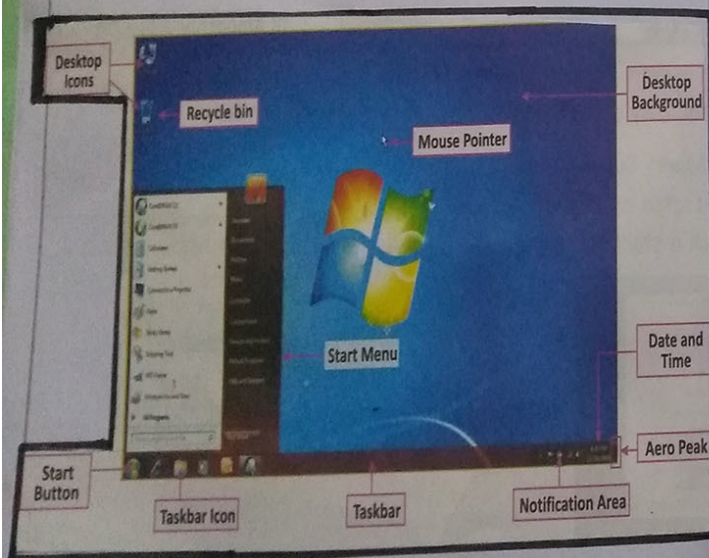
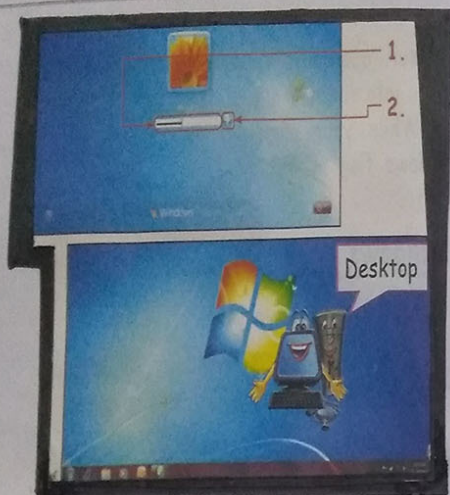


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II	Classification of computers	2-3			
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COMPUTER

INTRODUCTION

An organisation invariably generate large amounts of data for processing. This data tends to be time consuming. Computers are accurate versatile and handle different application of computers using repeated task and the organisation ensure accurate and guide processing of data.

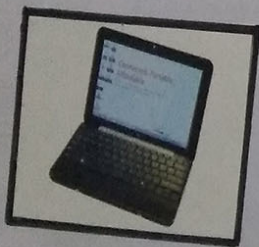
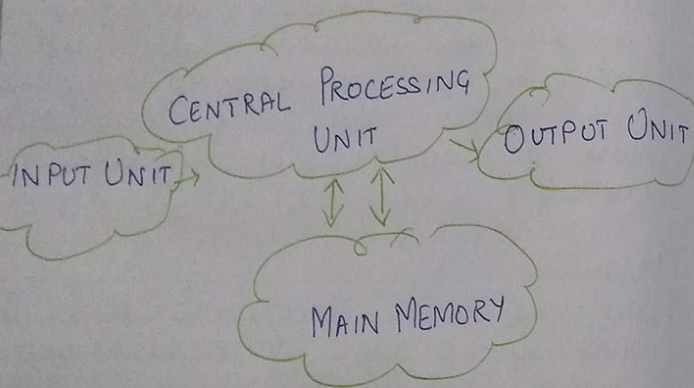
MEANING

Computer is an electronic device in which input data processed as output. Computer can edit text general picture or graphs translate language and even paint.

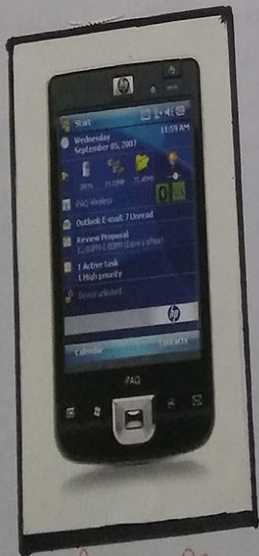
BASIC FUNCTION OF COMPUTER

- To accept data supplied by the user.
- To perform mathematical and logical operation.
- Output result according to user requirements.
- Input store and execute instructions.

BASIC STRUCTURE OF COMPUTER



MINI COMPUTER



Pocket PC

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CLASSIFICATION OF COMPUTERS

Modern computers are electronic and digital these computers are broadly classified into the following four categories depending upon their performance, size and cost etc.

MICRO COMPUTER

These are low cost small size computers. They have been named as micro computers on account of their employing micro processors.

MINI COMPUTER

Mini computers are larger in size and cost more than micro computers. They are designed to support more than one user at a time.

MAINFRAME COMPUTER

Mainframe computers are more powerful and faster than minicomputers they have quite large storage capacity and are supplied to support.

SUPER COMPUTER

These are more powerful and expensive. These have remarkable performance as

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billions of calculations may be performed by them in a second.

OPERATING SYSTEM

INTRODUCTION

Operating system is an organised collection of ~~an~~ specialised programmes that control over all operations of the computers. It helps to the computers. It helps the computer to supervise and manage its resources. Operating system ~~stores~~ control the application programme and manage data.

How to start computer

Switch on the plug where the computer is attached when it is switch on it starts booting.

Bootling

It is a process by which the computers starts itself loads the operating system into the memory of the computers and gets ready to accept and process our commands.

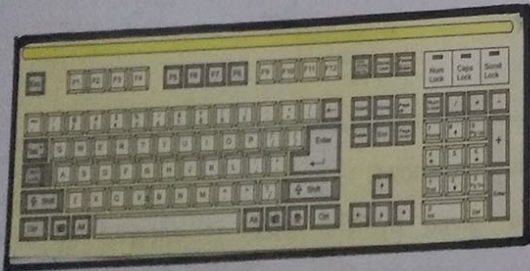
Teacher's Signature :



DESKTOP



MOUSE



KEYBOARD

Date

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PARTS OF COMPUTER

DESKTOP

With the RAM based instruction, booting of the system is started and booting programme are successfully fed into the memory and then that programme takes over the rest of the loading of the operating system.

MOUSE

The mouse is an input device that is used in addition to the keyboard, when we move the mouse. Its name is derived from its shape which looks somewhat like a mouse with a tail. The mouse may have one, two or three buttons. The function of each button is determined by the programme that uses the mouse.

