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INTRODUCTION TO COMPUTERS

❖ Definition of a Computer:

A computer is an electronic device that is used for information processing. It accepts the data and instructions, stores it in its memory, processes and gives the results to the user. The term computer is derived from the Latin word *COMPUTE* which means to calculate or to manipulate.

❖ Capabilities of a Computer:

A computer is capable of performing the following tasks:

- 1] **Huge Data Storage:** A computer can store a huge amount of data and instructions in its memory. The computer's storage is just like a human brain where information is stored and retrieved from.
- 2] **Input and Output:** A computer receives the data and instructions from the user and displays it after the execution.
- 3] **Processing:** It processes the data input by the user. Processing means performing the necessary operations such as arithmetic operations or logical operations on the data.

❖ Characteristics of a Digital Computer:

The following are the characteristics of a digital computer.

- 1] **High Speed:** A computer is a fast information processing electronic device. It carries out all sorts of computations within a fraction of a second. It executes millions of instructions per seconds.
- 2] **Accuracy:** It gives accurate results for correct input data. Here accuracy means the correctness of the processed data. If the input data is erroneous, then the output will not be correct.
- 3] **Reliability:** It gives consistent results, even though it is running on electrical connections and electronic circuits, which are often prone to errors.
- 4] **Versatility:** its role is versatile. It is used for scientific calculations, business processing, computer games, teaching, training, simulations, music, fine-art etc.
- 5] **Diligence:** It does not feel tired. It can be used for hours. It can also be used for a number of days or months non-stop. It will work satisfactorily without fatigue.

❖ Limitations of a Computer:

- 1] **Not Intelligent:** The computer simply performs the specified operations. It does not think, whenever it finds a command, instead it works accordingly. It does not possess any intelligence for analyzing the problem.
- 2] **Inactive:** If the power supply is stopped then the computer ceases to work. When the power supply is resumed it becomes active.
- 3] **Cannot Learn:** Computers cannot learn by experience.
- 4] **No Alternatives:** Humans have the potential to try out various alternatives to solve the unexpected which computer do not have.
- 5] **Maintenance:** Computer is a delegated machine. It should always maintain in cool and dust free places.
- 6] **Costliest:** Computers are costliest. Normal people cannot offer to buy computers.
- 7] **Virus:** Computer Virus can destroy the information stored in computers.

❖ History of the Development of Computer:

- 1] **Abacus** is the first recorded computer, whose existence dates back to 2500 B.C. It was a rectangular wooden frame With beads stung on parallel wires. It was similar to the slates used by school Kids.
- 2] In 1802, a French textile manufacturer, Joseph Jacquard, invented a machine which was used to automatically controlThe weaving loom. Jacquard employed **punched cards** to control the patterns of woven cloth.
- 3] In 1822, a professor of mathematics at Cambridge University, Charles Babbage, invented the **Differential Engine**. This Was a hand operated machine built with wheels, levers and mechanical linkages. It was used to calculate various mathematical functions.
- 4] In 1833, Charles Babbage developed the **Analytical Engine**. This machine consisted of five functional units such as put Unit, Memory Unit, Arithmetic Unit, Control Unit and Output Unit. This architecture resembles the modern computers hence Charles Babbage is called Father of Computers.

❖ Generations of Modern Computers:

Computers developed after 1945 are categorized into five generations. Computers are classified into different generations based on the time period of development and their features.

1] First Generation [1945-1956]:

The first generation computer was invented in 1946. They named it as ENIAC (Electronic Numerical Integrated and Calculator Machine). It was the fastest machine consisting of 18,000 Vacuum tubes. Its weight was 27 tones. Its speed was 103 sec. They used punched cards to input and output operations. The Machine Language programming was adapted in these machines. Example: ENIAC, UNIVAC-I, EDSAC, EDVAC etc.,

Characteristics of First Generation Computers:

- 1] Each computer had different binary coded program.
 - 2] Vacuum tubes like diodes, triodes, resistors and capacitors were used.
 - 3] It was too heavy and occupied large space.
 - 4] It had limited memory. 5] It consumes very high power.
 - 6] It had limited programming capacity, speed and versatility. As tubes had to be heated it took a long time to start.

2] Second Generation [1956-1963]:

In 1956 Vacuum tubes were replaced by transistors. Transistors were small in size, low power consuming, low heat production, more accurate results, reliable, could handle an enormous amount of data. Their speed was 10-6 sec. In 1960 computers replaced machine language with assembly language. The high level languages like COBOL and FORTRAN came into common use. Example: BURROUGHS 5000, IBM 1401, GE633, CDC 1604, Honeywell 400 etc.

Characteristics of Second Generation Computers:

- 1] Transistors were used in place of Vacuum tubes.
 - 2] It had low power consumption.
 - 3] It had more memory size, accurate results were found.
 - 4] It had high speed and versatility.
 - 5] High level languages like COBOL and FORTRAN come into common use.

3] Third Generation [1954-1971]:

These computers were built with Integrated Circuits (IC's). These IC's been small in size and combine hundreds of transistors, capacitors and resistors on a single chip. Their speed was 10-9 sec. They used semiconductor memory. They had higher reliability and reduced size. The concept of operating system, multi-programming, parallel processing were introduced. Example: IBM System, UNIVAC 1108/9000, CDC-6600, NCR 395, CYBER175 etc.

Characteristics of Third Generation Computers:

- 1] Transistors were replaced by semiconductors on circuit boards.
 - 2] In case of any defect the board could be easily replaced.
 - 3] Heat generation was reduced to a great extent.
 - 4] There was a tremendous decrease in the size of the computer.
 - 5] Multiprogramming, Scientific processing and record keeping facilities were provided.

4] Fourth Generation [1971-Present]:

Fourth Generation computer came out with a modified integrated circuit capacity. Firstly, Large Scale Integration (LSI) was developed that could fit hundreds of components on one chip. Then Very Large Scale Integration (VLSI) was developed where thousands of components could fit on one chip. The Ultra Large Scale Integration (ULSI) was developed fitting millions of components on single chip. They have a huge storage capacity and their processing speed is from 10^{-9} - 10^{-12} sec. The concept of networking was introduced. Example: IBM 3033, HP-3000, PDP-11, CYBER-205 and all modern PC's. **Characteristics of**

Fourth Generation Computers:

- 1] All the components of the computer were located on one Minuscule Chip.
 - 2] Computers came out in smaller sizes and affordable prizes.
 - 3] Many user-friendly software packages were developed for people of different fields, interests and ages.

5] Fifth Generation [Present and Future]:

The development of super computers was the Key motivation of fifth generation computers. Super computers were developed with Super Large Scale Integration i.e., millions of transistors per chip. These computer came out with a new concept called artificial intelligence. CD ROM, WORM are introduced. Today's computers are helpful to the doctors in diagnosing and then assisting step by step in problem solving. Example: CRAY (Japan), PARAM-10000 (India) etc.

Aims/Objectives of Fifth Generation Computers:

- 1] To make the computers accept the instructions given orally just like instructions given on mobile.
 - 2] To make the computers solve highly complex problems that require expertise Knowledge and reasoning ability.
 - 3] Able to translate foreign languages.

Classification of Computers on the basis purpose:

- 1] Analog Computers 2] Digital Computers 3] Hybrid Computers

1] Analog Computers: Analog computers are computers that measure physical quantities (e.g. pressure, temperature, length etc.,) and convert them to numeric values. These computers mainly used for scientific and engineering purpose.

2] Digital Computers: Most computers are digital devices i.e., they count the numbers that represent numerals, letters or

other special symbols. These computers can be fixed permanently in the machine e.g. processors that are installed in automobiles to control fuel, braking system etc.,

3] Hybrid Computers: The features of analog and digital machines are combined to create a hybrid computing system. For e.g., analog devices measure a patient's vital signs like temperature, heart functions. These are then converted to numbers and supplied to the digital components.

❖ Basic Functional Units of a Computer:

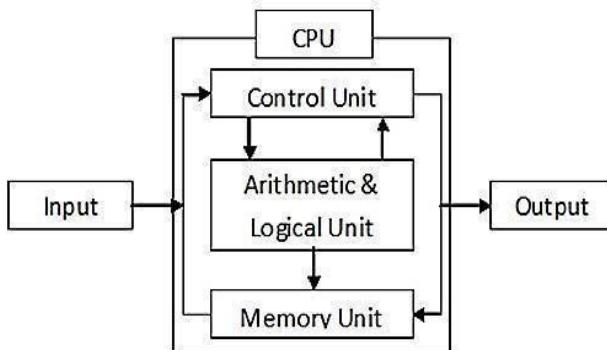


Fig. Block Diagram of Computer

There are 3 basic functional units in a digital computer. They are,

- 1] Input Unit
- 2] System Unit
- 3] Output Unit

Input Unit: Input unit is an external device that is connected to the CPU. It is used to feed data and instructions for solving the problem at hand. The Control Unit sends signals to this unit to receive data and instructions from the user, this data and instructions are communicated to the CPU. Some of the important input devices are: 1] Keyboard 2] Mouse 3] Joystick 4] LightPen 5] Trackball 6] Optical Scanner 7] Digitize 8] Microphone Input Devices:

The device that accepts data from the user and communicates it to the CPU is called an input device. There are variety of input devices. Some of them are discussed below.

1] Keyboard :	<p>It is the most common input device. It is used to enter both numerical and character type data. It is like a mechanical typewriter with alphanumeric and special keys. All IBM compatible keyboards contain 101 keys. Keyboards with 84 keys are also available.</p>
2] Mouse :	<p>It is a small hand held pointing device connected to the CPU through a cable. It has a rotating ball at the bottom and has two click buttons on the top. It controls the cursor and moves the pointer in the same direction as the mouse. The arrow point is called mouse pointer.</p>
3] Scanner :	<p>It is an input device. It is used to acquire (scan) both character and graphics required for image processing or character recognition. Sensors are used in scanners. Flatbed scanner is the most commonly used scanner. The scanner is connected to the CPU from outside.</p>

System Unit: Once the data and instructions are received from the input unit they are stored and processed in the system unit. The system unit further consists of mainly two sub-units. They are:

- 1] Central Processing Unit
- 2] Memory Unit

1] Central Processing Unit: This is generally called the CPU. Once the data and instructions are received from the input device, they are to be processed in this unit. So, it can be considered as the heart and brain of the computer system. CPU consists of two important functional units.

- 1] Control Unit
- 2] Arithmetic & Logic Unit

Control Unit: The control unit co-ordinates all the activities of the computer and instructs the computer system to carry out the programs. It directs the control signals between the CPU, input and output device.

The following are some of the functions performed by the control unit:

- ✓ Fetching data & instructions from the main memory

- ✓ Interpreting these instructions
- ✓ Controlling the transfer of data and instructions to and from the main memory
- ✓ Controlling input and output devices
- ✓ The overall supervision of computer system

1] Arithmetic and Logic Unit: ALU performs arithmetic, logic and comparison functions. Arithmetic operations consist of addition, subtraction, multiplication and division. Logic operation include the comparison of data so as verify it to be greater than, smaller than or equal to the other data.

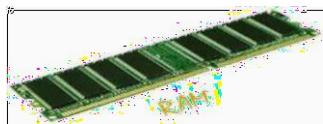
2] Memory Unit: Memory is an important part of a computer that stores the program or data that is under process that is to be processed or it is already processed. The memory capacity differs from computer to computer. In modern computers, a memory can store billions of instructions or characters, whereas an IBM PC can hold 6, 40,000 characters.

- **Computer memory is classified into:**

1] Main Memory 2] Secondary Memory 3] Cache Memory

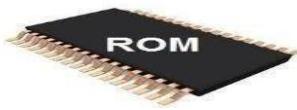
1] Main Memory: This is the place where the data and instructions supplied by the input devices are stored. This is a temporary memory because the data and instructions stored here are erased when the power goes off. This is also referred to as the primary memory. It consists RAM and ROM memories.

RAM:



This is the short form of Random Access Memory. It is the read and write memory. The RAM chip is made of metal oxide semiconductor, therefore any memory stored in any memory location can be accessed directly without scanning it sequentially. Because of this, it is called random access memory. It is a temporary memory because during power failure, the information stored in RAM will be erased. Sometime it is called volatile memory.

ROM:



This is the short form of Read Only Memory. It is a permanent memory. That is, the information stored in it will not be lost even if the power goes off. It stores mainly monitor program and BIOS programs. The information stored in it can only be read. The contents of ROM cannot be changed. But, it can be programmed under special conditions. It is a manufacturer programmed memory

2] Cache Memory: This is a high speed memory and placed between the CPU and the main memory. The data and instructions stored in it are accessed at a higher speed as compared to the main memory. Users cannot access this memory. It stores data and instructions that are currently to be executed.

3] Secondary Memory: [Auxiliary Storage Devices]

It is very difficult to enter the data and instructions for a large application again and again. Therefore, it is necessary to store the data permanently for future usage. Data can be stored permanently on secondary storage devices and the data can be retrieved whenever required. The secondary storage devices are also called *Auxiliary Storage Devices*. **The most commonly used secondary storage devices are:**

Floppy Disk: A floppy disk, also called a floppy, diskette, or just disk, is a type of disk storage composed of a disk of thin and flexible storage medium, sealed in a rectangular plastic enclosure lined with fabric that removes dust particles. Floppy disks are read and written by a floppy disk drive (FDD).



<p>Hard Disk: When you save data or install programs on your computer, the information is typically written to your hard disk. The hard disk is a spindle of magnetic disks, called platters, that record and store information. Because the data is stored magnetically, information recorded to the hard disk remains intact after you turn your computer off. This is an important distinction between the hard disk and RAM, or memory, which is reset when the computer's power is turned off.</p>	
<p>CD ROM: Short for Compact Disc-Read Only Memory, a CD-ROM(shown right) is an optical disc which contains audio or software data whose memory is read only. A CD-ROM Driver optical drive is the device used to read them. CD-ROM drives have speeds ranging from 1x all the way up to 72x, meaning it reads the CD roughly 72 times faster than the 1x version. As you would imagine, these drives are capable of playing audio CDs and reading data CDs.</p>	
<p>Dvd: Digital Video Disk DVD is an optical disc technology with a 4.7 gigabyte storage capacity on a single sided, one-layered disk, which is enough for a 133-minute movie. DVDs can be single- or double-sided, and can have two layers on each side; a double-sided, two layered DVD will hold up to 17 gigabytes of video, audio, or other information. This compares to 650 megabytes (.65 gigabyte) of storage for a CD-ROM disk.</p>	

Output Unit: This is used to display the results obtained after execution of a program. Whenever the user wants output from the computer, the control unit sends signal to this unit to be ready to accept processed data from memory and to display it. The following are various output devices.

<p>Monitor : The monitor is the piece of computer hardware that displays the video and graphics information generated by the computer through the video card. Monitors are very similar to televisions but usually display information at a much higher resolution.</p>	
<p>1] Monitor 2] Printer 3] Plotter 4] Speakers 5] Plasma Display panel 6] LCD display</p> <p>Printer: A printer is an external hardware output device that takes the electronic data stored on a computer or other device and generates a hard copy of it. For example, if you created a report on your computer you could print several copies to hand out at a staff meeting. Printers are one of the most popular computer peripherals and are commonly used to print text and photos.</p>	
<p>Plotter: A plotter is a computer hardware device much like a printer that is used for printing vector graphics. Instead of toner, plotters use a pen, pencil, marker, or another writing tool to draw multiple, continuous lines onto paper rather than a series of dots like a traditional printer. Though once widely used for computer-aided design, these devices have more or less been phased out by wide-format printers. Plotters are used to</p>	
<p>Produce a hard copy of schematics and other similar applications.</p>	

Speaker: A computer speaker is a hardware device that connects to a computer to generate sound. The signal used to produce the sound that comes from a computer speaker is created by the computer's sound card.



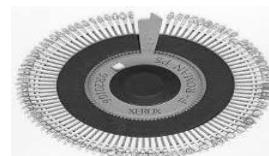
Printers: Printer is an output device that prints the programs, illustrations etc. from the computer on the paper and transparencies. A printer is an electromechanical device which receives signals from the computer and acts accordingly.

Classification of Printers:

Dot Matrix Printer: Dot matrix printing or impact matrix printing is a type of computer printing which uses a print head that moves back-and-forth, or in an up-and-down motion, on the page and prints by impact, striking an ink-soaked cloth ribbon against the paper, much like the print mechanism on a



Daisy Wheel Printer: A daisy wheel printer is an early type of impact printer invented in 1969 by David S. Lee at Diablo Data Systems. The printer uses a metal or plastic disk containing each of the letters, numbers, and other characters it supports. When something is printed, the printer rotates the disk to each character and then using a hammer strike each character into an ink ribbon to create the character on paper.



Plotter: A plotter is a computer hardware device much like a printer that is used for printing vector graphics. Instead of toner, plotters use a pen, pencil, marker, or another writing tool to draw multiple, continuous lines onto paper rather than a series of dots like a traditional printer. Though once widely used for computer aided these devices have more or less been phased out by wide-format printers. Plotters are used to produce a hard copy of schematics and other similar applications.



Laser Printers: A laser printer is a popular type of personal computer printer that uses a non-impact (inks don't strike the paper), photocopier technology. When a document is sent to the printer, a laser beam "draws" the document on a selenium-coated drum using electrical charges. After the drum is charged, it is rolled in toner, a dry powder type of ink. The toner adheres to the charged image on the drum. The toner is transferred onto a piece of paper and fused to the paper with heat and pressure. After the document is printed, the electrical charge is removed from the drum and the excess toner is collected. Most laser printers print only in monochrome. A color laser printer is up to 10 times more expensive than a monochrome laser printer.



Inkjet Printer: An inkjet printer is a computer peripheral that produces hard copy by spraying ink onto paper. A typical inkjet printer can produce copy with a resolution of at least 300 dots per inch (dpi). Some inkjet printers can make fullcolor hard copies at 600 dpi or more. Many models include other devices such as a scanner , photocopier , and dedicated fax machine along with the printer in a single box.



Software:

Software is a collection of programs. Program is a set of commands. Command is an instruction given to the computer to perform specific task. Software are broadly classified into two types. Those are, 1] Application Software 2] System Software

1] Application Software: This is a general purpose program or a collection of programs written by the users to solve a particular problem. For example, Payroll, Inventory system, Student Information System, Library

Management System, Hotel and Hospital Management System, etc., are the applications. Anybody who Knows programming languages and has problem solving capability, can write the application software. Examples of application software's are: MSOffice, PageMaker, Corel Draw, Photoshop, Tally, Nudi etc.

2] System Software: This is a collection of programs written for computer system management. These programs are developed by the manufacturer. They are supervisory programs and help in executing the user's programs effectively. We can classify system software into the following three types. 1) Operating System 2) Language Processors 3) System Utilities

Operating System: This is an integrated collection of programs which make the computer operational and help in executing user programs. It acts as an interface between the man and machine. It manages the computer system resources such as memory, processors, input-output devices and files. Without an operating system, the most powerful computer a useless monster. Therefore, an operating system is a must for a computer to do any tasks.

The functions of operating system are given below.

- 1) Memory Management:** Allocating memory to the running programs and de-allocating when they are terminated.
- 2) Processor Management:** Processing the jobs, deciding on the job scheduling technique and how long a job is to be processed. Releasing the processor when the jobs are terminated.
- 3) Device Management:** Allocating the input and output devices to the running processes and de-allocated them when the processes are terminated.
- 4) File Management:** Managing the file system in terms of where the files are stored, their status and memory locations. Opening and closing the files. Providing access permissions to the files.

There are different types of operating systems available today. Those are, DOS, Unix, Windows95, Windows 98, Novel Netware, Windows NT, Windows 2000, Linux, Windows XP etc.,

THE WINDOWS OPERATING SYSTEM

Every computer needs an operating system which lets you, literally, operate your computer. There are a few around and Microsoft Windows is just one of them, albeit one of the most popular ones. Some of the functions the Windows operating system allows you to do are:

- Access applications (programs) on your computer (word processing, games, spread sheets, calculators and so on)
- Load any new programs on to the computer
- Manage hardware such as printers, scanners, mouse, digital cameras
- Manage how files are stored on your computer (File Management, covered later in this module)
- Change computer settings such as color schemes, screensavers, and the resolution of your monitor.

The operating system is what allows you as the user to access the information in the computer. To understand how to use a computer, it is important to know several features of the Windows system.

Desktop: The desktop is the area you see when the computer is not running applications. It consists of the icons on top of it, aswell as the Start button and other features. The desktop can be used to temporarily store information or to move around documents and windows.



Icon: Icons are little pictures that represent different programs or saved items on Desktop information icons represent.



Window: Recycle Bin is windows default icon which can store all deleted Files



Dialogue Box: You ask the computer to do certain commands, such as to save your work, the computer will need more information from you, and this will appear in a dialogue box. These boxes contain options and commands for the computer to execute.

Start Menu:

In the lower left the Start button. When you click on the button a menu will appear, which we will call the Start menu. This menu gives you access to all the different parts and functions of the computer.

Task Bar: At the very bottom of the screen is a horizontal bar called the task bar. This bar contains (from left to right) the Start button, shortcuts to various programs, minimized programs, and another section of shortcuts that includes sound volume, printers



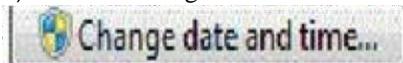
and the time.

