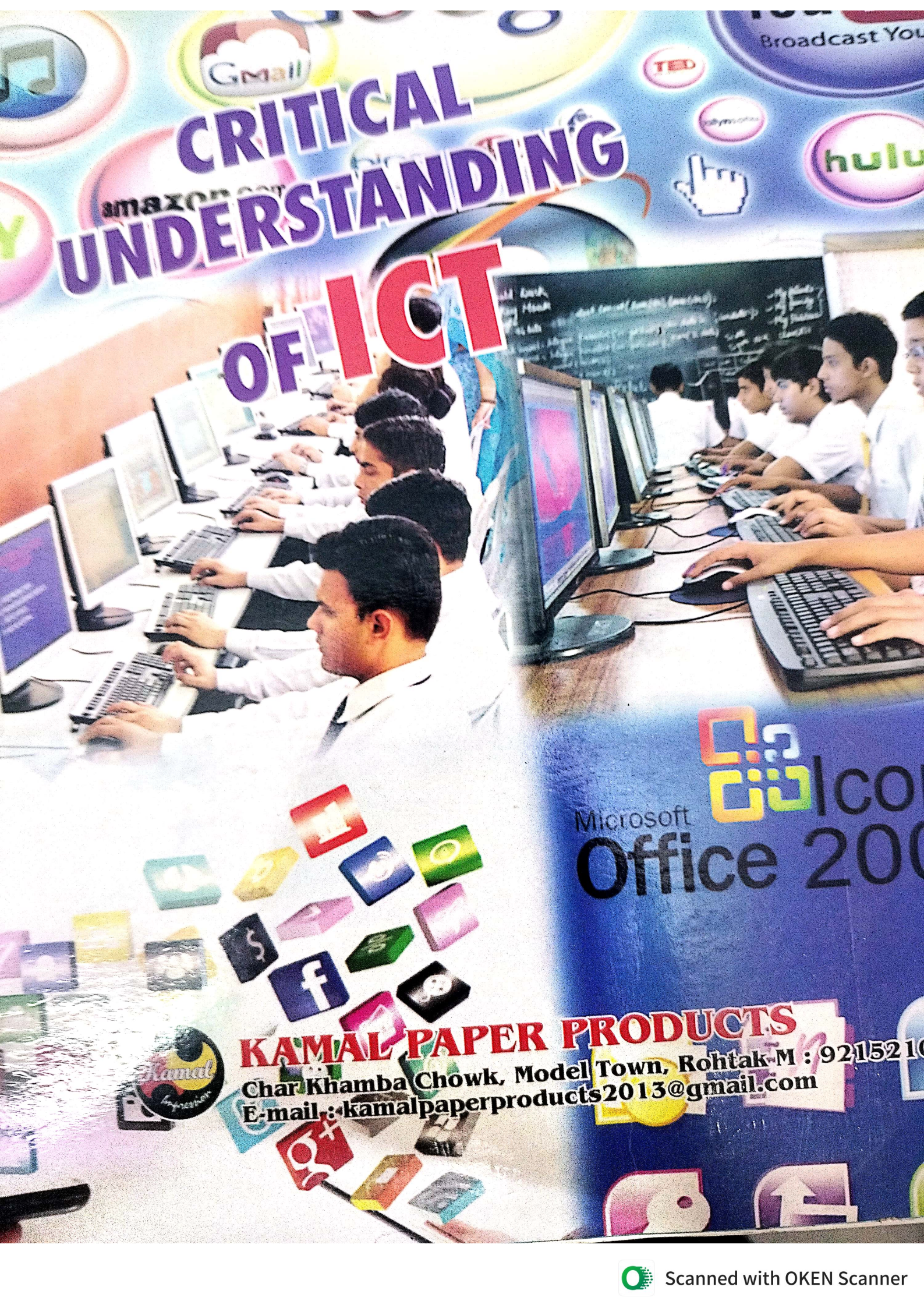


CRITICAL UNDERSTANDING

OF ICT



Microsoft Office 2013

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TOPIC

PAGE

- | S.No | TOPIC | PAGE |
|------|------------------------|-------|
| 1. | Computer Introduction | 1-3 |
| 2. | Switch on the computer | 3-4 |
| 3. | starting windows | 5-6 |
| 4. | Devices of a computer | 6-8 |
| 5. | Types of computer | 9-12 |
| 6. | File and folders | 13-19 |
| 7. | Ms - word | 23-24 |
| 8. | Ms - excel | 25-26 |
| 9. | Power Point | 27-28 |
| 10. | Ms point | 29-30 |
| 11. | The Internet | 31-32 |
| 12. | Smart classroom | 33-34 |

Computer

* Introduction :-

A computer is an electronic device that manipulates information or data. It has the ability to store, retrieve, and process data. We can use a computer to type documents, send emails, and surf the internet. We can also use it to handle spreadsheets, accounting, database management presentations, games and more.

