

SHRI C.J.PATEL COLLEGE OF COMPUTER STUDIES, VISNAGAR

BCA SEM-I

INTRODUCTION

TO

OFFICE PACKAGES AND OPERATING PLATFORMS

UNIT-1

DOS-WINDOS

આધ્યાત - મો. ૯૫૭૪૭૬૬૬૫
અલેક્સ - મો. ૯૯૭૪૫૪૦૩૭૮
કુન્ડા ક્રીક્સ
ખૂન દવાખાનાની સામે, ગંગાળાર,
તેલ્યે શાહી, વિસનગર.

PROF.YOGESH PATEL

PROF.JAYDEEP RATHOD

❖ Hard ware:-

The hard ware refers to the physical components of computer. An example of the hard ware components would be the monitor, keyboard and mouse.

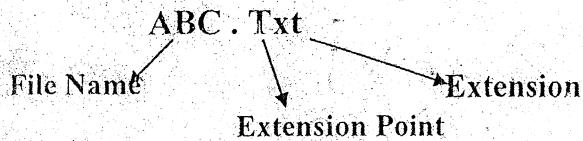
❖ Soft ware:-

The soft ware represents the programs which contains a set of instructions written to program a certain task on the computer.

❖ What is the file?

- The Information in a computer is stored in form of file.
- The file is collection of text or data stored on storage devices, such as hard disk or floppy disk.
- The file that stores letters, memos, documents etc. is called the document or text file.
- The file that stores database information, such as address list or sales information for a period is called database file.
- The file that stores instructions written in a programming language is called program file.
- Such file may be stored on a hard disk or a floppy if file is assigned a unique name so that its component can be referred by the user. Most file also have an optional extension

Ex:



❖ Rules for naming the file are as under:

- File name should not be more than 8 character
- File Extension name should not more than 3 character
- The Character in the file name can only Letters in Alphabets (Capital & Small) A to Z, a to z, Digit (0 to 9) and Special Character like @, ! , %, - , () , { } , etc.
- * , & , ? , are not allowed in naming of the file.
- " , : , / , \ , [] , + , = , ; , . , are not allowed in naming of file.
- Some file name such as COM , LPT1, PRN, CON are reserved by DOS for it's own use there for do not use them to name of your files.

❖ What is directory?

The directory is collection of files. The directory is named section of storage devices such as hard disk, flop disk, or CD. In other words, to organize files on the HDD or Floppy disk, these are divided into various segments called directory. You can store the any number of file in the directory. The directories are helps to organize your files in efficient manner.

❖ What is wildcards Character?

The “ * ” and “ ? ” are the Wild card characters. It can be used with most of the DOS commands to select multiple files. For instances, you can copy or move multiple files by using wildcards characters.

EX: C:\ dir *.DOC

Here the * is the wild card character. This character selects the any name of the file with DOC extension.

EX: C:\ dir PG? DCA

Here 1st and 2nd character is P and G but 3rd is any character then 4th and 5th and 6th character are D and C and A.

❖ What is DOS?

- DOS stands for “Disk Operating System”
- DOS is the first program which must be loaded in the Memory of your PC (Personal Computer) before you can be use it for any Program such as WORD PROCESSING or DATABASE
- Version of DOS Such as 2.0, 3.0, 3.2, 4.0, 5.0, 6.0, 5.22, 7.0 are available
- Loading DOS is also Called Booting of the PC.
- The Dos is provides an interface between user and Computer.
- DOS command can be divided into TWO types.
 - Internal Command
 - External Command

○ Internal DOS Command

- Internal Dos commands are those commands which are loaded in the memory as soon as the Computer is switched on. There are also called memory resident commands.

- Some internal Dos Commands are CD, MD, RD, DIR, CLS, VER, VOL, DEL, DATE, COPY etc.

- External Dos Command

- External Dos Commands are present on the disk as Program Files. They are load from the Disk and transferred to the memory before they are executed. There are also called disk resident commands.
- Some External dos commands are ATTRIB, CHKDSK, DISKCOPY, PRINT, XCOPY, TREE, SORT etc.