Windows Exercises

1) Change the Date and Time of the Computer Lab Solution Steps:



- 1) Click on Date and Time (Task bar Right Bottom Side)
 - 2) Click on Change date and Time Settings



- 3) You will get Date and Time
Dialog Box ->Click on Change Date and Time Button
4) Change the Date and Time-> Click OK Button

2) Add Clock Widget on

Desktop Lab Solution Steps:

- 1) Right Click on Desktop ->Click on Gadgets

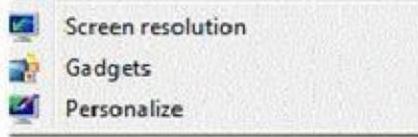


- 2) Select the Clock and Press Enter Key **Or** Double Click on Clock

3) Remove Clock Widget from Desktop Lab Solution Steps :

- 1) Move the mouse over the Clock ->Click on Close Button

4) Change the Wallpaper Lab Solution Steps:

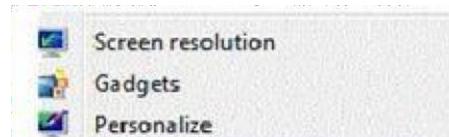


- 1) Right Click on Desktop ->Click on Personalize
- 2) Click on Desktop Background



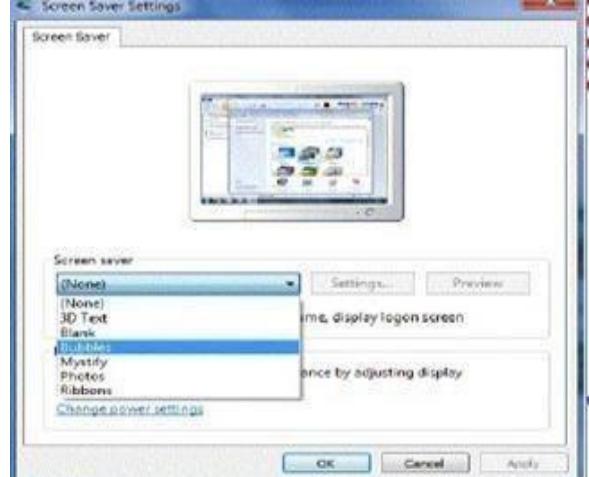
- 3) Select the Image-> Click on Save Changes

5) Change the Windows Theme Lab Solution Steps:



- 1) Right Click on Desktop -> Click on Personalize

- 2) Click on the Theme



6) Set Bubble Screen Saver Lab Solution Steps:

- 1) Right Click on Desktop -> Click on Personalize
- 2) Click on Screen Saver
- 3) Select the Bubbles-> Click on apply Button ->Click on OK Button

7) Open the Calculator and Pin it in Task bar

Lab Solution Steps:

- 1) Click on Start Button ->All Programs -> Accessories->Calculator

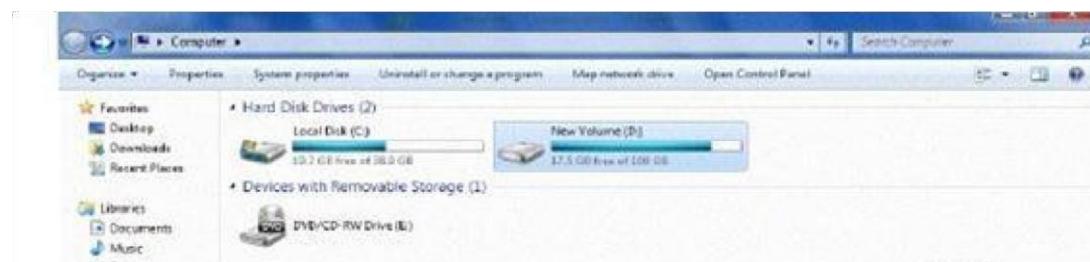


- 2) Right Click on the Calculator Icon (In Task Bar)->click on Pin this program to taskbar
8) Un Pin Calculator from Task bar Lab Solution Steps:

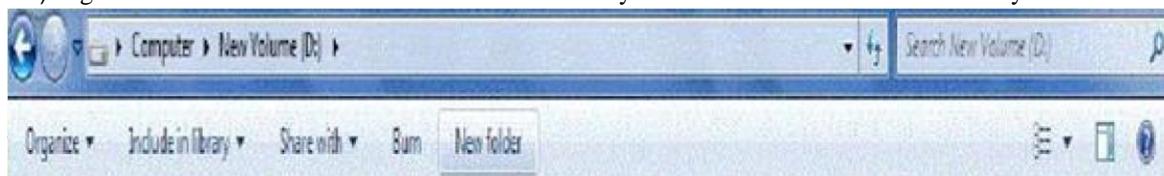


- 1) Right Click on the Calculator Icon(In Taskbar)-> click on Unpin this program from taskbar

9) Create a Folder “KEONICS” in D Drive *Lab Solution Steps:*



- Start Button -> My Computer -> Double Click on D Drive
2) Right Click--- Select on new Folder Button -> Enter your Folder Name -> Press Enter Key or Click out side



- 3) Rename “KEONICS” Folder to “KTC Hubli” *Lab Solution Steps:***
4) Right Click on the Folder -> Type the new name ->Press Enter Key or Click out side
5) Cut “KTC Hubli” Folder and Paste it on Desktop *Lab Solution Steps:*
6) Right Click on the Folder -> Click on Cut

- 1) Minimize the Window
2) Right Click on Desktop -> Click on Paste
3. Copy “KTC Hubli” Folder and Paste it in D Drive



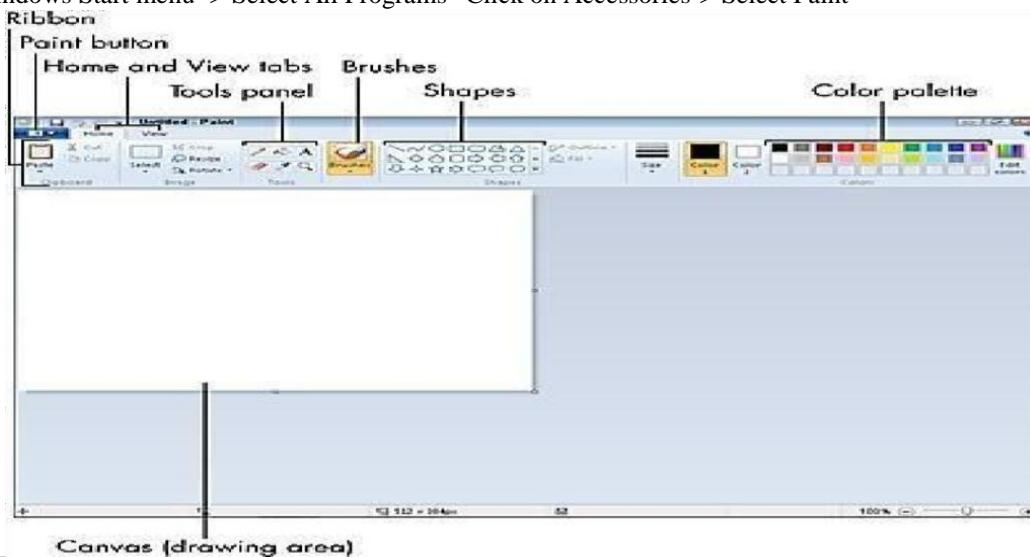
Lab Solution Steps:

- 1) Right Click on the Folder which is on Desktop
- 2) Click on Copy
- 3) Open D Drive
- 4) Right Click
- 5) Click on Paste

M.S.Paint

Microsoft Paint is also known as **MS Paint**. It is a basic graphics drawing program that has been an indispensable part of all versions of the Microsoft

Open the Windows Start menu -> Select All Programs -> Click on Accessories-> Select Paint



Saving File: File ->Save As ->Type your File Name (Example: KEONICS-Hubli) -> Save

Notepad

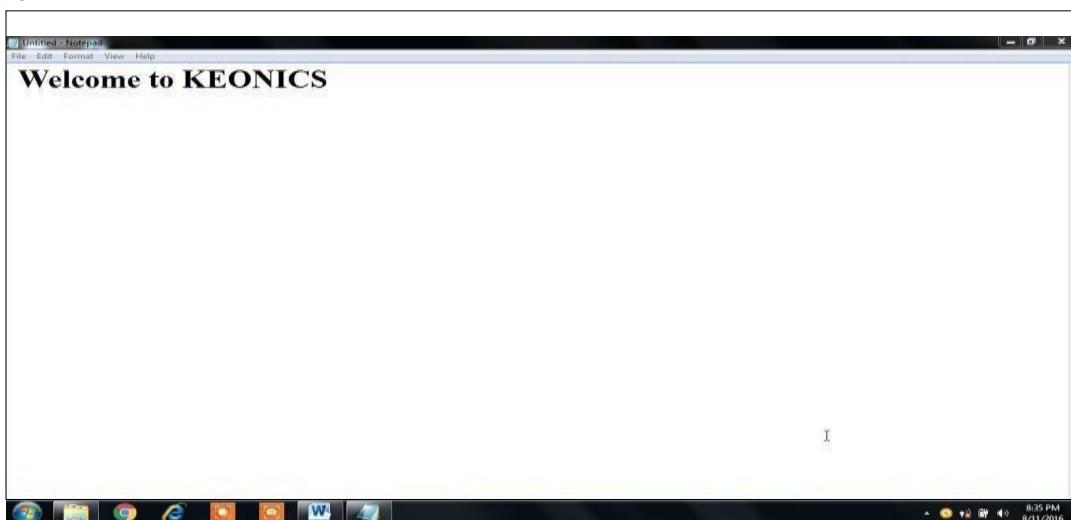
Notepad is a simple text editor for Windows; it creates and edits plain text documents. Notepad is a handy program that a user can type in text quickly and easily. It is not for publishing a book but more of a scratchpad.

To open Notepad click on start -> All Programs -> Accessories -> Notepad

Note :

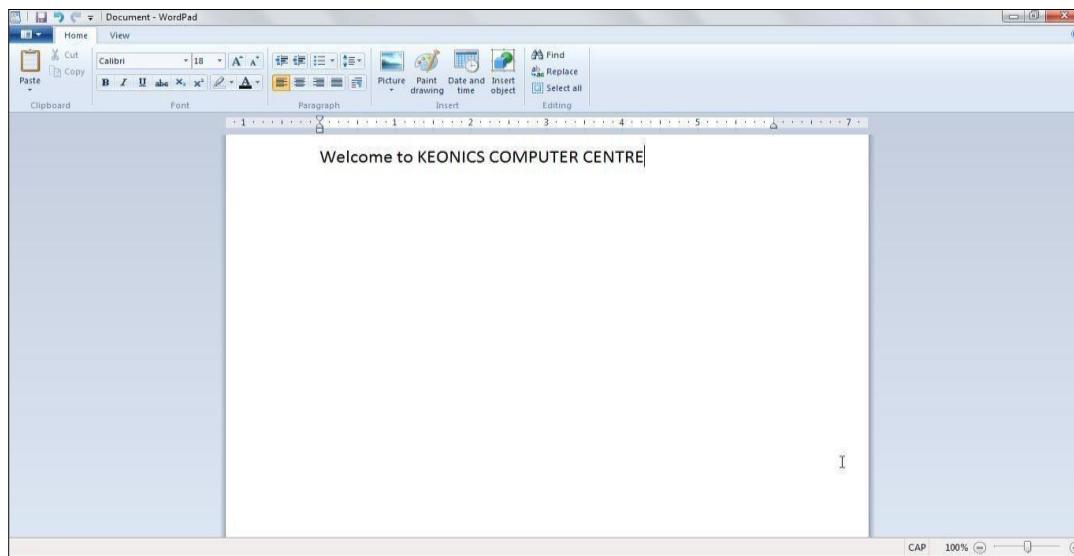
To enter text, just start typing in Notepad

To Save Your work click on File > Save button > Give the name for file



WordPad

WordPad is the basic word processor that has been included with almost all versions of Microsoft Windows
Starting a WordPad: Click On start Button Click on All Programs Click On Accessories WordPad



Microsoft Office

MS Office is a application software which was developed by Microsoft Corporation in 1988. This Office suite comprises various applications which form the core of computer usage in today's world. Microsoft Office is a suite of desktop productivity applications that is designed specifically by Microsoft for business use. It is a proprietary product of Microsoft Corporation and was first released in 1990.

The Word, Excel and PowerPoint applications in Microsoft Office are familiar household names, even to people who are not familiar with the details of the Office suite's evolution. They are often used by a diverse user base, for example, college students, interns, or front line workers in IT. By contrast, someone may use Word, Excel and PowerPoint frequently, and rarely or never use Access, Publisher or OneNote.

Following are the most used application of MS Office.

1. MS Word

- First released on October 25, 1983
- Extension for Doc files is “.docx”
- It is useful in creating text documents
- Templates can be created for Professional use with the help of MS Word

2. MS Excel

- Majorly used for making spreadsheets
- It is a data processing application
- Large data can easily be managed and saved in tabular format using MS Excel
- Calculations can be done based on the large amount of data entered into the cells of a spreadsheet within seconds
- File extension, when saved in the computer, is “.xlsx”

3. MS PowerPoint

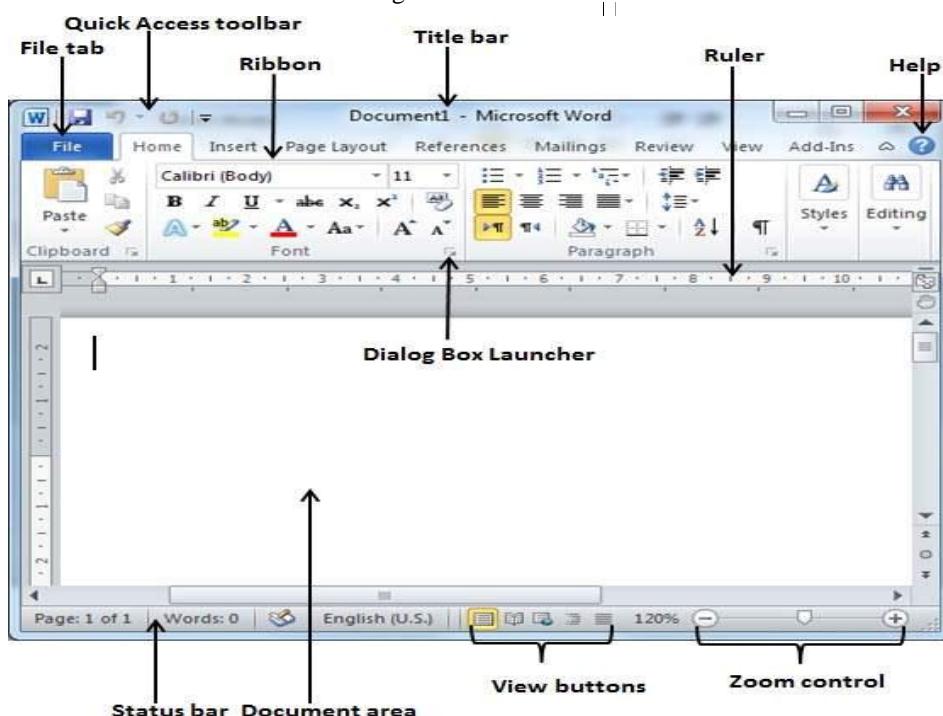
- It was released on April 20, 1987
- Used to create audiovisual presentations
- Each presentation is made up of various slides displaying data/ information
- Each slide may contain audio, video, graphics, text, bullet numbering, tables etc.
- The extension for PowerPoint presentations is “.pptx”
- Used majorly for professional usage

MS Word

Microsoft Word is a word processing software package. You can use it to type letters, reports, and other documents. It gives you the ability to use your computer for desktop publishing.

Starting of MS-Office

Click on start Button —Click on All Programs --- Click on MS-Office -----Click on MS Word



About Office Button or File Menu:

The following options are in Office Button/File Menu:

- | | | |
|--|--|---|
| <input type="checkbox"/> New [Ctrl+ N] | <input type="checkbox"/> Open [Ctrl+ O] | <input type="checkbox"/> save [Ctrl+ S] |
| <input type="checkbox"/> Save as [F12] | <input type="checkbox"/> Print [Ctrl+ P] | <input type="checkbox"/> Send |
| | | <input type="checkbox"/> Exit |

Quick Access Toolbar is a toolbar menu that appears in Microsoft Excel, Microsoft Word, and other Office 2007 in the top left corner of the window. As seen in the picture, the Quick Access Toolbar gives you quick access to commonly used features such as the Save feature. Clicking on the Quick Access Toolbar down arrow gives you

Access
the



the ability to customize the Quick Toolbar and add and remove any of commands shown in the toolbar.

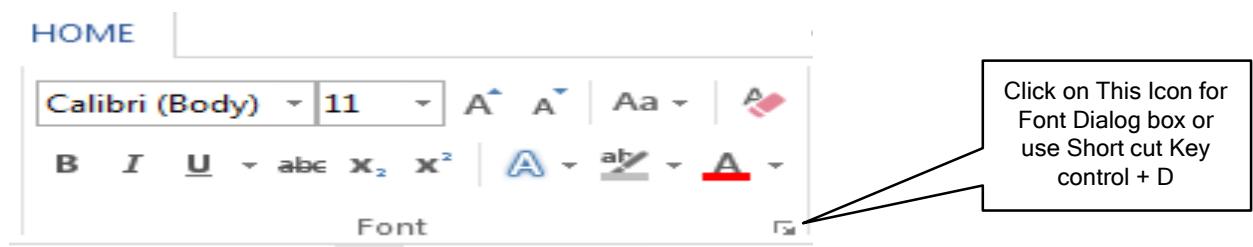
Tabs:

Microsoft Word is a powerful program that is used to create many different types of documents, including articles, letters, books, contracts, marketing documents, and much more. Microsoft Word has hundreds of commands for working with documents. To make it easier for users to find the specific commands they are looking for, commands are organized onto seven main tabs:

1. **HOME**. The HOME tab includes commands for formatting documents.
2. **INSERT**. Use the INSERT tab to insert pages, tables, pictures, links, headers and footers, custom text and symbols, and more.
3. **PAGE LAYOUT**. Use the PAGE LAYOUT tab to change your margins, add columns, change the page orientation, and more.
4. **REFERENCES**. Use the REFERENCES tab to add a table of contents, add footnotes, add a bibliography, and more.
5. **MAILINGS**. Use the MAILINGS tab to create labels, start a mail merge, and more.

6. **REVIEW**. Use the REVIEW tab to check spelling and grammar, track and accept or reject changes, compare Documents, and more.

7. **VIEW**. Use the VIEW tab to change your document view, show the Ruler or navigation pane, zoom in or out, and more.



This is Bold

Select the text and click on

This is Italic

Select the text and click on

This is Underline

Select the text and click on

~~This is strike~~

Select the text and click on

We need H₂O

Select the Number 2 and click on

This is Math's 10²

Select the text and click on

Applied Text Effect

Select the text and click on

This is blue colored text

Select the text and click on

This text is highlighted

Select the text and click on

Sentence case is applied for the line

Select the text and click on

This is lower case text

Select the text and click on

This is upper case text

Select the text and click on

Capitalize each word

Select the text and click on

Toggle case is applied for this line

Select the text and click on

Increase Font

Select the text and click on

Decrease Font

Select the text and click on

This font size is 28

Select the text and click on

This font is Times New Roman

Select the text and click on

Using Font Dialogue Box

Select the text and click on

Selecting a font and font style

Font: Times New Roman, Font Size: 16, Apply **Bold**

Selecting a font & Choosing a font

Font: Monotype Corsiva, Font Size: 16, Apply **Italic**

Applying Underline Style

Font: Algerian, Font Size: 16, Apply **Underline**

This is expanded text

Go To Font Dialogue box Advanced Spacing Expanded 6pts

This is condensed text

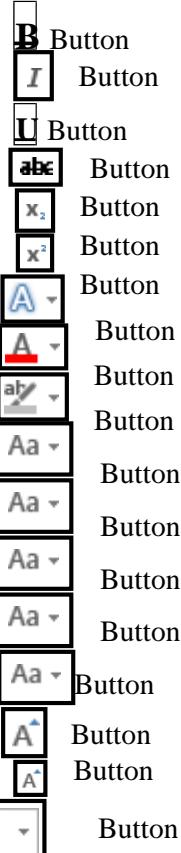
Go To Font Dialogue box Advanced Spacing Condensed 2pts

We need H₂O

Go To Font Dialogue box Advanced Position Lowered 4pt

This is Math's 10²

Go To Font Dialogue box Advanced Position Raised 4pt



Paragraph options



This is left aligned text

Select the text and click on Button

This is center aligned text

Select the text and click on Button

Select the text and click on Button

This is right aligned text

This is justified text

Select the text and click on Button

Fill color for this line

Select the text and click on Button

MSOffice

DTP

Tally-ERP9

Select the text and click on Button

Bullets & Numbering

Steps to save files

- Go to file or Click on Office Button or Press Ctrl + S.
- Click on Save or Save as Select the folder or drive.
- Type the file name.
- Click on Save

Steps to open file

- 1] Go to file or Click on Office Button or Press Ctrl + O.
- 2] Click on Open
- 3] Select the file from folder or drive.
- 4] Click on Open

Steps to print file

- a) Prepare a letter
- b) Go to file or Click on Office Button
- c) Click on Print or Press Control + P Button
- d) Select the required setting
- e) Click on Print option

TYPES OF BULLETS

✗ Keyboard	✗ Windows	✓ word
✗ Mouse	✗ Linux	✓ Excel
✗ CPU	✗ Unix	✓ Power Point
✗ Monitor	✗ Mac	✓ Tally
✗ Printer	✗ Android	✓ Internet

- | | | |
|----------------|--------------|----------------|
| 1. Motherboard | a. Memory | I. DTP |
| 2. Hard disk | b. RAM | II. PageMaker |
| 3. DVD | c. ROM | II. Corel draw |
| 4. SMPS | d. Pen Drive | V. Photoshop |
| 5. Processor | e. CD | V. Nudi |

Tables

The screenshot shows the Microsoft Word ribbon with the "Insert" tab selected. Below the ribbon, there are several icons for inserting different types of content, including tables, pictures, shapes, and charts. The "Table" icon is highlighted, indicating it is the active tool.

