

- What is computer?

A computer is an electronic device that takes input from the user and gives output

Computer full form - Commonly Operating Machine Purposely used for technical & Educational Research

- Computer are mostly 3 type - analog computer, digital computer, hybrid computer

Charles Babbage is called the father of computer

Ada Lovelace is called the mother of computer

Douglas Engelbart who invented the mouse

- CPU (Central processing unit) - It controls all input output and processing so we call CPU the brain of the computer.

CPU has three main parts: the (ALU)Arithmetic Logic Unit, (CU) Control Unit and Registers.

- 104 key in keyboard

Functional key :F1-F12

Alphanumeric Keys: (a-z). (0-9)

Navigation Keys: Arrow Key

Control Keys: Ctrl+C (copy), Ctrl+V (paste), Ctrl+A (select all), Alt (alternate), shift

Special Keys:Backspace, enter/return, tab, escape (esc), delete, insert, num lock, pause/break

- There are 5th generation of computer

1st - 1940-1950 (Eniac)

2nd - 1950- 1960 (uniac)

3rd - 1960 - 1970 (IBM System/360 and the PDP-8)

4th- 1970 - present (IBM PC and Apple Macintosh) 5th - present - beyond (most advance)
we use 5th generation computer.

- Memory is primarily of three types –

Cache Memory

Primary Memory/Main Memory- ram (Random Access Memory) & rom(Read Only Memory)

Secondary Memory - cd, dvd , pen drive

Types of ram - sram, dram

- Units of memory

The smallest unit of data in computer is bit

1 nibble = 4 bits

1 byte = 8 bits

In computer memory full name of

Kb - kilobyte = 1024 byte

Mb - megabyte = 1024 kb

Gb - gigabyte = 1024 mb

Tb - terabyte = 1024 gb

Software - These are instructions that tell a computer what to do. It counts as a (os)
operating system

Exp : ms office

2 types of software are there system software(windows ,ios, ect....), application software
(ms office, chrome ect.....)

Hardware - The parts of the computer that can be touched exp: keyboard, mouse, monitor,
cpu , ram, ect...

Input device - keyboard, mouse, ect

Output device - monitor, printer, ect.....

A TO Z SHORTCUT KEYS

Ctrl + A – Select all

Ctrl + B – Make text bold

Ctrl + C – copy

Ctrl + D- Fill down cell

Ctrl + E – Center Alignment

Ctrl + F- Find

Ctrl +G- Go to Current

Ctrl +H- Replace

Ctrl + I – Italic

Ctrl + J- Full Justification

Ctrl + K – Create Hyper link

Ctrl + L -left Alignment

Ctrl + M- Tab

Ctrl + N – new page

Ctrl + O –Open

Ctrl + P Print

Ctrl + R –Fill Right Cell

Ctrl + S- save

Ctrl + U – underline

Ctrl + V –past

Ctrl + X – cut (Copy + delete)

Ctrl + Y – redo

Ctrl + Z – undo

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	A	B	C	D	E	F	G	H	I	J	K	L
1	Name	ben	eng	acct	bstd	coria	total	percentage	pass/fail	max	min	average
2	aaa		94	22	21	20	40	197	39.4	fail		
3	bbb											
4	ccc											
5	ddd											
6	eee											
7	fff											
8												
9		randbetween(1,100) opration					sum(b2:e2) opration		total/ subjects number		if(Total>Any number you like,"pass","fail") max(all subjects)exp:b2:f2 min(all subjects)exp:b2:f2 average (all subjects) exp:b2:f2	
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11												
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