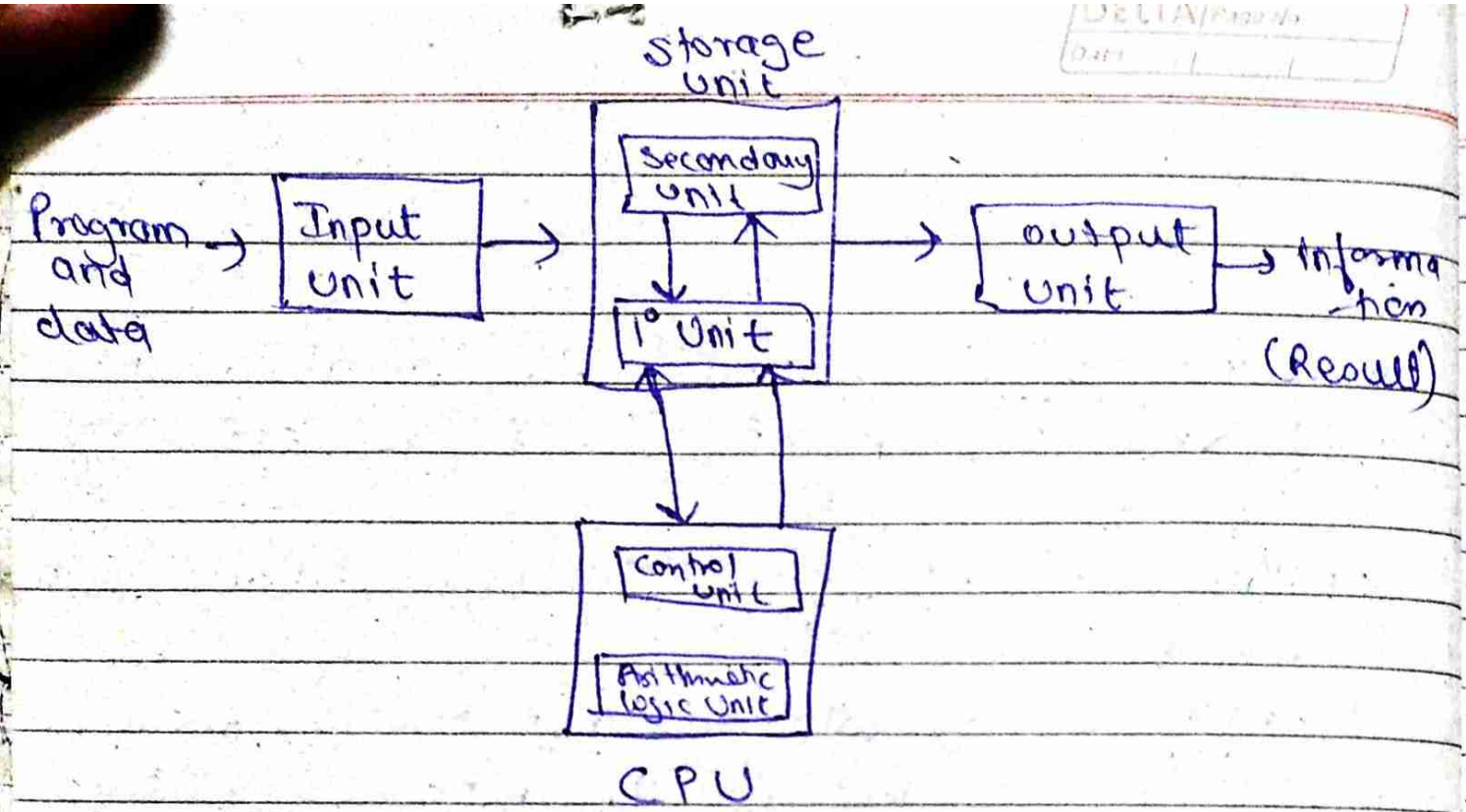
Ques what are the five basic operation performed by any comp. system?

⇒ following five basic operation for converting raw input data into useful information and presenting it to a user.

1. Inputting → Process of entering data and instruction into a comp. system.
2. Storing :⇒ Saving data and instruction to make them readily available for initial or additional processing and when required.
3. Processing Performing arithmetic operation (+, -, x ÷) or logical operation (comparision like equal to, greater than etc). on data to convert them into useful information
4. Outputting → Process of producing useful sequence in which the above operation are performed.
5. Controlling :⇒ directing the manner and useful sequence in which the above operation are performed.

Ques2 Draw a block diagram to illustrate the basic Organisation of a comp. sys. to explain the functions of the Various Units.



