



PATTERN OF TESTING

- (1) The test shall be online, multiple choice type
- (2) Total questions shall be 80, carrying 1 marks each
- (3) Indicative allocation of 80 marks based on syllabus is as follows:
 - (a) Computer fundamentals and windows – 5Marks
 - (b) Word Processing-MS Word – 20Marks
 - (c) Spread Sheet- MS Excel – 20 Marks
 - (d) Computer communications Internet and E-Mail – 20Marks
 - (e) Nudi Kannada software in word processing – 10 Marks
 - (f) Power Point – 5Marks

NUMBER OF PAPERS

- (1) There shall be one paper combining both theory and practical configuration questions
- (2) The questions paper shall be in both English & Kannada Candidate can opt any of the languages

COMPUTER LITERACY TEST SYLLABUS and SHORT NOTES

Maximum Marks: 80

Time: 90minutes

1. Introduction to Computer:

5 Marks

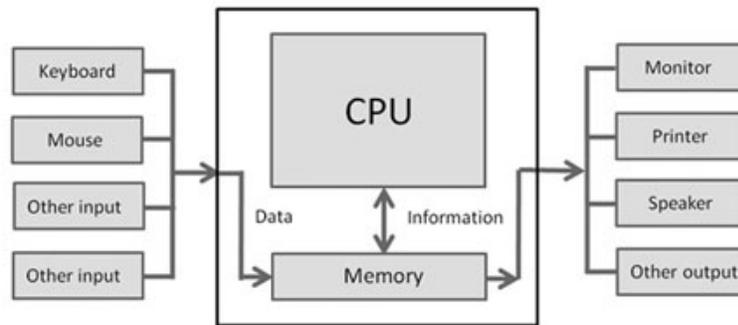
(a) What is Computer

"An electronic device which is capable of receiving information (data) in a particular form and of performing a sequence of operations in accordance with a predetermined but variable set of procedural instructions (program) to produce a result in the form of information or signals. "

What Is A Computer?

- An electronic device that receives data, processes data, stores data, and produces a result (output).
- Classified by size, speed and application
- Uses hardware and software
- Comes in different types





Charles Babbage is called the "Grand Father" of the computer. The First mechanical computer designed by Charles Babbage was called **Analytical Engine**. It uses read-only memory in the form of punch cards.

Computer is an advanced electronic device that takes raw data as input from the user and processes these data under the control of set of instructions (called program) and gives the result (output) and saves output for the future use. It can process both numerical and non-numerical (arithmetic and logical) calculations.

(b) Broad categories of Computer

Computers differ based on their data processing abilities. They are classified according to purpose, data handling and functionality.

According to functionality, Computers are classified as:

- **Analog Computer:** A Computer that represents numbers by some continuously variable physical quantity, whose variations mimic the properties of some system being modeled.
- **Personal computer:** A Personal Computer is a computer small and low cost. The term "personal computer" is used to describe desktop computers (desktops).
- **Workstation:** A terminal or desktop computer in a network. In this context, workstation is just a generic term for a user's machine (client machine) in contrast to a "server" or "mainframe."
- **Minicomputer:** A **minicomputer** isn't very mini. At least, not in the way most of us think of mini. You know how big your personal Computer is and its related family.
- **Mainframe:** It refers to the kind of large computer that runs an entire corporation.
- **Supercomputer:** It is the biggest, fastest, and most expensive computers on earth.

(c) Language of computer

A vocabulary and set of grammatical rules for instructing a computer to perform specific tasks. The term programming language usually refers to high-level languages, such as **BASIC**, C, C++, **COBOL**, **FORTRAN**, Ada, and **Pascal**.

(d) Basic application of Computer

Computers are being used almost every walk of life.

Office Management : Almost every organisation(business or non-business) are moving towards making paper-less office so that computers are widely used today.

Internet: It is a network of computers in the world. You can browse through much more information than you could do in a library. That is because computers can store enormous amounts of information. You also have very fast and convenient access to information. Through E-Mail you can communicate with a person sitting thousands of miles away in seconds. There is chat software that enables one to chat with another person on a real time basis. Video conferencing tools are becoming readily available to the common man.

Digital video or audio composition: Audio or video composition and editing have been made much easier by computers. It no longer costs thousands of dollars of equipment to compose music or make a film. Graphics engineers can use computers to generate short or full length films or even to create three dimensional models. Anybody owning a computer can now enter the field of media production. Special effects in science fiction and action movies are created using computers.

Desktop publishing: With desktop publishing, you can create page layouts for entire books on your personal computer.

Computers in Medicine: You can diagnose diseases. You can learn the cures. Software is used in magnetic resonance imaging to examine the internal organs of the human body. Software is used for performing surgery. Computers are used to store patient data.

Mathematical Calculations: Thanks to computers, which have computing speeds of over a million calculations per second we can perform the biggest of mathematical calculations.

Banks: All financial transactions are done by computer software. They provide security, speed and convenience.

Travel: One can book air tickets or railway tickets and make hotel reservations online. It reduced the time wastage and travel time for everyone.

Telecommunications: Software is widely used here. Also all mobile phones have software embedded in them for maintaining customer details and also sending message, audio and video through the mobile software. Now a day's internet is available in the mobile phone itself.

Defence: There is software embedded in almost every weapon. Software is used for controlling the flight and targeting in ballistic missiles. Software is used to control access to atomic bombs.

E-Learning: Instead of a book it is easier to learn from E-learning software. It not only contains text also contains image and animation so it is very easy to understand every thing.

Gambling: We can gamble online instead of going to a casino.

Examinations: We can give online exams and get instant results. You can check your examination results online.

Computers in Business: Shops and supermarkets use software, which calculate the bills. Taxes can be calculated and paid online. Accounting is done using computers. One can predict future trends of business using artificial intelligence software. Software is used in major stock markets. One can do trading online. There are fully automated factories running on software.

Certificates: Different types of certificates can be generated. It is very easy to create and change layouts.

ATM machines: The computer software authenticates the user and dispenses cash.

Marriage: There are matrimonial sites through which one can search for a suitable groom or bride.

News: There are many websites through which you can read the latest or old news.

Classmates: There are many alumni websites through which you can regain contact with your classmates.

Robotics: Robots are controlled by software.

Washing Machines: They operate using software.

Microwave Oven: They are operated by software.

Planning and Scheduling: Software can be used to store contact information, generating plans, scheduling appointments and deadlines.

Plagiarism: Software can examine content for plagiarism.

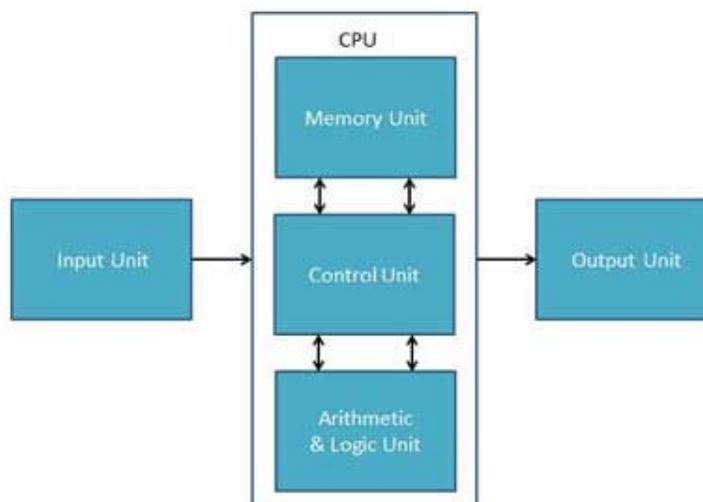
Greeting Cards: You can send and receive greetings pertaining to different occasions.

Sports: Software is used for making umpiring decisions. There are simulation software using which a sportsperson can practice his skills. Computers are also to identify flaws in technique.

Aeroplanes: Pilots train on software, which simulates flying.

Weather analysis: Supercomputers are used to analyze and predict weather.

(e) Components of Computer



Central process unit(CPU)

CPU itself has following three components.

- Memory or Storage Unit
- Control Unit
- ALU(Arithmetic Logic Unit)

Control Unit : This unit of CPU directs the entire computer system to carry out stored program instructions. This unit controls the operations of all parts of computer but does not carry out any actual data processing operations. It manages and coordinates all the units of the computer. It obtains the instructions from the memory, interprets them, and directs the operation of the computer. The control unit must communicate with both the arithmetic logic unit and main memory. It also communicates with Input/Output devices for transfer of data or results from storage. It does not process or store data.

CPU consists of two main parts: The control unit and the arithmetic / logic unit (ALU). The former controls the flow of data between the CPU and memory, while the latter performs arithmetic and logical operations on data

ALU(Arithmetic Logic Unit): The arithmetic logic unit executes arithmetic and logical operations. Arithmetic operations include addition, subtraction, multiplication and division. All complex operations are done by making repetitive use of above operations. The logical operation include compare numbers, letters and special characters using logic functions such as AND, OR and NOT.



How CPU communicate with other units while processing

- The program and the necessary data are entered into the Computer system from an input device, and are stored in main memory where they can be accessed as needed.
- Now, the CPU retrieves the instructions from the main memory, one by one, and decodes each instruction to determine what operation to be performed.
- When required by instruction, the CPU also retrieves the necessary data from main memory.
- The CPU then performs the operation required by the instruction, which might be arithmetic or logical operation. As each instruction is performed, the results are either temporarily saved by the CPU or are stored in main memory.
- The processing cycle (retrieve instruction, decode and execute instruction, save results) is repeated until all the program instructions have been carried out by the CPU. The final results are then either stored in main memory, or are sent to an output device such as a printer.

Input and output devices

Input unit

This unit contains devices with the help of which we enter data into computer. This unit makes link between user and computer. The input devices translate the information into the form understandable by computer. Keyboard and mouse are two basic devices used for giving data or instruction to computer.



Output Unit

The output unit is used to present soft and hardcopy of information.



Computer memory

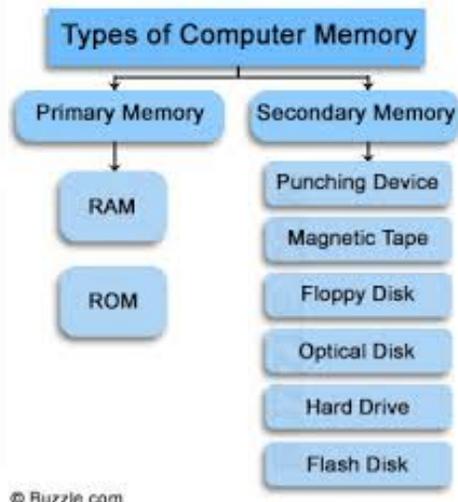
Computer memory is any physical device capable of storing information temporarily or permanently. Computer memory is used for storing your files on the computer. Without computer memory, you wouldn't be able to save any files.

Three types of Memory :

- Cache memory
- Primary memory/main memory
- Secondary memory

Cache memory

The cache is a small amount of high-speed memory, usually with a memory cycle time comparable to the time required by the CPU to fetch one instruction. The cache is usually filled from main memory when instructions or data are fetched into the



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CPU. Often the main memory will supply a wider data word to the cache than the CPU requires, to fill the cache more rapidly.

Primary Memory / Main Memory

Primary memory is where information is stored after it is first obtained. The primary memory is also referred to as short-term memory. Information sent to primary memory storage is deciphered and either discarded or retained for later retrieval. Although the information can be stored for a time in the primary memory, it is subject to interference and information can be easily forgotten. Over time, information decays and is lost from the primary memory storage.

SECONDARY MEMORY

Secondary memory is where programs and data are kept on a long-term basis. Common secondary storage devices are the hard disk and optical disks. Secondary memory includes disc drives for compact discs (CDs) or digital versatile discs (DVDs), as well as removable flash memory.

Concept of hardware and software

Hardware

Hardware refers to the physical elements of a computer. This is also sometimes called the machinery or the equipment of the computer. Examples of hardware in a computer are the keyboard, the monitor, the mouse and the processing unit.

software

Programs namely the list of instructions to be executed by Computer is known as the software of the Computer. There are different types of software depending on the requirement of user or Computers.

(f) Representation of data concepts of data processing

Definition of data

Basic component of Computer like CPU, RAM etc are transistors. These are made of a number of Integrated circuits (ICs), which contain transistors. These transistors set like a two-way switch which can be either on or off. These transistors have just two operating states; either on or off. When a transistor is switched on, it is said to represent the value 1. Conversely, when the transistor is switched off, it is said to represent the value 0. The values 0 and 1 are the only two digits with which Computer works.

