

Computer

Body of the Computer:

1. Key Board
2. C.P.U
3. Mouse
4. Monitor

* Bootng: Computer After the on of the Computer to Come to our Control it once Check & Verify its options this Process is called booting.

* Start up Screen: After Computer is in our Control means where the mouse & the keyboard get Start working is called as Start up Screen.

* Icons: The Symbols on the Computer Screen are called as Icons.

Ex: my Computer, my document,
Recycle Bin, Internet explorer.

* Uses of Icons:

1. My Computer: These are many drives in the my Computer they are CD Drive & Pen drive & Other drives.
2. My document: To Store files or downloaded files my document is useful.
3. Internet explorer: By this we can open different websites.
4. Recycle Bin: To store the deleted files in the Computer.

Key Board

* There are four types of Keys in the Keyboard

1. Alphabetical Keys

2. Numerical Keys

3. Special Keys

4. Arrow Keys

1. Alphabetical Keys: In the Keyboard where the alphabets are located are called as alphabetical Keys

2. Numerical Keys: In the Keyboard where the numbers are located are called as Numerical Keys

3. Arrow Keys: In the Keyboard there are four types of arrow Keys

1. up arrow (↑) 3. Right arrow (→)

2. Down arrow (↓) 4. Left arrow (←)

4. Special Keys:

* examples:

1. Enter

2. Shift

3. Delete

4. Back Space

5. Tab

6. Caps lock

7. Space bar

* uses of Special Keys:

1. Enter: To bring the Cursor to the next Sentence
2. Shift: a) If a key consists of two symbols for the usage of the first symbol we use Shift
b) for Capitalise the letter (or) for necessary Capital letters.

c) To Select a word or a Sentence
3. Tab: To move the Cursor Speed.
4. Capslock: To write a letter or a word in Capitals.
5. Space bar: To move the Cursor slowly.
6. Back Space: To remove the left side letters of the Cursor.
7. Delete: To remove the right side letters of the Cursor.

WORD PAD

- * Path :- Start → All programmes → Accessories → word pad
(or)

Start
↓
Run
↓
word pad

* Formatting: To change a word into different styles is called formatting.

* Style, Size, B, I, U, L, C, R

* B - Bold (To thick the letters)

* I - Italic (For bending the letters)

* U - Underline (To draw a line under a word)

* L - left

* C - Center

* R - Right

} To move a letter to left or center or to right side

* In wordpad not only the above options we can also apply colour and points.

* First we have to select the typed matter next we have to click any option to apply it.

MS Word (or) Winword

Start → All programmes → Microsoft Office
Ms Office Word
(or)

Start → Run → winword

Important points:

1. After starting a sentence the first letter of the sentence or the second letter of the sentence becomes Capital that means any name of a person, place or a thing.
2. If under a word a red colour underline comes it means that Computer doesn't know that name or any spelling mistake.
3. If a word or a sentence is of green colour underline it means it has a Grammar mistake.
4. If we don't know a spelling of a letter or a word we have to right click on the word to get correct spelling.
5. To remove the red colour underline under a word we have to right click mouse on the word to get correct spelling.
6. If we type any word in Capitals it does not show mistakes.

FILE MENU

* Options in file menu.

1. New - $\text{Ctrl} + \text{N}$

2. Open - $\text{Ctrl} + \text{O}$

3. Save - $\text{Ctrl} + \text{S}$

4. Save as - $\text{Ctrl} / \text{Shift} + \text{S}$

5. Page - $\text{Ctrl} / \text{Shift} + \text{P}$

6. ~~Print~~ There is no any short cut key for print preview

7. Print - $\text{Ctrl} + \text{P}$

1. New: By doing work on the Current file or document, and opening directly a new document is called as new.

2. Open: working in the Current document and opening the stored document in the Computer

3. Save: To store a document permanently in the Computer

4. Save as: To store the saved document in another place

5. Page setup: This option is useful for the changes of the ~~adjacent~~ margin or to adjust it as vertically as portrait or horizontally as landscape ^{scap}

6. Print preview: To See the page that how it Comes.

7. Print: It is used to print Copy the document.

Edit Menu

1. Redo - $\text{Ctrl} + Y$
 2. Undo - $\text{Ctrl} + Z$
 3. Cut - $\text{Ctrl} + X$
 4. Copy - $\text{Ctrl} + C$
 5. Paste - $\text{Ctrl} + V$
 6. Select all - $\text{Ctrl} + A$
 7. Find - $\text{Ctrl} + F$
 8. ~~etc~~ Replace - $\text{Ctrl} + H$
 9. Goto - $\text{Ctrl} + G$
1. Undo: It is used to form the Canceled Document.