Click on Insert Tab Click on Table option Select required number of columns and rows Select first row and right click on the same row Choose Merge Cells Option Next type the below given text Select entire table and choose required font, font size and other formatting options

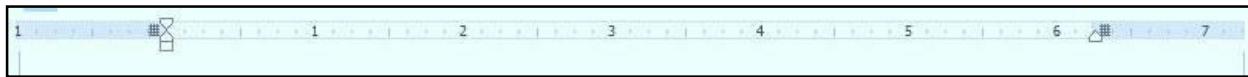
Student Marks Sheet						
ROLLNO	NAME	KAN	ENG	HIN	TOTAL	PER
101	AAA	89	96	98	283	94.33
102	BBB	56	85	98	239	79.67
103	CCC	23	52	56	131	43.67

Bill Detail			
ITEM	QTY	RATE	AMOUNT
PEN	8	10	80
BOOK	5	5	25
BAG	2	20	40
TOTAL AMOUNT			145

WORD FORMULA

- ❖ =SUM(LEFT)
- ❖ =SUM(ABOVE)
- ❖ =SUM(BELOW)
- ❖ =SUM(RIGHT)
- ❖ =AVERAGE(LEFT)
- ❖ =PRODUCT(LEFT)
- ❖ =MIN(LEFT)
- ❖ =MAX(LEFT)

BIG BAZAR	BIG BAZAR GOKULROAD HUBLI		
	ITEM	STOCK	RATE
	PEN	500	10
	BOOK	1000	35



Applying Tab Settings

Set tab 1", 2", 4"

Roll No	Name	Address
101	Ajay Patel	Hosur, Hubli
102	Chitin Jain	Keshwapur, Hubli
103	Ganesh Habib	Karwar Road, Hubli

Preparing a simple calendar using Tab Options

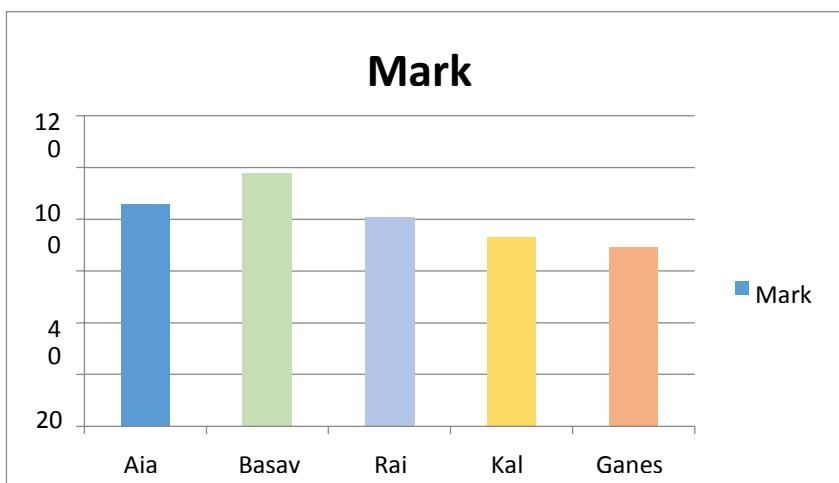
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Chart Inserting



Steps To Insert Chart

- ✓ Go to insert Tab
- ✓ Click On Chart Icon
- ✓ Default Excel Sheet will be Open
- ✓ Enter the Data in Excel Sheet
- ✓ Automatically the entire data will be update into chart page



 <p>ISO 9001-2015 (A GOVERNMENT OF KARNATAKA ENTERPRISE)</p>		<p>ಕರ್ನಾಟಕ ಕಂಪ್ಯೂಟರ್ ತರಬೇತಿ ಕೇಂದ್ರ (ಕನಾಟಕ ಸರ್ಕಾರದ ಒಂದು ಉದ್ದೇಶ) ಶ್ರೀ ಗಾಳಿ ದುರ್ಗಮ್ಮಾ ದೇವಸಾಂಸದ ಹತ್ತಿರ, ಇಟಿ ಪಾರ್ಕ್, ಹೋಸ್‌ರೂ, ಹುಬ್ಳಿ - 29</p> <p>KEONICS COMPUTER TRAINING CENTRE (A Govt. of Karnataka Enterprise) Near Shree Gaali Durgamma Temple, IT PARK, Hosuru, HUBBALLI-29 50% Discount for SC/ST</p>						
Course Code	Course Name	Course Details			Course Duration			
ADCA	Advance Diploma In Computer Application	Basics of Computer, MS-Office, Kannada Nudi, DTP (PageMaker, Corel Draw, Photoshop), Tally With GST, C, C++, Java, Oracle, HTML, CSS, Java Script			12 Months			
DICFA	Diploma In Computer Financial Accounting	OM: Basics of Computer, MS-Office (Word, Excel, PowerPoint), Kannada Nudi, Tally: Fundamentals of Accounting, Introduction to Tally, Accounting Masters, Cost Centres & Cost Categories, Inventory Masters, Accounting Vouchers, Bill wise Details, Inventory Vouchers, Export & Import XML Data, GST, GSTR-1, GSTR2, POS Invoice, Reports			6 Months			
DICA	Diploma In Computer Application	OM: Basics of Computer, MS-Office (Word, Excel, PowerPoint), Kannada Nudi, DTP: Desktop Publishing (PageMaker, Corel Draw, Photoshop)			6 Months			
DIWD	Diploma In Advanced Web Designing	HTML, CSS, Java Script, PHP, My SQL			6 Months			
DIAP	Diploma In Advanced Programming	C, C++ and Java Programming			6 Months			
TALLY	Tally with GST	Fundamentals of Accounting, Introduction to Tally, Accounting Masters, Cost Centres & Cost Categories, Inventory Masters, Accounting Vouchers, Billwise Details, Inventory Vouchers, Export & Import xml data, GST, GSTR-1, GSTR2, POS Invoice, Reports			3 Months			
OM	Office Management	Basics of Computer, Internet, MS-Office (Word, Excel, PowerPoint), Kannada Nudi			3 Months			
CLC	Computer Literacy Course	Basics of Computer, Internet, MS-Office (Word, Excel, PowerPoint), Kannada Nudi			3 Months			
AI with Python	Artificial Intelligence with Python	Introduction, Python, Statistics, Linear Algebra and Calculus, Anaconda, Jupiter Notebook, NumPy Pandas and Matplotlib, AI, ML, Deep Learning & Neural Networks, Computer Vision and Natural Language Processing and Mini Project			4 Months			
Programming Courses	Fees For GM	Fees For SC/ST	BENEFITS <ul style="list-style-type: none"> ❖ Government Digital Certificate ❖ Experienced Faculties ❖ Good Infrastructure with Internet Facility ❖ Professionally designed practical assignments ❖ Training at your convenient hours ❖ Placement Assistance 					
C- Programming	3504	1852						
C++ Programming	3504	1852						
<p>Documents Required to take admission: 1) 2-Photos 2) PUC marks card xerox 3) Aadhar card xerox 4) Caste certificate (Only for SC/ST Candidates) </p>								
<p>For more details contact: 0836-2357675 Mr. Mahantesh Bannimarad 8296834510 Website: www.keonics.in and www.keonicsx.com</p>								

RESUME

NiKhil V,
Email:niKi-V@gmail.com

Insert
Photo
from
Shape Fill
picture

Personal Profile:

Name : Nikhil V
Father's Name : Mr. Naveen V
DOB : 01-01-2000
Gender : Male
Religion : Hindu
Marital Status : Unmarried
Computer Skill : MSO, Tally and DTP.
Known Languages : Kannada, Hindi and English.
Nationality : Indian
State : Karnataka
E-Mail ID : NiKi-V@gmail.com
Contact Number : 1234567890
Hobbies : Reading newspaper, Singing, Writing
Address : Electronic City
Bangalore

Academic Details:

Qualification	Name of the University/Board	Percentage	Year of Passing
SSLC	Karnataka Education Board, Bangalore	75%	2008
PUC	Karnataka Education Board, Bangalore	68%	2010
B.COM	Karnataka University	80%	2013

STRENGTH: Good Patience Skill, Strong Human Relation, Challenging Surveying Works,

DECLARATION:

I hereby declare that all the above information is true and correct best of my Knowledge and belief.

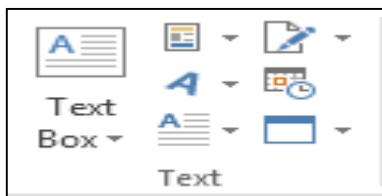
Place: Hubli

(Signature)

Date: 01-01-0000

(NIKHIL V)

Applying paragraph, Drop Cap, Inserting picture between paragraphs: newspaperAssignment.



Select First Letter in paragraph go to insert tab click on drop cap option select dropped Min: 1 lines Max: 10 lines Default: 3 lines

Process and gives results to the user. The term computer is derived from the Latin word compute which means to calculate or to manipulate. Therefore, the computer is a calculation machine. A computer can store any amount of data and instructions in its memory.

The computer's memory is just like a human brain where information is stored and retrieved from. A computer receives the data and instructions from the user and displays it after the execution. Computer is an extremely fast information processing device it carries out all the instructions per second (MIPS). It gives accurate result for correct input data. Here accuracy means the correctness of the processed data. If the



It gives consistent connections and electronic Computers are used business processing. They are simulation, media and feel tiered. It can also be used for a number of work satisfactorily without fatigue.



Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a Keyword to search online for the video that best fits your document. Video provides a powerful way to help you prove your point. When you

results even though it runs on electrical circuits which are often prone to errors. everywhere – be it scientific calculations, used in teaching, training, entertainment etc. It does not days or months nonstop. It will

click Online Video, you can paste in the embed code for the video you want to add. You can also type a Keyword to search online for the video that best fits your document.

Wanted:
some
workers
for good
work

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header,

Video provides a powerful way to help you

and sidebar. Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures,



charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new

Save time in Word with new buttons that show up where you need them. To

change the way a picture fits in your document, click it and a button for layout options

appears next to it. When you work on a table, click where you want to add a row or a

column, and then click the plus sign

Shapes & Word Art & Different type of Designs.

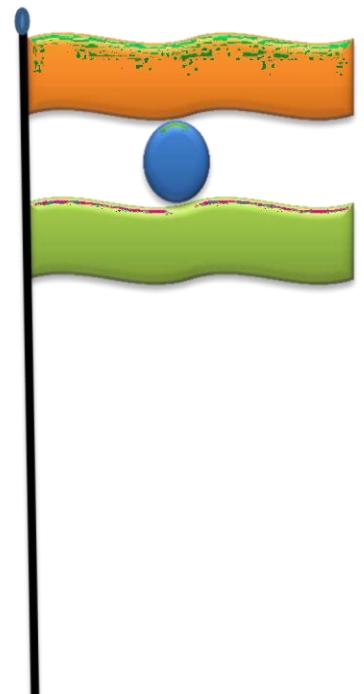
Click on Insert Tab Click On Shapes Select Round Rectangle | Draw rectangle as shown
Below Choose Word Art Type Text Choose Proper Word Art Style | Similarly Draw the
Shapes as given below and type text

KEONICS COMPUTER TRAINING CENTER

50%DISCOUNT FOR SC/ST

Hurry Up

Keep Smiling



Smart Art

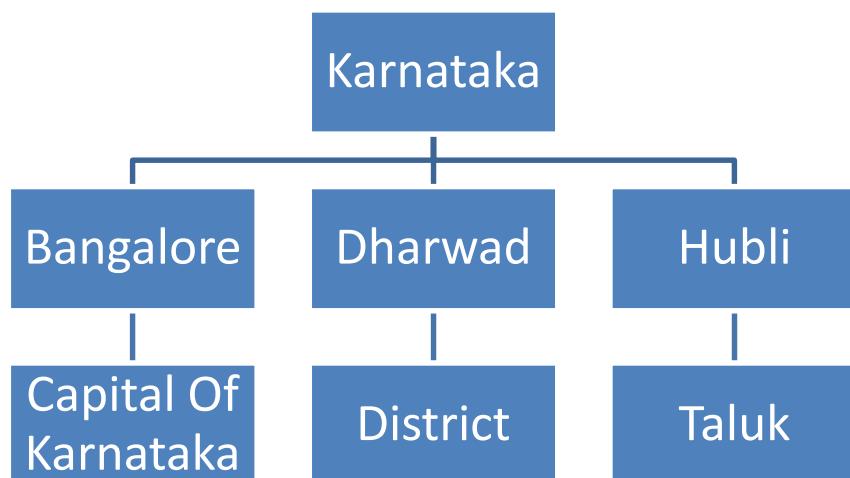
- 1) Click on Insert tab → Choose Smart Art → Select Pyramid → Type the below content

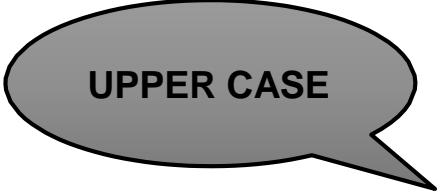


- 2) Click on Insert tab → Choose Smart Art → Select Cycle → Type the below content



- 3) Click on Insert tab → Choose Smart Art → Select Hierarchy → Type the below content





UPPER CASE

INTER OFFICE NOTE

From: Assistant Manager Technical-Hubballi	To : The Manager – ITED Bangalore
---	---

Date:

Respected Sir,

Sub: Proposal to hire ERP data entry operator for 3 hours of work every day.

Due to over loaded work, I am unable to enter all students details in our online ERP portal. Therefore, I would like to hire ERP data entry operator for everyday 3 hours of online data entry work. Hence, kindly approve the proposal of an amount Rs 2000/ (Rupees Two Thousand Only) Per month to pay to the hired Data Entry Operator.

Yours faithfully,

Assistant Manager – Technical
KTC - Hubballi

Keonics Computer Training Centre

IT Park, Hubli

Go to Insert Tab
Symbol More Symbol
Choose Font Style”
Wingdings



From,
D Suman,
Bengaluru

Date:

Select Text → Home Tab → Click on
Change Case → Capitalize Each Word

To,
The General Manager,
Smith & Co. Ltd.,
Calcutta

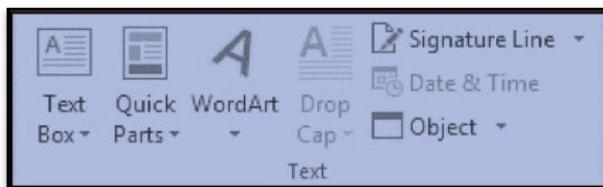
Select both the Paragraphs → Home Tab → Line Spacing → 1.15,
Next Click on Paragraph → Indentation → First Line Indent

Dear Sir,

I understand that Mr. Ronit is leaving by the end of next month. I venture to apply for the post of the Senior clerk. I have been with this company for five years and three years were spent in working under Mr. Remit and I officiated in his place when he was away.

I Know the work of the senior clerk intimately and feel assured that could do the efficiently and to | your fullsatisfaction.

Yours faithfully,



X

INSERT TAB – SIGNITURE OPTION

01-01-0000


X
ABC
Manager

Steps:

- a. Go to Insert Tab select Word Art Type the Following.
- b. Go to Insert Tab select shape use shape fill option from formattab choose any color
- c. Go to Insert Tab select shape use shape fill option from formattab select picture click on insert button.
- d. Go to Page Layout tab page border option choose box art option choose the you want click on ok
- e. Go to Page Layout tab Water Mark option select text water marktype BIRTHDAY INVITATION click on ok
- f. Go to Page Layout tab page color option choose any color.
- g. Type the below text Select Entire Page Go to Home Tab SelectFont Times art New Roman Font Size: 14 Line spacing 1.15
- h. Select all paragraph home tab Click on Paragraph Option choose indents and spacing tab select special option from indentation group select first line



Thankful Collage

1. Open Microsoft Word.
2. Type I am thankful for... in Word Art (20pts)
3. Insert at least 5 pictures and wrap each picture with the Behind text feature (50pts)
4. Apply a page border of your choice (30pts)
5. Save as "Thanksgiving collage" and print.
6. Insert your name in Word Art and place on the bottom of the document.

Be Creative and have fun!

What are YOU Thankful For?

REFERENCES TAB

- It is used for creating a table of contents
- Create computerized booklets
- Create Bibliography / Author Details.

Steps to Create a Booklet :-

- 1) Design First page by referring your assignment first page – Go to insert and select cover page
- 2) Leave second page as blank later you should add Table of content
- 3) Start to develop above list and text by using different types of Bullets, Number and Alphabets
- 4) Go to Reference Tab and click on Add Text option and add one after one like
 - Level -1 = Main heading
 - Level -2 = Sub heading
 - Level -3 = Sub Option
- 5) After Adding all heading Go to Table of Content and add Automatic Table into 2 page
- 6) Finally you will get automatic contents with page number

Note : want to add Reference and Bibliography you can add to content

The screenshot shows a hierarchical list of topics under the References tab:

- ☒ Fundamental of Computer
 - 1. Introduction Of Computer
 - 2. What is Computer
 - 3. Generations of Computer
 - a) First Generation
 - b) Second
 - c) Third
 - d) Fourth
 - e) Fifth
 - 4. History Of Computer
 - a) Abacus
 - b) Punched Cards
 - c) Differential Engine
 - d) Analytical Engine
 - 5. Software
 - a) Application Software
 - b) System Software
 - 6. Accessories Of Windows
 - a) Paint
 - b) Notepad
 - c) Wordpad
 - d) Calculator
- ☒ MS Office
 - 1. Ms Word
 - 2. MS Excel
 - 3. MS Power Point
- ☒ Nudi Application
- ☒ Internet & Net working

The ribbon tabs shown are FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, and RE. The FILE tab is selected. The ribbon bar also includes icons for Back, Forward, Home, Insert, Design, Page Layout, and References.

Table of Contents

Built-In

Automatic Table 1

Contents	
Heading 1.....	1
Heading 2.....	1
Heading 3.....	1

Automatic Table 2

Table of Contents	
Heading 1.....	1
Heading 2.....	1
Heading 3.....	1

Manual Table

Table of Contents	
Type chapter title (level 1).....	1
Type chapter title (level 2).....	2
Type chapter title (level 3).....	3
Type chapter title (level 1).....	4
Type chapter title (level 2).....	5

More Tables of Contents from Office.com

Custom Table of Contents...

Remove Table of Contents

Save Selection to Table of Contents Gallery...

The ribbon tabs shown are SIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, VIEW, and FOXIT READER PDF. The REFERENCES tab is selected. The ribbon bar also includes icons for Insert Endnote, Insert Footnote, Insert Citation, Manage Sources, Insert Table of Figures, Insert Table of Contents, Insert Index, Insert Footnotes, Insert Citations, Insert Bibliography, Insert Caption, Insert Cross-reference, Insert Mark Entry, and Insert Index.

Bibliography

Chen, J. (2008). *Citations and References*. New York: Contoso Press.
Haas, J. (2005). *Creating a Formal Publication*. Boston: Proseware, Inc.
Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.

References

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Works Cited

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Bibliography

STAFF, K. (2015). OM. HUBLI:

References

STAFF, K. (2015). OM. HUBLI:

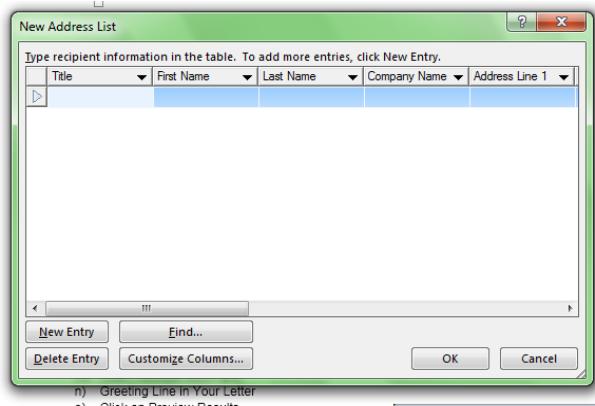
Works Cited

STAFF, K. (2015). OM. HUBLI: STATE GOVT.

