

## 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:**

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.

In 1802, a French textile manufacturer, Joseph Jacquard, invented a machine which was used to automatically control The weaving loom. Jacquard employed punched cards to control the patterns of woven cloth.

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.

In 1833, Charles Babbage developed the Analytical Engine. This machine consisted of five functional units such as Input Unit, Memory Unit, Arithmetic Unit, Control Unit and Output Unit. This architecture resembles the modern computers hence Charles Babbage is called Father of Computers. **Five 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.
- 7] 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 prices.

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:**

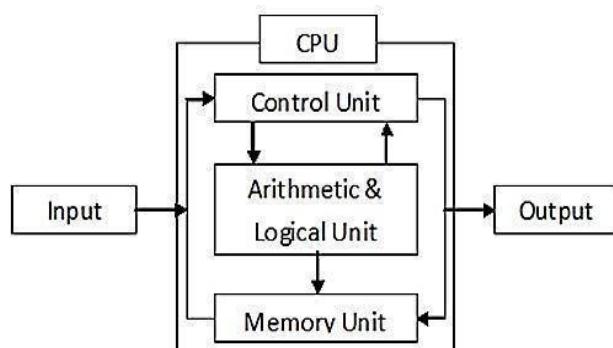


Fig. Block Diagram of Computer

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] Light Pen 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.

|                      |   |
|----------------------|---|
| <b>1] Keyboard :</b> | 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 Key are also available.                  |
| <b>2] Mouse :</b>    | It is a small hand held pointing device connected to the CPU through a cable. It has rotating ball at the bottom and has two click buttons on the top. It controls the cursor and move the pointer in the same direction as the mouse. The arrow point is called mouse pointer. |
| <b>3] Scanner :</b>  | 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.      |

**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.

**3] Computer memory is classified into:**

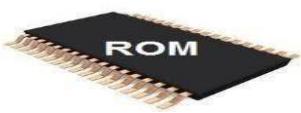
- 1] Main Memory 2] Secondary Memory 3] Cache Memory

**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:**

|   |  |
|---|--|
|  | <p>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</p> |
|---|--|

**The following are different varieties of ROM.**

**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.

**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:**

|  |   |
|--|---|
| <p><b>Floppy Disk:</b> 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>   |    |
| <p><b>Hard Disk:</b> 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><b>CD ROM:</b> 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 playing audio CDs and reading data CDs.</p>   |  |
| <p><b>Dvd: Digital Video Disk</b></p> <p>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.

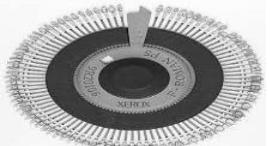
- 1] Monitor 2] Printer 3] Plotter 4] Speakers 5] Plasma Display panel 6] LCD display

|  |   |
|--|---|
| <p><b>Monitor :</b> 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><b>Printer:</b> 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><b>Plotter:</b> 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 produce a hard copy of schematics and other similar applications.</p> |  |
| <p>Produce a hard copy of schematics and other similar applications.</p>  |   |
| <p><b>Speaker:</b> 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.</p>  |  |

**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:

|   |   |
|---|---|
| <p><b>Dot Matrix Printer:</b> 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</p>  |   |
| <p><b>Daisy Wheel Printer:</b> 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.</p>   |  |
| <p><b>Plotter:</b> 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.</p>   |  |
| <p><b>Laser Printers:</b> A laser printer is a popular type of personal computer printer that uses a non-impact (keys 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.</p> |  |

**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 full color 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.

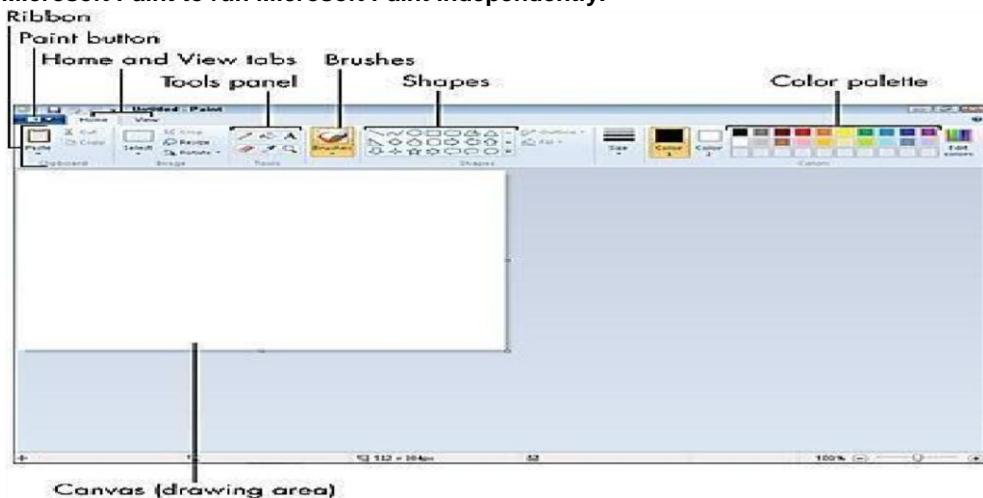
The functions of operating system are given below.

- 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.

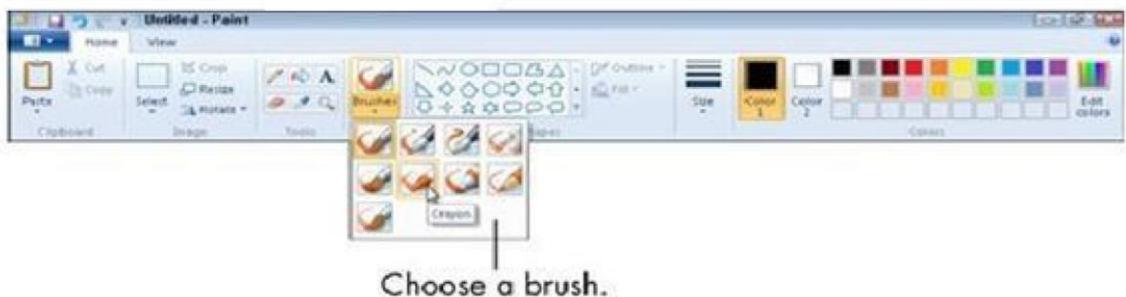
There are different types of operating systems available today. Those are, DOS, Unix, Windows95, Windows 98, Novel Netware, Windows NT, Windows 2000, Linux, Windows XP etc.,

## M.S.Paint

Starting up Microsoft Paint to run Microsoft Paint independently:



Open the Windows Start menu -> Select All Programs | Click on Accessories-> Select Paint  
Click the down arrow on the Brushes button in the Ribbon to see a panel of brushes. Select one you like.



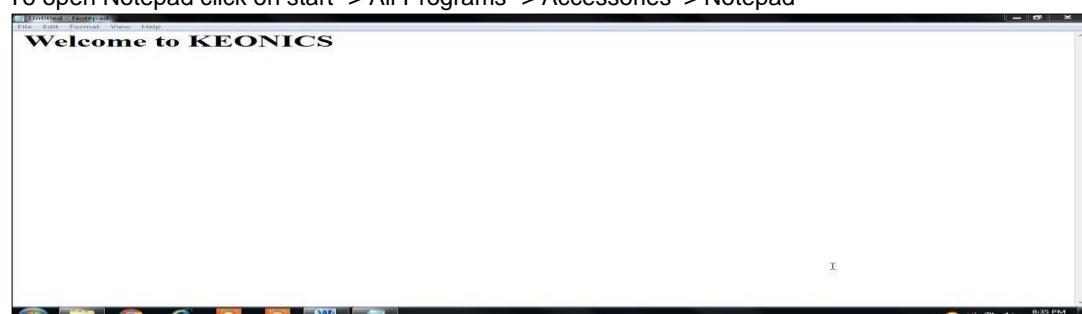
To add text to your drawing, click the A button on the Tools panel; then click the canvas and start typing in the text box that appears.



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

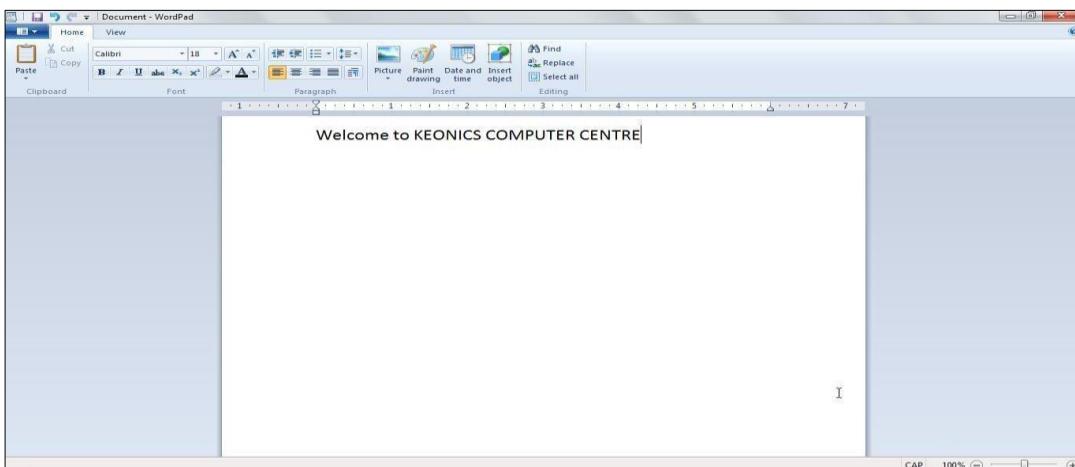
### Notepad

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



To enter text, just start typing in Notepad **To Save** Your work click on File > Save As

**Starting a WordPad:** Click On start Button| Click on All Programs Click On Accessories| WordPad



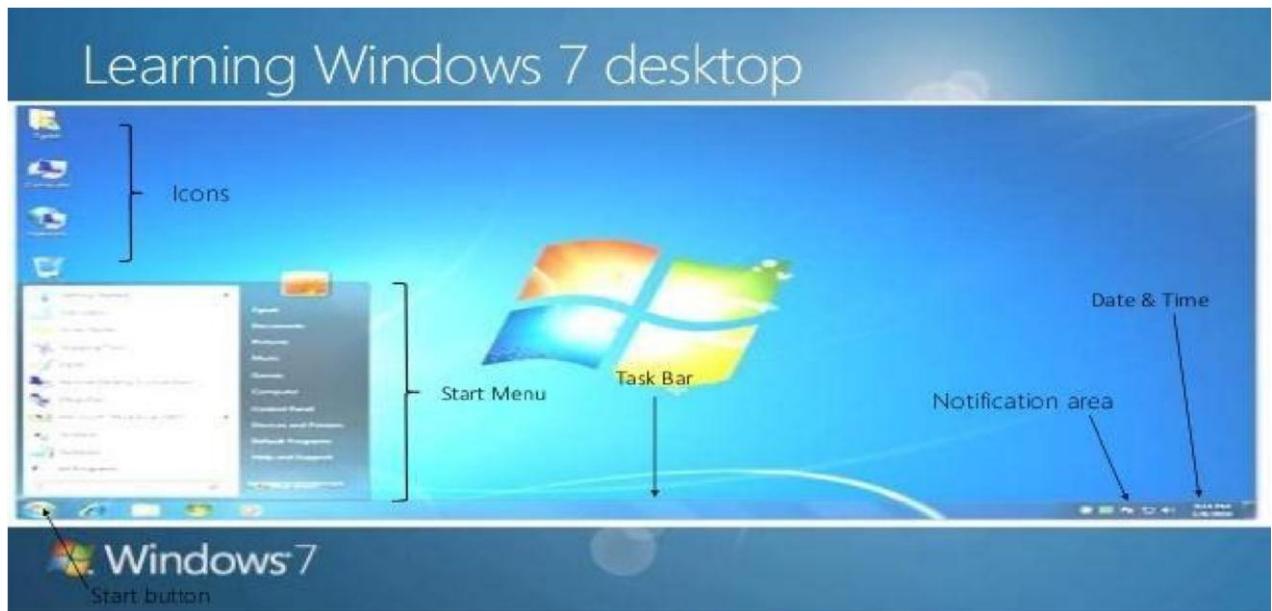
## THE WINDOWS OPERATING SYSTEM

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:

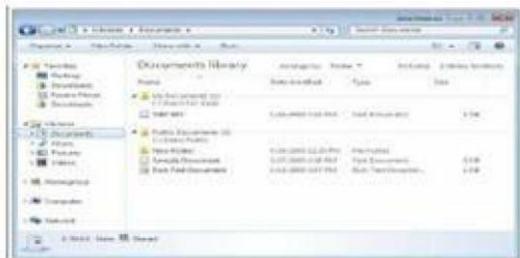
- Access applications (programs) on your computer (word processing, games, spread sheets, calculators and so on)
- Load any new programs on to the computer
- Manage hardware such as printers, scanners, mouse, digital cameras
- Manage how files are stored on your computer (File Management, covered later 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, as well 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:** Each application opened will appear in its own window, or its own little section of the screen.



Windows can be moved and resized so that you can operate many Different applications at the same time.



**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

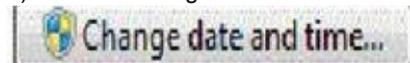
##### 1) Change the Date and Time of the Computer *Lab Solution*

###### 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



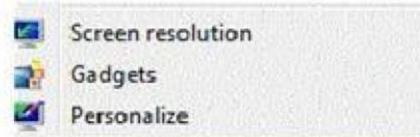
2) Select the Clock and Press Enter Key **Or** Double Click on Clock

**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



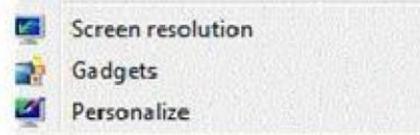
2) Click on Desktop Background



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:***

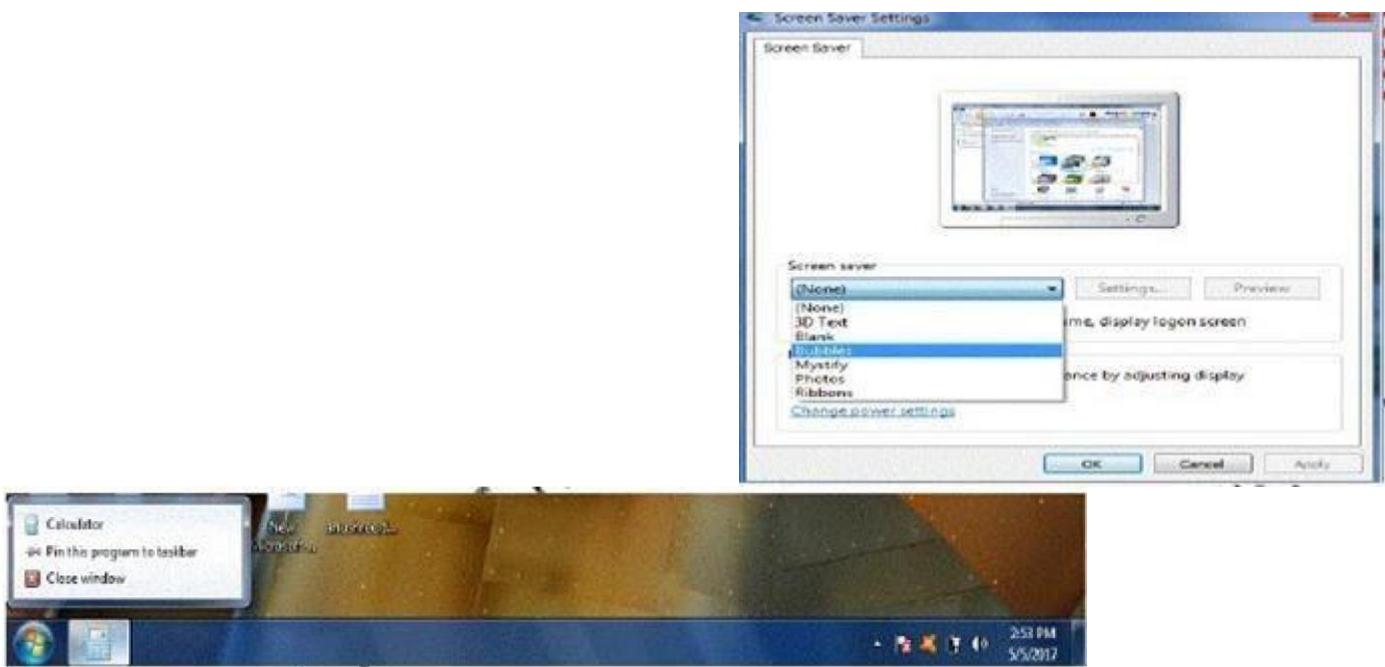
1) Right Click on Desktop -> Click on Personalize