* Definition of Computer :-

A Computer is an electronic device that can perform a variety of operations in accordance with a set of instructions called program.

* Important Characteristics of a Computer :-

- 1) Speed.
- 2) Arithmetic logical operation.
- 3) Accuracy.
- 4) Versality.

5) Reliability.

6) High storage Capacity.

1) Speed :->

Computers are much faster as compared to human beings. A modern computer can execute millions of instructions in one second. It is a very high speed electronic device.

2) Arithmetical & logical operation :->

A computer can perform the addition, subtraction, multiplication & division on the numeric data in logical operation. It compares the numerical data as well as alphabetical data.

3) Accuracy :->

Computer is also a very accurate device. It gives accurate output results provided that the correct input data and set of instructions are given to the computer.

4) Versatility :->

Computers can perform repetitive

Jobs efficiently. The areas where human brain can error for instance observing motion of very fast moving articles. They can work with different types of data and information like graphic, audio visual etc.

5) Reliability :⇒

The modern computer can perform very complicated calculation without creating any problem and produces consistent result.

6) High Storage Capacity :⇒

Computers can store a large amounts of information in very small space. It has internal storage (memory) as well as external or secondary storage.

P.T.O

* How to turn On a desktop Computer :=

Locate and press the power button on the front or top of the Computer. The button should be similar to the picture shown at the top of this page. When looking for the Button on the front of the Computer, like the Mac mini, may also have the power button on the back right corner of the computer.

P.T.O

* Types of Computer :->>

The computers have been classified into these categories :-

- 1) Digital Computers.
- 2) Hybrid Computers.
- 3) Analog Computers.

1. Digital Computers :->>

The digital computers upon discontinuous data. They convert data into digits (Binary digits 0 & 1) and all operations are carried out on these digits at extremely fast rates.

Digital Computers are much faster than analog computers and far more accurate digital computers can further be classified in two ways.

1) is purpose-wise :-

special-purpose computers,
general purpose computers.

2) Size and performance wise :-

These digital computers can be classified into following four types.

⇒ Micro computers.

⇒ Mini computers.

⇒ Mainframe computers.

⇒ Super computers.

Analog Computers ⇒

In analog computers, continuous quantities are used computation are carried out with physical quantities such as voltage, length, current, temperature etc. Analog computers operate by measuring rather than counting the main advantage of analog computer is that all calculate take place in parallel and hence, these are faster, but their accuracy is poor as compared to digital counter parts analog computer are mostly use in engineering and scientific application an electronic weighing scale is an example of an analog computer.

P10

3) Hybrid Computers :->>

Hybrid Computers utilize the best qualities of both the digital and analog computers in these computers some calculations that take place in digital manner.

Hybrid Computers are best in hospital where analog part is responsible for measurement of patients heart beat, Blood pressure, temperature and other vital signs and then the other signs and then operations is carried out in digital fashion to monitor patients signs.

Hybrid Computers are also used in weather forecasting.

P.T.O

* Files and Folders :⇒

A File folder (us usage) (or folder in British and Australian usage) is a kind of folder that holds loose papers and together for organisation and protection. File folders usually consist of a sheet of heavy paper stock or other thin, but stiff, material which is folded in half, and are used to keep paper documents. Files may also contain other things like magazine, cased in music, cd's etc. Sometimes mostly not used for any official use, rather used as normal storage in a home. They are often used in conjunction with a filing cabinet for storage. File folders can easily be purchased at office supply stores. Although the origin of the file folder is uncertain, many theories point to U.S. Civil War lieutenant Joseph P. Meisburger as the first to develop the concept.

File folders are usually labeled based on what is inside them. Folders can be labeled directly on the tab with a pen or pencil. Others write on adhesive labels that are placed on the tabs. There are also electronic label makers that can be used to make the labels. That can be made from plastic or paper.

* Devices of Computer :->

Two types of devices :-

- 1) Input Device.
- 2) Output Device.

