

## Chapter: 1

## Fundamental of Computer

### What is Computer

Computer is a Electronic Machine. Which gave us Result of Output after Process Input Data or Information Given by User.

Computer word born from “**Compute**” word related from Latin language of frans which means Complete.

Computer means in Hindi **Avikalitra** or **Sanganak**.

### Full Name of Computer

<b>C</b>	Calculate
<b>O</b>	Operate
<b>M</b>	Memory, Machine
<b>P</b>	Print, Process
<b>U</b>	Unit, Update
<b>T</b>	Table, Technology
<b>E</b>	Edit
<b>R</b>	Result, Responsibility

### Father's Name of Computer

A China's Scientist make a Computer Machine Abacus AD In 1833. Which Name was Charles Babbage .Abacus Computer was as Carom Board .Abacus Computer Run for don't use Power .This Computer used only Sum work related Mathematics .Abacus Computer used first time in work .So its make about Charles Babbage called father's Computer.

### Some Important Computer's Name in Computer world.

- (A) **ENIAC**: First Electric Machine..... AD.1946...“**J.P. Eruct & J. Mochali**”
- (B) World's first Computer Programmer “**Lady Eda Angasta**” which was Operated In “**Analytical Engine**”
- (C) **Pascaline**: Mathematics work for only **Sum**. AD. 1642 ..Maker's Name **Blasé Pascal** of France Country.

- (D) **Recknor Machine:** AD... 1671 in Juryman  
**Maker' Name :** “Got Fred von Leibniz”  
**Work ...** (Sum, Subtraction, Multi, and Divide)
- (E) **Difference engine:** AD..... 1812 in  
**Maker's name....** Charles Babbage  
**Work...** (Sum, Subtraction, Multi, and Divide)
- (F) **Analytical engine:** AD...1833 in  
**Maker's name....** Charles Babbage  
**Work...** (Sum, Subtraction, Multi, and Divide)
- (G) **Hollerith of sense calculator:** AD....1890.....  
**Maker's name....**Harmon Hollerith.  
**Work ...**People Calculation
- (H) **IBM company....:** AD..1896 in  
**Proprietor' name..** Harmon Hollerith  
**Full Name ..**International Business Machinery
- (I) **Micro Processor ....:** AD... 1970 in  
**Maker' Name of Company ..:** Intel

## Parts of Computer

There are three Parts of Computer

- (1) Input                                      (2) Process ( C.P.U. )                                      (3) Output

**Input.....**                      When user given Data or Information in Computer for work  
 Its Called **input** .name of input devices..  
 (Keyboard, Mouse, Scanner etc)

# Keyboard

Keyboard is a input device of Computer. Its helped user any Data transfer in C.P.U. for process. Its figure as Type writer machine. Keyboard has (101 to 109) keys. Every keys Difference work used in keyboard.

## Kinds of keyboard keys

- |                     |  |
|---------------------|--|
| (A) Alphabetic Keys | (A, B, To Z)   |
| (B) Numerical Keys  | (0,1,2 To 9 )  |
| (C) Logic Keys      | ( / ? > . < , “ ‘ : ; )  |
| (D) Command Keys    | ( → ← ↓ ↑ page up/down)  |
| (E) Function keys   | (f <sub>1</sub> , f <sub>2</sub> , f <sub>3</sub> , to f <sub>12</sub> ) |

## Kinds of keyboard

1. Normal keyboard
2. optical keyboard
3. multimedia keyboard

# Mouse

Mouse Also is a input device of Computer. Its figure same a Rat. Left and right have two keys in mouse. Its Pointer helped input information of computer programs.

## Kinds of mouse

1. Normal mouse
2. Optical mouse
3. Bus mouse
4. Wireless Mouse
5. Touch Mouse

# Scanner

Scanner also is an input device of Computer. Its figure same a Printer device. Its helped by user scan any data (Picture, Matter, Photography) send in Computer memory.