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

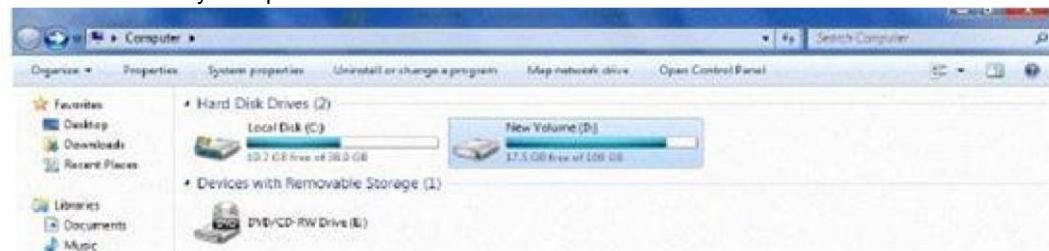
**8) Un Pin Calculator from Task bar Lab Solution Steps:**

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) Click 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:***

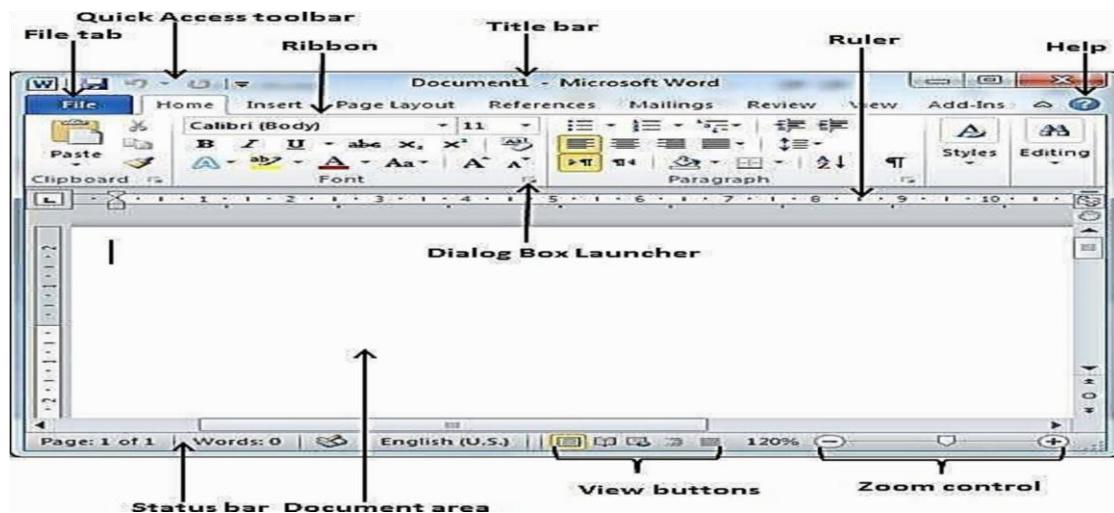
- 1) Right Click on the Folder which is on Desktop
- 2) Click on Copy
- 3) Open D Drive
- 4) Right Click
- 5) Click on Paste

## 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:



A button available in Microsoft Office 2007 and File menu in case of Microsoft Office 2010 and introduced along With the new Ribbon feature. The Office button is found in the top-left corner of Excel, Word, and other Office 2007 program windows. When the Office button is clicked, many of The same options you'd see in the File menu, such as New, Open, Save, Print, etc., can be found. Listed below Are the commonly used options found in the Office button menu and their function? **The following options are**

**in Office Button/File Menu:** New [Ctrl+N] Open [Ctrl+O] save [Ctrl+S]



Save as [F12]



Print [Ctrl+P]



Send



Exit



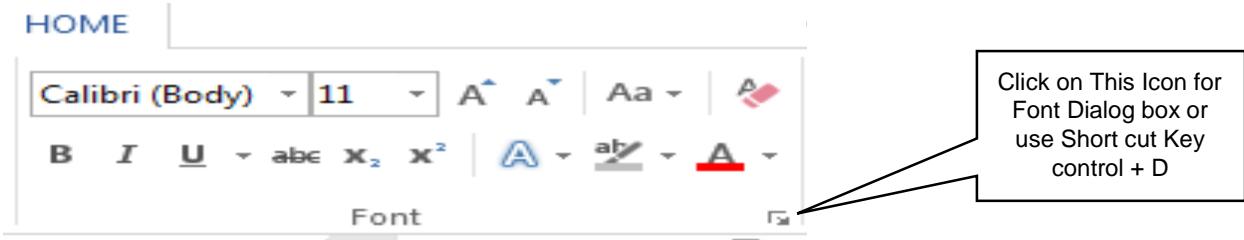
### Quick Access Toolbar (QAT):



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 the ability to customize the Quick Access Toolbar and add and remove any of the 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

**B** Button

*This is Italic*

Select the text and click on

**I** Button

This is Underline

Select the text and click on

**U** Button

~~This is strike~~

Select the text and click on

**abc** Button

We need H<sub>2</sub>O

Select the Number 2 and click on

**x<sub>2</sub>** Button

This is Math's 10<sup>2</sup>

Select the text and click on

**x<sup>2</sup>** Button

**Applied Text Effect**

Select the text and click on

**A** Button

This is blue colored text

Select the text and click on

**A** Button

This text is highlighted

Select the text and click on

**ab** Button

**Sentence case** is applied for the line

Select the text and click on

**Aa** Button

This is lower case text

Select the text and click on

**Aa** Button

This is upper case text

Select the text and click on

**Aa** Button

**Capitalize each word**

Select the text and click on

**Aa** Button

**Toggle case** is applied for this line

Select the text and click on

**Aa** Button

Increase Font

Select the text and click on

**A<sup>+</sup>** Button

Decrease Font

Select the text and click on

**A<sup>-</sup>** Button

This font size is 28

Select the text and click on

**11** Button

This font is Times New Roman

Select the text and click on

**Calibri (Body)** Button

**Using Font Dialogue Box**

Select the text and click on

**B I U** Button

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 H<sub>2</sub>O

Go To Font Dialogue box Advanced Position Lowered 4pt

This is Math's 10<sup>2</sup>

Go To Font Dialogue box Advanced Position Raised 4pt



This is left aligned text

This is center aligned text

This is right aligned text



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

| <b>Windows Operating System List Order Wise</b> |      |
|---|------|
|   | 98   |
|   | 95   |
|   | 97   |
|   | 2000 |
|   | 2008 |
|   | 2007 |
|   | 2010 |
|   | 2011 |
|   | 2003 |

Click on Sort Button → Sort Operating System List  
Ascending or Descending Order



#### Steps to save files

##### Type the paragraph or text

- ❖ Go to file or Click on Office Button or Press Ctrl + S.
- ❖ Click on Save or Save as or 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**

- |          |          |          |
|----------|----------|----------|
| • Apple  | ◦ Apple  | ▪ Apple  |
| • Orange | ◦ Orange | ▪ Orange |
| • Grape  | ◦ Grape  | ▪ Grape  |
| • Mango  | ◦ Mango  | ▪ Mango  |
| • Cherry | ◦ Cherry | ▪ Cherry |

- |          |          |          |
|----------|----------|----------|
| ◊ Apple  | ➤ Apple  | ✓ Apple  |
| ◊ Orange | ➤ Orange | ✓ Orange |
| ◊ Grape  | ➤ Grape  | ✓ Grape  |
| ◊ Mango  | ➤ Mango  | ✓ Mango  |
| ◊ Cherry | ➤ Cherry | ✓ Cherry |

## Tables

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



| <b>Student Marks Sheet</b> |      |     |     |     |       |       |
|----------------------------|------|-----|-----|-----|-------|-------|
| 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 |



| <b>Bill Detail</b> |     |      |        |
|--------------------|-----|------|--------|
| 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 | <b>BIG BAZAR GOKUL<br/>ROAD HUBLI</b> |       |      |
|-----------|---------------------------------------|-------|------|
|           | ITEM                                  | STOCK | RATE |
|           | PEN                                   | 500   | 10   |
| BOOK      | 1000                                  | 35    |      |



Updating People  
ISO 9001:2015

### KEONICS COMPUTER TRAINING CENTRE

(A GOVT OF KARNATAKA ENTERPRISE)  
50% DISCOUNT FOR SC/ST

Opp. Indira Glass House, IT PARK, HUBBALLI

Contact No:

0836-2357675, Cell: 9731560726, 8296834510

Email: shouKatyes@gmail.com,

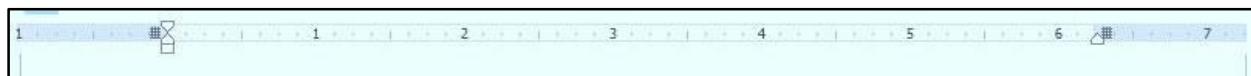
Website: www.Keonics.in



| Course Code | Course Name                                  | Course Details  | Course Duration | Fees For GM | Fees For SC/ST/PH |
|-------------|--|---|-----------------|-------------|-------------------|
| ADCA        | Advance Diploma In Computer Application      | MS-Office, DTP, Tally, Kannada Nudi, Internet, Photoshop, C, C++, JAVA, ASP.NET with C#, ORACLE | 12 Months       | 8200        | 4100              |
| DCTTC       | Diploma In Computer Teachers Training Course | MS-Office, DTP, Tally, Kannada Nudi, Internet, Photoshop, C, C++, JAVA, Teaching Practice       | 12 Months       | 7200        | 3600              |
| DICA        | Diploma In Computer Application              | Ms-Office, DTP, Tally, Kannada Nudi, Internet   | 6 Months        | 4500        | 2250              |
| ATWD        | Advance Training In Web Designing            | HTML, CSS, JAVA SCRIPT, ORACLE, ASP.NET, PHP, C, C++, JAVA                                      | 6 Months        | 4900        | 2450              |
| CHWN        | Computer Hardware & Networking               | Assembling, Disassembling, Troubleshooting, Networking  | 6 Months        | 4900        | 2450              |
| OM/DEO/CLC  | Office Management/ Computer Literacy         | Computer Basics, MS-Word, MS-Excel, Ms-PowerPoint, MS Access Internet,                          | 3 Months        | 2800        | 1400              |
| Tally ERP-9 | Tally ERP-9                                  | Basics of Accounting, Groups, Ledgers, Vouchers, Inventory, Taxation, Payroll, VAT etc.         | 3 Months        | 2800        | 1400              |
| DTP         | Desktop Publishing                           | PageMaker, Corel Draw, Kannada Nudi   | 3 Months        | 2800        | 1400              |
| MSO/DLC     | MS-Office / Digital Literacy Course          | MS-Word, MS-Excel, Kannada Nudi   | 1 Month         | 900         | 450               |

**Note: Above Course Fees is Exclusive of Service Tax**

| Programming Courses | Duration | Benefits:   |
|---------------------|----------|---|
| C                   | 3 Months | <ul style="list-style-type: none"> <li>❖ Experienced Faculty</li> <li>❖ Easy Installments</li> <li>❖ Placement Assistance</li> <li>❖ Government Certificate</li> <li>❖ 50% Discount for SC/ST/PH</li> </ul> |
| C++                 | 3 Months |   |
| Java                | 3 Months |   |



### Applying Tab Settings

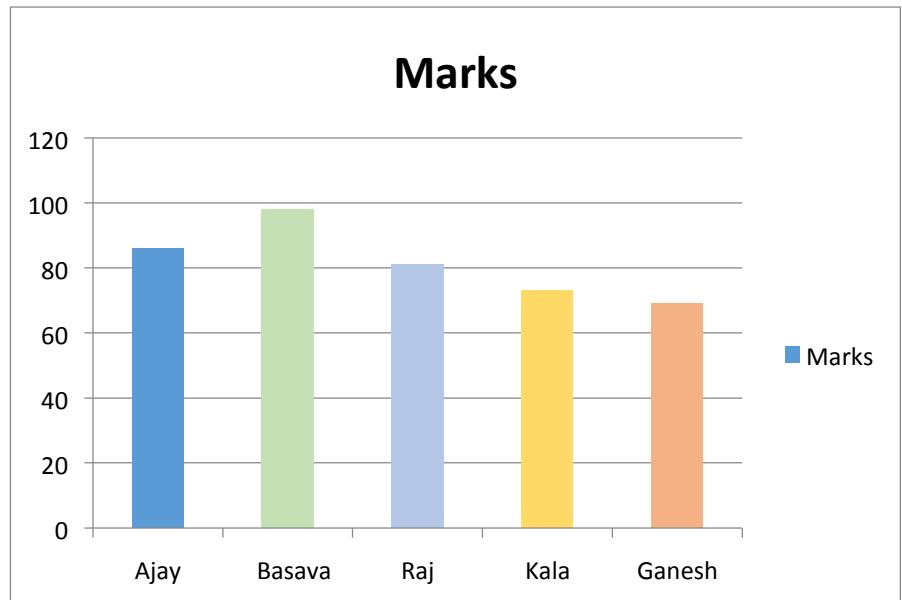
Set tab 1", 2", 4"

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

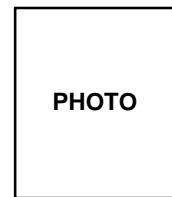
### Preparing a simple calendar using Tab Options

| 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        |          |        |          |

| Name   | Marks |
|--------|-------|
| Ajay   | 86    |
| Basava | 98    |
| Raj    | 81    |
| Kala   | 73    |
| Ganesh | 69    |



# RESUME



NiKhil V,

**Residential Address**

**Electronic City  
Bangalore  
Pin code: 080**

## **Personal Profile:**

|                 |   |  |
|-----------------|---|--|
| Name            | : | Nikhil V   |
| Father's Name   | : | Mr. Naveen V   |
| DOB             | : | 01-01-0101   |
| Sex             | : | 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       | : | <a href="mailto:NiKi-V@gmail.com">NiKi-V@gmail.com</a> |
| Contact Number  | : | 1234567890   |

## **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.

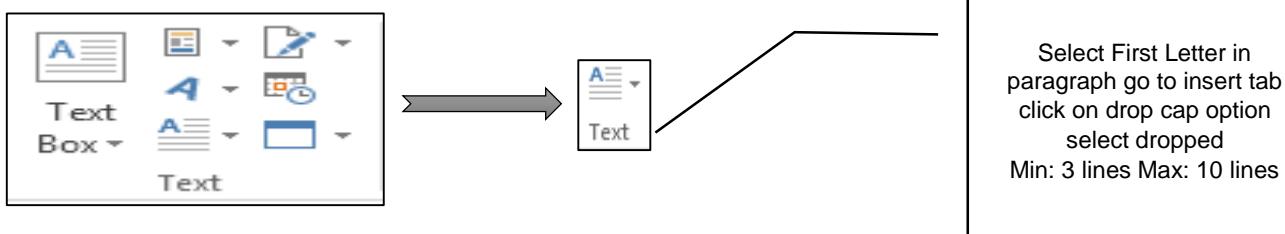
Place: Hubli

(Signature)

Date: 01-01-0000

(NIKHIL V)

## Applying paragraph, Drop Cap, Inserting picture between paragraphs: newspaper Assignment.



**P**rocess 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

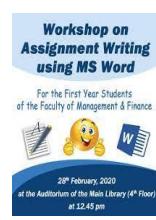
Wanted:  
some  
workers  
for good  
work

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.