→ function of Input unit :-

1) It accept the data and instruction from the outside world.
2) It converts the data and instruction in computer acceptable form
3) It supplies the converted data and instruction to computer system for further processing

→ function of Output unit

1) It accept the result produce by the computer, which are in coded form, and hence we cannot easily understand them
2) It converts the coded result to human acceptable form
3) It supplies the converted result to outside world.

→ function of storage unit

1) Data It contains data and instruction required for processing.
2) It store Intermediate result of processing
3) Result for output before they are released to an output device.

→ function of CPU

1) All major calculation and decision take place inside the CPU.
2) It is responsible for activating and controlling the operation of other unit of comp. system

) Differentiate btw Primary Storage ~~Unit~~ and Secondary Storage ~~Unit~~.

). There are two types of storage unit
a) Primary ~~Unit~~ storage b) Secondary ~~unit~~ storage

a) ~~Primary (Unit)~~ storage

1) It is also known as main memory.
2) It is used to hold piece of program, data and instruction, intermediate result of processing, and result of those job on which comp is currently working.
3). An Operating speed is very fast

4) Primary storage can hold information only while computer system is ON.
5) Moreover, the comp. system switches off or resets, the information held in 1° storage is erased. (volatile nature)
6) Primary storage normally has limited storage capacity because it is very expensive.
7) 1° storage of modern comp. system is made of semiconductor devices.

b) Secondary storage

1) It is also known as auxiliary storage.
2. It is used to take care of the limitation of Primary storage.
3. 2° storage is much cheaper than the 1° storage
4. It can retain information even when a comp. system switches off or resets.
5. 2° storage holds the program, instruction, data and information of those jobs in which the comp. system currently not working but needs to hold them for processing later
6. Magnetic disk is the most commonly used Secondary storage medium
7. Non-volatile and has lower cost per bit stored, but has an operating speed far slower than that of Primary storage

Qyes What are the basic component of CPU. Describe the role of each component.

⇒ ~~Control Unit~~

CPU (brain of comp.)

→ Control Unit (CU) and Arithmetic logic Unit (ALU) of a computer system are together known as Central Processing Unit.

→ The CPU is the brain of the comp. System.

→ In a comp. system, all the major calculations and comparision take place inside the CPU.

→ CPU is responsible for activating and ~~processing~~ controlling the operations of other units.

Two basic component

a) ALU

ALU of a computer is the place where the actual execution of instruction take place during processing operation.

2. All the calculation and comparison (decision) are made in ALU.

3. Data and instruction stored in 1° storage before processing are transfered ~~as and needed~~ to ALU where processing take place.

4. Intermediate result generated in ALU is temporarily transfered back to 1° storage. Hence, data may be move from 1° storage to ALU and back again to storage.

b) Control Unit

1. Control unit doesnot perform any actual processing on data.
2. Control Unit act as a central nervous System for other component of the Comp. System.
3. It manage and coordinates the entire computer system
4. It obtains instruction from the program stored in main memory, interprets the instruction, and issued signals causing other unit of the system to execute them.

Q what is System? why a comp. is often refered to as comp. syster)

⇒ System is a group of integrated parts that have a common purpose of achieving some objective(s). Hence a system must have the following three characteristic

1. It must have more than one element
2. All its elements must be related logically.
3. All its elements must be controlled in a manner to achieve the system goal.

Since Comp. comprises of integrated components (Input

unit, Output unit, storage Unit and CPU) that works together to perform the steps called for ~~o~~ in a program. So it is a system.

Its input and output unit cannot function until they receive signals from the CPU. Similarly the storage unit and the CPU alone is of no use. Hence each unit depends on another units and it is realizable only when all units are put together to form a unit. System

Q What is Input interface and how it is differ from output interface?

A) Those units which transform input signal to binary codes are called input interfaces. and whereas those unit which transform the result which are in binary codes to human acceptable form are called output interfaces.

Chapter-3 Number System

- No. System are of two Types -
  a) positional no. system
  b) non-positional no. system.

