

Computer

Computer full form of computer.

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

Common Operating Machine Particularly used for Technological Engineering Research.

C = Common

O = Oriented

M = Machine

P = Particularly

U = United and used under

T = Technical and

E = Educational

R = Research



Types of Computer

Workstation
Mainframe
Super Computer

Input device -

Input device is responsible for input phase i.e. it takes input for processing.

Most common Input devices -

- i) Keyboard - It is a typewriter like device which is used to type in the letters, digits and commands.
- ii) Mouse - The mouse sometimes called a pointer, is a hand-operated input device used to manipulate objects on a computer screen.
- iii) Joysticks - A joystick is an input device that can be used for controlling the movement of the cursor or a pointer in a computer device.

PICTURE

Most common Output devices -

- i) Monitor - A monitor is an output device which displays information in pictorial form.
- ii) Printer - A printer is a device that accepts text and graphic output from a computer and transfers the information to paper.
- iii) Plotter - A plotter is a computer hardware device much like a printer that is used for printing vector graphics.
- iv) Speakers - A computer speakers is a hardware device that connects to a computer to generate sound.
- v) Memory device - Computer memory is any physical device capable of storing information temporarily or permanently. For example, Random Access memory (RAM).



A faint, thin red line or mark on the page below the photograph.

Operating System

An operating system (OS) is system software that manages computer hardware and software resources and provides common services for computer programs.

In a multitasking operating system where multiple programs can be running at the same time, the operating system determines which applications should run in what order and how much time should be allowed for each application before giving another application a turn.

Function of operating

Process management

Memory "

Device "

Information "

File "



The Future is Now

Windows

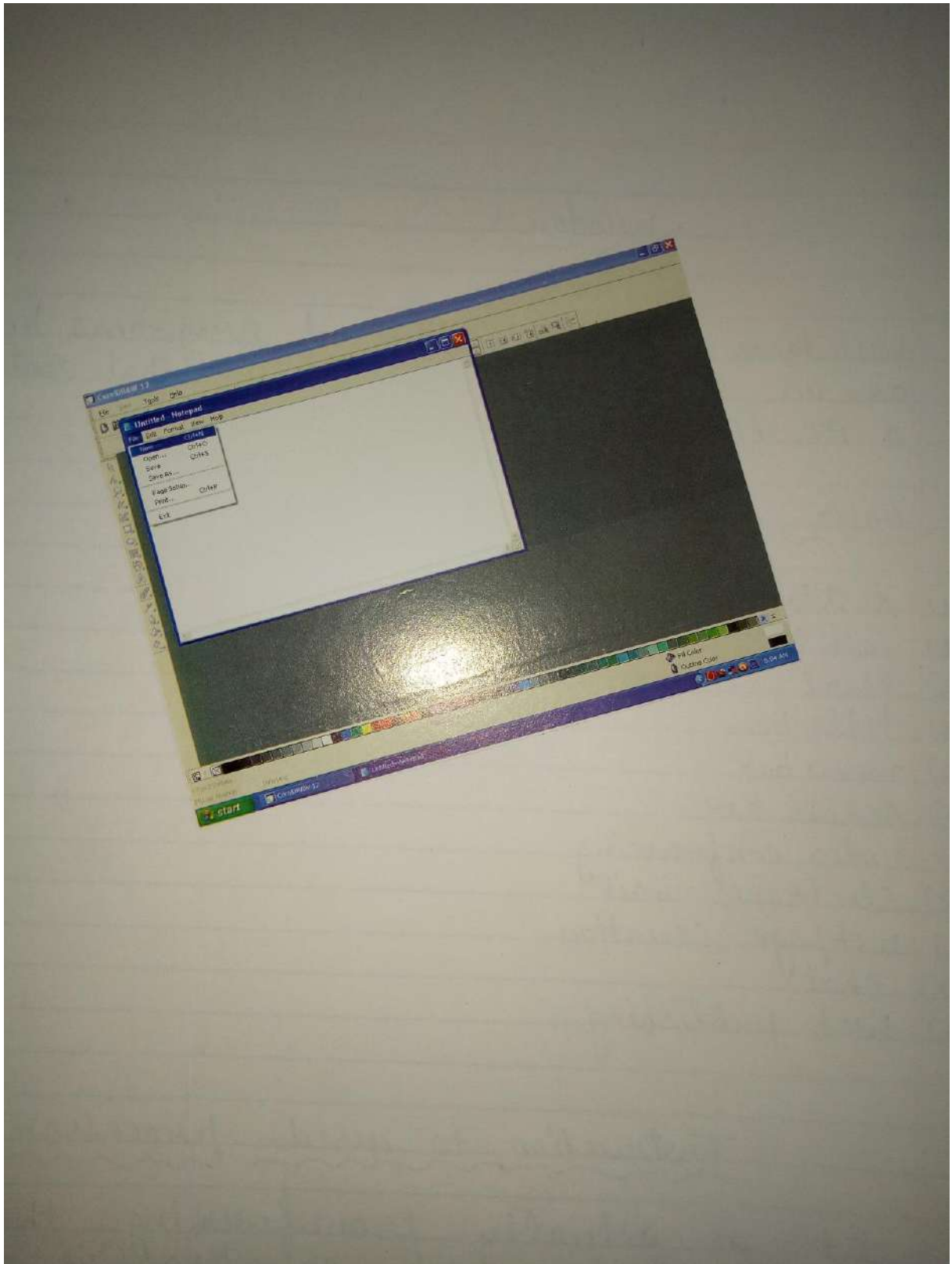
Windows is a collection of programs known as an operating system (OS) that controls a PC (Personal Computer).

Basic components of windows -

- 1) desktop
- 2) task bar
- 3) start
- 4) title bar
- 5) menu bar
- 6) scroll bar
- 7) video conferencing
- 8) Electronic mail
- 9) webpage creation
- 10) chat
- 11) web publishing

Instruction to used - processor

IT is actually transforming the written text into an attractive and



easy to used text.

Component of M S word

Toolbar-

Contains pop-up menu for style, font and font size, located at the top of the screen.

Menubar-

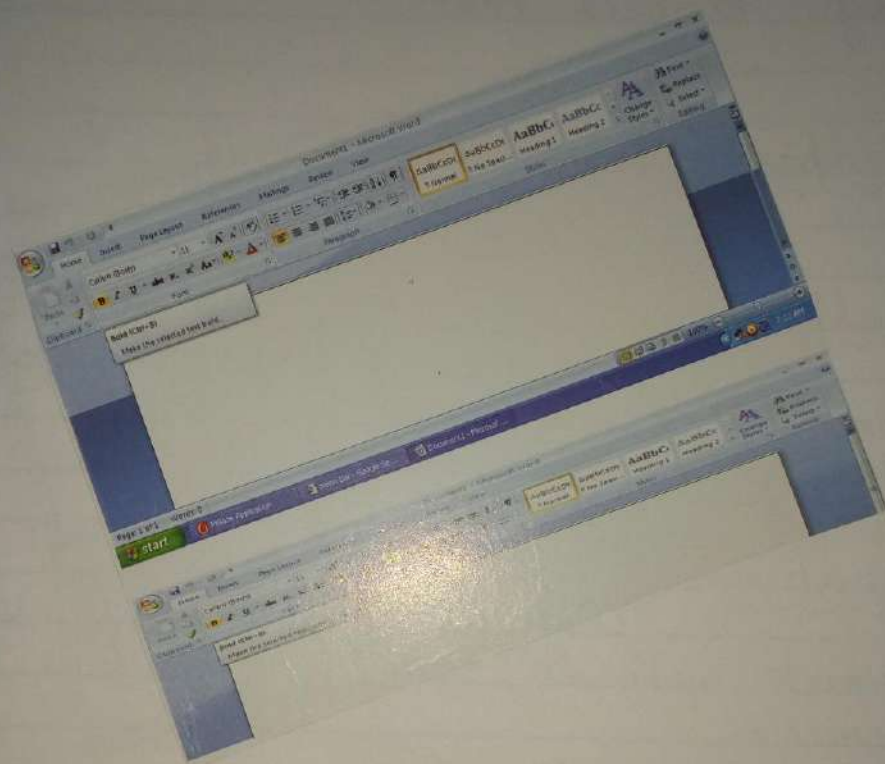
Contains File, Edit, view, Insert, Format, Tools, Table, window and Help menus.