❖ Why Dos is required for user?

- DOS controls the flow of information between you and the computer (translator).
- DOS allows you to store information on your computer.
- DOS allows you to retrieve information stored on your computer.
- DOS interprets and translates the software you have on your computer.
- DOS gives you access to all its function (i.e. saving, copying, and printing files).

❖ How to open the DOS?

WAY-1:

Click on the START menu



Select RUN option



Write CMD in run option



Press ENTER

WAY- 2:

Click on the START menu



Select PROGRAMS



Select ACCERROSIERS Option



Select COMMAND Prompt

❖ Short note on config.sys file

As the name “CONFIG.SYS” suggests, it is configuration file for your file. It allows you to alter or select the specific features of DOS. It also allows you to load the necessary program to make those hardware devices work that are otherwise not supported by DOS. You can use the following commands in the CONFIG.SYS: BREAK, BUFFERS, COUNTRY, DEVICE, FILES, LAST DRIVE AND SHELL.

EX: COUNTRY command

The COUNTRY command in config.sys allows you to select the format for date and time as per the style followed in a particular country. When you select particular COUNTRY, DOS automatically changes certain settings, such as date and time format, currency symbol and decimal point. The following is the partial list of country codes.

COUNTRY	CODE
United States	001
France	033
United Kingdom	044
Germany	049
Japan	081
Korea	082

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❖ Short note on autoexec.bat file

AUTOEXEC.BAT is special batch file that is run automatically when DOS starts. In the filename AUTOEXEC.BAT, “AUTOEXEC” stands for automatically executable and “BAT” stands for Batch file. You can use this file to set up the starting directory, change system prompt, change date/time or to automatically start some program like word or window.

When you boot the PC, the following is the sequence of operations.

- PC performs a self test
- DOS starts
- Dos execute the commands specified in the CONFIG.SYS file and configure it self accordingly.
- If the AUTOEXEC.BAT file is available in the root directory of the drive used to start DOS, it executes all commands from that file.

❖ What is batch file? How it is created?

A batch file is a simple text file that contains a series of DOS commands. It has the .BAT extension. It can help you to run a series of DOS commands without requiring your attention. When you use your keyboard to enter the commands, you can enter only one command at a time. After you enter a next command, you have to wait for DOS finish that command. But when you can enter series of commands back to back that time batch file is very useful. The only one command can typed in the one line.

You can simply to create the batch file. You type the series of command that you want to execute in the batch file. Then you ask DOS to run this batch file. Dos is automatically run the all commands entered in the batch file.

EX: Create a simple batch file that will execute following commands:

- DATE
- TIME
- Dir/P

We will create the batch file TEST.BAT in the root directory of C.

- Enter c: to select the drive C, if required.
- Enter CD\ to select the root directory.
- Enter COPY CON TEST.BAT. This command will allow you to directly type text from keyboard into the TEST.BAT file that it will create.
- Enter the following commands.(Only one command in one line)
 - DATE
 - TIME
 - DIR/P
- To close the TEST.BAT file, press ^z and then press the Enter key.

DOS create the TEST.BAT file in the root directory of the current drive. Now run this batch file

C:\ TEST or TEST.BAT enter

Dos starts the executing the commands from the file. It execute the DATE command first then TIME after this command run the DIR\P command.

❖ Explain internal dos command.