1) Input Device :-

The input device is formed by the input device attached to the computer. For examples keyboard, Mouse, OCR, MICR (Magnetic Ink Character Reader, Joystick etc).

(i) Keyboard :-

The keyboard is a piece of hardware that resembles a typewriter's keyboard. It is one of the primary ways we communicate with the computer and enter data. There are many different types of computer keyboards such as wired, wireless, ergonomic, multimedia and more. Although there may be differences in the location of some keys or features, keyboards are very similar and allow you to accomplish basically the same tasks.

(ii) Mouse :-

The mouse is a peripheral that is known as a pointing device. It lets you point to objects on the screen,

click on them, and move them. Obviously, it was considered an optional device, but now all desktop computers will come with a mouse.

(iii) Touch Screen :-

Senses the user pressing directly on the display.

(iv) Trackball or the Joystick :-

It is a device that lets the user move an object on the screen. This device is used for play on computers. While playing certain games, the user need to move certain objects quickly across the screen.

(v) Light pen :-

It is also a pointing device. The light pen consists of a photocell mounted in a pen shaped tube. When the pen is brought in from of a picture element of the screen, it senses light coming from a limited fields of view.

2) Output Devices :-

Output devices is one of the most commonly used function in Computer. It may refers to the graph that is being plotted in Microsoft excel, the song that you are playing from media player, the power point slide. The output device is formed by the output device attached to the computer. Some popular output devices are Monitor VDU (visual Display Unit) printer, plotter etc.

i) Printers :-

A printer is a peripheral that is used to print or produce, a version of what appears on the screen in a hardcopy format. There are many types of printers available including ink-jet, laser jet and photo printers. Also combination printer that include scanner and copiers are increasing in popularity. Printer can be divided into two distinct categories.

(i) Impact Printer

In these printers, there is mechanical

Contract between the print head and papers.
The impact printers can further be classified into following categories.

⊙ Line printers.

⊙ Character Printers (Serial Printers).

ii) Non-Impact Printers :-

In these printers, there is mechanical contact between the print head and papers. The impact printers can further be classified into following categories as follows :-

⊙ Inkjet Printers.

⊙ Laser Printers.

⊙ Thermal Printers.

⊙ Electrostatic Printers.

⊙ Electromagnetic Printers.

P.T.O

2) Speakers =>

typically a pair of devices (2 channels) which convert electrical signals into audio.

3) Headphones =>

for a single user hearing the audio.

4) Monitor =>

The monitor an electronic visual display with textual and graphical information from the computer.

=> CRT = (Cathode Ray tube) display.

=> LCD = (Liquid Crystal Display).

=> LED = (Light-emitting diode) display.

=> OLED = (Organic Light-Emitting Diode.)

P.T.O

Ms - Office

MS WORD

* Introduction to word Processor:-

Word processor is a software package that enables you to create, edit, print and save documents for future retrieval and reference.

Creating a document involves typing by using a keyboard and saving it. Editing a document involves correcting the spelling mistakes, if any, deleting or moving words sentences or paragraphs.

* Microsoft Word 2007 for Windows :-

Microsoft word is a word processing software package. This is used to type letters, reports & other documents. It gives the ability to use the computer for desktop publishing.

⇒ The Microsoft office Button.

⇒ The Quick Access Toolbar.

⇒ The title Bar.

- ⇒ The Ribbon.
- ⇒ The Ruler.
- ⇒ The text Area.
- ⇒ The vertical & Horizontal scroll bar.
- ⇒ The status Bar.
- ⇒ Understanding Document Views.
- ⇒ Understanding Non-printing Characters.
- ⇒ Create sample data & select text.
- ⇒ Place the cursor.
- ⇒ Execute Commands with keywords shortcuts.
- ⇒ Start a new Paragraph.
- ⇒ Exit Word.

* Microsoft Word 2007 Basic Features :-

The basic features of Ms word is lesson covers

typing, using the backspace key, using the Delete key, inserting text bolding, Underlining & italicizing. The features in word 2007, its make easier make documents more attractive and enable work more efficiently. How to open a file, cut, copy, paste, use Autotext use spell check, use find and Replace and change fonts.

* Formatting Paragraph & Working with Styles.

