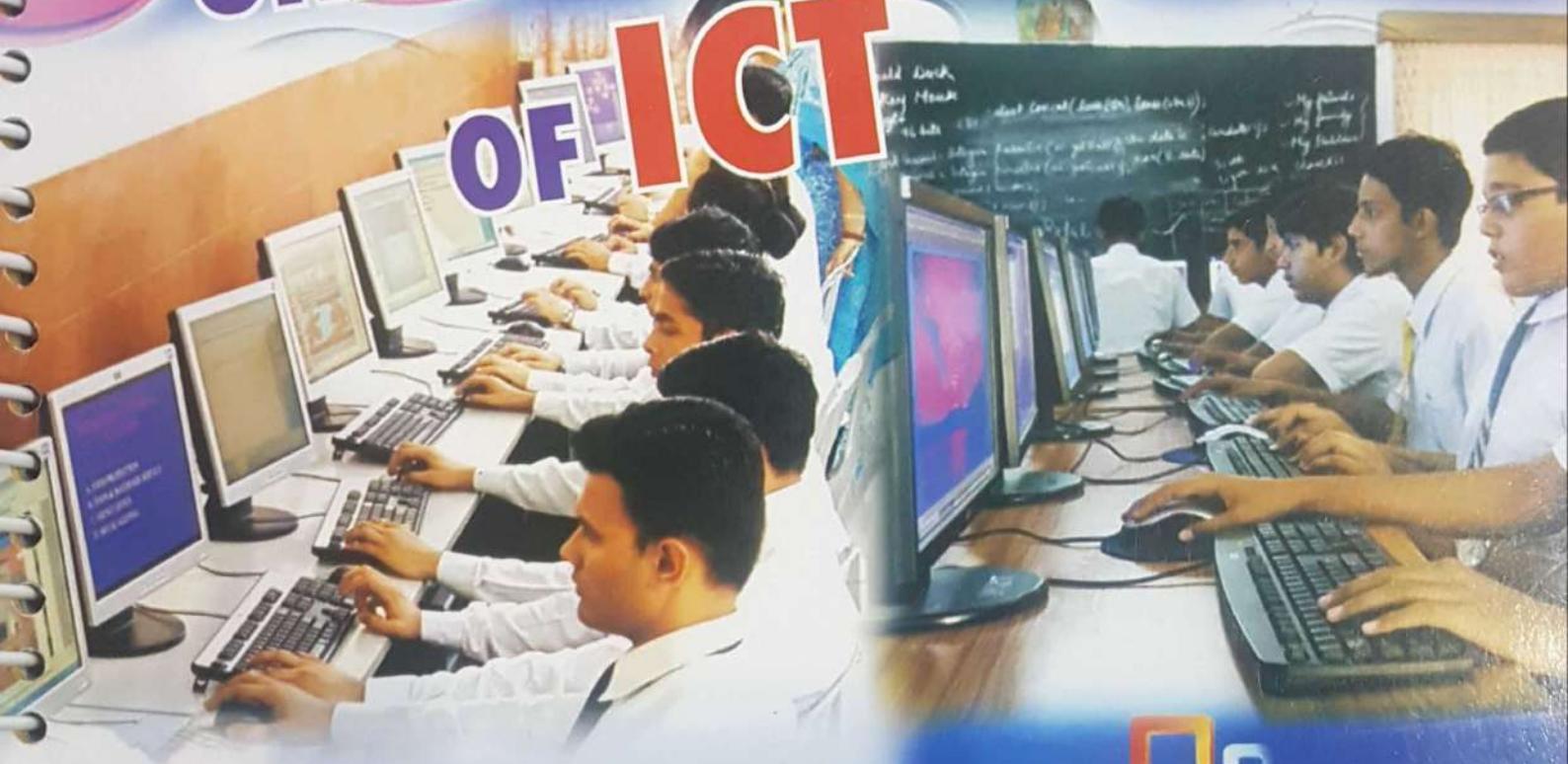


# **CRITICAL UNDERSTANDING OF ICT**



Microsoft  
**Icons**  
**Office 2007**



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## Information Communication and Technology.

Introduction:- Information and communication technology is the study of the technology used to handle information and did communication.

A technology is science and the sum of various technology which use various transitional and development scientific tools so equipment used at storage board costing and communication of information can be called as information a communication technology.

