**BASIC KNOWLEDGE FOR COMPUTER**

1. Basic Software’s:

OS, Editor, Browser, Common Software’s.

2.) Typing Format:

3.) System Problems:

Sometimes our system or computer is hanged, its overcome use that:

Ctrl+Alt+Delete and then view the screen Task Manager and click it. And what type program or running occur your system hanged(HTML,WORD etc…) is we closed through this shortcut(Ctrl+Alt+Delete).

4.) File/Folder/Mail:

File type, File location/File path/Address bar/Multi files, file & folder.

5.) Mail:

Single files, Space.

Multiple file (or) Multiple folder into Single file (or) single folder create use this: It used to occupy the size.

Compress: \*.zip, \*.RAR

6.) Video/Audio:

MP4/MP3.

========================================================

1. Basic Software’s:
2. MS Office: WORD, EXCEL, PP(PowerPoint).
3. Notepad.
4. Google Chrome, Explorer, Firefox.
5. PDF: Portable Document File

\*.PDF – Editable(text), Non-Editable(image/scan)

PDF to Text extraction: OCR (Optical Character Recognition)- Abbyy FineReader, Nitropdf.

1. Images:

Photoshop, Illustration, Coral draw: \*.jpg, \*.gif, \*.tiff

OS: XP, WIN7, WIN10.

MS Office: 97, 2003, 2010.

Word: \*.RTF, \*.doc, \*.docx.

Docx – it denotes 2010 version. (X denotes in 10).

Notepad: \*.txt

Editor:

Word, Notepad, Epsilon & Editor plus: XML, HTML.

\*.xml

\*.html

Browser View:

This is used to only purpose of view design.

XML:

1. DTD (user specification)
2. Stylesheet.

2.) Typing:

1. Speed
2. Accuracy
3. Keyboard Operation

==================================================================

Keyboard Shortcut:

Esc: Escape. Any action is closed.

Alt: Alteration (Change). To view highlight the current program (or) current file.

EX: writing in word doc and then go to menu (File or Home etc…)

Alt + Tab: We go to next applications when running (or) current applications.

Ctrl: It is used to some action in current applications.

Shift: It is used to some action in current applications.

Shift+ Ctrl+ +(plus): It is used to superscript.

EX: EDITOR.

Ctrl + +(plus): It is used to subscript.

EX: EDITOR.

Window + D: Down all Applications (open many app) when we go to desktop view.

Shift + F3: Character Format.

It is used to change letter case (Case Sensitive). EX: WORD, Word, word.