Microsoft word, each time press the enter key word creates a new paragraph for example, you can set the amount of space that separates paragraphs, and you can align a paragraph left, right, center, or flush with both margins. Styles are a set of formats you can quickly apply to a paragraph. For exm by applying a style, you can set the font set the font size, & align a paragraph all at once. In this lesson, you will learn about the various formats you can apply to a paragraph & about styles.

⇒ open a Blank Documents.

⇒ Add sample text.

- ⇒ Add space before or after paragraphs.
- ⇒ Change line spacing.
- ⇒ Create a first-line indent.
- ⇒ Indent Paragraphs.
- ⇒ Align paragraphs.
- ⇒ Create a hanging indent.
- ⇒ Choose a style set and apply.

Adding Bullets and Numbers, Undoing and Redoing, Setting Page layouts and Printing Document

Using Microsoft word, it gives permitted to do formatting the documents to bullets and numbering set margin, paper size are easy. One way to share your documents is to print & distribute it. However, before print add page numbers and fill word such thing as the page orientation, the paper size, & the margin setting.

- ⇒ Add bullets & numbers.
- ⇒ Undo & Redo.

- ⇒ Set the Orientation.
- ⇒ Set the Page Size.
- ⇒ Set the Margins.
- ⇒ Add page numbers.
- ⇒ Insert page Breaks.
- ⇒ Preview and Print Documents.

* Main Menu Options :-

- 1) File ⇒ You can perform file management operations by using these options such as opening, closing, saving, printing, print preview.
- 2) Edit ⇒ Using this option you can perform functions such as cut, copy, paste, find & replace etc.
- 3) View ⇒ Using this menu, you can have added headers and footers on a page.
- 4) Insert ⇒ Using this menu, you can have use grammar and spell check utilities, numbering pages, inserting symbols, word arts, clip arts & pictures, insert tables.

5) Format ⇒

Using this menu, you can perform various types of formatting operations, such as fonts can be changed, borders can be framed, bullets & numbering, using sub-script & superscripts, border and shading.

6) Tools ⇒

Using this menu, you can have access the various utilities / tools of word, such as spell check, macros, mail merge.

P.1.0

Ms Power Point

* Introduction to presentation Graphics :-

Powerpoint is a presentation software package, with Microsoft Powerpoint, create existing slide show presentation. A presentation is a set of screens that you present to people in a group. Because Powerpoint provides a wide variety of predefined templates, you don't have to be a graphics design specialist to create good-looking presentations.

⇒ The Microsoft office button.

⇒ The Quick Access toolbar.

⇒ The title bar, the Ribbon & Ruler.

⇒ Slides, placeholders, & notes.

⇒ Status Bar, tabs, view, Buttons & Rulers.

* Power Point Presentation :-

Create Powerpoint presentation on slides, use layouts to organize the content on each slide. Powerpoint has several slide layouts to organize the

Content on each slide. Themes are sets of colors, font & special effects. Backgrounds add a colored backgrounds to slide.

Add themes & background to slides after you complete you slides, you can run presentations.

⇒ Create a title, slide, create new did.

⇒ Make changes to slides.

⇒ Run Power point slide show.

* Basic Elements of a slide.

A slide may contain text, pictures, charts, tables, etc. Some of the basic elements of components that make up a slide.

1) Title :=

It is a descriptive heading, which identifies a slide. It describe the contents of the slide in limited words.

2) Sub-title :=

It is a distinctive message or brief description of the slide's data.

3) Footnote :-

It indicates the source of the slide's data or any other explanatory text.

4) Border :-

It is a frame for the slide. It is similar to a frame on a painting.

* Different types of Slide layouts :-

Slide layouts define containers, positioning and formatting for all the content that appears on a slide. The following graphics shows the slide layouts that are built into Powerpoint.

i) File :- Using this menu we can create & save a presentation.

ii) View :- Using this menu we can different view of a slide, normal view, slide sorter view & slide show, and we add headers & footers.

iii) Insert :- Using this menu we can insert pictures from file.

iv) Format :- Using this menu, we can format a slide adding titles, background, numbers slides.

v) For grouping & Ungrouping a picture :- Right click on picture & select grouping and ungrouping option.

Ms EXCEL

* Introduction to Spreadsheet :-

A spreadsheet is simply a grid of boxes, or cells, set up in rows & columns. Every cell has a unique address, corresponding to its row & column location. For example, the cell in the first column and first row is A1.

* Concept of Worksheets & Workbooks :-

A workbook is simply an excel file that stores entered related data. Workbooks are capable of holding an almost infinite number of worksheets.