Positional NO. System

3 consideration

1. The digit itself
2. The position of the digit in the no.
3. The base of the no. system

Binary NO. System

$(10101)_2$

$1 \times 2^0 = 1$

$1 \times 2^2 \rightarrow 4$

$1 \times 2^4 \rightarrow 16$

21

Binary	Decimal Equivalent
000	0
001	1
010	2
011	3
101	4
110	

Binary	decimal Equivalent
000	0
001	1
010	2
011	3
100	4
101	5
110	6
111	7

any base → decimal (plus method)
decimal → any base (divide method)
focus on ( )10

Octal No. System

$(2^{2}\,0^{1}\,5^{0}\,7)_8 \rightarrow (\quad)_{10}$

$7\times8^0 + 5\times8^1 + 0\times8^2 + 2\times8^3$

$= 7 + 40 + 0 \rightarrow 1024$

1071

Hexadecimal No System (Base 16)

No → (0-15)
total no → 16

A = 10
B = 11
C = 12
D = 13
E = 14
F = 15

$\cdot (1^{2}\,A^{1}\,F^{0})_{16} \rightarrow (\quad)_{10}$

$(1^{2}\,10^{1}\,15^{0})_{16}$

$15\times16^0 + 10\times16^1 + 1\times16^2$

$15 + 160 + 256$

431

$(431)_{10}$

CONVERSION

1) from any base to Decimal

$(\quad)_x \rightarrow (\quad)_{10}$

$\Rightarrow x\times y^0 + x\times y^1 \cdots$ and so on (plus method)

2) from decimal to any base

$(\quad)_{10} \rightarrow (\quad)_x$

⇒

X	(divide method)
.	Remainder

3) Converting from base another than 10 to another base other than 10

ex ⇒ $(545)_6 \rightarrow (\ )_4$

Step 1 ⇒ change in decimal base
then change decimal base to ~~any~~ given base by divide method

ex, ⇒ $(545)_6 \rightarrow (\ )_4$

① $(545)_6 \rightarrow (\ )_{10}$

$(\overset{2}{5}\overset{1}{4}\overset{0}{5})_6$

$5 \times 6^0 + 4 \times 6^1 + 5 \times 6^2$

$5 + 24 + 180$

$(209)_{10}$

then $(209)_{10} \rightarrow (\ )_4$

4	209	
4	52	1
4	13	0
4	3	1
	0	3

$(3101)_4$

Addition

$0 + 1 \rightarrow 1$

$1 + 0 \rightarrow 1$

$0 + 0 \rightarrow 0$

$1 + 1 \rightarrow 0$ (1 forword)

ex → 1 0 0 1] ← ① carry

+ 0 1 0 1] → 2 ↓ 10

1 1 1 0 1

10

1+1=2 (but it binary it means 10, so ~~zero~~ we ~~carries~~ write zero and 1 will be carry.

for checking

ex Binary	Decimal
101	5
+ 10	+ 2
111	7

101 → 5
10 → 2
111 → 7

ex-2

Binary		Decimal
10011	→	19
+ 1001	→	+ 9
11100	→	28

ex-3

Binary	Decimal
100111	39
+ 11011	27
1000010	66

1
+3 → 11
Dec Bnay

Subtraction

0 - 0 = 0

0 - 1 = 1 (with borrow from the next column)

1 - 0 = 1

1 - 1 = 0

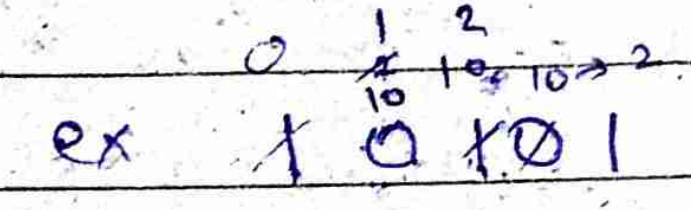
$10 \to 2$

ex → 01011100

- 01111000

01001100

ex



1 0 0 1

- 0 1 1 1 0

0 0 1 1 1

Q. Why computer use the binary no. system?

⇒ Computer use binary no's because they have circuit which are either on or off, which gives them to work from to make calculations and run process. The two digit, or base 2, no. system is much easier for the computer to process with the circuits they have. The ~~binary no. have values for each space in a no. Eight binary no.~~

Q. Add binary no. 1011 and 101 in both decimal and binary form

Binary

$$\begin{array}{r} {\scriptstyle (1)\ (1)\ \ (1)} \\ 1011 \\ +\ \ 101 \\ \hline 10000 \end{array}$$

decimal

$$\begin{array}{r} 11 \\ +\ \ 5 \\ \hline 16 \end{array}$$

Ques

$$\begin{array}{r} {\scriptstyle (1)\ (1)\ (1)\ (1)\ (1)} \\ 1011010 \\ +\ 1011010 \\ \hline 10110000 \end{array}$$

1+1+1=3

11

Ques

$$\begin{array}{r} {\scriptstyle (1)\ (1)\ (1)\ (1)} \\ 10111 \\ +\ 1011 \\ \hline 100010 \end{array}$$

Ques Subtract 0110111_2 from 1101110_2

8421

$$\Rightarrow \begin{array}{r} 11011110 \\ -\ 01110111 \\ \hline 01101111 \end{array}$$

Ques

$$\begin{array}{r} 10000 \\ -\ 01010 \\ \hline 00110 \end{array}$$

Multiplication

$0 \times 0 = 0$
$1 \times 0 = 0$
$1 \times 1 = 1$
$0 \times 1 = 0$

(a)
$$\begin{array}{r} 1010 \\ \times\ 1001 \\ \hline 1010 \\ 0000\times \\ 000 0\times\times \\ +\ 1010\times\times\times \\ \hline 10110110 \end{array}$$

(b) 101.

