
Contents

BOOK-1

BEGINNER'S GUIDE TO COMPUTER

1. KNOW YOUR COMPUTER	3–10
1. The computer.....	3
2. Different types of computers.....	3
3. What's your computer made up of ?.....	5
2. STARTING AND CLOSING COMPUTER	11–14
1. How to start a computer ?.....	11
2. Desktop.....	11
3. Shut down computer.....	14
3. INTERACTING WITH COMPUTER	15–25
1. Interacting with computer : Mouse and keyboard.....	15
2. The mouse.....	15
3. The keyboard.....	20
4. PROGRAM AND APPLICATIONS	26–28
1. What is a program and applications ?.....	26
2. Running a program (applications).....	28

BOOK-2

WORKING ON TEXT WITH WORDPAD

1. TEXT AND KEYBOARDING	31–33
1. The word processor.....	31
2. The caret.....	31
3. Of what, text is made up of ?.....	31
4. Keyboarding on PC : Let's start working on wordpad.....	33
2. TEXT NAVIGATION	34–36
Text navigation	34

3. TEXT SELECTION	37–40
Text selection.....	37
4. USING CLIPBOARD	41–42
The clipboard.....	41
5. TEXT FORMATTING	43–54
Text formatting.....	43

BOOK-3

THE MICROSOFT WINDOWS XP

1. THE DESKTOP	57–58
1. The desktop.....	57
2. Start menu.....	57
3. Icons.....	58
5. Taskbar.....	58
6. Windows.....	58
2. THE START MENU	59–71
1. The start menu.....	59
2. Know default folders in the start menu.....	60
3. Managing the start menu.....	61
4. Customizing the start menu.....	65
5. Starting and closing computer session.....	71
3. THE FILES AND FOLDERS	72–81
1. Know microsoft windows folders.....	72
2. Managing files and folders.....	74
3. The search companion.....	80
4. THE WINDOWS	82–86
1. The windows.....	82
2. Manipulating windows.....	83
3. Resizing and moving windows.....	84
4. Understanding windows menus.....	86
5. CUSTOMIZING THE DESKTOP AND TASKBAR	87–95
1. Customizing the desktop.....	87
2. Customizing the taskbar.....	92
3. Working with taskbar toolbars.....	93

6. THE MICROSOFT WINDOWS ACCESSORIES	96–103
1. Notepad.....	96
2. Paint.....	97
3. Wordpad.....	99
4. Clock.....	100
5. Calculator.....	101
6. Address book.....	102
7. Command Prompt.....	103
7. THE HELP AND SUPPORT	104–109
1. The help and support center.....	104
2. Managing the help and support center.....	106
3. Using accessibility programs.....	108
8. THE WEB APPLICATIONS	110–117
1. Internet explorer.....	110
2. Outlook express.....	112
3. Using msn explorer.....	114
4. Using windows messenger.....	115
5. Web publishing.....	116
9. THE MISCELLANEOUS	118–119
1. The windows welcome tutorial.....	118
2. The files and settings transfer wizard.....	118
3. The autorun wizard.....	119
4. Using dynamic update.....	119
5. Taking the microsoft windows tour.....	119
6. Activating microsoft windows.....	119

BOOK-4

THE MICROSOFT WINDOWS VISTA

1. THE MICROSOFT WINDOWS VISTA	123–130
1. The desktop.....	123
2. Icons.....	124
3. Taskbar.....	124
4. Windows sidebar and gadgets.....	125
5. Desktop icons.....	126

6. The recycle bin.....	127
7. The quick launch toolbar.....	127
8. Keep track of your windows.....	128

BOOK-5

MICROSOFT OFFICE

1. (A) MICROSOFT OFFICE	133–135
1. Microsoft office.....	133
2. Desktop applications.....	133
3. Discontinued applications.....	134
1. (B) MICROSOFT WORD 97-2003	136–175
1. What is word processing.....	136
2. Advantage of word processor.....	136
3. Text editor.....	136
4. Word processors.....	137
5. Getting started with word 97-2003.....	138
6. Working with files.....	141
7. Working with text.....	143
8. Formatting paragraphs.....	146
9. Styles.....	148
10. Lists.....	152
11. Tables.....	153
12. Graphics.....	157
13. Spelling and grammar.....	160
14. Page formatting.....	163
15. Macros.....	166
16. Table of contents.....	167
17. Web wizard.....	169
18. Creating web pages.....	173
1. (C) MICROSOFT WORD 2007	176–213
1. Getting started with word 2007.....	176
2. Working with documents.....	178
3. Customize the word environment.....	180
4. Editing a document.....	182
5. Formatting text.....	184