A worksheet is an amalgamation of a number of cells that hold data pertaining to a certain piece of information. It is also known as a spreadsheet.

① Easiest way to create a chart in Excel is to use the chart wizard.

② Use the print option in Excel to print entire spreadsheets or just selected areas.

P.T.O

Internet

The internet supplements the traditional tools you use to gather information, data graphics, news & correspond with other people.

Internet links are computer networks all over the world so that users can share resource & communicate with each other.

• The World - wide - web :=

The world wide web (also referred to as www or w3) is the fastest growing area of the internet. While gopher was an important step in allowing users to "browse" through the internet's vast resources, the world wide web has raised excitement about the internet to new heights.

• Basic Modes of use of the Internet =>

1) Email :=>

Email is an asynchronous form of communication, meaning that the person whom you want to read your messages doesn't have to be available at the precise moment you send your messages.

ii) File Exchange :=

To do FTP, a user invokes one of two commands: get the command for transferring a file from another service to your own computer, put the command for moving a file from your computer to another one.

iii) Live Conferencing (chat) :=

Internet Relay chat (IRC), the other method for Internet conversation, is less common than talk because someone must set up the chat before others can join in. Chat sessions allow many users to join in the same free, from conversation usually centered around a discussion topic.

* Searching for Information & Exchanging Information :=

i) Search Engines :=

A search engine is an interactive tool to help us locate information available in the internet via world wide web.

ii) Subject Gateways :=

Subject gateways offer an alternative to the internet engines & web directories.

iii) Web Directions / Directories :=

Web directories such as yahoo & the open directory are, in a sense the internet equivalent of a public library that is not staffed by librarians.

P. 10

* Useful Internet Explorer Shortcut Keys :=

Key	Purpose
F1:	Used to open the help of Internet.
F3:	Open the search window with in explorer.
F4:	View the previously opened websites.
F5:	Refresh the webpages.
F6:	Used to select the main menu bar.
F10:	Used to select the address menu bar.
F11:	View webpages in full screen view (on/off).
Print Screen:	Used to capture the full screen.
ESC:	Used to stop any downloading page.
Ctrl+A:	Used to select the full page of active screen.
Ctrl+B:	Used to open the list of favourites.
Ctrl+F:	Used to find any word or phrase in a page.
Ctrl+H:	Used the history of website previously opened.

Ctrl+I: Used to open the list of favorites.

Ctrl+E: open the search window with in explorer.

Ctrl+W: Used to close the active windows.

Ctrl+N: Used to open the active webpage in new window.

Ctrl+F4: Used to close the active windows.

Ctrl+R: Perform same task like F5.

Ctrl+Page Up: Used to move active page up.

Ctrl+Page down: Used to move active page down.

Ctrl+Mouse wheel: Used to change the font size of active page.

Ctrl+Enter: Press Ctrl+Enter window will automatically add both "www" & ".com".

Ctrl+O: Used to move to new location (type new website name, documents or folder to open in internet explorer).

Smart Class

It is a new vision in education. The use of education technology can bring a huge change in education. Smart class is a smart concept for smart education of smart schools. "Smart class" includes smart learning techniques, smart classroom management, smart learning environment & smart learning materials.

Internet projectors and other multimedia devices are the main part of smart classroom.

We can say smart class as "white" board classroom. Now blackboard & chalks is replacing by white board, projectors & the pointers. Really it is an amazing than traditional teaching learning system. Smart class is a class of modern age. There will be fully multimedia enabled audio visual classroom in a "smart class" is a very attractive concept in education. It is an innovative concept in education. Smart class needs smart teaching learning environment.

In a smart school there may be innovative working systems for teachers & in school management. An attractive classroom environment is needed for such type smart & innovative activities.

Smart

school class will be more attractive, innovative, student friendly, healthy & more interesting class.

In a smart class it may possible there to arrange "online classes" by internet, smart class is a platform for e-smart class & online IT class.

Smart class : The creative concept for the 21st century's Teachers school managers have to make an effective classroom management system and a well planned classroom arrangement also.

They are going to teach in smart classroom of the smart classroom. In a smart classroom they have to use smart classroom. ~~The~~ Teachers have to manage classroom behaviour management in 21st century classroom. There may be something different classroom activities in 21st century smart classroom.

Education on line, learning & "smart class" concept need innovative & effective classroom management because it is the beginning of 21st century smart classroom.

