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Computer Capsule for IBPS Clerk Main 2016

Computer :

      A **Computer** is a General purpose **machine**, commonly consisting of **digital** circuitry, that accepts (inputs), stores, manipulates, and generates (outputs) data as numbers, text, graphics, voice, video files, or electrical signals, in accordance with instructions called a **program**.

- Father of the computer - Charles Babbage
- Father of the moderncomputer - Alan Turing
- Basic Architecture of Computer: John Von Neumann (1947-49)
- First Programmer: Lady Ada Lovelae (1880)
- First Electronic Computer: ENIAC (1946) - J.P. Eckert & J.W. Mauchly
- First computer for the home user introduced - IBM in 1981

Mains Parts of computer

Hardware - Computer hardware is what you can physically touch includes the computer case, monitor, keyboard, and mouse. It also includes all the parts inside the computer case, such as the hard disk drive, motherboard, video card, and many others.

Input Devices - In computing, an input device is a peripheral (piece of computer hardware equipment) used to provide data and control signals to an information processing system such as a computer or information appliance. Examples: keyboards, mice, scanners, digital cameras and joysticks.

Keyboard – A Keyboard is the most fundamental input device for any computer system. It helps to enter data in computer.

Mouse - A mouse is used to input data by sending a signal to the computer, based on hovering the cursor and selecting with the left mouse button. The left mouse acts as a 'enter' button. The right mouse button can be selected and will often pop up a window of choices. The scrolling wheel is used to move the view of the screen up or down. By moving your mouse to a location in a document, on a digital photo or over a choice of music, you can click the left mouse button to place the cursor.

Trackballs - A trackball is an input device used to enter motion data into computers or other electronic devices. It serves the same purpose as a mouse, but is designed with a moveable ball on the top, which can be rolled in any direction. Instead of moving the whole device, you simply roll the moveable ball on top of the trackball unit with your hand to generate motion input.

Barcode reader - A barcode reader (or barcode scanner) is an electronic device that can read and output printed barcodes to a computer. Like a flatbed scanner, it consists of a light source, a lens and a light sensor translating optical impulses into electrical ones.

Digital camera - a camera which produces digital images that can be stored in a computer and displayed on screen.

Gamepad - a handheld controller for video games.

Joystick - a lever that can be moved in several directions to control the movement of an image on a computer or similar display screen. It mainly used in playing games.

Microphone - an instrument for converting sound waves into electrical energy variations which may then be amplified, transmitted, or recorded.

Scanner - a device that scans documents and converts them into digital data.
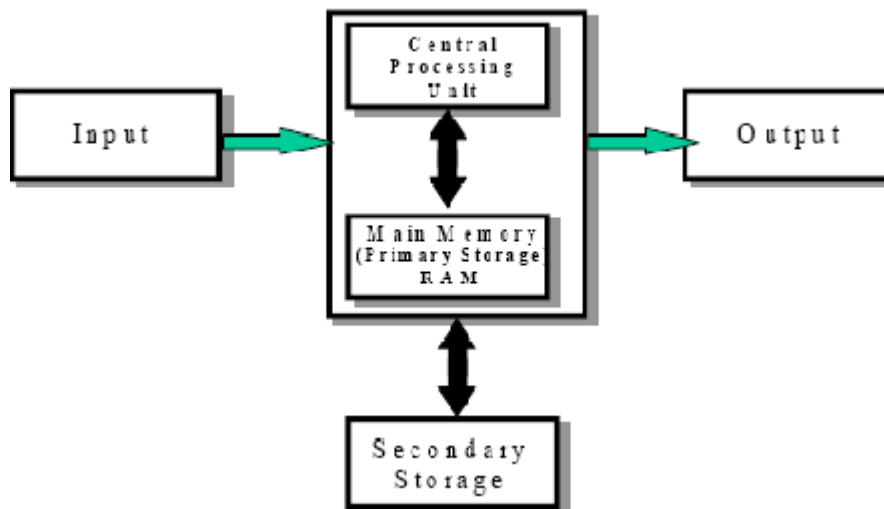
Webcam - a video camera connected to a computer, allowing its images to be seen by Internet users.

Optical character recognition (OCR) - is the mechanical or electronic conversion of images of typed, handwritten or printed text into machine-encoded text.

Digitizer - It converts analog information into digital form.

Optical Mark reading (OMR) - Optical Mark Readers reads pencil or pen marks made in pre-defined positions on paper forms as responses to questions or tick list prompts.

Basci structure of CPU

CPU (Central processing unit)

A central processing unit (CPU) is the electronic circuitry within a computer that carries out the instructions of a computer program by performing the basic arithmetic, logical, control and input/output (I/O) operations specified by the instructions.

*CPU – Heart of the Computer

***CPU Process:**

1. Fetch the Instruction
2. Interpret the Instruction
3. Fetch the Data
4. Process the Data
5. Write the data

Output devices

An output device is any device used to send data from a computer to another device or user. Most computer data output that is meant for humans is in the form of audio or video. Examples include monitors, projectors, speakers, headphones and printers.

Monitors - A **Monitor** is a TV-like display attached to the computer on which the output can be displayed and viewed. It can either be a monochrome display or a colour display.
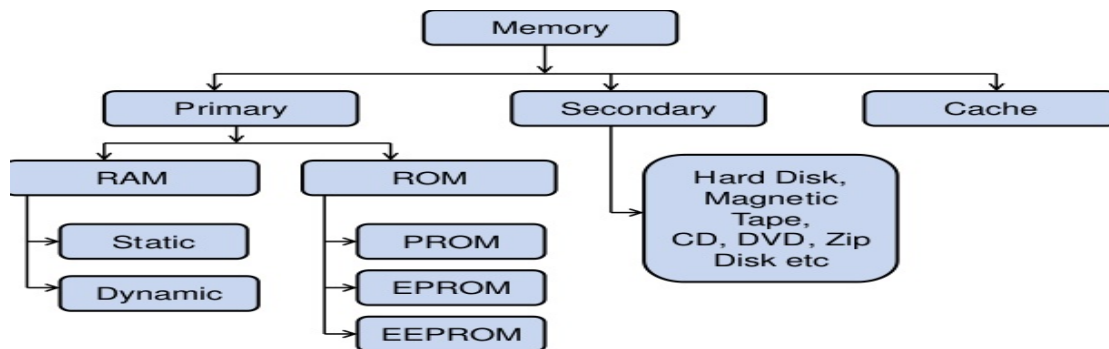
There are two kinds of monitors

1. **CRT (Cathode ray tube) -** The cathode ray tube (CRT) is a vacuum tube containing one or more electron guns, and a phosphorescent screen used to view images.
2. **Thin-Film-Transistor Liquid-Crystal Display (TFT LCD)** - A thin-film-transistor liquid-crystal display (TFT LCD) is a variant of a liquid-crystal display (LCD) that uses thin-film transistor technology to improve image qualities such as addressability and contrast.