Sr.No	Command	Use	Syntax
1	CLS	This Command is use to clear the screen	C:\cls
2	DIR	Display the directory and file	C:\dir
3	DATE	Display and Change the Date	C:\date (MM-DD-YYYY)
4	TIME	Display and Set the Time	C:\time (HH:MM)
5	DIR/P	Display the page wise directory and file	C:\dir/p
6	DIR/W	Display the Width wise dir and file	C:\dir/w
7	DIR/A	Display the Hide and Unhide DIR	C:\dir/a
8	MD	To make the directory	C:\md <directory name>
9	CD	Change or Open the directory	C:\cd <directory name>
10	CD..	Close or remove the only one directory	C:\cd..
11	CD\	Close or remove the all directory at a time	C:\cd\
12	RD	To Remove or delete the directory	C:\rd <directory name>
13	COPY CON	To create a New file	C:\copy con <file name.ext>
14	TYPE	To display the text file on command prompt	C:\type <file name>
15	REN	To rename the file name	C:\ren <old file name> <new file name>
16	COPY	To copy one file to another file	C:\copy <Source file name> <Destination file name>
17	DEL	To delete file	C:\del <file name>
18	ERASE	To erase the file	C:\erase <file name>
19	VER	To display the version	C:\ver
20	EXIT	To quit the ms dos	C:\exit
21	LABEL	To change the label of drive	C:\label
22	COLOR	To change the BG and FG color. In syntax first digit is BG color and second digit is FG color.	C:\color 07
23	HELP	To display the command help	C:\help <command name>
24	VOL	To display the currently logged drive volume label.	C:\vol

DIRECTORY (DIR) COMMAND:-

C:\> dir

MD :- make directory or to create a new sub directory.

CD :- which is used to changing the current directory or display the current directory.

DIR :- display the list of files and sub directories present inside the parent.

DIR/P :- it will display the file name in page wise.

DIR/W:- it will display the file name in width wise.

DIR/AD :-it will display the all directory.

DIR/L :- it will display the files lower cases.

DIR/-L :-it will display the files upper cases.

DIR/S :- it will display the files name and sub directories of current and all sub directories.

DIR/ON :- it will displays file name in ascending order (from 0 to 9 and a to z).

DIR/O-N :- it will displays file name in descending order (from 9 to 0 and z to a).

DIR/OS :- it will display file name according to file size (smallest to largest).

DIR/O-S :- it will displays file name in descending to file size (largest to smallest)

DIR/OD :- it will displays file name according to date of creation of the file.

DIR/O-D :- it will displays file name according to date of creation of the file.

DIR/OG :- it will displays subdirectory names first and file names at the end in a group.

DIR/O-G :- it will display file names first and sub directory names at the end in a group.

❖ Explain External dos command.

Sr.No	Command	Use	Syntax
1	EDIT	To edit the data or text file	C:\edit file name
2	MEM	To display the amount of used and free memory in the PC	C:\mem
3	XCOPY	To copy files to another directory or file	C:\xcopy <source file name> <destination file name>
4	TREE	To represent the all directory in graphically	C:\tree
5	DELTREE	To delete the one directory and its sub dir	C:\ deltree dir name
6	MORE	To display the contents of file on the screen page by page	C:\type <file name> MORE
7	MOVE	To move one file to another directory	C:\ move <source file name> <destination directory name>
8	ATTRIB +h	To the make hidden file	C:\attrib +h file name
9	ATTRIB -h	To the make unhidden file	C:\attrib -h file name
10	ATTRIB +r	To the make read only file	C:\attrib +r file name
11	ATTRIB -r	To the make not read only file	C:\attrib -r file name
12	ATTRIB +a	To the make Archive file	C:\attrib +a file name
13	ATTRIB -a	To the make not archive file	C:\attrib -a file name

14	FIND	To searches for a text string in text file	C:\find "char" <file name>
15	FDISK	To divide your hard disk into two or more partition.	
16	SORT	To sorting the data of file	C:\sort <file name>
17	CHKDSK	To check the disk surface for errors. If DOS finds any errors (called lost clusters) , it reports that in the status report	C:\CHKDSK
18	COMP	To compare the two file	C:\ comp <file name1> <file name2>
19	PRINT	To print the file	C:\ print <file name>

NOTE:-

The XCOPY command is same as the COPY command but difference is XCOPY command is copying the multiple files and director. This command is more flexible and fast for copying the multiple file directories.

