…………………………………………….…………………….](#spellingaAndgrammer)

[Change Case…………………………………………………………….………………..](#changeCAse)

[Drop Cap…………………………………………………………………………………..](#DropCap)

[Protect Document……………………………..……………………………………..](#protectDocumnet)

[Protect………………………………………………….…………………………………..](#practicprotectDocument)

[Save document with password…………….……….………………………….](#SaveDocumentWithPassowrd)

[Practice………………………………………………….……………………..………….](#practicSavewithpass)

[Auto correct……………………………………………….…………….………………](#autocorrect)

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[**Microsoft PowerPoint…………………………………………………………**](#PowerPoint)

[**Design…………………………………………………………………..……….**](#Design)

[Insert Slide…………………………………………………………………….………….](#InsertSlide)

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[Custom Animation…………………………………………………..……………….](#CustomAnimation)

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[Setup show……………………………………………………………………………..](#SetupShow)

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[Plus Formula……………………………………………………………………………..](#Sum_formula)

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[A-B Grade…………………………………………………………………………………..](#A_BGrade)

[Divan formula……………………………………………………………………………](#DivanFormula)

[**Paint**](#_top)

**Q1:**  **what is computer?**

Ans: computer is an electronic machine /device

* Which process the data
* Which work very fast
* Which work very high speed

ڪمپيوٽر ھڪ بجلي وري مشين آھي جيڪا تمام تيز رفتار سان ڪم ڪندي آھي.

**Q2: How may parts of computer?**

Ans : There are four main parts of computer:

They are:

* CPU (Central Processing Data)

Draw shapes

**Save, Open, New**

**Save CTRL+S** فائيل محفوظ ٿيندو آھي.

**Open CTRL+O** محيوظ ٿيل فائيل کولبو آھي.

**New Ctrl+N** نئون صفحو ايندو آھي.

**Undo, Repeat**

**Undo Ctrl+Z** غلطيءَ سبب ڪوبه اکر ڊھي يا ٺيص وڃي ته

**Repeat Ctrl+Y** انڊو ڪيل ڪم واپس ايندو آهي.

**Starting word pad**

For writing propose

* Start
* Programs
* Microsoft word pad

#1

**Find**

ڊاڪيومنٽ مان لفظ ڳولهڻ.

* Home menu
* Find
* Short cut key **Crtl+F**

فائنڊ واٽ واري باڪس ۾ ڳولهڻ وارو لفظ لکي فائنڊ نيڪسٽ تي ڪلڪ ڪريو

#2

**Replace**

ڊاڪيومنٽ مان لفظ ڳولهي تبديل ڪرڻ

* Home Menu
* Replace
* Short cut key **Ctrl+H**

#3

**Paint Drawing**

ڊاڪيومنٽ ۾ ڊرائنگ ٺاهبي آهي.

* Home menu
* Paint Drawing

#4

**Date and Time**

تاريخ ۽ ٽائيم انسرٽ ٿيندو آهي.

* Home Menu
* Date & time
* Ok

**[Starting Microsoft office word](#_top)**

For creating documents or formatting

* Start
* Programs
* Ms word

گھٽ ۾ گھٽ 2 پيج لکي سيو ڪريو.

#2

**Word Art**

ڊاڪيومنٽ ۾ word Art ڏبو آھي.

* Insert
* Word Art
* Select Style
* Write name
* Ok

#3

**Clipart**

داڪيومنٽ ۾ تيويرون آڻيون آھن.

* Insert
* Picture
* Clipart
* Select picture
* Copy
* Paste

#4

**Shape**

شيپ ٺاهبا آهن.

* Insert
* Shape
* Draw shape
* Ok

#5

**Practice**

شيپ مالائي رلهي ٺاهيو.

**#6**

**Symbols**

ڊاڪيومنٽ ۾ نشانيون ٺاهبيون آهن.

* Insert
* Symbol
* Select any symbol
* Ok

#7

**Equation**

مساواتون ٺهيون آهن.

* Insert
* Equation
* Select any equation
* Ok

20 مساواتون ٺاهي ڏيکاريو

#8

**Paragraph**

پراگراف سيٽ ٿيندو آهي.

* Home Menu
* Paragraph
* Set paragraph
* Positions
* Ok

#9

**Bullets and numbers**

لائن جي آڏو نمبر يا نشانيون لڳنديون آهن.

* Home Menu
* Click on Bullets or numbers

#9

**Table**

* Insert
* Table
* Insert table
* Select number of columns and rows
* Ok

تيبل ۾ 10 دوستن جا نالا ۽ نمبر لکو.

#10

**Add Remove Insert columns & rows**

#11

**Practice**

ڪئلينڊر ٺاهي ڏکاريو 1 مھيني جو.

#12

**Page Numbering**

پيج تي نمبر ايندا آھن.

* Insert Menu
* Page number
* Top of the page bottom of the page

#13

**Text Border**

اکرن تي باڊر ڏبا آھن.

* Page layout menu
* Page borders
* Borders
* Click on box
* Set style
* Ok

#14

**Page border**

پيج تي باڊر ڏيو آهي.

* Page layout menu
* Page Border
* Click on box
* Set style
* Ok

#15

**Shading**

اکرن هيٺان رنگ آڻبو آهي.

* Page Layout menu
* Page borders
* Shading
* Select color
* Ok

#15

**Assignment**

پمفليٽ ٺاهي ڏيکاريو.