Mailings:

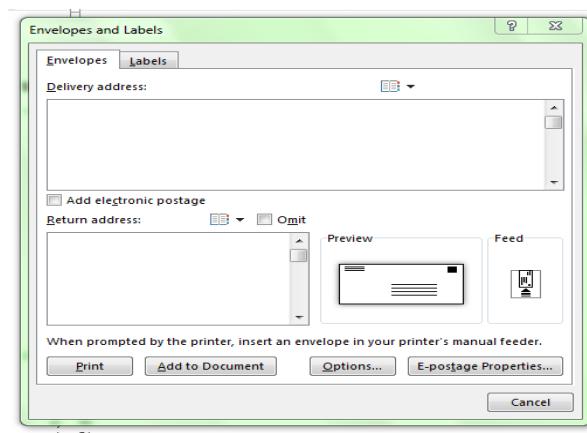
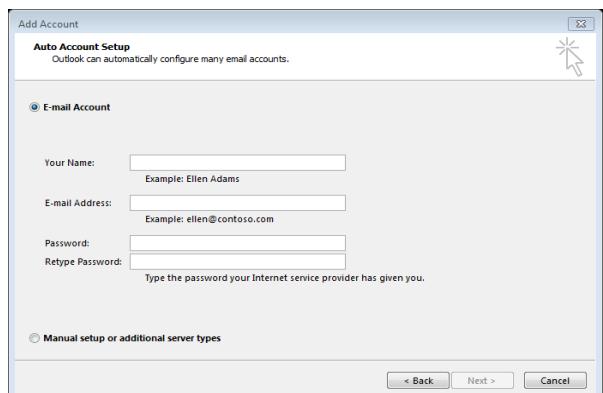
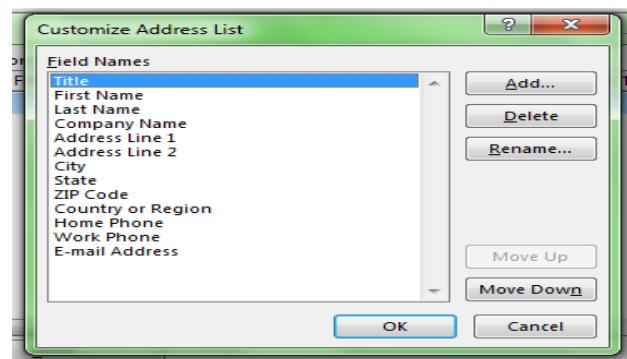
1) Go to Mailings Tab:

- a) Click on select Recipients
- b) Type a new List
- c) New Address List
- d) Click on Customize columns
- e) Add or Delete Columns
- f) Type There All Contact Details
- g) Save Your Address List
- h) Select Documents In
- i) Organize List
- j) Give File Name
- k) Save
- l) Create a Letter on Page
- m) Insert Address Block and
- n) Greeting Line in Your Letter
- o) Click on Preview Results



2) Steps for Make a duplicate:

- a) Letter for other contacts
- b) Click On Finish & Merge
- c) Edit Individual Documents
- d) All
- e) OK
- f) Steps for open your address list
- g) Go to mailings tab
- h) Click On Select Recipients
- i) Use an Existing list
- j) Select Documents in
- k) Organize list
- l) Select Your File Name
- m) Open
- n) Steps for sending E-Mail
- o) Message
- p) Click On Finish & merge
- q) Send Email Messages
- r) All
- s) OK
- t) Send any way
- u) Type there all your email
- v) Details
- w) Click on next



Request Letter to Municipal Commissioner or Authority for Street Lights

Date:

To, Municipal
Commissioner, Teacher's
Colony, Hubli

Sub: Letter to Municipal Commissioner for Street Lights

Respected Sir,

It is stated that I live in the far end building of the colony. I have been requesting for street lights to the building

Owner since some time now but he doesn't seem to pay attention. That's why I am writing this letter directly to you, requesting you to kindly take care of the street lights situation. As the sun sets the colony's roads to become so dark that it's almost impossible to see.

I hope that you will take this into concern as a priority very soon.

Thanking you,

Ajay Patel, Hubli

Contact no: _____

Student Leave Letter Format

From,

date: 9/11/2019

Student name : Sushant Patel
Class & Section : VI standard & „B“ Section
Name of the parent : Yashvant Patel
Address : c/o S , Patel , 2nd cross,
Shanti Nagar,
Hubli

To,

The principal,
Athena Global School,
Hubli

Sub: Requesting for 3 days leave.

Sir,

My son could not attend the school from 11/11/2019 to 13/11/2019 due to health issues. So I request you to grant leave for the above days.

Thanking you,

Yours faithfully
Signature of the parent

Kannada Nudi

Kannada Nudi is an Application Software □ it is developed by Kannada Ganaka Parishat. (State Gov.of Karnataka)

Applications: there are two Applications.

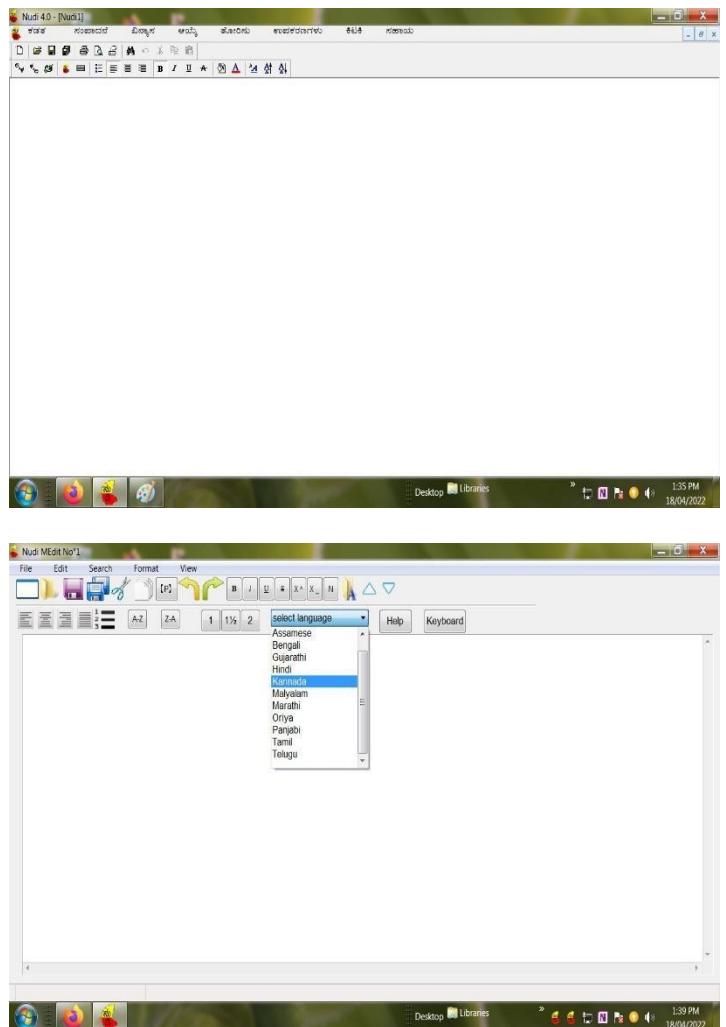
1. Nudi
2. Nudi Direct.

Steps For To Open Kannada Nudi

- Click on Start Button
- Go to All Programs
- Nudi 4.0 □ Click on Nudi or Nudi Direct

Nudi Versions:

- | | | | |
|--------|--------------|--------------------------|--------|
| 1. 2.0 | } | same versions | 3. |
| 2. 3.0 | | | 4.0 |
| 4. 5.0 | | | 5. |
| 1. 6.0 | | | 2. 6.1 |
| 2. 6.1 | 3. 6.5 | □ It has a 12 languages. | |
| 3. 6.5 | 1. Assam | | |
| | 2. Bengal | | |
| | 3. Gujarati | | |
| | 4. Kannada | | |
| | 5. Tamil | | |
| | 6. Telugu | | |
| | 7. Malayalam | | |
| | 8. Punjab | | |
| | 9. Orissa | | |
| | 10. English | | |
| | 11. Hindi | | |
| | 12. Marathi | | |



ಂ	ಂ	ಇ	ಂ	ಉ	ಉ	ಮು	ಮು	ಎ	ಎ	ಒ	ಒ	ಒ	ಒ	ಒ	ಒ	
a	A	i	I	u	U	R	RX	e	E	Y	o	O	V	aM	aH	
ರ	ರಾ	ರಿ	ರಿ	ರು	ರು	ರ್ಕು	ರ್ಕು	ರೆ	ರೆ	ರ್ಕೆ	ರೆ	ರ್ಹೆ	ರೆ	ರೆ	ರೆ	
K	kA	ki	kJ	ku	kU	kR	kRX	ke	kE	kY	ko	kO	kV	kM	kh	
ಂ	ಂಾ	ಂಿ	ಂಿ	ಂು	ಂು	ಂ್ಯು	ಂ್ಯು	ಂೆ	ಂೆ	ಂ್ಯೆ	ಂೆ	ಂ್ಹೆ	ಂೆ	ಂೆ	ಂೆ	
K	KA	Ki	KJ	Ku	KU	KR	KRX	Ke	KE	KY	Ko	KO	KV	KM	KH	
ನೋ	ನೋ	ನೋ	ನೋ	ನೋ	ನೋ	ನೋ	ನೋ	ನೋ	ನೋ	ನೋ	ನೋ	ನೋ	ನೋ	ನೋ	ನೋ	
nfn	NfN	dfd	vfv	sfs	kfk	tft	pfp	kfs	gfn	tfr	dfr	pft	gfr	bfr	Sfr	
rfy	yF	sMKfy e	Ssftfr	DYrfy	nirfBy	AvixfkAr	nirfmAN	spfrEm	Dnfy	hubfbLfl i	rAjfy	rtfn	sVKfy	SfrI	sftfr I	rAxfqf r
ಯ್ಯಂ	ಯ್ಯಂ	ನಂಬ್ಯೆ	ಶ್ವರ್ಯ	ಧ್ಯಂಯ	ನಭಂಯ	ಅವಿಷ್ಯಾರ	ನಿಂದಾಜ	ನಿಂದ್ಯೆಮ	ಧಂಸ್ತ	ಹುಬ್ಬಳ್ಳಿ	ರಾಜ್ಯ	ರಂತ್ಯ	ನೌಬ್ಬೆ	ಶ್ರೀ	ಶ್ರೀ	ರಾಜ್ಯ

Keyboard Layout												ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಅಧಿಕೃತ ಕೇಲಿಪುಣಿ ವಿನ್ಯಾಸ																							
approved by Govt. of Karnataka												Note : Caps lock Off (ಕೆಪ್ಸ್ ಲಾಕ್ ಓಫ್ ಬೋರ್ಡ್‌ಲೈನ್ ಎಲ್ಲಾ ಮೇಲಿನ ಅಕ್ಷರಗಳಿಗೆ Shift key ಅನ್ನು ಉಪಯೋಗಿಸಿ)																							
!												ಉದಾಹರಣೆಗಳು: ಅಕ್ಷರವು ಮೂಡಿಕೊಳ್ಳಲು: R + f + k = ರ್ಕ್ (r+f+k= ರ್ಕ್), ಕ್ತ್ = ಕ್ + f + ತ್ (k+f+r= ಕ್ತ್) ನೋಂ= R+f+n+shift O, ರಾಜೋಪಮಾರ್ = r+Shift A+j+f+f+k+u+m+shift A+r ರ ಅಕ್ಷರಕ್ಕೆ ಒತ್ತು ಮೂಡಿಕೊಳ್ಳಲು : ರ + F + ಯ್ = ರ್ಯ್ / (r+shift F+y), ಹ್ಯ್=r+shift F+y+shift O																							
1	2	3	4	5	6	7	8	9	0	q	w	e	r	t	y	u	i	o	p	a	s	d	f	g	h	j	k	l	z	x	c	v	b	n	m

ಕ	ಬ	ಗ	ಘ	ಜ
k	K	g	G	Z
ಬೆ	ಭೆ	ಜೆ	ರ್ಮು	ಞ್ಣಾ
c	C	j	J	z
ಫು	ರ	ಡ	ಡಾ	ಣ
ಎ	Q	w	W	N
ತ್ತ	ಥ	ದ	ದಾ	ನ
t	T	d	D	n
ಬೆ	ಫು	ಬು	ಭು	ಮು
p	P	b	B	m
ಯ್ಯ	ರ	ಲ	ವ	ಶ್ಯ
y	r	l	v	S
ಷ್ಟು	ಸ್ನು	ಹು	ಷ್ಣು	ಜ್ಣಾ
x	s	h	L	kfx
				jfx

ಬೆರೆ ಯಾವುದೇ ಅಳ್ಳಿರೆಷನ್‌ಗಳಲ್ಲಿ ನುಡಿ ಬಳಸಬೇಕಾದರೆ ನೇರ ನುಡಿ (Nudi Direct) ಗೆ ಬದಲಾಯಿಸಬೇಕು

ಉದಾಹರಣೆಗೆ : MS Word ನಲ್ಲಿ ಈ ಕೆಳಗಿನ Assignment ಮಾಡಿ



ಕಂಪ್ಯೂಟರ್ ಕ್ವೀಜ್



- ಪ್ರಪ್ರಥಮ ಕಂಪ್ಯೂಟರ್ ಎಂದು ಮಾನವನು ಗುರುತಿಸಿದ್ದು ಯಾವುದನನ್ನು ?
— ಅಭ್ಯಾಸಕ್ಸ್
- ಕಂಪ್ಯೂಟರ್ ಹಿತಾವುಹ ಎಂದು ಯಾರನ್ನು ಕರೆಯುತ್ತಾರೆ ?
— ಡಾಲೆಸ್ ಬ್ರ್ಯಾಚೆಜ್
- ಪ್ರಪ್ರಥಮ ವಿದ್ಯುನ್‌ನಾನ್ ಕಂಪ್ಯೂಟರ್ ಯಾವುದು ?
— ENIAC
- ENIAC ಅನ್ನು ವಿನ್ಯಾಸಗೊಳಿಸಿದವರು ಯಾರು ?
— ಮ್ಯಾಚಿಟಿ
- ಯಾವ ಸಂಶ್ಯಾಪದ್ಧತಿಯನ್ನು ಕಂಪ್ಯೂಟರಿನ ಭಾಷೆಯಾಗಿ ಸೂಚಿಸಲಾಗಿದೆ?
— ಡ್ಿಪ್‌ಮಾನ ಪದ್ಧತಿ
- ಕಂಪ್ಯೂಟರಿನ ಸಂಸ್ಕರಣಾ ವೇಗವನ್ನು ಯಾವುದರಿಂದ ಮಾಡನ ಮಾಡುತ್ತಾರೆ ?
— ನ್ಯಾನೋ ಸೆಕೆಂಡ್
- ಒಂದು ನ್ಯಾನೋ ಸೆಕೆಂಡ್ ಎಂದರೆ ಎಷ್ಟು ಸೆಕೆಂಡುಗಳು ?
— 10^{-9}
- ಕಂಪ್ಯೂಟರ್ ಎಂಬ ಪದ ಯಾವ ಭಾಷೆಯಿಂದ ಉತ್ಪತ್ತಿಯಾಗಿದೆ ?
— ಲ್ಯಾಟೆನ್
- ಕಂಪ್ಯೂಟರಿನ ಮುಖ್ಯ ಘಟಕ ಯಾವುದು ?
— ಕೇಂದ್ರ ಸಂಸ್ಕರಣಾ ಘಟಕ (CPU)



ದೂರವಾಳ/Phone : 080-22354784/83
ಇ-ಮೆಲ್/e-mail:ksgoaabangalore@rediffmail.com

ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸರಕಾರಿ ನೋಕರರ ಸಂಘ

Karnataka State Government Employee's Association

ಅಂತರ್ಗ್ರಹಿ ನಂ. ೫೬೭
Post Box No.: 592

ಕಬ್ಬನ್ ಉದ್ಯಾನವನ, ಬೆಂಗಳೂರು-೫೬೦ ೦೦೧
Cubbon Park, Bangalore - 560 001

ನಂ. ಆಳಿ 180/2018-19
No. GEA.....

ದಿನಾಂಕ 16-3-2018
Date:.....

ಗೆ
ಮಾನ್ಯ ಅಪರ ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿಗಳು
ಹಾಗೂ ಸರ್ಕಾರದ ಪ್ರಥಾನ ಕಾರ್ಯದರ್ಶಿಗಳು
ಆರ್ಥಿಕ ಇಲಾಖೆ
ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ಬೆಂಗಳೂರು.

ಮಾನ್ಯರೆ.

ವಿಷಯ: ರಾಜ್ಯ ಸರ್ಕಾರಿ ನೋಕರರಿಗೆ ದಿನಾಂಕ 1-1-2018ರಿಂದ ಬಾಕಿ ಇರುವ
ತುಟ್ಟಿಭ್ರತ್ಯೇಯನ್ನು ನಗದು ರೂಪದಲ್ಲಿ ಬಿಡುಗಡೆಗೊಳಿಸುವ ಬಗ್ಗೆ ಮನವಿ.
www.ksge.in

ಉಲ್ಲೇಖ: ಆದೇಶ ಸಂಖ್ಯೆ: 1/1/2018-ಇ-2(ಬಿ), ದಿನಾಂಕ 15-3-2018

ಅವಿಲ ಭಾರತ ಬೆಲೆ ಸೂಚ್ಯಾಂಕವನ್ನಾಧರಿಸಿ ಕೆಂಪ್ತ ಸರ್ಕಾರವು ತನ್ನ ನೋಕರರಿಗೆ
ತುಟ್ಟಿಭ್ರತ್ಯೇಯನ್ನು ಮಂಜೂರು ಮಾಡಿದ ದಿನಾಂಕದಿಂದಲೇ ಮೂವಾರ್ಷದ್ವಯವಾಗಿ ರಾಜ್ಯ ಸರ್ಕಾರವೂ
ಸಹ ರಾಜ್ಯ ಸರ್ಕಾರಿ ನೋಕರರಿಗೆ ತುಟ್ಟಿಭ್ರತ್ಯೇ ಮಂಜೂರು ಮಾಡುವುದು ಸಂಪ್ರದಾಯವಾಗಿರುತ್ತದೆ.
ಪ್ರಸ್ತುತ ಕೆಂಪ್ತ ಸರ್ಕಾರವು ಅವಿಲ ಭಾರತ ಬೆಲೆ ಸೂಚ್ಯಾಂಕವನ್ನಾಧರಿಸಿ ದಿನಾಂಕ 1-1-2018ರಿಂದ
ಮೂವಾರ್ಷದ್ವಯವಾಗಿ ತನ್ನ ನೋಕರರಿಗೆ ಶೇ. 2.00 ರಷ್ಟು ತುಟ್ಟಿಭ್ರತ್ಯೇಯನ್ನು ಮಂಜೂರು ಮಾಡಿ
ಉಲ್ಲೇಖಿತ ಆದೇಶವನ್ನು ಹೊರಡಿಸಿದೆ. (ಪ್ರತಿ ಲಗತ್ತಿಸಿದೆ)

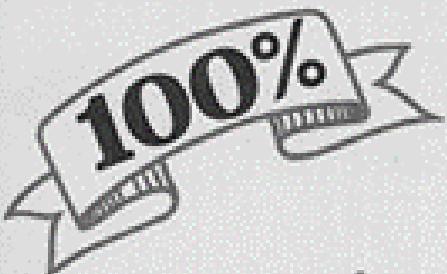
ಆದ್ದರಿಂದ ತಾವು ದಯವಾಡಿ, ಪ್ರಸ್ತುತ ಅವಿಲ ಭಾರತ ಬೆಲೆ ಸೂಚ್ಯಾಂಕವನ್ನಾಧರಿಸಿ ರಾಜ್ಯ
ಸರ್ಕಾರಿ ನೋಕರರಿಗೆ ಯುಗಾದಿ ಕೊಡುಗೆಯಾಗಿ ದಿನಾಂಕ 1-1-2018ರಿಂದ ಮೂವಾರ್ಷದ್ವಯವಾಗಿ ಶೇ.
ಒರಷ್ಟು ತುಟ್ಟಿಭ್ರತ್ಯೇಯನ್ನು ಸಂಪೂರ್ಣ ನಗದು ರೂಪದಲ್ಲಿ ಬಿಡುಗಡೆಗೊಳಿಸಿ ಆದೇಶ ಹೊರಡಿಸಲು
ಕೂ ಮೂಲಕ ತಮ್ಮಲ್ಲಿ ಮನವಿ ಮಾಡುತ್ತೇವೆ.

ವಂದನೆಗಳಿಂದಿಗೆ,

ತಮ್ಮ ವಿಶ್ವಾಸಿ.

(ಬ.ಿ.ಮಂಜೇಗೌಡ)

ಅಧ್ಯಕ್ಷರು



ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ಬೆಂಗಳೂರು ನಗರ ಜಿಲ್ಲಾ ಪಂಚಾಯತ್ರೀ

ಕ್ಷೇತ್ರ ಶಿಕ್ಷಣಾಧಿಕಾರಿಗಳ ಕಭೀರಿ, ಬೆಂಗಳೂರು ಉತ್ತರ ಪಾಲಣ್-೩



ಅಭಿನಂದನಾ ಘಟ



2015 ನೇ ಮಾರ್ಚ್/ಏಪ್ರಿಲ್ ವಿಂಗಡಿ ನಿರ್ವಹಿತ ವಿನೋದಿಸ್ತೀರ್ಣ ಪರಿಷ್ಕಾರ

.....ನ್ನೋಮೆನ್ಸ್...ಸ್ಕ್ರಿಫ್ಟ್‌ಕ್ರಾಫ್.....

.....ನೀನೀ..ಈ..ಫೆಗ್ಗಿ.....

.....ಹೊಂಗ್‌ಫ್ಲೋರ್..ಸ್ಲಾಪ್‌ಡೆ..ವೆಬ್‌ಬ್ರೆ..ಎಸ್.....

ಈ ಗ್ರಾಮೀಯ ಸಾಧನೆ ಮಾಡಿದ್ದು, ತಮ್ಮ ಖಾಲೆ ತೇರಡ 100% ದಾವಿಲೀಯ ಘಲಿತಾಂಶದನ್ನು ತಂದುಕೊಂಡ ನಿರ್ಣಯದಲ್ಲಿ ಶ್ರದ್ಧಿಸಿದ ಹಿಕ್ಕರ ವ್ಯಾಪಕವ್ಯಾಪಕ ಪ್ರಾಣಿ ಕರ್ತವ್ಯನಿರ್ಜ್ಯಯನ್ನು, ಗುರುತಿ ಗೌರವಮೂರ್ಚಿಕಾಗಿ ಈ ಪ್ರಮಾಣ ಪಡ್ಡದನ್ನು ಇಲಾಖೆಯ ಪರಿಷಾಗಿ ಏಡಿ ಅಭಿನಂದಿಸಿದೆ.