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 theme

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

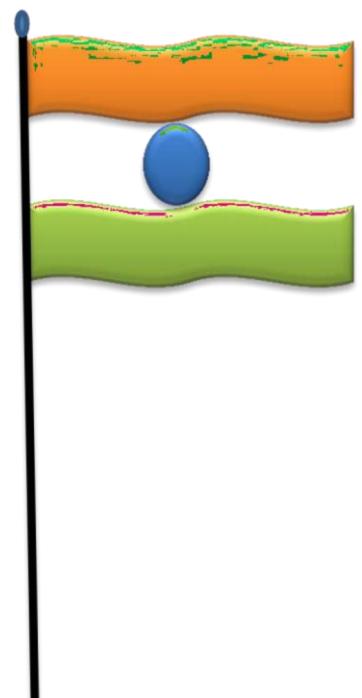
# KEONICS COMPUTER TRAINING CENTER

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Hurry Up



Keep Smiling





**KEONICS**

KEONICS COMPUTER TRAINING CENTRE  
(A Govt. Of Karnataka Enterprise)  
OPP. INDIRA GLASS HOUSE, IT PARK, HUBLI.  
PH NO-0836-2357675

**STUDENT IDENTITY CARD**

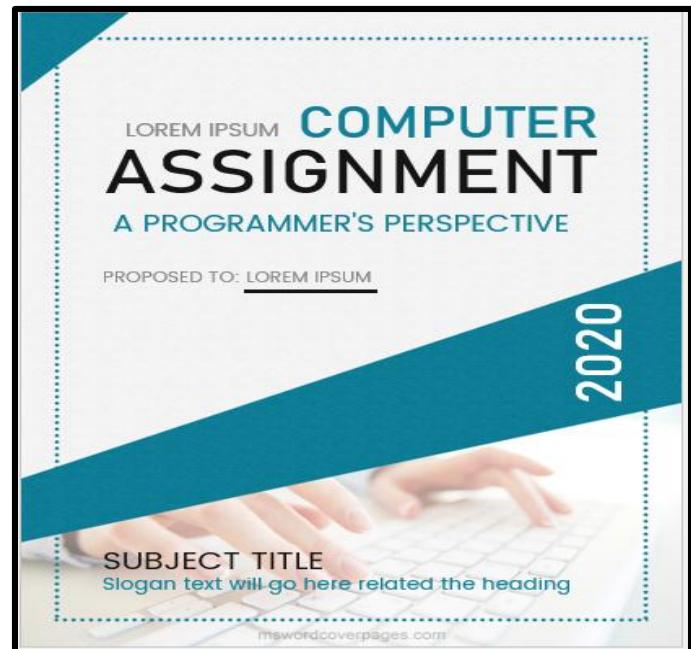
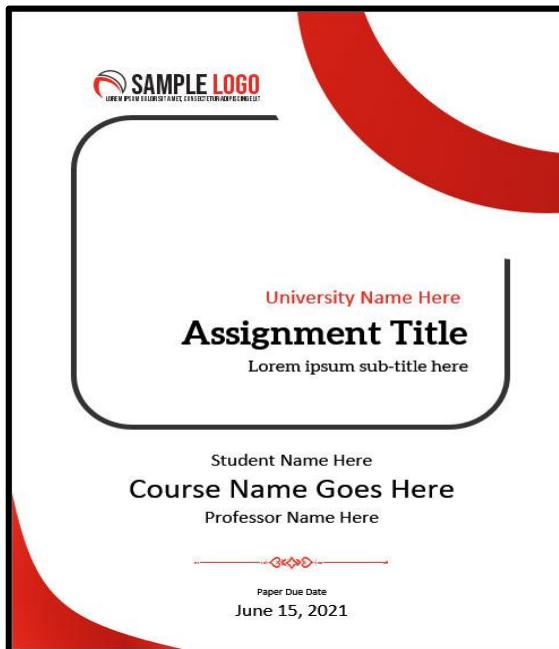
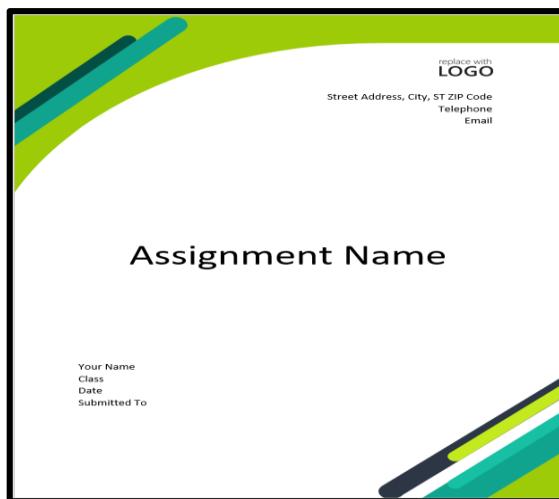
STUDENT NAME : ABC  
ATTENDANCE NO.: 123  
COURSE : ADCA

Signature of Student      Signature of Training Officer

**KEONICS COMPUTER CENTRE**

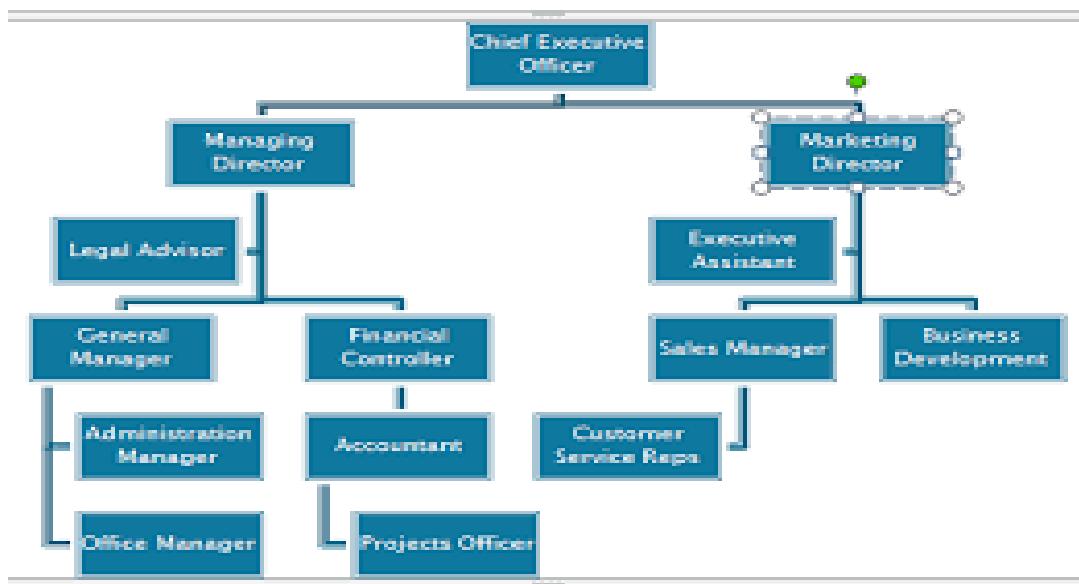
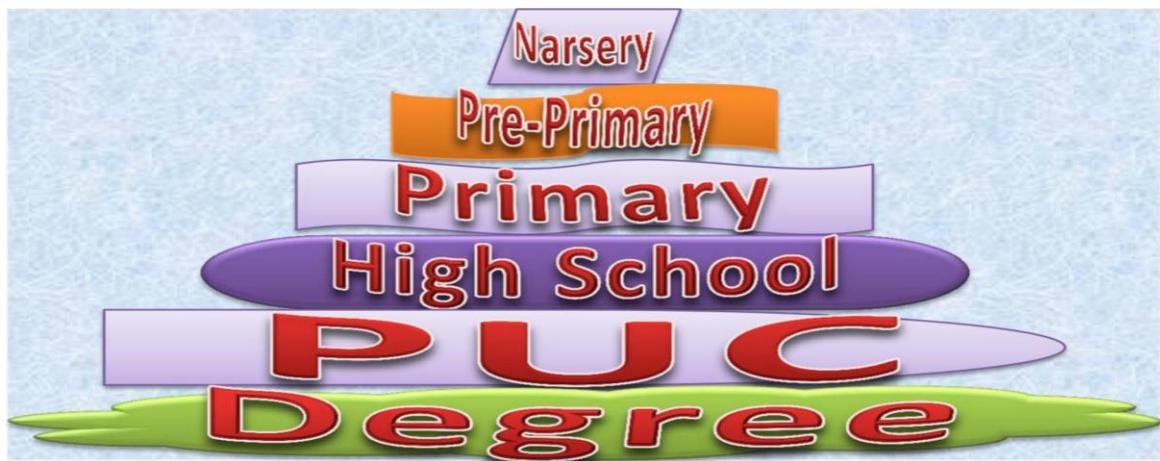
Name : \_\_\_\_\_  
Rollno: \_\_\_\_\_  
Class: \_\_\_\_\_  
Registration No: \_\_\_\_\_

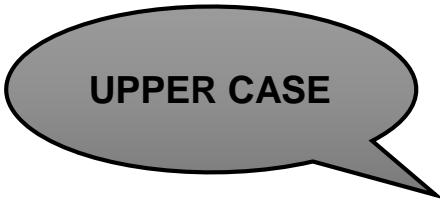




Smart Art

Click on Insert tab □ Choose Smart Art □ Type the below content





**UPPER CASE**

## **INTER OFFICE NOTE**

|   |   |
|---|---|
| <b>From:</b><br>Assistant Manager<br>Technical-Hubballi | <b>To :</b><br>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



INDIA NON JUDICIAL



**Government of Karnataka**

Rs. 10/-

e-Stamp

|                           |  |
|---------------------------|--|
| Certificate No.           | : IN-KA83110723038178S                 |
| Certificate Issued Date   | : 14-Jan-2020 04:45 PM                 |
| Account Reference         | : NONACC (FI)/ kacrsfl08/ HUBLI/ KA-DW |
| Unique Doc. Reference     | : SUBIN-KAKACRSFL0880168819017383S     |
| Purchased by              | : GAJANAN S VERNEKAR                   |
| Description of Document   | : Article 29 Indemnity Bond            |
| Description               | : INDEMNITY BOND                       |
| Consideration Price (Rs.) | : 0<br>(Zero)                          |
| First Party               | : GAJANAN S VERNEKAR                   |
| Second Party              | : SHREE SAI AGRO INDUSTRIES HUBLI      |
| Stamp Duty Paid By        | : GAJANAN S VERNEKAR                   |
| Stamp Duty Amount(Rs.)    | : 100<br>(One Hundred only)            |



Please write or type below this line

**INDEMNITY BOND**

By these presents I Shri Gajanan S Vernekar S/o Shantaram Vernekar  
At post: Halga, Tq: Karwar, Dist.: Uttar Kannada, execute this indemnity  
Bond in favour of your concern/firm/company on this Wednesday 15/01/2020.

.2

Statutory Alert:

- The authenticity of this Stamp Certificate should be verified at [www.stampdigi.com](http://www.stampdigi.com). Any discrepancy in the details on this Certificate and as mentioned on the website, amounts to forged.
- The user is advised to check the legitimacy of the users before creating.
- For more information, please refer to [www.digistamp.kar.nic.in](http://www.digistamp.kar.nic.in).



## Different type of Letters

Go to Insert Tab Symbol More Symbol Choose Font Style" Wingdings choose symbol

From,  
D Suman,  
Bengaluru

Date: .....

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

Dear Sir,

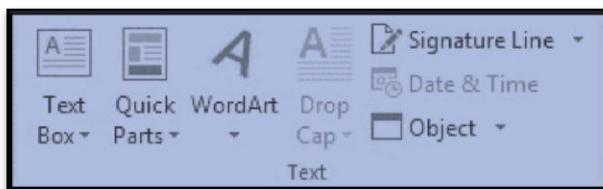
Select Text → Home Tab → Click on Change Case → Capitalize Each Word

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

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 full satisfaction.

Yours faithfully,



x

## **INSERT TAB – SIGNATURE 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 format tab choose any color
- c. Go to Insert Tab select shape use shape fill option from format tab 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 mark type 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 Select Font 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



**T**hankful Collage

1. Open Microsoft Word.
2. Type I am thankful for... in Word Art (20pts)
3. Insert at least 6 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 use for create a table of contents
- ♣ Create a computerized booklets
- ♣ Create Bibliography / Author Details.

The screenshot shows the Microsoft Word ribbon with the "REFERENCES" tab selected. On the far left, there is a "Table of Contents" button with a dropdown menu. Below it, under "Automatic Table 1", is a table of contents with three levels: Heading 1, Heading 2, and Heading 3, all set to page 1. Under "Automatic Table 2", there is another table of contents with the same structure. At the bottom of the ribbon, there is a "More Tables of Contents from Office.com" link and a "Save Selection to Table of Contents Gallery..." button.

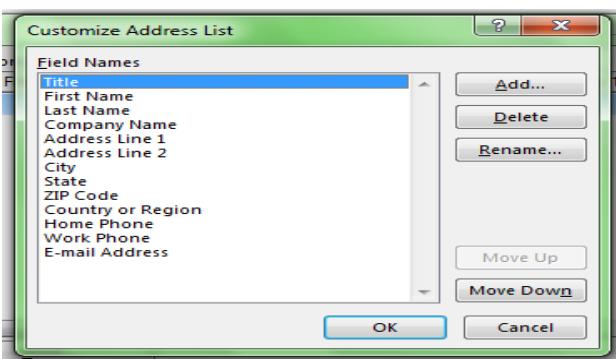
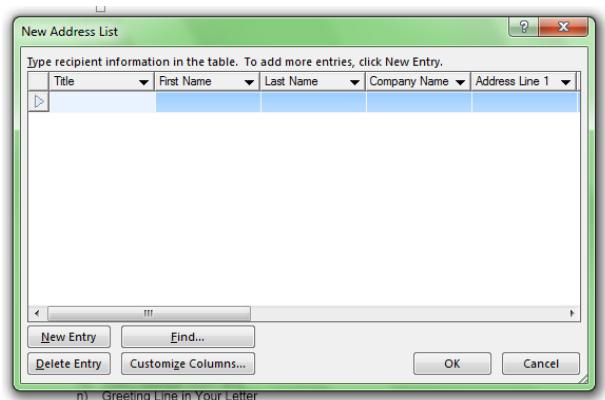
The screenshot shows the Microsoft Word ribbon with the "REFERENCES" tab selected. The "Table of Contents" button is highlighted. A dropdown menu is open, showing a hierarchical table of contents. The menu includes sections like "Bibliography", "References", "Works Cited", and "Different types of Letter" (with sub-sections for "Leave Letter", "Sick Letter", "Resign Letter", and "Official Letter"). The "Bibliography" section lists several entries with page numbers. At the bottom of the dropdown, there are buttons for "Insert Bibliography" and "Save Selection to Table of Contents Gallery...".