Information communication technology is that shape type of technology employed is the shape of tools equipment and application support which help on the collect stage use transmission manipulation dissemination of ending as well as problem solving ability of the use.



## uses And Advantage of I.C.T in Education.

The use and technology advantage of I.C.T in field of Education and help the person connected with the process and product of education in a number of ways but in the field of education in two different ways. harmfully

A ÷ use and advantage to the people connected with the education.

B ÷ use and advantage to developing using the system of education.

use and Advantage in education.  
going of the system of  
education.

It can help in a big way  
to bring the existing educational  
system into alignment with the  
knowledge based information  
rich Society by the using the  
service of tools technique  
and method at the disposal

It can help in the process of  
Transitioning from teacher  
Control instruction to learn  
Centred in education.

It can help in bringing a success-  
ful shift in the role of  
Teacher from a mere  
knowledge transmitter to that  
of an active collaborator.



## Computer.

Computer is an electronic device and compare stored and process large amount of data with high speed and accuracy.

### Yield from of Computer.

C = Commonly

O = operating

M = machine

P = particularly

U = used in

T = technical

E = education

R = Research

## Classification

of

### Computer.

Modern Computers are electronic and digital. These digital computer are broadly classified into following categories depending upon their performance size and cost.

1. mini Computer
2. micro Computer
3. main Computer
4. Super Computer

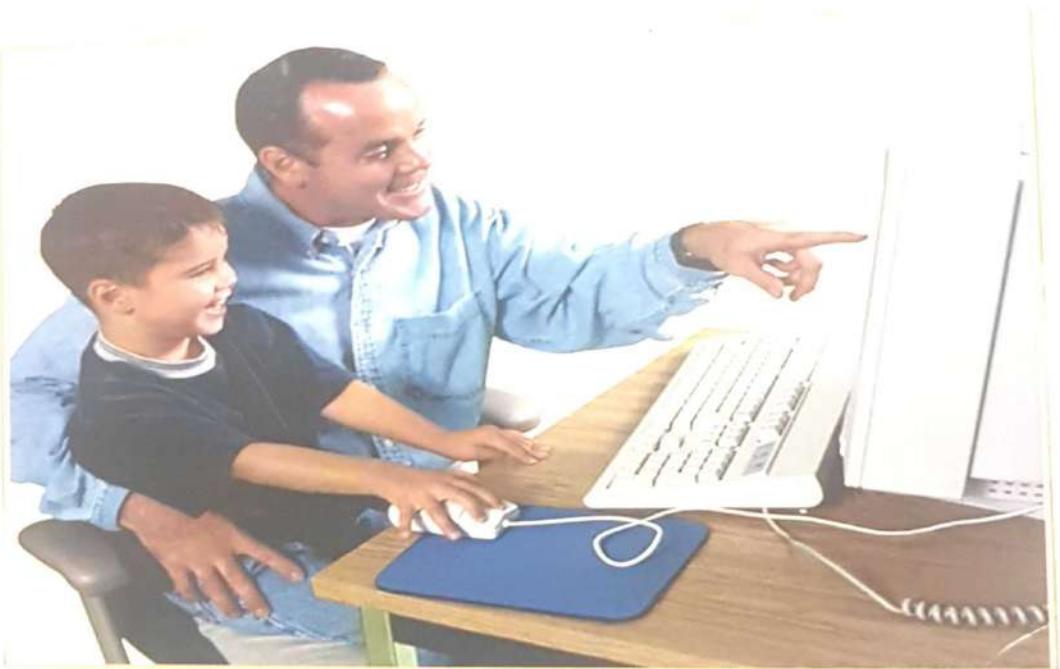
Micro Computer- There are low cost small size computers. These have been small as mini Computer and accuracy of their employing micro processors. Micro Computer can be used by only use by only use at a time. The personal computer that you are using in your computer.

### \* mini Computer :-

mini Computer perform better are large in size and cost more than micro Computer large storage capacity and are faster so speed may vary they are designed to support more than user at a time can support ten to hundred of users simultaneously.

### main frame Computer.

main frame Computer are more powerful and faster than mini Computer They have a quite large computer storage and able to support large many hundred of users simultaneously are an account of their higher supply base these can be used as servers or wide area networks.