“ ಮಹಾತ್ಮ ರಾಜ್ಯ-ಶಿಕ್ಷಣ ಬಲವಧಿನೆ-ಸಮ್ಮುಳರ ಹೆಣ್ಣೆ ” 2015-16

ಬಂಡ್ಲು ಅಧಿಕಾರಿ

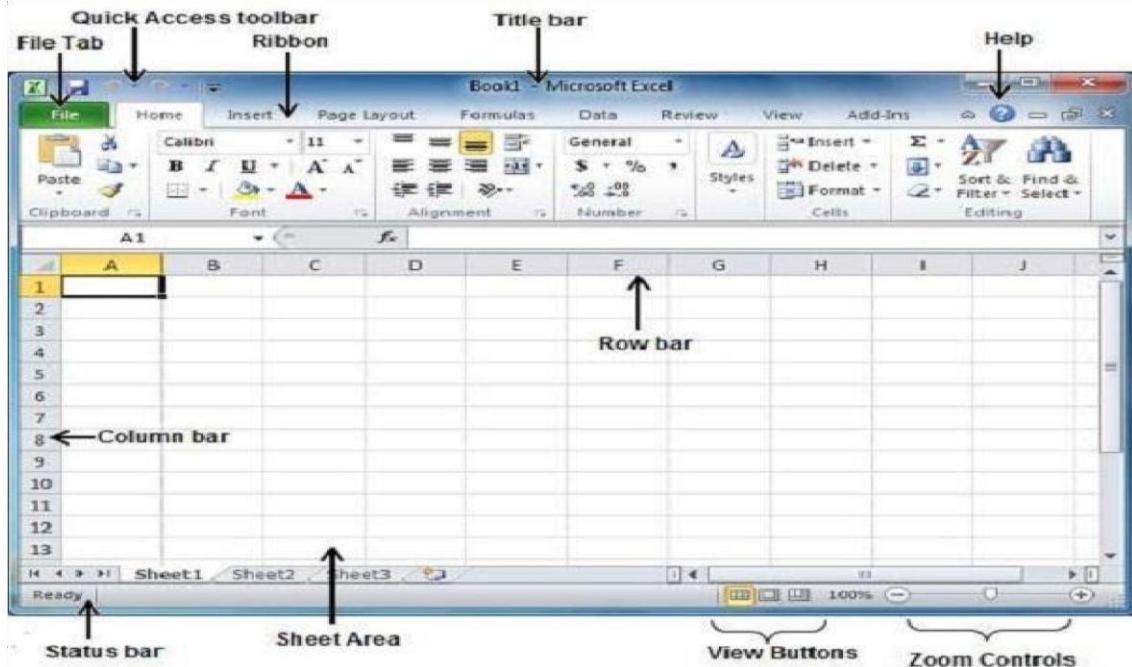
ಶ್ರೀ ಡಿ. ರಂಗಪ್ಪ ಶ್ರೀಮತಿ.

ಶ್ರೀ ಶ್ರೀ ಶಿಕ್ಷಣಾಧಿಕಾರಿ
ಬೆಂಗಳೂರು ಉತ್ತರ ಪಾಲಣ್ - ೩

Microsoft Excel

Microsoft Excel is a commercial spreadsheet application, written and distributed by Microsoft for Microsoft Windows and Mac OS X. At the time of writing this tutorial the Microsoft excel version was 2010 for Microsoft Windows and 2011 for Mac OS X.

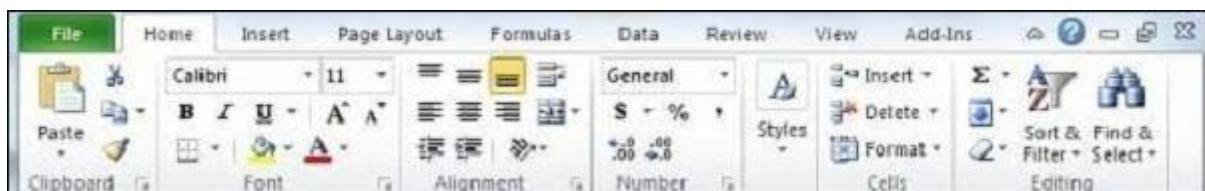
Microsoft Excel is a spreadsheet tool capable of performing calculations, analyzing data and integrating information from different programs. By default, documents saved in Excel 2010 are saved with the .xlsx extension whereas the file extension of the prior Excel versions are .xls. The following basic window appears when you start the excel application. Let us now understand the various important parts of this window.



File Tab

The File tab replaces the Office button from Excel 2007. You can click it to check the **backstage view**, where you come when you need to open or save files, create new sheets, print a sheet, and do other file-related operations.

You will find this toolbar just above the **File tab** and its purpose is to provide a convenient resting place for the Excel's most frequently used commands. You can customize this toolbar based on your comfort.



Ribbon

Ribbon contains commands organized in three components –

- **Tabs** – they appear across the top of the Ribbon and contain groups of related commands. Home, Insert, Page Layout are the examples of ribbon tabs.
- **Groups** – they organize related commands; each group name appears below the group on the Ribbon. For example, group of commands related to fonts or group of commands related to alignment etc.
- **Commands** – Commands appear within each group as mentioned above.

Title Bar

This lies in the middle and at the top of the window. Title bar shows the program and the sheet titles.

Help

The **Help Icon** can be used to get excel related help anytime you like. This provides nice tutorial on various subjects related to excel.

Zoom Control

Zoom control lets you zoom in for a closer look at your text. The zoom control consists of a slider that you can slide left or right to zoom in or out. The + buttons can be clicked to increase or decrease the zoom factor.

View Buttons

The group of three buttons located to the left of the Zoom control, near the bottom of the screen, lets you switch among excel's various sheet views.

Normal Layout view – this displays the page in normal view.

- **Page Layout view** – this displays pages exactly as they will appear when printed. This gives a full screen look of the document.
- **Page Break view** – this shows a preview of where pages will break when printed. □

Sheet Area

The area where you enter data. The flashing vertical bar is called the **insertion point** and it represents the location where text will appear when you type.

Row Bar

Rows are numbered from 1 onwards and keeps on increasing as you keep entering data. Maximum limit is **10,48,576 rows**.

Column Bar

Columns are numbered from A onwards and keeps on increasing as you keep entering data. After Z, it will start the series of AA, AB and so on. Maximum limit is **16,384 columns**. **Status Bar**

Dialog Box Launcher

This appears as a very small arrow in the lower-right corner of many groups on the Ribbon. Clicking this button opens a dialog box or task pane that provides more options about the group.

Excel Assignment-1		
	A B	
1	Arithmetic Operations	
2	First Number	10
3	Second Number	5
4	Addition	=B2+B3
5	Subtraction	=B2-B3
6	Multiplication	=B2*B3
7	Division	=B2/B3

	A	B
1	Finding total	
2	First Number	10
3	Second Number	5
4	Addition	Click on Σ AutoSum ▾
5	Addition	=B2+B3
6	Addition	=sum(B2+B3)
7		

Excel Assignment -3

Excel Assignment -4

"Calculating of simple Interest"			
	A	B	C
1	Details	Amount	
2	Principles amount	9600	
3	Time(days)	4	
4	Rate of Int	8.50	
5	Simple Interest	3264.00	
6			
7			
8			
9			
10	Solution:		
11	Simple Int:	P Amt*Time*Rate of Int =B4*B5*B6/100	
12			
13			

"Electricity Bill"			
	A	B	C
1	Meter No	B123/C23	
2	Present Reading	4523	
3	Past reading	4228	
4	Consumed Unit	=B3-B4	
5	Rate/Unit	2.5	
6	Bill	=B5*B6	
7			
8			
9	Solution:		
10	Consumed Unit:	Present Reading-Past Reading	
11	Bill:	Consumed Unit*Rate	
12			
13			

Excel Assignment-5

A	B	C	D	E	F	G	H	I	J	K	L
"PRODUCT DETAILS"											
SL.NO	PRODUCT	QTY	RATE	AMOUNT	DISCOUNT @12%	Amount After Discount	GST@ 12%			Inter State	State
							CGST @6%	SGST @6%	IGST @12%		
1	Pen	10	₹ 5.00	₹ 50.00	₹ 6.00	₹ 44.00	₹ 2.64	₹ 2.64	₹ 5.28	₹ 49.28	₹ 49.28
2	Book	5	₹ 35.00	₹ 175.00	₹ 21.00	₹ 154.00	₹ 9.24	₹ 9.24	₹ 18.48	₹ 172.48	₹ 172.48
3	Bag	2	₹ 200.00	₹ 400.00	₹ 48.00	₹ 352.00	₹ 21.12	₹ 21.12	₹ 42.24	₹ 394.24	₹ 394.24
4	Chair	6	₹ 500.00	₹ 3,000.00	₹ 360.00	₹ 2,640.00	₹ 158.40	₹ 158.40	₹ 316.80	₹ 2,956.80	₹ 2,956.80
5	Table	1	₹ 1,000.00	₹ 1,000.00	₹ 120.00	₹ 880.00	₹ 52.80	₹ 52.80	₹ 105.60	₹ 985.60	₹ 985.60
9											
10	TOTAL	24	1740	4625	555	4070	244.2	244.2	488.4	4558.4	4558.4
11	MIN	1	5	50	6	44	2.64	2.64	5.28	49.28	49.28
12	MAX	10	1000	3000	360	2640	158.4	158.4	316.8	2956.8	2956.8
13	AVERAGE	4.8	348	925	111	814	48.84	48.84	97.68	911.68	911.68
14											
15	Solution:	TOTAL =SUM(C4:C8)		AMOUNT =C4*D4 Or =Product(C4:D4)							
16		MIN =MIN(C4:C8)		DISCOUNT @12% =E4*12/100 Or =E4*12%							
17		MAX =MAX(C4:C8)		Amount After Discount =E4-F4							
18		AVERAGE =AVERAGE(C4:C8)		CGST @6% =G4*6/100 Or =G4*6%							
19				SGST @6% =G4*6/100 Or =G4*6%							
20				IGST @12% =G4*12/100 Or =G4*12%							
21				Net (AAD+IGST) =G4+J4							
22				NET (AAD+SGST+CGST) =G4+H4+I4							

Excel Assignment-6

A	B	C	D	E	F	G	H	I	J	K	
"PROFIT AFTER TAX AND INTEREST"											
YEAR	INCOME/YEAR	INCOME/MONTH	INTEREST PAID15%/YEAR	INTEREST PAID15%/MONTH	PROFIT/YEARLY	PROFIT/MONTHLY	GST 18%/YEAR	GST 18%/MONTH	PROFIT AFTER TAX/YEAR	PROFIT AFTER TAX/MONTH	
3	2001	Rs 75,000.00	Rs 6,250.00	Rs 11,250.00	Rs 937.50	Rs 63,750.00	Rs 5,312.50	Rs 11,475.00	Rs 956.25	Rs 52,275.00	Rs 4,356.25
4	2002	Rs 50,000.00	Rs 4,166.67	Rs 7,500.00	Rs 625.00	Rs 42,500.00	Rs 3,541.67	Rs 7,650.00	Rs 637.50	Rs 34,850.00	Rs 2,904.17
5	2003	Rs 45,000.00	Rs 3,750.00	Rs 6,750.00	Rs 562.50	Rs 38,250.00	Rs 3,187.50	Rs 6,885.00	Rs 573.75	Rs 31,365.00	Rs 2,613.75
6	2004	Rs 65,000.00	Rs 5,416.67	Rs 9,750.00	Rs 812.50	Rs 55,250.00	Rs 4,604.17	Rs 9,945.00	Rs 828.75	Rs 45,305.00	Rs 3,775.42
7	2005	Rs 80,000.00	Rs 6,666.67	Rs 12,000.00	Rs 1,000.00	Rs 68,000.00	Rs 5,666.67	Rs 12,240.00	Rs 1,020.00	Rs 55,760.00	Rs 4,646.67
8	2006	Rs 78,000.00	Rs 6,500.00	Rs 11,700.00	Rs 975.00	Rs 66,300.00	Rs 5,525.00	Rs 11,934.00	Rs 994.50	Rs 54,366.00	Rs 4,530.50
9	2007	Rs 85,000.00	Rs 7,083.33	Rs 12,750.00	Rs 1,062.50	Rs 72,250.00	Rs 6,020.83	Rs 13,005.00	Rs 1,083.75	Rs 59,245.00	Rs 4,937.08
10	2008	Rs 82,000.00	Rs 6,833.33	Rs 12,300.00	Rs 1,025.00	Rs 69,700.00	Rs 5,808.33	Rs 12,546.00	Rs 1,045.50	Rs 57,154.00	Rs 4,762.83
11											
12	TOTAL	Rs 5,60,000.00	Rs 46,666.67	Rs 84,000.00	Rs 7,000.00	Rs 4,76,000.00	Rs 39,666.67	Rs 85,680.00	Rs 7,140.00	Rs 3,90,320.00	Rs 32,526.67
13											
14	INCOME/MONTH =B3/12										
15	INTERESTPAID15% =B3*15%										
16	INTEREST PAID/MONTH=C3/12 OR =C3*15%										
17	PROFIT= =B3-D3										
18	PROFIT/MONTH= =C3-E3										
19	GST18% = / YEAR =F3*18%										
20	GST18%/MONTH= =G3*18%										
21	PROFIT AFTER TAX= =F3-H3										
22	PROFIT AFTER TAX/MONTH= =G3-I3										

Excel Assignment-7

	A	B	C	D	E	F	G	H	I	J	K	L
1	"Employee Pay Slip"											
2	ECODE	NAME	DESIGN	BASIC	HRA	DA	GROSS	PF	ESI	TAX	DED	NET
3	101	Raj	Accountant	15000	4800	2400	22200	1800	262.5	2700	4762.5	17437.5
4	102	Rahul	Manager	19000	6080	3040	28120	2280	332.5	3420	6032.5	22087.5
5	103	Priya	Rec	12000	3840	1920	17760	1440	210	2160	3810	13950
6	104	Nayana	Assi Man	10000	3200	1600	14800	1200	175	1800	3175	11625
7	105	Madhu	off Ass	8000	2560	1280	11840	960	140	1440	2540	9300
8	106	Jaya	Accountant	15000	4800	2400	22200	1800	262.5	2700	4762.5	17437.5
9	107	Lalit	Manager	20000	6400	3200	29600	2400	350	3600	6350	23250
10												
11		Total	99000	31680	15840	146520	11880	1732.5	17820	31432.5	115088	
12		HRA =D3*32/100										
13		DA =D3*16/100										
14		GROSS =D3+E3+F3										
15		PF =D3*12/100										
16		ESI =D3*1.75%										
17		TAX =D3*18%										
18		DED =H3+I3+J3										
19		NET =G3-K3										

Excel Assignment-8

	A	B	C	D	E	F
1	Sort Student Details					
2	SI No	Name of the Student	Address	City		
3	1	Ganesh	Hosur	Hubli		
4	2	Mahesh	Jss	Dharwad		
5	3	Vilas	Gokul Road	Hubli		
6	4	Rakesh	Gandhi Nagar	Dharwad		
7	5	Jay	NehruNagar	Hubli		
8						
9	Select all Student Names and Click on Sort & Filter					
10						
11						

Σ AutoSum ▾
Fill ▾
Clear ▾
A
Z
F
S
F
S

What is an Excel Function?

A function in Excel is a preset formula that helps perform mathematical, statistical and logical operations. Once you are familiar with the function you want to use, all you have to do is enter an equal sign (=) in the cell, followed by the name of the function and the cell range it applies to.

1) IF Function

The IF function in Excel performs a logical comparison between two values. The result of the IF function is either TRUE or FALSE. For example, we can test if the value in cell B2 is greater than the value in cell A2. If so, the result is TRUE, if not, the result is FALSE.

Excel Assignment-9

	A	B	C	D	E	F	G
1	"STUDENT MARKS CARD"						
2	NAME	SUBJECT	MARKS	REMARKS	PHY	COUNT	=COUNTIF(B3:B9,E2)
3	AKASH	PHY	85	Outstanding		TOTAL	=SUMIF(B3:B9,E2,C3:C9)
4	ARUN	CHE	75	Outstanding	BIO	COUNT	=COUNTIF(B3:B9,B5)
5	DEEPAK	BIO	68	Excellent		TOTAL	=SUMIF(B3:B9,E5,C3:C9)
6	ARUN	MAT	35	Pass	CHE	COUNT	=COUNTIF(B3:B9,E8)
7	AKASH	CHE	88	Outstanding		TOTAL	=SUMIF(B3:B9,E8,C3:C9)
8	DEEPAK	PHY	55	Good	AKASH	COUNT	=COUNTIF(A3:A9,E11)
9	AKASH	BIO	25	Fail		TOTAL	=SUMIF(A3:A9,E11,C3:C9)
10							
11							
12	Total	=SUM(C3:C9)					
13	Min	=MIN(C3:C9)					
14	Max	=MAX(C3:C9)			DEEPAK	COUNT	=COUNTIF(A3:A9,E14)
15	Average	=AVERAGE(C3:C9)				TOTAL	=SUMIF(A3:A9,E14,C3:C9)
16	REMARKS =IF(C3>=75,"Outstanding",IF(C3>=60,"Excellent",IF(C3>=50,"Good",IF(C3>=35,"Pass","Fail"))))						

Excel Assignment-10

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	PUR INVOICE			SALES INVOICE				STOCK IN HAND				REPORT		
2	ITEMS	QTY	RATE	AMOUNT	ITEMS	QTY	RATE	AMOUNT	ITEMS	QTY	RATE	AMOUNT	REMARKS	PROFIT&LOSS
3	PEN	100	5	500	PEN	50	10	500	PEN	50	5	250	STOCK IN	250
4	BOOK	50	35	1750	BOOK	48	40	1920	BOOK	2	35	70	ORDER	240
5	BAG	20	200	4000	BAG	20	199	3980	BAG	0	200	0	OUT OF STOCK	-20
6	ERASER	10	3	30	ERASER	5	6	30	ERASER	5	3	15	STOCK IN	15
7	SCALE	3	6	18	SCALE	3	10	30	SCALE	0	6	0	OUT OF STOCK	12
8				0	PEN			0		0		0	OUT OF STOCK	0
9	PUR AMOUNT		6298		SAL AMOUNT		6460		STOCK AMOUNT		335	NET PROFIT	497	
10														
11														
12														
13														
14														
15	Purchase Amount	(=qty*rate)			Auto Sum									
16	Sales Amount	(=qty*rate)	Total Amount		Auto Sum									
17	Stock Amount	(=qty*rate)			Auto Sum									
18														
19	Stock Qty Formula	(=sumif(select all purchase items,purchase item,select all purchase Qty)-(sumif(select all Sales items,Sales item,select all Sales Qty)))												
20	Remarks	(=if(select stock Qty>=5,"In Stock",if(select stock Qty>=1,"Order","Out Of Stock")))												
21	Report	(=Sales Amount-Purchase Amount+Stock Amount)												

2) Dated IF :

Calculates the number of days, months, or years between two dates. **Warning:** Excel provides the DATEDIF function in order to support older workbooks from Lotus 1-2-3. The DATEDIF function may calculate incorrect results under certain scenarios

Excel Assignment-11

	A	B	C	D	E	F	G	H
1	Employee Exp Details							
2	Ecode	Name	Design	DOJ	Total Exp			
3					Year	Month	Days	Total Exe
4	101	Raj	Accountant	01-10-2000	21	6	11	21-Year-6-Months-11-Days
5	102	Rahul	Manager	26-08-2004	17	7	17	17-Year-7-Months-17-Days
6	103	Priya	Rec	29-01-2000	22	2	14	22-Year-2-Months-14-Days
7	104	Nayana	Assi Man	10-06-1999	22	10	2	22-Year-10-Months-2-Days
8	105	Madhu	off Ass	12-01-2001	21	3	0	21-Year-3-Months-0-Days
9	106	Jaya	Accountant	02-10-1998	23	6	10	23-Year-6-Months-10-Days
10	107	Lalit	Manager	27-06-1993	28	9	16	28-Year-9-Months-16-Days
11								
12	Year=DATEDIF(D4,NOW(),"Y")							
13	Month=DATEDIF(D4,NOW(),"YM")							
14	Days=DATEDIF(D4,NOW(),"MD")							
15	Total Exe=DATEDIF(D4,NOW(),"Y")&"-YEAR-"&DATEDIF(D4,NOW(),"YM")&"-MONTH-"&DATEDIF(D4,NOW(),"MD")&"-DAYS"							

2 Logical Function In Excel

The screenshot shows the Microsoft Excel interface with the 'FORMULAS' tab selected. The 'Logical' dropdown menu is open, listing various logical functions: AND, FALSE, IF, IFERROR, IFNA, NOT, OR, TRUE, and XOR. The formula bar at the top has '=fx' entered. The cell H3 is currently selected.

