WHAT IS COMPUTER : Computer is an electronic device which converts raw-data into meaningful information

6+5 (Raw-data) ⟶ 11 (Meaningful information)

Data can be defined as a representation of facts, concepts or instructions in a formalized manner which should be suitable for communication, interpretation, or processing by human or electronic machine. It can be any character, including text and numbers, pictures, sound, or video.

Information means When data is processed, organized, structured or presented in a given context so as to make it useful, it is called information

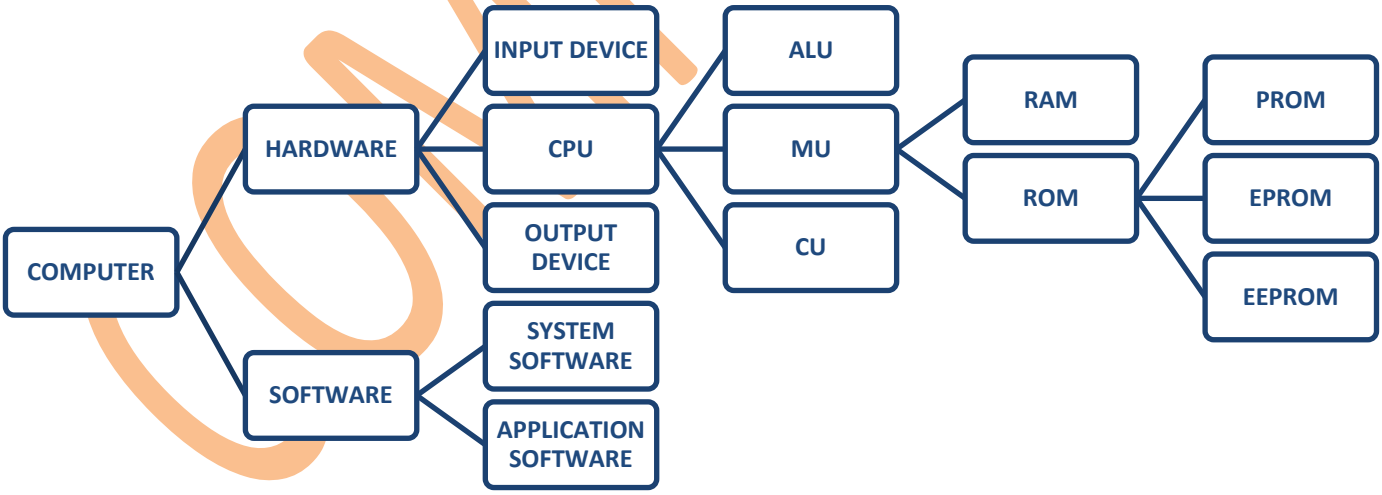
GENERATION OF THE COMPUTER

1. **First Generation (1942-1958):** The first generation of computers was built using tube logic circuitry. The speed of this computer was measured in millisecond (thousand of a second).
2. **Second Generation (1959-1964):** The second generation of digital computer was built using transistors. Its speed was measured in Microsecond.
3. **Third Generation (1965-1970)**: The third generation of computer was built using I.C. its speed was measured in Nano-second.
4. **Fourth Generation (1971- Above):** The fourth generation of computer was developed in 1971 onward and using VLSI microprocessor based. Its speed was measured in Pico-second.
5. **Fifth Generation (Present and Beyond) Artificial Intelligence :** Fifth generation computing devices, based on artificial intelligence, are still in development, though there are some applications, such as voice recognition, that are being used today.

TYPES OF COMPUTER

1. **Microcomputer**: It was developed in third generation of computer. It was capable of carrying out a large number of functions like receiving data, processing and storing. It had silicon chip which performed all the function and it had been named microcomputer. Example: personal computer (P.C.)
2. **Minicomputer**: Minicomputer is slightly larger than the microcomputer and has higher processing speed as well as higher data storage capacity. Example: Norsk Data Prime.
3. **Mainframe Computer:** A very large general purpose computer its capacity and processing power is higher than a microcomputer. Example Cdc Cyber.
4. **Super Computer:** A very powerful mainframe computer used for high speed mathematical task. It is powerful than mainframe computer. Example : Jaguar, Nebulae, Roadrunner, Kraken, Jugene, Pleiades and the Tianhe-2.
5. **Laptop computer:** Laptop is very small size of computer that is transportable and can be use outing in the lap. The laptop operates by battery for the business executive use them in travelling.

PARTS OF THE COMPUTER



CAPUWEB

DO YOU KNOW

INPUT TYPE DEVICES : Keyboard, Mouse, Joy Stick, Light pen ,Track Ball, Scanner, Graphic Tablet, Microphone Magnetic Ink Card Reader(MICR),Optical Character Reader(OCR),Bar Code Reader, Optical Mark Reader(OMR)

OUTPUT DEVICES : Monitor, Speaker, Plotter, Projector & Printer

TYPE OF ROM : PROM : Programmable ROM,EPROM : ERASABLE PROM , EEPROM : ELECTRICALLY EPROM

TYPE OF KEYS ON KEYBOARD

- **Alphabet Keys:** A to Z, a to z **Numeric Keys**: 0 to 9 **Function Keys:** F1 to F12 **Cursor Movement Keys:** ↑,↓,←,→
- **Special Keys:** Ctrl (control),Alt(Alter), Home, End, Shift, Enter, Del, Backspace Key etc.

Hardware: Hardware represents the physical & tangible component of the computer i.e. the component that can be seen & touched. Example: Input device, CPU and Output devices.
Input device: Those devices which are used to input or enter the data or command into the computer are called Input device.
Mouse : A Mouse Is A Hardware Input Device That Controls A Pointer In A Gui And Can Manipulate On Screen Icons, Files, And Folders. The arrow of the mouse is called pointer.

TYPES OF MOUSE CLICKS AND MOUSE CLICK OPTIONS

1. **Left Click** (pressing and releasing the mouse button) performs an action, if you clicked on a button, icon, file menu, or other object. With a mouse with two or more buttons the single-click is defaulted to the left mouse button.
2. **Click-and-drag** (pressing and holding the mouse button and moving the mouse while you continue to hold the mouse button) is used to highlight or select text (drag-select) or more than one object.
3. **Double-click** (pressing the button two times continuously) opens or executes a program or opens a file.
4. **Right-click** (pressing the alternate mouse button, often the right one) will perform a special action. For example, right-clicking the mouse button brings up a menu with additional options for whatever was clicked.
5. **Middle-click** (pressing the middle button on a three-button mouse or using the mouse wheel as a button) will perform following functions. For example,

- To open a new window for an application, middle-click on its icon in the taskbar. For example, middle-clicking on the Chrome icon will open a new browser window.
- Zoom in and Out on a web page, word document, excel spreadsheet, etc. by holding down the Ctrl key and scrolling up to zoom in and down to zoom out.
- In most Internet browsers, using the mouse wheel as a button on a link opens that link in a new tab.
- Used to scroll up and down a web page, Close a tab by middle-clicking on the tab, Enable auto-scroll by middle-clicking on a web page

PROCESS UNIT (C.P.U) : The process unit is commonly known as the C.P.U or central processing units where the raw data is processed according to the program. C.P.U. is responsible for activating & controlling the operation of other unit or a computer system.

