

# Class 02

## On

### Course: CS-103

Conducted By:

Nakib Aman Turzo

Lecturer

Department of CSE

Varendra University

# Google Sheets

- Google Sheets is a spreadsheet app on steroids. It looks and functions much like any other spreadsheet tool, but because it's an online app, it offers much more than most spreadsheet tools.
- <https://docs.google.com/spreadsheets/>

# Common Spreadsheet Terms

- Cell: A single data point or element in a spreadsheet.
- Column: A vertical set of cells.
- Row: A horizontal set of cells.
- Range: A selection of cells extending across a row, column, or both.

# Common Spreadsheet Terms

- **Function:** A built-in operation from the spreadsheet app, which can be used to calculate cell, row, column, or range values, manipulate data, and more.
- **Formula:** The combination of functions, cells, rows, columns, and ranges used to obtain a specific result.
- **Spreadsheet:** The entire document containing your worksheets

# Lets start building 4 accounts:

- Gmail
- LinkedIn
- Bdjobs
- Skype

# Must Have Software for PC

- Microsoft Office
- Avro Keyboard
- C cleaner
- Antivirus software (Smadav antivirus)
- Necessary Drivers
- Backup software

# Downloading any files

For any softwares

FileHippo ( [www.filehippo.com](http://www.filehippo.com) )

Use torrents –

<https://torrentz2.eu/>

Needs torrent downloader client like  
utorrent

# Stay away from viruses

- Don't open spam links
- Scan pendrives or removable disks



# Turning on the Computer

- Most computers have a power switch located on the CPU, either at the top or on the front panel. Push this switch to turn on (also called power up or boot) your computer. If your monitor does not come on when you power up your computer, locate the power button on the monitor and turn it on. Some computers may require a User Name and Password in order for you to log on. If you know this information, enter it in the space provided and push Enter on your keyboard.

# Using the Mouse

- Single-clicking the left button: Selects something.
- Single-clicking the right button: Brings up a file menu, where you can choose options. Once you choose the option, you must select it by single clicking the left button. Remember that if you do not wish to choose something from the menu, you can left-click and it will disappear.
- Double-clicking the left button: This is mainly used to open a file.
- Dragging: Pressing and holding down the left mouse button will drag an item around your screen.

# Keyboarding Skills

- The following websites are just two of the places you can find free typing tutorials.
- At [Typingweb.com](http://Typingweb.com), you will learn basic keyboarding skills or practice to improve the skills you already have.
- [Power typing.com](http://Power typing.com) is a great site to use to practice your typing skills or to improve your typing skills with games such as Alpha Rain.

# Job Searching

- There are various sites that you can use to search for jobs.
- One of the most popular is [bdjobs.com](http://bdjobs.com).
- In the address bar, type [www.bdjobs.com](http://www.bdjobs.com)
- select Job Search.