Bits and Bytes

The term Bit is an acronym for Binary digit. The bit is the smallest piece of information that the Computer can work with. The values 0 and 1 are called Bits. Bits are grouped together to form a larger chunk of information called a Byte. A byte consists of eight bits that the Computer stores and processes as a single entry. A byte represents one character of data (either a letter of the alphabet, decimal digit, or symbol). The Computer can store individual bytes in its memory and later retrieve them.

Representing Data in Computer

1Byte - 8Bits

1Kilobyte -1024 Bytes

1Megabyte -1024 Kilobytes

1 Gigabyte - 1024 Terabyte

Basic data types

Data types are used within type systems, which offer various ways of defining, implementing and using them. Different type systems ensure varying degrees of type safety.

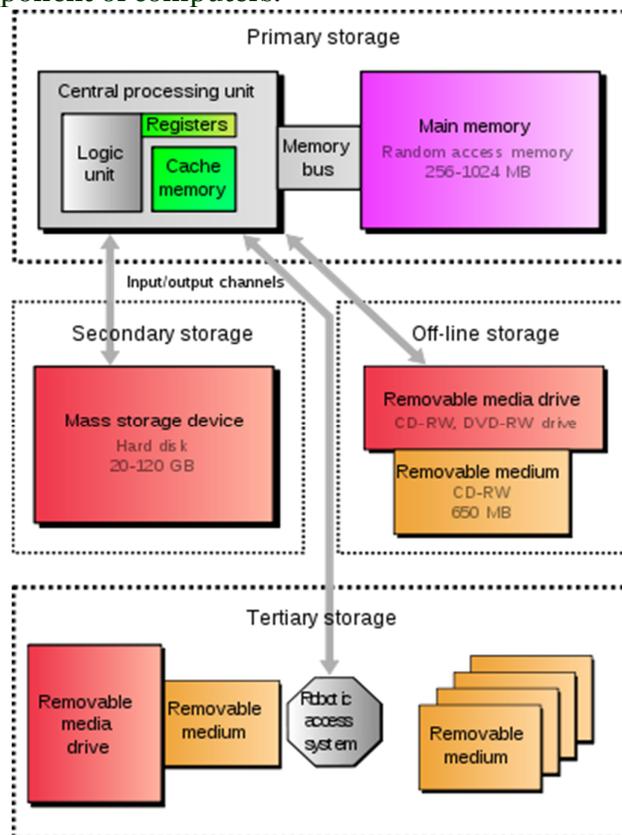
Almost all programming languages explicitly include the notion of data type, though different languages may use different terminology. Common data types include:

- integers,
- booleans,
- characters,
- floating-point numbers,
- alphanumeric strings.

Storage of data as files

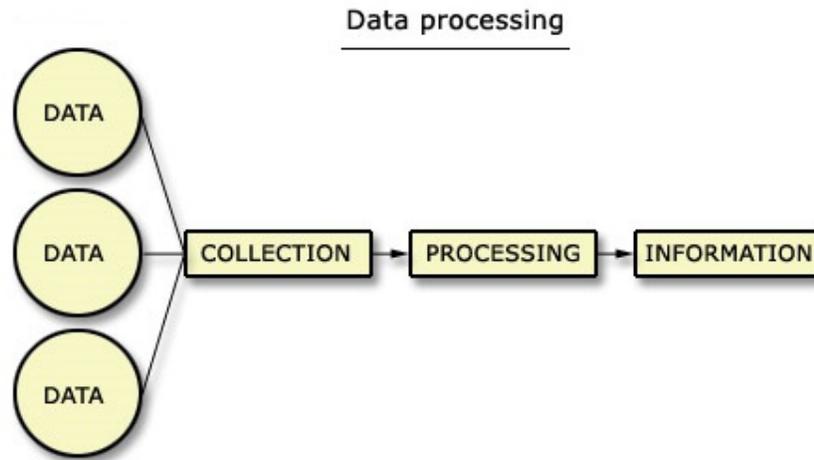
Computer data storage, often called **storage** or **memory**, is a technology consisting of computer components and recording media used to retain digital data. It is a core function and fundamental component of computers.

The central processing unit (CPU) of a computer is what manipulates data by performing computations. In practice, almost all computers use a storage hierarchy, which puts fast but expensive and small storage options close to the CPU and slower but larger and cheaper options farther away. Generally the fast volatile technologies (which lose data when off power) are referred to as "memory", while slower persistent technologies are referred to as "storage"; however, "memory" is sometimes also used when referring to persistent storage.



Data Processing

Computer data processing is any process that uses a computer program to enter data and summaries, analyse or otherwise convert data into usable information. The process may be automated and run on a computer. It involves recording, analyzing, sorting, summarizing, calculating, disseminating and storing data.



2. Introduction to windows and windows concepts-

(a) What is an operating system and basics of window

An operating system (OS) is software that manages **computer hardware** and software resources and provides common services for computer programs. The operating system is an essential component of the **system software** in a computer system. Application programs usually require an operating system to function.

Microsoft **Windows** (or simply **Windows**) is a metafamily of graphical operating systems developed, marketed, and sold by Microsoft. It consists of several families of operating systems, each of which cater to a certain sector of the computing industry.

(b) The user interface

Using mouse and moving Icons on the screen

On this screen you should see a list of all your apps on the left, a picture of the first home screen to the right, and underneath the screen, a list of all of your other screens. To rearrange your icons, simply click on one of them with your mouse and move it to the desired location on the selected screen in iTunes. If you wish to rearrange icons on different screens, just click on the home screen you want to manage to view it and its icons.

Moving an icon from one home screen to another is just as easy. Simply drag an icon you wish to move to another home screen and then place it where you want to on that screen



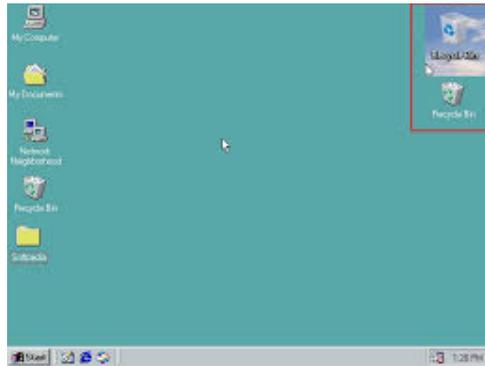
The my Computer Icon

You may already have some shortcuts on your desktop that point to locations on your hard drive you will frequently use with Windows Explorer, such as My Computer and My Documents.



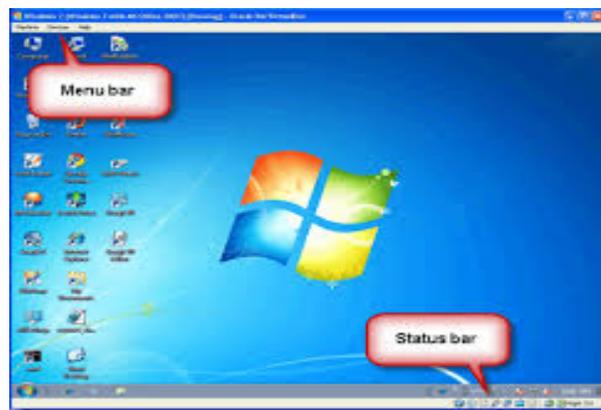
My Computer shows you a list of all the drives installed on your system, including floppy drives and USB drives. The drive on which Windows is installed is usually displayed as the C: drive when you double-click on My Computer to open it using Windows Explorer.

The Recycle Bin

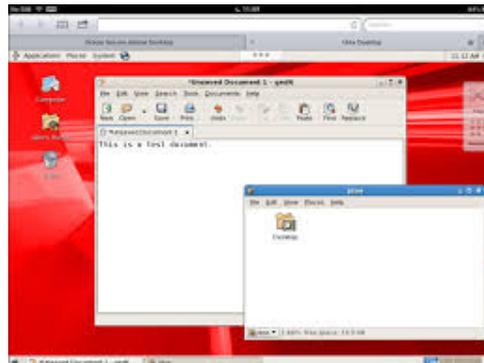


Status bar, Start Menu

The Status Bar: the bottom portion Of the Explorer window displays Information about the folder you have open, such as the number of objects (the number of files and subfolders in that folder) and the size.



Running as application



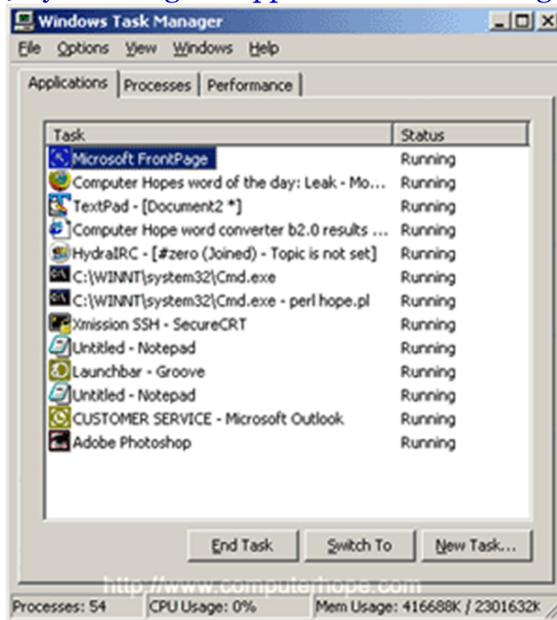
How to find what is running on a Windows computer

Windows Task Manager

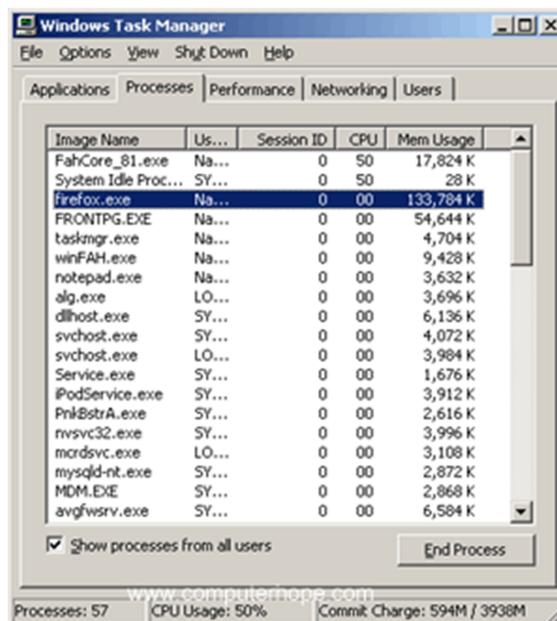
The Microsoft Windows Task Manager is a general, quick, and easy method of seeing what is running on the computer.

Tip: You can access the Task Manager by pressing **Ctrl + Alt + Del** on your keyboard, then select **Task Manager**. You can also right-click with your mouse on the Windows Taskbar and select **Task Manager**.

As you can see in the picture below, the Windows Task Manager opens with the Applications tab selected, displaying the applications currently open and running on the computer. From here, you can end any application that may not be responding or can't be closed by normal means (i.e. clicking the **X** in the upper right corner of the application window) by selecting the application and clicking the **End Task** button.

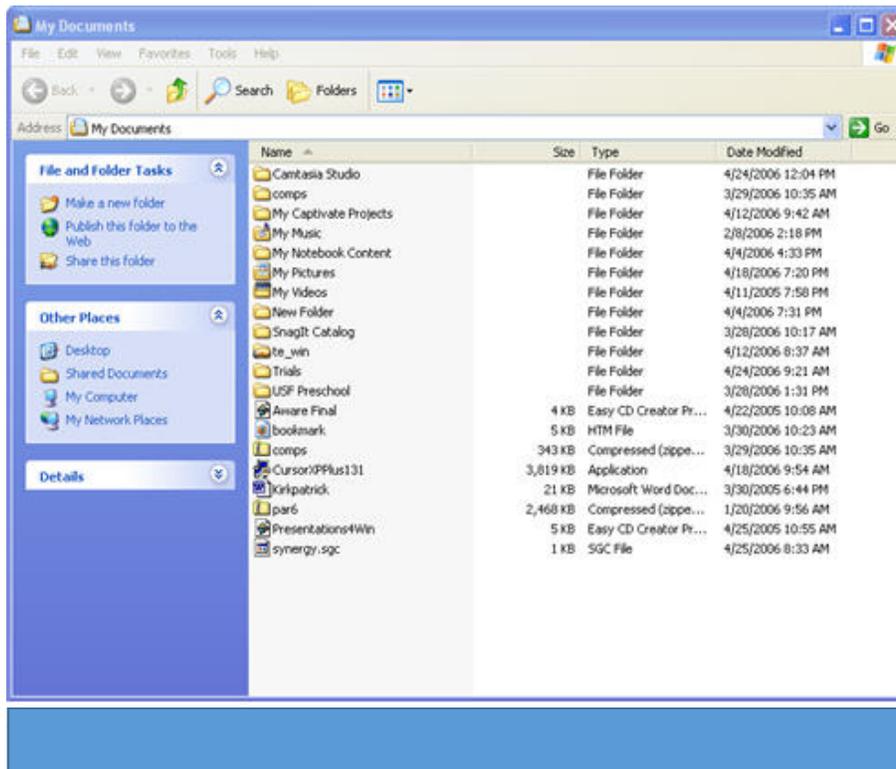


Clicking on the Processes tab displays the applications that are running, as well as all Windows processes that are affiliated with any installed programs, drivers, and hardware. You can also identify what processes are consuming your resources by clicking on "CPU" or "Mem Usage" (may also be titled "Memory") column headers to sort by highest to lowest.