Formatting Toolbar-

Formatting toolbar consists of tools frequently used of format bar document.

Standard Toolbar-

Contains file, icons for shortcuts to menu commands.



Ruler bar -

Ruler on which you can set tabs, paragraph alignment and other formats.

Status bar -

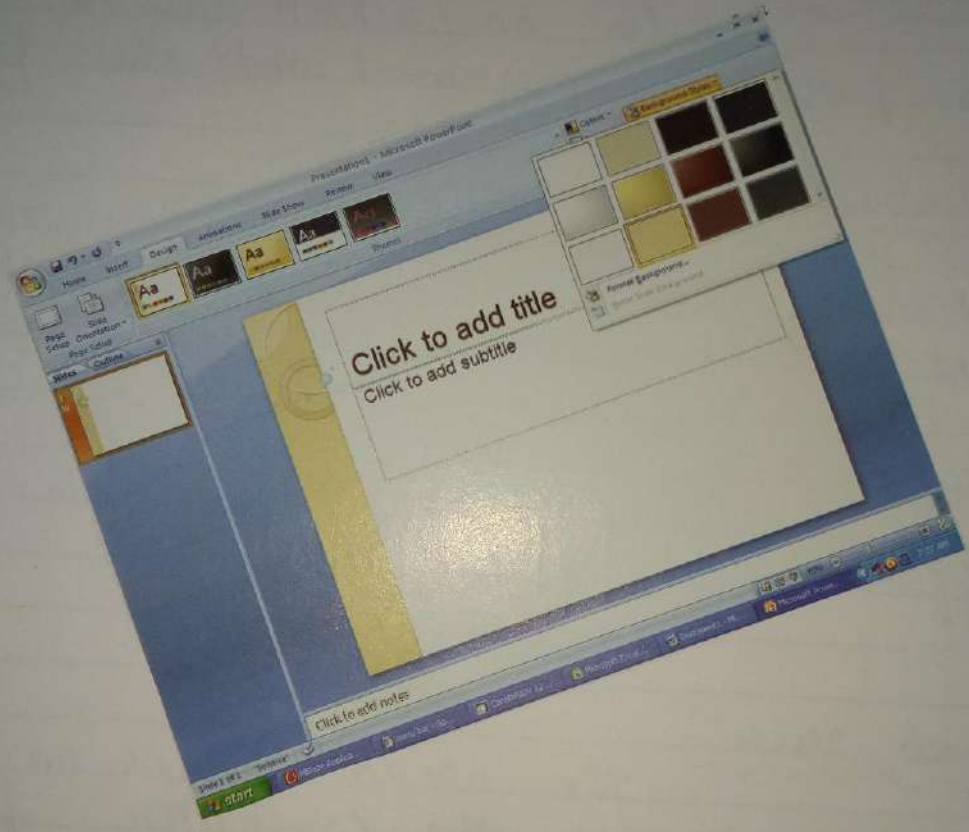
Status bar displays page number, section number, and total number of pages, pointer bar position on page and time of day.

Scroll bar -

Scroll bar is used to view different edge of the active page.

Work area -

The work area is an area where you work on the computer, for example, the Desktop is considered a work area. In a program such as text editor, word processor or spreadsheet where you can type the text in the window is considered the work area.



M.S Power Point

Instruction to Presentation - Graphics

The purpose of most instructional graphics is to help explain something to the viewer in a manner that hopefully increases retention of the subject matter.

Component of M.S Powerpoint and its operators

Title bar -

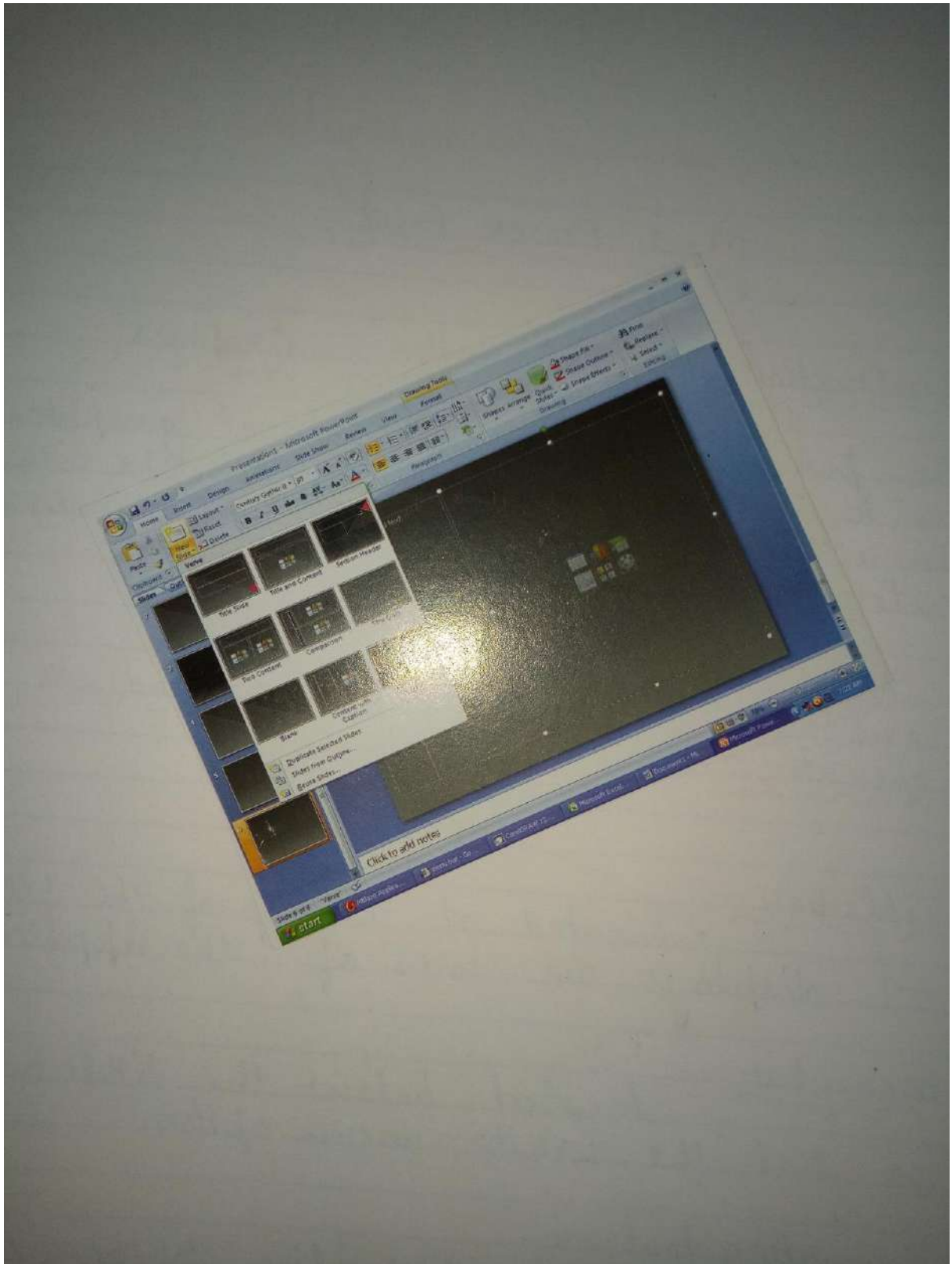
located at the top of the screen. It displays the uses of the application.

menu bar -

located below the title bar. It list the write menu option.