C.P.U CAN BE DIVIDED INTO THREE PARTS

1. **ALU [ARITHMETIC LOGICAL UNIT:** The Arithmetic Logical Unit performs all arithmetical operation as well as logical operations such comparisons from the memory when needed.
2. **CU [CONTROL UNIT]:** The control unit directs all operation inside the computer. It is known as never center of the computer because it controls and coordinates all hardware operations like retrieving and storing data from the memory when needed.
3. **MU [MEMORY UNIT]:** Computer stores the data, instruction to be processed, the immediate result and the final result displayed. This storage unit is known as the memory unit.

THERE ARE TWO TYPE OF MEMORY:

1. **PRIMARY MEMORY** is a computer system's volatile storage mechanism. Primary memory stores all running applications, including the base operating system (OS), user interface and any user installed and running software utility. A program/application that is opened in primary memory interacts with the system processor to perform all application specific tasks.

a) **ROM [READ ONLY MEMORY]:** ROM is permanently memory inbuilt into the computer at the time of its production. It stores a set of instruction permanently, which instructs the computer, how to work. It is non-volatile by nature i.e. it does not get erased when computer is switched off.

b) **RAM [RANDOM ACCESS MEMORY]:** RAM is a temporary memory. It is computer's local memory where the computer stores all the data and instruction.

2. **SECONDARY MEMORY** is a type of memory is also known as external memory or non-volatile. It is slower than main memory. These are used for storing data/Information permanently.

TYPES OF SECONDARY MEMORY

1. **MAGNETIC DISKS**: Speedy access to data, relatively low cost, and the ability to erase and rewrite data make magnetic disks the most widely used storage media on today's computers. With magnetic disk storage systems, data are written by read/write heads magnetizing the particles a certain way on a medium surface.

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a) **Floppy Disk** : Floppy Disk is a round, flat piece of Mylar coated with ferric oxide, rust like substance containing tiny particles capable of holding a magnetic field, and encased in a protective plastic cover, the disk jacket. Data is stored on a floppy disk by the disk drive's read/write head, which alters the magnetic orientation of the particles.
b) **Hard Disk** : Hard Disk composed of one or more platters that are permanently sealed within a hard metallic casing. These hard disks are fixed in the computer CPU and are seldom transferred from one computer to another. For the better use of the hard disk space, a hard disk can be divided into any number of partitions like C: D: E: etc. however making too many partitions is not a good management practice for the memory of hard disk.
c) **Magnetic Tapes** : Magnetic tape and the tape drives are analogous to a home tape recorder system. It uses the same reading and recording techniques as that of the magnetic disk as the medium used in it is a flexible tape that is coated with magnetic oxide.
2. **OPTICAL MEMORY** : Optical memory is used for storing large volumes of data like sound, text, graphics, and videos. An optical disk is a removable disk that uses laser to read and write data. With an optical disk, there is no mechanical arm, as with floppy disks and hard disks. Instead a high-power laser beam is used to write data by burning tiny pits into the surface of a hard plastic disk. The optical memory devices are:

a) **Compact Disk (CD)** : CD is a non-erasable disk that stores the digitized audio information. The standard system uses 12 cm disks and they can record more than 60 minutes of playing time without any interruption.
b) **CD-ROM** : Optical disk form of secondary storage that is used to hold prerecorded text, graphics and sound. Like music CDs a CD-ROM is a read-only disk. Read Only means the disk's content is recorded at the time of manufacture and can not be written on or erased by the user. A CD-ROM disk can hold up to 650 MB of data, equal to 300,000 pages of text.
c) **CD-RW** (Compact Disk-Rewritable) also called as Erasable Optical Disk allow users to record and erase data so that the disk can be used over and over again. Special CD-RW drives and software is required.
d) **DVD** (Digital Versatile Disk) : The DVD represents a new generation of high density CD-ROM disks, which are read by laser and which have both write-once and rewritable capabilities. According to the various industries sponsoring it, DVD stands for either "Digital Video Disk" or "Digital Versatile Disk", and it is a CD type disk with extremely high capacity, able to store 4.7-17 GB.
e) **DVD-R** : DVD disks that allow one time recording by the consumer. Two types of reusable disks are DVD-RW (DVD Rewritable) and DVD-RAM (DVD Random Access Memory), both of which can be recorded on and erased more than once.
f) **Blue Rays** discs have the same dimensions as standard CD-ROMs or DVDs. A single-layer Blue-ray disc can hold about 25 GB of data.

3. **FLASH MEMORY :** It is a non-volatile computer memory that can be electrically erased and reprogrammed. Examples are memory cards, chips, pen drives, and USB flash drives etc. It is very portable in nature.

Storage Unit : Information in a computer is stored in the form of strings of 0's and 1's (bits). Bits are grouped together to form larger values. Eight bits form one byte. Each byte represents one character. E.g., A, B, etc
One byte is the smallest unit that can represent a data item or character. Other units of memory are listed below.

1 KB Kilobyte	1024 Bytes	1 GB Gigabyte	1024 Megabyte
1 MB Megabyte	1024 Kilobyte	1 TB Terabyte	1024 Gigabytes

OUTPUT DEVICE : Output device displays the result of processing of raw data that is entered in computer through an input device. There are number of output devices that display output in different ways such as text, images, hard copies and audio or video.
Monitor: It is also called VDU (Visual Display Unit).There are three types of monitor are Cathode Ray Tube (CRT),Liquid Crystal Display (LCD) & LED (Light Emitting Diodes).

Printer: A printer is outputs the information displayed on the computer screen onto paper. Printer can be defined into types

1) **Impact Printer:** In this printer, there is a physical contact between the print head and paper.
   a) **Dot Matrix Printer:** It is the most popular character printer. The print head contains a vertical array of pins. As the print head moves across the paper, selected pins fire against the ribbon.
2) **Non-impact Printer:** Non-impact printers use thermal, chemical, electrostatic, laser beam, or inkjet technology. There is no physical contact between print head and paper. Usually they are faster than impact printers.
   a) **Inkjet Printer:** Inkjet printer use a continuous stream of ink drop to print characters on paper. The print head contains tiny nozzles that spray drops of ink on paper. The quality is good because the characters are formed by dozens of tiny ink drops.
   b) **Laser printer:** Laser printer print one page at a time. The output image is written on copier drum with the help of an electrically charged light beam. These electrically charged areas attract the tonner ink particles which are then deposited on and permanently fixed to the paper using heat or pressure.

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SOFTWARE: Software is a set of computer programs (a set of instruction that perform a particular task).

1) **System software:** System software is a set of one or more programs that are basically designed to control the operation of a computer system.
2) **Application software:** Application Software is a program or a group of program designed for the end-user to perform a specific task in a Computer. The user directly interacts with the application programs for performing a task in a system. Some of the applications software's are browsers, e-mail clients, word processors, spreadsheet, database programs and many more that has various built-in functions to be used.