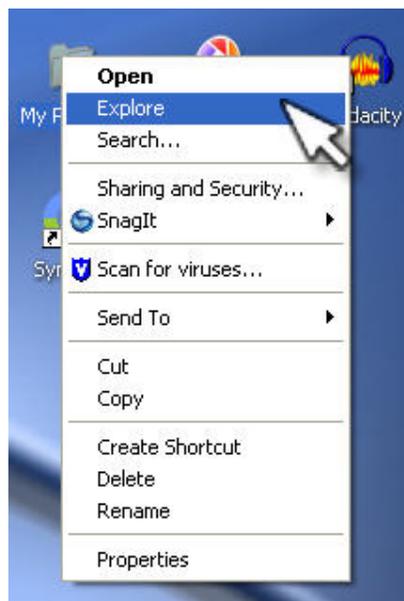


Windows Explorer Viewing of file, Folders and Directories

Windows Explorer is the file management application in Windows. Windows Explorer can be used to navigate your hard drive and display the contents of the folders and subfolders you use to organize your files on your hard drive. Windows Explorer is automatically launched any time you open a folder in Windows XP.



You can also right-click on a folder and select Explore to open that folder using Windows Explorer.



Creating and Renaming files and folders

Creating a New Folder

To create a new folder, right-click the mouse in a blank area and from the pop-up menu, select **New**, and then choose **Folder**. While its name (initially “untitled folder”) is highlighted, type a new name for the folder and press Enter. (If you accidentally deselect the name before changing it, follow the instructions under **Renaming files and folders**, below.) The new folder will be created in the active window (or on the desktop if no window is active).

Renaming files and folders

If you need to rename a file, folder, or any icon, you can use one of several techniques.

1. Right-click the icon you want to rename and select **Rename**.
2. The name of the icon is highlighted and a cursor is located at the end of the name. If you type a new name, you are replacing the whole name. To edit a few characters, use the left arrow to move the cursor through the text. You can then use simple text editing techniques to make your changes.
3. Click outside the icon name to store the new name.

Alternative: You can slowly double-click to rename the icon. Click the name and then click a second time, making sure that you wait between clicks. This action highlights the name and then allows you to edit or retype the filename.

Deleting a file/folder

A file, folder, or any object can be deleted using one of several methods.

- Right-click the object and select **Delete** from the pop-up menu.
- Drag the object to the **Recycle Bin** icon on the desktop.
- You can select the object and press the [**Delete**] key.

Note: Any deleted file is placed in the Recycle Bin. You must empty the Recycle Bin to permanently delete the file from the hard drive. To empty the Recycle Bin, place your mouse on the **Recycle Bin** icon and use your right mouse button to click. Select **Empty Recycle Bin** from the pop-up menu.

Opening and closing different Windows

Close tabs, windows, and Google Chrome

You can close different tab pages in one browser window, multiple browser windows, or even Google Chrome itself. Learn how to [use tabs in Chrome for mobile](#).

Close tabs

To close a tab, in the top right, click Close . Or use the keyboard shortcuts:

- Windows and Linux: Press **Ctrl+W**
- Mac: Press **⌘+W**

Close windows

To close a window:

- Close all tabs in the window.
- In the corner of the window, click Close in the corner of the window.

- Windows or Linux: See the top right.
- Mac: See the top left.

You can also use the keyboard shortcuts to close a window:

- Windows and Linux: Press **Alt+F4**
- Mac: Press **⌘+Shift+W**

Recover a window or tab

If you accidentally close a tab or window, you can recover it using the keyboard shortcut:

- Windows and Linux: Press **Ctrl+Shift+T**
- Mac: Press **⌘+Shift+T**

Close Google Chrome

You can close Google Chrome entirely.

1. Open the Chrome menu.

- Windows and Linux: Click **File** on the top menu bar.
- Mac: Click **Chrome** on the top menu bar.

2. Close Google Chrome.

- Windows and Linux: Click **Exit**.
- Mac: Click **Quit Google Chrome**.

You can also use the keyboard shortcut to close Google Chrome:

- Windows and Linux: Press **Ctrl+Shift+Q**
- Mac: Press **⌘+Q**

Force a webpage or application to close

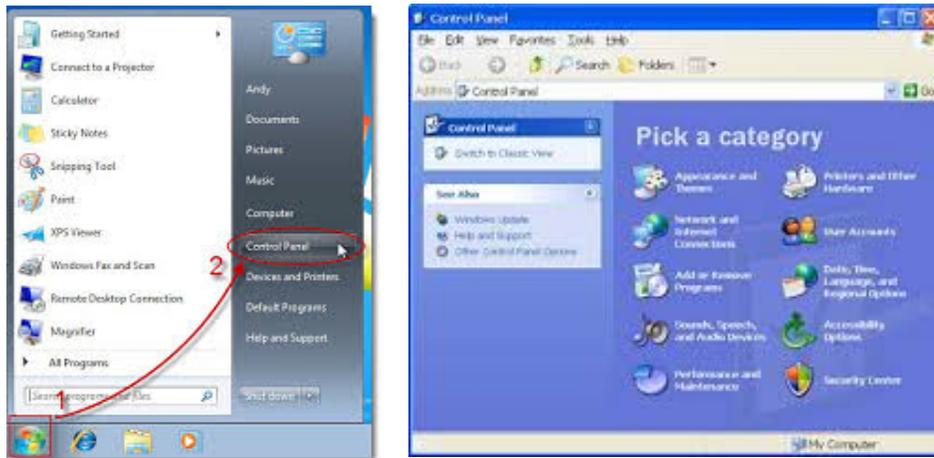
If a tab, window, or extension isn't working properly, you can use Chrome's task manager to force it to close.

1. In the top right of Chrome, click the Menu .
2. Click **More Tools > Task Manager**.
3. Select the webpage, extension, or app you'd like to close.
4. Click **End process**.

(c) Windows setting

Control Panels

The Control Panel is a part of the Microsoft **Windows** graphical user interface which allows users to view and manipulate basic system **settings** and controls via applets, such as adding hardware, adding and removing software, controlling user accounts, and changing accessibility options.

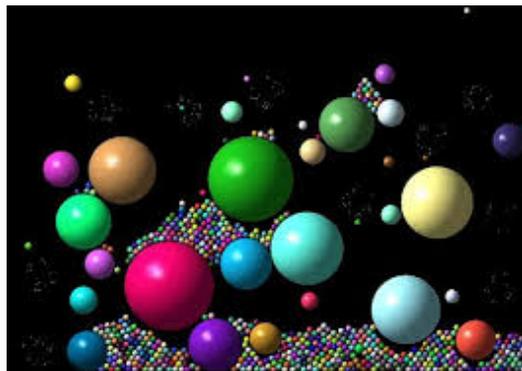


Wall paper and Screen savers

Wallpaper is the picture or background you see when you start your computer.



A screen saver runs when your computer is idle. The length of time your computer needs to be idle before the screen saver starts is determined by the user.



Both can be found through the control panel then display. Or you can right click on an empty spot on your desktop and select properties.

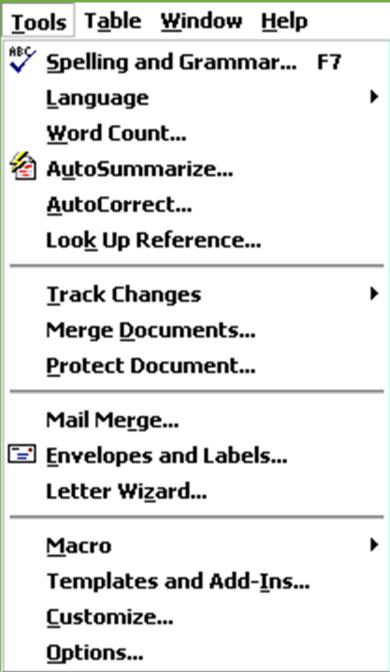
-Setting the data and sound

Concepts of menu using help

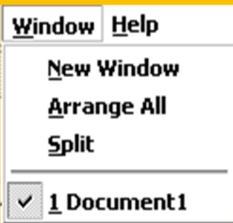
Using Tools, Windo, or Help menu items

The most commonly used items from the Tools, Window and Help menus will be explained. A quiz will follow.

Tools menu

	<p>Spelling and Grammar - Choose either sub-menu and the same window opens. Questioned spelling is in red , grammar in green .</p> <p>Language/Thesaurus - Have you used the word "like" too many times? Highlight the word, select Thesaurus and get suggestions like similar and analogous.</p> <p>Word Count - Need to know how many words are in your document? Select Word Count and find out how many pages, words, characters, paragraphs, and lines.</p> <p>Auto Summarize - Exactly what it sounds like, Word summarizes the document, reducing the length of the document, keeping the meaning.</p> <p>Auto Correct - Word will automatically correct some things. If this feature is irritating to you, come here to change what is corrected.</p> <p>Customize- Opens the same window that you get by going to the View menu and selecting Toolbar/Customize.</p> <p>Options - Modify Word settings here. Modify print, editing, spelling and other options from this sub-menu.</p>
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Window menu

<p>New Window - This opens another window with a copy of the active document.</p> <p>Arrange All - Displays all open files in the window. This makes dragging and dropping from one document to another much easier.</p> <p>Split - Splits the active window into panes.</p> <p>Open Document List - There is no need to drag windows to the side so you can see other documents open in Word. Come to the bottom of this window for a listing of all open documents. The active document has a check mark beside it.</p>	
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Help menu

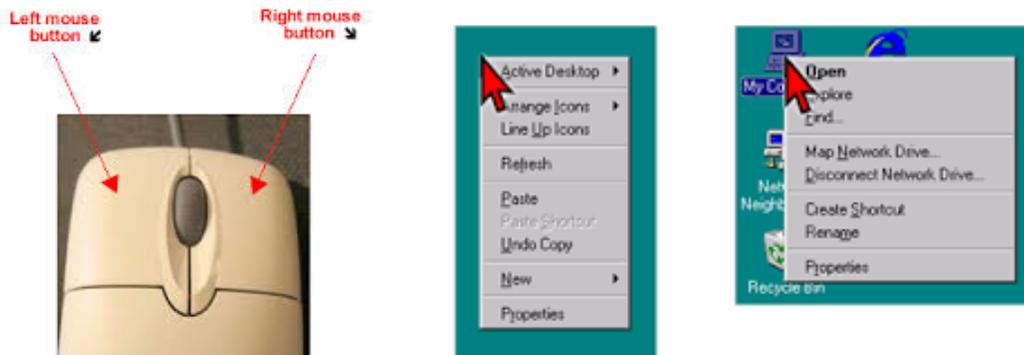
	<p>Microsoft Word Help - Open Word's Assistant and get a search box to type in. Word displays possible matches for you to read about.</p> <p>Contents and Index - See an index of all topics available in Word's Help documentation.</p> <p>Microsoft on the Web - That's right! It is exactly what it sounds like. Select a link and a Microsoft help page is opened in your browser. If you are not online, Word will make the connection and then display the page.</p> <p>About Microsoft Word - Not sure which version of Word you working with. Check here for version information and for the produce ID number.</p>
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This quiz is available without the tables above

- 1.You have dots appearing between words on the screen and nothing in this tutorial told you about what to do. Which menu do you select?
- 2.You want to see two documents at the same time so you can drag text from one document to another. Which menu do you select?
- 3.A word has been used too many times in your document and you need suggestions for another word to use. Which menu do you select?
- 4.Grant application rules state that a maximum of 500 words are allowed and you don't want to count each word you typed. Which menu do you select?
- 5.You have seven documents open at the same time and want to move from one to another. Which menu do you select?
- 6.A button is missing from the formatting toolbar. You want to put it back in the bar. Which menu do you select?
- 7.A friend wants to send you a document by Email and you are not sure which version of Word you are using. Which menu do you select?
- 8.You want to open another window with the same document. You are about to make changes, but don't want to take a chance on losing the original document. Which menu do you select?
- 9.You want to be certain that all of your words are spelled correctly. Which menu do you select?
- 10>Your document is too long to be included in a report and it needs to be summarized. Which menu do you select?