SYNTAX:

COPY command →	C:\ copy <source file name> <destination file name>
XCOPY command →	C:\ xcopy <source file name> <destination file name>

❖ What is window?

The window is GUI (Graphical User Interface) based operating system. A window is an area on your desktop within which all Windows-based programs run.

The first GUI operating system published in 1983 which is developed by Microsoft Corporation. This version is Windows. The Microsoft came out with a few versions like windows 1, windows 2.0 and windows 386 during 1985 – 1988. These are not a user friendly.

Windows 3 is announced in 1990 which accepted by the users. Then after Microsoft announced windows 3.1, Windows 95 in 1995, windows 98 in 1998, windows 2000 and so on.

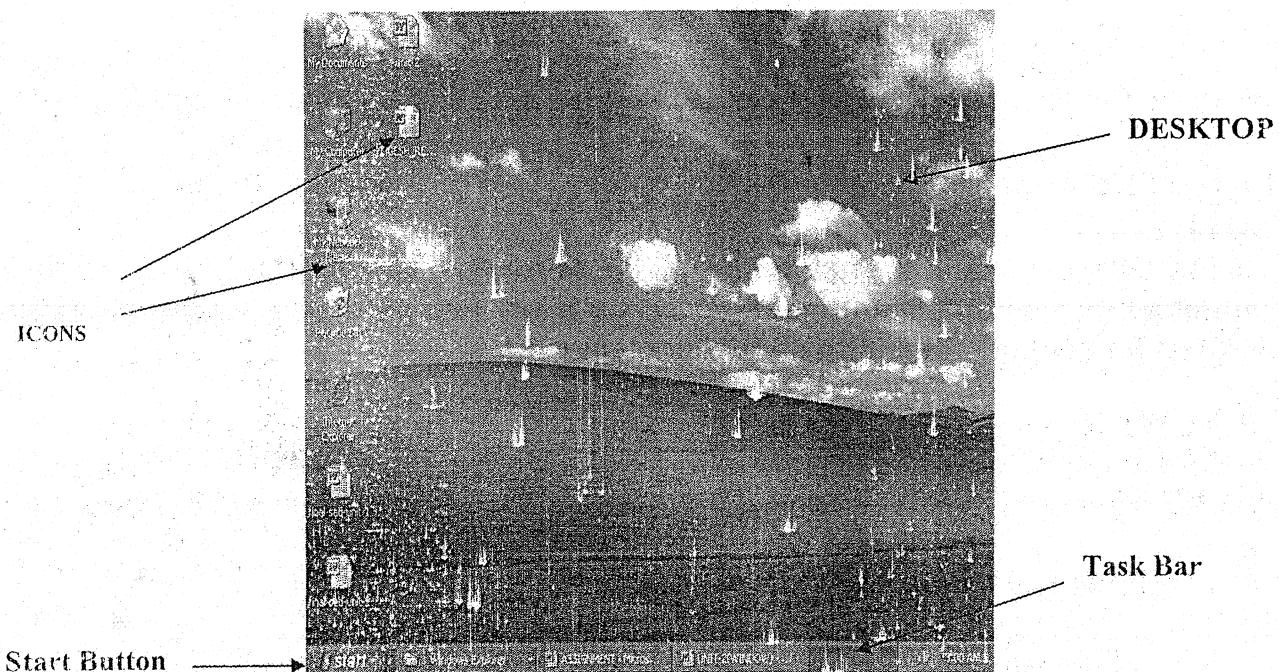
❖ Which are the Hardware requirements for running the Windows?

The following are minimum system requirements for running the windows.

- 80486DX or equivalent Processor with 16 MB RAM.
- Require available space on your HDD.
- VGA or Higher resolution Monitor.
- CD-ROM or DVD-ROM drive
- Mouse

❖ What is Desktop?

When you start your computer, the first you see first starting window/screen. This window/screen is called desktop. The window is interface between the user and application which you can run on your PC. A typical Desktop consists of more than one Icons and taskbar.