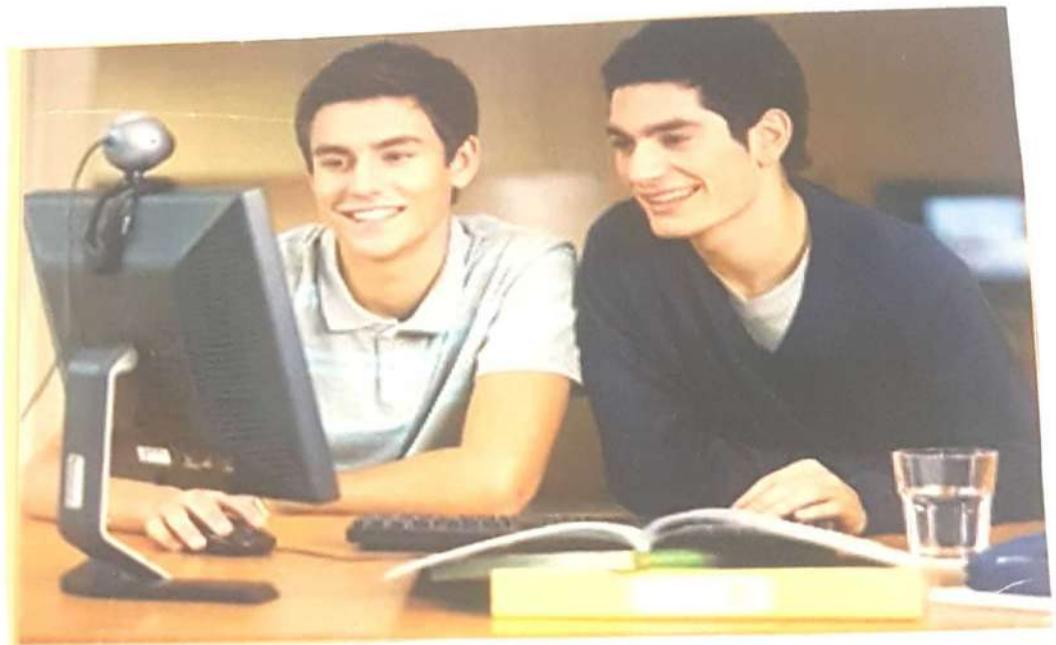
## Application of computer.

1. Education :- In Classroom Students enjoy direct participation in lesson with out help from the teacher at library and books from Computer. Thousand type of learning is called Computer added learning (C. A. L)
2. Business and effects :- Computers are used to keep record of all the items into the shop in office. Computer are used to keep record of all the employee and from base their salary bills. in a matter of minutes.
3. Medicine and health care :- In Computer several to expect programmers have been development to diagnose in it and treatment the disease of patients and also main friend with the help of Computer some.

4 Banking :- In banks computers are used to handle accounts such as payments interest and other similar jobs they also used to keep the account balance of every customer. Some have the ATM is its.

5. Transportation - Computers are used to the transport by railway and airlines. They are used to booking ticket & train and plane.

6. Arts and modeling - Artist can use computer to help than creating picture designs artist can display their scale models on the computer and study them from various angles.



## Input Devices.

This is the process of entering data and instruction to computer system. Some of the important devices are keyboard, mouse, joy sticks, light pen etc.

Keyboard:- Keyboard is one of the popular input device. This device remembers. It assemble a type writer like type position. Keyboard contains alphabetic characters and special characters. It has day a dot key mainly. Keyboard is divided into five parts.

1. Alphabetic Key → A to Z
2. Numeric Key → 1 to 9.
3. Function Key → F<sub>1</sub> to F<sub>12</sub>
4. Arrow Key - ↗↑↖↓
5. Special Key - Space bar, enter and shift etc.

House :- mouse is the painting device it has one of the all more button on the top when the user holds the mouse a cross a flat screen cursor moves in the direction of the mouse movements it is very easy in graphical environment like drawing pictures on screen.

Light pen :-

Light pen is another painting device which draw picture on monitor or screen.

This is the another painting device which is similar to mouse. This is used in note book, laptop instead of mouse.

Joystick :- it is also called a so used to the control position on graphical & are used to play games.