(d)Advanced Windows

Using right button of the Mouse



Creating short cuts

To create a shortcut

1. Open the location that contains the item to which you want to create a shortcut.
2. Right-click the item, and then click Create Shortcut. The new shortcut appears in the same location as the original item.
3. Drag the new shortcut to the desired location.

Basic of windows setup

Visit: <https://www.youtube.com/watch?v=eEXwZYKkjPE>

To reinstall Windows Installer, follow these steps:

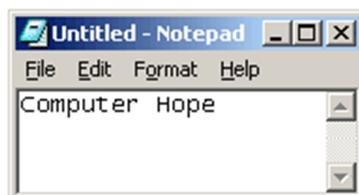
1. Start your computer in Safe Mode. ...
2. Click Start, click Run, type cmd, and then click OK.
3. At the command prompt, type attrib -r -s -h %Windir%\System32\dllcache. ...
4. At the command prompt, type CD %Windir%\System32, and then press ENTER.

Notepad

Notepad is a generic text editor included with all versions of Microsoft Windows that allows you to open and read plaintext files. If the file contains special formatting or is not a plaintext file, it will not be able to be read in Microsoft Notepad. In the image to the right, is a small example of what the Microsoft Notepad may look like while running.

Note: If you need built-in features such as a spell checker, grammar checker, font sizes, multimedia (e.g. pictures), etc. you should be using a word processor and not an editor.

Microsoft Notepad text editor



How to open Windows Notepad

Users who are using Microsoft Windows can run Microsoft Notepad (notepad.exe) by following the steps below.

1. Click Start
2. In the Run box or on the Windows Start Screen type "notepad" and press Enter. **or**
 1. Click Start
 2. Click Programs and then Accessories
 3. Click the "Notepad" icon.

How to create a text file using notepad

Open Notepad and type your text you want in the file. Once done save the file by clicking File and then Save. When saving the file make sure the file is saved with a .txt extension. **or**

On the Windows Desktop or any folder right-click anywhere, from the menu select **New** and then **Text Document**. After this has been done a file should appear named "New Text Document", double-click this file to open the text document or rename the file to the name of your choice and then open the file.

Can you insert a picture in Notepad?

No. Notepad is a plaintext editor and does not support pictures. If you want to insert pictures consider using Wordpad instead of Notepad. Keep in mind that once the file has been saved with a picture it must be saved as a .RTF file and not a .TXT file.

Where is Notepad on my Apple Mac?

The Apple Mac OS does not include Notepad, use their TextEdit program instead.

Notepad alternatives

Trying to create anything else other than a basic plain text file can be difficult in Notepad. If you are looking for a free alternative for Notepad we highly recommend **Notepad++**, which is an excellent free and open source alternative. Notepad++ supports syntax highlighting, regular expressions, autocomplete, and much more.

Window Accessories



MS Windows has many accessories for day to day use and tools for maintaining computer in good shape. Some important accessories and tools available in Windows XP are :

Important Accessories



Magnifier:

(Start button >> Programs >> Accessories >> Accessibility >> Magnifier)

A click on Magnifier opens a window on top or bottom of the screen in which the contents of the screen around the mouse pointer are magnified. User can set magnification level or invert colors. This utility is useful for reading small prints in some portion of a page comfortably for normal users and for working in general for users with poor eye sight.

Narrater :

(Start button >> Programs >> Accessories >> Accessibility >> Narrater)

It reads out the on screen text. This utility is useful if you prefer to listen than to read a long text from the screen.

Network Connections :

(Start button >> Programs >> Accessories >> Communication >> Network Connections)

Displays available Network and Internet Connections available on the computer. You can change settings of available connections by right click on a connection and selecting properties. You can also open wizard to create a new dial up or other connection by a click on 'Create a new connection'. The new connection wizard can also be opened directly by

Start button >> Programs >> Accessories >> Communication >> New Connection Wizard

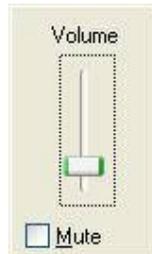
Windows Media Player :



(Start button >> Programs >> Accessories >> Entertainment >> Windows Media Player)

You can play audio and video files by using Windows Media Player. You can choose different skins for the player from the available list or download more skins from Microsoft Windows site.

Volume Control :

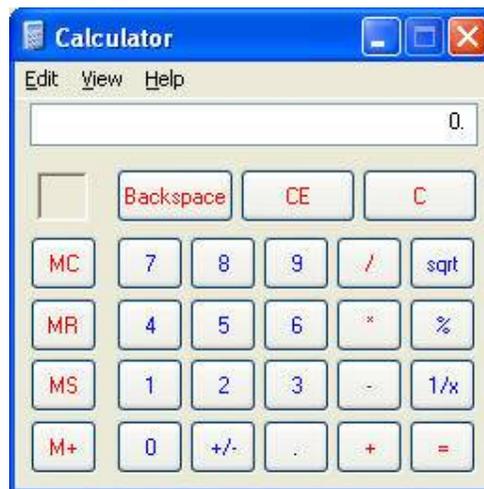


(Start button >> Programs >> Accessories >> Entertainment >> Volume Control)

Enables to adjust master volume and balance of your audio speakers. You can set different volumes for different file formats wave and midi and also for music played from CD Rom. By default an icon of 'Volume Control' is also placed in 'System Tray' for easy access. Right click on the icon in Notification Area opens full volume control window and a left click opens a small volume controller from which you can control the master volume of audio speakers. The volume can also be controlled by the software of your sound card installed.

Windows Calculator

Calculator :



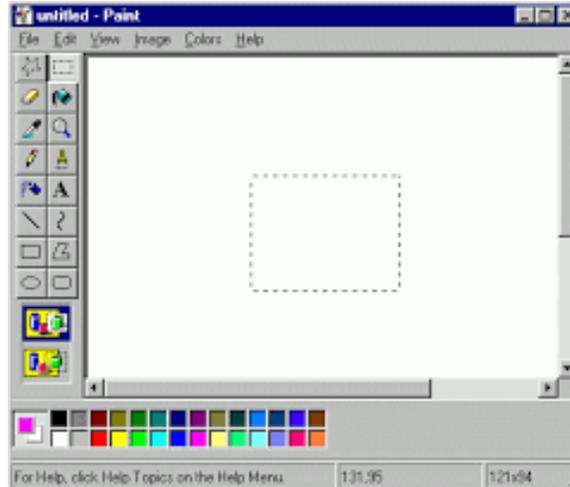
(Start button >> Programs >> Accessories >> Entertainment >> Volume Control)

Window provides a simple calculator for doing arithmetic calculations. If you are required to use calculator frequently, you can create its icon on your desktop or in Quick Launch area by dragging the icon by holding the mouse on it from above location to your desired location for prompt and convenient access to this tool.

Command Prompt :

(Start button >> Programs >> Accessories >> Calculator)

Enables use of DOS commands required for a program/application.

Paint :

(Start button >> Programs >> Accessories >> Paint)

Paint is a simple drawing tool and can be used for simple drawings using Lines, Curves, Rectangles, Circles etc. It can also be used to add text to images. It is not a very effective tool for editing pictures.

Notepad :

(Start button >> Programs >> Accessories >> Notepad)

Notepad creates and edits text and performs basic functions of a text editor without much formatting options.

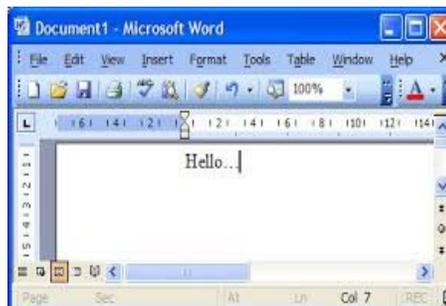
Wordpad :

(Start button >> Programs >> Accessories >> Wordpad)

Wordpad is better text editor than Notepad as it provides more formatting options.

Cut,copy and paste

If you're looking to copy and paste text, left-click and a drag your mouse cursor over the portion of the document you wish to highlight. For folders and other items, simple left-click the item once or hold down the “CTRL” key before left-clicking multiple items

3. WORD PROCESSING IN ENGLISH: MS WORD –Marks 20**(a) Word Processing Basic****An introduction to MS WORD**

What is Microsoft Word (MS Word)? MS Word is the most popular **word processing software** used today. A word processor is essentially a computerized version of the standard typewriter. However, the computer adds features typewriters never dreamed of having like spell check, the ability to save and store documents, copy and past functions, the ability to add images and shapes to documents, and many more. When attached to an email, electronic documents, created by MS Word can be delivered in seconds. Another benefit is that it helps the user to type faster and more accurate.

What is MS Word Used For? This software is used to create, edit, and format written documents in the workplace, at school, and at home. Examples include personal and formal business letters, resumes, coversheets, and homework. Intermediate and advanced level knowledge of this software could lead to job opportunities since MS Word is used a lot in the workplace.

Opening MS WORD Package

Type "**Word**" into the box and click "Finish." Double-click the **Word** shortcut that appears on the desktop to launch **Word**. **Open an MS Word file** on your computer by double-clicking it. If you are asked to choose an application to **open** the file with, select "**Microsoft Word**."

Step 1

Click the Start button. Type "word" without quotation marks into the search box. Click "Microsoft Word 2010" in the list that appears.

Step 2

Click the Start button. Hover the mouse pointer over "All Programs." Scroll down to the Microsoft Office folder and click it. Select "Microsoft Word 2010."

Step 3

Press the Windows key and "R" on the keyboard at the same time to bring up the Run dialogue. Type "WinWord.exe" without quotation marks into the box.

Step 4

Right-click on an empty area of the Windows 7 desktop. Hover the mouse pointer over "New" in the menu that appears. Click "Shortcut." Type or copy and paste "C:\Program Files\Microsoft Office\Office14\WINWORD.EXE" into the box. Click "Next." Type "Word" into the box and click "Finish." Double-click the Word shortcut that appears on the desktop to launch Word.

Step 5

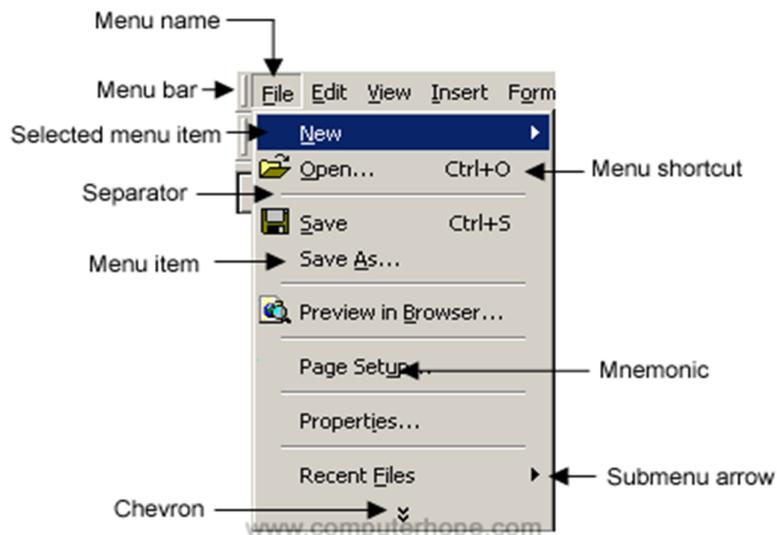
Open an MS Word file on your computer by double-clicking it. If you are asked to choose an application to open the file with, select "Microsoft Word." You may close the file you have opened if you do not want to use it now and open another one instead.





The Menu Bar

Using Icon below menu bar

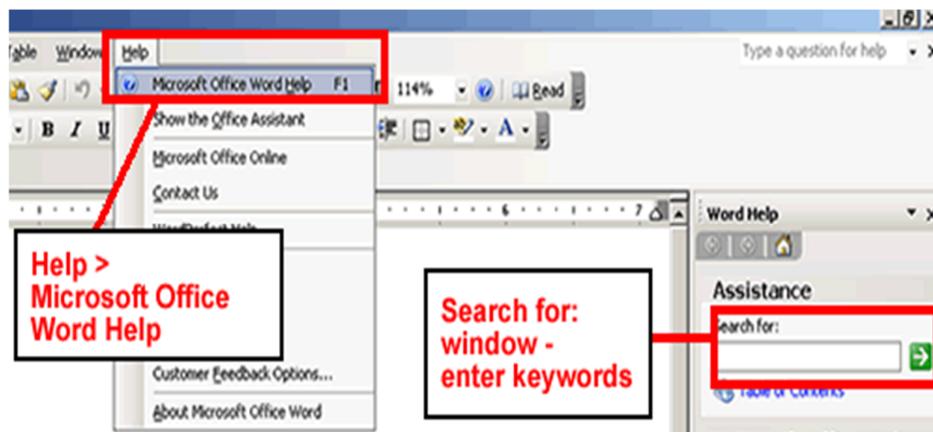




A thin, rectangular window containing dropdown menus, a **menu bar** is used in many computer programs. Its primary function is to house application or window-specific menus that provide an assortment of functions to the user. These functions include interactions like opening files, editing text, bringing up software-related help menus.