## Kinds Of Scanner

**(A) M.C.R.**

**(Magnetic Character Reorganization)**

**(B) O.C.R.**

**(Optical Character Reorganization)**

## C.P.U.

**Full Name :**

**(Central Processing Unit)**

C.P.U. is a main part of Computer. All types input Data or Information send by user store in c.p.u. memory .after process gave us by output result. So c.p.u. called mind of computer.

## Kinds Of C.P.U.

**(A) A.L.U.**

**(Arithmetic Logic Unit)**

**(B) C.U.**

**( Control Unit )**

**(C) Memory**

**A.L.U. :** Arithmetic Logic Unit is a device of under c.p.u.,its process only Mathematics data or information given by user.

**C.U.::** Control Unit also is a device of under c.p.u.,its control all types Data or information send by user.

**Memory.:** Memory is a part of under c.p.u. ,all types data or information given by user store on where.

## Kinds Of Memory

## There are two Parts of Memory

- (A) **Primary Memory**
- (B) **Secondary Memory**

- (Internal Memory)
- (External Memory)

**Primary Memory :** Primary Memory is that a computer memory where are store All types data or information first time given by user. so its called primary memory of Computer.

**Its under two types memory :** (a) Temporary Memory (b) Permanent Memory

- (a) **Temporary Memory :** Temporary Memory is under primary memory. it is that a computer memory where are store All types data or information first time given by user. if does not save given by user that erase data or information when off power supply at computer .user don't use again its data or information .its under memory name **Ram** (Random Access Memory) .

### **Ram**

Its figure same a scale. Its has small tape of silicon metal 1.5 mm capacity. All types data or information first time given by user. if does not save given by user that erase data or information when off power supply at computer .

- (b) **Permanent Memory:** Permanent Memory is under primary memory. where are store All types data or information first time given by user. if save given by user that does not erase data or information when off power supply also at computer .user used again its data or information. its under memory name **Rom** (Read Only Memory) . other permanent Memory As- **P.ROM ,E.P. ROM**

**Secondary Memory :** Secondary Memory is second category under computer. where are store All types data or information first time given by user. if save given by user that does not erase data or information when off Power supply also at computer. User used again its data or information any time and read & write with change our according .its memory save data or information transfer other computer by pen drive,cd,dvd,internet . secondary memory under device is Hard disk .

# Out put

On Computer given input data or information by user when receive result After process in c.p.u. its called output .name of output device .  
As (Monitor, Printer etc)

## Monitor

Monitor is a output device of Computer. Its figure same TV. Output result display on monitor screen.

## Kinds of Monitor

**There are two kinds of Monitor**

- (A) **Normal Monitor** (Black & White Monitor)
- (B) **Multimedia Monitor** (Color Monitor )

## Printer

Printer is also a output device of Computer. Its helped output result print out On paper Or page.

## Kinds of Printer

**There are two kinds of Printer**

- (A) **Impact Printer**
- (B) **Non-Impact Printer**

## Impact Printer

Impact Printer is under output device of computer. Its printer only Data (Matter) Print out in paper/page. Its printer under two types printer.

- (a) **D.M.P.** (Dot matrix Printer)
- (b) **L.P.** ( Line Printer)

**D.M.P. :** its Printer under impact printer is a output device of computer. It is print out any data (Matter) on Paper/page as Dot-Dot(..... .) So its called D.M.P. its printout capacity 80 to 240 character one Minute per paper/page.

**L.P. :** its Printer under impact printer also is a output device of computer. It is print out any data (Matter) on Paper/page as Line .So its called L.P.its printout capacity 300 to 600 character one Minute per paper/page.

## Non-Impact Printer

Non-Impact printer also is a output device of computer . It is print out data or picture photography on paper/page . its printer printout very Clear & fair. Because an iron tape has its printer for printout. its printout capacity 4 to16 one Minute per paper/page . Its printer under two types printer.