Formatting toolbar -

Formatting toolbar consists of tools frequently used for formatting.



Standard toolbar -

Standard toolbar consists of most frequently used commands utilities.

Ruler bar

Ruler bar allows to format the set alignment of text in a document.

Status bar -

The status bar displays in format which includes format pages.

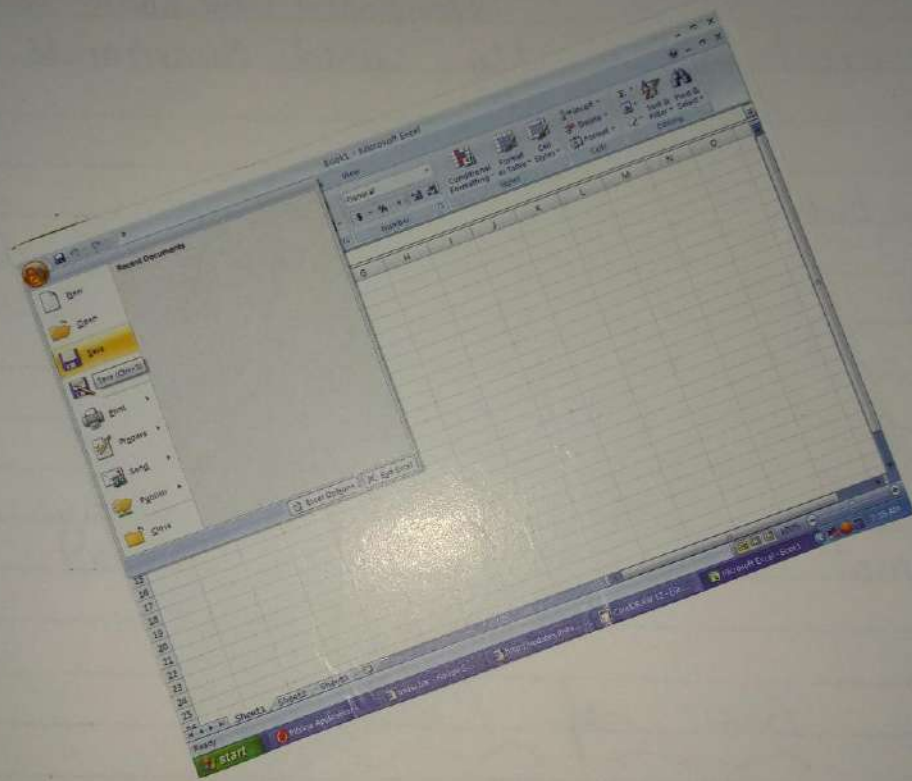
Basic of Presentation

When you start a new presentation power point, offer several option in new presentation display bar.

Blank presentation for template.

Blank Presentation

click of the file menu



select new option
select blank presentation

Four Templates -

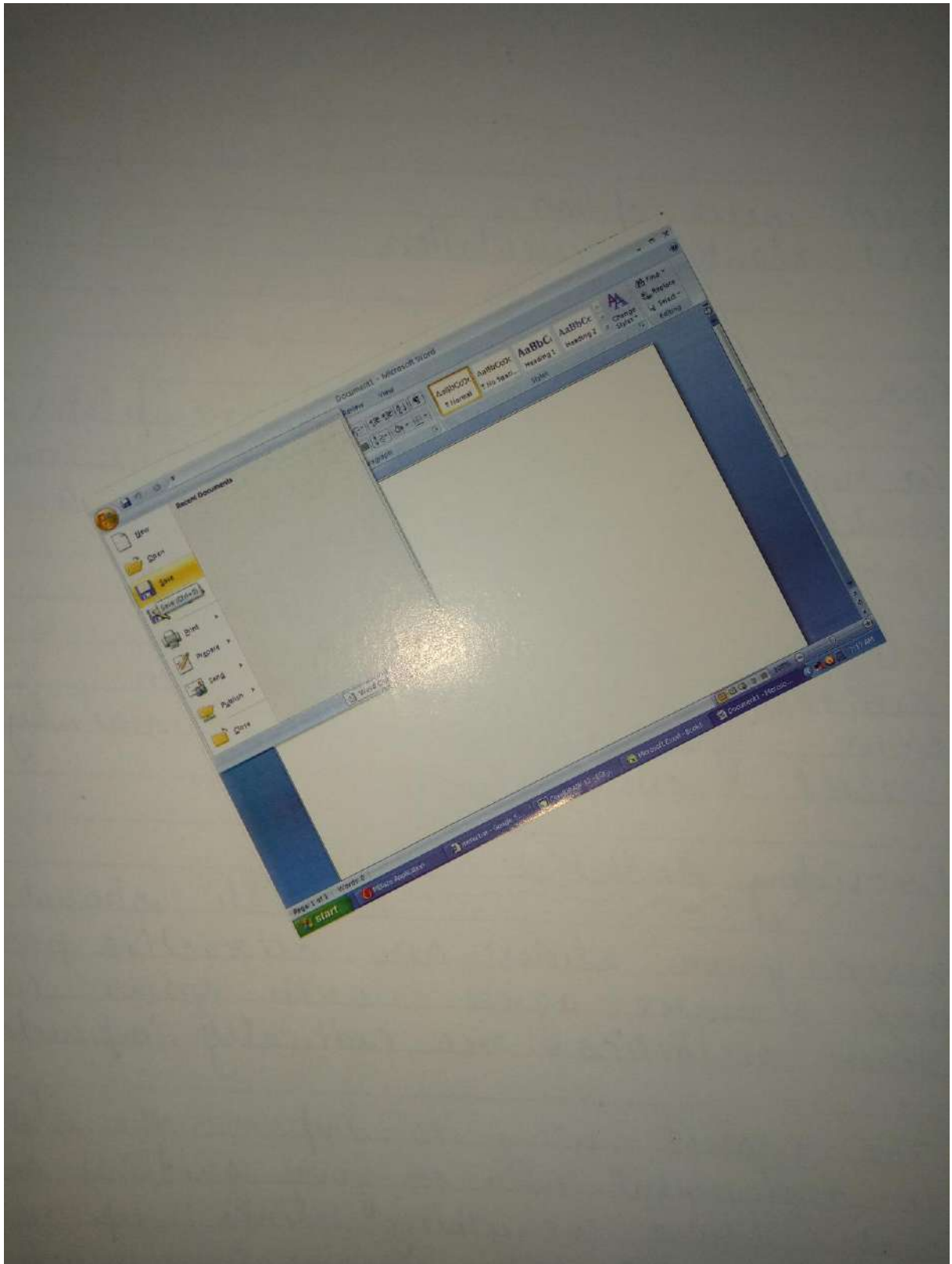
A design templates are actually a predefined file that contains predefined elements, styles for a presentation.

click on file menu bar
select from the template option
Now you used to things mainly
select on output devices.