## Output Devices.

The process of getting the result from the computer system after entering the data and instruction some of the important output device are:-

- \* monitor :-
- \* printer :-
- \* plotter :-

monitor :- monitor is the most common output devices this is also called V.D.O. It is television like device used to display data or information. There are two types of monitor  
CRT → Cathode Ray tube  
LCD → Liquid

\* Printer :- printer is also one of the most common output device. It is used to print the information on the paper.



## Classification of printer.

These are mainly two parts of printer.

### Printer.

- ~~Dairy what printer~~ → laser printer
- ~~Dot matricine~~ → Inkjet printer
- ~~Printer.~~ → Drum printer
- ~~Thermal printer~~
- ~~Chain printer~~
- ~~Ben~~

### Plotter:-

Plotter is used to get hard copy of designs large pictures or images these are used by architect and designers to produce prints.

## Virus.

A Computer virus is a computer programme that copies itself and infects a computer without permission or knowledge of the user.

All computer viruses are made one in virus is in your computer steering your files and operating system mainly be damage.

And the main reason of virus is an intent on your computer in the three basic ways.

- Opening and infected file.
- Running and infected file
- Booting the computer with an infected floppy or CD in the disk drive.

### Types of virus.

#### File Virus.

A file virus is also known as a programme virus.



- \* **macro virus:-** It is the virus that and vector in a main programing language .there virus effects. macro soft office application such as word and entel.
- \* **polymorphic virus:-** Its changes whenever it passe to other machine polymorphic virus and the most compile difficult virus.
- \* **lurker virus:-** It copy its self or on allow until no memory or else space remain when the computer stop running

## Security of

### Computer.

Anti virus software :-

Anti virus software are computer against virus by identifying and removing any computer virus found in memory. Many antivirus also automatically scan file you download from the Internet E-mail attachments files you open and all removable media you insert into computer such as display disk and CD.

Once a infected file as identified by an antivirus programme it attempts to remove the virus and virus programme common remove the virus it effects. against time the infected file. A quarantine time is separate area of a hard drive that holds the infected file until you can remove it. After this step.

answers open files will not become infective it is well known you. Cancer bed on operating system for the personal computer known as microsoft using that works as interface between the user. Application software and hardware it was first realised by microsoft in the name of windows 9x. After that windows NT has introduced in 1993. That certain networking feature in 1995 microsoft has released a number of mother version of its windows operating system in the name of windows 98, 2000, 2000, 2002, xp, vistox.

microsoft is also developing a numbers of software programming like.

- MS word
- MS excel
- MS Access
- MS our toolx
- MS front Ben.



# MS WORD

MS word is a utility software developed by Microsoft Corporation U.S.A. It is included in software package known as MS office. MS words are commonly used for creating documents Consisting of paper with tables and graphics. Can make to use of the ms word.

Writing letters and sending message of the E-mail.

The preparing of project and research reports.

Helping in assignment and Home work.

Helping teachers in preparing class memorics like plans.

letter to parents or students etc.

treated documents and making use of the other saw document.

#### (A) BASIC FEATURES :

1. ~~Aditing~~ Features.
2. ~~Formatting~~ Features.
3. ~~Researcn and~~ replace feature.
4. move or copy
5. moving feature.
6. ~~printing~~ preview Feature
7. mail merge
8. insert feature
9. Help feature.

#### (B) Language - features

1. ~~Spelling~~ Checker feature
2. The classes feature
3. Grammer Checker feature



(c) web features :-

1. Cheating.
2. Sending email.
3. Creating webpage.

# MS EXCEL

MS. EXCEL represents a software programme developed by Microsoft Corporation in the form of an electronic spread sheet as the name suggest. In a sheet with data spread all over the page. The first ever diagram design electronic spread programme was last now sheet a day the most popular and widely liked spread sheet programme in MS-EXCEL.

Basic features use in MS. EXCEL -  
Work Sheet are the basic structure of MS. EXCEL - spread - sheet a work sheet is a combination of horizontal rows and vertical columns. In a MS. EXCEL work sheet you may find a fixed number of rows



Work-book. Contains three worksheet

Cell :-

It is the basic entity of a worksheet that exists in the shape of a blank pages created by the outer section of a row and a column.

