

Basic Computer

◆ **Computer :-** A computer is an electronic device which take input from user then process on it and give output according to user requirement.

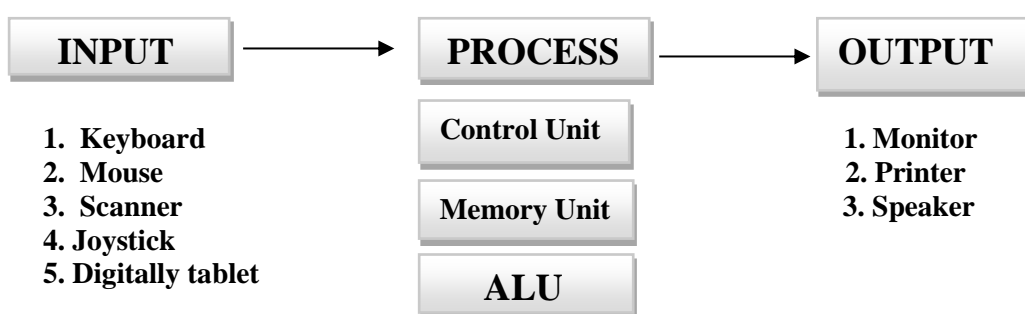
◆ **Advantages of computer**

- (1) Speed (2) Accuracy (3) Storage (4) Repeatability

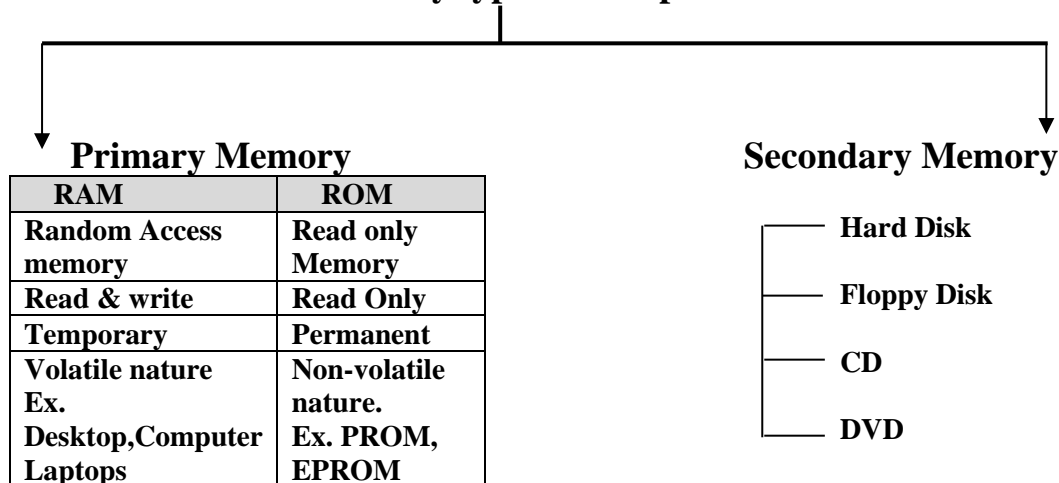
◆ **Disadvantage of Computer**

- (1) No Brain (2) It can't learn with its experience.

◆ **Block Diagram of computer**



◆ **Memory types of computer**



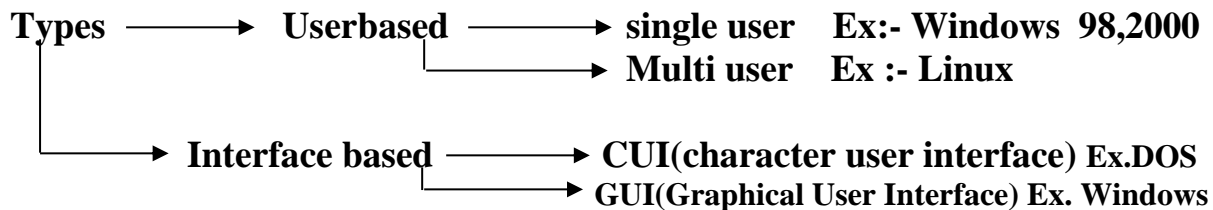
◆ **Softwares / Hardwares**

Software :- Generally software are basically are of two types :- **System software and Application software.**

System :- a) Operation system b) Programming Language. C) Translators.

◆ **Operating system**

it is used to make relationship between user & Hardware.