Providing Aesthetics -

Research shows that when your slides are attractive people are more agree with your idea. Slide aesthetics are critically important.

The easiest way to improve the slides in alignment. Turn on your guidelines and make sure everything lines up with something else. It's amazing how much more professional your slides look when you



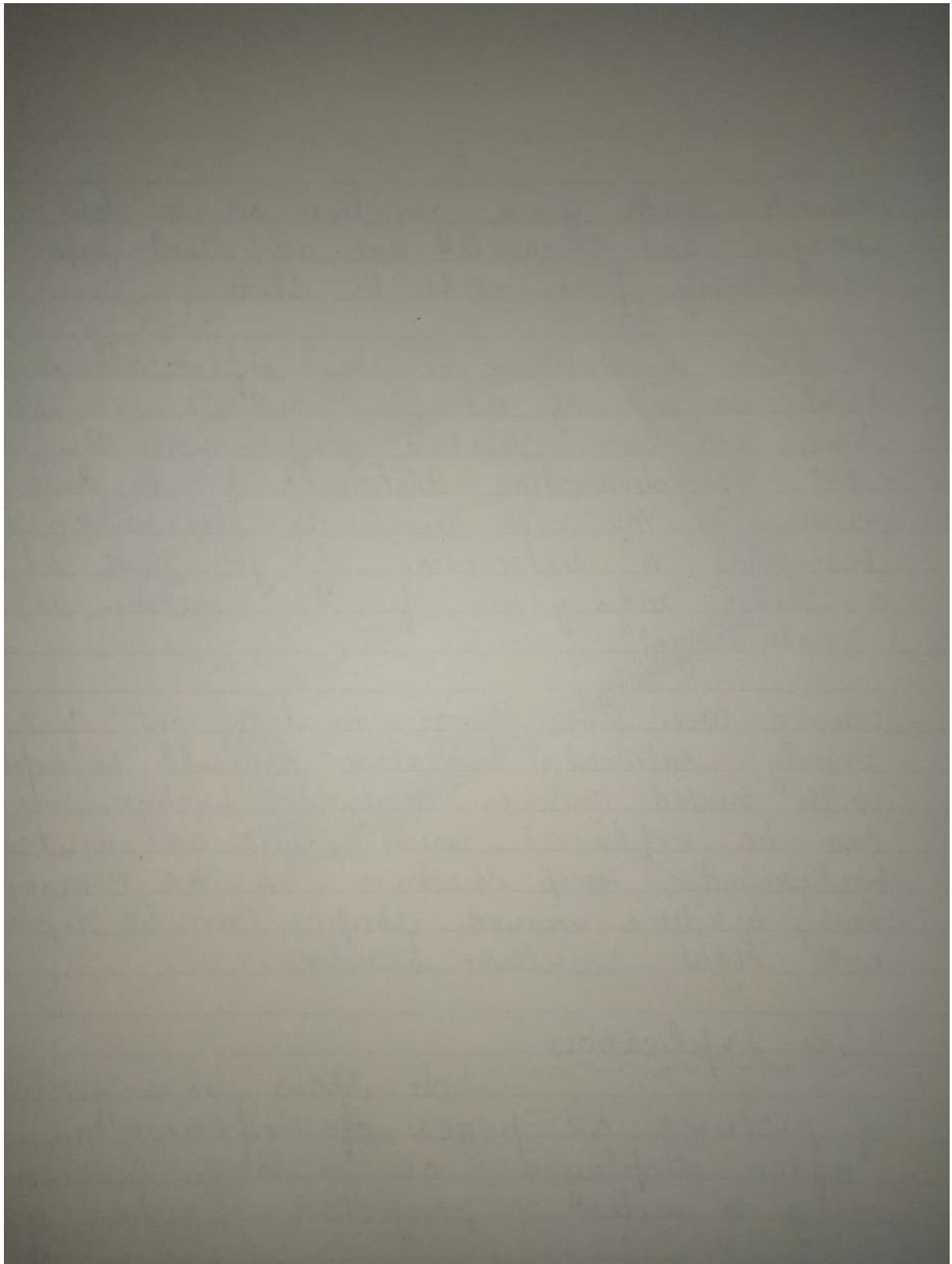
work with your guidelines so text, images and charts are all lined up consistently from slide to slide.

A little decoration is okay. After all, Power Point is one of the few outlets we still have for our creative expression. But a lot of decoration distracts from our message. You will know the decoration is becoming a distraction if you look at a slide and your first reaction is "call design!"

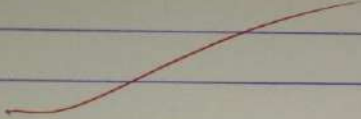
There are some things to look out for: overly-saturated colors should be replaced with muted colors, textured backgrounds can be replaced with white or muted backgrounds, drop shadows can be removed, heavy borders around shapes can be replaced with light hairline borders.

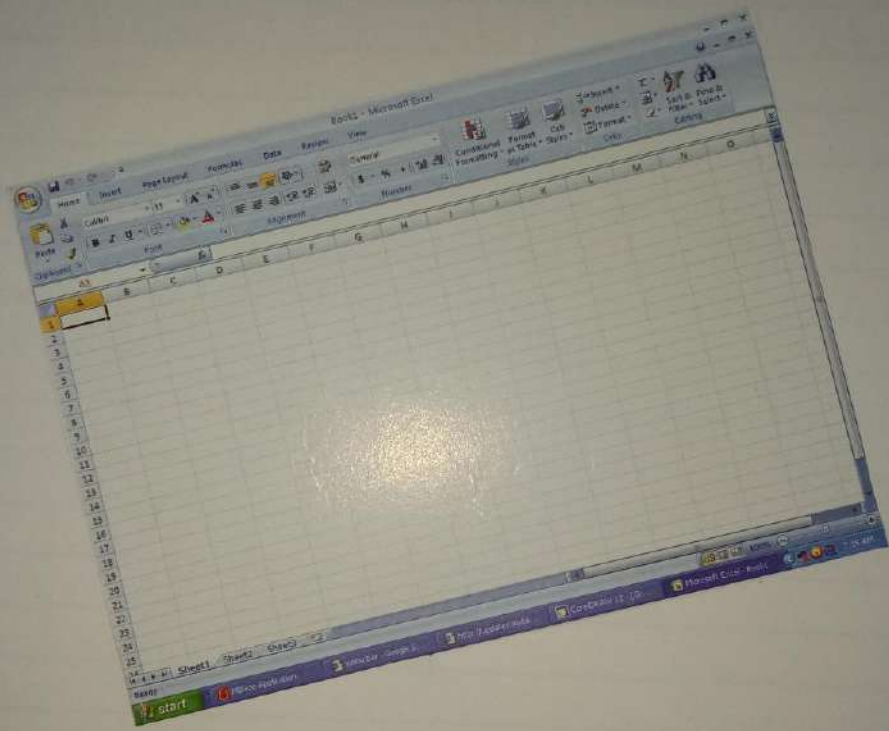
Slide implication

Slide show is a series of pictures or pages of information, often displayed on a large screen using a video or projector. When you



give slide show on computer you can use special visual sound and animated effects.