OPERATING SYSTEM : An operating system or OS is a software on the hard drive that enables the computer hardware to communicate and operate with the computer software. Without a computer operating system, a computer and software programs would be useless. For Example : Unix, Linux, Novell,Mac,Windows,MS DOS & Ubuntu

TYPES OF OPERATING SYSTEM (O.S)

1) **Single User Operating System** allows only one user to work on a computer at a time..
2) **Multiuser Operating System** allows a number of users to work together on a single computer. Each user will be provided a terminal connected to a single computer.
3) **Single Tasking Operating System** allows to execute only a single job/program at a time is known as single tasking OS.
4) **Multitasking Operating System** allows to supports execution of more than one job/program at a time.

WINDOWS: Windows is an operating system. It is also called system software. It made by Microsoft Company. It is use to make interface between user and computer by GUI [Graphical User Interface] mode. There are so many versions- win3.1x, 95, 98, 2000, 2003, XP, NT, VISTA,7,8 & 10.

VIRUS (Vital Information Resources Under Seize) : A computer virus is a computer program which replicates itself and designed in such a way to damage your computer, can steal your information (like Credit Card, Bank Details, your Facebook or Gmail passwords) or can provide backdoor unauthorized access to the hackers.

1. Multipartite Virus The multipartite virus spreads in multiple ways and infects the programming files. They hide themselves into the memory like Memory resident virus and do affect the hard disk.
2. Polymorphic Virus : A polymorphic virus is a powerful virus that might guard itself with an encryption algorithm and has the tendency to change automatically when certain conditions are meet.Because of having the encrypting capability, it is tough to find it even with an antivirus program.
3. Macro virus is a type of email virus which mainly targets to infect the programs that contain Macros like Microsoft Office files or all the similar types of files such as doc, pps, xls, MDB, etc.It automatically infects all your macro files and also causes a sequence of typical actions performed automatically when the program starts.
4. File infectors: This virus infects executable files or programs. On running the programs, the virus would be activated, then be able to carry out its damaging effects. Most of the existing viruses are in this category.
5. Boot viruses: This virus infects the hard disk's or floppy drive's boot sector. This would make the computer unable to boot. These viruses can, however, be avoided by ensuring that the floppy disks and hard drive is well protected. Never start the computer using an unknown disk drive or floppy disk.
6. Stealth viruses: Stealth viruses have the capability to hide from operating system or anti-virus software by making changes to file sizes or directory structure. Stealth viruses are anti-heuristic nature which helps them to hide from heuristic detection.
7. Trojan Horse: One of the most insidious types of Trojan horse is a program that claims to rid your computer of viruses but instead introduces viruses onto your computer. Remember the step 2.
8. Spyware: These programs are designed to monitor your computer. Your every online and offline activities can be tracked. Your video chats can be monitored. Everything you can imagine can be tracked by it. Some types of spyware could could include key loggers that store every keystroke that a user enters.
9. Adware is normally one of the least malicious types of malware although can have some nasty implications if not removed as soon as possible. Adware is normally installed alongside other pieces of software that the user was looking for. Some examples of adware could be say a web browser tool bar or ever pop ups on your computer.
10. Worm: A malicious computer program that sends copies of itself to other computers via a network.

The most common symptoms of a computer virus infection are…

- Your computer slows down without any reason & has less available memory than it should.
- Unknown programs or files are being created, Programs or files become missing.
- Corrupted files & Some files or programs suddenly don't work properly.
- Your computer restarts in unusual ways & Strange messages, displays, music or sounds.
- Changed Hard Drive name or Volume name & Hard Drives or Disk Drives are inaccessible.

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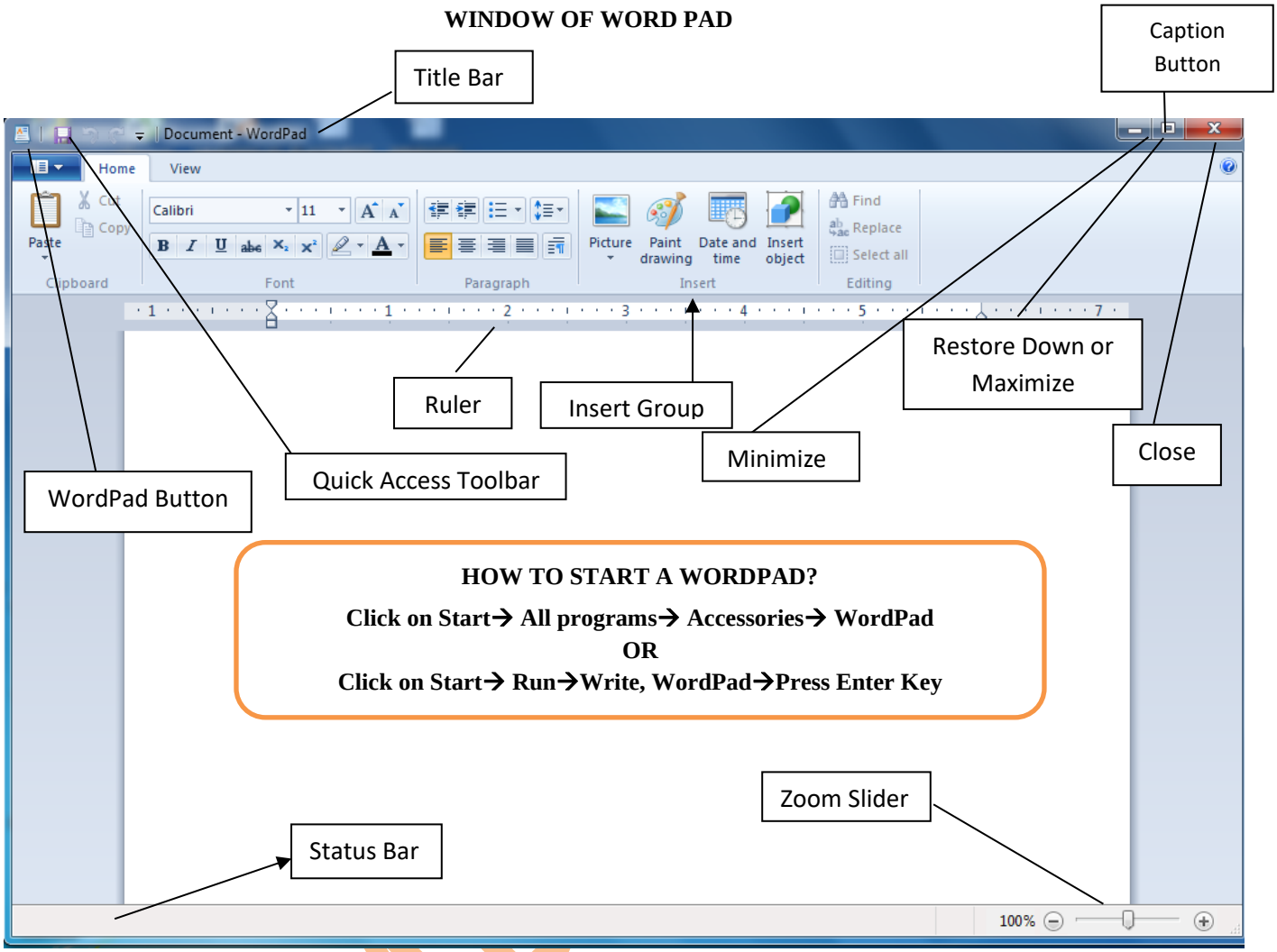
WORD PAD : Word pad is a part of windows. It is simple word processor with some special formatting. It has two tabs Home & View. Its file extension is *.Rtf (Rich Text Format)