Programming

Language —————→ (a) Machine (b) Assembly (c) High level

Translators —————→ (a) Assembler (b) Compiler (c) Interpretor

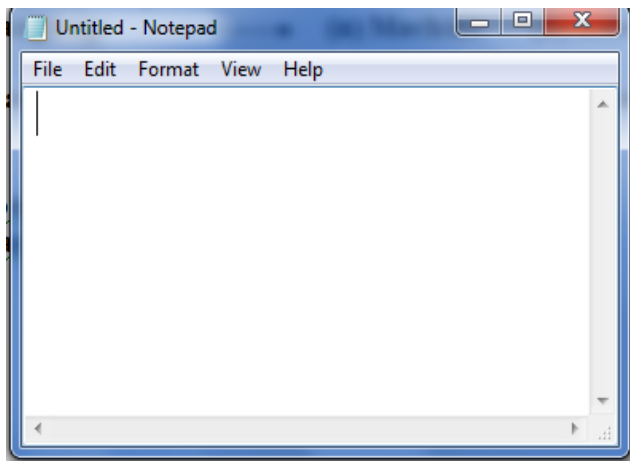
NOTEPAD

Notepad :- it is a simple text editor.

Start :- Program – Accessories – Notepad

Or

Start – Run – Notepad – Ok



File -- New(ctrl + N) -- Open(ctrol + O) – save (ctrl +s) – save as
Exit(Alt +F4)

Edit – Cut / Copy / Paste

Delete **Select All**

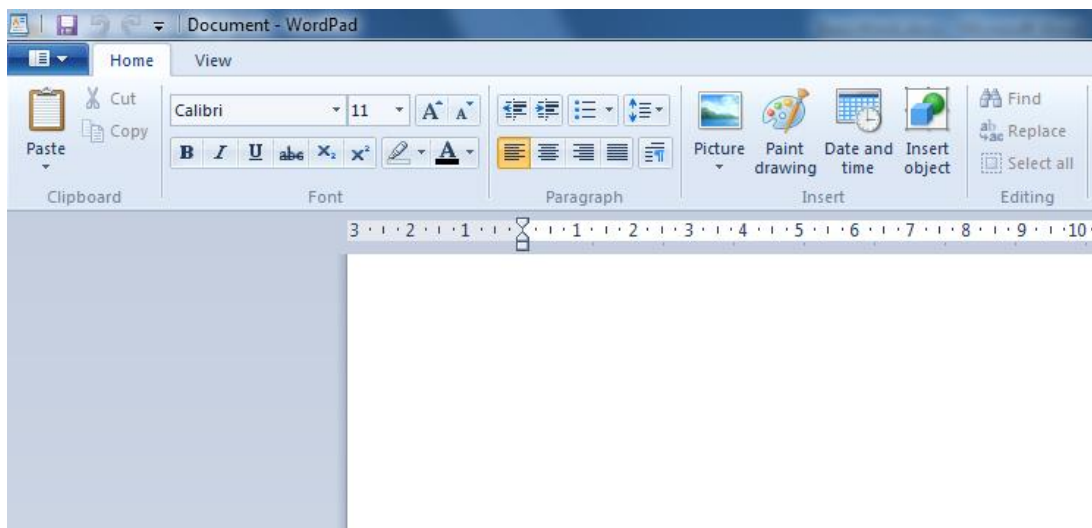
Find :- It is used to find data according to the requirement.

WORDPAD

Start → Program → Accessories → Wordpad

Or

Start → Run → Wordpad → Ok



Tabs → it is used to give similar spaces in between text. By default tab stop position is 0.5” from left margin.

Memory Unit :-

4 bit	1 Nibble
8 bit	1 byte
1024 bytes	1 Kilo byte
1024 KB	1 Mega Byte
1024 MB	1 Gega byte
1024 GB	1 Tera Byte

Difference between Notepad & Wordpad

Notepad	Wordpad
It has only menubar	It has Menu, Tools, Format, Ruler
Extension :- .txt	Extension :- .rtf
It has no tab facility	It has tab facility.

WORD PROCESSING

Word Processing :- Word processing is a way to make your document attractive & effective.

Word Processor :-

Example :- Word star, Word perfect, MS Word, Pagemaker etc.