Printer - Printer is a output device for printing text or pictures.

1. **Impact printer** - An impact printer is a printer that strikes a print head against an ink ribbon to mark the paper. Common examples include dot matrix and daisy-wheel printers.
2. **Non-Impact printer** - Non-impact printers print the characters without using ribbon. Two common types of non-impact printers include inkjet printers, which spray small drops of ink onto each page, and laser printers, which roll ink onto the paper using a cylindrical.

Memory

Primary Memory or Main Memory

Register:
Register is one of a small set of data holding places that are part of the computer processor. A register may hold an instruction, a storage address, or any kind of data (such as a bit sequence or individual characters). Some instructions specify registers as part of the instruction.

RAM (Random access memory) - Random Access Memory (RAM) is a type of data storage used in computers that is generally located on the motherboard. This type of memory is **volatile** and all information that was stored in RAM is lost when the computer is turned off.

There are two types of Random access memory
- **Dynamic RAM -** dynamic indicates that the memory must be constantly refreshed (reenergized) or it will lose its contents.
- **Static Memory -** A computer memory that contains fixed information and retains its programmed state as long as the power is on.

Virtual memory is a feature of an operating system (OS) that allows a computer to compensate for shortages of physical memory by temporarily transferring pages of data from random access memory(RAM) to disk storage.

ROM (Read only memory) - Once data has been written onto a ROM chip, it cannot be removed and can only be read. Unlike main memory (RAM), ROM retains its contents even when the computer is turned off.ROM is referred to as being **nonvolatile**.

There are three types of Read only memory (ROM)

- **PROM -** PROM stands for **Programmable Read Only Memory**. This form of ROM is initially blank. The user or manufacturer can write data/program on it by using special devices. However, once the program or data is written in PROM chip, it cannot be changed. If there is an error in writing instructions or data in PROM, the error cannot be erased. PROM chip becomes unusable.
- **EPROM -** EPROM stands for **Erasable Programmable Read Only Memory.** This form of ROM is also initially blank. The user or manufacturer can write program or data on it by using special devices. Unlike PROM, the data written in EPROM chip can be erased by using special devices and ultraviolet rays. So

program or data written in EPROM chip can be changed and new data can also be added. When EPROM is in use, its contents can only be read.

- **EEPROM -** EEPROM stands for **Electrically Erasable Programmable Read Only Memory.** This kind of ROM can be written or changed with the help of electrical devices. So data stored in this type of ROM chip can be easily modified.

Cache:

A cache is a place to store something temporarily in a computing environment.Cache memory, also called CPU memory, is random access memory (RAM)

RAM Vs ROM

	RAM	ROM
Function	Store the currently active programs and their data.	Stores certain fixed routines such as the boot-up routines.
Volatility	RAM is volatile: When the computer is switched off, the contents are lost.	ROM is non-volatile: When the computer is switched off, the contents are not lost.
Changeable	The contents of RAM can be changed or deleted.	The contents of ROM cannot be changed or deleted.

Memory units

Storage capacity is expressed in terms of Bytes. The data is represented as binary digist(0s and 1s)
- Hierachy – Nibble<Bit < Byte < KB < MB < GB < TB < PB < XB < ZB < YB
- American Standard Code for Information Interchange (ASCII) is the standard code the computer industry created to represent characters(more than 64 character)

1	4 bit	Nibble
2	8 bit	1 byte
3	1024 B	1 KB (2^{10})
4	1024 KB	1 MB(2^{20})
5	1024 MB	1 GB(2^{30})
6	1024 GB	1 TB(2^{40})
7	1024 TB	1 PB(2^{50})
8	1024 PB	1 XB(2^{60})
9	1024 XB	1 ZB(2^{70})
10	1024 ZB	1 YB(2^{80})

Secondary memory - Secondary memory is a type of computer memory that is not directly accessed by the central processing unit (CPU) of a computer and is usually available as non-volatile memory. One of the most common forms of this memory is the hard drive of a computer, which is used to store the operating system (OS) and other programs. Other forms of secondary memory include disc drives for compact discs (CDs) or digital versatile discs (DVDs), as well as removable flash memory.

- **Hard Drive -** a rigid non-removable magnetic disk with a large data storage capacity.
- **Floppy disk-** A floppy disk, also called a diskette or just disk, is a type of disk storage composed of a disk of thin and flexible magnetic storage medium, sealed in a rectangular plastic carrier lined with fabric that removes dust particles. Floppy disks are read and written by a floppy disk drive (FDD).

- **Magnetic Tape –** Magnetic tape used in recording sound, pictures, or computer data.
- **Flash memory -** a kind of memory that retains data in the absence of a power supply.
- **Optical disk -** an electronic data storage medium that can be written to and read using a low-powered laser beam.
    - ✓ CD-ROM: "Read Only" (used for distribution of commercial software, for example)   Standard storage capacity is 640MB.
    - ✓ CD-R (or CD-WORM): "Write Once, Read Many" times
    - ✓ CD-RW: rewritable multiple times
    - ✓ DVD: similar to CD, but with significantly larger storage capacity (4.7GB)
    - ✓ Write once read many (WORM) describes a data storage device in which information, once written, cannot be modified

Mother board - A motherboard is the main circuit board inside a computer that connects the different parts of a computer together. It has sockets for the CPU, RAM and expansion cards (e.g. discrete graphics cards, sound cards, network cards, storage cards etc)... and it also hooks up to hard drives, disc drives and front panel ports with cables and wires.Also known as mainboard, system board.

Development of computer

Abacus - Abacus is known to be the first mechanical calculating device. Which was used to be performed addition and subtraction easily and speedily.Abacus is made up of wooden frame in which rod where fitted across with rounds beads sliding on the rod.

Pascal Calculator - In the year 1642, Blaise Pascal a French scientist invented an adding machine called Pascal's calculator, which represents the position of digit with the help of gears in it.

Analytical Engine - a scientist form England knows to be Charles Babbage invented such a machine.This device was called Analytical engine and it deemed the first mechanical computer. It included such feature which is used in today's computer language. For this great invention of the computer, Sir **Charles Babbage** is also **known as the father of the computer.**

Generation of computer

Generation	Components	Language	Exanmple
1. First Generation (1940-1956)	Vacuum Tubes	Machine language	UNIVAC EDVAC
2. Second Generation (1956-1963)	Transistors	Assembly language	IBM 1401
3. Third Generation (1964-1971)	Integrated Circuits	High level language	IBM 360
4. Fourth Generation (1971-Present)	Microprocessors	4GL	Pentium Series
5. Fifth Generation(Present & Beyond)	Super large scale integrated chips	Artificial Intelligence(5GL)	Robotics

Classification of Computers

Classification on working system

1. **Digital computer -**   digital computer is the most commonly used type of computer and is used to process information with quantities using digits, usually using the binary number system. Ex - MacBook.