- (a) **Laser Printer**
- (b) **inkjet Printer**

## **Hard ware of Computer**

Computer of that part when see and touch by user .and hard ware figures solid . He called hard ware of computer .Example of hard ware part as Keyboard, Mouse and Monitor etc.

## **Soft ware of Computer**

Computer of that part when only see its does not touch by user. all types computer application program called soft ware of computer.

Example of Soft ware : Paint, Notepad, WordPad ,etc.

## **Kinds of Soft ware**

**There are two kinds of Soft ware**

**(A) System Soft ware**

**(B) Application Soft ware**

### **System Soft ware**

System Soft ware that is whence ready all hard ware part for work of computer. Computer System Soft ware speed depend on hard ware part. System Soft ware Make relation user and computer for work. Example of System Soft ware As: **Windows, Dos(Disk Operating System) and Line.**

### **Application Soft ware**

Application soft ware is computer program . its used by user for our work . Computer Application Soft ware speed depend on system soft ware and hard ware part. System and Application soft ware without user can not any work on Computer. So its both soft ware able in computer necessary for user work.

Example of Application Soft ware –

As : **Paint, Notepad, WordPad, Office word etc.**

## **Classification Of Computer**

**There are three part of Classification of Computer :**

- (1) According to the Type**
- (2) According to the Purpose**
- (3) According to the Capacity**

## According to the Type of five Computer

- (a) Analog Computer
- (b) Digital Computer
- (c) Optical Computer
- (d) Hybrid Computer
- (e) Automatic Computer

**Analog Computer :** This Computer is used for weather and Physical Tempters Knowledge .its computers helped you check temper, Presser, and voltage.

**Digital Computer :** This computer all mathematics data or information changed In Beanery system for work. Its used only mathematics Work as .. (**Sum, Subtraction, Multi, and Divide**)

**Optical Computer :** This Computer is development in five generation .its used Also mathematics work but its mathematics work very fast.

**Hybrid Computer :** This computer make compound digital and analog Computer .this computer used for control of robotics.

**Atomic computer:** This computer discovered in carnage visvavidyalay. This computer different other computer. This computer Used for different and mix atom, neutron & protran. This computer work speed and storage capacity very fast.

## According to the Purpose of Two Computer

- (a) Special Purpose computer
- (b) General Purpose Computer

**Special Purpose computer :** This computer manufacture for special work **Example :** Speech ,future,Tele Communication etc

**General Purpose Computer :** This computer manufacture for normal Work. **Example :** Office work, Accounting, Photography etc.



## According to the Capacity of four Computer

- (a) . Micro Computer
- (b) . Mini Computer
- (c) . Main Frame Computer
- (d) .Super Computer

**Micro Computer :** This computer is according to the capacity of low Capacity Computer. Its computer worked and storage capacity low. This computer used one time single user for work. (Single user o/s)

**Following some part of this computer .**

1. Personal Computer
2. Education Home Computer
3. Laptop Computer

**Mini Computer :** This computer worked and storage capacity fast. This computer used one time single user for any different work. this Computer control any large work.

**Main Frame Computer :** This Computer Worked and storages Capacity fast from Mini Computer. This computer used one time Multi user for any different work.

**Following some Quality of this computer .**

- a) Multi programming
- b) Multi processing
- c) Time Sharing
- d) Multi Networking

**Multi programming :** its means one time more Program able in computer.

**Multi processing :** When Computer worked more programs its called multi processing.

**Time Sharing :** its means worked time entertainment on computer by user.

**Multi Networking :** When a Main Computer join other computer by a network For work. its called multi networking.

**Super Computer :** Super computer very tight and costly computer . It's used science lab for a new search .scientist said that It's people work same speech command. India's first Super computer makes it's name was 'pram' & II<sup>nd</sup> 'anurag'

## Networking of computer

When any time two or two more computers connect each other by network or wire for work by user. It's called networking of computer. Network are two many numbers .....

- (a). **LAN** { local area network }
- (b). **WAN** { wide area network }

### LAN

When users a main computer attach other many computers for work in one Place .which perfect see and understood by user. It's called LAN.