Ques
$$\begin{array}{r} 1100 \\ \times 1010 \\ \hline 0000 \\ 1100\times \\ 0000\times \\ +\ 1100\times\times\times \\ \hline 10011000 \end{array}$$

Divide

$0 \div 0$ = divide by zero error
$0 \div 1 = 0$
$1 \div 0$ divide by zero error
$1 \div 1$ 1

DELTA Page No. Date / /

INPUT-OUTPUT DEVICES

Ques what are peripheral devices.? why they are called so.?

=) Input-output devices provides the capability to a computer system to communicate with its external environment. They are also called peripheral devices. Because they surround a computer's CPU and memory.

=) The speed of Input-output devices is very slow as compared to the speed of storage and CPU. This is because their speed in most cases depends on the movement of mechanical parts, and the potential for improvement in speed of such parts is limited.

=) Input device is an electromechanical device that accepts data from outside world and translate them into binary form which was acceptable by computer

GUI - Graphical user Inteface
CAD - Computer Aided Design
CAM - Computer Aided Manufacture.
OCR -

Input device

An input device sends information to a computer system for ~~जेट~~ processing and an example is keyboard which seuds electrical signal that are recieved by the computer.

Output devices

Output devices reproduce ~~or~~ display the result of the processed data. The signals that are signed by input devices are then interrupted by the computer and display on the monitor as

Software

Software refers to a program or a set of instruction and application used to manage and control various function of a device such as computer.

(needs) →

There are two types of software.
1) System software
2) Application software

SYSTEM SOFTWARE	APPLICATION SOFTWARE
System software is computer software designed to operate the computer hardware and to provide a platform for running application software.	Application software is a computer software designed to help the user to perform specific tasks.
→ It is general purpose software	→ It is specific purpose software
→ It execute as and when required all the time	→ It ~~execute all the time in computer~~ It execute as and when required.

System software	Application software
→ System software is essential for computer	→ Application software is not essential for computer.
→ It create its own environment to run itself and run other application	→ It performs in a environment which is created by system software.
→ The no. of system software is less than application software	→ The no. of application software is much more than system software.
→ example - Operating System	ex→ MS-Office

There are 3 types of computer languages
(i) Machine lang.
(ii) Assembly lang.
(iii) High-level lang

Machine languages	Assembly language
→ It is written in binary codes.	→ It uses letters and symbol
→ The binary codes cannot be memorized	→ In this language, it is a bit easy to memo -rized some operation codes, as compared to machine language
3→ It is error prone.	It is less prone to error as compared to the mach. language
→ It cannot be changed and doesnot support modification	→ It can be changed and support modifi -cation
→ (No) need of compiler or interpreter	→ It needed compiler or ~~prog~~ interpreter i.e Assembler
→ In machine lang,	→ In this lang,

Programmer keep track of storage location of data and instruction while writing a program	a programmer need not ~~to~~ keep track of storage location of the data and instruction while writing program.
→ Example-	→ example :- ① Peter cockerell's ARM language ② X86 Assembly language

High level lang.	Assembly lang.
→ Machine Independent	→ Machine dependent
→ They do not requried a programmer to ~~have a good~~ know anything about the internal structure of comp. on which high-level programs are executed	→ They require programmer to have a good knowledge of internal structure of computer
→ very very less prone to error	Error prone
→ ~~Time~~ & very less time consuming	Time Consuming to write a program
→ Easy to understand and write	less easy to understand and write as compared to high level la

Programs that are developed in high level language is portable	→ It is not portable
Easy to modify	→ less easy to modify
Debugging of a code is easy	→ Debugging of a code is not very easy.
→ Example → Java, FORTRAN PASCAL	→ Example Peter Cockerell's ARM law and X86 Assembly language