Using the help

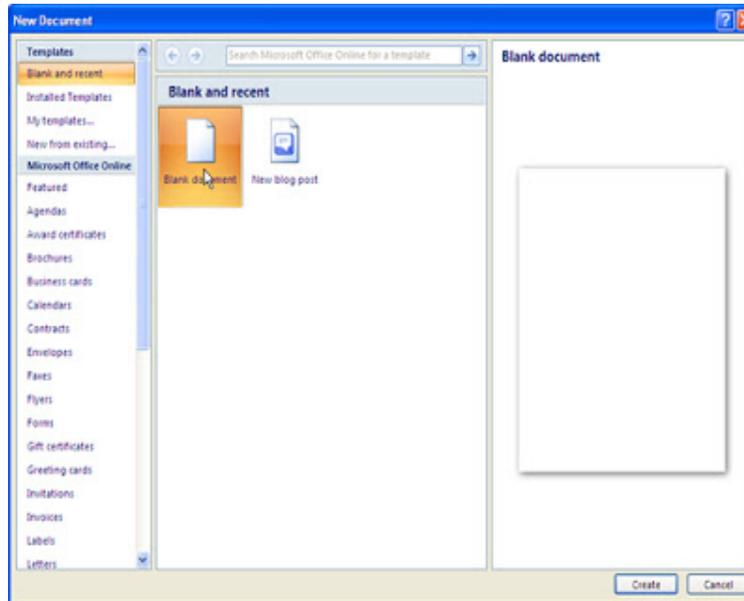
Much like searching the research database for answers to your questions, you can use the help menu which searches a database for answers to your Word questions. To access the help menu, go to the Menu Bar and select **Help > Microsoft Word Help**. Access to Word's Help Resources will open on the right. Enter the keywords or phrase of the skill or information you are researching in the **Search For:** box. See diagram below.



(b) Opening and Closing Documents

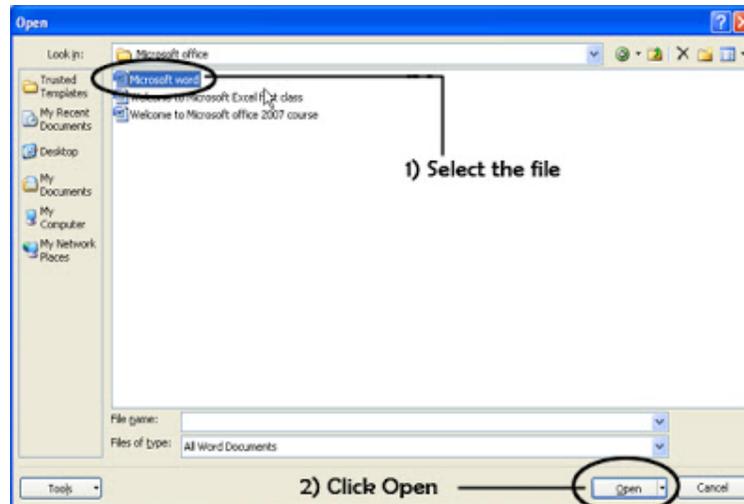
Opening Documents – Save and Save As

“New” command is use to open a new document. To open a “New” document click on “Office button” then click on “New” and lastly click on “Blank document” and then click on “Create” button as given below.



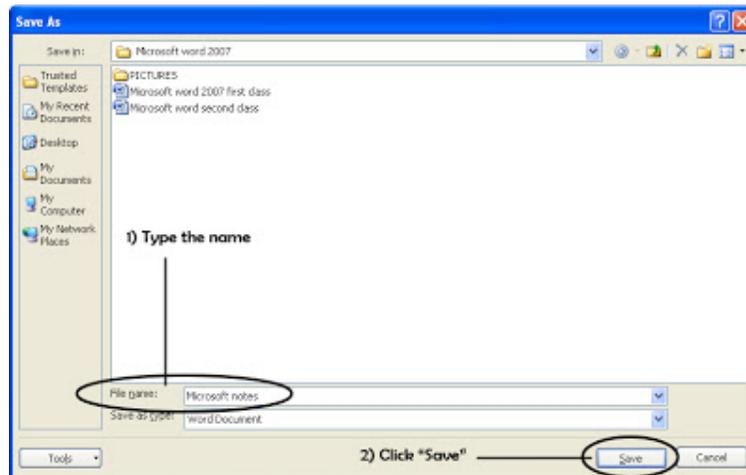
Open:-

From “**Open**” command we can open saved files. For example we have saved a file by the name of “**Microsoft word**” and now we want to open it so firstly click on “**Office button**” and then click on “**Open**” and lastly select your file and click open and we can also open a file by the help of Shortcut key. To open a file by the help of shortcut key click “**Ctrl+O**” as given below.



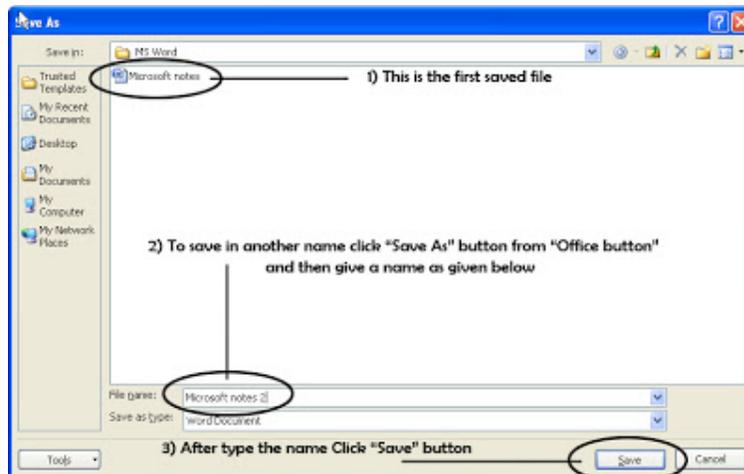
Save:-

This command is use to save a document. To save a file click “**Office button**” then click “**Save**” command and “**type the name**” that in which name you want to save this file. For example I want to save a file by the name of “**Microsoft notes**” and then I click “**Save**”. The shortcut key for “**Save**” command is “**Ctrl+S**”.



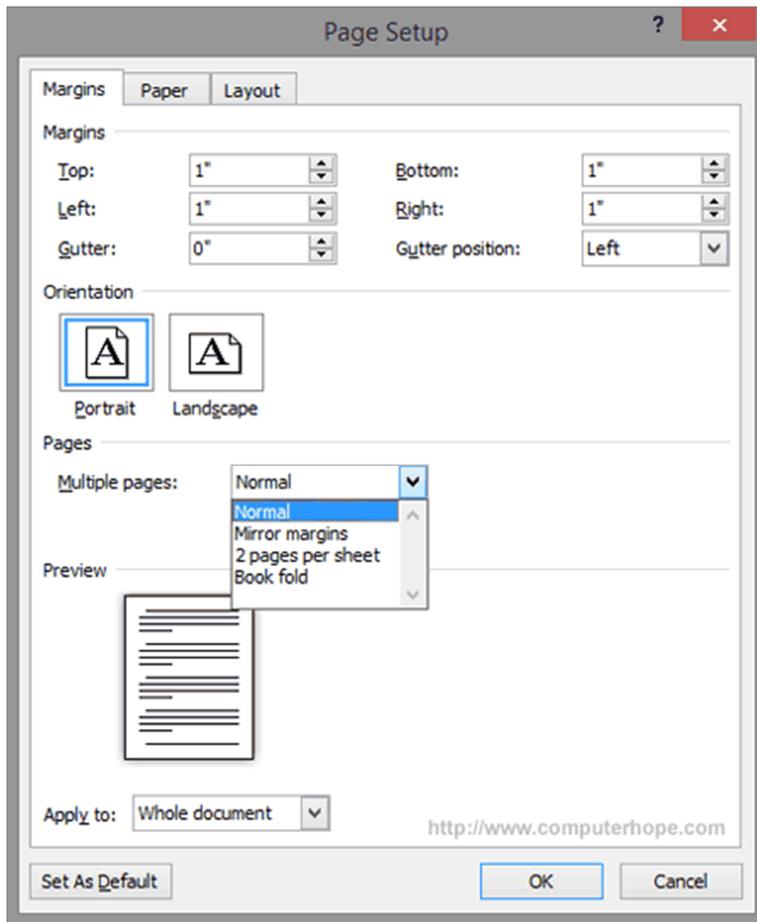
Save As:-

“**Save As**” command is use to save a file by two or more than two names. What is difference between “**Save**” and “**Save As**” command. “**Save**” command is use to save a document by only one name but In “**Save As**” command we can save a file by two or more than two names. For example we have already saved a file by the name of “**Microsoft Word**” and now we want to save it by two names or more than two names as given below. The shortcut key for “**Save As**” is “**F12**”.

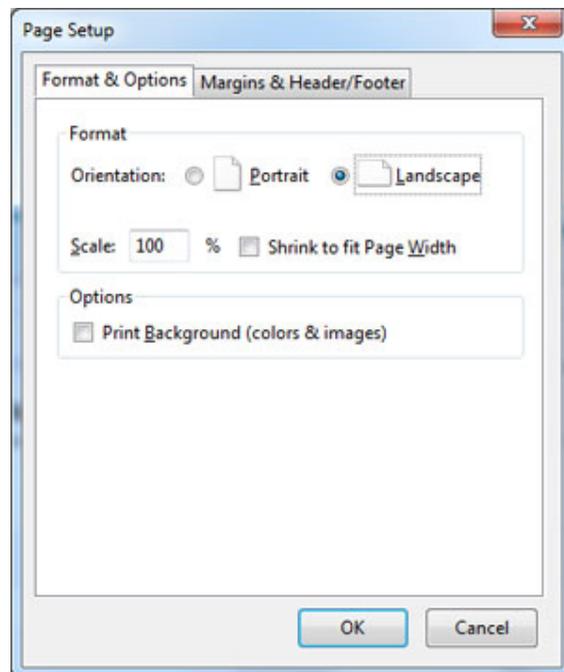


Page set up

The parameters defined by the user that help determine how a printed page will appear. Those parameters can include everything from the size, margins, page orientation, or quality of print. The **page setup** dialog box is usually available from the File drop down menu. In the picture below, is an example of what the Page Setup dialog box may look like in Windows.



Alternative Page Setup screen



Printing Documents

To print a document, your computer needs to be connected to a printer. Being able to print is not necessary in order to use Word, but if you want to send a letter in the post or print out a poster, you'll need to have access to a printer.

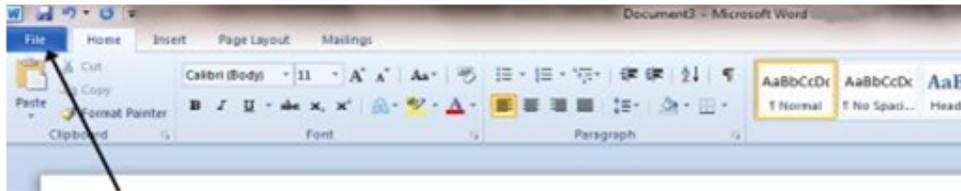
You'll need:

- A computer with Microsoft Word installed.
- A printer set up and connected to your computer.