- ❖ **AND** – =IF(AND(Something is True, Something else is True), Value if True, Value if False)
- ❖ **OR** – =IF(OR(Something is True, Something else is True), Value if True, Value if False)
- ❖ **NOT** – =IF(NOT(Something is True), Value if True, Value if False)

Excel Assignment-12

	A	B	C	D	E	F	G	H	I	J	K	L
"STUDENT RESULT DETAILS"												
1	ROLLNO	NAME	KAN	ENG	HIN	TOTAL	PER	Result/And	Result/OR	Result/Not	GRADE	REMARKS
2	101	AAA		85	99	78	262	87.3333	Pass	Pass	A	First
3	102	BBB		65	65	54	184	61.3333	Pass	Pass	B	Second
4	103	CCC		50	40	60	150	50	Pass	Pass	C	Third
5	104	DDD		54	36	52	142	47.3333	Pass	Pass	Pass	Pass
6	105	EEE		69	32	36	137	45.6667	Fail	Pass	Fail	Fail
7												
8												
9	TOTAL=C3+D3+E3											
10	PER=F3/3											
11	Result/And=IF(AND(C3>=35,D3>=35,E3>=35),"Pass","Fail")											
12	Result/OR=IF(OR(D3>=35,E3>=35,F3>=35),"Pass","Fail")											
13	Result/Not=IF(NOT(C3>=35),"Fail","Pass")											
14	GRADE=IF(AND(C3>=35,D3>=35,E3>=35),IF(G3>=75,"A",IF(G3>=60,"B",IF(G3>=50,"C",IF(G3>=35,"Pass")))),"Fail")											
15	REMARKS=IF(AND(C3>=35,D3>=35,E3>=35),IF(G3>=75,"First",IF(G3>=60,"Second",IF(G3>=50,"Third",IF(G3>=35,"Pass")))),"Fail")											

Formatting Cell

Insert Columns or Rows: When you select a row or column that has formatting applied, that formatting will be transferred to a new row or column that you insert. If you don't want the formatting to be applied, you can select the **Insert Options** button after you insert, and choose from one of the options as follows: Short cut Key **Ctrl + Delete a column**

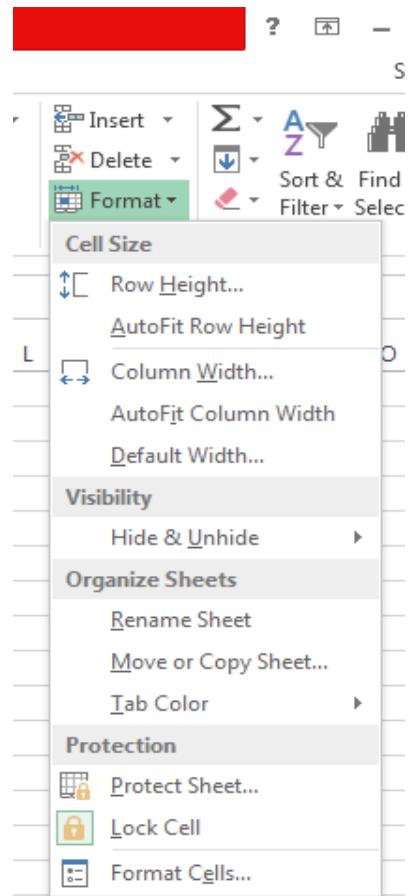
1. Select any cell within the column, then go to **Home > Insert > Insert Sheet Columns or Delete Sheet**
2. **Columns.** Or Short Cut Key **Ctrl + -**
3. Alternatively, right-click the top of the column, and then select **Insert** or **Delete**.

Delete a row

1. Select any cell within the row, then go to **Home > Insert > Insert Sheet Rows or Delete Sheet Rows.**
2. Alternatively, right-click the row number, and then select **Insert** or **Delete**. Or Short cut Key **Ctrl + -**

Increase Row Height & Column Width

1. Select Row or Column to be Increase Height Or Width
2. Go to Home Tab --- Cells Group – Choose Option Row Height Or Column width



Excel Charts

Charts are visual representations of data used to make it more understandable.

Commonly used charts are:

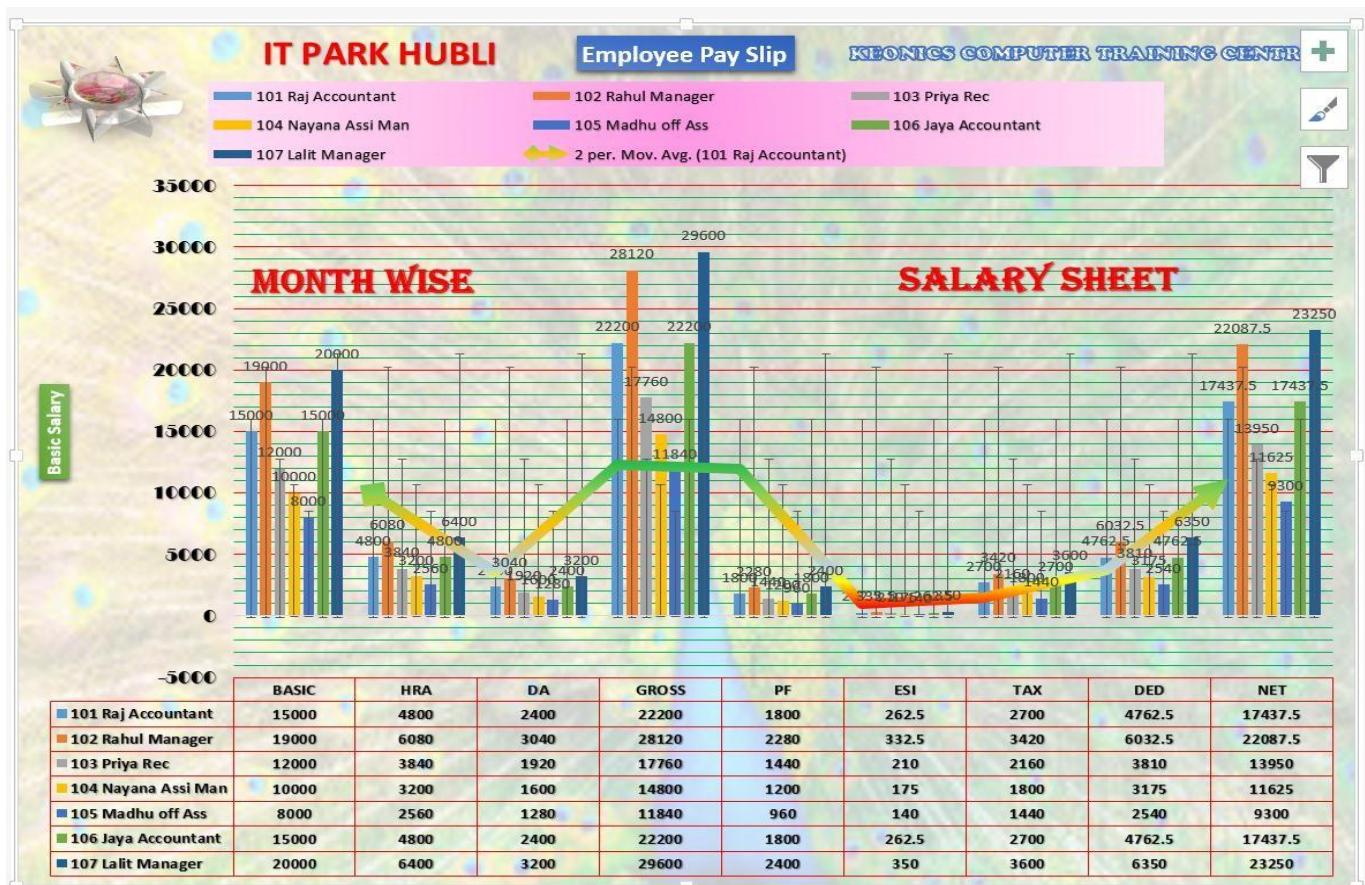
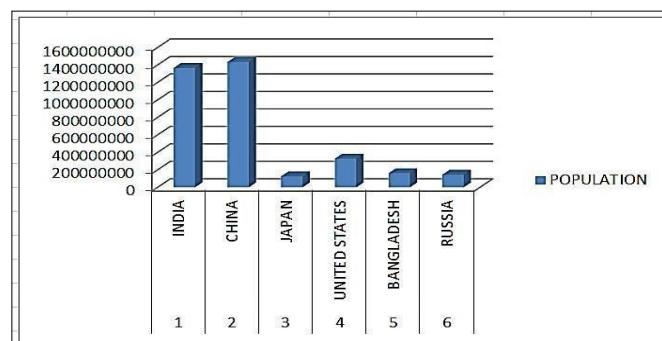
- Pie chart
- Column chart
- Line chart

Steps to Insert Chart

- 1) Select your data
- 2) Go to Insert Tab & Click on chart icon
OR
Use F11 Short cut Key to insert chart sheet

Excel Assignment-13

	A	B	C
1	Countries in the world by population (2019)		
2	SL_NO	COUNTRY	POPULATION
3	1	INDIA	1366417754
4	2	CHINA	1433783686
5	3	JAPAN	126860301
6	4	UNITED STATES	329064917
7	5	BANGLADESH	163046161
8	6	RUSSIA	145872256





LOOKUP Function

The **LOOKUP** Function is categorized under Excel Lookup and Reference functions. The function performs a rough match lookup either in a one-row or one-column range and returns the corresponding value from another one-row or one-column range.

There are mainly 3 Types of Lookup Function

1) LOOKUP function

The LOOKUP function in Excel can perform the simplest types of vertical and horizontal lookups.

A	B	C	D	E	F
Lookup Function Example					
Find the Roll no, Name & Marks using lookup function					
Roll No	Name	Marks			
101	Kumar	70			
102	Roja	35			
103	Rajesh	80			
104	Basava	40			
105	Nitya	90			
Formula					
Roll No		= LOOKUP(B5,B4:B8,A4:A8)			
Name		= LOOKUP(A5,A4:A8,B4:B8)			
Marks		= LOOKUP(B6,B4:B8,C4:C8)			

2) VLOOKUP function

Vlookup is an improved version of the LOOKUP function specially designed to do **vertical lookup** in columns. TRUE – Approximate match - FALSE – Exact match

A	B	C	D	E	F	G	H	I	J	K	L
Vlookup Function Example											
Weekly Price list Of Fruits											
Fruits	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Fruit	Day	Price
Mango	80	70	140	65	85	90	100		Banana	Sun	40
Banana	40	35	45	40	50	30	25				
Cherry	60	80	70	90	65	75	95		Fruit	Day	Price
Chikku	30	40	35	42	50	30	45		Mango	Tue	140
Apple	100	120	90	130	145	150	200				
Sunday	= VLOOKUP(A4,A3:H7,2,FALSE)								Fruit	Day	Price
Tuesday	= VLOOKUP(A3,A3:H7,4,FALSE)								Apple	Fri	150
Friday	= VLOOKUP(A7,A3:H7,7,FALSE)										
Saturday	= VLOOKUP(A6,A3:H7,8,FALSE)								Fruit	Day	Price
									Cherry	Sat	95

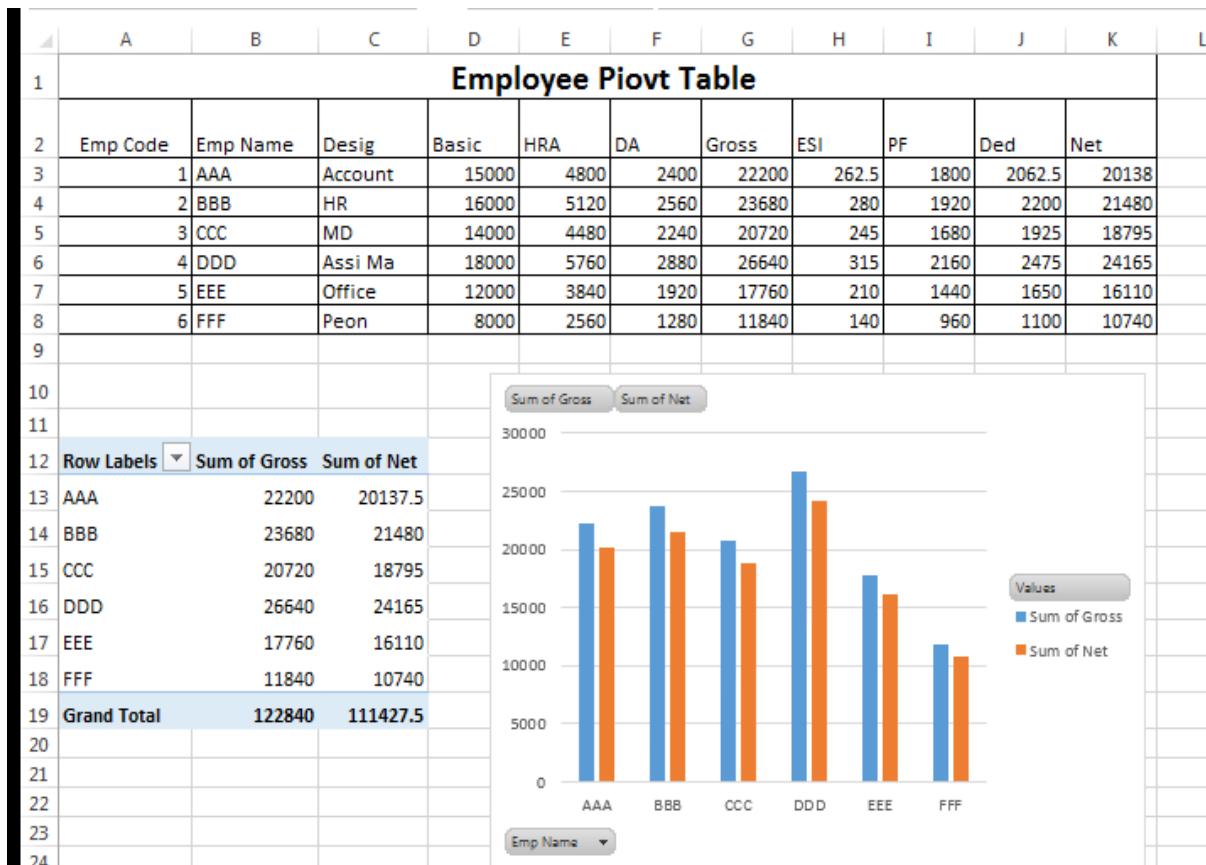
3) HLOOKUP function

It's a **Horizontal** counterpart of VLOOKUP that searches for a value in the first row of the lookup table and returns the value in the same position from another row.

A	B	C	D	E	F	G	H	I	J
Hlookup Function Example									
Weekly Price list Of Fruits									
Fruits	Mango	Banana	Cherry	Chikku	Apple		Fruit	Banana	
Sun	80	40	60	30	100		Day	Sun	
Mon	70	35	80	40	120		Price	40	
Tue	140	45	70	35	90		Fruit	Chikku	
Wed	65	40	90	42	130		Day	Wed	
Thu	85	50	65	50	145		Price	42	
Fri	90	30	75	30	150		Fruit	Mango	
Sat	100	25	95	45	200		Day	Sat	
							Price	100	
Sunday	=	HLOOKUP(C3,A3:F10,2,false)					Price Formula		
Wednesday	=	HLOOKUP(A3,A3:F10,5,false)							
Saturday	=	HLOOKUP(B3,A3:F10,8,false)							

PivotTable & Chart

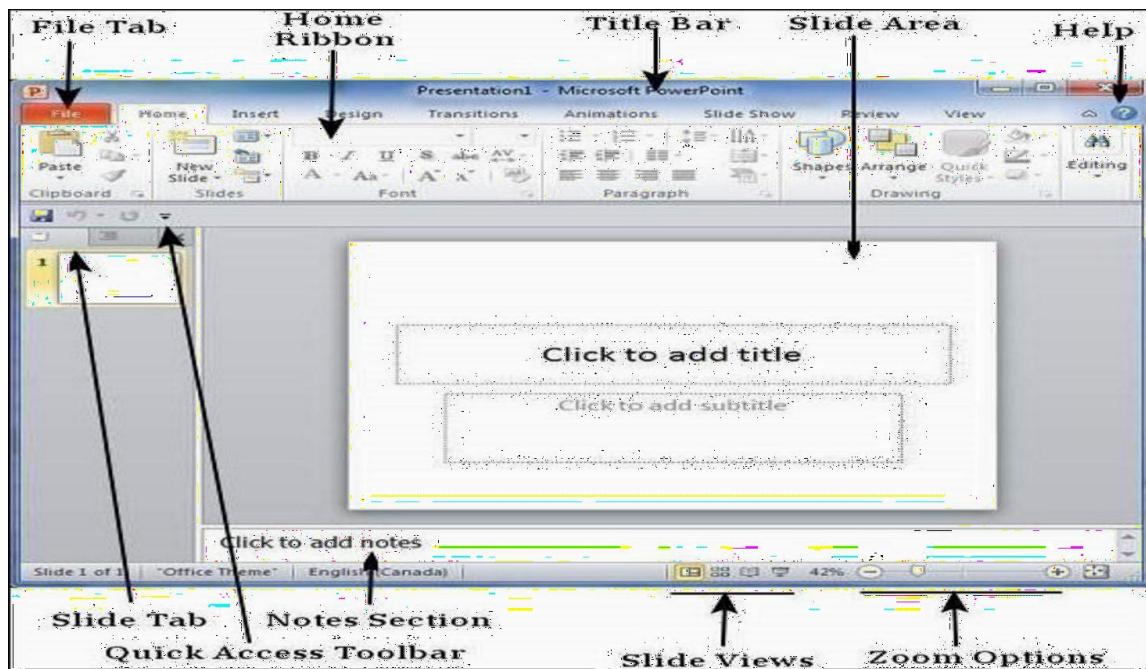
A PivotTable is a powerful tool to calculate, summarize, and analyze data that lets you see comparisons, patterns, and trends in your data



PowerPoint

MS Power Point is useful in creating presentation, where one can add animation, Photo, Video and Sound Effects making it more readable.

The following screenshot shows the various areas in a standard PowerPoint file. It is important to familiarize yourself with these areas as it makes learning and using PowerPoint easier.



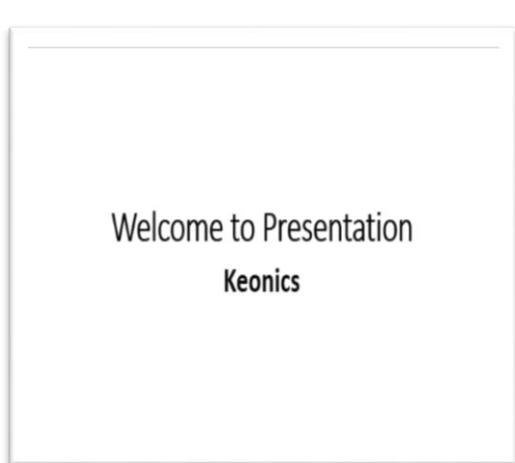
Creating a New Power Point Start all programs MS office Open PowerPoint. Or double-click the PowerPoint app icon, which resembles an orange box with a white "P" on it. This will open the PowerPoint window screen

Start Your Assignment By using different types of Slide Layouts

- To Add Slide layout ---- 1) Got home tab
2) Select Slide layout option to take layouts



1) Title Slide

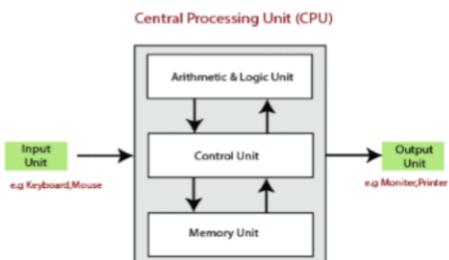


2) Title and Content Slide

A screenshot of a slide titled "Definition Of Computer". The slide contains the text "Computer term derived from Latin word COMPUTE which means Calculate or manipulate." and "Computer is an electronic device it accepts data, process data and store in its memory after processing it gives out result by output devices." The slide has a white background with black text.

3) Use Blank Slide Layout

Block Diagram Of Computer



4) Comparision Slide Layout

Input & Output Devices

Input Devices

- ✓ Keyboard
- ✓ Mouse
- ✓ Scanner
- ✓ Web camera
- ✓ Light pen
- ✓ Barcode reader
- ✓ Joystick

Output Devices

- Monitor
- Printer
- Speakers
- Plotter
- Projector
- Headphone
- GPS

5) Title and Content Slide

Memory

Computer memory is just like the human brain. It is used to store data/information and instructions. It is a data storage unit. It can store both the input and output can be stored here.

Characteristics of Main Memory:

- It is faster computer memory as compare to secondary memory.
- It is semiconductor memories.
- It is usually a volatile memory.
- It is the main memory of the computer.
- A computer system cannot run without primary memory.

6) Use Blank Slide Layout

Measurements of memory

1 Bit (Binary Digit)	= The Value 0 & 1
8 Bits	= 1 Byte
1024 Bytes	= 1 Kilo Byte
1024 KB	= 1 Mega Byte
1024 MB	= 1 Giga byte
1024 GB	= 1 Tera Byte
1024 TB	= 1 Peta Byte

7) Title and Content Slide insert Video

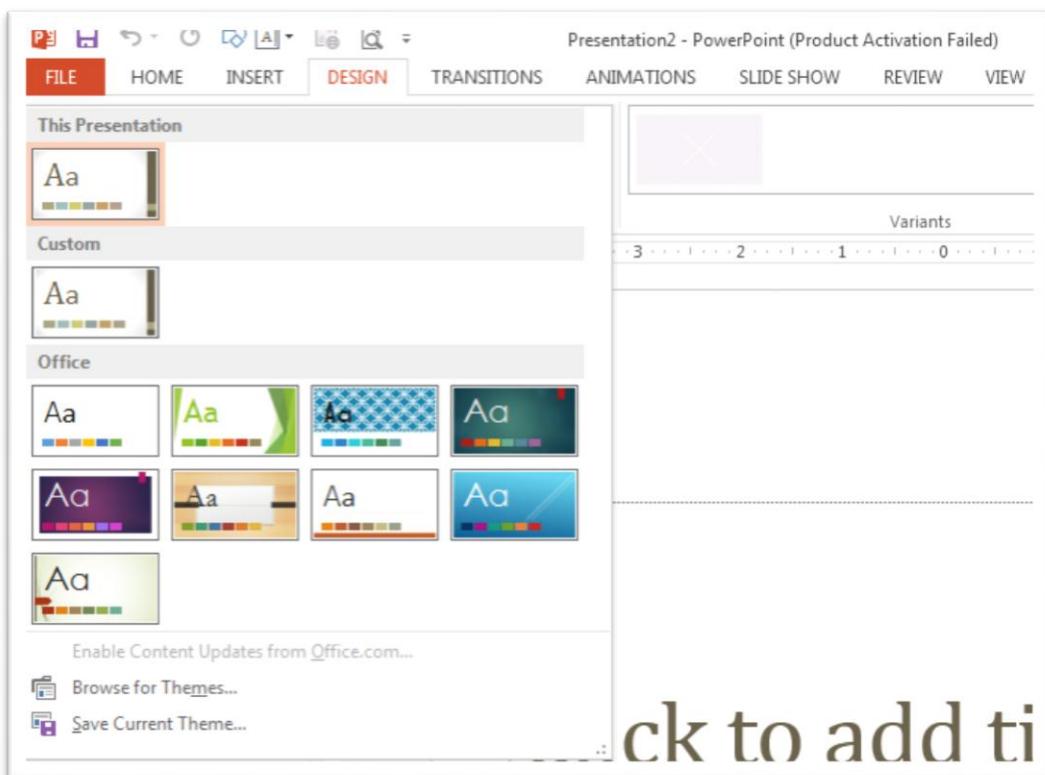
Video



8) Take Blank slide layout & Insert word art

THANK YOU
ONE AND ALL.....