6. Formatting paragraphs.....	186
7. Paragraphs and lines styles.....	189
8. Adding tables.....	192
9. Graphics.....	193
10. Proofing a document.....	196
11. Page formatting.....	200
12. Macros.....	202
13. Table of contents.....	204
14. Creating web pages.....	206
15. Lists.....	208
16. References and citations.....	209
17. Track changes.....	212
1. (D) MICROSOFT WORD KEYBOARD SHORTCUTS	214–216
Keyboard Shortcuts.....	214
2. (A) MICROSOFT EXCEL 97-2003	217–234
1. Introduction.....	217
2. Working with excel 97-2003: Spreadsheet and worksheet basics.....	217
3. Customizing excel.....	219
4. Working with worksheet.....	221
5. Formatting cells.....	222
6. Formulas and functions.....	225
7. Sorting and filling.....	228
8. Charts.....	229
9. Page properties and printing.....	232
2. (B) MICROSOFT EXCEL 2007	235–261
1. Working with excel 2007.....	235
2. Customize excel.....	236
3. Working with a workbook.....	239
4. Manipulating data.....	241
5. Modifying a worksheet.....	242
6. Performing calculations.....	243
7. Macros.....	245
8. Sort and filter.....	246
9. Graphics.....	248

10. Charts.....	250
11. Formatting worksheet.....	252
12. Developing a workbook.....	256
13. Page properties and printing.....	258
14. Customize the layout.....	261
2. (C) MICROSOFT EXCEL KEYBOARD SHORTCUTS	262–63
3. (A) MICROSOFT POWERPOINT 97-2003	264–294
1. Getting started with powerpoint 97-2003.....	264
2. PowerPoint screen.....	267
3. Working with slides.....	268
4. Adding content.....	270
5. Working with text.....	275
6. Color schemes.....	278
7. Graphics.....	281
8. Slide effects.....	287
9. Master slides.....	291
10. Saving and printing.....	293
3. (B) MICROSOFT POWERPOINT 2007	295–323
1. Getting started with powerpoint 2007.....	295
2. Customize.....	298
3. Creating a presentation.....	300
4. Working with content.....	305
5. Formatting text.....	306
6. Adding content.....	308
7. Graphics.....	310
8. Tables.....	313
9. Charts.....	314
10. Slide effects.....	317
11. Printing.....	320
12. Tips.....	322
3. (C) MICROSOFT POWERPOINT KEYBOARD SHORTCUTS AND TIPS	324–326
1. Keyboard shortcuts.....	324
2. Tips.....	325
4. (A) MICROSOFT ACCESS 97-2003	327–370
1. Getting started.....	328
2. Screen layouts.....	330
3. Creating tables.....	331

4. Datasheet records.....	337
5. Table relationships.....	340
6. Sorting and filtering.....	342
7. Queries.....	344
8. Forms.....	349
9. Form controls.....	354
10. Subforms.....	359
11. More forms.....	364
12. Reports.....	365
13. Importing, exporting, linking.....	369
4. (B) MICROSOFT ACCESS 2007	371–410
1. Getting started with access 2007.....	371
2. Customize.....	373
3. Database terms.....	377
4. Creating a new database.....	379
5. Create a table.....	381
6. Manage tables.....	385
7. Keys.....	387
8. Table Relationships.....	387
9. Managing data.....	390
10. Querying a database.....	394
11. Calculated fields.....	398
12. Designing forms.....	400
13. Generating reports.....	404
14. Print a report.....	409
4. (C) MICROSOFT ACCESS KEYBOARD SHORTCUTS	411–412
5. MICROSOFT OUTLOOK	413–430
1. Navigation pane.....	413
2. All mail folders.....	414
3. Access button.....	414
4. Changing views.....	414
5. Help.....	415
6. Toolbars.....	416
7. Inbox.....	417
8. Reading email.....	417
9. Replying to email.....	417

10. Forward email.....	418
11. Sending email.....	418
12. Inserting an email address.....	419
13. Composing the message.....	421
14. Saving attachments.....	421
15. Attaching a file.....	422
16. Delivery & read receipt.....	422
17. Voting buttons.....	423
18. Deleting email.....	423
19. Contacts.....	424
20. Calendar.....	427

BOOK-6

DESKTOP PUBLISHING

1. DESKTOP PUBLISHING (DTP)	433–437
2. ADOBE PAGEMAKER	438–459
1. Getting started with pagemaker.....	438
2. Working with text.....	445
3. Working with graphics and layers.....	448
4. Importing, linking and exporting.....	454
5. Publishing and printing.....	456

BOOK-7

THE INTERNET

1. THE INTERNET	463–472
1. What is internet.....	463
2. Internet connection.....	463
3. Getting on the web.....	464
4. A browser.....	465
5. Web site/web page.....	466
6. Internet search.....	467
7. Electronic mail.....	469