2. Analog Computer - a computer that operates with numbers represented by directly measurable quantities (as voltages or rotations) — compare digital computer, hybrid computer.

3. Hybrid Computer - a computer that combines the characteristics of a digital computer and an analog computer by its capacity to accept input and provide output in either digital or analog form and to process information digitally.

Classification on size

1. **Mainframe computer -** A mainframe computer is a very large computer capable of handling and processing very large amounts of data quickly. They are used by large institutions, such as government agencies and large corporations.

2. Mini Computer - a computer with processing and storage capabilities smaller than those of a mainframe but larger than those of a microcomputer.

3. Micro computer - A microcomputer is a complete computer on a smaller scale and is generally a synonym for the more common term, personal computer or PC , a computer designed for an individual.

4. Personal computer - A personal computer (PC) is a small, relatively inexpensive computer designed for an individual user. In price, All are based on the microprocessor technology that enables manufacturers to put an entire CPU on one chip.

5. Supercomputert - The fastest type of computer. Supercomputers are very expensive and are employed for specialized applications that require immense amounts of calculations.

Networking and Internet

Computer Networking : A computer network is a set of connected computers. Computers on a network are called nodes. The connection between computers can be done via cabling, most commonly the Ethernet cable, or wirelessly through radio waves. Connected computers can share resources, like access to the Internet, printers, file servers, and others.

Components:
1.Server - a computer designed to process requests and deliver data to other (client) computers over a local **network** or the Internet.
2.**Receiver** - a hardware module or device used to receive signals
3.Channel – physical connection between Server & Receiver

Transmission Channel:

Simplex channels - simplex is a communications channel that operates in one direction at a time.
Half duplex channel - A half-duplex channel can send and receive data, but not at the same time.
Full duplex channel - Refers to the transmission of data in two directions simultaneously.

Types Data communication medium
- Standard Telephone Line
- Co-Axial Cable
- Microwave Tranmission
- Satellite Communication
- Optical Fibers

Network devices
- **Network adapter** is a device that enables a computer to connect with other computer/network using MAC Address
- **Hub** is a device that splits a network connection into multiple computers
- **Switch** is a telecommunication device grouped as one of computer network components
- **Cable** is one way of transmission media which can transmit communication signals.

- **Repeaters** is used to regenerate or replicate signals that are weakened or distorted by transmission over long distances
- **Bridge is** used two connect two LANs with the same standard but using different types of cables
- **Routers** is used to join multiple computer networks together via either wired or wireless connections.
- **Gateways** is a key stopping point for data on its way to or from other networks.
- **MODEM -** Modulator-demodulator. Electronic device that allows computers to communicate over telephone wires or cable-TV cable.

Types of Network

- **Local Area Netwok(LAN) -** a computer network that links devices within a building or group of adjacent buildings.Ex – Star LAN, Ring LAN, Bus LAN
- **Wide Area Network(WAN) -** a computer network in which the computers connected may be far apart.
- **Metropolitan Area Network (MAN)-** A metropolitan area network (MAN) is a network that interconnects users with computer resources in a geographic area or region larger than that covered by even a LAN but smaller than the area covered by WAN. Ex- Public Networks Public Switched Telephone Networks (PSTN) Public Service Digital Network (PSDN)
- **Integrated Services Digital Network** (**ISDN**) is a set of communication standards for simultaneous digital transmission of voice, video, data

Network toplolgy

- **Mesh topology -** Mesh is a network topology in which devices are connected with many redundant interconnections between network nodes.
- **Star topology -** Star topology is a network topology where each individual piece of a network is attached to a central node.
- **Ring topology -** Ring topology refers to a specific kind of network setup in which devices are connected in a ring and pass information to each other according to their adjacent in the ring structure.
- **Bus topology -** Bus topology is a specific kind of network topology in which all of the various devices in the network are connected to a single cable or line.
- **Tree toplogy –** It is a combination characteristics of linear bus and star topologies.

OSI MODEL

OSI : The Open Systems Interconnection model (OSI Model) is a conceptual model that characterizes and standardizes the communication functions of a telecommunication or computing system without regard of their underlying internal structure and technology.

Seven layers of OSI Model

1. **Physical layer -** The physical layer is the first layer of the OSI Model that deals with **bit-**level transmission between different devices and supports electrical or mechanical interfaces connecting to the physical medium for synchronized communication.
2. **Data Link Layer -** The data link layer is the second layer of OSI model.This layer is the protocol layer that transfers data in the form of **frames** between adjacent network nodes in a wide area network or between nodes on the same local area network segment.
3. **Network Layer -** The network layer is the third level of the OSI Model and the layer that provides data routing paths for network communication. Data is transferred in the form of **packets** via logical network paths in an ordered format controlled by the network layer.
4. **Transport Layer -** The transport layer is the layer in the OSI model responsible for end-to-end communication(in the form of **segments**) over a network. It provides logical communication between

application processes running on different hosts within a layered architecture of protocols and other network components.

5. **Session Layer -** In the OSI model, the session layer is the fifth layer, which controls the connections between multiple computers. The session layer tracks the dialogs between computers, which are also called sessions.

6. **Presentation Layer -** The presentation layer is layer 6 in OSI model. It is used to present data to the application layer (layer 7) in an accurate, well-defined and standardized format. The presentation layer is sometimes called the syntax layer.

7. **Application Layer -** The application layer is a layer in the OSI model and in the TCP/IP protocol suite. It consists of protocols that focus on process-to-process communication across an IP network and provides a firm communication interface and end-user services.

Data transmission

- **NIC-Network interface card -** A network interface card (NIC) is a computer circuit board or card that is installed in a computer so that it can be connected to a network.
- **Wireless technology -** Wireless communications is a type of data , a wireless signal through wireless communication technologies and devic.

Network Related Terms

- **Protocol** - It is set of rules and standards which is used by computers to exchange data or information with each other across a network.
- **Nodes** - It is a connect point where either data transmission ends or redistribution of data starts.
- **TCP/IP (Transmission Control Protocol/Internet Protocol) -** basic communication language or protocol of the Internet.
  - IPV4 - 32 bits numeric address
  - IPV6 - 128 bits hexadecimal address
- **File Transfer Protocol (FTP)** is a standard network protocol used to transfer computer files between a client and server on a computer network.
- **Internet service provider** (**ISP**) is an organization that provides services for accessing and using the Internet.
- **Network Service Provider** (**NSP**) is a company that provides backbone services to an Internet service provider (ISP).
- **Web server** is a program that uses HTTP (Hypertext Transfer Protocol) to serve the files that form Web pages to users, in response to their requests, which are forwarded by their computers' HTTP clients.
- **Website** is a collection of related web pages, including multimedia content, typically identified with a common domain name
- **Web Page** is a hypertext document connected to the World Wide Web.
- **Home page -** the introductory page of a website
- **Hyperlink** is a word, phrase, or image that you can click on to jump to a new document or a new section within the current document.
- **Hypertext Transfer Protocol** (**HTTP**) is an application protocol for distributed, collaborative, hypermedia information systems.
- **Wireless Application Protocol** (**WAP**) is a technical standard for accessing information over a mobile wireless network.
- **URL (Uniform Resource Locator)** is a form of URI and is a standardized naming convention for addressing documents accessible over the Internet and Intranet.