KEYBOARD

Keyboard is the most common and the simplest input device. It consists of four areas namely:

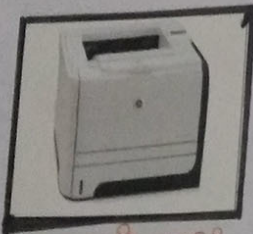
FUNCTION KEYS

- Type writer keys
- Numeric keys
- Specific purpose keys.

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MONITOR



LASER PRINTER



INKJET PRINTERS

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MONITOR

It is the main output of a computer. It is also main known as visual display unit. The term monitor refers to the entire display unit whereas display screen may mean just the screen.

LASER PRINTERS

These are non-impact page printers they use laser lights to produce the data needed to form the characters to be printed on a page and hence the same laser printer.

INK JET PRINTER

Inkjet printers are not impacting character based on a relatively new techends they print characters by spraying small drops of ink into paper. Inkjet printers produce high quality output with presentable features.

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WINDOW

What is a window?

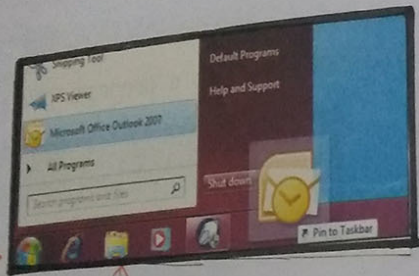
Window means a frame on the screen. Microsoft window is a software programme that makes a computer easy to use. In window each programme or document is executed in its own separate window while using window the computer screen is called 'Desktop'. All the work that is done on the desktop in rectangular user area is called window.

TASK BAR

By default the task bar with start button on it is the bottom of the screen there is also a check on the right hand on the task bar.

FILE

File is the basic unit storage. It represents a document or a programme the **ICONS** that represent it depends on the type of the file.



↑
ICONS

DESKTOP

With the RAM based instruction booting of the system is started and booting system programme are successfully fed into the memory and then that programme takes over the rest of the loading of operating system.

FOLDER

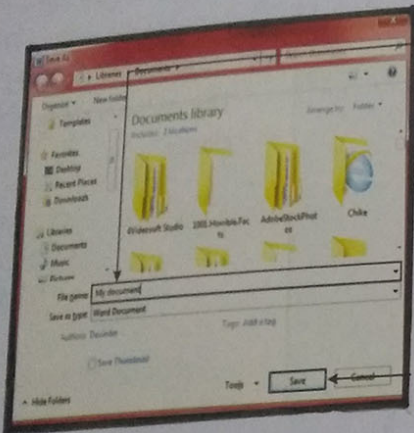
A folder contain files and other folder they are meant to be organised and manage data in a systematic way. Folder have replaced the directories of window 3.1 and earlier version of MS-DOS.

CREATING FILE / FOLDER

To create folder select the C-drive from the windows explores then open file menu and select new option. Another cascading menu will be displayed from which we can choose the folder option.

COPYING FILE

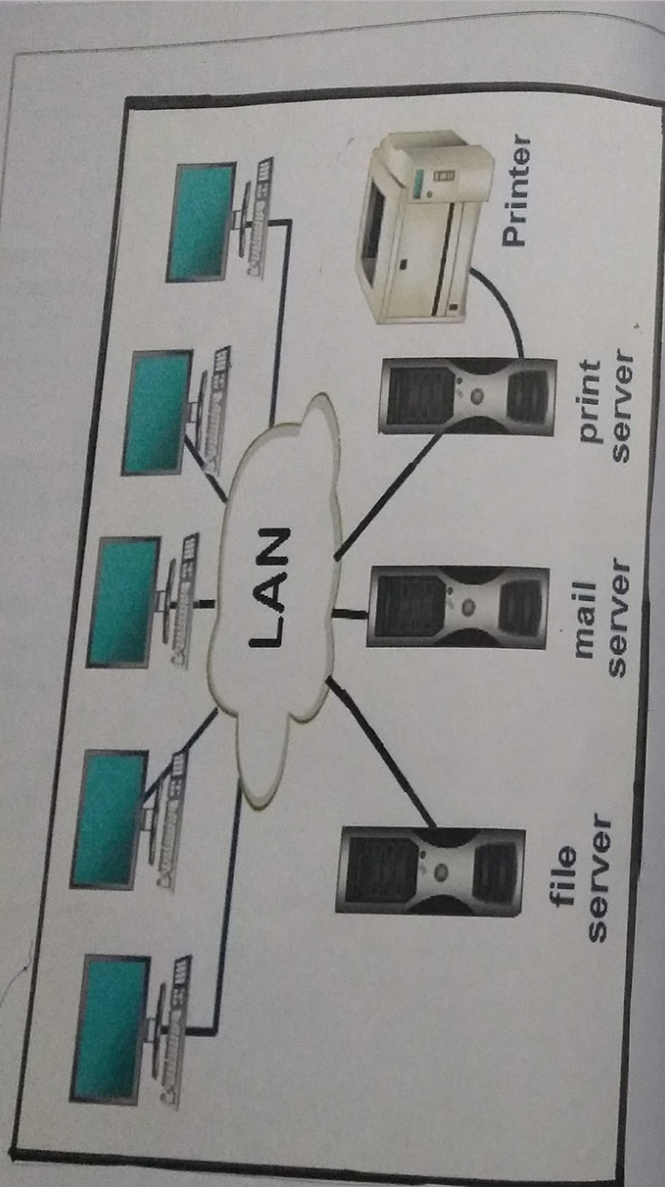
To copy a file from one folder to another folder we have to take



the following steps:-
Highlight the file to be copied by placing the mouse choose the copy button from the menu displayed and place the cursor at destination folder.

UPLOAD / DOWNLOAD FILES

Upload / download files are two different faces of same coin. Basically it means to move a file either from a host computer or from client computer to some host computer. Internet service provides delivery of e-mail by linking together all those when we wish to send or exchange messages. Internet addressing system is called Domain Name System (DNS) which provide address including name geographic location and other conceptual information. An internet address would be read as message.



NETWORK

Introduction

Information is of no use unless you save it. This is especially so in an increasingly competitive world. Many organisations use the computer to obtain, store, process and exchange information. Computers do the above tasks quickly and effectively. When we say that a group of computers is networked, it implies that these computers are linked by means of a communication system.

A network provides an improved link between the users. On a network, long reports can be sent from an office to one part of the world to another in a few minutes. By ordinary mail, it would have taken days.