The screenshot shows the Microsoft Word ribbon with the "REFERENCES" tab selected. The "Table of Contents" button is highlighted. A dropdown menu is open, showing a hierarchical table of contents. The menu includes sections like "Bibliography", "References", "Works Cited", and "Different types of Letter" (with sub-sections for "Leave Letter", "Sick Letter", "Resign Letter", and "Official Letter"). The "Bibliography" section lists several entries with page numbers. At the bottom of the dropdown, there are buttons for "Insert Bibliography" and "Save Selection to Bibliography Gallery...".

## Mailings:

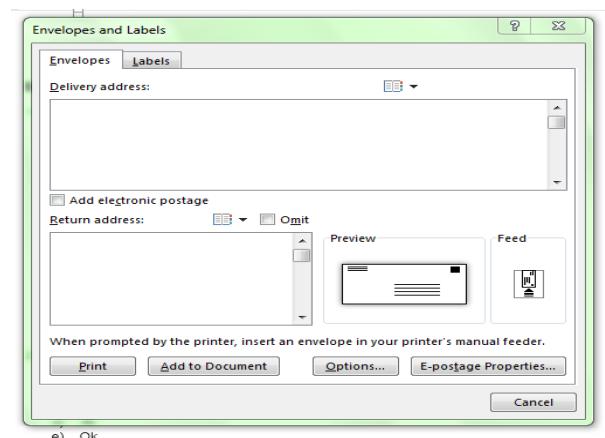
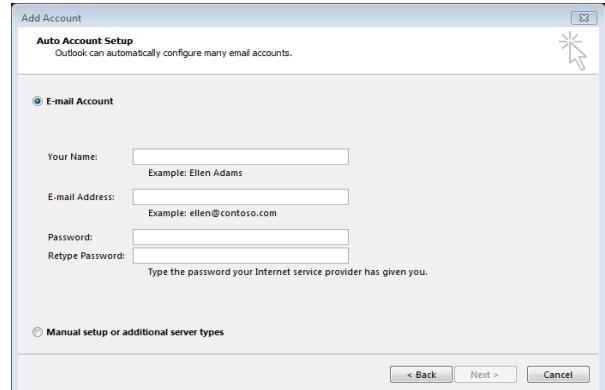
### 1) Go to Mailings Tab:

- 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**

|                    |  |
|--------------------|--|
| <b>From,</b>       | date: 9/11/2019  |
| Student name       | : <u>Sushant Patel</u>   |
| Class & Section    | : <u>VI standard &amp; „B“ Section</u>   |
| Name of the parent | : <u>Yashvant Patel</u>  |
| Address            | : <u>c/o S , Patel , 2<sup>nd</sup> cross,</u><br><u>Shanti Nagar,</u><br><u>Hubli</u> |

**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.

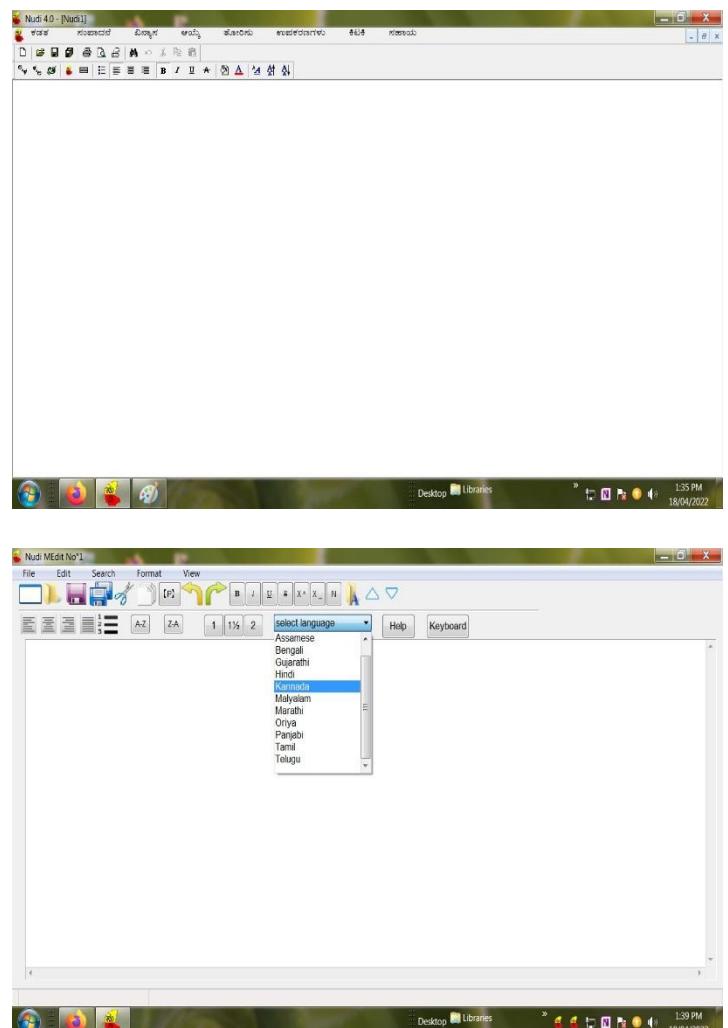
1. Nudi
2. Nudi Direct.

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



| ಅ   | ಆ   | ರ     | ರ್ಹ    | ಂ     | ಂಗ     | ಃ        | ಃಂ      | ಃಗ       | ಃಂಗ  | ಃಂ         | ಃಂ    | ಃಂ   | ಃಂ    | ಃಂ   | ಃಂ     | ಃಂ     | ಃಂ | ಃಂ |
|-----|-----|-------|--------|-------|--------|----------|---------|----------|------|------------|-------|------|-------|------|--------|--------|----|----|
| a   | A   | i     | I      | u     | U      | R        | RX      | e        | E    | Y          | o     | O    | V     | aM   | aH     |        |    |    |
| ಕ   | ಕಾ  | ಕಿ    | ಕಿ     | ಕು    | ಕು     | kR       | kRX     | ke       | kE   | kY         | ko    | kO   | kV    | kM   | kh     |        |    |    |
| ಂ   | ಂಾ  | ಂಿ    | ಂಿ     | ಂು    | ಂು     | ಂ್ಗು     | ಂ್ಗು    | ಂೇ       | ಂೇ   | ಂ್ಗೇ       | ಂೋ    | ಂೋ   | ಂೊ    | ಂಂ   | ಂಂ     | ಂಂ     | ಂಂ |    |
| K   | KA  | Ki    | Ki     | Ku    | Ku     | KR       | KRX     | Ke       | KE   | KY         | Ko    | KO   | KV    | KM   | KH     |        |    |    |
| ಂ   | ಂಾ  | ಂಿ    | ಂಿ     | ಂು    | ಂು     | ಂ್ಗು     | ಂ್ಗು    | ಂೇ       | ಂೇ   | ಂ್ಗೇ       | ಂೋ    | ಂೋ   | ಂೊ    | ಂಂ   | ಂಂ     | ಂಂ     | ಂಂ |    |
| nfn | NfN | dfd   | vfv    | sfs   | kfk    | tft      | pfp     | kfs      | gfn  | tfr        | dfr   | pft  | gfr   | bfr  | Sfr    |        |    |    |
| rFy | yF  | sMKfy | Ssftfr | DYrFy | nirfBy | AvixfkAr | nirfmAN | spfrEm   | Dnfy | hubfbLflLi | rAjfy | rtfn | sVKfy | SfrI | sftfrI | rAxqfr |    |    |
| ಯಂ  | ಯಂ  | ನಂಜೆ  | ಂಜೆ    | ಂಧ್ಯಂ | ಂಧ್ಯಂ  | ಅವಿಷ್ಯಂ  | ನಿಪಾಂ   | ಸಂಪ್ರೇಷು | ಧಂಜೆ | ಹಂಬುಳು     | ರಾಜೆ  | ರತ್ನ | ನಂಜ್ಯ | ಶ್ರೀ | ಸ್ತ್ರೀ | ರಾಜ್ಯ  |    |    |

|                                |     |  |      |     |     |     |     |     |     |
|--------------------------------|-----|--|------|-----|-----|-----|-----|-----|-----|
| Keyboard Layout                |     | ಕರ್ನಾಟಕ ಸರ್ಕಾರದ<br>ಅಧಿಕೃತ ಕೇಲಿಮಣಿ ವಿನಾಯನ |      |     |     |     |     |     |     |
| approved by Govt. of Karnataka |     | ಸುಧಾರಣೆ: ಕನ್ನಡ ರಜಕ ಪರಿಪಠ್ಯ               |      |     |     |     |     |     |     |
| ಮೂಲ: ಕೆ. ಹಿ. ರಾವ್,             |     | ಸುಧಾರಣೆ: ಕನ್ನಡ ರಜಕ ಪರಿಪಠ್ಯ               |      |     |     |     |     |     |     |
| ! - C                          | @ _ | # %                                      | \$ ^ | %   | ^ & | & * | *   | ( ) |     |
| 1 q                            | 2 w | 3 e                                      | 4 r  | 5 t | 6 y | 7 u | 8 i | 9 o | 0 p |
| a                              | s   | d  | f    | g   | h   | j   | k   | l   |     |
| z                              | x   | c  | v    | b   | n   | m   |     |     |     |

ಉದಾಹರಣೆಗಳು: ಅರ್ಥವತ್ತು ಮೂಡಿಸಲು:  $r + f + k = \text{ರೇ}$  ( $r+f+k = \text{ರೇ}$ ),  $k = r + f + \sigma$  ( $k+f+r = \sigma$ )

ನೋಡ = r+f+n+shift O, ರಾಜ್ಯಕುಮಾರ = r+Shift A+j+f+f+k+u+m+shift A+r

ರ ಅಕ್ಷರಕ್ಕೆ ಒಮ್ಮೆ ಮೂಡಿಸಲು :  $r + F + y = \frac{r}{(r+shift\ F+y)}$ , ರಣ್ಣಿ $=r+shift\ F+y+shift\ O$

|      |      |      |      |      |
|------|------|------|------|------|
| ର    | ଳ    | ଗ    | ଘ୍ର  | ଙ୍କ  |
| K    | K    | g    | G    | Z    |
| ଜ    | ଭ୍ର  | ଜ    | ର୍ମୁ | ଞ୍ଚ  |
| C    | C    | j    | J    | z    |
| ଙ୍କ  | ର୍ମ  | ଦ୍ର  | ଧ୍ର  | ଙ୍ଙ  |
| q    | Q    | w    | W    | N    |
| ତ୍ରୀ | ଫ୍ରୀ | ଦ୍ରୀ | ଧ୍ରୀ | ନ୍ରୀ |
| t    | T    | d    | D    | n    |
| ପ୍ରୀ | ଫ୍ରୀ | ବ୍ରୀ | ଭ୍ରୀ | ମ୍ରୀ |
| p    | P    | b    | B    | m    |
| ଯୁ   | ର୍ମ  | ଲ୍ଲ  | ଦ୍ରୀ | ଶ୍ରୀ |
| y    | r    | l    | v    | S    |
| ଷ୍ଟେ | ସ୍ତେ | ହ୍ରୀ | ଛ୍ରୀ | ଷ୍ଟେ |
| x    | s    | h    | L    | Kfx  |
|      |      |      |      | jfz  |

॥ಶ್ರೀ ಚಪಾತೇಶ್ವರ ಪದನ್ಮಾರ್ಗ ॥

ප්‍රීමඩ ප්‍රභාව ප්‍රස්ථාන මුතු මුතු බ්‍රහ්ම  
 මා ජේ සි පිරි ප්‍රභාව එවතු මෙයිච ඩිජාප්ලි  
 තත්ත්වය ප්‍ර සක්සේසර ප්‍රස්ථානයි වාගිනි ප්‍රධාන පාස මුස්සි  
 ප්‍රීදානය නමු ම්‍යෙන්තැන් ලගු නේමක මාලිය ඩිවර  
 (ප්‍රීමඩ ප්‍රස්ථාන දැන් මුතු ප්‍ර සිරාදැන් පා)  
 ද්‍රාග්‍රාධ්‍යීල ඇවර සිංහ ප්‍රමුඛ)



## ಇವರ ಶಬ್ದ ವಿವಾಹವನ್ನು

ಕರ್ನಾಟಕ ಪ್ರಾಂತೀಯ ದಾಖಲೆಗೆ ಶಿಕ್ಷಣ ವಿಭಾಗದಿಂದ 1942 ನೇ ಶಾಮಲಿಗೆ ನಾಮ  
ಸಂಪರ್ಕ ಮಾರ್ಗದಲ್ಲಿ ಮೌಲ್ಯ 16-3-2022

ದಿನಾಂಕ 16-3-2022 ರಂದು ಮಧ್ಯಾಹ್ನ 12-25-ಕೆ ಸಲ್ಲವ  
ಅಭಿಚರ್ತ್ರ ಲಗ್ಗುದ ಶುಭ ಮಹಿಳೆದಲ್ಲಿ ಮಾಂಗಲ್  
ಧಾರ್ಮಿಕವನ್ನು ಅಕ್ತಾರ್ಮೋಪನವನ್ನು, ಬಿ.ವಿ. ಬಿ

**ಇಂಜನೀಯರರಿಂಗ್ ಕಾಲೇಜು ಎದುರು ವಿದ್ಯಾನಗರದಲ್ಲಿ ಮುಖ್ಯ**

**ಕೊರೆನಾವ್ಯಾಸನವೇರಿಸುವದಾಗಿ ಗುರುಹೀರಿಯೂ ನಿತ್ಯಿಳಾರ್ಥಾರ್ಥಿ ಕಾರ್ಯ ತಾಪಗಳನ್ನು ಮಾಡಿಕೊಂಡಿರುತ್ತಾರೆ**

ଆଗମିକ ପଢୁ ପରିପାଳନା ପଦ୍ଧତି ଅତୀଶବ୍ଦିତରେ ଦିନଂତି

## ತಮ್ಮ ಆಗಮನಾಭಿಲಾಷಿಗಳು

ಶ್ರೀಮತಿ ಬೇಂಗ್ಪು ಪಂಚರಾ

ಮುಲಿ ಕರಡಿ ಬಾಹೇಕೆಳೆಂದು ಮುಂಜ ಕಾಗಿ ದೋಪಾರಿ ಮಂಡರದಾನಿ

..... ತಮ್ಮ ಆನಾರ್ಥಿಕವನ್ನು, ಒಯ್ಯಿಸುವವರು .....

**ಕೊರೋನಾವೈರಸ್** (ಮತ್ತು ಎಂಟಿವೈರಸ್) (ದಂಬ್ಯ ವೈರಸ್) (ಅಥವಾ ಕೊನೆನ್ ವೈರಸ್)

ಕರ್ನಾಟಕ ಸೇವೆ

### ಚೀರ ಅಂತರ್ವಿನ : -

ಮೈನಾಲ್ಕಾ, ಗಳಿಪಟ್ಟಾ, ಗುಂಡ್ಕು, ಮೊಟ್ಟು,

ବ୍ୟାକ

**ಮಾನ್ಯ ದರಿಸಿದವರಿಗೆ, ಸಾನಿಚ್ಯಂಸರ್ ಉಳಿಸಿದವರಿಗೆ, ವಾತ್ಕಂ ನೀ**  
ಆದವರಿಗೆ ಪ್ರವೇಶದಿಂದಾ

ಕೆ. ನಿಯಮವನ್ನು ಉಲಂಗಿಸಿದವರಿಗೆ (ರೂ. 500 ದಂಡ)



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

## ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸರ್ಕಾರಿ ನೋಕರರ ಸಂಘ

### Karnataka State Government Employee's Association

ಅಂತರ್ವರ್ತಿ ನಂ. ೫೬೭  
Post Box No.: 592

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

ನಂ. ಐಜಾ 180/2018-19  
No. GEA.....