Range of Cell:-

A group of cell - forming a rectangular area in shape known as a cell range.

function of m.s. Excel

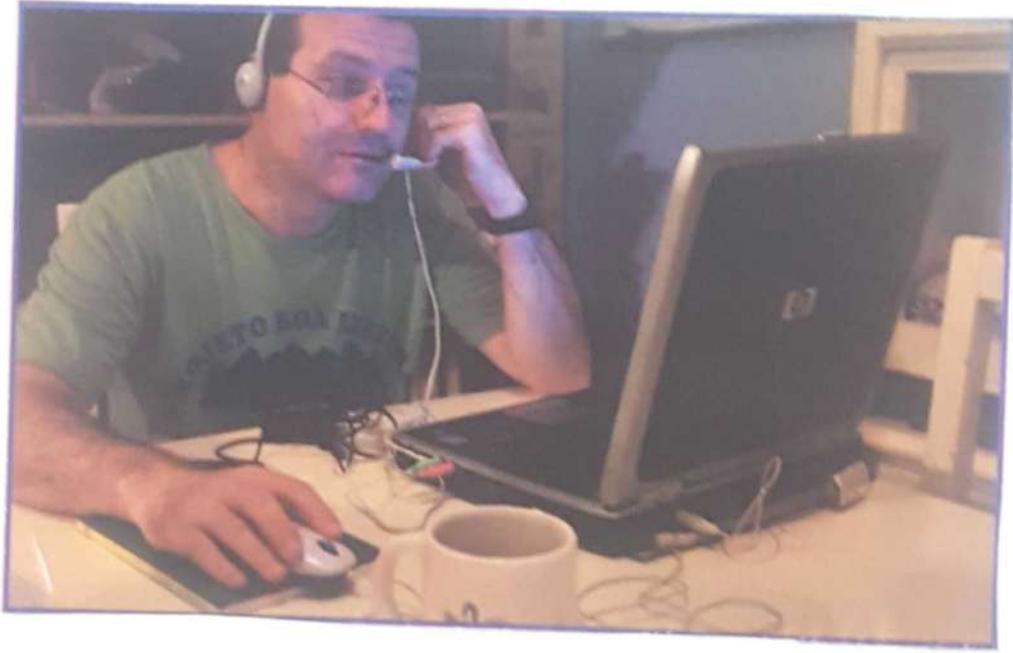
Basic features:-

1. Information presentation features.
2. Calculate feature.
3. Data sorting features.

## MS POWER POINT

MS. power point is a presentation software programme development by microsoft Corporation of U.S.A. It is available as a part of ms office like MS word, MS. excel and MS. access.

In its presentation ms. power point allows its show one or more slide in a needed quenal. A slide name means an electric graphic is visual as well as video made to be concern all audience. A power point presentation make effective teaching learning and chickle.



User and Application of m.s.  
power point presentation.

Helping in delivery of lesson.

Helping in the task of practice.

Helping in the task of self  
study and independent

Helping the students to know  
what man has achievement  
and result.

## MS POINT.

MS. Point is a programme that provides as a powerful tools from drawing pictures but it also enable as to view edit and paste them in other documents.

example → MS - word - documents.  
Excel or power - point

### FEATURES

- \* title Bar :- It shows the name of previous documents
- \* Menu Bar :- It has many option like file edit view column etc.
- \* Tool Bar :- It has a number of tools for drawing painting colouring . etc.



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Scissors

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- \* **Colour Bar** :- It contains various columns you choose from Column Bar.
- \* **Drawing Bar** :- It provides information about the image.
- \* **Horizontal & vertical scroll Bars** :- These are used to scrolling across the horizontal and vertical education.