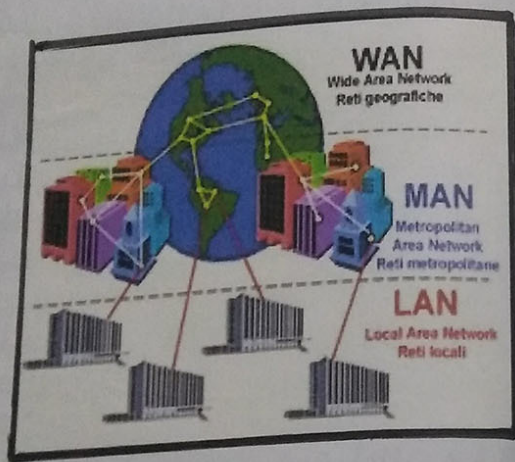
TYPES OF NETWORK

Network can be classified into:-

- Local area network (LAN)
- Wide area network (WAN)
- Metropolitan area network (MAN)

LOCAL AREA NETWORK

LAN is a computer network



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confined to local area such as an office complex, or a factory etc. It can connect computer and allow exchange among them.

Benefits:- Some typical hardware component of LAN are saving the printer i.e. many computer can use the same printer & security
 Scope of expanded PC usage
 Communication between the employees.

Elements Of LAN

- Showing the programme of file
- The work situation
- The server
- The network Interface unit
- The communication channel

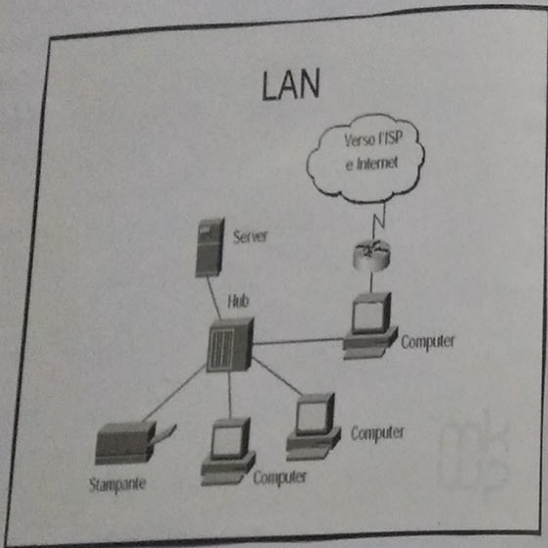
LAN Operating System

A LAN has to concern itself with the management of network as a whole. It has to ensure that the network of computer operates smoothly.

Wide Area Network

WAN is the abbreviation and short term used for wide area network. In comparison to LAN, WAN

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covers a relatively larger geographical area greater in size.

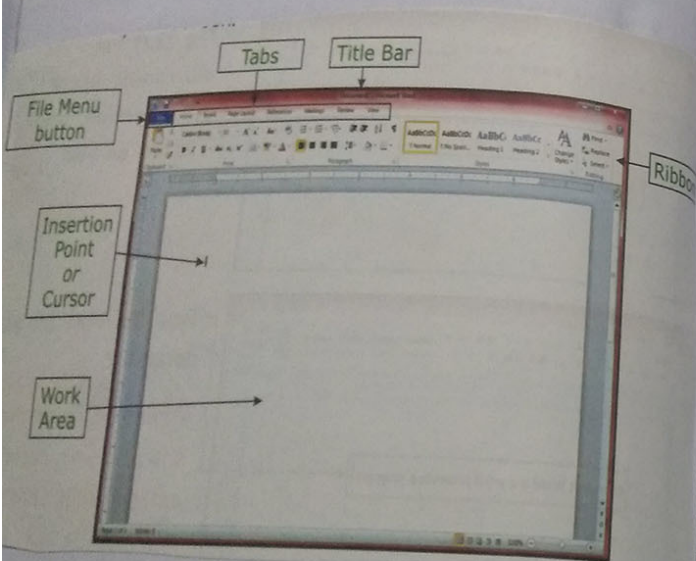
Metropolitan Area Network

This network is the abbreviation and short term used for Metropolitan area network with regard to the smallness and largeness of the area or distance covered through the computer networking, it falls midway between LAN and WAN.

Conclusion:-

No doubt computers have revolutionised the education system. Computer education is an integrated part of modern school curriculum. These are some of the advantages and disadvantages of computers.

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MS WORD

Word Processor

A word processor is a package that process textual matter and creates organised and flawless matter document. A word processor has everything that a conventional typewriters has. In addition it not only removes all the limitations of typewriters but also offers various useful features that cannot be even dreamt of with typewriters.

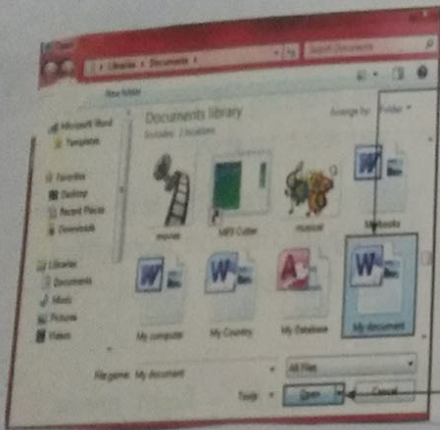
Features of word processor

- a) **Fast**: Typing text in a word processor becomes speedy as there is no mechanical carriage movement associated.
- b) **Editing feature**: Any type of correction (insertion, deletion, modification etc) can be made easily as and when required.
- c) **Permanent storage**: With word processor documents can be saved as long as desired the saved document can be

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retrieved whenever desired.

- d) **Formatting features:** the typed text can be made to appear in any form or style (bold, italic, underline, different font) etc. All this is possible due to formatting of word processor.
- e) **Graphic:** Most word processors provides the facilities of incorporating drawing in the document.
- f) **Spell check:** Word processor not only are capable of checking mistakes but also can suggest possible alternatives for incorrectly spelt words. Some word processor also check the grammatical mistake.
- g) **Mail Merger:** The mail merger facility enables you to print a large number of letters/documents with more or less similar or less similar text, for instance some invitation letter has to be sent to invites column and line number.