Internet

- **Internet-** a global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.
  Modem - a combined device for modulation and demodulation, for example, between the digital data of a computer and the analogue signal of a telephone line.
- **Web Browser -** Web browser is a software application used to locate, retrieve and display content on the World Wide Web, including Web pages, images and video.

Some important file extensions

.doc	*Microsoft Word Document*
.ppt	*PowerPoint Presentation*
.bmp	*Bitmap Image File*
.jpg	*JPEG Image*
.xls	*Excel Spreadsheet*
.exe	*Windows Executable File*
.bak	*Backup File*

[Click Here to Read Some Important File Extension](#)

Software

Software - the programs and other operating information used by a computer.

Types of software

System software	Application software	Programming software
Operating software	Educational software	Text editor
Loader	Spreadsheet software	Compiler
Data driver	Word processors	interpreter
Firmware		

- **Operating system software -**An operating system (OS) is system software that manages computer hardware and software resources and provides common services for computer programs. The operating system is a component of the system software in a computer system.
- **Functions of operating system -** The basic functions of an operating system are: Booting the computer. Performs basic computer tasks eg managing the various peripheral devices eg mouse, keyboard. Provides a user interface, e.g. command line, graphical user interface (GUI).
- **Spreadsheet software -** A software interface consisting of an interactive grid made up of cells in which data or formulas are entered for analysis or presentation.
- **Word processors -** a program or machine for storing, manipulating, and formatting text entered from a keyboard and providing a printout.
- **Compiler -** A compiler is a computer program (or a set of programs) that transforms source code written in a programming language (the source language) into another computer language (the target language), with the latter often having a binary form known as object code.
- **Interpreter -** a program that can analyse and execute a program line by line.
- **Database management system -** software that handles the storage, retrieval, and updating of data in a computer system.
- **Antivirus Software -** Anti-virus software is a program or set of programs that are designed to prevent, search for, detect, and remove software viruses, and other malicious software like worms, trojans, adware, and more.
- **Boot -** The boot process is the name for the various steps the computer takes after you turn it on, all the way until the operating system is loaded.
- **Cold Boot -** The start-up of a computer from a powered-down, or off, state.Also called a hard boot.
- **Warm Boot -** restarting a computer via the operating system.

Microsoft Office

MS Office: Microsoft Office or Microsoft Office System is a collection of computer programs made by Microsoft. The programs are created for all users. There are different versions of the software for home users and for business users.

- It was first announced by **Bill Gates of Microsoft** on August 1, 1988 at COMDEX in Las Vegas.
- MS office primarily includes Word, Excel, PowerPoint, Access and Outlook. It also includes OneNote, Groove, InfoPath and Publisher.

MS Word

- Microsoft Word is a word processor developed by **Microsoft.**
- It is used for creating, editing, formatting, storing, retrieving and printing of a text document.
- Microsoft Word's native file formats are denoted either by a **.doc** or **.docx** file extension.

Some Important Tools in Microsoft Word -

- ✓ **Header and Footer** option is used to display information such as title and page number of the document.
- ✓ **Title Bar -**The bar at the top of the window that bears the name of the window.
- ✓ **Menu Bar -** A screen element of MS Word that is usually located below the title bar that provides categorisedoption.
- ✓ **Thesaurus -** is used for finding a synonym for a word in the document.
- ✓ **Style -** Changes the style of the selected text
- ✓ **Font -** Changes the font for the selected text
- ✓ **Font Size** - Changes the point size of the selected text
- ✓ **Bold -** Makes the selected text bold
- ✓ **Italic -** Makes the selected text italic
- ✓ **Underline -** Underlines the selected text
- ✓ **Align Left,Align Right,Center -** Aligns the selected text/paragraph
- ✓ **Justify -** Justifies the selected text/paragraph
- ✓ **New -** Creates a new, blank document
- ✓ **Open -** Displays the Open dialog box so that you can retrieve an existing document
- ✓ **Save,Print,Print Preview -** Saves the active document to a specified location,Prints active document Displays what the document will look like when you print it
- ✓ **Spell Checker -** Checks active document for spelling and grammatical errors
- ✓ **Cut,Copy,Paste -** Cuts the selected text and places it on the clipboard then Copies Select text and Pastes the contents of the clipboard to a new location
- ✓ **Undo -** Undoes the last document change
- ✓ **Redo -** Redoes the last action that was undone
- ✓ **Insert Hyperlink -** Creates a hyperlink from the selected text.

Short cut keys and Function keys

Shorcut keys	Functions
Ctrl + Shift + Spacebar	Create a non breaking space
Ctrl + B	Make letters bold
Ctrl + I	Make letters italic
Ctrl + U	Make letters underline
Ctrl + Shift+ <	Decrease font size one value
Ctrl + Shift + >	Increase the font size one value

Ctrl + Spacebar	Remove paragraph or character formatting
Ctrl + C	Copy the selected text or object
Ctrl + X	Cut the selected text or object
Ctrl + V	Paste text or an object
Ctrl + Alt + V	Paste special
Ctrl + Shift + V	Paste formatting only
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last action
F1	Get help or visit Microsoft office Online.
F4	Repeat the last action
F7	Choose the spelling command
F5	Choose the Go To command
F12	Choose the Save As command

MS Excel

- Microsoft Excel is a software program developed by Microsoft Corp. that allow users to organize, format and calculate data with formulas using a spreadsheet system. The exact number of rows and columns are 1,048,576 rows and 16,384 columns.
- It features calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications.

