



AC-TECH INDIA

COMPUTER FUNDAMENT

E-BOOK
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Fundamental

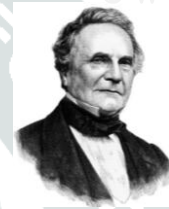
➤ What is computer?

Computer is an electronic data processing machine which Does mathematical as well as logical calculation.
It is electronic equipment which is capable of creating solution by performing complex processing information.



➤ Who was the father's of computer ?

Charles Babbage was the father's of computer in 1945.



➤ Mother's of computer

Lady Ada.



➤ What is the full form of our computer system?

C	→	Common
O	→	Operated
M	→	Machine
P	→	Particular
U	→	Used For
T	→	Trade
E	→	Education
R	→	Research

➤ What is electronic device?

An electronic device is a device in which electronic components. Such as transistor ic are used.
Ex- TV, monitor, computer etc.

➤ What is data?

Anything is called data. This input to the computer and gets a meaningful result.

➤ How many types of data.

There are basically seven types of data.

Those are:-

- (1) Alphabetical data.
- (2) Numerical data.
- (3) Alphanumeric data.
- (4) Symbolic data.
- (5) Float types of data.
- (6) Logical data.
- (7) General data.

➤ What is information?

When data is meaningful it's called information.

➤ What are the benefits of our computer system?

Computer provides four benefits.

- (1) Speed: - computer works at very high speed and is much faster than human.
- (2) Accuracy: - computer rarely makes mistake all the mistakes are done by human.
- (3) Diligence: - computer never gets tired mostly human gets tired.
- (4) Versatility:- computer can perform any types of works.

➤ Parts of any computer system.

There are basically two parts of computer.

- (1) Hardware: - all physical components of computer are called software.
- (2) Software: - a set of program is called software.

➤ Type of computer device:-

Computer device can be divided in two parts.

- (1) Input device
- (2) output device

(1) Input device: - input device are used to give interaction to the computer.
Ex: - keyboard, mouse, scanner, floppy disk, compact disk, hard disk, etc.

(2) Output device: - output device are used to display the output of an operation.
Ex: - monitor, printer etc.

➤ What is keyboard?

Keyboard is an input device. It is similar to typewriter machine. It is used to fed data inside the computer.

There is about 101 to 109 key available in keyboard.

➤ Types of key in a keyboard.

There are basically six types of key in a keyboard.

- (1) Alphanumeric key.
- (2) Numeric key.
- (3) Function key.
- (4) Symbolic key.
- (5) Arrow key.
- (6) Special key.



- (1) Alphanumeric key: - (0-9) to (a to z)
- (2) Numeric key:- (0-9) to (+, ÷, -, ×)
- (3) Function key:- (f1 to f12)
- (4) Symbol key: - (#, %, @, *, etc.)
- (5) Arrow key: - used for cursor movement.
- (6) Special key: - enter, delete, alt, tab, caps lock, shift, ctrl, scroll lock, pause, backspace, page up, page down and Esc.

Uses of keys

- ❖ Enter: - used to break the line.
- ❖ Escapes/ esc: - used to cancel the input command.

- ❖ Delete: - used to delete the character as selected text, folder, image, and shapes.
- ❖ Backspace: - used to erase the character.
- ❖ Number lock: - used to activate the numeric key.
- ❖ Home: - used to move the cursor at the beginning of the line.
- ❖ End: - used to move the cursor at the up end of the line.
- ❖ Page up: - used to move the cursor one page up.
- ❖ Page down: - used to move the cursor one page down.
- ❖ Caps lock: - used to keying in capitalized alphabets.
- ❖ Print screen: - used to print whatever is displayed on the screen.

➤ What is mouse?

Mouse is an input device. It is also called a pointing device. It is held in hand and moves across a flat surface. The mouse many contain one, two or three buttons. Each button has special function defined by the software.



CIN No. U74999BR2018PTC036840

Uses of mouse

- ❖ It is mainly used for graphical and drawing work on the computer.
- ❖ It helps to generate different types of shapes and draw very quickly.
- ❖ The mouse is also used to edit text.

➤ What is scanner?