WINDOW OF WORD PAD



Upper left corner: Quick Access Toolbar (QAT): You can add features you use frequently, or delete the ones you don't. To add an icon to the QAT, **right mouse click** on the icon, and you will see a drop down menu. **Select Add to QAT.** You can also choose to place the QAT underneath the Ribbon. The Ribbon is where you see Home and View tabs. You can also minimize the Ribbons so they are not visible (giving you more document space to see your document). To bring the Ribbons back again, remove the ticks in the Minimize Ribbons box.

Caption Button (Upper right corner) : Three function icons:

- The first icon will minimize your document and place it on the bottom Taskbar.
- The second icon will restore your document screen to full size, or reduce it partly so you can add a second document alongside the first document and view two or more documents at the same time.
- The third icon (X) will close your document and take you out of WordPad.

The question mark underneath the three function icons represents HELP. Click on the ? and view a mini tutorial on WordPad, plus find help with other WordPad topics.

The Scroll Bar: This is the white bar on the right side of your screen. You can scroll your document up or down the page by clicking on the middle of the scroll bar, and dragging it up or down.

The Ruler: This is the measurement bar you can see on the top of your document. You can drag the margin markers in or out to widen or reduce the margins.

The light coloured bottom Status bar: This contains another zoom control lever, which enlarges or reduces your text.

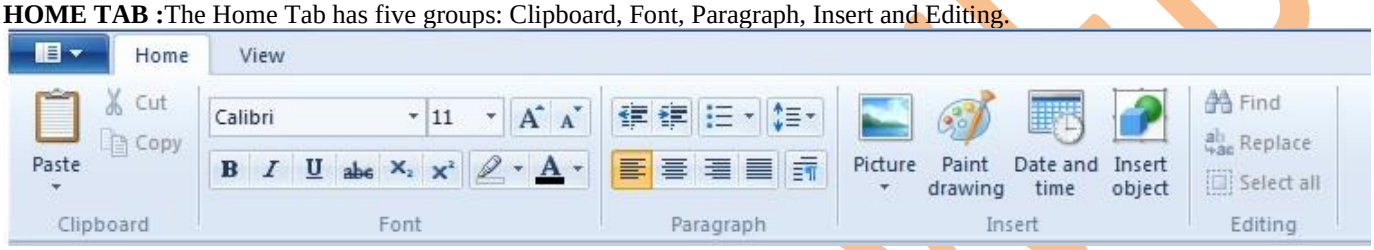
DO YOU KNOW "Cloud Computing "

Cloud Computing is a model that allows access to a shared pool of configurable computing resource (eg. networks, servers, storage, applications, and services) network on demand. Cloud computing literally, is the use of remote servers (usually accessible via the Internet) to process or store information. Access is usually using a Web browser. Save files on a server via the Internet is one example. The software itself can be mounted also on the remote computer.

Click on the Word pad Button , down arrow beside the small box to open up the Menu:

New: (This will give you a new WordPad screen). (Another option is: CTRL + N) Open: (This will open an existing document) (Another option is CTRL + O).
Save: (This function is used when you make changes to an existing document, and you want to re-save the document with the changes). (Another option is CTRL + S)
Save As: (You must use this option first to give your document a name and to tell the computer what format you want to save your document into). (The right pointing arrow will take you to five different ways you can save a document).
Print: (This option allows you to print a document in three different ways: Select printer and number of copies and print, Quick print (straight to the printer), or Print Preview (which allows you to see your document as it will be printed) (Another print option is CTRL + P)
Page Setup: (This is where you can select the paper size and source, portrait or landscape, margins (top, bottom, sides), and print page numbers. (Un-tick box if you don't want this option).
Send in an Email: (Enables you to send your document as an email attachment). About WordPad: (Statistical data about your version of WordPad).
Exit (Allows you to exit WordPad and closes down your WordPad screen).

HOME TAB : The Home Tab has five groups: Clipboard, Font, Paragraph, Insert and Editing.



Clipboard Group: Three options are available: Cut, Copy, Paste.
Cut (Will remove highlighted text from a document and save on to Clipboard). (Other options are: CTRL + X or Right mouse click, Cut).
Copy (Will leave highlighted text where it is, but copy it so you can also place it elsewhere on your document). (Other options are: CTRL + C or Right mouse click, Copy).
Paste (allows you to paste both the highlighted cut or copied text wherever you choose). (Other options are CTRL + V or Right mouse click, Paste). Note the down arrow beside the Paste function. Paste and Paste Special are now available. Paste Special options also include ALT + CTRL + V).

FONT GROUP:

Font (Calibri is default setting). Click on down arrow for other font styles.
Font size (12 is default setting). Click on down arrow for other font sizes.
Capital A and Small A: (The capital A will enlarge the highlighted text font size; the smaller A will reduce the highlighted text font size).
B will Bold text. (Another option is CTRL + B). **I will Italicise text**. (Another option is CTRL + I).**U will underline text**. (Another option is CTRL + U).
abc (strikethrough). Places lines through text to indicate it is to be deleted.
X2 (used for subscript). (Another option is CTRL + =) **X^2 (used for superscript)** (Another option is CTRL + Shift +)
Pencil (text highlighter). Will highlight text as if you had used a highlighter. The down arrow will give you the choice of 12 different colors.
Text Color : The A will change the colour of your words or letters. Select colours by clicking on the down arrow.

PARAGRAPH GROUP:

Left arrow (will move indented, bulleted or numbered text to the left of the page).
Right arrow (will move indented, bulleted or numbered text to the right of the page).
Three dots (bullet and numbered points. Press the down arrow beside the bullets to see other options).
Double headed arrows and lines (sets line spacing and indents).
Four square boxes with lines: Lines show position of text on your page.
Box 1: Left justified - Text starts at left margin. (Another option is CTRL + L).
Box 2: Text is Centered. (Another option is CTRL + E).
Box 3: Text is right aligned (but not left aligned). (Another option is CTRL + R).
Box 4: Text is justified - both right and left aligned. (Another option is CTRL + J).

THE INSERT GROUP:

Picture: You can insert a picture. Click on down arrow to change or resize a picture.

Paint drawing: you can insert a paint drawing you did in Microsoft Paint.
Date and Time: Click on icon for a small selection of date/time styles.
Insert object: You can insert a graph, text etc from other Microsoft packages.