Differentiate btw RAM and ROM

RAM	ROM
⇒ RAM stands for Random access memory	⇒ ROM stands for read only memory
⇒ It is volatile in nature. If the comp. system switched off or reset, the data and instruction ~~held~~ is deleted	⇒ It is non-volatile in nature. If the sys. is switched off or reset the data and instruction is not deleted.
⇒ It allows read and write.	⇒ It allows read only.
⇒ Its operating speed is faster than ROM	⇒ Its operating speed is lower than RAM
~~⇒ It allows the computer to run the~~	⇒ It install the software initially to bootup the computer.
⇒ It doesnot install any software	⇒ There are 2 types of ROM
⇒ There are two types of RAM	a) Programmable Read only memory (PROM)
a) Dynamic RAM (DRAM)	b) Erasable " " " (EPROM)
b) static RAM (SRAM)	

# Volatile	Non-Volatile
→ It require power source to retain information	→ It doesnot require power source to retain information.
→ When power source is disconnected, the information and data is deleted	→ When power source is disconnected, the information and data is not deleted.
→ It is used for temporary retention of data such	→ It is used for long term retention of data.
→ It runs faster	→ It runs slower than volatile memory. Exam: harddisk
→ Example → RAM	

# Internet	Intranet
1. Internet is a network of computer which is open for all	→ Intranet is a network of computer which design for specific group of people
2. Internet itself contain large no. of intranet.	→ Intranet can be accessed from internet but with restricted.
3. Internet has unlimited no. of user.	4. Intranet has limited no. of user.

Visitor traffic is unlimited	4. Visitor traffic is limited.
It contain unlimited source of information. Internet is collection of various LAN, WAN or MAN	5. It contain specific group purpose information 6. Intranet is mostly of any one of them LAN, WAN or MAN

EPROM	EEPROM
• It can be erased by exposing the chip to Ultraviolet light	• It can be erased by using a ~~electricity~~ high voltage electric pulses
• It is the older technology	• It is advanced form of EPROM
• EPROM have a Quartz window in the package to expose the chip to UV light.	• EEPROMs are completely encased in an Opaque plastic case.

Function of RAM

1. RAM is a primary volatile memory. It stores data and instruction for short period of time. Program data that are stored in RAM is erased when we reset or switchoff the system.

function of ROM.

→ ROM is secondary non-volatile memory It stores data and instruction for long term. Program data are stored in ROM is not erased when we re-set or switched off the system.

Function of EPROM

Once information stored in ROM or PROM chip it can not be altered. EPROM can overcome this problem. It is possible to erase the information stored in EPROM chip and the chip can be reprogrammed to store new information. The information stored in EPROM can only be read and information remain in the chip until it is erased.

EPROM are of 2 type → b) Ultraviolet EPROM → The stored information is erased by exposing the chip for some time to Ultraviolet light

VIRUS

Virus is a computer program that spreads or replicate by coping itself. There are many known techniques that are used by virus and viruses appears on many platforms. However, the ability to replicate itself is the common criterion that distinguish a virus from other kinds of software.

Some viruses contain routines that damage the comp. system on which it runs. This is called payload routine. Payload routine may also display graphics, play sounds or music etc.

TYPES OF VIRUS

1. Boot Sector Virus

Boot sector

This type of virus affects the boot sector of a floppy or hard disk. This is a crucial part of a disk, in which information on the disk itself is stored together with a program that make it possible to boot (start) the computer from the disk.

→ The best way of avoiding boot virus is to ensure that floppy disks are write-protected and never start your

computer with an unprot unknown floppy disk
Example- Polyboot B.

2 Macro Virus
Macro virus infect files that are created by using certain application or program that contain macro.
Example - Relax, Melissa.A

3. file Infector
This type of virus infects programs or executable files (files with an .EXE or .COM extension). When one of these program run, directly or indirectly, the virus is activated and damage the program.

4. Trojans or Trojan horses.
These are another breed of malicious code which neither do not reproduce by infecting other files, nor they self replicate like a worms

5. Resident Virus

This type of virus is a permanent, which dwells in RAM memory. from RAM it can overcome and interrupt all the operations executed by the system:
Corrupting files and program that are opened, closed, copied, rename etc.
Example :- Raudex, CMJ, Meve.

6. Non-Residential Virus

This type of virus that does not store or execute itself from the computer memory.

Example → Executable Virus are the example of non-residential Virus

Virus detection

1 Check your hard drive activity
→ If you are not running any program and your hard drive light is constantly turning on and off, or you can hear the hard drive working, you may have a virus that is working in the background.

2. Time how long it takes your comp. to boot up.
→ If you start noticing that your comp. takes significantly more time than usual to start, a virus may be slowing down start up process.

3. look at your modem light
→ If you don't have any programs running and your modem transfer light are constantly blinking, you may have a virus that is transmitting data over the network.

4. look for popups
→ If you may have a virus infection, you may have start seeing messages appear on your screen, even if no other

program are running. These may include advertisement, error messages, and more.