### WAN

When users a main computer attach other many computers for work in other Place. This only perfect understood by user. It's called WAN.

## History of computer

There are 5parts of computer.

Generation	Timing	Main qualities	Main machine (computer)	Main software	I/o/units	Data stores
0 generation	1642-1945	<ul style="list-style-type: none"><li>• Electric calculator</li><li>• Main structure of computer</li><li>• First computer program</li></ul>	<ul style="list-style-type: none"><li>• Pascal machine</li><li>• Difference engine</li><li>• Analytical engine</li><li>• Calculator of atenashauf</li><li>• Marc-I</li><li>• Marc-II</li></ul>	Machine Language Of Comp. Direction	Punch chard	Punch chard

<b>First generation</b>	<b>1945-1954</b>	<ul style="list-style-type: none"> <li>• Electronic computer</li> <li>• Use electric bulb make for computer circuit</li> <li>• First commercial computer</li> <li>• Binary number system</li> <li>• Large ,waited,tite,untrusted computer</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• ENIAC</li> <li>• UNIVAC</li> <li>• IAS</li> <li>• EDVAC</li> <li>• 701</li> <li>• 702</li> </ul>	<b>Assembly Language</b>	<b>Punch Tape/ Paper Tape</b>	<b>Punch Tape/ Paper Tape</b>
<b>Second generation</b>	<b>1955-64</b>	<ul style="list-style-type: none"> <li>• Transistor Computer</li> <li>• Small Size, Soft &amp; Trusted Computer</li> <li>• Born industries of mini Comp.</li> </ul>	<ul style="list-style-type: none"> <li>• TX-0</li> <li>• PDP-1</li> <li>• PDP-8</li> <li>• 7090</li> <li>• 6600</li> </ul>	<ul style="list-style-type: none"> <li>• High Level Language</li> <li>-Cobol</li> <li>-Algol</li> <li>-FORTRAN</li> <li>-Lisp</li> <li>-APL</li> </ul>	<b>CRT Screen MICR OCR</b>	<b>Magnetic Tape Magnetic Disk</b>
<b>Third Generation</b>	<b>1965-71</b>	<b>IC Computer</b> <ul style="list-style-type: none"> <li>• More Small Size, Soft &amp; Fast</li> <li>Trusted Computer</li> <li>• Thinkable Family Comp.</li> <li>• Multi Programming</li> <li>• On Line Data Entry</li> </ul>	<ul style="list-style-type: none"> <li>• IBM</li> <li>-360</li> <li>-370</li> <li>-4300</li> <li>-3080</li> <li>PDP -11</li> </ul>	<b>High Level Language</b> <b>PL/I</b> <b>-RPG</b> <b>-Basic</b>	<b>Keyboard Monitor Printer</b>	<b>Hard Disk and Other best Stores Devices</b>
<b>Fourth Generation</b>	<b>1972-85</b>	<ul style="list-style-type: none"> <li>• VLSI Technical Computer</li> <li>• Micro Processor</li> <li>• Industrial Born of Pc</li> <li>• First Super Comp. Manufacture</li> <li>• Starting of OS&amp; Application Software</li> <li>• (GUI) Tec. (Graphical user interface )</li> </ul>	<ul style="list-style-type: none"> <li>• Family of Intel Processor</li> <li>• IBM</li> <li>• PC/AT</li> <li>• PC/XT</li> <li>• Cray-1</li> <li>• Apple Macintosh</li> </ul>	<ul style="list-style-type: none"> <li>• OS</li> <li>-MS DOS</li> <li>-PC DOS</li> <li>-Windows</li> <li>-Unix</li> <li>:High Level Language</li> <li>-Prolong</li> <li>-Pascal</li> <li>-C</li> <li>: Application Software</li> <li>-Word Processor</li> <li>-Spread Sheet</li> <li>-DBMS</li> <li>-Graphics</li> </ul>	<b>: Laser Printer</b> <b>: Color Monitor</b> <b>: Audio&amp; Video</b> <b>: Scanner</b> <b>: Mouse</b>	<b>:Floppy Disk</b> <b>: Half Driver Memory (RAM/ )ROM)</b>