Scanners are the kind of input devices. That are capable of entering information directly into the computer.

The main advantage of direct entry of information is those users don't have to type the information. This provides faster and more



accurate data entry.

➤ **What is a light pen?**

A light pen is pointing device which consist of a photo cell mounted in a pen set shaped. It is used as pad type small device for writing small message and sending then an e-mail.



➤ **What is speaker?**

Speaker is a multimedia machine which is used to listen sound.



➤ **What is joystick?**

A joystick is also a pointing device. It is used to move the cursor position on a monitor screen, its function is similar to mouse and it's used to playing games.



➤ **What is monitor?**

The monitor is also considered as VDU (visual display unit). It is an output device.

It used to display data on screen monitor is similar to television set.

It is available. In 9, 12, 14, 15, 17, 19, \$ 21 size.



Types of monitor

(a) LCD

(B) CRT

➤ LCD: - Liquid Crystal Display.

➤ CRT: - Cathode Ray Tube.

➤ **What is printer?**

Printers are the most popular output device.

A printer produces printed output of results and data on the paper.



There are basically two types of printers.

1. Impact Printer
2. Non-impact Printer

(i) **Impact Printer:** – In this type of printer there is contact between paper and ribbon and it prints dot by dot. The speed of this type of printer is very slow.

Ex- Dot-matrix, Dashy wheel.

(ii) **Non-impact:** – In this type of printer there is no contact between paper and ribbon. These types of printers are very fast. These printers use thermal chemical and ink-Jet technology.

Ex- Inkjet, LaserJet.

➤ What is CPU?

The CPU stands for Central processing Unit. The CPU is the brain of any computer system. In a human body all major decisions are taken by the all major calculation, manipulation and comparisons are made by CPU.



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CIN No. **MAJOR PART OF CPU** 36840

- (i) ALU (Arithmetical logical Unit)
- (ii) CU (Control Unit)
- (iii) MU (Memory Unit)

1. **ALU:** - It controls all the arithmetical as well as logical calculation of the computer system. All processing and manipulation of data is done in the arithmetical and logical unit.
2. **CU:** - It controls all the functions of computer. All the calculation which is done by ALU can only sent to the output device of CU.
3. **MU:** - Memory is a part of computer system. Where data and result are store.

Memory unit is divided into two parts:-

1. Primary Memory
2. Secondary Memory

(PRIMARY MEMORY)

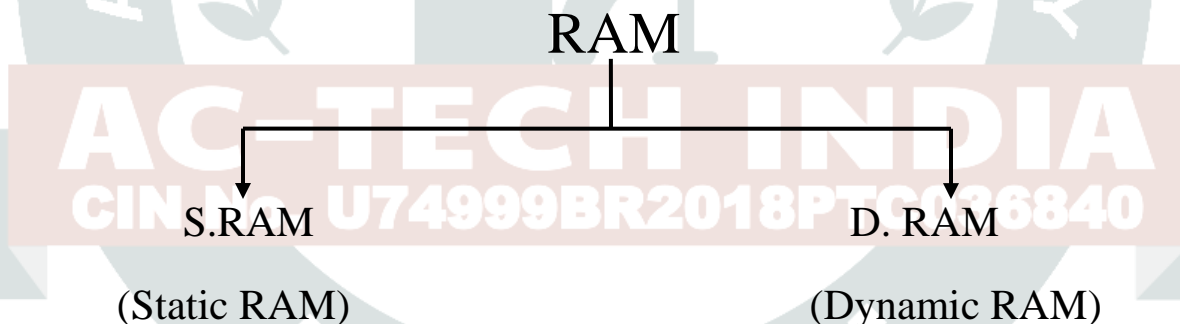
The memory which is built inside in the chip is called primary memory. It is also called internal memory.

There are two kinds of primary memory.

(A) RAM (B) ROM

(A) RAM (Random Access Memory)

RAM is the working memory of the computer. When we enter any information in the computer, it firstly stores in the RAM. It remains there until the power supply is turned off.



S.RAM – Static RAM can retain stored information as long as the power supply is on.

(ii) D.RAM – It loses the stored information in a very short time. Even though the power supply is on.