ICON	The ICON is a small graphical picture that represents a documents, applications, folder, device etc.
Taskbar	By default, the taskbar is located on the bottom edge of the desktop. You can click the taskbar and drag it to other locations. The Start button, active program buttons, icons for quick access to programs, and the current time are located on the taskbar.
My Computer	The Computer icon provides access to the resources on your computer. You can access your drives and other peripherals by clicking on the My Computer icon.
Internet Explorer	The Internet Explorer icon launches the Internet Explorer browser.
The Recycle Bin	When you delete an object, Windows XP sends it to the Recycle Bin. You can restore objects that are located in the Recycle Bin or you can permanently delete them.
Shortcut icon	Icons with an arrow in the lower left corner are shortcut icons. Click the icon for quick access to the object they represent (program, document, printer, and so on).
Program, folder, and document icons	Program, folder, and document icons do not have an arrow in the lower left corner. They represent the actual object and provide direct access to the object.

❖ What is Windows Explorer?

Windows Explorer is a place where you can view the drives on your computer and manipulate the folders and files. Using Windows Explorer, you can cut, copy, paste, rename, and delete folders and files.

❖ Can you explain Windows Explorer views?

Windows explorer Views control how Windows Explorer displays information in the right pane. Windows Explorer provides the following choices:

Thumbnails, Tiles, Icons, List, and Details

• **Thumbnails view**

Thumbnails view displays images. These images represent the contents of folders and files. For example, if a folder contains pictures, up to four of the pictures in the folder will be displayed on the folder icon.

• **Tiles and Icons view**

Tiles and Icons view display icons to represent drives, folders, and the contents of folders. The icons displayed when you choose Tiles view are larger than the icons that display when you choose Icon view.

• **List view**

List view displays all of the files and folders without supplying the size, type, or date modified.

• **Details view**

Details view displays the size, type, and date modified.

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❖ How to change the view:

1. Right-click any free area in the right pane. A context menu will appear.
2. Highlight View.
3. Select the view you want from the drop-down menu.

❖ How do I delete a file or folder?

To delete a file or folder:

1. Right-click the file or folder you want to delete. A context menu will appear.
2. Click Delete. Windows Explorer will ask, "Are sure you want to send this object to the recycle bin?"
3. Click Yes.

❖ How do I Open Windows Explorer?

To open Windows Explorer:

1. Click the Start button, located in the lower left corner of your screen.
2. Highlight programs.
3. Highlight Accessories.
4. Click Windows Explorer.

Alternatively, you can open Windows Explorer by holding down the Windows key and typing e (Windows-e).

❖ What is a desktop shortcut?

A desktop shortcut, usually represented by an icon, is a small file that points to a program, folder, document, or Internet location. Clicking on a shortcut icon takes you directly to the object to which the shortcut points. Shortcut icons contain a small arrow in their lower left corner. Shortcuts are merely pointers—deleting a shortcut will not delete the item to which the shortcut points.

❖ How do I rename a desktop shortcut?

1. Right-click the shortcut.
2. Click Rename.
3. Type the new name.

❖ How do I delete a desktop shortcut?

1. Click the shortcut.
2. Press the Delete key.
3. Click Yes.

❖ What is wallpaper?

Wallpaper is the background that displays on your desktop

❖ What is a font?

A font is a set of characters represented in a single typeface. Each character within a font is created by using the same basic style.

❖ What are folders?

Folders are used to organize the data stored on your drives. The files that make up a program are stored together in their own set of folders. You will want to organize the files you create in folders. You will want to store files of a like kind in a single folder

❖ How do I copy a file or folder?

To copy a file or folder:

1. Right-click the file or folder you want to copy. A context menu will appear.
2. Click Copy. The file or folder should now be on the Clipboard.

❖ How do I cut a file or folder?

To cut a file or folder:

1. Right-click the file or folder you want to cut. A context menu will appear.
2. Click Cut. The file or folder should now be on the Clipboard.