EDITING GROUP:
Find: You can use this function to help you find text quickly in a document. (Another option is CTRL + F).
Replace: The replace option enables you to both find text in a document and replace it with another word. (Another option is CTRL + H or the special function key F5).
Select All : This function selects all the text in the document. (Other options are CTRL + A, or click and drag the mouse over the text to be selected).

VIEW TAB : Click on the View Tab to see three groups: Zoom, Show or Hide, and Settings:

Zoom : This allows you to zoom in (increase text size); size/zoom out (reduce text size); or set for 100%.
(Minimum Zoom : 10% & Maximum : 500%)
Show or Hide: Tick to show the ruler (measurements on top of your document). Un-tick to hide the ruler. Tick to show the Status Bar (bar at the bottom of your document); Un-tick to hide the status bar.
Settings : Word Wrap: Click on the down arrow to change the way your page looks. You can have three different views: no wrap, wrap to window, or wrap to ruler. Word Wrap will not affect the printing of your document.
Measurements units: You can set your computer to work in inches, centimeters, points or picas.

Ctrl+A	Select All	Ctrl+=	Make selected text subscript
Ctrl+B	Bold	Ctrl+Shift+=	Make selected text superscript
Ctrl+C	Copy	Ctrl+1	Set single line spacing
Ctrl+D	Insert A Microsoft Paint Drawing	Ctrl+2	Set double line spacing
Ctrl+E	Center Alignment	Ctrl+5	Set line spacing to 1.5
Ctrl+F	Find	Ctrl+Shift+>	Increase the font size
Ctrl+G	Goto	Ctrl+Shift+<	Decrease the font size
Ctrl+H	Replace	Ctrl+Shift+A	Change characters to all capitals
Ctrl+I	Italic	Ctrl+Shift+L	Change the bullet style
Ctrl+J	Justify	Ctrl+Left Arrow	Move the cursor one word to the left
Ctrl+L	Left Alignment	Ctrl+Right Arrow	Move the cursor one word to the right
Ctrl+N	Create New Document	Ctrl+Up Arrow	Move the cursor to the line above
Ctrl+O	Open The Document	Ctrl+Down Arrow	Move the cursor to the line below
Ctrl+P	Print	Ctrl+Home	Move to the beginning of the document
Ctrl+R	Right Alignment	Ctrl+End	Move to the end of the document
Ctrl+S	Save	Ctrl+Page Up	Move up one page
Ctrl+U	Underline	Ctrl+Page Down	Move down one page
Ctrl+V	Paste	Ctrl+Delete	Delete the next word
Ctrl+X	Cut	F10	Display key tips
Ctrl+Y	Redo	Shift+F10	Show the current shortcut menu
Ctrl+Z	Undo	F1	Open WordPad Help
F12	Save The Document As A New File	F3	Find the next instance of the text in the Find dialog box
		Alt+F4	Close WordPad

DO YOU KNOW "WI-FI" (Wireless Fidelity)
A Wi-Fi is a wireless networking technology that delivers high speed Internet connections by connecting various electronic devices wirelessly.

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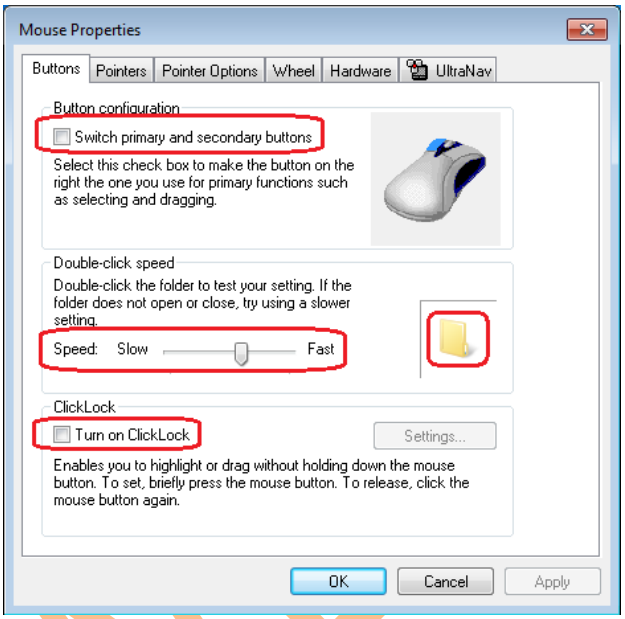
1. Click on "Buttons." Here you will have the option to switch the primary and secondary buttons, change the speed in which you double-click to make it easier or harder to open a file, or turn on Clicklock that gives you the ability to highlight or drag without holding down the mouse button.

2. Click on "Pointers." In this menu option you will have the ability to change the image you see during specific Windows events. There are many predefined "Schemes" for you to choose from, and you have the ability to preview each mouse pointer icon by clicking on it.



3. Click on "Pointer Options." Here you will be able to select a faster or slower pointer speed, and you can enhance the precision of the pointer. The "Snap To" option will ensure that the mouse automatically moves the pointer to the default button found in a dialog box. The "Visibility" settings allow you to display long or short pointer trails, hide the pointer while you're typing, and also show the location of the pointer when you press the control key.

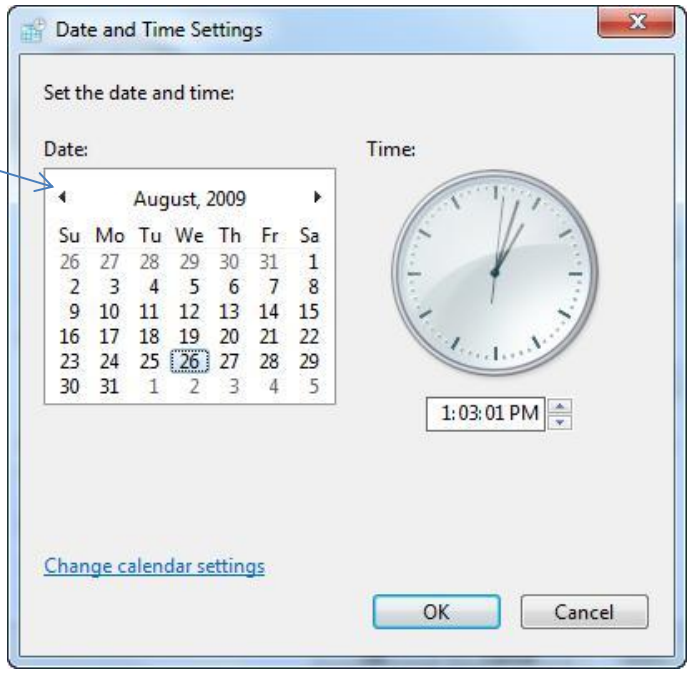
4. Click on "Wheel." In this menu option, you will be able to adjust the vertical and horizontal scrolling. Vertical scrolling allows you to roll the center wheel on the mouse in order to scroll down a page. You can set up the number of lines you'd like the page to scroll for each wheel revolution or you can set it up to scroll an entire screen at a time. The horizontal scrolling is a little more difficult to master as you tilt the wheel to the side. This will allow you to move horizontally and make it easier to edit the words in a document.