ದಿನಾಂಕ 16-3-2018  
Date:.....

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

ಮಾನ್ಯರೆ.

ವಿಷಯ: ರಾಜ್ಯ ಸರ್ಕಾರಿ ನೋಕರಿಗೆ ದಿನಾಂಕ 1-1-2018ರಿಂದ ಬಾಕಿ ಇರುವ  
ತುಟ್ಟಿಭ್ರಹ್ಮಯನ್ನು ನಗದು ರೂಪದಲ್ಲಿ ಬಿಡುಗಡೆಗೊಳಿಸುವ ಬಗ್ಗೆ ಮನವಿ.  
[www.ksge.in](http://www.ksge.in)

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

ಅವಿಲ ಭಾರತ ಬೆಲೆ ಸೂಚ್ಯಾಂಕವನ್ನಾಧರಿಸಿ ಕೆಂದ್ರ ಸರ್ಕಾರವು ತನ್ನ ನೋಕರಿಗೆ  
ತುಟ್ಟಿಭ್ರಹ್ಮಯನ್ನು ಮಂಜೂರು ಮಾಡಿದ ದಿನಾಂಕದಿಂದಲೇ ಮೊದಾನ್ಯಾಯವಾಗಿ ರಾಜ್ಯ ಸರ್ಕಾರವು  
ನವ ರಾಜ್ಯ ಸರ್ಕಾರಿ ನೋಕರಿಗೆ ತುಟ್ಟಿಭ್ರಹ್ಮ ಮಂಜೂರು ಮಾಡುವುದು ಸಂಪ್ರದಾಯವಾಗಿರುತ್ತದೆ.  
ಪ್ರಸ್ತುತ ಕೇಂದ್ರ ಸರ್ಕಾರವು ಅವಿಲ ಭಾರತ ಬೆಲೆ ಸೂಚ್ಯಾಂಕವನ್ನಾಧರಿಸಿ ದಿನಾಂಕ 1-1-2018ರಿಂದ  
ಮೊದಾನ್ಯಾಯವಾಗಿ ತನ್ನ ನೋಕರಿಗೆ ಶೇ. 2.00 ರಪ್ಪು ತುಟ್ಟಿಭ್ರಹ್ಮಯನ್ನು ಮಂಜೂರು ಮಾಡಿ  
ಉಲ್ಲೇಖಿತ ಆದೇಶವನ್ನು ಹೊರಡಿಸಿದೆ. (ಪ್ರತಿ ಲಗತ್ತಿಸಿದೆ)

ಆದ್ಯರಿಂದ ತಾವು ದಯವಾಡಿ, ಪ್ರಸ್ತುತ ಅವಿಲ ಭಾರತ ಬೆಲೆ ಸೂಚ್ಯಾಂಕವನ್ನಾಧರಿಸಿ ರಾಜ್ಯ  
ಸರ್ಕಾರಿ ನೋಕರಿಗೆ ಯುಗಾದಿ ಹೊಡುಗೆಯಾಗಿ ದಿನಾಂಕ 1-1-2018ರಿಂದ ಮೊದಾನ್ಯಾಯವಾಗಿ ಶೇ.  
ಒರಪ್ಪು ತುಟ್ಟಿಭ್ರಹ್ಮಯನ್ನು ಸಂಪೂರ್ಣ ನಗದು ರೂಪದಲ್ಲಿ ಬಿಡುಗಡೆಗೊಳಿಸಿ ಆದೇಶ ಹೊರಡಿಸಲು  
ಈ ಮೂಲಕ ತಮ್ಮಲ್ಲಿ ಮನವಿ ಮಾಡುತ್ತೇವೆ.

ವಂದನೆಗೊಂಡಿಗೆ,

ತಮ್ಮ ವಿಶ್ವಾಸಿ.

(ಬಿ.ಬಿ.ಮಂಜೇಗೌಡ)

ಅಧ್ಯಕ್ಷರು



ಜಗದಿಂದ ಶ್ವರ  
ಗ್ರಹಿಣಣಾಪ್ಯಾದ್ಯ ಮತ್ತು  
ವಂಜಾಯರ್ಥ ರಾಜ್ಯ ಸಚಿವರು  
ತಾರ್ಗಂ

मोबाइल (२) : ०८०-२२२५१७९६  
२२०३३४८९  
मोबाइल (३) : ०८०-२२३४०२७९  
०८०-२२२५२६३४  
फॉक्सः : ०८०-२२३५९९०५  
इमेल वेब : ३१६, ३१६०, ३१६१७९८  
पुणे शहर, महाराष्ट्र - ४११ ००८

19-04-2012

ಸಂಚಯಗ್ರಹಣಣ / ೩೪೨ / ೧೨/೨೦೧೧

३५०८ वा

గ్రహమణి జస్త మానవదక్షిణాగిలు లాకారచాలీలు సంశోధించి వెళుపు క్రమాన్ని శ్రేణించి అనుభూత్వాన్ని సంశోధించుటు లక్ష్యం చేస్తున్నిటిని చెప్పాడు. కానీ లాకారచాలీలు మాకార్గునంచి రాఘుయు గ్రహమణి ఖాద్యాగు వాక్త వెళుపునొయి సాఫ్ట్‌కి సంగొలించున్న రాఘు దాల్చి లాకారచాలీలు క్రమార మూలాలు విలీన కాలాలే ముఖ్య జవాబులుంటున్న లేదుమండించు లాభాన్ని చెప్పాడు. సంగొలింయాడీ. "రంపిన్" ఎంబ తీసుకోయిద్ది 80 కెంపాం సంగొలింయా చికాంక:19.12.2011 రండి04.04.2012లక్షణి క్రమాలన్ను ఒక్కప్పాడించు అమృతమంక ఎన్నిటి.

ಇದೆ ರಾಷ್ಟ್ರೀಯ ಮಹಾಸ್ಥಾನದಲ್ಲಿ ರಾಷ್ಟ್ರೀಯ ಗ್ರಂಥಾಲಯ ಉದ್ದೇಶಗೆ ಪ್ರಾತಿ ಯೋಜನೆಯಡಿ ಸಾಮಾನ್ಯ ಭಾವದಲ್ಲಿ ಮತ್ತು ಕ್ರಿಯೋಜನಕಾರೆ ಶಳಕ್ಯಗಳ ಅನುಭೂತಿಯನ್ನು ಅಳವಡಾಗಿರಿಯುತ್ತಾರೆ ಎಂದು ಒಂದು ವಿಜ್ಞಾಪನದ್ದೆ. ಈ ಸಂಬಂಧದಲ್ಲಿ ಹಾಸನ ಅಳವಡಾಗಿರಿಯು ಸ್ವಾಂದಿಂಬಿನ್ನು ಅಂತಸಂಧಿಯಾದ ಇರಣೆ ಇಲಾಖೆಗೆ ಅಳವಡಾಗಿರಿಯುತ್ತಾರೆ ಎಂಬಲಭಿಸಿದ್ದು ಹಿಡಿತಕ್ಕಿಂತಿರುತ್ತಿದೆ.

(संग्रह संकाय)

ನೀಲಂದು ನಡ್ಗಿಸಿಕೊ,  
ಅಣಾತಮಾನೆ,

## **Appreciation Letter from Sri Jagadeesh Shettar**

Honbl'e Minister, Rural Development & Panchayat  
Raj Government of Karnataka

## Microsoft Excel

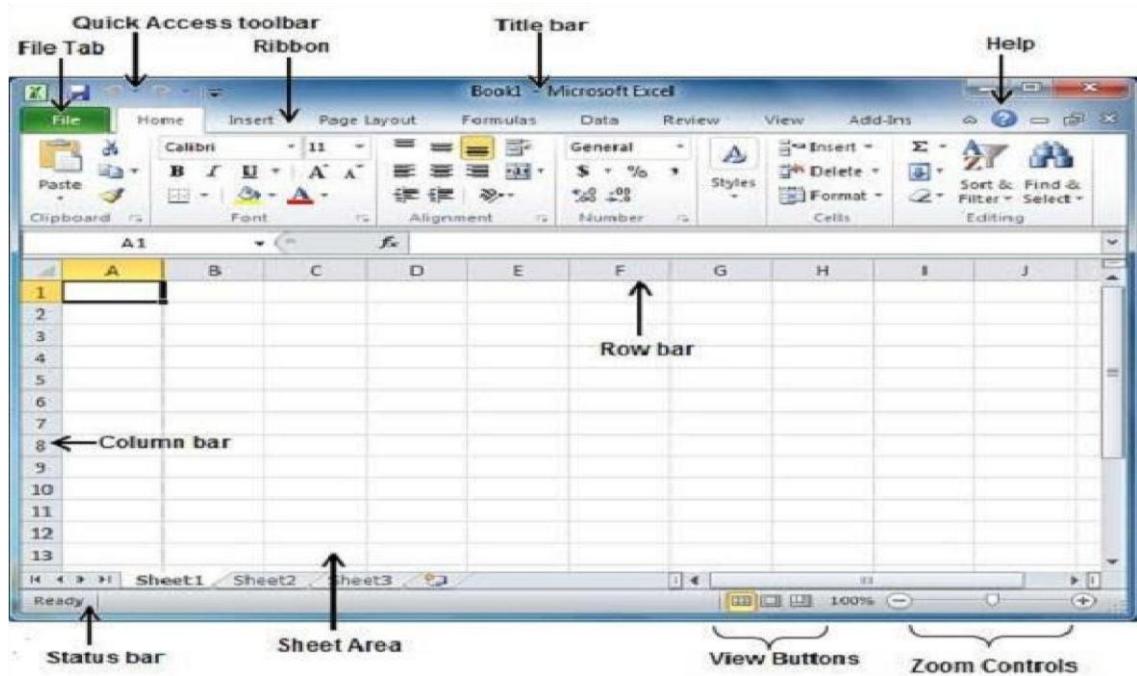
Microsoft Excel is a commercial spreadsheet application, written and distributed by Microsoft for Microsoft Windows and Mac OS X. At the time of writing this tutorial the Microsoft excel version was 2010 for Microsoft Windows and 2011 for Mac OS X.

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.

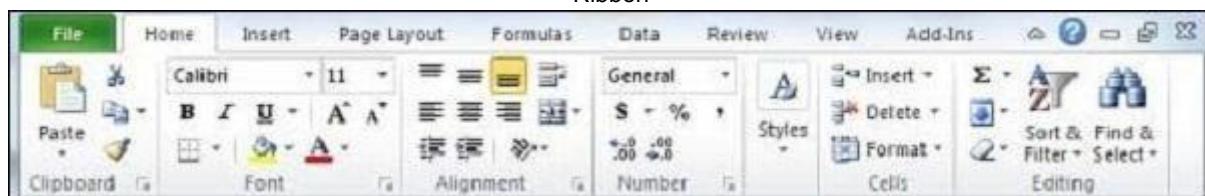


### File Tab

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. Quick Access Toolbar

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 excels 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 1,048,576 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**

This displays the sheet information as well as the insertion point location. From left to right, this bar can contain the total number of pages and words in the document, language etc.

You can configure the status bar by right-clicking anywhere on it and by selecting or deselecting options from the provided list.

#### **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-4**

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

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

### Excel Assignment-1

Numerical Heading

Alphabetical Heading

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

### Excel Assignment-2

|   | A                    | B                         | C |
|---|----------------------|---------------------------|---|
| 1 | <b>Finding total</b> |                           |   |
| 2 | First Number         | 10                        |   |
| 3 | Second Number        | 5                         |   |
| 4 | Addition             | Click on $\Sigma$ AutoSum |   |
| 5 | Addition             | =B2+B3                    |   |
| 6 | Addition             | =sum(B2+B3)               |   |
| 7 |                      |                           |   |

### Excel Assignment-3

|    | A                        | B                       | C   | D                                   | E          | F             | G                     | H        | I        | J         | K              | L                   |
|----|--------------------------|-------------------------|-----|-------------------------------------|------------|---------------|-----------------------|----------|----------|-----------|----------------|---------------------|
| 1  | <b>"PRODUCT DETAILS"</b> |                         |     |                                     |            |               |                       |          |          |           |                |                     |
| 2  | SL.NO                    | PRODUCT                 | QTY | RATE                                | AMOUNT     | DISCOUNT @12% | Amount After Discount | GST@18%  |          |           | Inter State    | State               |
| 3  |                          |                         |     |                                     |            |               |                       | CGST @6% | SGST @6% | IGST @12% | Net (AAD+IGST) | NET (AAD+SGST+CGST) |
| 4  | 1                        | Pen                     | 10  | ₹ 5.00                              | ₹ 50.00    | ₹ 6.00        | ₹ 44.00               | ₹ 2.64   | ₹ 2.64   | ₹ 5.28    | ₹ 49.28        | ₹ 49.28             |
| 5  | 2                        | Book                    | 5   | ₹ 35.00                             | ₹ 175.00   | ₹ 21.00       | ₹ 154.00              | ₹ 9.24   | ₹ 9.24   | ₹ 18.48   | ₹ 172.48       | ₹ 172.48            |
| 6  | 3                        | Bag                     | 2   | ₹ 200.00                            | ₹ 400.00   | ₹ 48.00       | ₹ 352.00              | ₹ 21.12  | ₹ 21.12  | ₹ 42.24   | ₹ 394.24       | ₹ 394.24            |
| 7  | 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          |
| 8  | 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+I4               |            |               |                       |          |          |           |                |                     |
| 22 |                          |                         |     | NET (AAD+SGST+CGST) =G4+H4+I4       |            |               |                       |          |          |           |                |                     |

### Excel Assignment-5

|    | A                                      | B              | C            | D                     | E                      | F              | G              | H            | I             | J                     | K                      |
|----|--|----------------|--------------|-----------------------|------------------------|----------------|----------------|--------------|---------------|-----------------------|------------------------|
| 1  | <b>"PROFIT AFTER TAX AND INTEREST"</b> |                |              |                       |                        |                |                |              |               |                       |                        |
| 2  | 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-C3                           |                |              |                       |                        |                |                |              |               |                       |                        |
| 18 | PROFIT/MONTH=E3/12                     |                |              |                       |                        |                |                |              |               |                       |                        |
| 19 | GST18%=E3*18%                          |                |              |                       |                        |                |                |              |               |                       |                        |
| 20 | GST18%/MONTH=G3/12                     |                |              |                       |                        |                |                |              |               |                       |                        |
| 21 | PROFIT AFTER TAX=E3-G3                 |                |              |                       |                        |                |                |              |               |                       |                        |
| 22 | PROFIT AFTER TAX/MONTH=I3/12           |                |              |                       |                        |                |                |              |               |                       |                        |

### Excel Assignment-7

|    | A   | B                   | C            | D       | E | F |
|----|---|---------------------|--------------|---------|---|---|
| 1  | <b>Sort Student Details</b>                         |                     |              |         |   |   |
| 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 |   |                     |              |         |   |   |