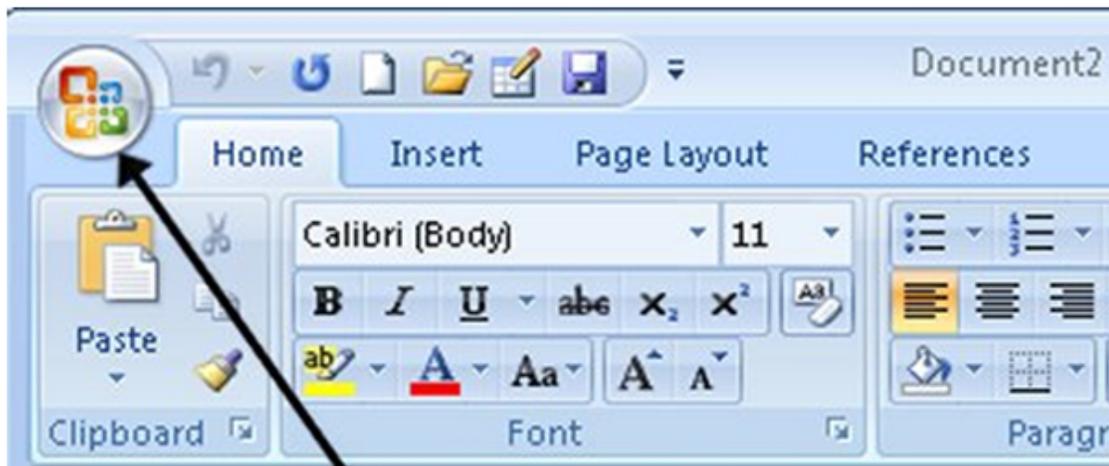
Follow these step-by-step instructions to print a document from Microsoft Word

Step 1: Open an existing Word document or start a new document and type your text.

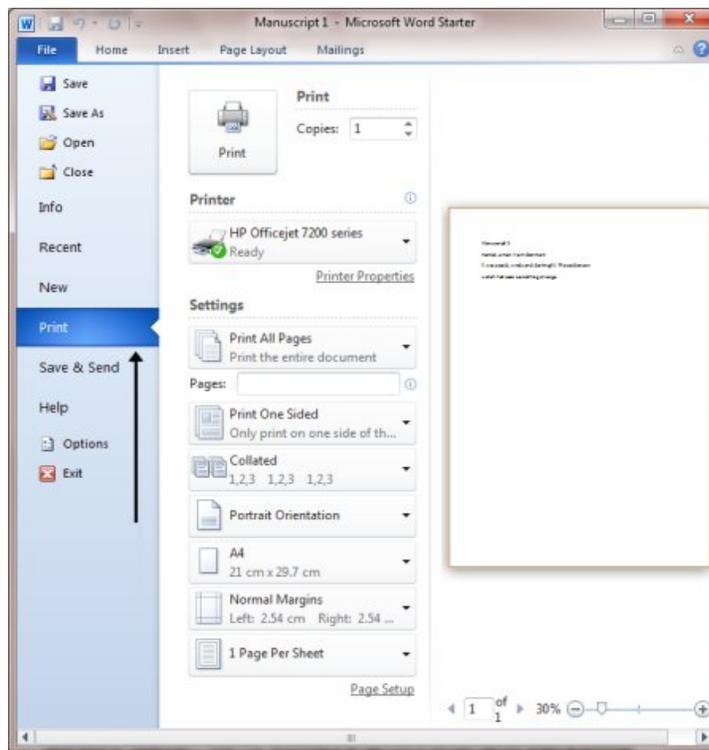
Step 2: Once you've completed your document and are ready to print, click **File** in the top left-hand corner of your document.



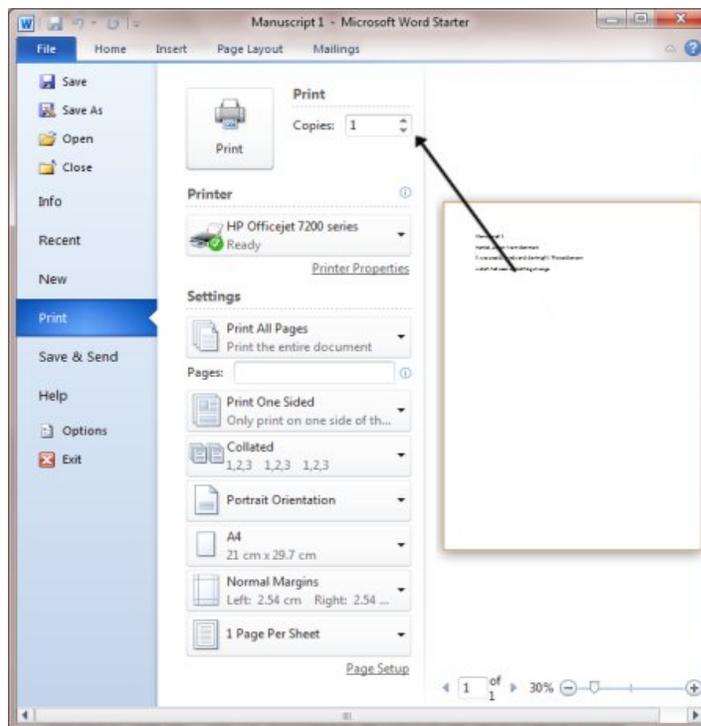
Alternatively, some versions of Word may have an Office button instead of a 'File' button – it's a round Office icon in the top left-hand corner of the screen. Click on this if you have one



Step 3: Move down and click **Print** in the menu. This will bring up the 'Print' dialogue box.



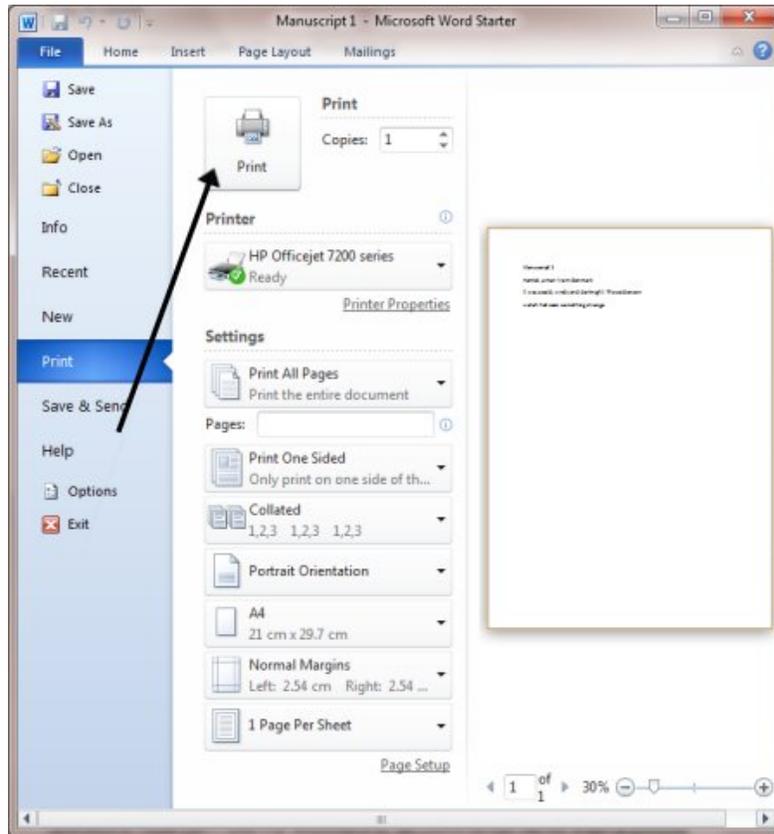
Step 4: Choose how many copies of your document you need



Step 5: Depending on your printer options, you can choose other printing features such as whether you want to print all pages or only certain pages. You can also change the orientation of the print from portrait to landscape and tell your computer and

printer whether you're printing on a certain size of paper. You'll also see, on the right, a preview of your printed document will look like.

Step 6: When you're happy with your settings, click **Print**. The document will now start printing on your printer.



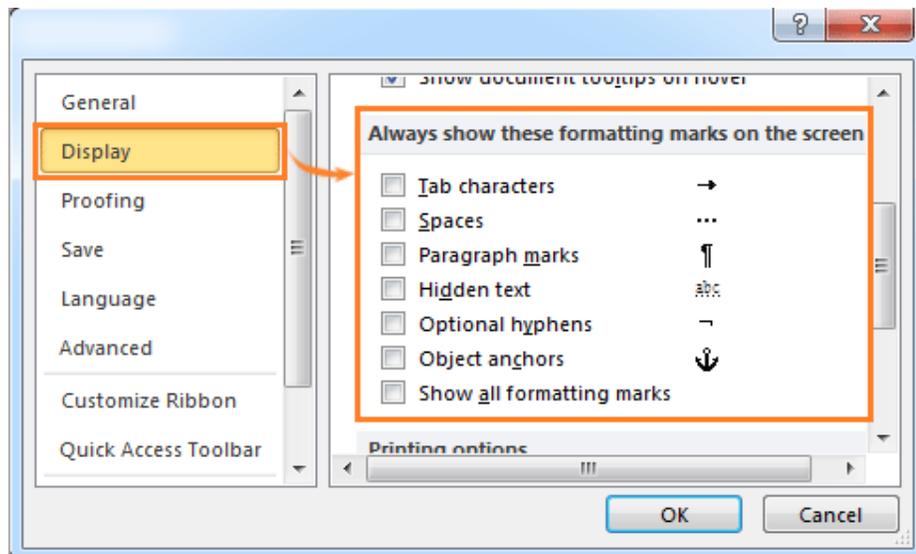
Display/Hiding paragraph marks and inter word space

Step 1:

click **Office** icon  and then click **Word Options** in **Word 2007**;

click **File** tab  and then click **Options** in **Word 2010/2013**.

Step 2: click **Display**, in **Always show these formatting marks on the screen** section, check to show them in documents or you can check **Show all formatting marks** to show all formatting marks in document.



Note: If you want to show or hide all formatting marks, you can click  under Home tab, or you can press shortcut **Ctrl+*** to switch showing or hiding.

(c) Moving around in a document

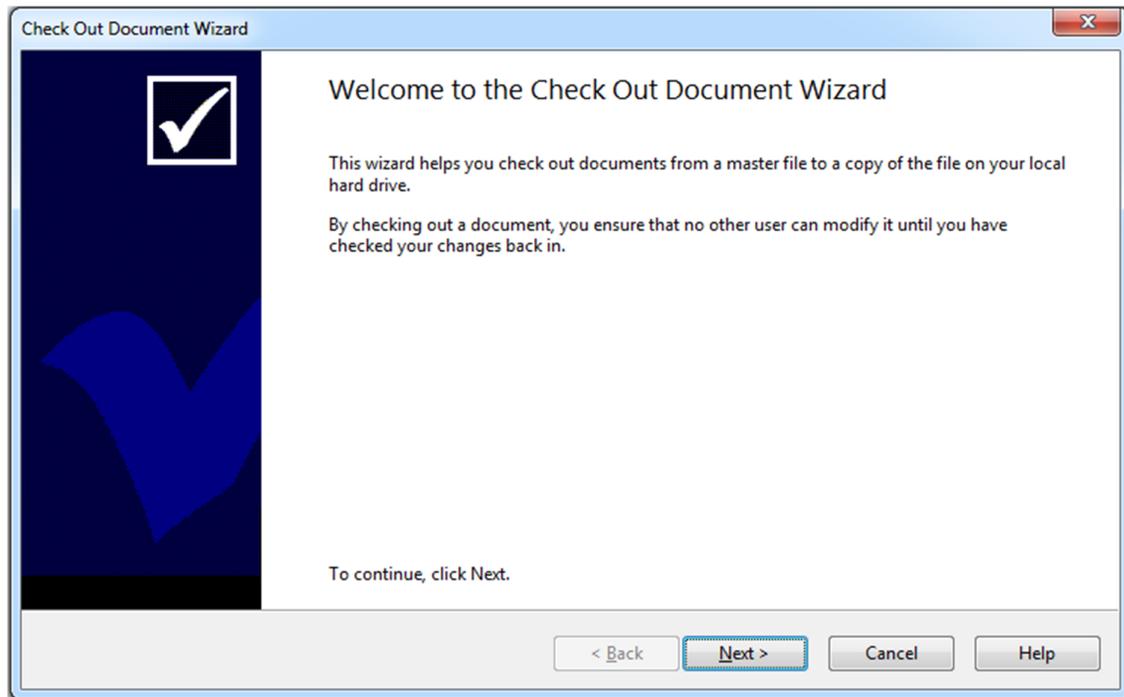
Scrolling the document – Scrolling by link/paragraph

Fast scrolling and moving pages

If you use Google Docs or Presentations and share your work with others, giving them a link directly to the part of your slideshow or paper you want them to see makes it easier for you to get the feedback you need and for them to find what you need them to read. Here's how to do it.