Note: Cutting differs from deleting. When you cut a file, the file is placed on the clipboard. When you delete a file, the file is sent to the Recycle Bin.

❖ How do I paste a file or folder?

To paste a file or folder:

1. After cutting or copying the file, right-click the object or right-click in the right pane of the folder to which you want to paste. A context menu will appear.
2. Click Paste.

❖ How do I rename a file or folder?

To rename a file or folder:

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1. Right-click the file or folder. A context menu will appear.
2. Click Rename.
3. Type the new name.

❖ What is a window?

A window is an area on your desktop within which all Windows-based programs run.

❖ What is a menu?

Menus provide a way for you to send commands to the computer (tell the computer what you want the computer to do). When you open a window, menu options are listed from left to right just below the title bar on the menu bar. When you click a menu item, a drop-down menu appears. Select the command you want to execute from the drop-down menu. An ellipsis after a drop-down menu item signifies that there are additional options; if you select that option, a dialog box will appear.

❖ Explain the parts of a window?

I will use WordPad as an example.

Control Box	The control box provides a menu that enables you to restore, move, size, minimize, maximize, or close a window.
Border	The border separates the window from the desktop. You resize the window by dragging its borders outward to expand it and inward to contract it.
Restore button	After you maximize a window, if you click the Restore button, the window will return to its former size.
Close button	Click the Close button to exit the window and close the program.
Work area	The work area is located in the center of the window. You perform most of your work in the work area.

❖ Explain Icon, Status Bar, Menu Bar, Scroll Bar, Title Bar, Maximize & Minimize Button

Icon	An icon is a graphic image. Icons help you execute commands quickly. Commands tell the computer what you want the computer to do. To execute a command by using an icon, click the icon.
Status bar	The status bar provides you with information about the status of your program.
Menu bar	The menu bar displays the program menu. You send commands to the program by using the menu.
Scroll bar	Windows Automatically Add's Vertical or/and Horizontal Scroll bar. To those Windows That are unable to display all information. To scrollbar the content's of the window up with mouse , you can do to scroll bar down the contents of the window
Title bar	The title bar displays the name of the current file and the name of the current program.
Maximize button	Click the Maximize button and the window will fill the screen.
Minimize button	Use the Minimize button to temporarily decrease the size of a window or remove a window from view. While a window is minimized, its title appears on the taskbar.

❖ What is a shortcut key?

You can use shortcut keys to execute a command quickly by pressing key combinations instead of selecting the commands directly from the menu or clicking on an icon. When you look at a menu, you will notice that most of the options have one letter underlined. You can select a menu option by holding down the Alt key and pressing the underlined letter. You can also make Alt-key selections from drop-down menus and dialog boxes.

In this Material or application, we use the following notation: a key name followed by a dash and a letter means to hold down the key while pressing the letter. For example, "Alt-f" means to hold down the Alt key while pressing "f" (this will open the File menu in many programs). As another example, holding down the Ctrl key while pressing "b" (Ctrl-b) will bold selected text in many programs. In some programs, you can assign your own shortcut keys.

❖ Explain cut, copy, and paste.

The Cut, Copy, and Paste commands are nearly universal. These three functions are used by almost every Windows program and perform more or less the same function in each of them. You can cut, copy, and paste programs, disks, and text, to name just a few things.

Cut:

When you cut something, it is deleted from its current location and saved to the Clipboard. Information saved to the Clipboard stays there until new information is either cut or copied. Each time you execute Cut or Copy, you replace the old information on the Clipboard with whatever you just cut or copied. You can paste the same Clipboard information as often as you like.

Copy:

Copy is similar to Cut except the original item is not deleted. When you copy something, a copy of the item is saved to the Clipboard. Information stored on the Clipboard stays there until new information is either cut or copied. Each time you execute Cut or Copy, you replace the old information on the Clipboard with whatever you just cut or copied. You can paste Clipboard information as often as you like, until you replace it with something else.

Paste:

You can place information on the Clipboard wherever you like. Execute the Paste command and information you have cut or copied is placed wherever your cursor is located.