Add Background design to your slide from Design tab



ck to add ti

Prepare the following assignment by using shapes & apply custom by giving Appear animation effect to show one after one list

Few guidelines for the assignment submission

01

Take care of the file format

Mention proper numbering

06

02

Use a clear font style

Insert headers and footers

07

03

Maintain the proper spacing between text

Mention word count

08

04

Make headings easy to recognize

Mention reference list

09

05

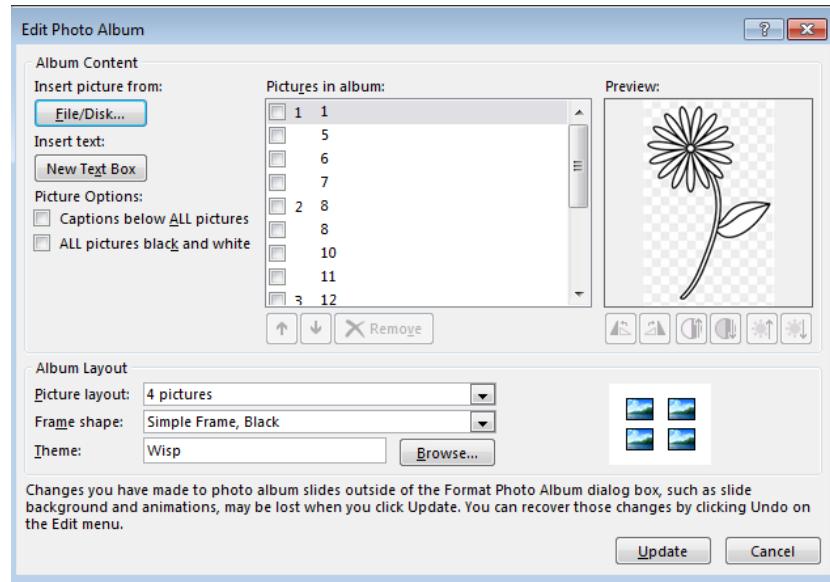
Create title page

Appendices

10

Creating Photo Album

To Create Photo Album 1) Go to Insert Tab 2) Select Photo Album 3) Select File/ Disc option from box



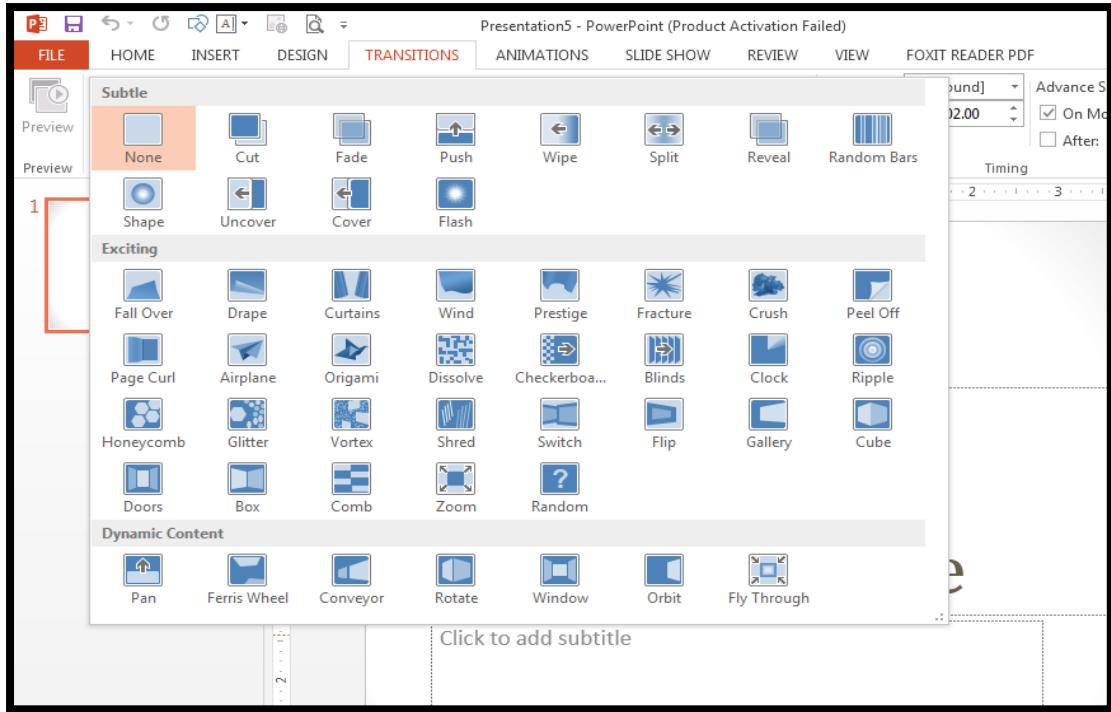
The screenshot shows a PowerPoint slide titled 'Photo Album by student'. The slide has a light green background with a large red arrow pointing towards the center. On the left side, there is a vertical column of five numbered boxes (1 to 5), each containing a thumbnail of a flower image. Step 1 shows a 'Photo Album' placeholder with a red arrow pointing to it. Step 2 shows a 2x2 grid of flower images. Step 3 shows a 2x2 grid with one image removed. Step 4 shows a 2x2 grid with two images removed. Step 5 shows a 2x2 grid with three images removed. The top ribbon shows the 'Insert' tab selected. The 'Photo Album' button in the 'Pictures' group is highlighted with a red box. The status bar at the bottom says 'Click to add notes'.

Transitions

Transitions are the power point effects between 2 slides

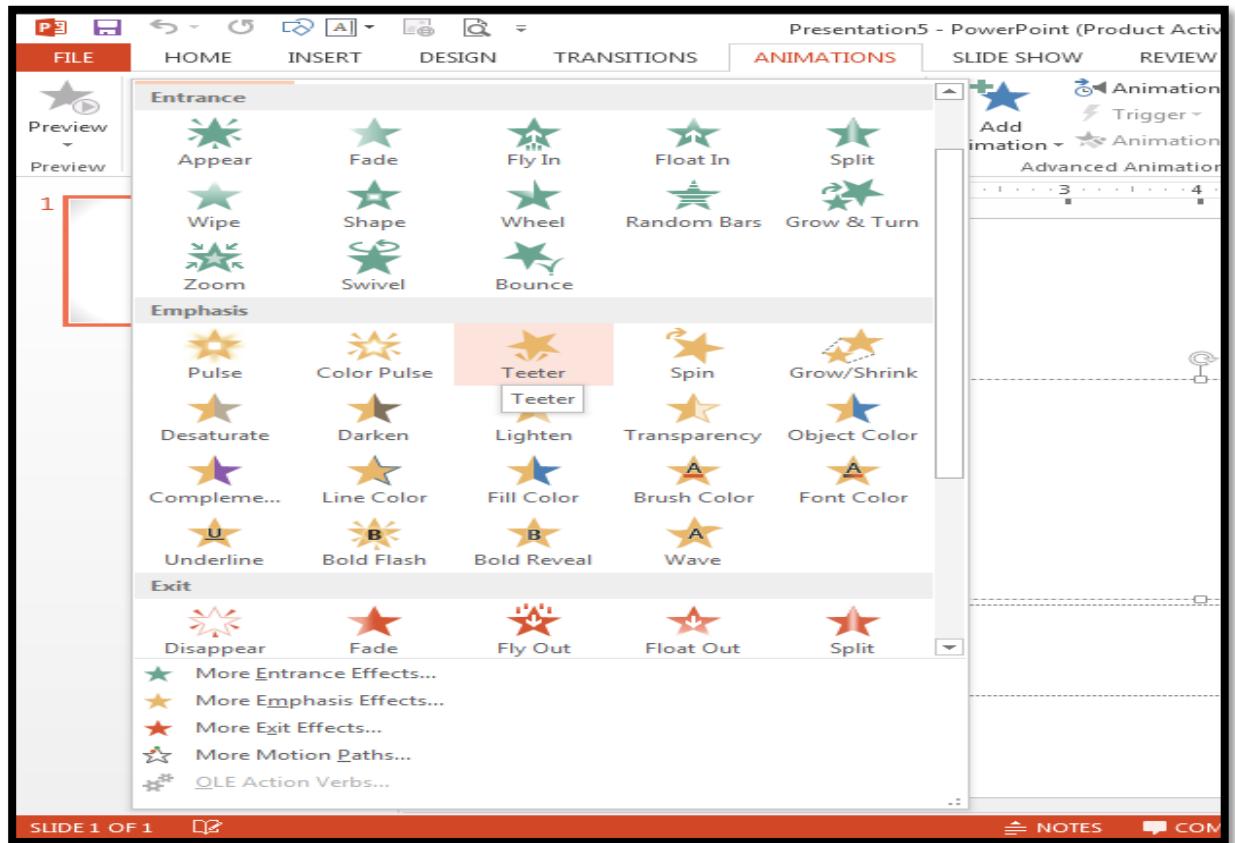
How to add transition effect : -

- 1) Go to Transition tab
- 2) Select any one effect to apply each slide



Custom Animation

Custom animation are the power point effects that we can add to contents and images which we created into the slides.



INTERNET

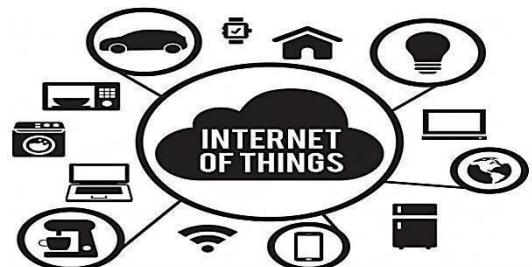
- The internet is a globally connected network system facilitating worldwide communication and access to data resources through a vast collection of private, public, business, academic and government networks.
- The internet is the world's most popular computer network.
 - In other words Internet is a Network of Network

Network: Two or More computer linked together to share information are called Networking

Types of computer network

I. Local Area Network (LAN)

A LAN connects network devices over a relatively short distance. A networked office building, school, or home usually contains a single LAN, though sometimes one building will contain a few small LANs (perhaps one per room), and occasionally a LAN will span a group of nearby buildings.



II. Metropolitan area network (MAN)

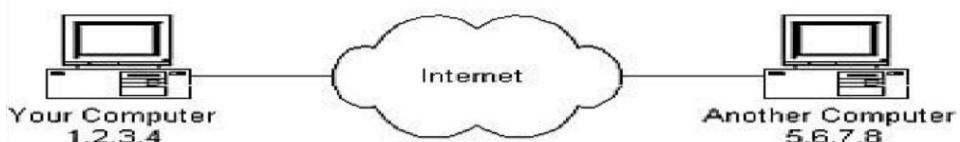
- 1) A metropolitan area network (MAN) is a large computer network that usually spans a city or a large campus.
- 2) A man often acts as a high speed network to allow sharing of regional resources.
- 3) A man typically covers an area of between 5Km and 50Km diameter.
- 4) A man might be owned and operated by a single organization, but it usually will be used by many individuals and organizations.

III. Wide area network(WAN)

- 1) WAN covers a large geographic area such as country, continent whole of the world.
- 2) A WAN is a geographically-dispersed collection of LANs.
- 3) Most WANs (like the internet) are not owned by any one organization but rather exist under collective or distributed ownership and management.

Internet Access

1. To gain access to the internet, the user has to register to any internet service provider (ISP).
 2. Types of internet connection:
 - Dial-up
 - Integrated service digital network
 - Asymmetric digital subscriber line
 - Wireless internet connections
- Internet over satellite How Internet Works?
- Because the internet is a global network of computers, each computer connected to the internet must have a unique address. This address is known as an IP Address.



❖ Internet Requirements

1. Computer with MODEM/Router/Network Card.
2. Internet account with ISP.
3. Application Software:
4. Web Browser(Firefox, Chrome)
5. Email client (MS Outlook)
6. Plugins software(Adobe Reader, Flash Player)
7. Optional: Speaker, Printer, Webcam

Uses of Internet

- Electronic mail. At least 85% of the inhabitants of cyberspace send and receive e-mail. ...
- Research.
- Downloading files.
- Discussion groups. ...
- Interactive games. ...
- Education and self-improvement. ...
- Electronic newspapers and magazines.

World Wide Web:

- The World Wide Web is a System of interlinked Hypertext document accessed via the internet.
- With a web browser, one can view web pages that may contain text, images, videos and other multimedia and navigate between them via hyperlinks.
- It uses a protocol called HTTP-Hypertext Transfer Protocol.
- HTTP Define how messages are formatted and transmitted, and what actions Web servers and browser should take in response to various commands?
- A uniform resource locator or URL is the address of a document you will find on the WWW.
- The element in aURL:

Protocol://server's address/filename Example:<http://www.google.com/index.html> **Electronic Mail (Email)**

- The transmission of messages over communications networks.
- It is a fast and efficient way to communicate with friends or colleagues.
- You can communicate with one person at a time or thousands; you can receive and send files and other information.

Basic email functions:

- Send and receive mail messages
 - Save your messages in a file
 - Print mail messages
 - Reply to mail messages
 - Attach a file to a mail message
- Email address : □ **Someone@mail server**
 - The email address has three parts:
 - A user name □
 - An “at” sign (@)
 - The address of he user’s mailserver
 - Example
Harris@ftms.edu.my
 - Search Engines
 - A search engine is designed to search for information on the internet.
 - Search Engine presents the search results in the form of a search results list.
 - The search results can be web pages, Images, Videos and other type of files. Examples:
 - o Google
 - o Bing
 - o Yahoo
 - o Info seek

E-Commerce

- Electronic commerce or E-Commerce consists of the buying and selling of products or services over electronic systems such as the Internet and other computer networks.
- It includes the entire online process of developing, marketing, selling, delivering, servicing and paying for products and services.
- Examples: Amazon, flip Kart, Snap deal, Shop clues etc.
 - A **Webpage** is a single page of information on the World Wide Web.
 - **HTML** (Hypertext Markup Language) is used to design webpages.
 - A **Website** refers to a group of web pages identified by a single domain. For example: All of the web pages on the Keonics websites begin with
 - “www.Keonics.in”
 - A **Home page** is the first or a front page of a website. If you were to type “www.Keonics.in” into your web browser, the first web page that came up would be the website’s Home page.
 - A **URL** or “Uniform Resource Locator” is the unique address of each web page. For Example: “www.Keonics.in”
 - **Domain Name:** The domain name consist of two parts. In our example “Keonics.in” is the domain name.
 - Where “Keonics” is the host and “.in” is the top level domain.

Common Top level domains are

- I. .com □ Commercial or business websites
- II. .Gov. □ Governments Websites.
- III. .mil □ Military websites
- IV. .org □ Organization
- V. .nic □ national informatics Centre
- VI. .in □ India Websites
- VII. .kar □ Karnataka websites

* Email Id Creation steps: - Go to Google Click on email button

Panel 1: Google Sign in

Sign in
Continue to Gmail

Email or phone
[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

1 Create account
2 For myself
3 Next

English (United Kingdom) ▾ Help Privacy Terms

Panel 2: Create your Google Account

Create your Google Account
Continue to Gmail **4**

First name: Zulaikha Last name: Khan

Username: **@gmail.com**
You can use letters, numbers & periods

Password: Confirm: **██████████**

Use 8 or more characters with a mix of letters, numbers & symbols

Sign in instead **Next** **5**

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Panel 3: Verifying your phone number

Verifying your phone number
For your security, Google wants to make sure that it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*

6 Phone number: **Back** **Next**

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Panel 4: Verifying your phone number

Verifying your phone number
For your security, Google wants to make sure that it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply* **7**

Enter verification code: **G-████**
Back Call instead **Verify** **8**

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Basic PC shortcut Keys

Shortcut Keys	Description
Alt + F	File menu options in current program.
Alt + E	Edit options in current program
F1	Universal Help in almost every Windows program.
Ctrl + A	Select all text.
Ctrl + X	<u>Cut</u> selected item.
Shift + Del	Cut selected item.
Ctrl + C	<u>Copy</u> selected item.
Ctrl + Ins	Copy selected item
Ctrl + V	<u>Paste</u>
Shift + Ins	Paste
Home	Goes to beginning of current line.
Ctrl + Home	Goes to beginning of document.
End	Goes to end of current line.
Ctrl + End	Goes to end of document.
Shift + Home	Highlights from current position to beginning of line.
Shift + End	Highlights from current position to end of line.
Ctrl + Left arrow	Moves one word to the left at a time.
Ctrl + Right arrow	Moves one word to the right at a time.

Microsoft Word shortcut Keys

Shortcut Keys	Description
Ctrl + O	Adds or removes 6pts of spacing before a paragraph.
Ctrl + A	Select all contents of the page.
Ctrl + B	<u>Bold</u> highlighted selection.
Ctrl + C	<u>Copy</u> selected text.
Ctrl + E	Aligns the line or selected text to the center of the screen.
Ctrl + F	Open find box.
Ctrl + I	<u>Italic</u> highlighted selection.
Ctrl + J	Aligns the selected text or line to justify the screen.
Ctrl + K	Insert link.
Ctrl + L	Aligns the line or selected text to the left of the screen.
Ctrl + M	Indent the paragraph.
Ctrl + P	Open the print window.
Ctrl + R	Aligns the line or selected text to the right of the screen.
Ctrl + T	Create a hanging indent.
Ctrl + U	Underline highlighted selection.
Ctrl + V	<u>Paste</u> .
Ctrl + X	<u>Cut</u> selected text.
Ctrl + Y	Redo the last action performed.
Ctrl + Z	Undo last action.
Ctrl + Shift + L	Quickly create a <u>bullet point</u> .
Ctrl + Shift + F	Change the font.
Ctrl + Shift + >	Increase selected font +1pts up to 12pt and then increases font +2pts.
Ctrl +]	Increase selected font +1pts.
Ctrl + Shift + <	Decrease selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt.
Ctrl + [Decrease selected font -1pts.
Ctrl + / + c	Insert a cent sign (¢).

Ctrl + ' + <char>	Insert a character with an accent (grave) mark, where <char> is the character you want. For example, if you wanted an accented è you would use Ctrl + ' + e as your shortcut Key. To reverse the accent mark use the opposite accent mark, often on the <u>tilde Key</u> .
Ctrl + Shift + *	View or hide non printing characters.
Ctrl + <left arrow>	Moves one word to the left.
Ctrl + <right arrow>	Moves one word to the right.
Ctrl + <up arrow>	Moves to the beginning of the line or paragraph.
Ctrl + <down arrow>	Moves to the end of the paragraph.
Ctrl + Del	Deletes word to right of cursor.
Ctrl + Backspace	Deletes word to left of cursor.
Ctrl + End	Moves the cursor to the end of the document.
Ctrl + Home	Moves the cursor to the beginning of the document.
Ctrl + Spacebar	Reset highlighted text to the default font.
Ctrl + 1	Single-space lines.
Ctrl + 2	Double-space lines.
Ctrl + 5	1.5-line spacing.
Ctrl + Alt + 1	Changes text to heading 1.
Ctrl + Alt + 2	Changes text to heading 2.
Ctrl + Alt + 3	Changes text to heading 3.
Alt + Ctrl + F2	Open new document.
Ctrl + F1	Open the <u>Task Pane</u> .
Ctrl + F2	Display the <u>print preview</u> .
Ctrl + Shift + >	Increases the highlighted text size by one.
Ctrl + Shift + <	Decreases the highlighted text size by one.
Ctrl + Shift + F6	Opens to another open Microsoft Word document.
Ctrl + Shift + F12	Prints the document.
F1	Open Help.
F4	Repeat the last action performed (Word 2000+)
F5	Open the find, replace, and go to window in Microsoft Word.
F7	Spell check and grammar check selected text or document.
F12	Save as.
Shift + F3	Change the text in Microsoft Word from <u>uppercase</u> to lowercase or a capital letter at the beginning of every word.
Shift + F7	Runs a Thesaurus check on the word highlighted.
Shift + F12	Save.
Shift + Enter	Create a break instead of a new paragraph.
Shift + Insert	Paste.
Shift + Alt + D	Insert the current date.
Shift + Alt + T	Insert the current time.