Some Important Terms used in Excel :

- ✓ **Cell –** A cell is the intersection of a row and a column. A cell can contain a label, a numeric value, or a formula.
- ✓ **Cell address** - A cell address is the location of a cell on a worksheet and is defined by the column letter and the row number.
- ✓ **Active Cell -** cell in which we are currently working .
- ✓ **Formula bar -** The formula bar is located under the toolbars at the top of the working screen. It contains the edit line for working with formulas, and provides information regarding cell addresses.
- ✓ **Functions -** A function is a preset formula. Functions consist of the function name and its arguments. The function name tells Excel what calculation you want it to perform.
- ✓ **PivotTable Wizard -** The PivotTable Wizard is a series of dialog boxes that guides you step-by-step through the process of creating a PivotTable.
- ✓ **Print Preview Controls -** Print Preview mode offers a set of control buttons to make the feature more useful. Click Close to exit Print Preview mode.
- ✓ **Spreadsheet -** Spreadsheet is the generic term for applications, such as Excel, that you can use to enter, analyze, and calculate data. It performs mathematical calculations and projections based on data entered. Common spreadsheet uses include analysis, charting, and budgeting.
- ✓ **Syntax -** The syntax of the function refers to the order of the functions arguments. In some functions, the order of the arguments determines how Excel solves the function.
- ✓ **Worksheet -** A worksheet is an electronic spreadsheet that lets you enter, analyze, and calculate data. Within a workbook, worksheets can share information, and calculations pertaining to several worksheets can be performed at one time. The default number of worksheets in a new workbook is three.

Shortcut keys of Ms Excel

Shortcut keys	Functions
Ctrl + Shift + ;	Enter the current time

Ctrl + ;	Enter the current date
Ctrl + Space/Shift + Space	Select entire column/Select entire row
Alt + =	Create a formula to sum all of the above cells
Ctrl + '	Insert the value of the above cell into cell currently selected.
Ctrl + Arrow key	Move to next section to text
F2	Edit the selected cell
F5	Go to a specific cell
Ctrl + F6	Switch between open workbooks/window
F7	Spell check selected text and/or document
F11	Create chart

Ms Powerpoint

- The application software that can create professional looking visual aids is called Presentation Graphics Software.
- **MS-PowerPoint** can be started by clicking at Start—Program---Microsoft PowerPoint.
- A slide can contain one or more of these components: **Titles, Graphs, Drawing objects, ClipArt** and **Pictures**.
- The slide components that are used for reference are: **Handouts, Notes ,Outlines**.

A new presentation can be created through one of these methods:
(i) **Auto content Wizard** (ii) **Design Templates** (iii) **Sample Presentation** and (iv) **Blank Presentation**

Some important terms :

- ✓ **Animations -** Animations are effects that allow you to reveal the points on a slide one by one.
- ✓ **AutoClipArt -** Use the AutoClipArt command to begin a concept keyword search of your slideshow. PowerPoint searches your slideshow for keywords that relate to the keywords associated with clip art images in the Clip Gallery.
- ✓ **Background -** The Background dialog box provides various options that let you change the background look of a single slide or every slide in the presentation.
- ✓ **Presentation -** A presentation is a collection of slides, handouts, speaker's notes, and an outline, all combined into a file that can be printed onto transparencies or projected from a computer.
- ✓ **Slides -** Slides are the individual pages of your presentation. Slides can be designed with different titles, graphics, text, and much more.
- ✓ **Slide Sorter Toolbar -** The Slide Sorter toolbar is available only in Slide Sorter view, and allows quick access to special PowerPoint effects such as transitions, builds, rehearse timing, and hide slides.
- ✓ **Slide Sorter View -** Slide Sorter View displays a reduced image of all the slides in a grid-like fashion. This view makes it easier to rearrange the slides in a presentation and add transitions and special effects.
- ✓ **Slide View -** Slide View allows you to work on one slide at a time. While in Slide View, you can add any element to a slide, including text, graphics, shapes, and graphs.

Database Management system (DBMS) -Database Management System is About Managing and structuring the collections of data held on computers. A database consists of an organized collection of data for one or more uses, typically in digital form. Database involves the type of their contents.
Eg:- bibliographic, document - text, statistical.

Computer Security

Computer Security is the process of preventing and detecting unauthorized use of your computer.

Internet Security Threats

1.Virus is a type of malicious software program (malware) that, when executed, replicates by reproducing itself (copying its own source code) or infecting other computer programs by modifying them
Ex: Code Red, Nimba, SirCam, Melisa, Ripper, MDMA, One _Half

❖ **Boot virus** (Trojans) affect the disk operating system, thereby corrupting the booting files in spite of the operating system used. The main distinction is that they don't replicate but spread on opening an email attachment specifically.
❖ **Macro virus** (Worms) are intended to affect data files specifically by finding vulnerabilities in word or excel documents. They infect by replicating to other systems in the network. They don't require a host file to replicate themselves.
❖ **Virus hoax** is a message warning the recipients of a non-existent computer virus threat.
❖ **Companion virus** is a complicated computer virus which, unlike traditional viruses, does not modify any files

2. **Spyware:** It is a software that secretly collects user information while on the internet. Spyware can capture information like web browsing habits, email messages, usernames and passwords, and credit card information.

3.Adware: This program launches the advertisements in the form of pop ups. Usually the add words are based on the internet behavior of the user.

4.Spam: These are unwanted emails. In other words we can call them as unsolicited promotional mail.

5.Pharming: More advance method of Phishing in which the attackers create duplicate or similar looking website of other companies, to attract the customers and steal the data.

6.Cookies: These are program or information secretly stored in a computer especially the internet browser, which allows other users to monitor the internet activities of a person. These programs usually monitor the browsing nature of person so that the companies can create better marketing strategies.

7.Mail Bomb: An excessively large email (typically many thousands of messages) or one large message sent to a user's email account. This is done to crash the system and prevent genuine messages from being received.

8.Scareware: A common trick cyber criminals use to make users think that their computer has become infected with malware to get them to purchase a fake application.

9.Sniffers: A software program used to monitor the traffic in a network. The hackers may use the sniffed data to access important confidential data.

10.Rootkit: A program designed to hide objects such as processes, files or Windows registry entries (often including its own).

11. Phishing: This is acquiring the personal and sensitive information of a person through official looking emails. Users of online banking and e-commerce websites are more prone to this attack.

12. Spoofing : It is a type of scam where an intruder attempts to gain unauthorized access to a user's system or information by pretending to be the user.

Firewall is a network security system that monitors and controls the incoming and outgoing network traffic based on predetermined security rules.
Adware, or advertising-supported software, is any software package that automatically renders advertisements in order to generate revenue for its author.
Anti-virus software is a program or set of programs that are designed to prevent, search for, detect, and remove software viruses, and other malicious software like worms, trojans, adware

zombie is a computer connected to the Internet that has been compromised by a hacker, computer virus or trojan horse program and can be used to perform malicious tasks of one sort or another under remote direction.