M. S Excel

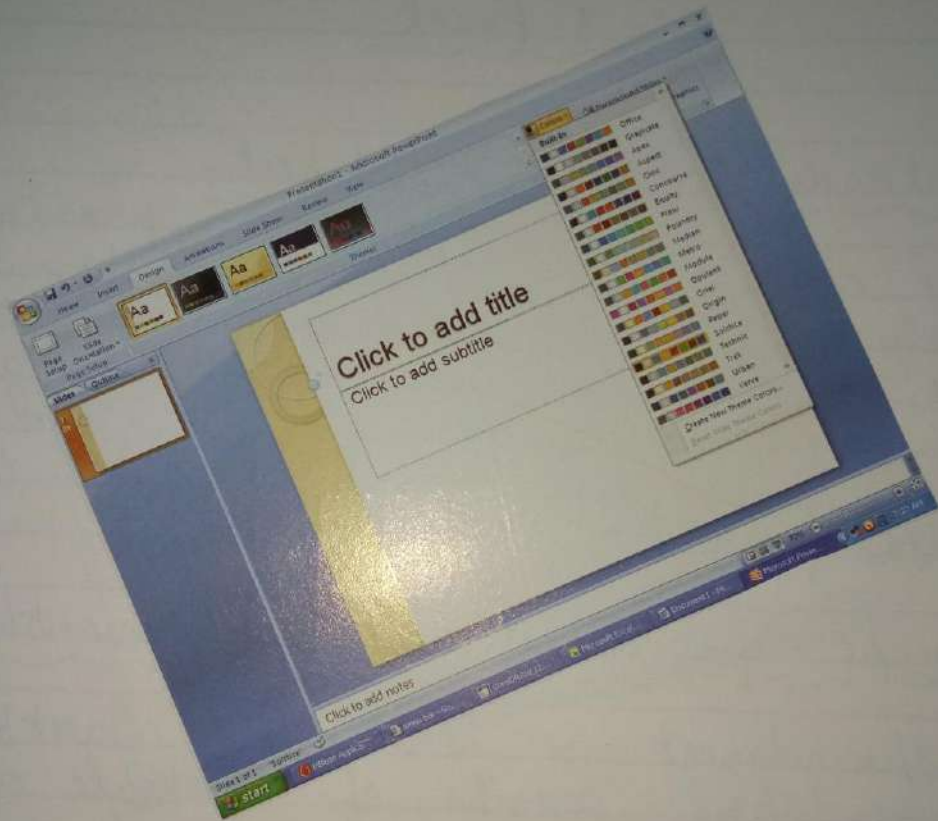
Introduction of spreadsheet -

Spreadsheet are computer applications used to store, analyze, organize and manipulate data in the rows and columns of a grid. The program operates by taking in data, which can be numbers or text, into the cells of tables.

concept of worksheet and workbook -

A spreadsheet is also called workbook. Spreadsheet consists of a table of cells arranged into rows and columns and referred to by the X and Y locations. Additionally, spreadsheets have the concept of a range, a group of cells, normally contiguous.

- ① open M.S Excel
- ② click on office button file and now open the blank worksheet.



Steps to create a workbook sheet.

- 1) Right click on any sheet tab.
- 2) Choose the option insert new worksheet
- 3) New worksheet will be added see name double click on it.



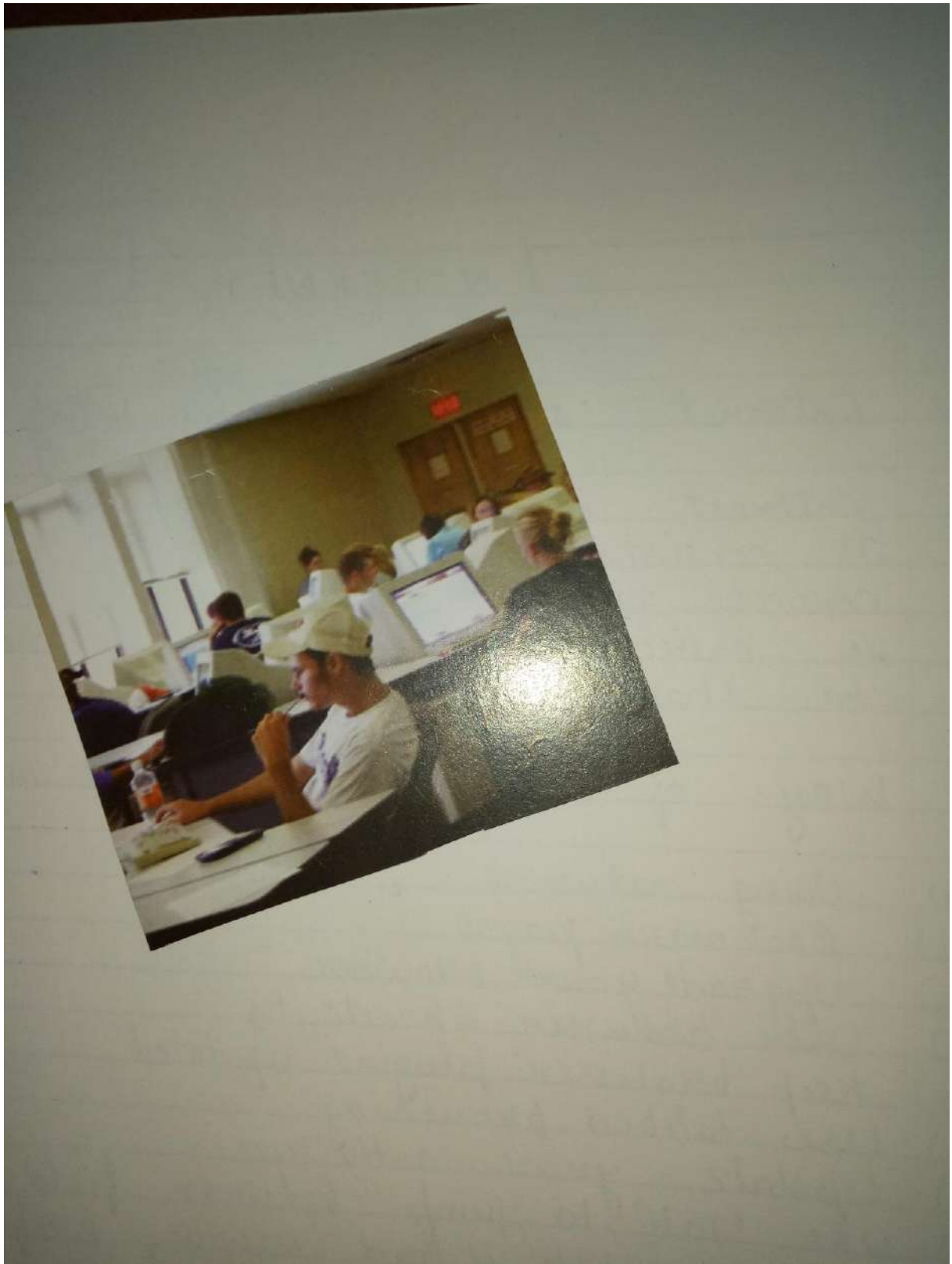
INTERNET

Internet stands for international network.

Internet is the largest computer network. It consists of thousand of computer connects network around the world network is collection of computer that connected to share information.