#16

**Water Mark**

صفحي تي واٽر مارڪ لڳندو آھي.

* Page Layout Menu
* Water mark
* Custom water mark
* Click on text water mark
* Write text
* Ok

ٻه صفا لکي واٽر مارڪ ڪري ڏيکاريو.

#17

**Spelling & Grammar**

اسپيلون درست ڪرڻ

* Review menu
* Spelling & grammar
* Shortcut key **F7**

#18

**Change Case**

اکرن تبديل ٿيندا آهن. وڏا اکر ننڍا ٿيندا آهن ۽ ننڍا اکر وڏا ٿيندا آهن.

* Home Menu
* Change case
* Shortcut key **SHIFT+F3**

ٻه پيراگراف لکو هڪ پيراگراف وڏي اکرن ۾ هجي، ٻيو ننڍي اکرن ۾ هجي

#19

**Drop cap**

لائينين جو پهريون لييظ وڏو ٿيندو آهي.

* Insert Menu
* Drop cap
* Set dropped

#20

**Protect Document**

ڊاڪيومنٽ تي پاسورڊ لڳندو آهي.

* Review Menu
* Protect document
* Restrict formatting and editing
* Start enforcing protection
* Set password
* Ok

#21

**Protect**

5 فائيل ٺاهي پروٽيڪٽ ڪري ڏيکاريو.

#22

**Save Document with password**

ڊاڪيومنٽ تي پاسورڊ هڻبو آهي.

* Office Button
* Prepare
* Encrypt Document
* Set password
* Ok

#23

**Practice**

5 فائل ٺاهي پاسورڊ لڳائي ڏيکاريو.

#24

**Autocorrect**

لفظ خود درست ٿيندا آهن.

* Office button
* Word options
* Proofing
* Auto correct option
* Write word
* add
* ok

#25

**Mail Merge**

ٻن فائلن جي ڊاٽا پاڻ ۾ مالائبي آهي.

ٽيبل ٺاهيو 10 دوستن جا نالا ۽ نمبر لکي سيو ڪريو.

ٻيو فائل کرلي ڪارڊ ٺاهيو.

* Mailings
* Start Mail Merge
* Letters
* Select Recipients
* Insert Merge Field
* Finish & merge
* Edit Individual document
* Ok

[**Starting Microsoft power point**](#_top)

For creating slides, presentations

سلائيد ٺاهي سيو ڪريو.

ڦل اسڪرين F5

#2

**Design**

* Design menu
* Apply any themes

#3

**Insert Slide**

نئين سلائيڊ داخل ٿيندي آهي.

* Home menu
* New Slide
* Shortcut key **ctrl M**

#4

**Assignment**

10 سلائيڊيون ٺهي ڏيکاريو

#5

**Custom Animation**

سلائيڊن تي افيڪٽ ڏبا آهن.

* Animations Menu
* Apply effect
* Ok

#6

**Background**

سلائيڊن تي بيڪگرائوڊ ايندو آهي.

* Design Menu
* Background Style
* Set

#7

**Slide transition**

سلائيڊن کي افڪيٽ ڏبا آهن.

* Animation Menu
* Set effect
* Ok

15 سلائيڊيون ٺاهي هلائي ڏيکاريو.

#8

**Action Buttons**

سلائيڊن تي بٽڻ هڻبا آهن.

* Insert Menu
* Shapes
* Action buttons
* Set
* Ok

15 سلائيڊون ٺاهي ايڪشن بٽڻ هڻي ڏيکاريو

#9

**Setup show**

سلائيڊن کي لاڳيتو هلائڻ

* Slide Show Menu
* Setup slide show
* Click on loop continuously
* Ok

#10

**Save as power point show**

بنا پاورپيوانٽ جي سلائيڊيون هلنديون آهن.

* Office Button
* Save as
* Power point Show

#11

Assignment

10 سلائيڊيون ٺاهي بنا پاورپيانٽ جي هلائي ڏيکاريو.

**[Microsoft Excel](#_top)**

For mathematical propose

#1

**Sum formula**

جوڙ جو فارمولو.

=Sum(a1+b1) Or =Sum(100+50)

#2

**Minus formula**

=Sum(a1-b1) Or =Sum(100-50)

#3

**Multiply Formula**

=Sum(a1\*b1) Or =Sum(100\*5)

#4

**Divide Formula**

=Sum(a1/b1) Or =Sum(a1/b1)

#5

**Multiple cell**

هڪ کان وڌيڪ سيل جوڙ ڪرڻ

=Sum(a1:a10)

#6

**Average Program**

#7

**Practice**

50 ناالا لکي ايوريايج ڪڍي ڏيکاريو.

#8

**Mark Sheet**



#9

**Percentage Formula**

=Sum(Obtmarks\*100/TotalMarks)

#10

**Pass Fail**

=if(per>=33,”Pass”, “Fail”)

#11

**A-B Grade**

=if(per>=60,”A”,”B”)

#12

**Divan Formula**

=if(per>=60,”1st”, “2nd” )

#13

**Full Grade Formula**

=if(Per>=80, “A1”,

=If(per>=70, ”A”,

=If(per>=60, ”B”,

=If(per>=50, ”C”,

=If(per>=40, ”D”,

=If(per<40, ”Fail”))))))