Computer terminology

- **Access -** To call up information out of storage.
- **Access time -** The amount of time it takes for requested information to be delivered from disks and memory.
- **Accumulator** A local storage area called a register, in which the result of an arithmetic or logic operation is formed It contains a single data register.
- **Adapter -** A circuit board that plugs into a computer and gives it additional capabilities.
- **Amplifier -**A device that takes in a weak electric signal and sends out a strong one.
- **Analog Computer -** A computer that operates on data which is in the form of continuous variable physical quantities.
- **Android -** It is a linux based operating system designed Primarily for touchscreen mobile devices such as smartphones and tablets computer.
- **Algorithm** - A step-by-step procedure designed to solve a problem or achieve an objective.
- **Alphanumeric** A character set that contains letters, digits and other special characters such as @, $, +. *, %. etc.
- **Archieve** - It provides backup storage.
- **Assembler** A program that translates mnemonic statement into executable instruction.
- **Backup -** Storage of duplicate files on disks, diskettes, or some other form of magnetic medium (such as tapes) as a safety measure in case the original medium is damaged or lost.
- **Backspace key** - A key is used on the keyboard to delete the text. Backspace will delete the text to the left of cursor.
- **Bandwidth** - The maximum amount of data that can travel in a communication path in a given time, measured in bits per second (bps).
- **Bar Code** A bar code is a machine-readable representation of information in a visual format on a surface. The first bar code system was developed by Norman Joseph Woodland and Bernard Silver in 1952.
- **Basic Input Output System (BIOS) -** Also known as ROM BIOS. It provides a abstraction layer for the hardware, i.e., a consistent way for application programs and operating system to interact with input/output devices.
- **Binary code -** The language used by computers in which data and instructions are represented by a series of 1s and 0s.
- **Bitmap** A method of storing a graphic image as a set of bits in a computer memory. To display the image on the screen, the computer converts the bits into pixels.
- **Blog** It is a discussion or informational site published on the world wide web.
- **Bluetooth** A protocol that permits a wireless exchange of information between computers. cell phone and other electronic devices within a radius about 30 feet,
- **Booting** Booting is a bootstrapping process which starts the operating system when a computer is switched on
- **Botnet** It is a collection of internet connected programs communicating with other similar programs in order to perform tasks.
- **Boot** Sequence A boot sequence is the set of operations the computer performs when it is switched on which loads an operating system.
- **Buffering** The process of storing data in a memory device, allowing the devices to change the data rates,perform error checking and error retransmission.
- **Bug -** A software bug is an error, flaw, failure, or fault in a computer program or system produces an incorrect or unexpected result.
- **Bus -** A pathway along which electronic signals travel between the components of a computer system.
- **Binary numbering system** - A numbering system in which all numbers are represented by various combinations of the digits 0 and 1.
- **Chip** - A tiny wafer of silicon containing miniature electric circuits that can store millions of bits of information.
- **Command -** An instruction that causes a program or computer to perform a function.

- **Compiler** A compiler is a computer program that -translates a series of instructions written in one computer language (called the source language) into another computer language (also called the object or target language).
- **Communication** The transrnission of data from one computer to another or from one device to another is called communication.
- **Computer Graphics** Computer Graphics are visual presentations on a computer screen. Examples are photographs, drawings, line arts, graphs, diagrams, typography numbers, symbols, geometric designs, maps, engineering drawings or other images.
- **Cold Boot** When a computer restarts after the power cut is called cold boot
- **Control Panel** - It is the part of Windows menu. accessible from the start menu, which allows users to view and manipulate basic system settings and controls, such as adding hardware. adding/removing software, controlling user accounts, changing accessibility options, etc.
- **Chat -** A method of communication in which people type text messages to each other, thereby holding a conversation over a network such as the Internet.
- **Clipboard -** A holding area in memory where information that has been copied or cut (text, graphics, sound, or video) can be stored until the information is inserted elsewhere.
- **CMOS -** A type of computer chip which is able to operate with a very small amount of electricity from a battery. CMOS refers as complementary metal oxide semiconductor.
- **Cookie -** A packet of information that travels between a browser and the web server.
- **Crash** A malfunction in hardware or software that keeps a computer from functioning.
- **Crawler** – It is an Internet bot which systematically browses the World Wide Web, typically for the purpose of Web indexing (web spidering).
- **Data -** Information consisting of letters, numbers, symbols, sound, or images—in a form that can be processed by a computer.
- **Database -** A database is a collection of information that is organized so that it can easily be accessed, managed, and updated.
- **Data abstraction** – It is the reduction of a particular body of data to a simplified representation of the whole.
- **Data processing** – It refers to the process of collecting and manipulating raw data to yield useful information.
- **Disk Operating System (DOS)** - A disk operating system (abbreviated DOS) is a computer operating system that can use a disk storage device, such as a floppy disk, hard disk drive, or optical disc.
- **Debugging -** Locating and eliminating defects in a program.
- **Delete -** A command to erase information in storage.
- **Directory -** A list of the files stored on a disk.
- **Dots Per Inch (DPI)** It is defined as the measure of the resolution of a printer, scanner or monitor
- **Download –** A copy (data) from one computer system to another, typically over the Internet.
- **Editing -** The process of changing information by inserting, deleting, replacing, rearranging, and reformatting.
- **EDO (Extended Data Output)** RAM is a type of random access memory (RAM) chip that improves the time to read from memory on faster microprocessors such as the Intel Pentium.
- **E-mail** Electronic mail, abbreviated e-mail is a method of composing, sending, storing and receiving messages over electronic communication systems.
- **Encapsulation** It is a mechanism that associates the code and the data it manipulates into a single unit and keeps them safe from external interference.
- **Encryption** In cryptography, encryption is the process of encoding messages (or information) in such a way that hackers cannot read it, but the authorised users can access it.
- **End User** Any individual who uses the information oefierated by a computer based system.
- **Entity** An entity is something that has certain attributes or properties which may be assigned values.
- **Ethernet Card -** A network adapter that enables a computer to connect to an ethernet.
- **Execution Time** The total time required to executela program on a particular system.
- **Export -** To save information from one computer or program to another.
- **Fax** - It stands for 'Facsimile machine'. It is used to transmit a copy of a document electronically.
- **Field** - The attributes of an entity are written as fields in the table representation.