CHANGING THE DATE AND TIME

Click Clock, Language, and Region and then click “Set the time and date” under the Date and Time heading:
Now click the “Change date and time” button:

Use the < and > buttons on either side of the month to change the month, and then click a day to change the date. Click the hour, minute, or second time and type the proper time. When you are satisfied with all adjustments, click OK.

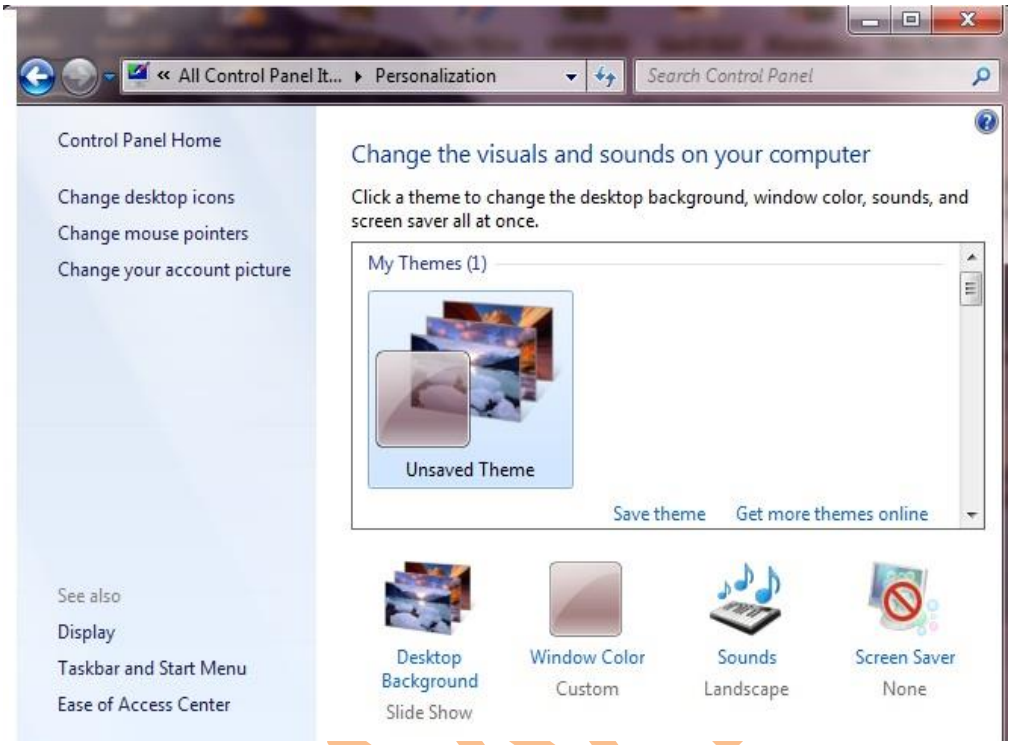
You can also click the clock in the Taskbar and then click “Change date and time settings:”



DO YOU KNOW “FILE EXTENSION”

A file extension or file name extension is the ending of a file that helps identify the type of file in operating systems such as Microsoft Windows. In Microsoft Windows, the file name extension is a period that is often followed by three characters, but may also be one, two, or four characters long. For example, the file name "myfile.txt" has an extension of ".txt", which is a file name extension associated with text files.

Change Desktop Icons : Change desktop icons is where you would go to choose which of the windows standard icons you want displayed on your desktop. You can also customize these icons by changing the way they look by using a different icon file. Just check the box next to the icons you want displayed on your desktop.



Change Mouse Pointer : Already Define

Change your Account Picture : You account picture is what shows when you log onto windows and also what shows when you click on the start button. Click on change account picture to choose one of the built in pictures or import your own custom picture from a file.

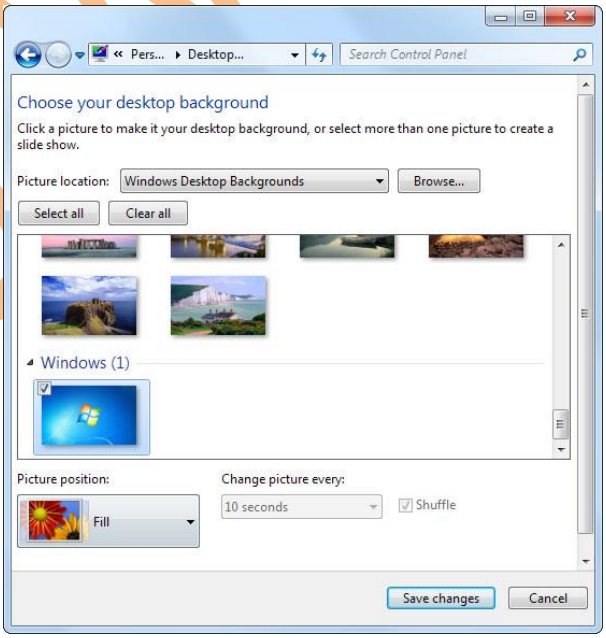
Desktop Backgrounds and Wallpapers

The image you see on your desktop is called the Desktop background, or Desktop wallpaper.

The main area in the screen above let's you select a Theme from the available list. A Theme sets not only your desktop background, but also a screensaver, the color of windows, sounds, and mouse pointers. And all that with just one click!

If you just want to set background wallpaper, however, select **Desktop Background** from the bottom left. The default is called Harmony.

When you click on Desktop Background you should see something like the following:

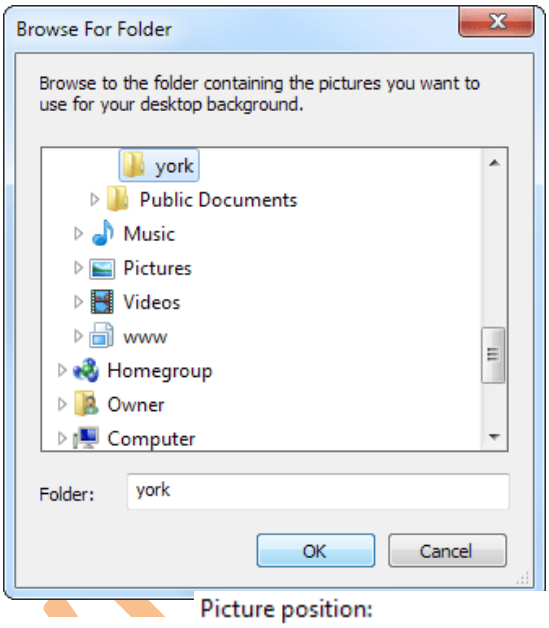


You can select a picture from the ones available by clicking on it with your left mouse button. Your desktop background will then change. To make the change permanent, click the Save Changes button at the bottom.

If you have a picture of your own, you can use this instead of the ones built-in to Windows 7. To set your own picture, click the dropdown list at the top, where it says Windows Desktop Background:

Here, we have moved to the Pictures Library folder to see what images are available. Another option is to click the Browse button. When you do, you'll see a dialogue box appear:

Browse to the folder where your images are and click OK. We have a folder called York with some images in it, so we've selected that one.