Ways of using the internet in interaction

- 1) Using network
- 2) Bookmark pages
- 3) Upgrade your browser
- 4) Use browser shortcuts
- 5) Keep browser plugins updated
- 6) Use tabbed browsing
- 7) Update your antivirus
- 8) Use 'Tab' to jump between field
- 9) Drop the http:// and www. prefixes
- 10) Search direct from your browser



Basic Use of Internet

Electronic Mail -

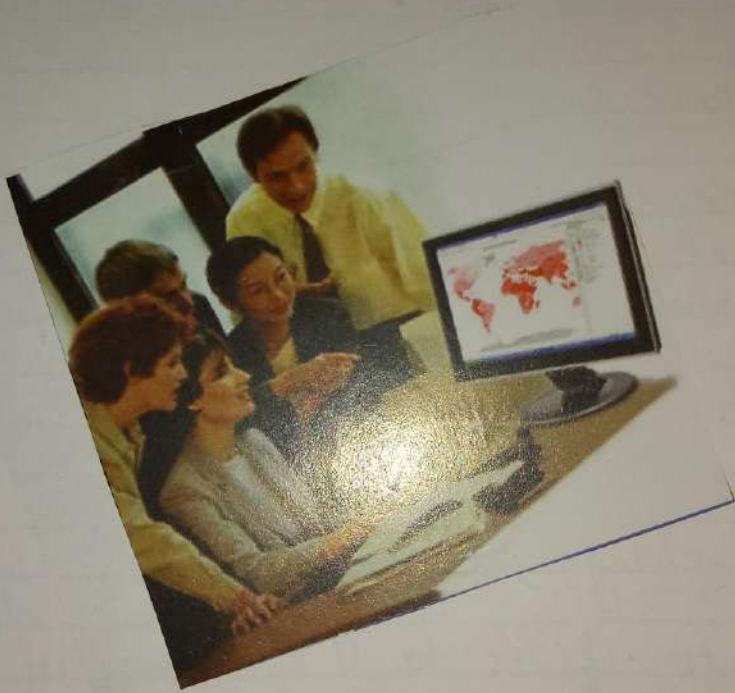
As mail or e-mail is the most popular feature on the internet. It is the fast and easy expressive and time and paper saving media for sending message to people through computer globally.

File exchanger -

Programme is designed to distribute files to others user. It allows to exchange files with other computer on the internet. It use a client source system and transferred between two control computer and other wise distributed computer.

Discussion groups -

A discussion group is a group of individuals with similar internet who gather either formally or informally to bring up ideas, solve



problems or give comments.

Live conferencing chat -

Provides a way real time on live chatting in which the users instantly exchange their typed message on the internet.

Search engines -

There are the millions of web pages published on the, we searching for a required pages or particular information is a major problem that is basic solve by the search engines.

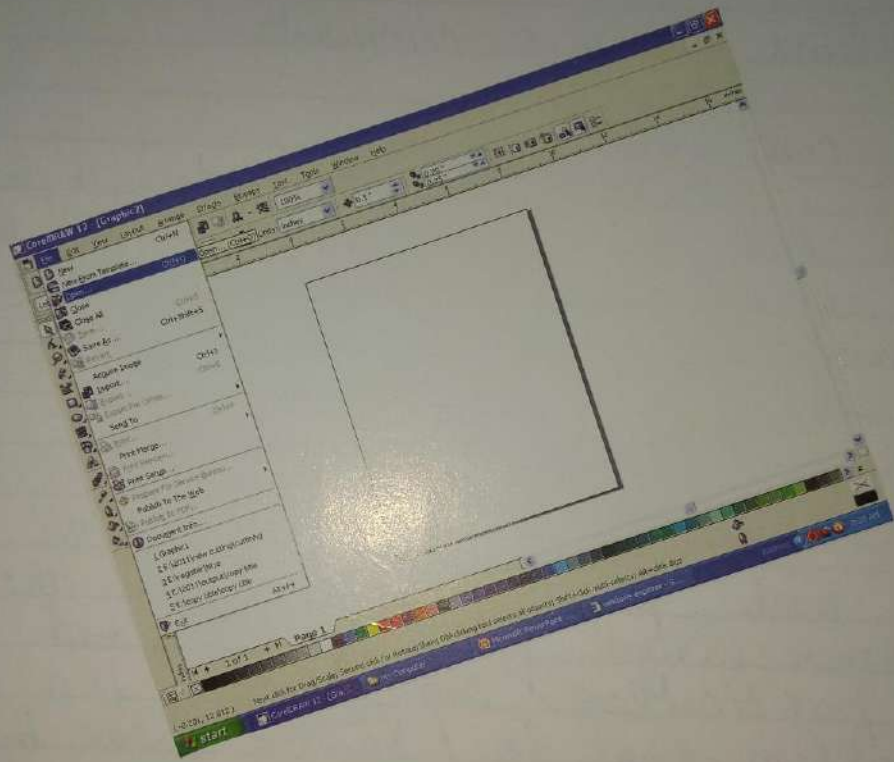
For examples -

Google

Bing

Yahoo

Ask.com etc.



Exchange in Information -

FTP programme is designed to distribute file to a number of users. It allows to exchange file with other computer on internet.

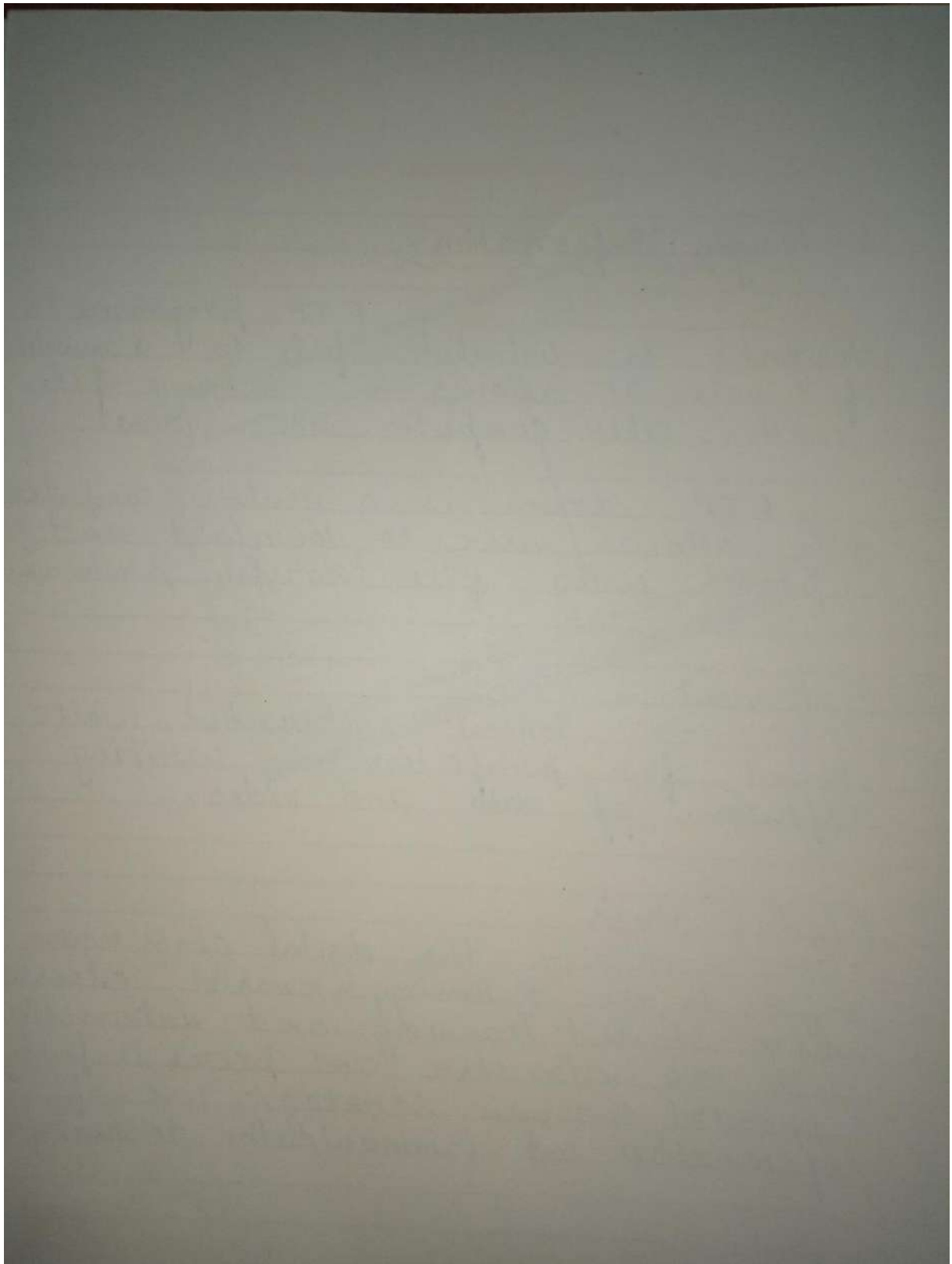
FTP server is a central computer file allows user to download and upload using file transfer protocol.