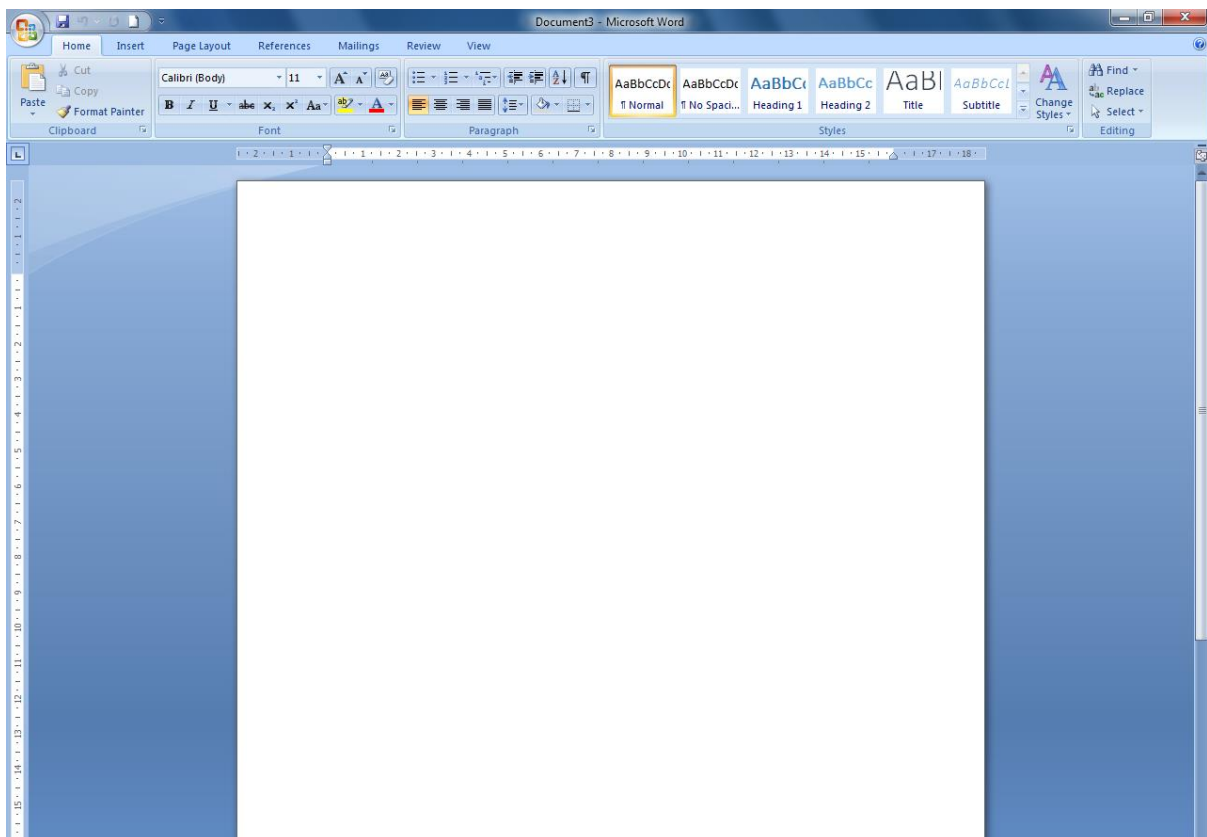
Features :- Margins, Pagination, Justification, Spelling & Grammar. Mail-Merge.

MS-Word :- it is an application software which is used for documentation it is a product of Microsoft Corporation.

Start → Program → Microsoft Word.

Or

Start → Run → Winword → Ok



Views of Word :-

Normal :- it is the simplest way to see your document. In this view you can't see the margins as well as vertical Ruler bar.

Web layout view :-

Layout (WYSIWYG)

This view shows how document how it will look like on Internet. In this view you can't see the margins as well as vertical Ruler bar and status bar is also disabled.

Print layout View :-

This view shows our document how it will look like on printing. In this view you could see all the margins and both ruler bars.

Outline view :-

This view shows heading or sub-heading of our document. In this view you can't see the margins and both ruler bars are absent except this we can see a tool bar called outline Toolbar.

ClipArt / Word Art :-

**Insert → picture → Clip Art
Word Art**

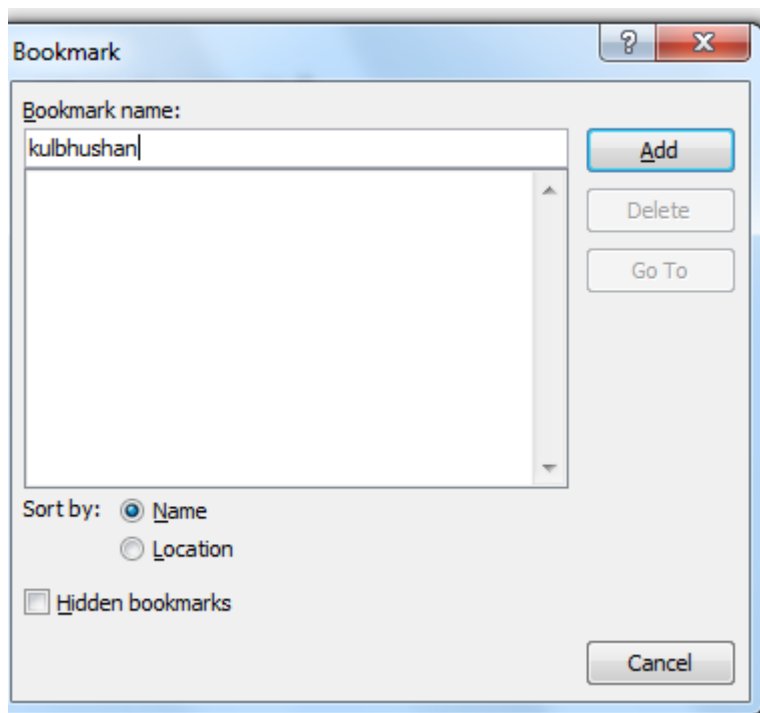
Drawing Bar

Insert → Reference → Footnote/ Endnote :- it is used to notify any area of document. Footnote comes at the bottom of the page while Endnote comes at the end of the document.