Clipboard:

The Clipboard is the storage area for items that have been cut or copied. Each time you execute Cut or Copy, you replace the old information on the Clipboard with whatever you just cut or copied. You can paste Clipboard information as often as you like, until you replace it with something else.

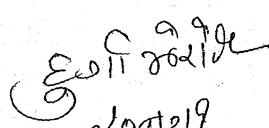
There are three major methods of cutting, copying, and pasting. The three methods are using the menu, using keyboard shortcuts, and using icons. We will review all of them. In most programs, they will work exactly as described here.

Icon	Shortcut Key	Menu Path	Command Description
	Ctrl-n	<i>File > New</i>	Create a new file.
	Ctrl-o	<i>File > Open</i>	Open an existing file.
	Ctrl-s	<i>File > Save</i>	Save the current file.
	Ctrl-p	<i>File > Print</i>	Print the current file.
	Ctrl-f	<i>Edit > Find</i>	Find text in the current document.
	Ctrl-x	<i>Edit > Cut</i>	Cut (delete and place on Clipboard) the current selection.
	Ctrl-v	<i>Edit > Paste</i>	Place the material currently on the Clipboard in the file at the current location.
	Ctrl-c	<i>Edit > Copy</i>	Copy the current selection to the Clipboard.
	Ctrl-z	<i>Edit > Undo</i>	Reverse the most recent command. Place the program in the state it was in before executing the last command.
	Ctrl-y	<i>Edit > Redo</i>	Reverse the last undo. Place the program in the state it was in before executing Undo.
		<i>Format > Font</i>	Apply a font to the current selection.
		<i>Format > Font</i>	Set the size of the font for the current selection.
	Ctrl-b	<i>Format > Font</i>	Bold the current selection.
	Ctrl-i	<i>Format > Font</i>	Italicize the current selection.
	Ctrl-u	<i>Format > Font</i>	Underline the current selection.
	Ctrl-l		Left-align the selection.
	Ctrl-r		Right-align the selection.
	Ctrl-e		Center the selection.
	Ctrl-j		Justify the selection.

❖ DISCUSS THE PAINT WITH ANY TEN [10] OPTION (TOOL)

Paint is very useful program include in windows. You can use in this program to create your own graphics using paint's drawing tools it is also possible to import ready mode graphics file's from other compatible program in to paint. Paint display box that contains the drawing tools you use these drawing tools to create basic shape, such as line, box, circle, polygon etc.

OPTION NAME	USE
LINE	This Tool Is Used To Draw A Straight Line Of A Specified Thickness
RECTANGLE	This tool is used to draw rectangle ,Paint can create two types of rectangle - with sharp corners & with rounded corner,
FILL COLOUR	This tool is used to fill the color ,you can select the desired fill color by clicking The corresponding color.
POLYGON	The polygon tool is used to draw polygon. You can draw polygon having any number of sides.
CURVE	This tool first create a straight line and the distorts it to form a curve
TEXT	You can superimpose text any where in your paint drawing use .the A tool to write text
PENCIL	The pencil tool is used to make a freehand shape
ERASER	The eraser tool is used to erase any part of the drawing
FREE-FORM SELECT	This tool is used to work an irregular area. After selecting this tool, move the mouse to the drawing area and press and hold the mouse button. Then drag the mouse around the area that you want selected.
SELECT	The marks a rectangular area in the drawing window. To mark a rectangular area with this tool, select the tool and press and hold the mouse button in the drawing window. The selected area is defining dotted line.
BRUSE	To brushes in the any picture and area of page.


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❖ DISCUSS CONTROL PANEL

The control panel is used to control the computer system. For ex. You can control the behavior of your mouse, keyboard, display unit, modem, printer etc. you can set new date/time in your window. You can also setting on mouse properties you selected one button – left handed & right handed. If you have a problem with the double clicking speed of the mouse. You can adjust it by dragging the slider.