Equipment -

Smart interactive white board for projection are writing software of data and video.

Digital class -

The digital classroom refers to the "technology enabled" classroom where student learning and interaction with the instructor and peers is fully supported through strategic use of information and communication technologies.

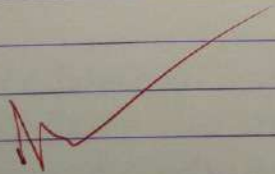


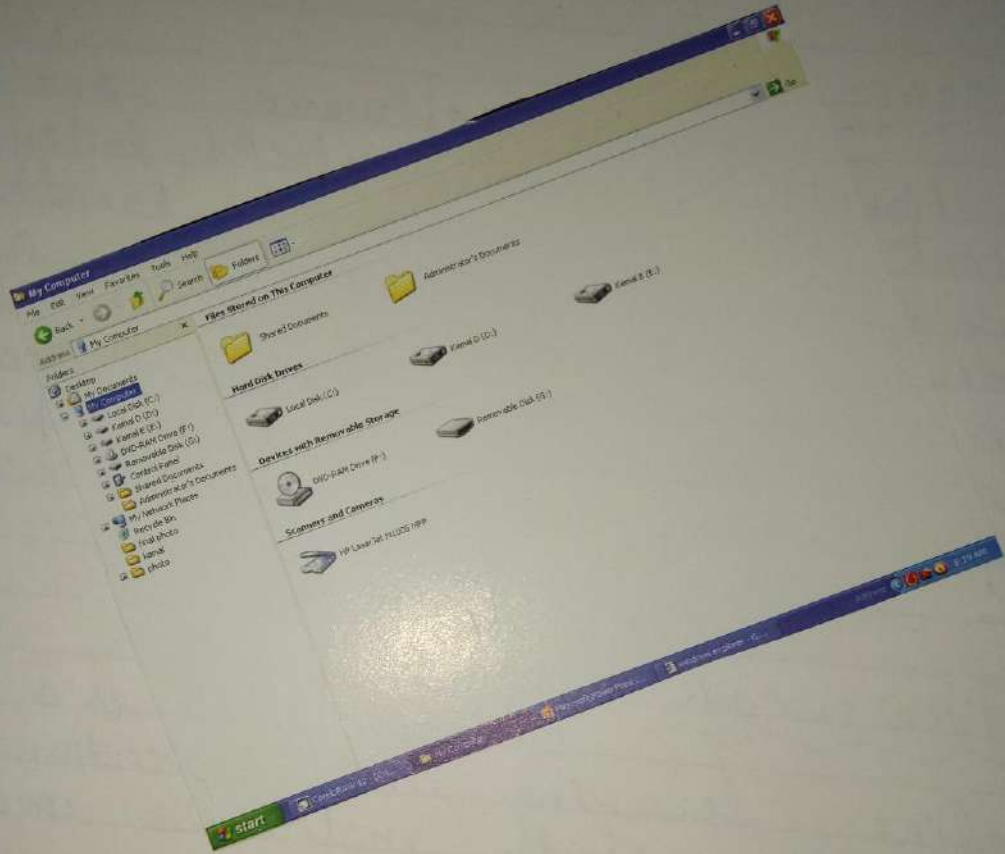
Edu cam -

Edu cam software - Our dynamic educational software unlocks today's content and curriculum by broadcasting real-time lessons, images, and student work to any device. Students own their learning experience while expressing critical thinking, providing comprehension and demonstrating creativity.

Extra work -

Extra work is a leading online learning and education website that offer study materials and notes, tutorials for CBSE.





Softwares

Software refers to parts of the computer which do not have a material form, such as programs, data, protocols etc.

Software is that part of a computer system that consists of encoded information or computer instructions in contrast to the physical hardware from which the system is built.

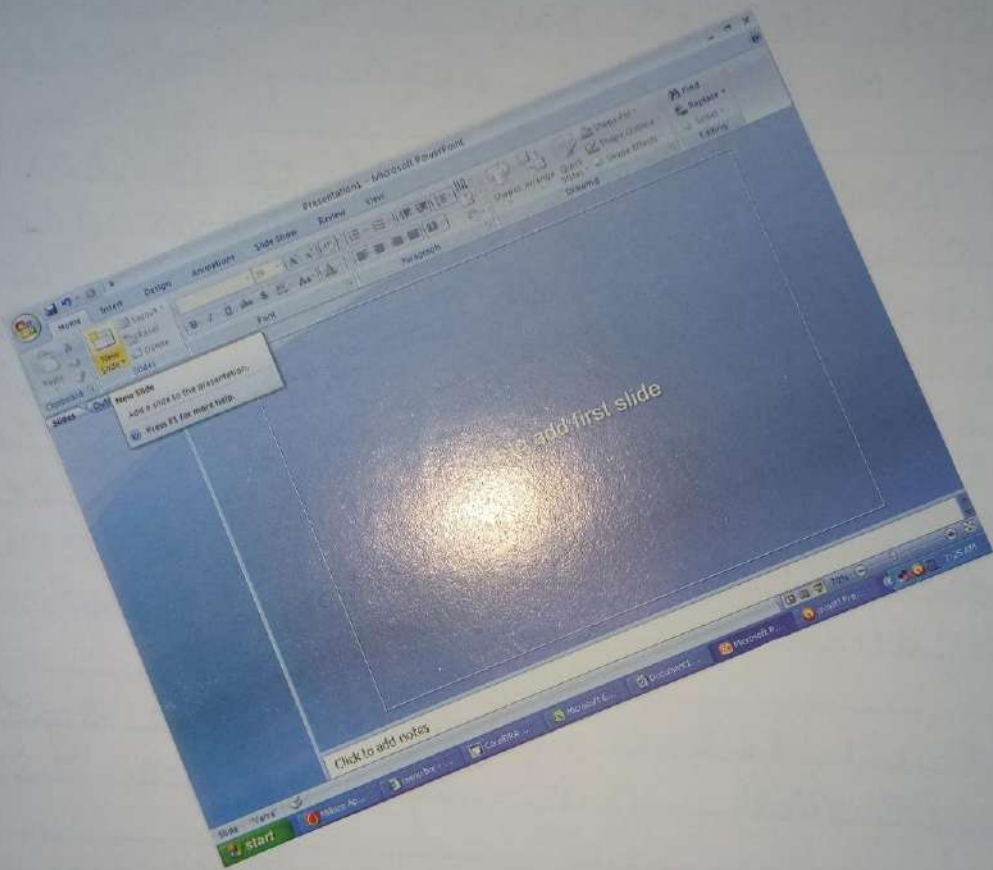
Computer software includes computer programs, libraries and related non-executable data, such as online documentation or digital media.