* It can also change our desktop wallpaper without permission. If you find yourself with new wallpaper that you didn't select, chances are you have a virus.

5. Check your Web browser

→ Your Web browser may open new home pages, or not allow you to close tabs. Popups may appears as soon as you open your browser. This is good signed that your browsers has been hijacked by a virus.

PREVENTION

1. Install ANTI-VIRUS / MALWARE SOFTWARE

→ This protection is a must-have a first step to keeping your computer virus free

2. Keep your Antivirus Software up to date

3. Run regularly Scheduled Scan with your antivirus Software.

4. Keep your Operating System Current

5 Secure your Network

⇒ Many of our comp. connects to our files, printers, or the internet via Wifi connection. Make sure it requires a password to access it and that the password is strong.

6 THINK BEFORE YOU CLICK

Avoid website that provide pirated material. Donot open an email attachment from somebody or a company that you don't know.

7 KEEP YOUR PERSONAL INFORMATION SAFE

→ Many hackers will access our files not by force, but through social engineering. They will get enough of our information to gain access to our online account and take personal information. So lock down all the privacy setting.

8 Don't Use Open Wife

→ Don't Use open Wifi. ~~Think about it.~~ If you can access it with no issue what can a trained malicious individual do? Think about it.

9. BACK UP YOUR FILE

We should have a backup of our file in at least three place: the place where we work on them; on a separate storage device, and off-site

10 Use Multiple Strong Password

⇒ CURE

1 Update your computer System

2. SAFE BROWSING

Using a secure browser can protect you from virus and malware hidden in websites.

. Email Precaution

Email is ~~one~~ common way viruses can

gain access to our system. You should always be wary of HTML formatted messages, as these can contain hidden links to malicious website design to install system.

4. Antivirus Program

→ We should have to ~~update~~ regularly update antivirus program to stay safe from computer virus. keeping your antivirus program up to date will help to avoid infections, as well as quickly isolated and remove virus.

Ms-Word

Microsoft word is a graphical word processing program that users can type with. It is made by the computer company Microsoft. It purpose is to allow users to type and save document

Application of Ms-Word

Smart Art :- Smart art includes the block diagram of diff shapes, and size. It include pictures, clip Art, diagram and charts.
The great thing about Smart Art is the ability to swap between different diagram or diagram from other category, without losing information that you have already entered.

Turn Data Into Visual Charts

We can transform our data into visual chart to make them attractive and easy to understand. ~~charts are Versatile~~
There are different forms of charts in word.

3. Make your document Interactive.

We can insert hyperlink on images and text to make our document interactive

4. Watermark

Watermark protect our document from further editing.

We use watermark by selecting Page layout then button and then click on watermark.

5. Mail Merge

This features allows you to send out bulk e-mail with unique, customizable elements

6. Header and footer

By this we can add page no., images, book names and also company logo.

7. Cover page

We use Cover page templates makes the document stand out:

Click on insert, then click cover page

Draft :- It displays the document content in minimum formating and without graphics.

and choose variety of default cover page.

8 Search and Replace

9 Spell check

If we want to check the spelling of a word or of whole page then go to the review then click on Spelling Grammar. If the spelling is incorrect then there is a open to change the spelling so we have to click on change and then spelling will changed.

10 View option → In View option you can change the way you we view our presentation.

a) Print layout :- It shows the document as it will look like when printed.

b) Full screen reading :- It devotes the full screen to the content of the document to improve reading

c) Web layout → It displays the document content laid(बिछाना) out as it were in the web browser.

d) Outline :- It display a view that

Q What is protection? or how to protect or unprotect the document in MS word.

⇒ Microsoft office password protection is a security features to protect ~~office word~~ documents with a user-provided password.

Step to protect the document

1. Click the "file" in the upper-left corner.
2. Click on the information tab.
3. Then click protect document.
4. After click on protect document, click on "Encrypt with password"
5. ~~Then~~ ~~enter~~ box is open, then enter the password and click ok.
6. It also ask you to reenter the password to confirm it, so reenter the password
7. Then ~~save~~ ~~the~~ click ok.
8. Save the changes in document.

To unprotect the document

1. Click on "file" in the upper left corner.
2. Click on the information tab.
3. Then click on protect button
4. After click on protect document, click on "Encrypt with password".

6. Then a Square box open. There will a password in this box. delete it and press OK.

Creating new document / opening an existing document.

Create a new blank document.

- Click microsoft office button
- Select new. The new document dialog box open.
- Select blank document. It will be highlighted by default.
- Then click on "create" button. The new blank document appear in the word.

How to Save the document.