(b) Rom (read only memory)

Rom is a permanent memory and it can't be change. It stores programs which tell the computer. How to process the data and control its various parts, rom is basically know as volatile. The information store in the rom can only be only be read can't be write in to that so the name is considered as read only memory.



(Secondary memory)

Secondary memory is used to store the temporary information are data permanently

There are three types of secondary memory.

- (1) FDD: - Floppy Disk Drive.
- (2) HDD: - Hard Disk Drive.
- (3) CD: - Compact Disk.
- (i) FDD:- it is storage device, it's capacity comes under two format.

Size	capacity
5.25"	1.25mb
3.05"	1.44mb



- (2) HDD: - it is an example of secondary memory unit, it has much higher storage capacity and all the disk are connected to a single unit. It stores all types of dat program and instruction. It is also known as the memory bank of the computer.

Its capacity is 20 GB, 40 GB, 80 GB, 320 GB, 500 GB, \$ 1tb.



- (3) Cd: - it is also the part of the secondary memory unit.
In which we can store all types of data like image, video etc.
Its capacity is 700 mb, 705 mb.



Some measurement of capacity

1024 byte: - 1 kb (kilo byte)

1024kb: - 1 mb (mega byte)

1024 mb: - 1 GB (gega byte)

1024 GB: - 1 tb (tera byte)

Types of software

There are basically three types of software.

- (1) System software.
- (2) Application software.
- (3) Customize software.

- (1) System software: - system software refers to the software that enables a computer to function.

Ex: - operating software.

- (2) Application software: - application software refers to the software that enables a user to perform special task.

Ex: - tally, ms word, excel, PowerPoint, etc.

- (3) Customize software: - the software which is made to perform user or organization for their requirement is called customize software.

(4)

OPERATING SYSTEM

An operating system is a software program which acts as an interface between a user and computer it interacts a computer device directly with the hardware such as hard disk, cup, ram etc.

The hardware devices of computer, one of them have no use without an operating system.

Types of operating system

- (A) SUST: - Single User Single Tasking.
- (B) SUMT: - Single User Multi Tasking
- (C) MUMT: - Multi User Multi Tasking.

Classification of Computer

- (i) Analog Computer
 - (ii) Digital Computer
 - (iii) Hybrid Computer
- Analog Computer – This type of computer is mainly used by doctors for the purpose of to check patients pulse rate, heart rate.
 - Digital Computer – This type of computer are mainly used for the purpose of to check the result in digital mode.
 - Hybrid Computer – It is the combination of digital and analog computer, so it is basically used by the scientist of in research center.



According to size and capacity computer are classified in following category:-

- (A) MICRO COMPUTER
- (B) MINI COMPUTE
- (C) MAINFRAME COMPUTER

(D) SUPER COMPUTER

(A) MICRO COMPUTER: – micro computer are at the lowest of the computer range. These are small that can be used for entertainment and for business purpose at home.

EX- Intel 80285, 386, 486

P1, P2, P3, P4

(B) Mini Computer: – A mini computer is bigger than micro computer and it's supposed to be more powerful. A mini computer is multiuser system they have large RAM and storage capacity. It is used in business, industry service and research.

(C) Mainframe Computer: - It is large and much powerful computer and expensive, it is faster than mini and micro computer. So it is basically used in complex and lengthy calculation.

(D) Super Computer:– It is apex of the computer range. It is the most expensive and fastest computer.

EX – CRAX, CYBER

MEMORY UNIT

❖ BIT: - Bit stands for binary digit (0, 1). It is also called the smallest unit of computer memory.

BINARY LANGUAGE

Mathematical Range -

- ❖ A - 65
- ❖ B - 66
- ❖ C - 67
- ❖ D - 68

A -97

B -98

C -99

CALCULATION OF A=1000001

2	65	1
2	32	0
2	16	0
2	8	0
2	4	0
2	2	0
	1	

Ms- Office package

Ms Stands for Microsoft office. It is a set of software package which is mostly used in office work.

There is basically your package which is widely used.

- (i) Microsoft word.
- (ii) Microsoft excels.
- (iii) Microsoft PowerPoint.
- (iv) Microsoft access.