In Google Docs, you'll need to create a bookmark at the paragraph you want to share first:

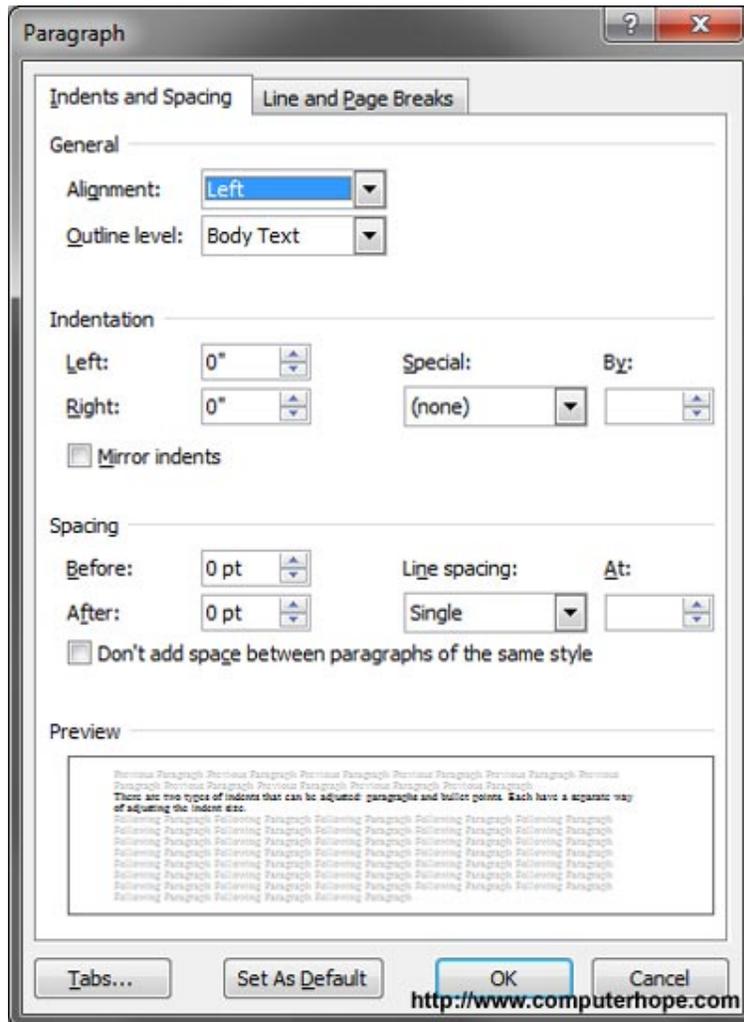
1. Open your document and scroll down to the paragraph you want to link to.
2. Click the Insert menu in Google Docs and select "Bookmark."
3. You'll see a bookmark ribbon at the beginning of the paragraph, with links next to it for "Link" and "Remove."
4. Right-click the "Link" to copy it to your clipboard, or click it to open it, then copy it from your browser's address bar.
5. Email or IM the link to a friend!

(d) Using a document/Help Wizard**(e) Text creation and manipulation****Paragraph and Tab setting**

Another way to adjust the indents is to view the Paragraph settings. To view this window, double-click on the markers in the Ruler, click **Format** and

then **Paragraph**. You can also place the cursor in the paragraph, right-click with your mouse, and chose**Paragraph**.

s seen below in the Paragraph window, under the **Indentation** section, the left and right indent settings can be adjusted. You can also adjust the first line indent and hanging indent size under the **Special** option in the Indentation section.



At the bottom of the Paragraph settings window, you can preview the look of the indent sizes you are setting and make changes accordingly until you get it the way you want.

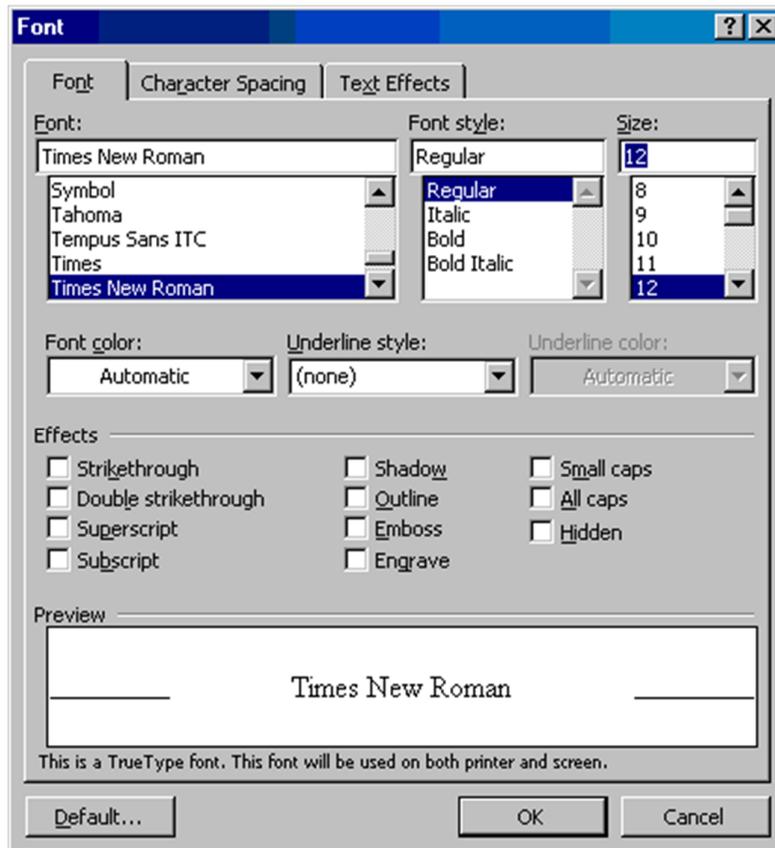
Text setting

To change the style of the default font in Word 2002 or in Word 2003, follow these steps:

1. If you do not have a document open, create a new document that is based on the Normal template.

To do this, click **New** on the **File** menu, and then click **Blank Document** in the **New Document** task pane.

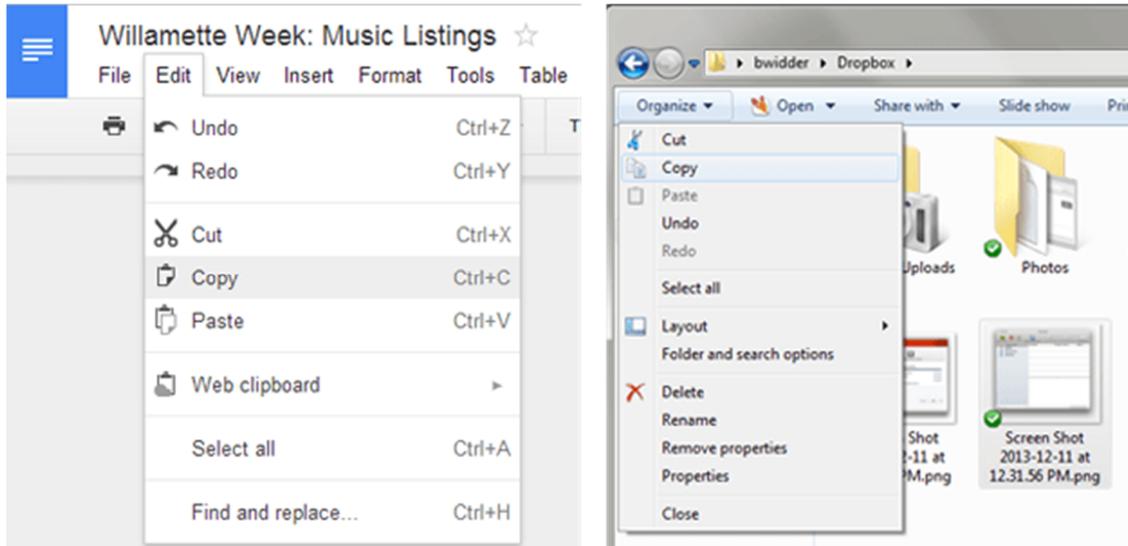
2. On the **Format** menu, click **Font**.
3. Select the font, the point size, and any attributes that you want.



1. Click **Default**.
2. Click **Yes** when you receive the following message:
Do you want to change the default font to *font name*?
This change will affect all new documents based on the NORMAL template.
3. On the **File** menu, hold the SHIFT key down, and then click **Save All**.

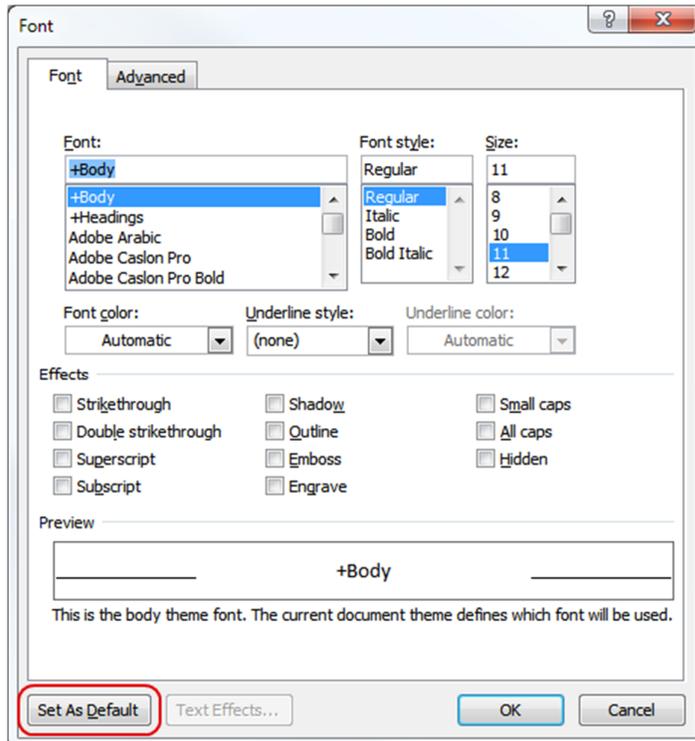
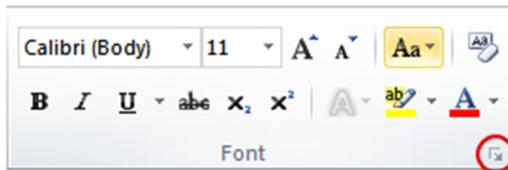
Note If Word prompts you to save the new blank document, click **Cancel**. Word will not prompt you to save the changes to the Normal template unless the **Prompt to save Normal template** option is selected on the **Sav** tab. To find this option, click **Options** on the **Tools** menu.

- Cut, Copy and Paste

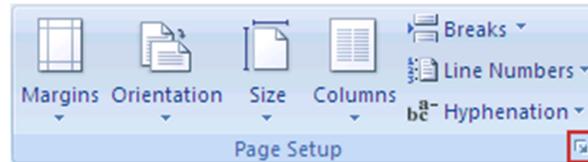


Font and size selection

Bold, Italic and Underline



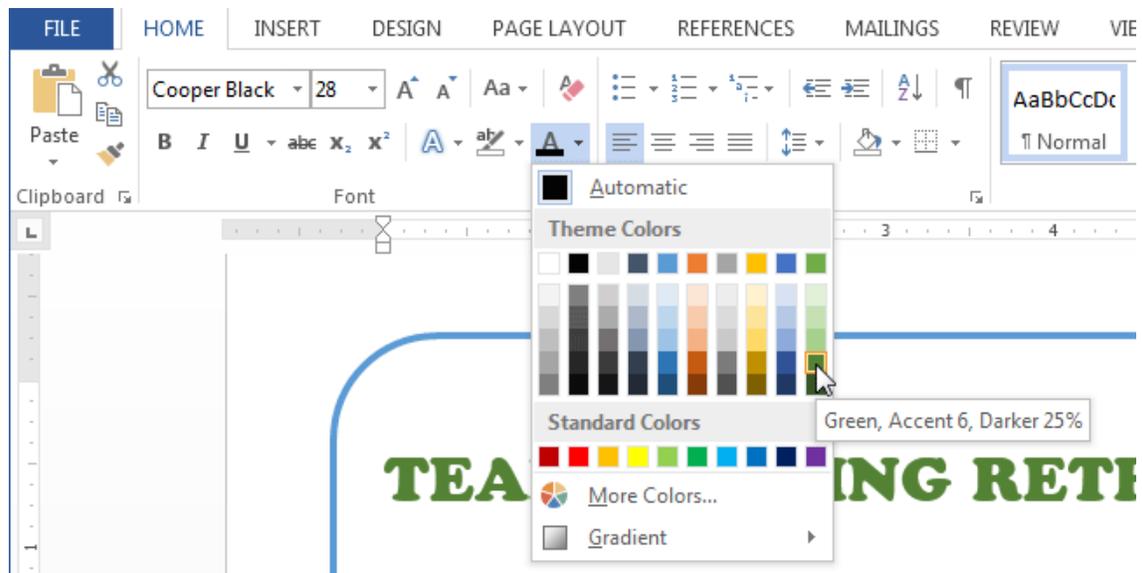
Alignment of text – center, Left, Right and Justify



(f) Formatting text:

- Changing font, size and colour
- Paragraph indenting
- Bullets and numbering
- Use of Tab and Tab setting
- Changing Case

Formatted text can draw the reader's attention to specific parts of a document and emphasize important information. In Word, you have several options for adjusting the **font** of your text, including **size,color**, and inserting special **symbols**. You can also adjust the **alignment** of the text to change how it is displayed on the page.