2. Copy: If we want a word more times we can need not write the word more times. In this case we can use the option copy.

3. Cut: To Cut a word we have to select it and we can cut the word & we can replace it where ever we want.

4. Paste: After Cut or Copy, we use this option paste for replacing the letter.
5. Select All: To select the whole matter in the document at a time we use this option.
6. Find: To search a word in the document we use this option.
7. Replace: For replacing a word or a letter in the document from any other word or a letter is called Replace.
8. Go to: To change the current position of the cursor.

Auto Shapes

Through this option we can draw various types of shapes.

To draw Auto Shapes:-

1. Insert \rightarrow Shapes.
2. After selecting a shape, when we bring the cursor on to the document it changes into '+' symbol.
3. Next we have to click the left button in the mouse and we have to drag it ('+' symbol). Then the 4 sides of the shape will increase/decrease equally.
4. If we want to colour the shape, we have to keep the mouse on the shape and we have to click right button and we have to select Format AutoShape.
5. If we want to write any matter inside the shape we have to click right button and we have to select 'Add text'.
6. If we want to delete the shape we have to select the shape and click Back space or delete.
7. If we want to move the shape, we have to select and move it with mouse.

8. When we select the shape and if we do copy and paste then the same shape will come.

Tables

We use this option to draw tables

1. Insert \rightarrow Table (option)
2. We have to select Number of columns and Number of rows and click on 'OK'.
3. In this we call vertical lines as columns and horizontal lines as Rows.
4. After drawing a table, if we want to add some more columns and rows we have to give the no. of columns and no. of rows that we need, in Insert column, Insert row [Right click \rightarrow Insert].
5. If we want to delete any rows or columns, we have to select the options delete rows and delete columns. [Right click \rightarrow Delete] (\Rightarrow).

G. Merge cells :-

This option is useful to do 2 or more cells as one cell.

7. Split cells :-

This option is useful to split one row or one column as we want.

[Right ~~click~~ click \rightarrow Merge cells
Right click \rightarrow split cells]

View Menu

1. Print Layout :-

In a document margin, header, footer to be in correct way we have click this option.

2. Ruler :-

This option is useful to correct Margins and scale.

3. Zoom :-

If the option matter in the document is bigger or smaller than its original size we have to go to zoom option and select 100%.

Insert menu

1. Pagenumbers: To put page no. to the document is the use of pagenumbers.
2. Date and time: without typing date & time in the document to insert different formats.
3. Symbols: The absence of more symbols in the keyboard we can keep more symbols in the option symbol.

Exi- $\alpha, \beta, \gamma, \neq, \times$

4. Header & footer: Page up one is called as header & down side one is called as footer. we can use this option to separate the matter for every page.
5. picture: To keep the saved photos in the document we use this option.
6. clipart: To insert cartoon type pictures in the document.
7. word art: To write the any word or a letter in a model way.
8. smart art: To show any matter in the form of any diagram.
9. chart: To show any matter in mathematical way or in the Graph model.

KEYBOARD SHORTCUTS

Ctrl + A	→	Select all
Ctrl + B	→	Bold
Ctrl + C	→	Copy
Ctrl + D	→	Font
Ctrl + E	→	Center
Ctrl + F	→	Find
Ctrl + G	→	Goto
Ctrl + H	→	Replace
Ctrl + I	→	Italic
Ctrl + J	→	Justify
Ctrl + L	→	Left
Ctrl + N	→	New Document
Ctrl + O	→	Open
Ctrl + P	→	Print
Ctrl + R	→	Right
Ctrl + S	→	Save
Ctrl + U	→	Underline
Ctrl + V	→	Paste
Ctrl + W	→	close
Ctrl + X	→	Cut
Ctrl + Y	→	Redo
Ctrl + Z	→	Undo
Window + R	→	Run box
Alt + F ₄	→	to close the window
Ctrl + open bracket	→	decrease }
Ctrl + close bracket	→	Increase }
size		