➤ **How to the start ms-word.**

- 1) Start- run- type (WinWord) then ok.
- 2) Start- program- ms-word.
- 3) Double click on the icon on ms-word.

➤ **What is Microsoft word?**

Ms Word is a word processing package in which we can create, moodily, format and print a document. Create mail merge, able and letter, it also has some facility like out corrects, spell check and auto format. Extension name of ms-word is .dos

➤ Word processing.

Word processing is a software package that enables you to create, edit, print and save document for future retrieval and reference.

- Title bar: - title bar shows us the title of document.
- Menu bar: - menu bar contains some menu and every menu has its sub menu.
- Standard toolbar: - it displays the symbols for the common operation like open, print, save, Cut etc.
- Formatting bar:- this bar displays the option which can be used to format our document like, font type, size of font, bold, italic, underline, bullets, alignment etc.
- Minimize: - window is not closed but is reduced to a button on task bar.
- Maximize: - to increase the size of windows to full screen.
- Closed: - this option is used to close the document.
- Left Arrow Scrollbar: - Use to move the page to the left hand side.
- Right Arrow Scrollbar: - Use to move the page to the right hand side.
- Up arrow Scrollbar: - Use to move the page upward.

File Menu (ALT+F)

- New (ctrl+N):- This option is used to take a new document.
- Open (ctrl+O):- This option is used to open the existing file.
- Close (Alt+f4):- Use to close the document.

- Save (Ctrl+S):- used to save the document.
- Save as (Ctrl+Shift+S):- Used to save the document with a new name in a new place
- Save as webpage:- Used to save the document in a webpage mode.
- Webpage Preview:- Used to see the preview of document in webpage mode.
- Page Setup: - Used to set the margin of page.
- Print Preview:- Used to see the print preview of the document.
- Print (Ctrl+P):- This option is used to print the document.
- Exit:- Used to come out from ms-word.

Edit Menu (Alt+E)

- Undo (ctrl+z) Used to repeat the last action or command.
- Reundo (ctrl+Y):- Used to repeat the current action or command.
- Cut (Ctrl+X):- Used to cut the selected font, image, folder and shapes.
- Copy (Ctrl+L):- Used to copy the selected font, image, folder and shapes.
- Paste (Ctrl+V):- Used to paste the cut/copied font, image, folder and shapes.
- Paste Special: - Used to paste the text with all its content.
- Clear (DEL):- Used to clear all the content and format of the text.
- Select All (Ctrl+A):- This will select all the text.
- Find (Ctrl+F):- Used to find the text.
- Replace (Ctrl+H):- Used to replace the word with another word.

- Go to (Ctrl+G):- Used to go to the required page, line, section etc

VIEW MENU (ALT+V)

- Normal: - It doesn't display or support background color and inserted picture into document, but displays page break with dotted line used for fast editing.
- Web layout: - It displays document as web page It display, It display color and inserted picture.
- Print layout: - It display file in print layout with inserted picture. It does not support background color.
- Outline: - Used to see the outline of the document.
- Ruler: - Used to on/off the ruler.
- Toolbar: - Used to on/off the toolbar.
- Documents Map: - Used to the see the documents.
- Header& Footer: - But selecting this option a text box appears on the top of the page and at the bottom of the page. We can add time, date, and page no or any other information like graphics or text to this text box.
- Full Screen: - used to see the document is full screen mode.
- Zoom: - Used to zoom the documents.

INSERT MENU (ALT+I)

- Break (ctrl+enter):- Used to break the line section, column, page etc.
- Page Number: - used to insert the page number.
- Date &Time: - used to insert date and time of different formatting style.

- Auto text: - used to insert already built word.
- Field: - used to insert the field at a insertion point.
- Symbol: - used to insert different types of symbol.
- Comment: - used to give the comment to a particular word.
- Footnote: - used to insert footnote.
- Caption: - we can give a title to inserted picture.
- Index and table: - we can create index and table.
- Picture: - we can insert picture from file, clip art, word art and auto shapes.
- Chart: - we can insert chart in to the document.
- Text box:- we can insert text box.
- Object: - we can insert file in to other package in to current open file.
- Hyperlink (ctrl+k):- used to link one file with another.