- **File** A collection of information stored electronically and treated as a unit by a computer. Every file must have its own distinctive name
- **File Manager** The file manager is an operating system utility that provides a user interface to work with file systems
- **File Server** A computer on a network that stores the Programs and data files shared by the users of the
- **Firmware** Firmware is a technology which has the combination of both hardware and software .
- **Fax modem -** A device built into or attached to a computer that serves as a facsimile machine and a modem.
- **Floating-point Numbers** Signed numbers held in a traction exponent format.
- **Floppy disk** A floppy disk is a data storage device that is composed of a circular piece of thin, flexible (i.e , floppy) magnetic storage medium encased in a square or rectangular plastic walled.
- **Flowcharts** Flowcharts are the means of visually representing the flow of data through an information processing system, the operations an performed within the system and the sequence in which they arc performed.
- **Format** To set margins, tabs, font or line spacing in layout of a document.
- **Frame** The basic packages of information on a network channel
- **Frequency** The number of oscillations of a signal per unit of time. It is usually expressed in cycles per second (cps or hertz Hz)
- **Function Key** A special key on a computer keyboard or a terminal devices keyboard that is used to perform specjic functions. KeysF1 to Fl0.
- **Gigahertz (Ghz) -** A measurement used to identify the speed of the central processing unit.
- **Garbage In Garbage Out (GIGO)** It pertains to the fact that most computer errors are not errors, they are data errors caused by incorrect input data.
- **Graphic Interchange Format (GIF)** A simple file format for pictures and photographs, that are compressed so they can be sent quickly.
- **Graphical User Interface** A Graphical User Interface (or GUI) is a method of interacting with a computer through a metaphor of direct manipulating of graphical images and widgets in addition to text.
- **Glitch** A hardware problem that causes a computer to malfunction or crash.
- **Hard copy -** Text or graphics printed on paper; also called a printout.
- **Hard disk -** A rigid type of magnetic medium that can store large amounts of information.
- **Hardware -** The physical components of a computer.
- serves as the entrance for a series of related pages.
- **Host computer -** A computer that provides information or a service to other computers on the Internet.
- **Hacker** A computer criminal who penetrates and tempers with computer programs or systems.
- **High-Level Programming Languages** A high-level programming language is a
- **Instant messaging -** A chat program that lets people communicate over the Internet in real time.
- **Integrated circuit -** Multiple electronic components combined on a tiny silicon chip.
  Interface - The electrical connection that links two pieces of equipment so that they can communicate
- with each other.
- **Intranet -** A private network established by an organization for the exclusive use of its employees.
- **Icon** - A symbol (such as picture or a folder) that represents a certain function on your computer
- **Information** Information is the summarization of data according to a certain pre-defined purpose
- **Input** In order to give instructions to a computer, the information has to be supplied to it.
- **Instruction** A command or order given to a computer to perform a task.
- **Instruction Cycle** Fetching and decoding operations of the machine cycle.
- **Interface** A device or program that helps a user to communicate with a computer.
- **Interpreter** A program that converts and executes the source code into machine code line by line.
- **Integrated Circuits** Multiple electronic components combined on a silicon chip.
- **Java -** A programming language designed for programs or applets used over the Internet.
- **Justification -** Aligning lines of text at the left margin, the right margin, both margins, or the center.
- **JPEG** (Joint Photographic Experts Group) is an ISO/IEC group of experts that develops and maintains standards for a suite of compression algorithms for computer image files

- **Kernel** It is the fundamental part of a program, such as an operating system, that resides in memory at all times.
- **Key Field** A unique field in a record used to distinguish one record from another.
- **Label** One or more characters used to Identify a statement and instruction or a data field in a computer program.
- **Landscape** A printer feature, generally controlled by software, which rotates the output image by 90- to print across the length rather than the width of the paper.
- **Link** A communication path between two nodes or channel.
- **Linux -** A type of open source software. When combined with other components, Linux serves as an increasingly popular operating system that competes with Microsoft Windows.
- **Loop** A sequence of instructions that is executed repeatedly until a terminal condition occurs.
- **Megahertz (Mhz) -** A measurement used to identify the speed of the central processing unit. One
- **Memory -** The part of a computer that stores information.
- **Menu -** A list of choices shown on the display screen.
- **Merge** Combining two or more files into a single file.
- **Microprocessor** A complete Central Processing Unit (CPU) contained on a single silicon chip.
- **MIDI** Stands for Music Instrument Digital Interface. It allows a computer to store and replay a musical instrument's output.
- **Minimize** A term used in a GUI operating system that uses windows. It refers to reducing a window to an icon, or a label at the bottom of the screen, allowing another window to be viewed.
- **MIPS** An acronym derived from Million of Instruction Per Second (MIPS) It is used to measure the speed of a processor.
- **Morphing** The transformation of one image into another image.
- **MS-DOS** An early operating system developed by Microsoft Corporation (Microsoft Disc Operating System).
- **Multitasking** Multitasking can simultaneously work with several programs or interrelated tasks that share memories, codes, buffers and files.
- **Multithreading** It is a facility available in an operating system that allows multiple functions from the same application packages.
- **Multiuser** The term describing the capability of a computer system to be operated at more than one terminal at the same llf 11°
- **Multiplexer** It is a device That combines multiple input signals into an aggregate signal for transmission.
- **Notebook computer -** A portable computer. Also known as a laptop computer.
- **Object -** Refers to a particular instance of a class where the object can be a combination of variables, functions, and data structures.
- **Operating system (OS) -** Software that manages the internal functions and controls the operations of a
- computer.
- **Open Source Software (OSS)** - Free Open Source Software (FOSS), also called just Open Source or Free Software, is licensed to be free to use, modify, and distribute.
- **Optical character reader (OCR) -**A device that can scan text from hard copy and enter it automatically
- into a computer for storage or editing. Also called an optical scanner.
- **Password -** A user's secret identification code, required to access stored material.
- **Patch -** A patch is a piece of software designed to update a computer program or its supporting data, to fix or improve it.
- **Piracy -** Unauthorized copying of some purchased software.
- **Pixel -** The pixel is the basic unit of programmable color on a computer display or in a computer image.
- **Port –** It to the female part of connection. Computer ports have many uses, to connect a monitor, webcam, speakers, or other peripheral devices
- **Portrait** - It is a mode in which the printer orients content for reading across the shorter length (the width) of the sheet of paper.
- **Plug-and-play -** The ability to plug in a peripheral and have it work without difficulty.
- **Primary Key** - A primary key is a field in a table which is unique and enables you to identify every record in that table.