## MS- ACCESS

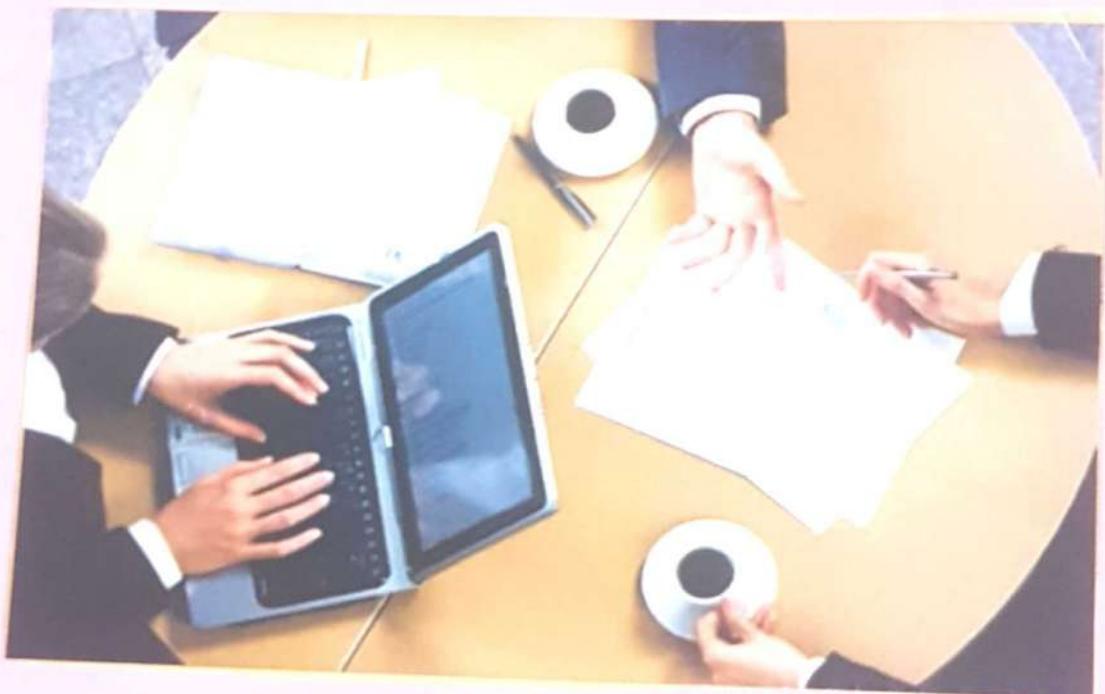
Ms- Access is a computer software application programme provided by the Microsoft Corporation U.S.A. that you uses to start organise manipulate information including both and numeric bytes.

Data Base is a cell of data as well as programme data is a store in data base in tables in much the same way as in a spreadsheet.

### Components of Data Base.

Table: - like excel the information is stored in a sequence of rows and columns known as table.

Field: Each field represented area of information or data in a field.



Application :-

- Today online education system convert the online structure of education.
- net banking has change the way of banking employment sector through online employment system.
- Sendings . receiving grants for various occasions.
- find out which computer programming language are moving in industries.

W. W. W

world wide web it is an internet based network of web servers. A web server is the most computer that published info for users to view to another world.

## E - MAIL

E-mail means electronic e-mail essay to send email rapidly or to manage. It is much easier message than to write a formal paper letter are not.

E-mail is very fast. The main use of it which its destination in a matter of second. E-mail is also economic. It is much cheaper to send letter notes files, data or report using same technique.

## E-learning

E-learning means electronic learning. It is an approach to facilitate and enhance learning using information and communication technology. E-learning uses the use of Internet.

## MULTI-MEDIA

The term media of fresh creation of files by combining various media. It is the compilation of text emerged, audio video and maintaining in a single file. It is widely used in a business science technology mating games etc.

### Software Requirement

Very first need for multimedia in its hardware components of your multimedia system should be capable of handling a group of media with a graphical user system for this purpose you should use a without set provides the various elements through which we can handle the multimedia application.



## MCI - (media Command Interface)

MCI - Can handle the multimedia device like CD-Rom, devices, Speaker etc. through Auto Audio Format. Can be handled very easily.

This basic software tools required for developing a multimedia project various tools are :-

### Text Tools -

- Drawing and painting tools.
- Image and Editing tools.
- Sound Editing tools.
- video animation tools, digital monopoly.
- Help tools.

The following device are being used in E learning.

- |                  |             |
|------------------|-------------|
| 1. Projector.    | 5. Computer |
| 2. Tape recorder | 6. CD-Rom   |
| 3. Radio.        | 7. Video.   |
| 4. T.V.          |             |

## Virtual Classrooms.

Virtual Class rooms provide meading time clean session wid interest It also provide perfect environment for a ilive training and gives fees of bring in the class room itself in conduct the class for their Schools Colleges, homes, and university etc. It gives the power to learn like through Internet basically It allow you at like wldtime interaction to distence learning

Strength of virtual classroom

- provide a place from for virtual learning
- chance uninterrupted learning through distance made.