- Click on the "file" menu.
- Select save as option to save the document
- Type the name of your file in "file name" box
- Now click on the save button to save your document.

2 Opening an existing document.

* If you want to open your saved file again when your MS-Word is open. Then

1. Click on the "file" menu.
2. Select the option "open" in the menu to display open dialog box.
3. Select your file from the list by clicking on it.
4. Then click open button to display the file.

formating a document (appearance/layout)

1. Open the existing document or create a new file.
2. Select the whole paragraph or select those paragraph on which you want to change the format.
3. Select the "home" tab.
4. Click on the paragraph setting button. in the middle
5. Select the setting that you want to change
6. When you have made you changes, click " set as default".

(Line Spacing)

Change the line spacing in a portion of the document.

→ Select the paragraph for which you want to change the line spacing.

→ ~~On the~~ Click on "home" tab

→ On home tab, click on line spacing in the paragraph group.

→ drop-down and select the value that you want.

ex→ click 1.5 :

→ Using bullets and Numbers.

Steps to create a numbered or bulleted list:

→ Open a new microsoft word document.

→ To create a numbered list, click on the numbering icon present on the paragraph setting.

→ The "1." will now inserted. ~~in your text.~~

→ Then type your text.

→ When you press "Enter" key to go to the next line, second no. will be inserted and so on.

→ To stop the no., again go to the no. numbered icon and click on it.

- To create a bullet list, click on the Home tab.
- Then click on bullet icon in the paragraph setting.
- The bullet will appear.
- Then write your text.
- If you "Enter" press the "Enter" key. to go to nex line, new bullet will be inserted automatically.
- To stop bullet, again click on bullet icon.

Change text size and font.

→ Open the existing word document or create a new document.
→ Select the whole paragraph or some paragraph on which you want to changed.
→ Go to "home" tab
→ Go to font Style at the upper-left portion on the font.
→ drop-down the list and select the font style whatever you want.
→ This will change your font size.
→ Save your file.

Bold, Italic and Underline

Open the existing document in Ms-word or create a new document.
Select line or paragraph on which you want to changed.
Go to "home" tab.
Click on "B" in the "font". Then the selected text will become bold.
Click on "I" in the "font" to make your selected text italic.
or
select "U" in font to make your seleded text underlined.

Find and Replace

Open the existing document in Ms-word or create a new document.
Select a word or paragraph, whatever you want to find.
Go to "home" tab.
Click on "find" on the right side of the ribbon.
A dialog box is opened,
Choose how much of the document you want to search.
Click OK.

- Replace
- Go to home tab.
- Click on Replace in upper right side on the ribbon.
- Enter the text to Search in the "find what".
- Enter the ~~text that~~ you ~~want to~~ Replacement text in "Replace with".
- If you want that only one word will be replaced then click on Replace.
  and if you want all the text replaced than click on replaced all
- ~~Click~~ Save your file.

Drawing table and border

1. Open the Ms-word
2. Click where you want to draw the table
3. Click on "Insert" tab
4. On insert tab click on ~~table~~ draw table
5. Then pointer changes to pencil.
6. Then draw your colom or rows to make a table

+ If you want to erase a line, go to table ~~table~~ tool, on the design tab. and click on eraser

* Inserting file / pictures or symbol.

Open the document or a create a new document in which you want to embedded the file/pic/sy.
- Click on "Insert".
- Select "Symbol" from the "Illustration" group.
- Select the Symbol that you want to choose
- The Symbol comes to your document.
- Save your document

* Insert header / footer

Open the Ms-Word or create a new document
Click on "Insert" tab
- Select "header or footer".
- Many layout comes, then scroll down and choose one that you want
- The header and footer text comes in your document
Edit the text Write the text ~~is~~ that you want for ex → Company logo, page no, book name etc.
Save your file

* Various Justification / Word Count

→ Alignment / Justification

1. Left Alignment

→ Align your text to left.

2. Right alignment
→ align your text to ~~write~~ right

3. Center Alignment
→ align your text to center

4. full Justification Alignment
→ align Justify your text.

Word Count

When you type your text, Ms-word automatically counts the no. of pages and words of your text and it displays on your status bar on left side.

→ If you don't want to see your no. of pages or word in the status bar, then right click on ~~on~~ status bar, and click on word count.

Changing Case.