Get a TV
Just Rs. 2990*

*conditions Apply

Insert → Bookmark(Ctrl + shift + f5) → it is used to identify the place in the documents.



View :- it is used to to put repeative information on every page. Header comes in Top margin while footer comes in bottom margin.

Caption :- it is used to give lable to anything . by default word provider three types of lable . it is of three types.

1. Figure
2. Table
3. Equation

We can use caption by two methods:-

1. Manually
2. Automatically

Auto correct [shortcut key F3]

Change case :-

- | | |
|--------------------------|-------------------|
| (1) Sentence case | Hello how |
| (2) UPPER CASE | HELLOW HOW |
| (3) Lower case | hello how |
| (4) Title Case | Hello How |
| (5) tOGGLE cASE | hELLO hOW |

Drop Cap (initial cap) :-

It is used to decorate first letter of paragraph.

- Spelling & Grammar check
- Macro
- Mail merge

Spelling & grammar check [shortcut command F7]

Text → Red (spelling mistake)
 Green (Grammar Mistake)

- **Macro :-** it is a sequence of commands.

Step for using macro :-

→ Record macro

→ Run macro

WANT RANDON TEXT AUTOMATICALLY

type this formula and press enter

= rand()

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

Calculation in Table

S.No	Quantity	Rate	Price
1	2	54	108
2	4	12	481
		Total	589
			five hundred eighty-nine

If you want to do some calculation in msword than press **Ctrl + F9** it shows this type of brackets { }.

After that using equal to sign type your formula

Example :-

Convert Number to text
{=d4*cardtext}

Where d4 is the cell address

Delete unwanted white space between paragraph

request as per the details provided below in Sanction cum Loan Term Sheet. Please note that, if the loan proceeds are utilised by you for purchase of more than one product, the interest rate and other charges/ expenses also could vary for each product/ service availed, owing to the variance in the purchase value of the product and the terms of interest subvention arrangement between BFL and manufacturer/ dealer/ merchant.

Accordingly, for administrative & customer convenience purpose:

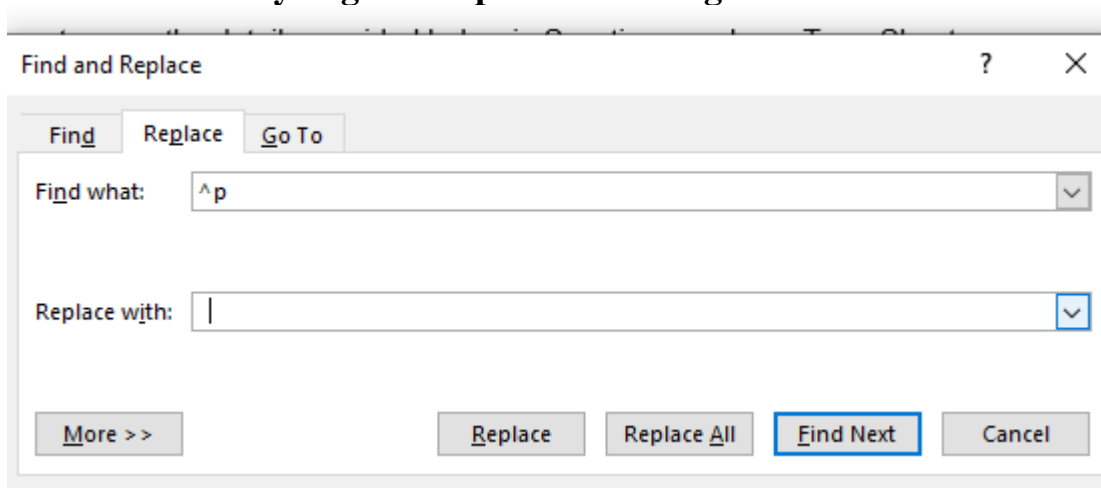
- a. The below sanction terms (Loan Term Sheet) discloses the complete details of the loan, separately for each product purchased by your goodself; and
- b. BFL shall facilitate opening of separate sub-loan account for each such

Trick :- select whole paragraph , then press Ctrl + H, given window is appear , in **find** what press ^p and in **Replace with** press single space bar. And then press **Replace all**

After that paragraph will ok

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Remove unwanted white space when copy data from internet

Hello this is the part most of the person not getting this part
must of os muchc tell the is the getting part on that

Trick :- Press Ctrl + H , type ^w and give single space bar in Replace with option and press Replace all , all kind of white space will be removed.