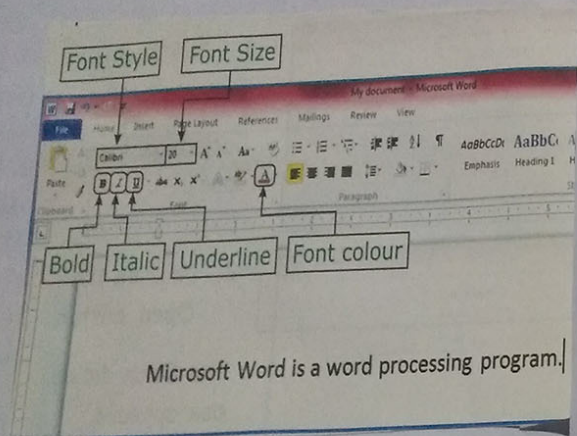


(i) Scroll Bar: Scroll bars are used to view different areas of the active window. You can do so by moving the elevator along the scroll bar.

(ii) The workspace: is the area in the document window where in you enter the text of your document.

Word also provides a button on the formatting tool bar that lets you change text colour in a document using the mouse. These features let you select specific text in a document and change the font colour. To use this feature.

- * Select the text you want to change the colour of.
- * Click the text button A on the formatting tool bar.
- * Select the desired colour by clicking on the arrow on the right hand side.
- * When completed click once on the text button to deactivate it.



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BOLD, ITALIC AND UNDERLINE

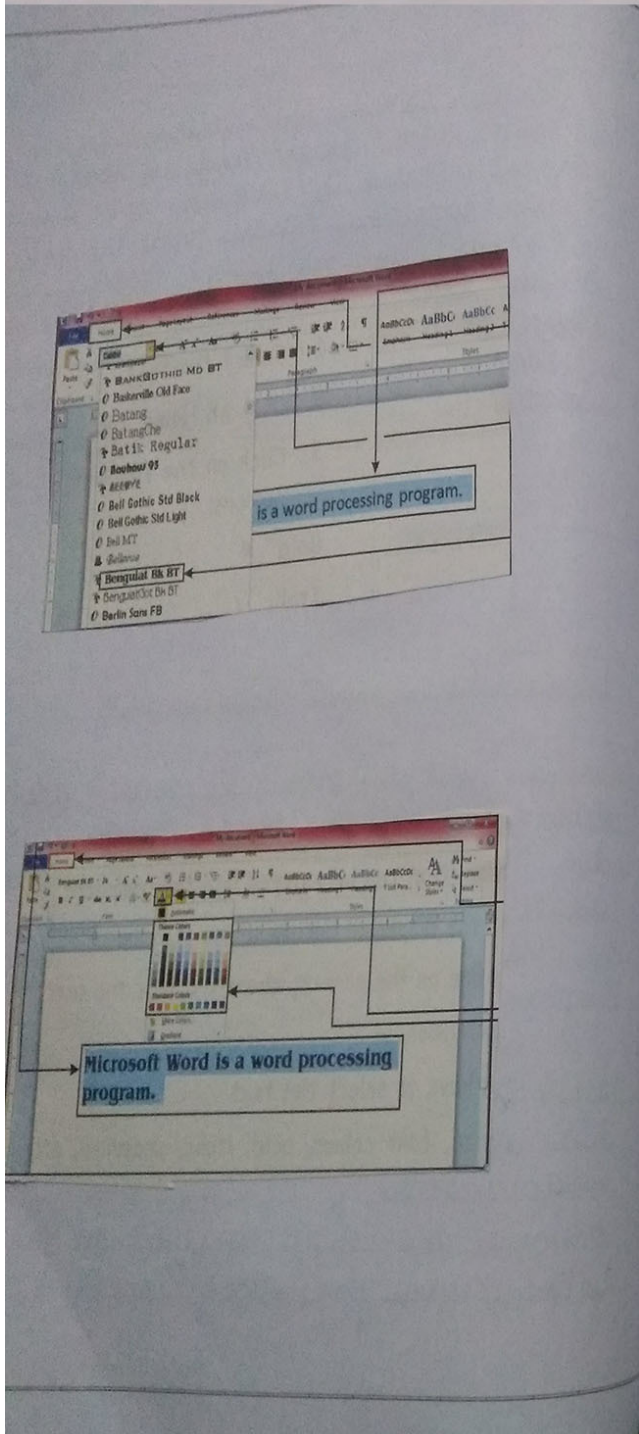
You can bold, italic and underline a word or sentence by selecting it. You can also combine these features in other words. You can bold, italicize and underline a single piece of text. Firstly highlight the text you wish to format by clicking the appropriate formatting button on the format toolbar.

- **B** - Bold Computer
- **I** - Italics Computer
- **U** - Underline Computer.

WORD PROCESSING TERMINOLOGY

1. **Margins and columns**:- The margin is the distance from the text to the paper's edge, the text, the graphics are usually printed inside the margins. The ruler line in a word processor displays the positions of margin.
2. **Word Wrapping**: The word wrap feature has already been mentioned. The word wrap feature places the text going beyond the right margin to the next line without you pressing the enter key.

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3. **Indentation**: The indent refers to the distance between text boundaries and page margins. For instance, when we start a new paragraph we start it little far from the margin this is indentation.
4. **Font, styles and size** :- Modern word processor offers a variety of character, type, style and size. The character type is generally called font.
5. **Text Alignment** :- The text alignment refers to the text layout (within a paragraph with respect to document margins). The bounded of text gets affected by two things.
6. **Line Space** :- Total height of a line of a text including extra spacing is known as line spacing.
7. **Tab stops**: A tab stops refers to a preset text position. To go to next tab stop in a line, Tab key is used.
8. **HEADERS AND FOOTERS**: A header and footer is text or graphic such as page numbers printed at top or bottom of

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each page in a document.

9. **Page Orientation**:- Orientation refers to whether the text is to be printed lengthwise or widthwise when the text is printed lengthwise is called portrait page orientation and widthwise. This is called landscape orientation.