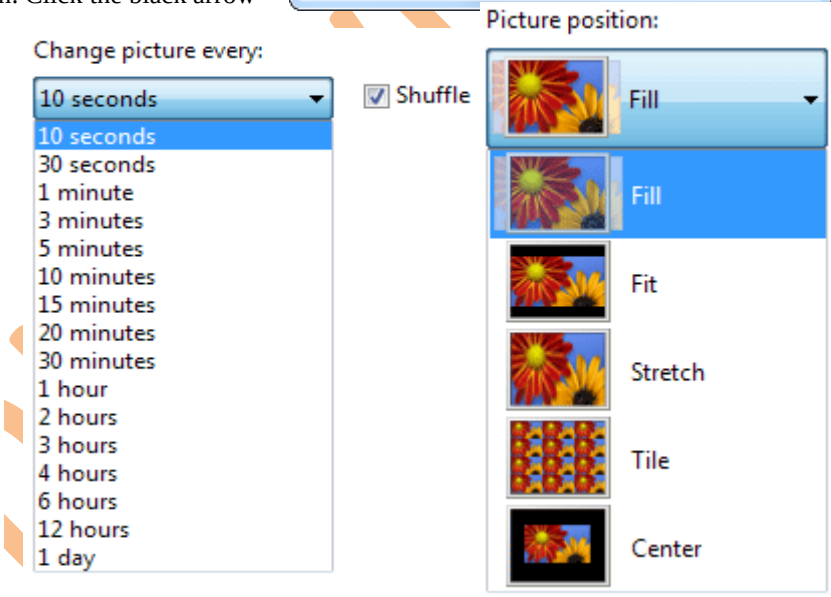


When you click OK, you'll see the images in that folder:

Select the image you want to appear on your desktop from those available. If you would like a slideshow of all the images in the folder, then click the Select All button. If you click the Select All button then the dropdown list at the bottom becomes available:

This list lets you choose how often each image in the slideshow is displayed before moving on to the next one. The default is 10 seconds.

Another area to play around with is the Picture Position. Click the black arrow to see a dropdown list:

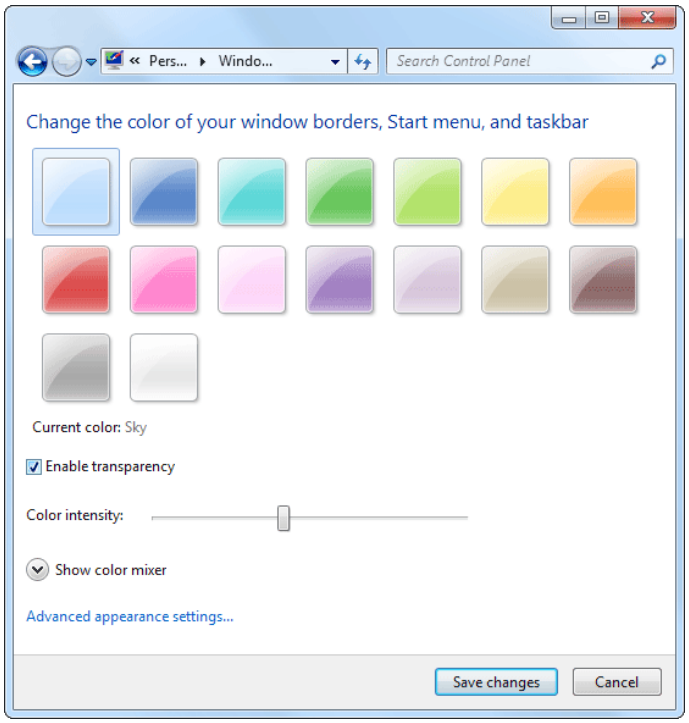


Select each one in turn and watch what happens.

When you are happy with your choices, click Save Changes. You will then be taken back to the first screen:

WINDOWS COLOUR

Another interesting area to play around is the Windows Colour area, circled in red in the image above. Click the link to see the following screen:



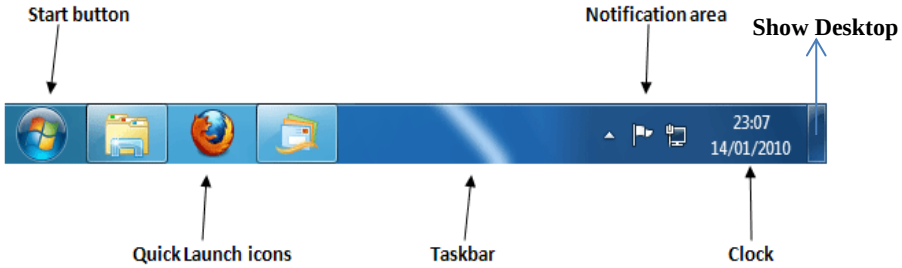
Things like the start menu, the taskbar, and the areas around programmes can all have the same colour scheme. The default is called Sky. Click one of the other colours above and watch what happens to your Taskbar at the bottom. Click the round Start button on the left of the Taskbar and you'll see that its colour too has changed. Uncheck the box that says "Enable transparency" and you'll see a deeper colour for the one you have chosen.

If you don't like the colours available, click the arrow to the left of Show Color Mixer. Then play around with the controls. To get back to the default colours, just click the colour square in the top left of the screen, which is Sky.

The sounds icon allows you to change the built in windows sounds for various events such as error messages and windows log on and log off. Windows comes with a bunch of built in sound schemes to choose from. You can even use your own sounds if you choose to do so.

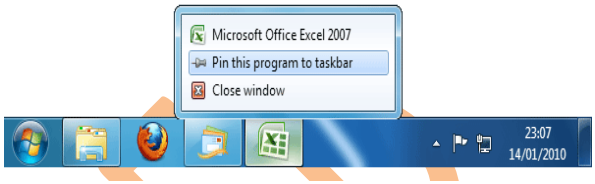
The Screensaver icon is where you can go to set your screensaver options and customize your settings for things such as how long before it activates and whether or not to show the login screen when deactivated. Many of the screensavers have customizable options that you can adjust by clicking

THE WINDOWS 7 TASKBAR



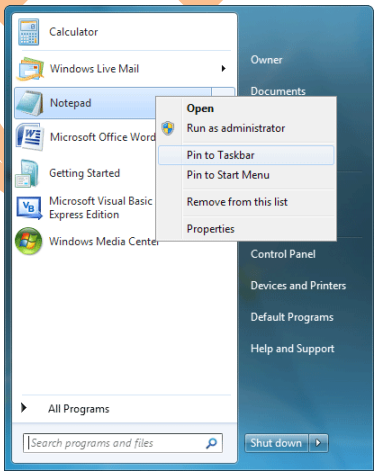
The taskbar is the thin strip that runs across the bottom of your screen. It is split into a number of different areas: a round Start button, Quick Launch icons, a notification area, and a clock. All other areas are the Taskbar itself. The image below shows where the different areas are:

The Start button is explained in a section all of its own, as it's probably the most important area of the Taskbar. Click here to go the Start button page:



Show Desktop : Click this button to minimize all open programs and reveal the desktop.