- In the control panel number of option available like

Add hardware, add remove program, date & time, display, folder option, font game controllers, internet option, keyboard, mail, mouse, network connection, phone & modem option, power option, printers & faxes, scanners & cameras, sounds & Audio devices, system , taskbar & start menu , user account , all the option available in control panel

❖ USE OF START MENU

Start menu available in window Status bar in the start menu number of option available like

Turn Off Computer, Log Off, Run, Help And Support, Search, Setting, Document, Programs etc.

When on the desktop of our computer these is a start button when we will click on start button one popup menu open that menu is know as start menu .it contains following

<u>Content of the Start menu</u>	<u>Uses of Content</u>
shut Down	It is used to turn or shut down computer
Log Off:	It is used to change the user or log off from one user
Run:	It will open application according to the name
Help:	It will open window help
find (search):	It is use to find specific file or folder in to specific location
Setting:	It contents different system setting.
Document:	It is contents a list of recently open files.
Programs:	It contents a list of application that is installed in our computer

❖ EXERCISES:

➤ DOS

- 1) What is file?
- 2) What is difference between internal command & external command?
- 3) Discuss any ten internal commands?
- 4) Discuss any eight external commands?
- 5) Explain xcopy & copy command and different its.
- 6) What is wildcards?
- 7) What is the difference between file & directory?
- 8) Short note on autoexec.bat & config.sys file.
- 9) What is batch file? How it is created? Explain with function.
- 10) Rules for file name & extension.

➤ Windows

- 1) What is window? What is desktop?
- 2) Explain icon, status bar, menu bar, scroll bar, title bar, maximize & minimize button with an application.
- 3) Use of paint & discuss any ten option of paint.
- 4) Discuss control panel.
- 5) What is clipboard?
- 6) Use of window explorer.
- 7) How creates the new folder.
- 8) Which options are available with start menu? (Use of start menu).
- 9) Write short-cut key in window (all).
- 10) Difference between WordPad & ms-word.

Best Luck

9/11/2018
2007/18
9/11/2018
9/5/2018 8:00 AM
9/5/2018 8:00 AM
9/5/2018 8:00 AM

સરસ્વતી બુક સ્ટોર

ત્રણ દરવાજા ટાવર અંદર, ગોવિંદ ચકલા ચાર રસ્તા પાસે, વિસનગર.

ધો. ૧ થી ૧૨ અને કોલેજના તમામ પુસ્તકો
અને સ્ટેશનરીના વિકેતા. મો. ૯૮૨૫૧૫૨૭૧૫

સરસ્વતી બુક વર્ડ

૬, શ્રી રામ કોમ્પ્લેક્સ, કમાણા ચાર રસ્તા પાસે,
સાંકળયંદ પટેલ યુનિવર્સિટી સામે, વિસનગર. મો. ૯૮૨૫૬૬૮૫૩૦

મેડીકલ, ડેન્ટલ, ફાર્મસી, નર્સિંગ, ડીગ્રી/ડીપ્લોમા
એન્જીનીયરીંગ, એમ.બી.એ., એમ.સી.એ., ફિઝીયોથેરાપી,
બી.બી.એ, બી.સી.એ. ની બધીજ બુક્સ મળશે.

સરસ્વતી એરોક્ષ & પ્રિન્ટ

૭, શ્રી રામ કોમ્પ્લેક્સ, કમાણા ચાર રસ્તા પાસે, સાંકળયંદ પટેલ
યુનિવર્સિટી સામે, વિસનગર. ફોન : ૦૨૭૬૫-૨૨૨૮૮૦

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ઓથો.ડિસ્ટ્રીબ્યુટર & હોલ્સેલર

DOMS, Camlin, Cello Stationery, Ajanta Steel Stationary, Add Pen, Flair Pen,
Raja Slate, Kangaroo, Montex Pen, Navneet, Orpat Calculator, Casio
Calculator, Link Pen, Pentec Pen, Claro Pen, Hauser Pen & other stationary...