### Excel Assignment-8

|    | A                           | B           | C             | D          | E                | F            | G           | H                        |
|----|-----------------------------|-------------|---------------|------------|------------------|--------------|-------------|--------------------------|
| 1  | <b>Employee Exp Details</b> |             |               |            |                  |              |             |                          |
| 2  | <b>Ecode</b>                | <b>Name</b> | <b>Design</b> | <b>DOJ</b> | <b>Total Exp</b> |              |             | <b>Total Exe</b>         |
| 3  |                             |             |               |            | <b>Year</b>      | <b>Month</b> | <b>Days</b> |                          |
| 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 |                             |             |               |            |                  |              |             |                          |
| 13 |                             |             |               |            |                  |              |             |                          |
| 14 |                             |             |               |            |                  |              |             |                          |
| 15 |                             |             |               |            |                  |              |             |                          |

### Excel Assignment 9

|    | A                          | B           | C             | D            | E          | F         | G            | H         | I          | J          | K          | L          |        |
|----|----------------------------|-------------|---------------|--------------|------------|-----------|--------------|-----------|------------|------------|------------|------------|--------|
| 1  | <b>"Employee Pay Slip"</b> |             |               |              |            |           |              |           |            |            |            |            |        |
| 2  | <b>Ecode</b>               | <b>Name</b> | <b>Design</b> | <b>BASIC</b> | <b>HRA</b> | <b>DA</b> | <b>GROSS</b> | <b>PF</b> | <b>ESI</b> | <b>TAX</b> | <b>DED</b> | <b>NET</b> |        |
| 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 |                            |             |               | <b>Total</b> | 99000      | 31680     | 15840        | 146520    | 11880      | 1732.5     | 17820      | 31432.5    | 115088 |
| 12 |                            |             |               |              |            |           |              |           |            |            |            |            |        |
| 13 |                            |             |               |              |            |           |              |           |            |            |            |            |        |
| 14 |                            |             |               |              |            |           |              |           |            |            |            |            |        |
| 15 |                            |             |               |              |            |           |              |           |            |            |            |            |        |
| 16 |                            |             |               |              |            |           |              |           |            |            |            |            |        |
| 17 |                            |             |               |              |            |           |              |           |            |            |            |            |        |
| 18 |                            |             |               |              |            |           |              |           |            |            |            |            |        |
| 19 |                            |             |               |              |            |           |              |           |            |            |            |            |        |

### Excel Assignment 10

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

### Excel Assignment 11

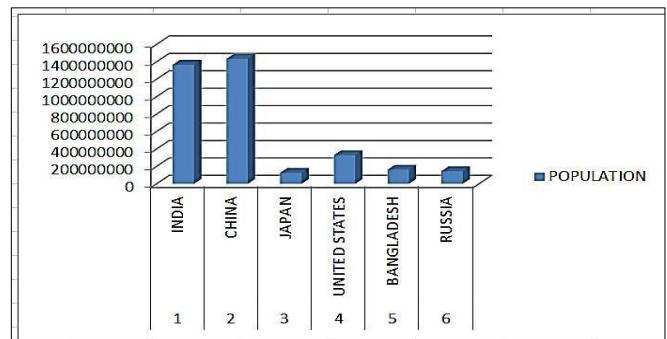
| A                               | B   | C   | D   | E   | F     | G   | H          | I         | J          | K     | L       |
|---------------------------------|---|-----|-----|-----|-------|-----|------------|-----------|------------|-------|---------|
| <b>"STUDENT RESULT DETAILS"</b> |   |     |     |     |       |     |            |           |            |       |         |
| ROLLNO                          | NAME  | KAN | ENG | HIN | TOTAL | PER | Result/And | Result/OR | Result/Not | GRADE | REMARKS |
| 101                             | AAA   |     | 85  | 99  | 78    | 262 | 87.3333    | Pass      | Pass       | Pass  | A       |
| 102                             | BBB   |     | 65  | 65  | 54    | 184 | 61.3333    | Pass      | Pass       | Pass  | B       |
| 103                             | CCC   |     | 50  | 40  | 60    | 150 | 50         | Pass      | Pass       | Pass  | C       |
| 104                             | DDD   |     | 54  | 36  | 52    | 142 | 47.3333    | Pass      | Pass       | Pass  | Pass    |
| 105                             | EEE   |     | 69  | 32  | 36    | 137 | 45.6667    | Fail      | Pass       | Fail  | Fail    |
| 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") |     |     |     |       |     |            |           |            |       |         |

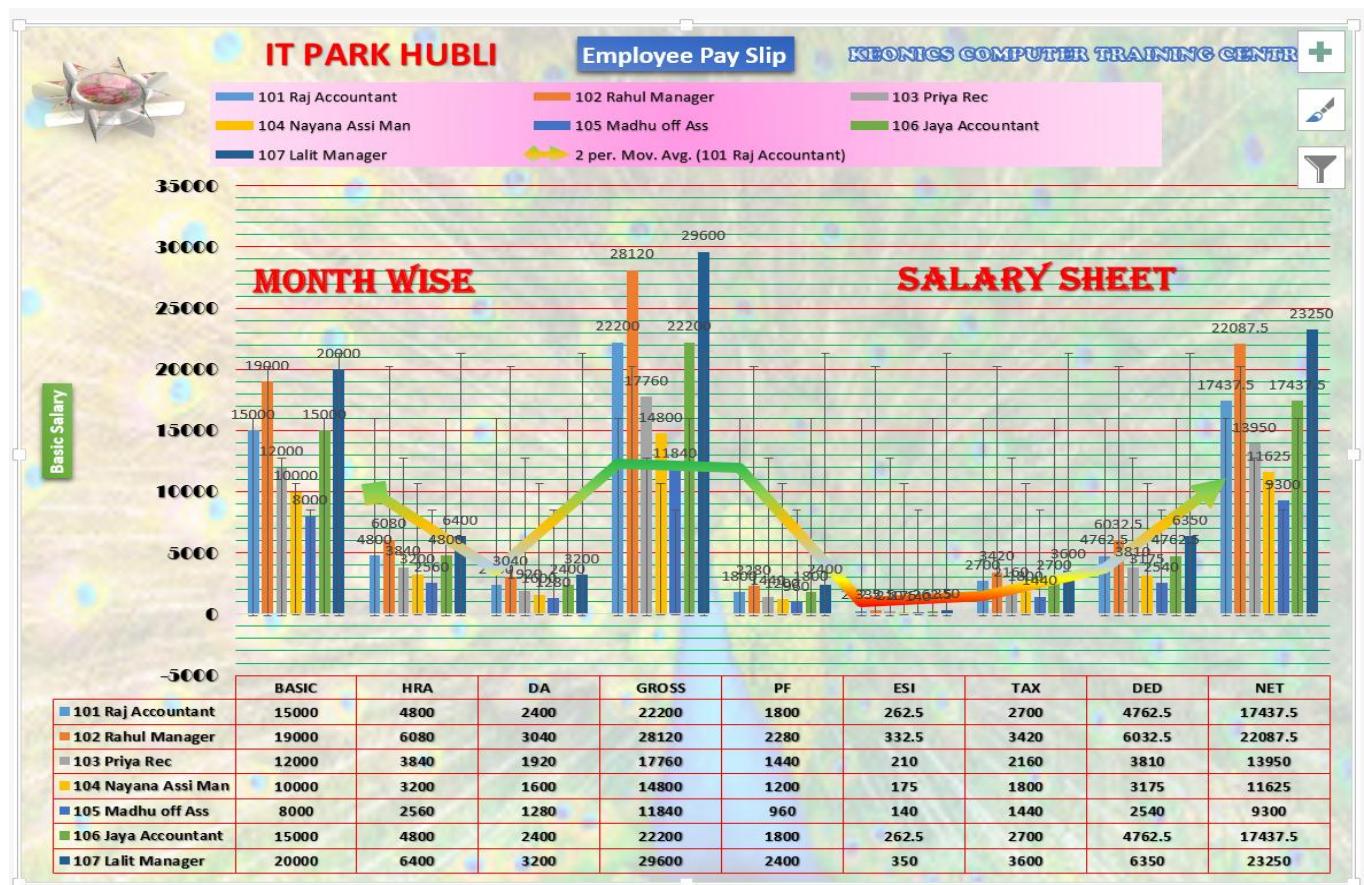
### Excel Assigment-12

| A           | B                 | C   | D            | E             | F                 | G    | H           | I             | J                   | K    | L          | M                 | N           |
|-------------|-------------------|---|--------------|---------------|-------------------|------|-------------|---------------|---------------------|------|------------|-------------------|-------------|
| PUR INVOICE |                   |   |              | SALES INVOICE |                   |      |             | STOCK IN HAND |                     |      |            | REPORT            |             |
| ITEMS       | QTY               | RATE  | AMOUNT       | ITEMS         | QTY               | RATE | AMOUNT      | ITEMS         | QTY                 | RATE | AMOUNT     | REMARKS           | PROFIT&LOSS |
| PEN         | 100               | 5   | 500          | PEN           | 50                | 10   | 500         | PEN           | 50                  | 5    | 250        | STOCK IN          | 250         |
| BOOK        | 50                | 35  | 1750         | BOOK          | 48                | 40   | 1920        | BOOK          | 2                   | 35   | 70         | ORDER             | 240         |
| BAG         | 20                | 200   | 4000         | BAG           | 20                | 199  | 3980        | BAG           | 0                   | 200  | 0          | OUT OF STOCK      | -20         |
| ERASER      | 10                | 3   | 30           | ERASER        | 5                 | 6    | 30          | ERASER        | 5                   | 3    | 15         | STOCK IN          | 15          |
| SCALE       | 3                 | 6   | 18           | SCALE         | 3                 | 10   | 30          | SCALE         | 0                   | 6    | 0          | OUT OF STOCK      | 12          |
|             |                   |   | 0            | PEN           |                   |      | 0           |               |                     | 0    |            | OUT OF STOCK      | 0           |
|             | <b>PUR AMOUNT</b> |   | <b>6298</b>  |               | <b>SAL AMOUNT</b> |      | <b>6460</b> |               | <b>STOCK AMOUNT</b> |      | <b>335</b> | <b>NET PROFIT</b> | <b>497</b>  |
| 13          |                   |   |              |               |                   |      |             |               |                     |      |            |                   |             |
| 14          |                   |   |              |               |                   |      |             |               |                     |      |            |                   |             |
| 15          | Purchase Amount   | (=qty*rate)   |              |               |                   |      |             |               |                     |      |            |                   |             |
| 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)  |              |               |                   |      |             |               |                     |      |            |                   |             |

### Excel Assigment-13

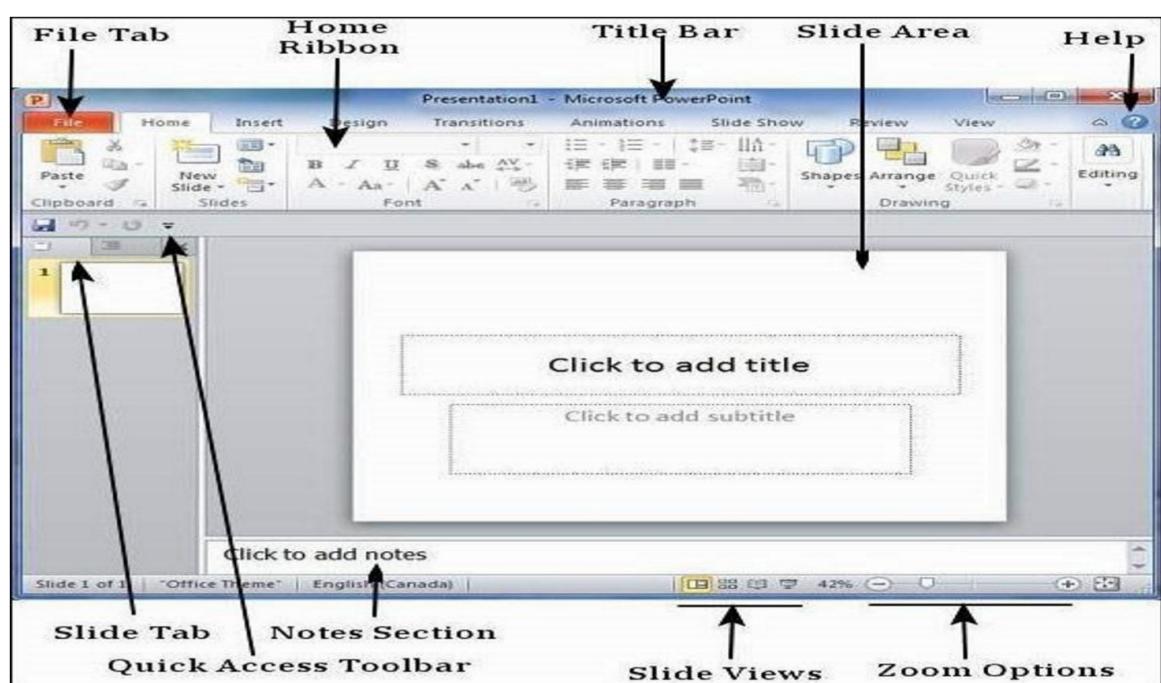
| A  | B             | C          |
|--|---------------|------------|
| <b>Countries in the world by population (2019)</b> |               |            |
| SL_NO  | COUNTRY       | POPULATION |
| 1  | INDIA         | 1366417754 |
| 2  | CHINA         | 1433783686 |
| 3  | JAPAN         | 126860301  |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



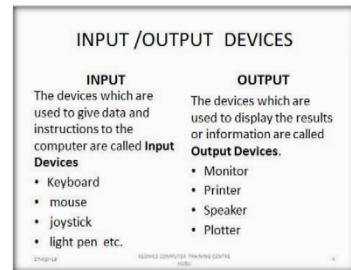


## PowerPoint

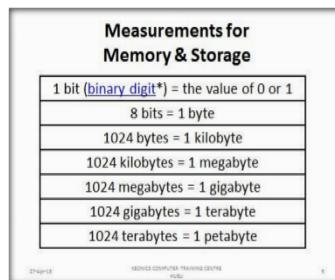
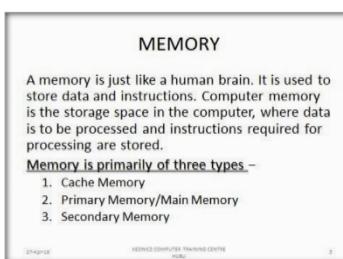
The following screenshot shows the various areas in a standard PowerPoint file. It is important to familiarize yourself with these areas as it makes learning and using PowerPoint easier.



1. Creating a New PowerPoint
2. 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 templates page.
3. Go to Home Tab Select layout option choose title slide.
4. Type text in text box
5. Go to design tab apply themes for all slides.
6. Go to insert tab select header & footer show below in diagram click on Apply to all.
7. Go to Home Tab Select layout option
9. **Go to Insert Tab** Select **Shapes** draw on slide. Shown below picture.
10. Go to Home Tab Select layout option  choose **Comparison**. Use **bullets** in home tab.



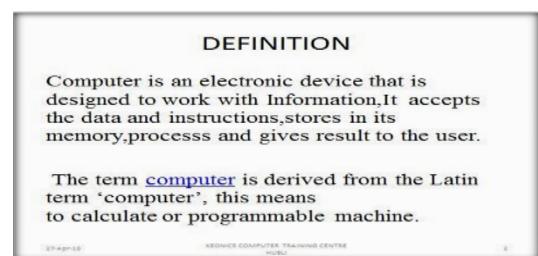
15. Video from file  choose video  ok.



11. Go to Home Tab  Select layout option



8. Go to Home Tab → Select layout option → Choose **Blank**.



choose **Title and Content** (use Text Shadow(**S**) for headings).

12. Go to Home Tab Select layout option  choose **Title and Content**. Click on table in text box select 7 rows 1 column.