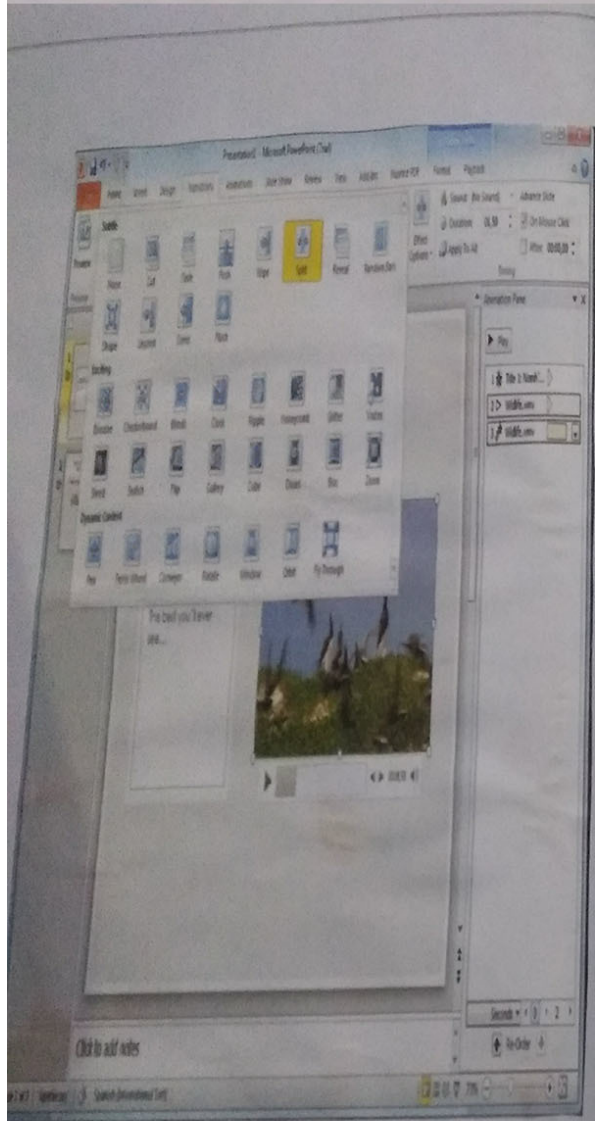
10. **Break**:- Most word processor offer option to mark, end of a page or a section. These end marks are known as breaks.

3 Types of Break

* Page Break * Section Break * Line Break.

Selection of Text (through keys)

To extend a selection	Press
One character to the right	Shift + Right arrow
One character to the left	Shift + Left arrow
To the end of a word	Ctrl + Shift + Right arrow
To the end of a line	Shift + end
To the end beginning of a line	Shift + home
To the beginning of a word	Ctrl + Shift + Left arrow
One line down	Shift + Down arrow
One line up	Shift + Up arrow



To the end of a paragraph $Ctrl + Shift + Down$ arrow
To the beginning of a paragraph $Ctrl + Shift + Up$ arrow
One screen down $Shift + Page down$
One screen up $Shift + Page up$
To the end of windows $Alt + Ctrl + Page down$.

FIND AND REPLACE

FIND TEXT

- On the edit menu, click find
- In the find what box, enter the text you want to search.
- Click find next

REPLACE TEXT

- On the Edit menu, click Replace
- In the find what box enter the text you want to replace.
- In the replace with box, enter the replacement text.
- Click find, next, Replace or replace all.

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POWER POINT PRESENTATION

Power Point :- Power point is a software program to enhance your oral presentation and to keep the audience focused on the subject. It operates like an old fashioned slide show, but uses modern technology in the form of computers and digital projectors rather than a slide projector of old. Here we will get to know in detail the description of powerpoint and why we should use it.

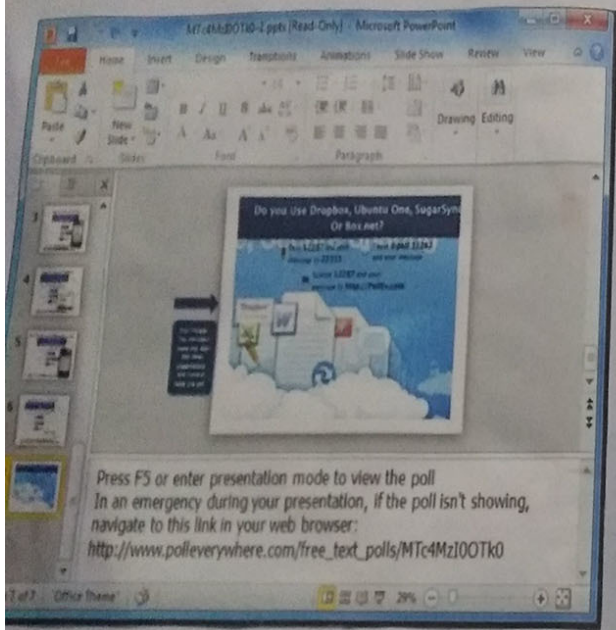
The application software that manipulate images is known as graphic software. The application software that can create professional looking visual aids is called presentation software graphics.

Steps to powerpoint presentation

To make a powerpoint presentation you may need to follow these steps.

1. **Select the way to start your presentation.** There are several ways to create

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a presentation.

- * Autocontent wizard
- * Design templates
- * Sample presentation.
- * Blank presentation

2. Create the slides

After deciding a way to start your presentation. You need to create slide in your presentation.

3. Customizing the presentation

After creating slides, you can customize them according to your needs.

4. Adding Illustration to slides.

You can embellish your presentation by adding illustration like graphics.

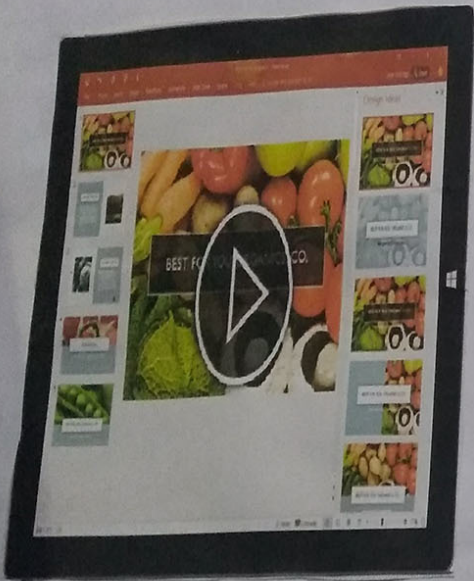
5. Creating slide shows.

Powerpoint's big payoff comes when you are ready to present, with powerpoint sophisticated tools, you can create an on screen electronic presentation complete with T.V like special effects.

Presentation Tips

- * know your audience
- * keep it simple
- * Use space efficiently.

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- * Balance of information
- * Use text judiciously.

POWER POINT VIEWS

View Name

Description

1. Normal

This view displays three panes that show the outline the slide and an area in which you can enter specific key's note.

2. Outline

This view displays only the text of the presentation in outline form, allowing you to work easily with the content.