Microsoft Excel shortcut Keys

Shortcut Keys	Description
F2	Edit the selected cell.
F5	Go to a specific cell. For example, C6.
F7	Spell check selected text or document.
F11	Create chart.
Ctrl + Shift + ;	Enter the current time.
Ctrl + ;	Enter the current date.
Alt + Shift + F1	Insert New Worksheet.
Shift + F3	Open the Excel formula window.
Shift + F5	Bring up search box.
Ctrl + A	Select all contents of the worksheet.
Ctrl + B	Bold highlighted selection.
Ctrl + I	Italic highlighted selection.
Ctrl + K	Insert link.
Ctrl + U	Underline highlighted selection.
Ctrl + 5	Strikethrough highlighted selection.
Ctrl + P	Bring up the print dialog box to begin printing.
Ctrl + Z	Undo last action.
Ctrl + F9	Minimize current window.
Ctrl + F10	Maximize currently selected window.
Ctrl + F6	Switch between open workbooks or windows.
Ctrl + Page up	Move between Excel work sheets in the same Excel document.
Ctrl + Page down	Move between Excel work sheets in the same Excel document.
Ctrl + Tab	Move between Two or more open Excel files.
Alt + =	Create a formula to sum all of the above cells
Ctrl + '	Insert the value of the above cell into cell currently selected.
Ctrl + Shift + !	Format number in comma format.
Ctrl + Shift + \$	Format number in currency format.
Ctrl + Shift + #	Format number in date format.
Ctrl + Shift + %	Format number in percentage format.
Ctrl + Shift + ^	Format number in scientific format.
Ctrl + Shift + @	Format number in time format.
Ctrl + Arrow Key	Move to next section of text.
Ctrl + Space	Select entire <u>column</u> .
Shift + Space	Select entire <u>row</u> .

SOME MICROSOFT EXCEL FUNCTIONS

Functions	Syntax	Description
DATE	=DATE(year,month,day)	Returns the serial number of a particular date
MONTH	=MONTH(serial number)	Converts a serial number to a month
NOW	=NOW()	Returns the serial number of the current date and time
TIME	=TIME(hour,minute,second)	Returns the serial number of a particular time
TODAY	=TODAY()	Returns the serial number of today's date
IS NUMBER	=IS NUMBER(value)	Returns TRUE if the value is a number
IS TEXT	=IS TEXT(value)	Returns TRUE if the value is text
PRODUCT	=PRODUCT (number1, number 2,)	Multiplies its arguments
IS NUMBER	=IS NUMBER(value)	Returns TRUE if the value is a number
SUM	=SUM (number1, number2,)	Adds its arguments

SUMIF	=SUMIF(range, criteria,[sum_range])	Adds the cells specified by a given criteria
SUMIFS	=SUMIF (sum_range, criteria_range,criteria)	Adds the cells in a range that meet multiple criteria
AVERAGE	=AVERAGE (number1, number2...)	Returns the average of its arguments
COUNT	=COUNT (value1, value2...)	Counts how many numbers are in the list of arguments
COUNTA	=COUNTA (value1,value2,)	Counts how many values are in the list of arguments
COUNTIFS	=COUNTIFS (criteria_range,cr, criteria,)	Counts the number of cells within a range that meet multiple criteria
MAX	=MAX (number1, number2...)	Returns the maximum value in a list of arguments
MIN	=MIN (number1, number2...)	Returns the minimum value in a list of arguments
CONCATENATE	=CONCATENATE (text1, text2...)	Joins several text items into one text item. Easier to use „&“ instead of the function usually.
EXACT	=EXACT(text1,text2)	Check if two text values are identical
LEN	=LEN(text)	Returns the number of characters in a text string
LOWER	=LOWER(text)	Converts text to lowercase
TRIM	=TRIM(text)	Removes spaces from text
UPPER	=UPPER(text)	Converts text to uppercase
CEILING	=CEILING(number, significance)	Rounds a number to the nearest integer or to the nearest multiple of significance
EVEN	=EVEN(number)	Rounds a number up to the nearest even integer
FACT	=FACT(number)	Returns the factorial of a number
FLOOR	=FLOOR(number, significance)	Rounds a number down, toward zero
ODD	=ODD(number)	Rounds a number up to the nearest odd integer
PI	=PI()	Returns the value of pi
POWER	=POWER(number, power)	Returns the result of a number raised to a power
SQRT	=SQRT(number)	Returns a positive square root
SUMSQ	=SUMSQ (number1, number2...)	Returns the sum of the squares of the arguments

Office management Q & A.

1. CD-ROM stands for _____?
 a. Compactable read only memory
 b. Compact data read only memory
 c. Compactable disk read only memory
 d. **Compact disk read only memory**
2. Cd comes under _____ types of storage device?
 a. Magnetically storage
 b. **Optical storage**
 c. Data storage
 d. All of the above
3. The 0 and 1 in the binary numbering system are called binary digits or _____?
 a. **Bits**
4. Pointing device _____?
 a. Joy stick
 b. Mouse
 c. Track ball
 d. **All of the above**
5. Characteristic of computer _____?
 a. Iq power
 b. Decision making
 c. **Speed**
 d. None

6. To select multiple files hold_____button?
- Shift
 - Alt + shift
 - Control**
 - Control + shift
7. An example of an operating system is_____?
- Windows xp
 - Unix or Linux
 - Mac Os
 - All of the above**
8. Date and time are available in desktop __corner?
- Right**
 - Left
 - Top
 - Bottom
9. A file is a computerized_____?
- Path**
 - Record
 - Drive
 - Folder
10. _____ is an operating system?
- MS windows**
 - Word
 - Tally
 - None of the above
11. What are the uses of internet?
- Communication
 - Information retrieval
 - Presentation of information
 - All of the above**
12. In www .Keonics.com www refer_____?
- Worldwide window
 - Word wide window
 - World wide web**
 - Worldwide window
13. Http stands for_____?
- Hypertext markup language
 - Hypertext transfer para
 - Home text transfer protocol
 - Hypertext transfer protocol**
14. E mail is Kind of facility related to_____?
- Education
 - Advertisement
 - Commerce
 - Communication**
15. IP stands for_____?
- Internet provider
 - Internet protocol**
 - Internet procedure
 - Internet policy
16. To select a block of ext. ClicK at the beginningof the selection. Scroll to end of the selection, position the mouse pointer at the end of the selection, hold down the_____Key, and then clicK (or drag through the text).
- Ctrl
 - Alt
 - Shift**
 - Tab
17. In MS word short cut Key for replace is_____?
- Ctrl + h**
 - Ctrl + f
 - Ctrl + a
 - Ctrl + u
18. The word count command on the tools menu displays the number of words as well as the number of_____in the current document.
- Lines
 - Characters
 - Paragraphs
 - All of the above**
19. In MS word headers and footers appear only_____?
- Normal view
 - Web layout
 - Outline view
 - Print layout view**
20. Which can be used for quick access to commonly used commands and tools?
- Status bar
 - Tool bar**
 - Menu bar
 - Title bar
21. The feature of word that automatically adjuststhe amount of space between certain combinations of characters so that an entire word looks more evenly spaced. What is that feature called?
- Spacing
 - Scaling
 - Kerning**
 - Positioning
22. In ms word short cut Key to align justify is_____?
- Shift + j
 - Ctrl + j**
 - Alt + j
 - Shift + ctrl + j
23. A_____ is a collection of predefined design elements and color schemes.
- Feature
 - Hyperlink
 - Palette
 - Theme**
24. A bookmark is an item or location in document that you identify as a name for future reference.Which of the following task is accomplished by using bookmarks?
- To add anchors in web page
 - To mark the ending of a paragraph of document
 - To quickly jump to specific locationin document**
 - To add hyperlinks in webpage
25. Which of the following helps to reduce spelling error in the document?
- Auto format
 - Auto correct**
 - Smart tags
 - Auto text
26. If you want to you the text in a1 to g1 range cells, option used is_____?
- Merge cells**
 - More cells
 - Insert cells
 - All cells
27. Which of the following function will use to findthe highest number in a series of number in excel?
- Max(b1:b3)**
 - Maximum(b1:b3)
 - High(b1:b3)
 - Highest(b1:b3)

28. What is the quickest way to select entire worksheet in excel?
- Choose edit -> select all from the menu
 - ClicK on the first column, press ctrl and then clicK on the last column.
 - ClicK on the first column, press shift and then clicK on the last column
 - ClicK on the rectangle box on the upper left corner where column and row headings meet.**
29. Which is not a data source component?
- Mail merge**
 - Header row
 - Data fields
 - Data records
30. If you want to record experiment information and create a chart that shows the rate of crystalgrowth over a period of time the best application to use would be _____?
- Word processing
 - Spreadsheet**
 - Database
 - Graphics
31. Which of the following is correct in excel?
- =power(2^3)
 - =power(2,3)**
 - =power(2#3)
 - =power(2*3)
32. What should be add before a fraction to avoid entering it as a date?
- //
 - Fr
 - Zero
 - Zero space**
33. Selecting the rows 5 & 6 then choose row what will happen in excel?
- 2 rows will be inserted after row 4**
 - 2 rows will be inserted after row 5
 - 2 rows will be inserted after row 6
 - 2 rows will be inserted after row 7
34. How to remove the unwanted action from recorded macro without recording the whole macro again in excel?
- By using the find and edit action option
 - By clicking on the refresh button in the macro toolbar
 - By edit the macro in the visual basic editor**
 - Macro cannot be edited
35. In order to arrange the countries from those with the highest population to those with the lowest. You need to sort on the population fieldin_____?
- Ascending order
 - Descending order**
 - Alphabetical order
 - Random order
36. _____is the extension name for PowerPoint
- .doc
 - .xls
 - .bmp
 - None of the above**
37. Which of the following should you use if you want all the slides in the presentation to havethe same' look'?
- The slide layout option
 - Add a slide option
 - Outline view
 - A presentation design template**
38. Shortcut Key to slide from current slide is _____?
- F9
 - F6
 - F3
 - F5**
39. _____shortcut Key is used for slide show
- F5**
 - F3
 - F1
 - None of the above
40. Which of the following section does not exist in a slide layout?
- Titles
 - Lists
 - Charts
 - Animations**
41. Nudi can be used for dynamic font embedding purposes
- False
 - True**
 - A & b
 - None
42. We can type file name in Kannada using_____?
- Ekbhashe
 - Unicode**
 - Dwibhashe
 - Nudi 01 e
43. Ksclp stand for
- Script code for language processing
 - Karnataka script code for language processing
 - Kannada script code for language processing**
 - None
44. Nudi is a _____
- Application software**
 - System software
 - Utility software
 - Driver
45. Web enabled font in Nudi is?
- Nudi 01-e
 - Nudi b akshara(Unicode)**
 - Nudi sarala
 - Nudi – web
46. A web site's front page/main page is called_____?
- Browser page
 - Search page
 - Home page**
 - Bookmark
47. Moving from one website to another is called?
- Downloading
 - Browsing**
 - Uploading
 - Attachment

48. Usb stands for _____?
 a. **Universal serial bus.**
 b. Universal series bus
 c. Universal switch band
 d. All the above
49. ISP stands for _____?
 a. **Internet service provider**
 b. Internet service publisher
 c. Internet server provider
 d. All the above
50. A computer on internet are identified by:
 a. E-mail address
 b. Street address
 c. **Ip address**
 d. None of the above
51. _____ Number of user interfaces are there?
 a. 4
 b. **2**
 c. 3
 d. 1
52. The two Kinds of main memory are _____?
 a. Primary and secondary
 b. Random and sequential
 c. **Rom and ram**
 d. All of above
53. _____ is responsible for at calculations and logical operations that have to be performed on the data?
 a. Control unit
 b. **Arithmetic and logic unit**
 c. Central processing unit
 d. None of the above
54. Which is the device that converts computer output into a form that can be transmitted overa telephone line?
 a. Switch
 b. **Modem**
 c. Scanner
 d. Monitor
55. A binary numbers are represented by _____?
 a. **Digits 0 and 1**
 b. Digits 0, 1,.....8
 c. Digits a,b, c ...
 d. All of the above
56. *.txt is the extension name for _____?
 a. Word pad
 b. **Note pad**
 c. Paint brush
 d. None of the above
57. Start button will appear in _____?
 a. Desktop
 b. Document
 c. **Task bar**
 d. My computer
58. Shortcut Key to rename files & folders is _____?
 a. F5
 b. F3
 c. F1
 d. **F2**
59. A bar contacting a scale that indicates, paragraph indents and margins is _____?
 a. **The ruler**
 b. The ribbon
 c. The menu bar
 d. None of the above
60. Short cut Key to close a files is _____?
 a. **Alt + f4**
 b. Ctrl + f4
 c. F1
 d. F5
61. Internet is a _____?
 a. Software programmer
 b. Operating system
 c. **Network of Networks**
 d. None of above
62. Expansion of www is _____?
 a. Wide web word
 b. **World wide web**
 c. Web wide web
 d. Web world wide
63. In MS word which of the following is not available in font spacing?
 a. Normal
 b. **Loosely**
 c. Condensed
 d. Expanded
64. “Ctrl + f” is _____ in MS-word?
 a. **Open find and replace dialog box with activating find tab**
 b. Open page setup dialog box with activating layout tab
 c. Open font dialog box with activating font tab
 d. Open file save as dialog box
65. Which of the following is required before performing mail merge in MS-word?
 a. Create
 b. Modify
 c. Sort
 d. **All of the above**
66. In MS word short cut Key to select all is
 a. Shift +a
 b. **Ctrl +a**
 c. Alt +a
 d. Shift +Ctrl +a
67. In MS word short cut Key for replaceis _____?
 a. **Ctrl +h**
 b. Ctrl +f
 c. Ctrl +a
 d. Ctrl +u
68. To underline the text Keyboard shortcut is _____?
 a. Alt +u
 b. Shift +u
 c. Esc +u
 d. **Ctrl +u**
69. In MS word short cut Key of center alignment _____?
 a. Ctrl +I
 b. Ctrl +r
 c. Ctrl +K
 d. **Ctrl +e**

70. Which of the following is not available on the ruler of MS word screen?
- Tab stop box
 - Left indent
 - Right indent
 - Center indent**
71. Word art is present in _____ menu in MS-word?
- Review
 - View
 - Insert**
 - Home
72. In MS word which of the following function Key activates the speller?
- F5
 - F7**
 - F9
 - Shift +f7
73. Special category of number tab in format cells dialog box can be used to apply formats like _____ in excel?
- Zip code
 - Phone number
 - Both of above**
 - None of above
74. To drag a selected range of data to another worksheet in the same workbook use the _____?
- Tab Key
 - Alt Key
 - Shift Key
 - Ctrl Key**
75. Which of the following is not an option of the spelling dialog box in excel?
- Ignore
 - Ignore all
 - Edit**
 - Change
76. What is an expression that tells how the numbers in a determined set of cells are to be calculated?
- Formula**
 - Field
 - Data
 - Query
77. You accidentally erased a record in the sheet, what command can be used to restore it immediately?
- Insert
 - Copy
 - Undo**
 - Replace
78. _____ is a workbook?
- Excel**
 - WordPad
 - MS-Word
 - None of the above
79. Formulas in excel start with _____?
- %
 - =
 - +
 -
80. Worksheet can be renamed by?
- Adding symbol at the end of filename while saving workbook
 - ClicK on worksheet tab by holding ctrl Key and type new name
 - Double clicK on the worksheet tab and type new name**
 - Worksheet cannot renamed
81. In excel, a1 refers for _____?
- Cell address**
 - Cell add
 - Cell line
 - Cell border
82. Which of the following is correct in excel?a.
- =average(4,5,6,7)
 - =average(a1,b1,c1)
 - =average(a1:a9,b1:b9)
 - All of the above**
83. What happens if you select first and secondslide and then clicK on new slide button on toolbar?
- A new slide is inserted as first slide in presentation
 - A new slide is inserted as second slide in presentation
 - A new slide is inserted as third slide in presentation**
 - None of above
84. _____ animation effect present in PowerPoint
- Windows**
 - Dos
 - Web
 - Linux
85. To insert a hyperlink in a slide _____?
- Choose insert >> hyperlink
 - Press ctrl +K
 - Hyperlinks can't be inserted in slides
 - Both a & b**
86. If you have a PowerPoint show you createdand want to send using email to another teacher you can add the show to your emailmessage as a ?
- Inclusion
 - Attachment**
 - Reply
 - Forward
87. What term describes a background that appears as a grainy, Non-smooth surface?
- Gradient**
 - Pattern
 - Sold
 - Texture
88. Nudi can be used for dynamic font embedding purposes?
- False
 - True**
 - A&B
 - None
89. If you do not see Kannada after running Nudi, what will you change to make it visible?
- Application
 - Nudi
 - User
 - Font**
90. Starting Nudi 4.0 program?
- Start button - all programs – choose nknudi 4.0.**
 - Choose Nudi 4.0 in MS-office tab
 - Start button – all programs – choose MS-word.
 - None

91. Ksclp stands for?
- Script code for language processing
 - Karnataka script code for language processing
 - Kannada script code for language processing**
 - None
92. Html is used to create _____?
- Machine language program
 - High level program
 - Web page**
 - Web server
93. Which one of the following is not a search engine?
- Bing
 - Google
 - Yahoo
 - Windows**
94. Www. Keonics. In where .in refers?
- Domain name**
 - Organization
 - Both a & b
 - None of the above
95. The process of transferring files from a computer on the internet to your computer is called _____?
- Uploading
 - Forwarding
 - Ftp
 - downloading**
96. Verification of a login name and password is known as?
- Configuration
 - Accessibility
 - Authentication**
 - Logging in
97. F1 to F12 are called _____ Keys
- Functional**
 - Numerical
 - Alphabetical
 - Cursor control
98. Collection of programs is called a _____?
- Procedure
 - Batch
 - Command
 - Software**
99. Which of the following statement is wrong?
- Photoshop is a graphical design tool by adobe
 - Windows xp is an operating system
 - Linux is owned and sold by Microsoft**
 - None of the above
100. A Kilobyte also referred to as Kb. Is equal to:
_____?
- 1024 bits
 - 1024 bytes**
 - 2024 bytes
 - 512 bytes
101. Folder are the collection of _____?
- Computers
 - Networking
 - Files and sub-folders**
 - Users
102. Files stores in _____?
- Drives
 - Folder
103. Dde stands for _____?
- Data deflection estimation
 - Dynamic data exchanger**
 - Both a & b
 - None of the above
104. Note pad is used to create _____?
- Documents
 - Text files**
 - Picture files
 - All the above
105. Icons defined in _____ types
- 1
 - 4
 - 2**
 - 3
106. Which of the following is not an example of web browser?
- Internet explorer
 - Google chrome
 - Mozilla Firefox
 - Windows explorer**
107. Which of the following is not a font style?
- Bold
 - Italic
 - Regular
 - Superscript**
108. Which of the following commands should you always use before submitting a document to others?
- Find command
 - Replace command
 - Spelling and grammar**
 - Thesaurus
109. Thesaurus tool in MS word is used for
_____?
- Spelling suggestions
 - Grammar options
 - Synonyms and antonyms words**
 - All of above
110. Which of the following is not one of the three 'mail merge helper' steps in MS-word?
- Merge the two files
 - Create the main document
 - Set the mailing list parameters**
 - Create the data source
111. From where you can access save command?
- Home tab
 - Insert tab
 - Review tab
 - None of above**
112. What is the purpose of inserting header and footer in document?
- To enhance the overall appearance of the document
 - To mark the starting and ending of page
 - To make large document more readable
 - To allow page headers and footers appear on document when printed**
113. Gutter margin in word is usually referred for
_____?
- Binding margin**
 - Left margin
 - Top margin

- d. Both a and c
114. In MS word pressing f8 Key for three times selects _____?
- Word
 - A sentence**
 - A paragraph
 - Entire document
115. What is the shortcut Key to display field codes in MS-word?
- Alt +f9
 - Ctrl + f9**
 - Shift +f9
 - Space +f9
116. What is entered by the function =today ()?
- The date value for the day according to system clock**
 - The time value according to system clock
 - Today's date as text format
 - All of above
117. Formatting a cell in number format you can't set in excel
- Decimal places
 - Use 100 separator
 - Negative numbers
 - Currency symbol**
118. In a report, you need to show the monthly rainfall in nepenthe best way to do this is to insert a _____ in excel?
- Calendar
 - Photograph of rainfall
 - Chart showing rainfall amounts**
 - Database of rainfall
119. Formatting a cell in currency, you can specify _____ in excel?
- Decimal places
 - Currency symbol
 - Both of above
 - None of above
120. Which of the following shortcuts can be used to insert a new line in the same cell excel?
- Enter
 - Alt + enter**
 - Ctrl + enter
 - Shift + enter
121. What is the symbol for multiplying?
- >
 - /
 -
 - *
122. If function button in _____ wizard in excel?
- Format painter
 - Function**
 - Auto sum
 - None of the above
123. Which file format can be added to a PowerPoint show?
- .jpg
- b. .gif
- c. .wav
- d. **All of the above**
124. In Microsoft PowerPoint, two Kinds of sound effects files that can be added to the presentation are?
- .wav files and .mid files
 - .wav files and .gif files**
 - .wav files and .jpg files
 - .jpg files and .gif files
125. In the context of animations, what is a trigger?
- An action button that advances to the next slide
 - An item on the slide that performs an action when clicked**
 - The name of a motion path
 - All of above
126. To start slide show of a presentation _____?
- !*Hit f5 Key
 - From slide show menu choose view show option
 - From slide show menu choose rehearse timing
 - Both a & b**
127. While using Nudi 4.0 using scroll lock should be on
- False
 - True**
 - Both a & b
 - None
128. Nudi supports most of the windows based database systems like access, oracle, sql, db2,MySQL?
- False
 - True
 - Both A & B
 - None of the above
129. Kannada Nudi developed by?
- Hcl
 - Kannada ganaka parishat
 - Ngo
 - none
130. Man stands for _____?
- Metro area net
 - Metropolitan area network**
 - Both a & b
 - All the above
131. E mail is a Kind of facility related to _____?
- Education
 - Advertisement
 - Commerce
 - Communication**
132. What is the step to send a file in email?
- Send file
 - Type the file content
 - Write to a cd/Dvd
 - Attach file**