FORMATE MENU (ALT+O)

- FONT (CTRL+D):- Used To Maintain the font style like font type, bold, italic, underline, size etc. for the text.
- Paragraph: - Used to maintain the paragraph.
- Bullets and Numbering: - Used to insert bullets and numbering into the document.
- Borders and Shading: - Used to give borders and shading to the page.
- Colum's:- used to insert the columns.

- Tabs: - Used to maintain speed of the tab button.
- Drop Cap: - This will make the word in large initial.
- Change case: - This will change the word or sentence in five cases .

- (i) Sentence case
- (ii) Lower case
- (iii) Upper case
- (iv) Title case
- (v) Toggle case

- Back ground:- From this we can give the color to the page.
- Theme:- Used to inset the theme to the page.
- Auto Format:- Used to give already made format to the text or table.
- Style: - Used to give the style to the text.

TOOL MENU (ATL+T)

- Spelling and grammar (f7):- This will check the spelling and grammatical mistake.
- Language: - Change the different types of language.
- Word Count: - This option gives us the information about how much we have worked .
- Auto Summarize: - This will summarize the story automatically.
- Auto correct: - This will change the word with another word.
- Merge document:-Used to merge the current document with another document.
- Protect document: - used to protect the document.

- Mail Merge:- Mail merge helper is used to create from letter. The mail merge helper guides us through organizing the address data merging into a generic document and printing the resulting personalized document.
- Envelops and labels:-Used to create envelops and labels for the document.
- Macro: - Through this we can create a short cut key for our document.
- Letter wizard:-By this we can create wizard for the letter.
- Customize:- Through this we can make toolbars and menu bars.
- Options:- Used to on/off the required options.

TABLE MENU (ALT+)

- Draw table: - This option is used to draw the table and border.
- Insert: - By this option we can insert the row, column, cell and table.
- Delete: - Used to delete the row, Column, cell and table.
- Merge cell: - Used to merge more than one cell.
- Split table:- Used to break the table into two parts.
- Split cell:- Used to split the selected cells into the number of the number of row and column you enter.
- Table auto format:- used for format the table in different formatting style.
- Auto fit:- By this we can adjust the row and column content.
- Heading rows repeat: - By this option we can make the heading of the table.
- Convert: - Used to convert the table into text and text into table.

- Sort: - By this option we can arrange column content ascending to descending and descending to ascending.
- Formula: - This option is used to add, multiply, subtract etc.
- Hide gridding: - We can hide the table gridding.
- Table Properties: - This option is used to adjust the table width.

MICROSOFT EXCEL

Ms-excel is a spread sheet programming in which we can built mark sheet, calculate the number etc. Sheet is the combination of three essential things. Those are columns, rows and cells.

Extension name of Ms-excel is. XLS

Spread sheet: - Spread sheet is a combination of columns, cells and toes. It is used for manual calculation.

	A	B	C	D
1	Name	Roll No.	Add	Math
2	Pradeep	001	Fbg	90
3	Raj	002	Fbg	88
4	Shikha	003	Fbg	82
5	Rohan	004	Fbg	78

Note:- Number of row in a sheet =65536

Number of column in a sheet= 256

Last name of column =IV

Start = A to Z

TYPES OF FORMULA

➤ Sum (total) = Use to add the number

Ex- =sum (range of cell address)

➤ Percentage = Use to the average the number.

Ex:- =average (range of cell address)

➤ Minimum = use to see the minimum number of cell.

Ex:- =min (range of cell address)

➤ Maximum =use to see the maximum number of cell.

Ex: - =max (range of cell address)

➤ Date and Time =use to insert current date & time.

Ex:- =Now ()

➤ Status (pass fail) = use to give status to the format.

Ex:- =if (min (range of cell address)>=50,"pass","Fail")

➤ Grade =use to calculate the grade.

Ex- =if (percentage cell add>60,"A",if(percentage cell add>50,"B",if(percentage cell add>40,"C"))))

➤ Power =use to take out the power of the number.

Ex:- =power (5, 2) =25

➤ Square = use to calculate the square.