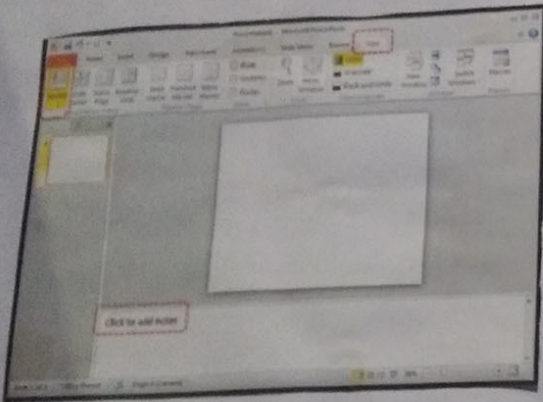
3. Slide

Slide view shows you just the slide and its content. It is easiest to use when you are designing slide by slide presentation.

4. Slide Sorter

It displays your entire set of slides on screen so that you check the order and completeness of your

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presentation.

5. Slide show

The view displays the presentation on slide at a time in sequence as an automatic slide show.

6. Notes page

This view is available only from the view menu. It lets you enter and edit speaker's note for the presenter.

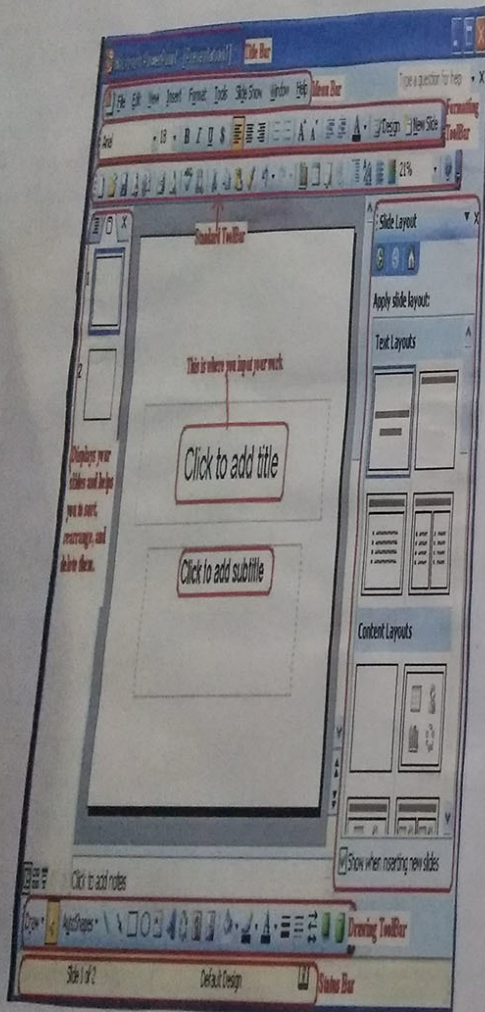
Slide layout and slide types in powerpoint

Each page in a powerpoint presentation is called a slide. Powerpoint presentation seen just like the slide shows of old, only they are broadcast through a computer instead of a slide projector. This powerpoint tutorial will show you all the different slide layout and slide types.

Adding or changing the background colour of the slide

The only reason I can think of to keep your slide plain white, is for printing.

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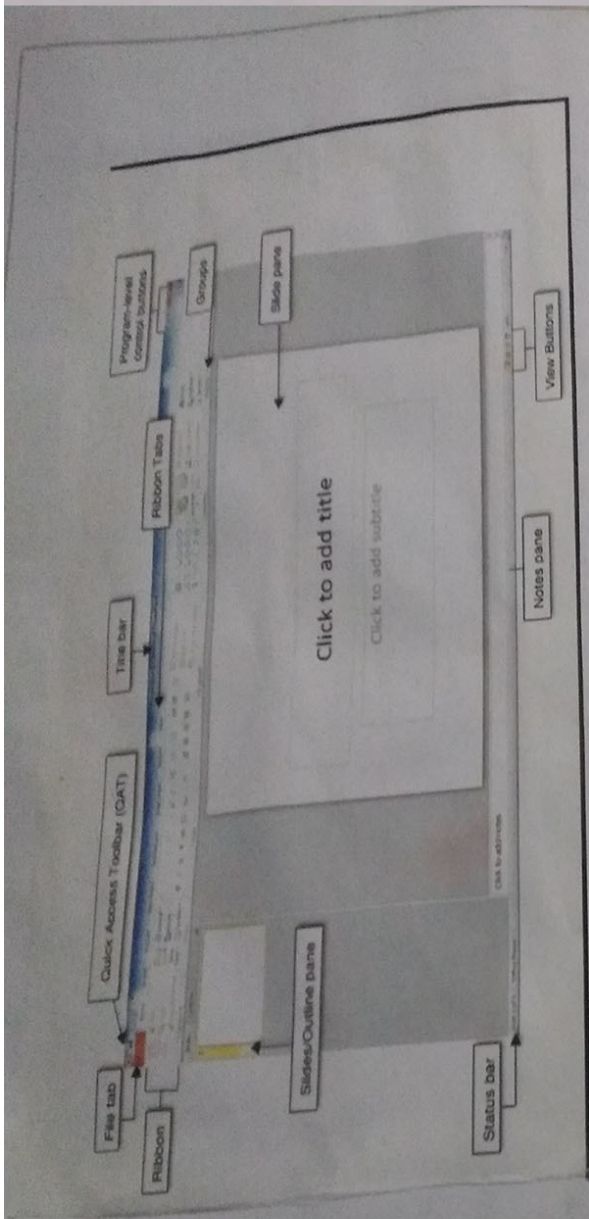
purpose and there are ways to get around that. Add some colour to the background to jazz it up a little. This powerpoint tutorial will show you how to change the colour of the background in a variety of different ways.

Change the font style, size or colour of the slide.

Now that you have changed the background colour of the slide, more likely it is handy to read the black text. It is easy to change the font style, colour and size, so that your slide is easily readable. This powerpoint tutorial will show you how to change the font size, colour and style.

Adding or changing the background colour of the slide

The only reason I can think of to keep your slide plain white, is for printing purpose and there are ways to get around that. Add some colour to the background to jazz it up a little. This powerpoint tutorial will show



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you how to change the colour of the background in a variety of different ways.

Change the font, style, size or colour of the slide

Now that you have changed the background and colour of the slide, more than likely it is hard to read the black text. It is easy to change the font style, colour and size so that your slide is easily readable. This powerpoint tutorial will show you how to change to the font, size, colour and style.