1. Open the Ms-word or create a new docum
2. Select the text on which you want to change
3. Click on home tab.
4. Click on change Case (Aa) in the font grup

5. Various change case appear such as
   → Sentence Case (first word capital, rest small)
   → lower Case (all lower case)
   → Upper Case (all in capper)
   → Capitalize each word (all cappital)
   → toggle case (reverse your text)

6. Select one, that you want.

format - painter

1. Open a ~~Ms-word~~ existing file in Ms-word or create a new document
2. Select the text, and change the font.
3. If you want to change the next paragraph font make them as upper font. then,

→ Click on home tab.
→ In clipboard group, click format painter
→ The pointer changes to paint brush icon,
→ Click and drag to the selected text that you want to format. and then release the mouse button.

Review → inserting comment

1. Open the existing MS word document or create a new document
2. Select the text or item that you want to comment on., and click on the end of the text
3. Click Review tab.
4. Click "new comment".
5. Type the comment text in the comment box.
6. Save your document

Tracking Changing

Mail Merge

Mail merge is a features designed for creating bulk mass mailing and emails, as well as envelops and labels with different information on each one. Mail merge allows us to create one document that we can send to hundreds or even thousands of people

⇒ Advantage of Mail merge

1. Only one document needs to be composed

for communicating to an ~~extensiving~~ extensive list of interested people.

8. Each document is personalised, i.e it appears that it have been written speacially to each recipient.

Steps for Mail-Merge

1. To start a mail merge, click on mailing, then select start mail-merge and then step by step mail wizard.

2. Select a document type

We have to select a document type i.e what kind of mail-merge we want to undertake :- letters, e-mail messages, envelops etc for mass-mailing, label for mass-mailing or directory (a list).

Choose any option and then click to the next at the bottom to go another steps.

3. Select a Starting Document

Starting document is the document in which the merging take ~~tak~~ place.

You can create a new start document or use an existing one.

4. Select recipients

Select recipient means to tell word where to get the data. You can retrieve a data from the data from the table in a word document, an access database table or query. You can also create new list for the data.

5 Write / Arrange your document

After inserting mail merge field, we tell word where to plug the information from the data source.

6. Preview Your document

We get a chance to see our letters, email envelope, labels or directory will look like after they are printed or sent. In this step we find out what the document will look like when real data plugged into it.

7 Complete the Merge

By completing the merge, the document file sent to each individual separately.

POWERPOINT

Microsoft Powerpoint is a slide show presentation program, cumently developed by microsoft. Powerpoint offers word processing, outlinity, drawing, graphics and presentation Management

Powerpoint make it possible to remove image background, and provide additional special affects on pictures.

Animation

Animation control how objects moves onto, and around ~~your~~ the slides.

Animation is a great way to focus on important points, and to ~~interest~~ increase viewer interest in ~~your~~ the presentation. ~~You~~ We can apply animation effects to text or objects on individual slides

There are ~~four~~ types of animation

1. Entrance:-

Determine the manner in which the object appears on the slide.

Example → Appear, fade, fly in, float in, Split, wipe, Shape wheel etc.

2. Emphasis animation

An Emphasis animation does something to draw attention to an objects.

Examples

Pulse, color pulse, Darken, Lighten, Transparency Wave etc

3. EXIT ANIMATION

EXIT Animation determine the manner in which the object leaves the slide.

As for example → Object can move ~~from~~ off ~~left to right~~. the slide.

Example → Dissapear, fade, fly out, float out, split, wheel, Shape, Zoom.

4. MOTION PATH

Motion path animation determines how an object moves around the slides

Example → Object can move from left to right.

Example - Bounce, Swivel.

TRANSITION

Slide transition is the visual movement as one a slide changes to another Slides.
Transition are used only on Slides.

There are three Categories of transition

1. Sublet

These are the basic types of animation

Example

Cut, fade, push, wipe etc

2 Exciting

These use more complex type of animation between slides. They are more visually interesting than Sublet transition.

Example

Honeycomb, Gallery, Cube, Comb, box, door

3. Dynamic Content

It is a strong transition that ~~effect the~~ unify your slides.

Ex → Pan, Rotate, Window, Orbit

MACRO

If you ~~want~~ Perform a task repeatedly in Word or Excel, you can automate the task by using a macro. A macro is a series of commands and instruction or steps that is grouped together as a single step and then execute when necessary.

⇒ Typical Use of Macros

- To speed up routine editing formating
- To combine multiple commands

⇒ Create a Macro

Step 1

Click View → Macro → Record New: the Record macro box opens

Step 2

Under Macro Name, type a name with no space

Step 3

Under "Store Macro in", Select the option either all document or current document. Seled All document if you want to use the macro globally

Step 4.

Under description, type a short description of what the macro will do including the date the macro was created and the creator.

Step 5

Assign a macro to a toolbar or Keyboard Short cut.

Step 6

Perform the action that you want to include in ~~your~~ the macro.

Step 7

To stop recording your macro, click Stop recording.