Ex:- =sqrt(25)=5

➤ Date = Ctrl:

➤ Time = Ctrl+Shift:

EDIT MENU (ALT+E)

- Fill:- this option will fill the text to up word, left, right, and also make the series of numbers.
- Clear:- this option will clear the text with all its contents and format.
- Delete:- use to delete the cell , row, and column.
- Delete sheet:- use to delete the sheet.
- Move or copy sheet:- use to move or copy sheet from one place to another.

VIEW MENU (ALT+V)

- Formula bar: - use to on/off the formula.
- Conditional formatting: - use to format conditionally.

INSERT MENU (ALT+I)

- Cell:- this option will insert cells in sheet.
- Row:- use to insert rows in the sheet.
- Column's:- use to insert column in the sheet.
- Work sheet: - use to insert work sheet.
- Function: - this provides you different type of formula like add subtract, multiply, divide.
- Chart: - a chart is graphical or pictorial representation of our work sheet or data.

FORMULA MENU (ALT+O)

- **_Cell:** - use to format the cells with a different formatting style.
- **Row:** - use to change the height of row and can also hide the row.
- **Column:** - using this we can change the width and can hide the column.
- **Sheet:** - use to format the sheet.
- **Auto format:** - use to change the sheet in different types of format.
- **Use to format conditionally.**

TOOL MENU (ALT+T)

- **Protection:-** use to protect the document sheet and work book.
- **Goal seek:-** adjust the value in a specified cell unit a formula that is depend on that cell reaches a target value.
- **Scenarios:-** create and saves scenarios which are sets of data you can use to view the result of what if analysis.
- **Auditing:-** use to audit the feature.

DATA MENU

- **SORT:** - arranges the information in selected rows or lists alphabetically numerically or by date.
- **Auto filter:** - the quickest way to select only those item's you want to display in a list.
- **Advanced filter:** - filters data in a list so that only the rows that meet a condition you specify by using a criteria range are displayed.
- **Form:** - display a data form in a dialog box you can use the data form to see change, add, delete and find records in a list or database.

A large, light gray watermark logo is centered on the page. It features a circular emblem with a laurel wreath. Inside the wreath is a silhouette of a person sitting at a desk with a computer monitor. Above the person is a globe. The words "ADVANCED COMPUTER TECHNOLOGY" are written in a circular path around the top of the emblem. At the bottom of the emblem, the word "INDIA" is written in a bold, sans-serif font, flanked by two small decorative symbols. A horizontal banner with a ribbon-like border is superimposed over the center of the emblem. The banner contains the text "AC-TECH INDIA" in large, bold, white capital letters, and below it, "CIN No. U74999BR2018PTC036840" in smaller, white capital letters.

AC-TECH INDIA
CIN No. U74999BR2018PTC036840

MICROSOFT POWERPOINT

Ms-PowerPoint is a slide presentation software package. In which we can make presentation on any subject and can also make presentation about your skills, invention etc.

Extension name of PowerPoint is .ppt

➤ How to start ms-PowerPoint?

- (1) Start – run- type “powerpnt” then ok.
- (2) Start – program – click on ms-PowerPoint.
- (3) Double click on the icon of ms-PowerPoint.

EDIT MENU (ALT+E)

➤ Duplicate:- (ctrl+d) used for duplicate.

➤ Delete slide:- used to delete the slide.

VIEW MENU (ALT+V)

➤ Slide sorter:- used to see the sorter view of the slide.

➤ Notes page:- used to maintain notes for the page.

➤ Master (slide master):- display the slide master where you can set the default layout and formatting for all the slide.

➤ Black and white:- used to change the selected picture in black and white mode.

INSERT MENU (ALT+I)

- New slide:- used to take a new slide.
- Duplicate slide (ctrl+d):- used to duplicate the current slide.
- Slide number:- used to maintain the slide number.
- Slide from file:- inserts slides from another presentation in to your current presentation.
- Slide from outline:- create slide for all first level heading in an imported outline.
- Table:- used to insert the table.