- **Program -** An established sequence of instructions that tells a computer what to do. The term program
- means the same as software.
- **Pseudocode -** Pseudocode is an artificial and informal language that helps programmers develop algorithms.
- **Push technology -** A process that allows a user to obtain automatic delivery of specified information from the Internet to the user's computer—for example, stock market quotes, weather forecasts, and sports scores.
- **Query -** A query is a request for information from a database.
- **Queue** - A queue is an example of a linear data structure, or more abstractly a sequential collection.
- **Record** - A record (also called struct or compound data) is a basic data structure. A record is a collection of fields, possibly of different data types, typically in fixed number and sequence
- **Response time -** The time a computer takes to execute a command.
- **Retrieve -** To call up information from memory or storage so that it can be processed in some way.
- **Rich Text Format (RTF)** - RTF is a file format that lets you exchange text files between different word processors in different operating systems.
- **Routing -** Routing is the process of selecting a path for traffic in a network, or between or across multiple networks.
- **Scanner -** A scanner is a device that captures images from photographic prints, posters, magazine pages, and similar sources for computer editing and display.
- **Scroll -** To move information horizontally or vertically on a display screen so that one can see parts of a
- document that is too wide or too deep to fit entirely on one screen.
- **Search engine -** A free program that helps Web users locate data by means of a keyword or concept.
- **Sector -** A sector is a subdivision of a track on a magnetic disk or optical disc.
- **Server -** A computer that delivers data to other computers (clients) linked on the same network.
- **Shareware -** Software that usually may be downloaded and used initially without charge.
- **Socket -** A network socket is an endpoint of a connection in a computer network.
- **Swapping -** A process can be swapped temporarily out of memory to a backing store, and then brought back into memory for continued execution
- **Synchronisation -** Synchronization is the coordination of events to operate a system in unison.
- **Telecommunications -** The process of sending and receiving information by means of telephones, satellites, and other devices.
- **Teleconferencing -** Conducting a conference by using computers, video, and telecommunications to
- share sound and images with others at remote sites.
- **Telnet -** A protocol that allows a computer to connect with a host computer on the Internet.
- **Template** - Refers to a sample document that has already some details in place
- **Terminal -** Any device that can transmit or receive electronic information.
- **Text -** Broadly speaking, the material displayed on a screen or printed on paper.
- **Time Sharing or Multitasking** - Time sharing is a technique which enables many people, located at various terminals, to use a particular computer system at the same time.
- **Topology** - Topology is the arrangement of the various elements (links, nodes, etc.) of a computer network.
- **Touchpad -** The device on a laptop computer that takes the place of a mouse.
- **Universal Serial Bus (USB) -** A common standard for connecting multiple peripherals to a computer as needed.
- **Upload -** Uploading is the transmission of a file from one computer system to another, usually larger computer system
- **Utility -** a utility is a small program that provides an addition to the capabilities provided by the operating system.
- **User-friendly -** Describes hardware or software that is easy to use.
- **Webcam -** A video camera that sends live images over the Internet to a Web site.

- **ZIP** - ZIP is an archive file format that supports lossless data compression. A .ZIP file may contain one or more files or directories that may have been compressed
- **Zoom** - zoom is another name for maximize, to enlarge the date size or image size

Important computer abbreviation

AAC - Advanced Audio Coding	HTML - Hyper Text Markup Language
AI -Artificial intelligence.	HTTP - Hyper Text Transfer Protocol.
AMR - Adaptive Multi-Rate Codec	HTTPS - Hyper Text Transfer Protocol Secure.
API - Application Program Interface	IBM - International Business Machine
ARP - Address Resolution Protocol	INTEL - Integrated Electronics
ARPANET - Advanced Research Project Agency Network	IP - Internet Protocol.
ASCII - American Standard Code for Information Interchange	ISP - Internet Service Provider.
ATM - Asynchronous Transfer Mode	JAD - Java Application Descriptor
AVI - Audio Video Interleave	JPEG - Joint Photographic Expert Group
BASIC - Beginner's All-purpose Symbolic Instruction Code	Kbps - Kilobits/Kilobytes Per Second
BCC - Blind Carbon Copy	LED - Light Emitting Diode
BCD - Binary Coded Decimal	M3G - Mobile 3D Graphics
BHTML - Broadcast Hyper Text Markup Language	M4A - MPEG-4 Audio File
BIOS - Basic Input Output System	Mbps - Megabits/Megabytes Per Second
BIU - Bus Interface Unit	MICR - Magnetic Ink Character Recognition
BMP – Bitmap	MIME - Multipurpose Internet Mail Extensions
BPS - Bytes Per Second	MIPS - Million Instructions Per Second
CAD - Computer Aided Design	MPEG - Motion Picture Experts Group
CADD - Computer Aided Design and Drafting	NAT - Network Address Translation
CAI - Computer Aided Instruction	OCR - Optical character reader.
CDMA - Code Division Multiple Access	OMR - Optical Mark Reader/Recognition
CDMA - Code Division Multiple Access.	P2P - Peer-to-peer
CD-R - Compact disc-recordable.	PDA - Personal digital assistant.
CD-ROM - Compact disc-read-only memory. A form of optical storage.	PDF - Portable Document Format
CD-RW - Compact disc-rewritable.	PNG - Portable Network Graphics
CISC - Complex Instructions Set Computers	PNG - Portable Network Graphics
COBOL - Common Business Oriented Language	RPM - Revolutions Per Minute
COMPUTER - Commonly Operated Machine Particularly Used for Trade/Technology, Education, and Research.	SIM - Subscriber Identity Module.
CPU - Central processing unit.	SMPS - Switch Mode Power Supply
CRT - Cathode Ray Tube.	SMS - Short Message Service
CUI - Character User Interface	SMTP - Simple Mail Transfer Protocol
DAT - Digital Audio Tape	SQL - Structured Query Language
DAT - Digital Audio Tape.	SWF - Shock Wave Flash
DBMS - Data Base Management System	TCP - Transmission Control Protocol .
DNS - Domain name system.	UHF - Ultra High Frequency.
DOC - Document (MicrosoftCorporation)	UMTS - Universal Mobile Telecommunication System.
DOS – Disk operating system.	UNIVAC - Universal Automatic Computer/Universal Non Integrated Vacuum Actuated Computer
DPI - Dots Per Inch	UPS - Uninterruptible Power Supply.
DVD - Digital Versatile Disk.	URL - Uniform Resource Locator.
DVD-RAM - Digital video disc–random-access memory.	USB - Universal Serial Bus.
DVD-ROM - Digital video disc–read-only memory.	VAN - Value Added Network
DVD-RW - Digital video disc–read/write.	VHF - Very High Frequency.
DVI - Digital Visual Interface	VIRUS - Vital Information Resource Under Seized.
DVR - Digital Video Recorder	VOIP - Voice Over Internet Protocol
EDGE - Enhanced Data Rate for GSM (Global System for	WAIS - Wide-Area Information Server.

Mobile Communication) Evolution	
EDSAC - Electronic Delay Storage Automatic Calculator	WAP - Wireless Application Protocol.
EDVAC - Electronic Discrete Variable Automatic Computer	WAV - Waveform Audio
E-mail - Electronic Mail	WBMP - Wireless Bitmap Image
ENIAC - Electronics Numerical Integrator And Calculator	Wi-Fi - Wireless fidelity.
FPS - Frames Per Second	WLAN - Wireless Local Area Network
GDI - Graphical Device Interface	WMA - Windows Media Audio
GIF - Graphic Interchangeable Format	WML - Wireless Markup Language
GPRS - General Packet Radio Service	WML - Wireless Markup Language
GSM - Global System for Mobile Communication	WMV - Windows Media Video
GUI - Graphical User Interface.	XMF - Extensible Music File
HSDPA - High Speed Downlink Packet Access.	

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