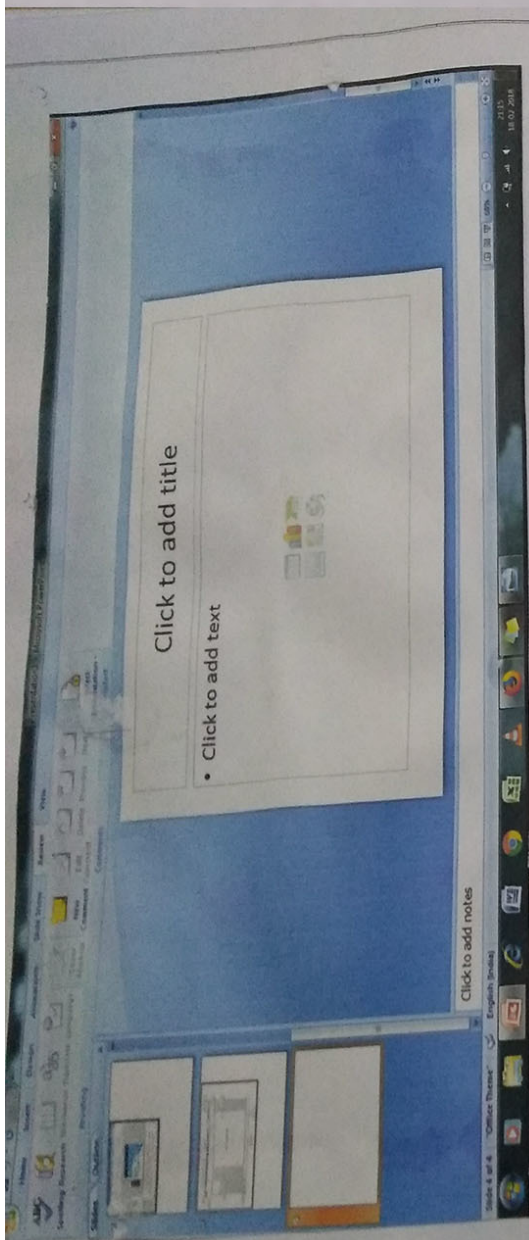
Add pictures or clip art to powerpoint slides.

Pictures and graphic are a big part of any powerpoint presentation they can be added using the icon on the content layout slides types or simply by using the insert menu. This powerpoint tutorial will show you.

Adding, Deletion, Reassanging of slides in your presentation.

Just a few mouse click is all that

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is needed to add, delete or re-arrange slide in a presentation.

Modify Powerpoint slides layout

Sometime you like the look the slides but things are just not in the right places moving and slide item is just a matter clicking and dragging the mouse. The power point tutorial will show you how easy it is to move or resize pictures graphics.

Use a colour Design template for your what presentation.

Powerpoint includes many professionally designed template that enhance your presentation quickly and keeping it look like a co-ordinated package.

Add transitions to slides.

Transition are the movement you seen when one slide change to another. Although the slides are animated the term animation applies to the movement of object on the slide rather than slide itself.

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NEW FEATURES IN POWER POINT 2003

Powerpoint 2003 has a new feature called Animation scheme that applies transition to slides and animation to all text items in a tasteful and cohesive way. These animations add the final enhancement to make your presentation flow smoothly.

* Slide - slide show

Each page of a powerpoint presentation is called a slide, the default orientation of the slide is in landscape layout which means that the slide is 11" wide by 8 1/2" tall, text, graphics and/or pictures are added to the slide to enhance its appeal. Slide show can be comprised of text and graphic objects or be completely covered by a single picture as in a photo album.

• Bullet or Bullet list slide

Bullet are small dots, squares, dashes graphic object that begin a short ~~at~~ description phase. The bulleted list slide is used to enter key point or statements.

about topic. When creating the list hitting the enter key on the keyboard adds a new bullet for the next point you want to add.

• Design Template

Think of a design template as a co-ordinated packaged deal when you decorate a room you use colour and pattern that all work together.

• Slide layouts - slide types

The term slide type layout can be used interchangeably. There are several different types of slides layouts in a power point. Depending on the type of presentation you are creating you may use several different slides.

MS - EXCEL

MS Excel can be customized in a way that suits a user to achieve his goal. It is extensively used in financial organization. The features of MS Excel are as follows.

Workbook :

A document in MS Excel is called a workbook. Each workbook contains sixteen worksheets by default. A user can change this number by resetting the default options worksheet within workbooks make it easy to bind files related information.

Using keyboard :

The following table provides different keyboard short for selecting a row, column, current cell, worksheet etc.

To select keyboard short :

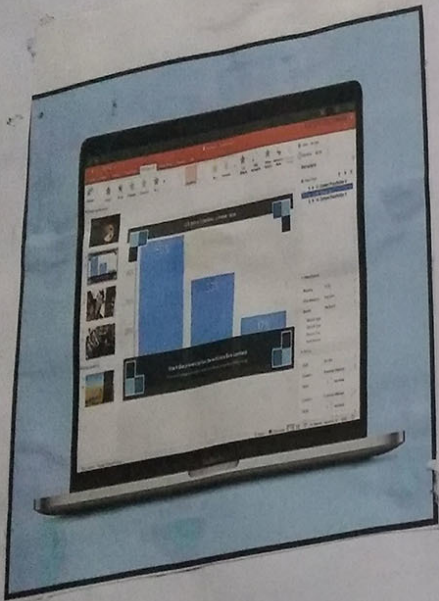
Current cell enter

Entire Column $Ctrl + spacebar$

Entire Row $Shift + Spacebar$

Entire worksheet $Ctrl + shift + spacebar$

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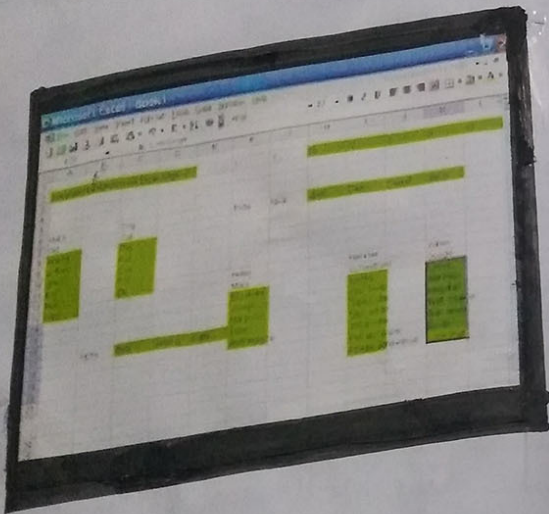
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A user can perform various kind of entries in a cell. He can enter text, number, data and time in a cell. He can also enter some characters such as %, +, -, /, (). He can also enter date and time according to his own requirement.