It is often divided into system software and application software.

Application Software

Programs

The defining feature of modern computers which distinguishes them from all other machines is that they can be programmed. That is to say that some type of instructions



can be given to the computer and it will process on them.

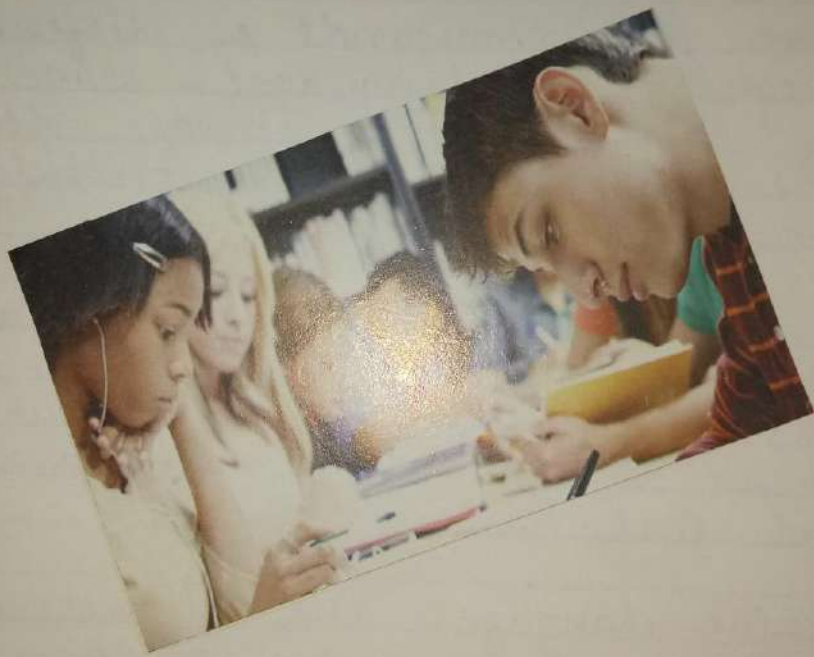
LANGUAGES

There are thousands of different programming languages - some intended to be general purpose, others useful only for highly specialized applications.

Examples -: ARM, MIPS, x86, Ada, BASIC, C, C++, C#, COBOL, Fortran, PL/I, REXX, JAVA, Lisp, Pascal, Bourne script, Ruby, PHP, Python, JavaScript and Perl.

Machine languages and the assembly languages that represent them tend to be unique to a particular type of computer.

Therefore, most practical programs are written in more abstract high-level programming languages that are able to express the needs of the programmer more conveniently.

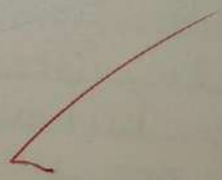
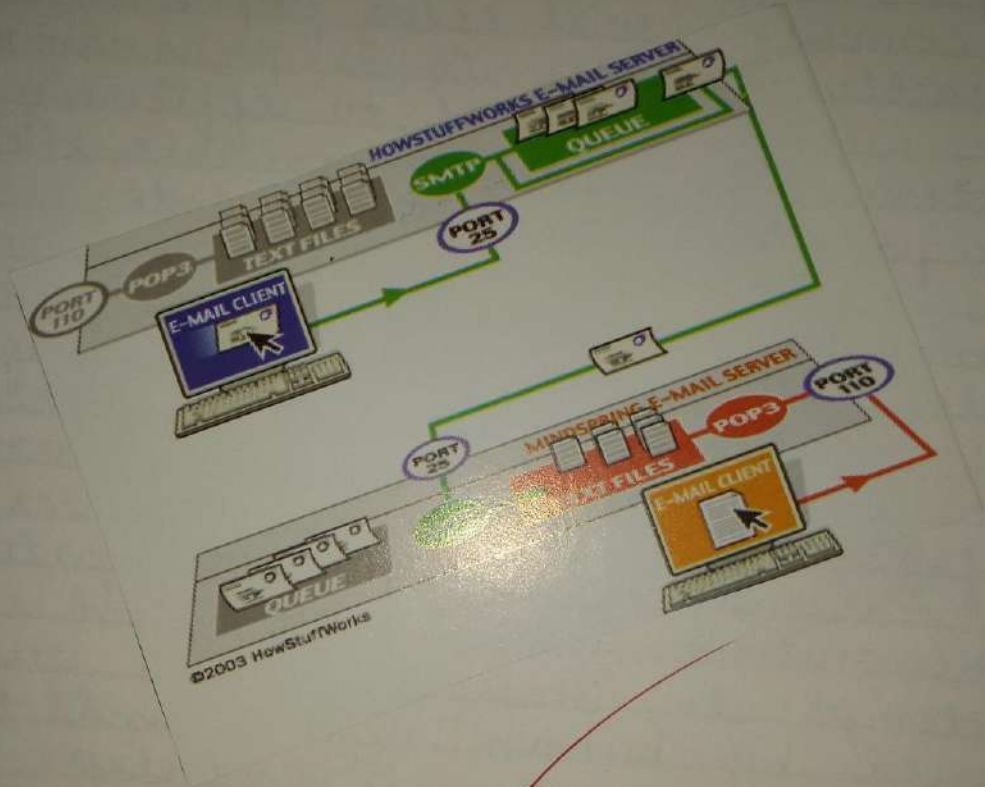


Artificial Intelligence

A computer will solve problems in exactly the way it is programmed to, without regard to efficiency, alternative solutions, possible shortcuts or possible errors in the code.

Computer programs that learn and adapt are part of the emerging field of artificial intelligence. Artificial intelligence based products generally fall into two major categories: rule based systems and pattern recognition systems. Rule based systems attempt to represent the rules used by human experts and tend to be expensive to develop.

Pattern based systems use data about a problem to generate conclusions. Examples of pattern based systems include voice recognitions, font recognition, translation and the emerging field of on-line marketing.



NETWORKING

Networking is a process that fosters the exchange of information and ideas among individuals or groups that share a common interest. It may be for social or business purposes.

Professionals connect their business network through a series of symbolic ties and contacts.

Business connections may form due to an individual's education, employer, industry or colleagues. For instance, a business network of Harvard Business school alumni may develop. Networking may also refer to the setting up and operation of a physical computer network.

Networking helps to develop professional relationships that may boost an individual's future business and employment prospects. Networking events, such as industry conferences and seminars, are common practice within organizations.