FORMATE MENU (ALT+O)

- Replace font:- used to replace the font.
- Slide layout:- this option is used to insert different type of slide
- Slide color scheme:- used to change the colors of your slide.
- Apply design template:- this command provides us to insert template from the file.
- Colors and lines:- this command will change the color of the line.

SLIDE SHOW MENU (ALT+D)

- View show (f5):- used to see the slide show.
- Rehears timings: - you can run your slide show in rehears mode, in which you can add or change the require mistake.
- Set up show:- set option for running your slide.
- Action button: - by this command we can link one slide with any other slide.
- Action setting: - by this command we can set the action for the linking slide.
- Custom animation: - used to give the animation.
- Slide transaction: - add or change the special effect that introduce a slide during a slide show or can off the action of keyboard and mouse.
- Hide slide:- used to hide the slides.
- Custom show:- used to see the custom show of your presentation.

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MICROSOFT ACCESS

Microsoft Access is a relation database based software package. The success of a business, enterprises today depends much on how quickly it can retrieve the desired information needed for decision making and routing operation, mostly Microsoft Access is used to keep track of information related to any subject.

Microsoft Access is a window based program created by Microsoft Company.

The extension name of Microsoft Access is (.mdb).

➤ Database: - database is an organized collection of data.

Com id	Name	Address	Phone no
001	Honda	Patna	224400
002	Suzuki	Mumbai	224411
003	Bajaj	Kanpur	224421
004	Maruti	Bhopal	224423
005	airtel	Delhi	224451

➤ Type of database: - there are basically two types of database.

(1) DBMS (database management system)

(2) RDBMS (relation database management system)

➤ DBMS: - (DBMS is a collection of interrelation and set of programs to retrieve data from database.

➤ RDBMS: - RDBMS is a multi-table database where the tables in database have to be related for storing and retrieving the data.

➤ Understanding RDBMS: - suppose you have two databases. A database containing book details and the other containing details of a company. Now you wish to display on the screen the information about a book name, accounting, and the details of the company published it. RDBMS makes your problem easy.

Relation database management system

Book Id	Name	Price	Quant	Writer
001	Account	200	4	S.K Singh
002	Math	175	6	K.P Sinha
003	Phy	120	9	B.K Mehta
004	Chemis	70	5	S.A Roy

Com id	Name	Address	Phone no	Fadc
001	Lakmy	Kanpur	224556	451
002	Dabar	Nepal	225289	487
003	Bajaj	Banglor	228169	564
004	honda	Bhopal	228283	801

Benefits of database

(1) Reduction in redundancy.

(2) Consistence of data.

(3) Retrieval of data is very fast.

- Reduction in redundancy:- we can't enter duplicate value in table.
- Consistency of data:- if we will change the value of one table the value of related table will change automatically.
- Retrieval of data is very fast:- it means we can find data very fast.

How to understand a table student entry

Com id	Name	Age	Address	Mo .no.
1	ishana	20	Fbg	8745874587
2	Arya	22	Fbg	574874589
3	Arjun	21	fbg	5874147145

This is student based table so that student will be considered as entity.

- Entity:- entity can be defined as a set of attributes or behavior.
- Domain:- field name along with its all value is called domain.

Types of data

- Text: - this data types and store text or combination of text and number.
- Memo: - this data types and store a longer number of text and number character like notes or description.
- Number:- this data types and store only numeric data for the calculation.
- Currency:- this data types and store currency value.
- Date/time:- this data types and store date / time value.
- Ole object:- this data enables you to store value from other package like word , PowerPoint etc.
- Hyperlink:- this data enables you to store hyperlink like an e-mail address or website address.
- Look up wizard:- this data create a field from another field.

Note

- Primary key: - if you specify any field as a primary key then for that particular field data can't be duplicate as well as can't be left blank.

Typed of database

- Table:- table are used to store data in row or column format similar to spread sheet.
- Features of ms- access:- ms-access is used to create database .there are many are features related to database which are following.

(1) Table: - table is the combination of row and Colum.

(2) Queries: - the meaning of queries of queries is condition which is used to manipulate the data.

(3) Form: - when we enter the information in a paper sequence and we apply the different types of effects in database is called forms.

(4) Report:- it is the effective results of information database as logo's and pictures.