Entering data in series: A user can fill a range of cells. Either with the same value or with the series of values this can be done using the autofill handle. (small square on the bottom right corner of the active cell).

MS Excel provides three types of cell reference relative, absolute & mixed relative reference. Relative reference refers to cell relative to the given position. Absolute reference refers to the given position. Absolute reference refers to the specific cell irrespective of the position of the formula. The \$ sign is used to denote absolute reference, mixed reference. It has one absolute co-ordinate and one relative co-ordinate. \$C1 and C\$1 are both examples of mixed reference.

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INSERTING CELL IN A WORKSHOP

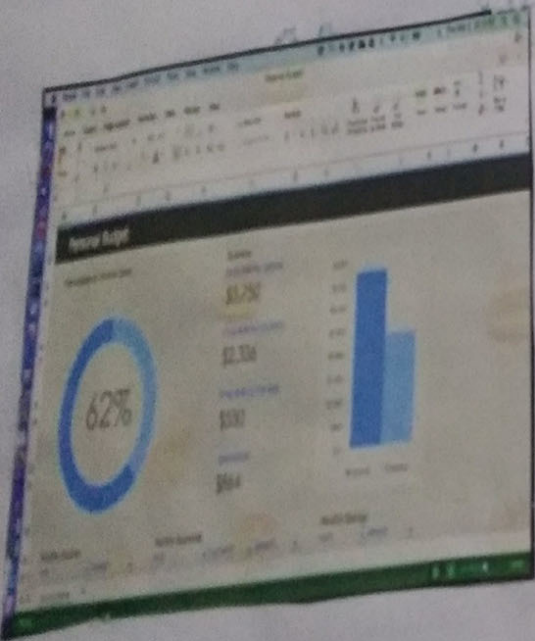
1. Select a range of existing cells where you want to insert the new blank cell.
2. On the insert menu click cells.
3. Now insert dialogue box pops up.
4. Click shift cells right if you want to shift the existing cell towards the right or shift cells down.
5. Click ok to confirm.

Inserting Blank row in the work-sheet.

1. To insert a single row click a cell in the row immediately below where you want the new row.
2. To insert multiple rows, select rows immediately below where you want to insert new rows. Select the same number of rows you want to insert.
3. On the insert menu, click Rows.

Inserting Blank Column in worksheet

1. To insert a single column click a cell immediately to right of where you want to insert the new column.
2. To insert multiple columns, select column to the right of where you want to insert the new column, select the same number of columns as you want to insert.
3. On the insert menu, click column.



MULTIMEDIA

Multimedia is media and content that uses combination of different content form. The term can be used as a noun (a medium with multiple content form) or as an adjective describing a medium as having multiple content forms. The term is used in contrast to media which only use traditional form of printed or hand produced material. Multimedia includes a combination of text, audio, still images, animation, video and interactivity content forms.

Multimedia is usually recorded and played displayed as accessed by information content processing device such as computerized and electronic device but can also be part of a live performance.

Multimedia also describes electronic devices, but can also be a part of performance. This is distinguished

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from mixed media in a fine art by including audio for example it has a broader scope. The term such media is synonyme for interactive multimedia.

Hypermedia can be considered one particular multimedia application. Multimedia is the presentation of information using the combination of information using the combination of text, sound, picture, animation of text and video common multimedia computer applications include games learning software and reference material such as this encyclopedia.

The basic elements of multimedia on a computer are:

- Movies
- Animation
- Sound
- Text
- Still Image
- Special effect

Teacher's Signature

MULTIMEDIA IN PUBLIC PLACES

In hotels, train, station, shopping malls, museums and grocery stores multimedia will become available at stand alone terminals to provide information and help. Such installation reduce demand on traditional information booths and ~~pro~~ personnel add value and they can work round the clock even in the middle of the night, when live help is off duty.

The power of multimedia has been part of the human experience for many thousands of years.

Some hardware requirement:

Monitor, keyboard, mouse, sound card, memory, processor, graphic display card.

Some software requirements:

Window xP vista, Video for window, Quicktime etc.



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Component of a Multimedia system.

Capture device

Video conferencing (camera)
video recorder, Audio microphone,
keyboard, mice, graphics, tablets,
3D input, VR devices, Hardware.

Storage device

- Hard disks
- CD Roms
- Jaz / zip drives
- DVD's etc.

Communication Network

- Ethernet
- Token Ring
- FDDI
- ATM
- Intranets
- Internet

Computer Systems

- Multimedia Desktop Machines
- Workstation
- MPEG / DSP Hardware.

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Display Device

- CD quality speaker
- HDTV
- SVGA
- Hi-Res. Monitors
- Coloured Printers etc.

VIRUS

A computer virus is a computer program that can copy itself, and infects a computer. The term 'virus' is also commonly but erroneously used to refer to other types of malware including but not limited to adware and spyware programs, they do not have the reproductive ability. A true virus can spread from one computer to another.

INTERNET COMPONENT

The internet components most internet users are familiar with are email, the web and web access. But if you are considering setting up a web site for your business and/or becoming your own web master there are other internet components to consider what follows is a list of all the most common components of the internet.

Access :- To interact directly with the internet requires some form of access or connectivity to the internet.

Chat

IRC is (Internet Relay chat) is used for live discussion.

E - Commerce:

Taking orders for products and services on internet.

E - mail :-

Exchanging electronic letters, messages and small files.

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Internet

FTP

File transfer protocol is responsible for transferring files between the computers.

Hosting:

Making information available to them on the internet.

Mailing lists:

E-mail messages forwarded to everyone on a special internet.

Telnet:

Creation of a dumb terminal session to a host computer in order to run software on internet.

USENET:

News group for receiving news and sending out announcement.

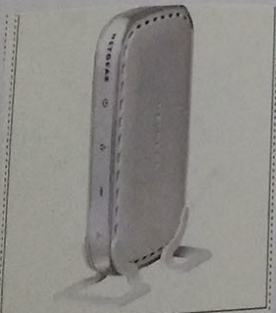
Search Engines:-

These tools are really a part of the world wide web and are often used when looking for information because the web has grown so large.



Network Router

नेटवर्क राउटर



Modem

मॉडेम

WORLD WIDE WEB

This is largest, fastest growing part of the internet, the part for which internet browsers like net scapes navigator and microsoft explorer were designed.

Business is the leading factor the rapid growth of the web making information advertising and product ordering readily available to everyone with web access