Quick Launch Icons : In the main image above, take a look at the three big icons to the right of the round Start button. These are quick launch icons, meaning you can quickly launch any of the programs you see there. Click on the preview window and it opens the programme up in full screen.There are several ways to add new programs to the Quick Launch area, but Windows 7 makes it a lot easier. Open up a programme using the Start menu. When it's open, use the right mouse button to click its icon in the Taskbar. A new menu appears:Right-clicking its icon in the Taskbar gave us the above menu. Once "Pin this program to the taskbar" is clicked with the left mouse button, it will appear permanently in the Quick Launch arrear. If you want to get rid of any Quick Launch programmes, the item on the menu will say "Unpin this program from the taskbar" when you right-click.



You can also use the Start menu to add programs to the Quick Launch area. Again, right-click the programme you want to add. From the menu, select "Pin to Taskbar". In the image below, we're adding Notepad as a Quick Launch icon:

System tray/Notification area: Normally the System tray/notification area (at the right side of the Taskbar) is filled with lots of icons of active programs running in the background. The icons are a shortcut to open the program, but most of them are not used at all. Right click the clock and select **Properties**. The shown window can be used to select which system icons to be shown in the system tray.

Taskbar properties : The behavior of the Taskbar can be changed as well. By dragging the top of the taskbar upwards, the height of the taskbar can be enlarged (to make space available for more program icons). Right click the taskbar and deselect **Lock the Taskbar** first to accomplish this. Right click an empty area of the Taskbar followed by **Properties** for additional option like **Auto-hide the taskbar** (to make space available for the active programs) and **Use small icons** (to fit more program icons on the taskbar).Also change the location of taskbar on screen like top, left & right.

Folder: Folder is a storing place in which we can store any file or Sub Folder of particular group or categories

1. The Right-Click -> New Option. This Is The Most Common Way That People Create New Folders
2. You Can Just Go Right Up To The Top Of The Windows Explorer Window And Just Click On The “New Folder” Button.
3. The third way to create a folder is probably the fastest technique. Use the Ctrl+Shift+N shortcut key

Deleting Or Renaming Of Folder : Right click on Folder→Delete/Rename
How To Create Sub Folder : Right click in Folder → New→ Folder

DO YOU KNOW “USING THE SEARCH FIELD TO FIND AND START A PROGRAM”

Programs which aren't pinned to the Start menu (or placed elsewhere within easy reach) can be started easily by typing the first letters of the program in the search field of the Start menu Search programs and files. The search results are shown in the Start menu.

WHAT IS RECYCLE BIN : Recycle Bin is the place where the references towards your deleted files and folders are kept. Physically, on your hard disk, they occupy the same location. You just can't use them or open them when they are in the Recycle Bin. Windows keeps track of where they came from, so you can "undelete" (restore) them if you want to. Each partition of your hard drive has a Recycle Bin , but the fun thing is all the files you delete appear in this one folder with the Recycle Bin icon on your Desktop.

FACTS OF THE RECYCLE BIN : It is important to note that there are some times when files **are not** placed in the recycle bin when you delete them. this occurs in following situations. first, only files deleted from fixed disks are sent to the recycle bin. files deleted from removable media, such as memory cards, usb/jump/flash drives, external hard drives connected via usb, and floppy disks, are **not** sent to the recycle bin, but are instead permanently deleted. also, the recycle bin has a maximum amount of data that it will hold. once that space is filled, the oldest files will automatically be deleted to make room for new files as they are moved to the recycle bin. this maximum size can be customized in the recycle bin's properties..

TO DELETE A FILE OR FOLDER : Select it and hit Delete on your keyboard. Alternatively, right click or tap and hold it and select Delete from the right click menu.

HOW TO BYPASS THE RECYCLE BIN IN WINDOWS : If you are absolutely certain that you want to delete a file, you can bypass the Recycle Bin altogether by selecting a file or files and hitting Shift + Delete on your keyboard. You will immediately see this confirmation pop-up, asking if you are sure you want to permanently delete the selected content.

RESTORING DELETED FILES : If you wish to retrieve a file from the recycle bin you may do so in two different ways. The first method, is to use the restore function built into the recycle bin. Select the files you wish to restore and then either click the restore the selected items button on the top bar of the recycle bin window, or right click and select restore. Alternatively, if you wish to restore every item currently in the recycle bin you can click on the restore all items button at the top of the recycle bin window. It is important to note that when you use the restore options in the recycle bin, the files will be restored to their original locations. For example, if you delete a file from the desktop and then restore it, it will return to the desktop.

The second method is to simply open the Recycle Bin, select the files you wish to retrieve, and drag them into another folder on your computer. Please note that if you use this method, you can restore the file to any location you want rather than just the previous location.

Emptying the Recycle Bin : To delete every file currently in the Recycle Bin, simply click the **Empty the Recycle Bin** button at the top of the Recycle Bin window. You can also empty the Recycle Bin by right-clicking on the Recycle Bin icon on your desktop and selecting **Empty Recycle Bin**.

A COMPUTER LANGUAGE includes various languages that are used to communicate with a Computer machine. Some of the languages like programming language which is a set of codes or instructions used for communicating the machine. Machine code is also considered as a computer language that can be used for programming. And also HTML which is a computer language or a markup language but not a programming language.

1. **LOW LEVEL LANGUAGE**: Low level languages are the machine codes in which the instructions are given in machine language in the form of 0 and 1 to a computer system. It is mainly designed to operate and handle all the hardware and instructions set architecture of a Computer. The main function of the Low level language is to operate, manage and manipulate the hardware and system components.

Low level language is also divided into two parts

a. **MACHINE LANGUAGE** is one of the low-level programming languages which is the first generation language developed for communicating with a computer. It is written in machine code which represents 0 and 1 binary digits inside the Computer string which makes it easy to understand and perform the operations.

b. **ASSEMBLY LANGUAGE** is the second generation programming language that has almost similar structure and set of commands as Machine language. Instead of using numbers like in Machine languages here we use words or names in English forms and also symbols. High Level Language:

2. **THE HIGH LEVEL LANGUAGES** are the most used and also more considered programming languages that helps a programmer to read, write and maintain. It is also the third generation language that is used and also running till now by many programmers. There is various high level programming languages like C, FORTRAN or Pascal that are less independent and also enables the programmer to write a program.

@	**AT THE RATE**	**^**	**POWER**	****	**BACK SLASH**
~	**TILDE**	**{}**	**CURLY BRACKETS**	**|**	**PICE**
#	**HASH**	*****	**ASTERIK**	**!**	**EXCLAMATION**
:	**COLON**	**_**	**UNDERSCORE**	**%**	**PERCENTAGE**
$	**DOLLAR**	**/**	**FORWARD SLASH**	**;**	**SEMI-COLON**

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