(g) Handling multiple documents:

- Opening and closing multiple documents
- Cut, Copy and across the documents
- Saving of clip boards
-

(h) Table manipulation:

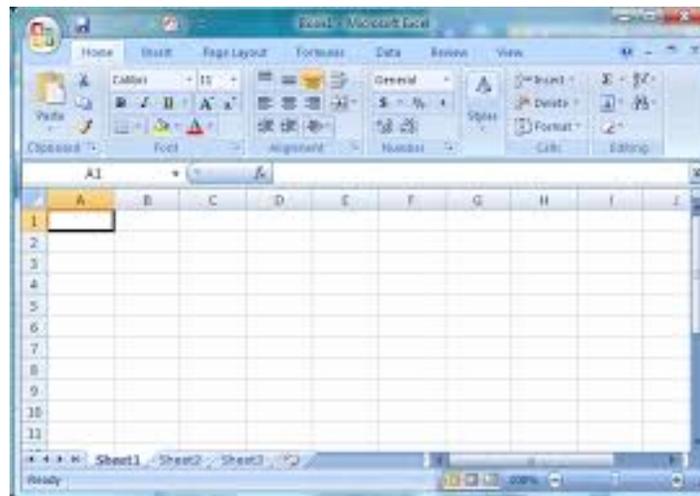
- Concept of Table – Rows, Columns and cells
- Draw table
- Changing cell width and height
- Alignment of text cell
- Copying of cell
- Delete/inserting of row or columns
- Borders of table

Create a Table by Using the Table Menu

1. Click where you want to create a table.
2. On the Table menu, point to Insert, and then click Table.
3. In the Insert Table dialog box, change Number of columns and Number of rows to the size that you want for your table, and then click OK.

(i) Printing

- Printing
- Print preview
- Print selected page
- Mail merge

4.SPREAD SHEET – MS EXCEL:**20 Marks****(a) Elements of Electronic Spread Sheets – MS EXCEL**

- Application/usage of spread sheet

A **spreadsheet** is an interactive computer **application** for organization, analysis and storage of data in tabular form. **Spreadsheets** are developed as computerized simulations of paper accounting worksheets. The program operates on data entered in cells of a table.

- Opening of MS Excel
 - The Menu bar
 - Work Book and sheets
 - Creation of cells and addressing
 - Cell inputting
 - Edit features
- (b) Manipulation of cells
- Enter text, numbers and dates
 - Inserting of cells, rows and columns
 - Formatting of cells, rows and columns
 - Creating of tables
 - Cell height and moving cells

(c) Use of formulas

A **formula** is **used** to represent an expression, which, one entered into the cell, allows the **spreadsheet** to perform automatic **calculations** based on values in other cells and to display the result. **Formulas** may also contain references to other cells, expressions, or functions.

A formula is an expression which calculates the value of a cell. Functions are predefined formulas and are already available in Excel

- Using of basic formulas
- Functions – Financial, Statistical, Date & Time, Maths & Trg and Logical

(d) Data Manipulation:

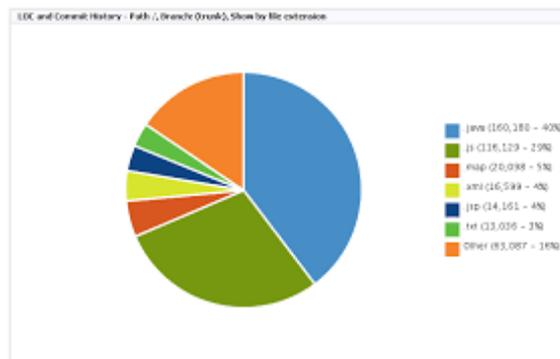
- Sorting
- Filter
- Subtotal

(e) Window

- Freez pans
- Split
- Hide

(f) Charts

- What is chart and its usage



Charts are visual representations of worksheet data. Charts often makes it easier to understand the data in a worksheet because users can easily pick out patterns and trends illustrated in the chart that are otherwise difficult to see

- Different types of chart – column, Bar, Line, pie chart etc
- Creation of chart
- Customization



- (g) Spread sheet for small accounting
- Maintaining invoice/budget
 - Totaling of Various transactions
 - Maintaining daily and monthly sales report
 - Preparing monthly salary Bills
 - Preparing Statistical reports with charts
 -

5. COMPUTER COMMUNICATION AND INTERNET: 10 Marks

- (a) Basic computer networks



LAN

A local-area network (**LAN**) is a computer network that spans a relatively small area. Most often, a **LAN** is confined to a single room, building or group of buildings, however, one **LAN** can be connected to other **LANs** over any distance via telephone lines and radio waves.

Internet

WAN

A wide area network (WAN) is a geographically dispersed telecommunication network. The term distinguishes a broader telecommunication structure from a local area network (**LAN**). A wide area network may be privately owned or rented, but the term usually connotes the inclusion of public (shared user) networks. An

intermediate form of network in terms of geography is a metropolitan area network (**MAN**).

(b) Internet

- Concept of Internet

BASIC INTERNET CONCEPTS. The **Internet** is a global collection of computer networks that are linked together by devices called routers and use a common set of protocols for data transmission known as TCP/IP (transmission control protocol /**Internet** protocol).

- Application Internet



(c) Service on Internet

- WWW and web sites

A **website**, also written as web site, is a collection of related web pages, including multimedia content, typically identified with a common domain name, and published on at least one web server.

- Communication and internet

The World Wide Web, or the **Internet**, is a series of connected networks that connect computers across the world together. This network allows different kinds of **communication** methods. Voice over IP, or VoIP, refers to programs like Skype that allow people to **communicate** using audio and video over the **Internet**.

(d) Web browsing software

- Internet Explorer



Netscape Communicator

Netscape Communicator (or **Netscape 4**) is a discontinued Internet suite produced by **Netscape** Communications Corporation, and was the fourth major release in the **Netscape** line of browsers.



(e) Surfing the Internet

- Giving URL address
- Search
- Moving around website
- Printing or saving portion of web pages
- Down loading

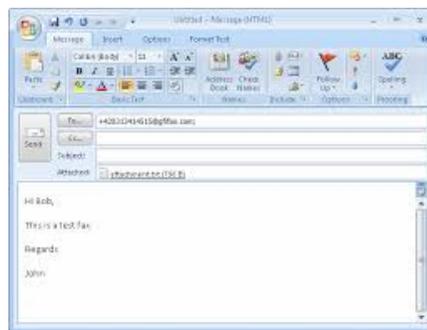
(f) - Chatting on internet

Online **chat** may refer to any kind of communication over the **Internet** that offers a real-time transmission of text messages from sender to receiver. **Chat** messages are generally short in order to enable other participants to respond quickly.

E-MAIL:

10 Marks

(a) Basic of electronic mail



What is an electronic mail

E-mail can be distributed to lists of people as well as to individuals. A shared distribution list can be managed by using an e-mail reflector. Some mailing lists allow you to subscribe by sending a request to the mailing list administrator. A mailing list that is administered automatically is called a list server.

E – mail addressing

Each **email address** is expressed in the form "name@domain" and is unique at that domain, as in for example "jane@twenty.net". The key to this elegant architecture is its simple structure, where each domain's associated mail server maintains the accounts for all users with **email** addresses at that domain.

Mailbox – inbox and outbox

A **mailbox** is the storage location of electronic mail messages that is found either on a remote server or downloaded to the user's hard drive. Software e-mail programs commonly divide the mailbox into separate folders, notably the inbox, outbox, sent items, and deleted items.

(b) Using E-Mails

- **Viewing**
- **Sending**
- **Saving**
- **Sending same and mail to various users**

(c) Document handling

- **Sending soft copy as attachment**

Part of the Printers glossary: A **soft copy** (sometimes spelled "**softcopy**") is an electronic **copy** of some type of data, such as a file viewed on a computer's display or transmitted as an e-mail **attachment**. Such material, when printed, is referred to as a **hard copy**

- **Enclosures to E- Mail**

Supporting materials/items/media. An attachment is a separate document that is sent in an electronic folder along with your **email** message. An attachment notation is used when something is stapled, clipped or 'attached' to the original letter. In contrast, an **enclosure** is included within the **email** message.

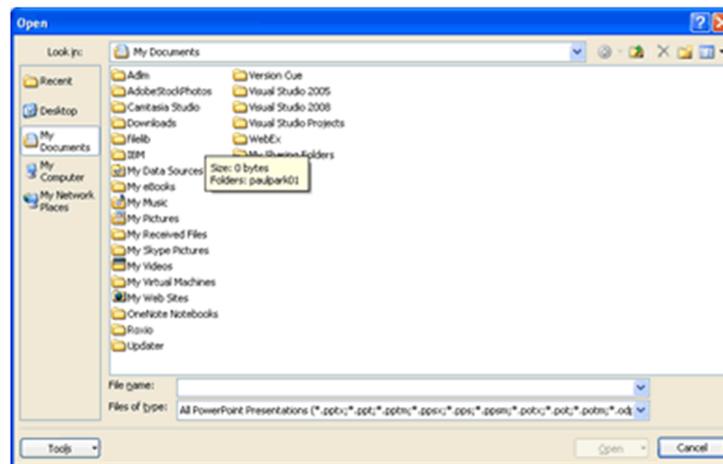
- **Sending portion of document as E – Mail**
- Open My Computer or Windows Explorer and move to the location of where your files are located.
- Highlight and copy the picture you want to send.
- Open a new e-mail or reply message, and then right-click in the body portion of the e-mail and select paste.

6. POWER POINT:**5Marks****(a) Basics****- Difference between document and presentation**

1. A presentation file has a higher width than height (like the 4:3 or 16:9 aspect ratio of a presentation slide)
2. A document file has a higher height than width (like a standard A4/8 1/2 x 11 document)

- Using power point**- Opening power point presentation**

Start PowerPoint and then click the File tab > Open. The usual Open file dialogue box that you may already be familiar with opens and you use this to locate your presentation.



When you find your presentation, either double click it to open it, or select it and then click Open. The presentation will then open for you to either work on it or run it.

The keyboard shortcut for opening a presentation the same as that for opening existing documents in other Microsoft Office programs: **ctrl-o**.

- Using Wizard of creating presentation

To Use the AutoContent Wizard:

1. Click Start.
2. Choose Microsoft PowerPoint.
3. When the PowerPoint dialog box appears, choose AutoContent Wizard.
4. Click OK.

(b) Creation of Presentation

Title

Text creation

Font and sizes

Bullet and indenting

Moving to next slide

(c) Preparation of Slides

Selection type of slides

Importing text from documents

Moving to next slide

The slide manager

A **slide master** is the top **slide** in a hierarchy of **slides** that stores information about the theme and **slide** layouts of a presentation, including the background, color, fonts, effects, placeholder sizes, and positioning. Every presentation contains at least one **slide master**.

(d) Providing aesthetics

Slide Design

Background and text colours

Marking your own slide format

Footnotes and slide numbering

(e) Slide manipulation and slide show

(f) Presentation of slides

Using slide show

printing the slides and Handouts

Slide sorter

Slide Sorter view is a feature included in Microsoft PowerPoint software that allows the user to see all the **slides** in a presentation at one time. The **slides** appear in the task pane as small graphics that are arranged in rows and columns

Title sorter

6. KNOWLEDGE OF KANNADA NUDI SOFTWARE IN- 10Marks



Nudi is a computer program and font-encoding standard used for managing and displaying the Kannada script.

The Karnataka government owns and makes the Nudi software available for free. It was developed by the Kannada Ganaka Parishat, a non-profit organisation. Most of the fonts included with Nudi can be used for dynamic font embedding purposes; however, since the fonts and software are available freely, they can be used in other situations as well, for example database management. It is a font-encoding based standard (i.e., it uses ASCII values to store glyphs). However, Nudi editor provides saving in Unicode and Nudi engine provides inputting data in Unicode provided the system provides support to Unicode and system has an opentype font.

Nudi supports most of the windows based database systems like Access, Oracle, SQL, DB2 etc., It also supports MySQL.

- (a) -Word Processing
- (b) - Spread Sheet
- (c) - Power Point Presentation and
- (d) - Internet and communication