13. Go to Home Tab Select layout option  choose **Picture with Caption**. Click on picture in text box. Select picture ok.

14. Go to Home Tab Select layout option  choose Title only. Go to insert tab select videos.



## 16. Adding Transitions

17. Select a slide. In the left-hand column of the PowerPoint window, click the slide to which you want To apply a transition.
18. Click the Transitions tab. This will open the Transitions to this slide in the ribbon. Select the transition
19. On the **Animations** tab of the ribbon, click **Add Animation**, and pick an animation effect.

### Select the animation you would like.

These are split into 4 categories: **Entrances, Exits, Emphasis, and Paths.**

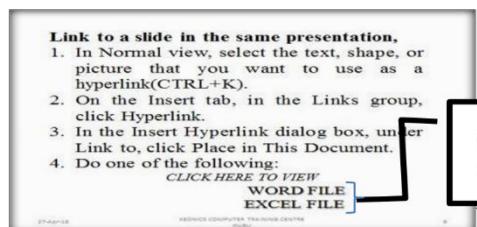
- Entrance animations will change how an object enters the page.
- Exit animations will change how an object leaves the page.
- Emphasis animations will add movement or highlights to bring attention to an object.
- Paths determine a course of movement for an object on the page.

#### **Slide Show:**

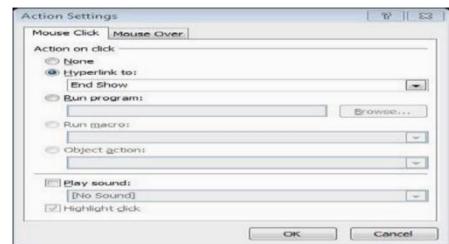
- ✓ Go to slide show tab select from beginning or from current slide option.
- ✓ Or press F5 function Key to view slide show.



- ✓ Or click icon from status bar.  
you want to apply for slides.



19. go to insert Tab select shapes→ action button do the following action setting



#### **□ Apply an animation:**

1. Select the object or text on the slide that you want to animate.

## 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**

# Ms-Access-2010

## Introduction to Microsoft Access 2010

A database is a collection of information that is related. Access allows you to manage your information in one database file. Within Access there are four major objects: Tables, Queries, Forms and Reports.

Tables: store your data in your database

Queries: ask questions about information stored in your tables

Forms: allow you to view data stored in your tables

Reports: allow you to print data based on queries/tables that you have created

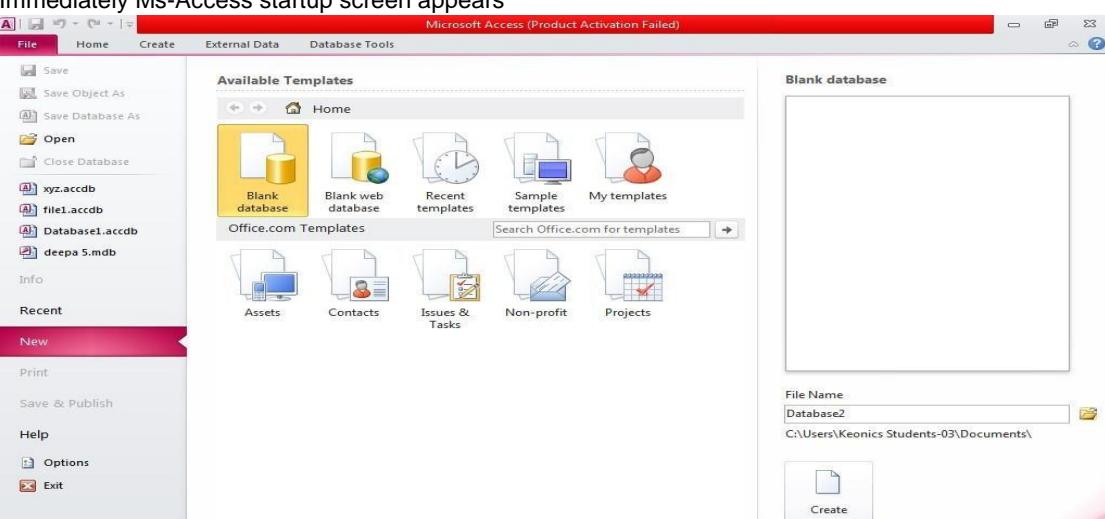
### Steps to open Ms-Access-2010

- ❖ Click on  Start Button All Programs Ms-Office Ms-Access-2010

### Lab Assignment-1 Steps

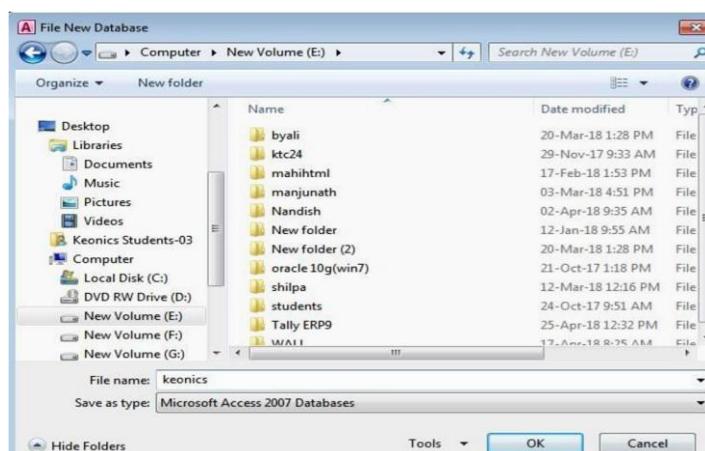
#### To Create Database:

- ❖ Click on  Start Button All Programs Ms-Office Ms-Access-2010
- ❖ Immediately Ms-Access startup screen appears



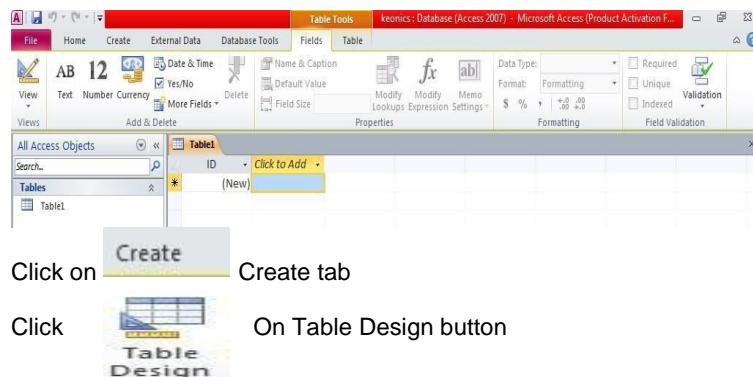
- ❖ Click on Blank database
- ❖ Click on  Browse button

- ❖ Immediately File New Database dialog box appears



- ❖ Change the drive to D or E drive

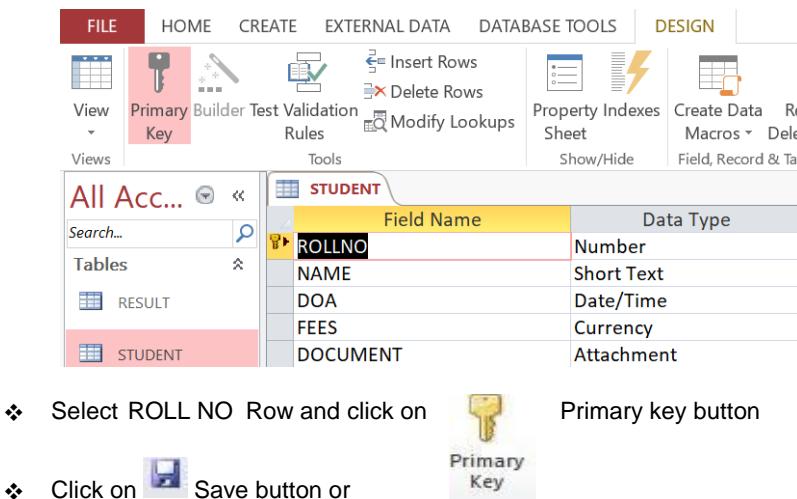
- ❖ Immediately the below screen appears



- ❖ Click on **Create** tab
- ❖ Click on **Table Design** button

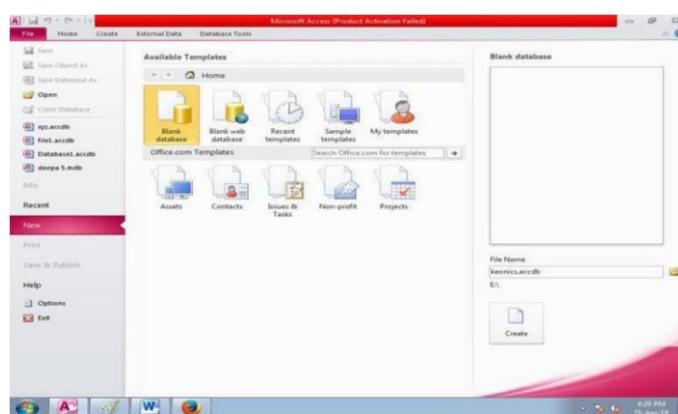


- ❖ Type the following fields and Choose proper data types
- ❖ press cont+s to save your table



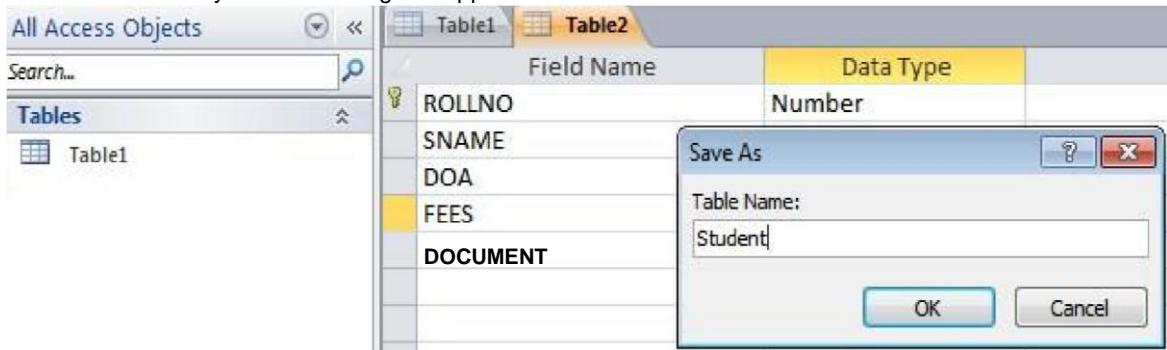
- ❖ Select ROLL NO Row and click on Primary key button
- ❖ Click on **Save** button or

- ❖ Type the file name
- ❖ Click on ok button to create a database □ Immediately the below screen appears



- ❖ Click on **Create** button

- ❖ Immediately Save As dialog box appears



- ❖ Type the table name as student and click on Ok button □ Double click on Student table



- ❖ Enter five records to Student table

| ROLLNO | NAME | DOA        | FEES        | DOCUMENT |
|--------|------|------------|-------------|----------|
| 101    | AAA  | 01-03-2022 | ₹ 5,000.00  | 0(4)     |
| 102    | BBB  | 02-03-2022 | ₹ 10,000.00 | 0(1)     |
| 103    | CCC  | 03-03-2022 | ₹ 15,000.00 | 0(1)     |
| 104    | DDD  | 04-03-2022 | ₹ 20,000.00 | 0(1)     |
| 105    | EEE  | 05-03-2022 | ₹ 25,000.00 | 0(1)     |
|        | 0    |            | ₹ 0.00      | 0(0)     |

- ❖ Click on save button to save all the records of the table

### Lab Assignment-2

Creating Forms:

- ❖ Select Student table Click on Create tab Click on Form
- ❖ Immediately Student Form appears on screen

### Creating Reports:

- ❖ Select Student table Click on Create tab Click on Report
- ❖ Immediately Student Report appears on screen

The screenshot shows the Microsoft Access application interface. The ribbon is visible at the top with tabs like FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, DESIGN, ARRANGE, FORMAT, and PAGE SETUP. The DESIGN tab is selected. On the left, there's a navigation pane with sections for Tables, Queries, Forms, Reports, and Views. Under Reports, 'STUDENT' is highlighted. The main area displays a report titled 'STUDENT' with the following data:

| ROLLNO | NAME | DOA        | FEES        | DOCUMENT |
|--------|------|------------|-------------|----------|
| 101    | AAA  | 01-03-2022 | ₹ 5,000.00  |          |
| 102    | BBB  | 02-03-2022 | ₹ 10,000.00 |          |
| 103    | CCC  | 03-03-2022 | ₹ 15,000.00 |          |
| 104    | DDD  | 04-03-2022 | ₹ 20,000.00 |          |
| 105    | EEE  | 05-03-2022 | ₹ 25,000.00 |          |

12 April 2022  
02:58:05

Page 1 of 1

### Assignment-4

- ❖ Click on Save Button and type the table name as Result and click on Ok button



- ❖ Double click on Result table and add five records

### Create Result Table and Calculate Total and Percentage of all the students

- ❖ Open your data base

- ❖ Click on Create tab

| Field Name | Data Type  |
|------------|------------|
| ROLLNO     | Number     |
| NAME       | Short Text |
| KAN        | Number     |
| ENG        | Number     |
| HIN        | Number     |
| TOTAL      | Number     |
| PER        | Number     |

- ❖ Enter Records as shown below

| ROLLNO | NAME | KAN | ENG | HIN |
|--------|------|-----|-----|-----|
| 101    | AAA  | 89  | 69  | 56  |
| 102    | BBB  | 45  | 63  | 65  |
| 103    | CCC  | 45  | 25  | 63  |
| 104    | DDD  | 55  | 69  | 69  |
| 105    | EEE  | 78  | 96  | 65  |

- ❖ After entering records Click on Save button

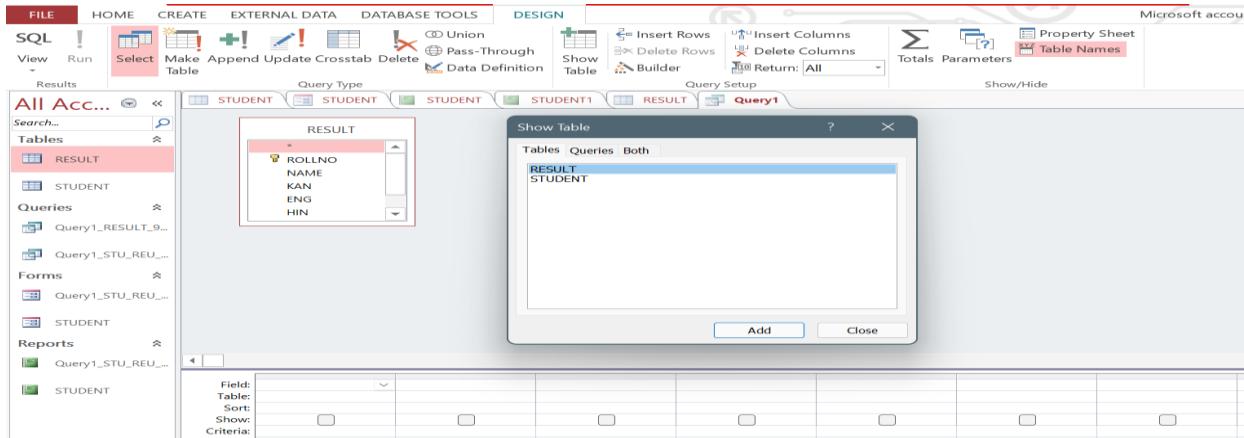
#### Calculating Total and Percentage:

Click on Create tab

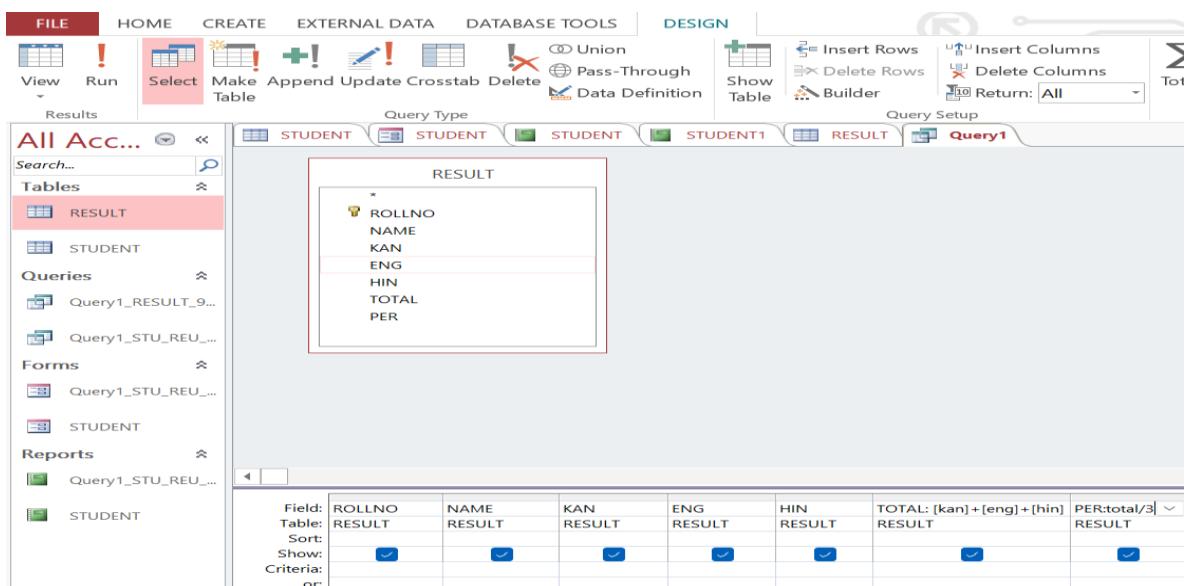
- ❖ Click on Query Design Button

- ❖ Immediately Show table dialog box appears

- Select Result table and Click on Add button and Click on Close button



- Double click ON ROLLNO, NAME, KAN, ENG, HIN, TOTAL, PERCENTAGE FIELD NAME



- Place the cursor in Total Field and Type the below formula  
TOTAL: KAN+ENG+HIN → PERCENTAGE: TOTAL/3

#### Calculating Percentage:

- Place the cursor in Percentage Field and type the below formula

|           |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
|-----------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Field:    | ROLLNO                              | /3                                  | NAME                                | KAN                                 | ENG                                 | HIN                                 | TOTAL: [kan]+[eng]+[hin]            | PER:total/3                         |
| Table:    | RESULT                              |
| Sort:     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
| Show:     | <input checked="" type="checkbox"/> |
| Criteria: |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
| or:       |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |

- Click on save button
- Save button dialog box appears and type Query name as Result Query



- Click on ok button
- Double click on Result Query to see total and percentage

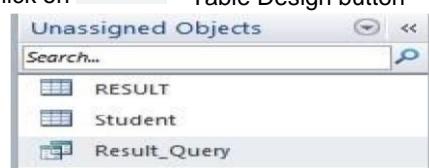
#### Lab Assignment-5

## Create Employee Table and Calculate HRA, DA, GROSS SAL, PF, NET SALARY of all the Employees

Open your data base Click on Create tab



- ❖ Click on Table Design button



- ❖ Immediately Result Query screen appears

| ROLLNO | NAME | KAN | ENG | HIN | TOTAL | PER              |
|--------|------|-----|-----|-----|-------|------------------|
| 101    | AAA  | 89  | 69  | 56  | 214   | 71.3333333333333 |
| 102    | BBB  | 45  | 63  | 65  | 173   | 57.6666666666667 |
| 103    | CCC  | 45  | 25  | 63  | 133   | 44.3333333333333 |
| 104    | DDD  | 55  | 69  | 69  | 193   | 64.3333333333333 |
| 105    | EEE  | 78  | 96  | 65  | 239   | 79.6666666666667 |

- ❖ Merge two data records in one table. Create query.

The screenshot shows the Microsoft Access Query Designer. On the left, the 'Tables' pane lists STUDENT and RESULT. In the center, a query named 'Query1\_RESULT\_9TH' is being designed, linking the STUDENT table to the RESULT table. The STUDENT table includes fields ROLLNO, NAME, DOA, FEES, and DOCUMENT (with sub-fields DOCUMENT.FileData, DOCUMENT.FileName, and DOCUMENT.FileType). The RESULT table includes fields ROLLNO, NAME, KAN, ENG, HIN, TOTAL, and PER. The resulting query grid at the bottom shows the merged fields from both tables.

- ❖ Type the following fields and Choose proper data types

The screenshot shows the Microsoft Access Table Tools Design view. A new table named 'Employee' is being created. The fields listed are:

| Field Name | Data Type |
|------------|-----------|
| EMPNO      | Number    |
| ENAME      | Text      |
| BASIC      | Number    |
| HRA        | Number    |
| DA         | Number    |
| GROSS      | Number    |
| PF         | Number    |
| NETSAL     | Number    |

A 'Save As' dialog box is open, prompting to save the table as 'Employee'. The 'OK' button is highlighted.

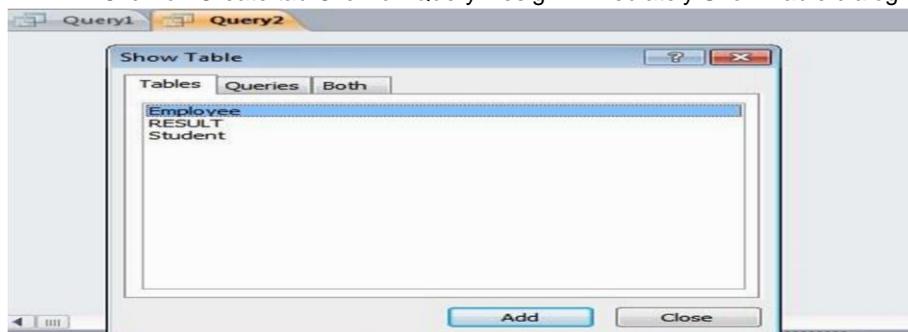
- ❖ After creating the fields, click on Save button
- ❖ Immediately Save As dialog box appears
- ❖ Type table name Employee and Click on OK button
- ❖ Double click on Employee table and add five records to Employee table

The screenshot shows the Oracle SQL Developer interface with the 'Employee' table selected. The table has columns: EMPNO, ENAME, BASIC, HRA, DA, GROSS, PF, and NETSAL. The data rows are: 1 RAVI (BASIC 10000, HRA 1000), 2 UDAY (BASIC 15000, HRA 1500), 3 RAKESH (BASIC 18000, HRA 1800), 4 SOMESH (BASIC 12000, HRA 1200), and 5 UMESH (BASIC 20000, HRA 2000). The 'HRA' column is highlighted.

### Calculating HRA, DA, Gross, PF and NET SAL Steps

#### to Create Query

- ❖ Click on Create tab Click on Query Design Immediately Show Table dialog box appears



- ❖ Select Employee Table
- Click On Add Button
- Click on Close Button
- Double click on ENAME, BASIC, HRA, DA, GROSS, PF, NET SAL
- The following screen appears



- ❖ Calculate HRA at 10% of basic
- Place the cursor in HRA field and type the below formula  
HRA: [basic]\*10/100
- ❖ Calculate DA at 20% of basic
- Place the cursor in DA field and type the below formula DA: [basic]\*20/100
- ❖ Calculate GROSS
- Place the cursor in Gross field and type the below formula  
GROSS: BASIC+HRA+DA
- ❖ Calculate PF at 12% of basic
- Place the cursor in PF field and type the below formula PF: [basic]\*12/100
- ❖ Calculate NET SAL
- Place the cursor in Gross field and type the above formula

The screenshot shows the Oracle SQL Developer query builder interface with calculated formulas in the expression column:

|          |          |                     |                    |                      |                    |        |
|----------|----------|---------------------|--------------------|----------------------|--------------------|--------|
| ENAME    | BASIC    | HRA: [basic]*10/100 | DA: [basic]*20/100 | GROSS: [BASIC]+[HRA] | PF: [basic]*12/100 | NETSAL |
| Employee | Employee |                     |                    |                      |                    |        |



- ❖ Click on OK button
- ❖ Double click on Employee Query
- ❖ Immediately you will get gross as well as net salary of an employee

| EMPLOYEE_QUERY |       |        |       |      |      |       |      |        |
|----------------|-------|--------|-------|------|------|-------|------|--------|
|                | EMPNO | ENAME  | BASIC | HRA  | DA   | GROSS | PF   | NETSAL |
|                | 1     | RAVI   | 10000 | 1000 | 2000 | 13000 | 1200 | 11800  |
|                | 2     | UDAY   | 15000 | 1500 | 3000 | 19500 | 1800 | 17700  |
|                | 3     | RAKESH | 18000 | 1800 | 3600 | 23400 | 2160 | 21240  |
|                | 4     | SOMESH | 12000 | 1200 | 2400 | 15600 | 1440 | 14160  |
|                | 5     | UMESH  | 20000 | 2000 | 4000 | 26000 | 2400 | 23600  |
|                | *     |        |       |      |      |       |      |        |

#### 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             | Cut 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 <b>Ctrl + ' + e</b> 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 <u>lowercase</u> 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**

| <b>Shortcut Keys</b> | <b>Description</b>   |
|----------------------|--|
| 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, number 2...)             | 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)                         | Checks to see 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   |

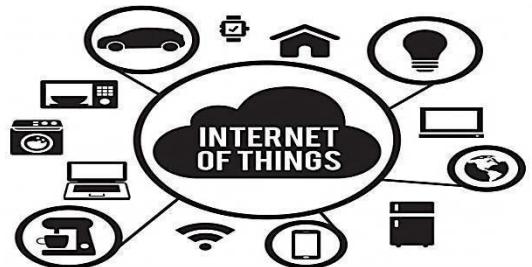
## INTERNET

- A global network connecting millions of computers.
- More than 100 countries are linked into exchanges of data, news and opinions.

The internet links are computer networks all over the world so that users can share resources and communicate with each other. **Types of computer network**

### I. Local Area Network (LAN)

- 1) A LAN connects network devices over a relatively short distance.
- 2) 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.

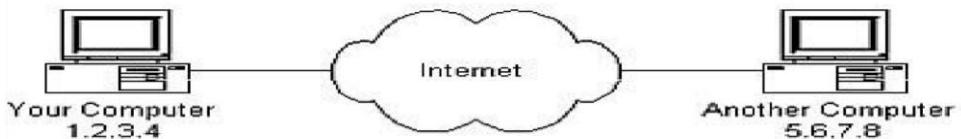
### III. Wide area network(WAN)

- 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

- Computer with MODEM/Router/Network Card.
  - Internet account with ISP.
  - Application Software:
  - Web Browser(Firefox, Chrome)
  - Email client (MS Outlook)
  - Plugins software(Adobe Reader, Flash Player)
  - Optional: Speaker, Printer, Webcam
- Internet Usages**

- Communication
  - Send and Receive Emails
  - Download Files
  - Post your opinion to a newsgroup
  - Chatting
  - Surf the World wide web
  - Business
  - Shopping
  - Entertainment
- Internet Applications:**
- The World Wide Web
  - Electronic Mail(e-Mail)
  - File Transfer Protocol(FTP)
  - Search Engine
  - Chatting
  - Video Conferencing
  - E-Commerce

### 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.

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 the user's mail server
- 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](http://www.Keonics.in)”
  - A **Home page** is the first or a front page of a website. If you were to type “[www.Keonics.in](http://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](http://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

#### **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?  
 a. Shift  
 b. Alt + shift  
**c. Control**  
 d. Control + shift
7. An example of an operating system is \_\_\_\_\_?  
 a. Windows xp  
 b. Unix or Linux  
 c. Mac Os  
 d. All of the above
8. Date and time are available in desktop \_\_\_\_\_ corner?  
 a. **Right**  
 b. Left  
 c. Top  
 d. Bottom
9. A file is a computerized \_\_\_\_\_?  
 a. Path  
**b. Record**  
 c. Drive  
 d. Folder
10. \_\_\_\_\_ is an operating system?  
 a. **MS windows**  
 b. Word  
 c. Tally  
 d. None of the above
11. What are the uses of internet?  
 a. Communication  
 b. Information retrieval  
 c. Presentation of information  
**d. All of the above**
12. In www.Keonics.com www refers\_\_\_\_\_?  
 a. Worldwide window  
 b. Word wide window  
**c. World wide web**  
 d. Worldwide window
13. Http stands for \_\_\_\_\_?  
 a. Hypertext markup language  
 b. Hypertext transfer para  
 c. Home text transfer protocol  
**d. Hypertext transfer protocol**
14. E mail is Kind of facility related to \_\_\_\_\_?  
 a. Education  
 b. Advertisement  
 c. Commerce  
**d. Communication**
15. IP stands for \_\_\_\_\_?  
 a. Internet provider  
**b. Internet protocol**  
 c. Internet procedure  
 d. Internet policy
16. To select a block of ext. Click at the beginning of 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).  
 a. Ctrl  
 b. Alt  
**c. Shift**  
 d. Tab
17. In MS word short cut Key for replace is \_\_\_\_\_?  
**a. Ctrl + h**
- b. Ctrl + f  
 c. Ctrl + a  
 d. 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.  
 a. Lines  
 b. Characters  
 c. Paragraphs  
**d. All of the above**
19. In MS word headers and footers appear only \_\_\_\_\_?  
 a. Normal view  
 b. Web layout  
 c. Outline view  
**d. Print layout view**
20. Which can be used for quick access to commonly used commands and tools?  
 a. Status bar  
**b. Tool bar**  
 c. Menu bar  
 d. Title bar
21. The feature of word that automatically adjusts the amount of space between certain combinations of characters so that an entire word looks more evenly spaced. What is that feature called?  
 a. **Spacing**  
 b. Scaling  
 c. Kerning  
 d. Positioning
22. In ms word short cut Key to align justify is \_\_\_\_\_?  
 a. Shift + j  
**b. Ctrl + j**  
 c. Alt + j  
 d. Shift + ctrl + j
23. A \_\_\_\_\_ is a collection of predefined design elements and color schemes.  
 a. Feature  
 b. Hyperlink  
 c. Palette  
**d. 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?  
 a. To add anchors in web page  
 b. To mark the ending of a paragraph of document  
**c. To quickly jump to specific location in document**  
 d. To add hyperlinks in webpage
25. Which of the following helps to reduce spelling error in the document?  
 a. Auto format  
**b. Auto correct**  
 c. Smart tags  
 d. Auto text
26. If you want to you the text in a1 to g1 range cells, option used is \_\_\_\_\_?  
 a. **Merge cells**  
 b. More cells  
 c. Insert cells  
 d. All cells

27. Which of the following function will use to find the 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 crystal growth 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 field in \_\_\_\_\_?
- 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 have the 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?

- a. Downloading  
**b. Browsing**  
c. Uploading  
d. 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 over a 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 replace is \_\_\_\_\_?  
**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 +l  
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
- c. **Double click on the worksheet tab and type new name**
- d. 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?
- =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 second slide 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 created and want to send using email to another teacher you can add the show to your email message 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**