<b>Fifth generation</b>	<b>1985- corrent</b>	<ul style="list-style-type: none"> <li>• Networking</li> <li>• Multimedia</li> <li>• Super Microsystems</li> <li>• Portable computer</li> <li>• Multiproseser, multiuser computer</li> <li>• Super computer</li> <li>• Robotics, A.I.</li> <li>• Cad /CAM</li> <li>• More capacity, fast trusted computer</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Desktop computer</li> <li>• Many super computer</li> <li>• Portable computer</li> </ul> <p>-laptop -pocket pc -palm pc</p>	<p>Every aria's application : export system : multimedia software : CAD/CAM software . Graphics software : high level language -c++ -vc++ -java : package -auricle -power boulder -E -comers -E-business : Window-nt : Win-7</p>	<p>Web camera Microphon e Wireless key board Disk drive</p>	<p>Optical disk MOS / CMOS disk Cass disk Memory disk Pen drive Memory Chard</p>
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## Chapter : 2

## Windows

### Meaning of Windows

Windows is a operating system package of PC. All types Computers Programs Run by windows. So windows called operating system of Computer.

### Types of Windows used in Computer

{Windows 98,95,2000 ME, XP,Vista,2007,2008,Windows lynx}

### Desktop Of Computer

When the user on the computer than sown frees aria in monitor that's called Desktop or Background of computer. On the desktop show many icons .as My Computer, My Documents Recycle bin etc.

**My Computer:** This is Small icon show on desktop left hand side. It Drive of Computer. Here is Storage all programs of Computer information. It's related Information for opened.

**Chart of My Computer :**

## **My Documents**

This is Small icon show on desktop left hand side. It Folder of Computer. Here is Storage all programs Files of Computer information. . It's related Information for opened.

**Chart of My Documents :**

# **Recycle Bin**

This is important icon show on desktop left hand side. All types data (Files & Folder) Delete by user moved in Recycle Bin. If user wanted to used again deletes Files and Folders so receipt them to Recycle Bin do Restore Options.

## **Open the method of any File, Folder and Programs on Computer**

**There are three Method:**

- (A) If User want open file, folder and programs on computer than used double Click of mouse left key.
- (B) If User want open file, folder and programs on computer than used right key Of mouse and in pop up menu select open....
- (c) If User want open file, folder and programs on computer than select the file And press the enter key of keyboard ...

## **Taskbar**

On Monitor screen show a blue bar in bottom aria that's called Taskbar. Taskbar has Left side “**Start**” and Right side **time/date**.

## **Method of make a Folder**

User first time click right key of mouse on blank aria. When show the pop up Menu than choose Folder option from new option. After choose folder name by User and press Enter key of keyboard.

## **Put any File, Program on Folder**

If User want to any File and Program put on Folder . than Copy any data (File, Program )and Paste in Folder By User .

## Make a Short cut any program or File on Desktop

If User want to any File and Program put on Short cut. Than user used right Key that's Program or File. so pop up list than choose Desktop (Create Shortcut) by user .

**Search ..:** This Option helped user find any Program, File by search.

**Control Unit..:** Here storage all program and devices information of computer.

**User Account..:** its options helped user make a Account on computer for personal setting as operate programs.

## Paint

Paint program under windows about a Drawing program package. Here on any Picture, object etc make user helped by following paint tools. Paint program Worked for open him shortcut icon of desktop.

**Open the method of Paint Program....**

**Start** —————> **All Program** —————> **Accessories** —————> **Paint**

**Display Chart of Paint ..**

### Work of Paint Tools











1. **Free From Select** : This option used for pick up any picture of Paint.

2.  **Select Tool** : This option used for pick up any picture of Paint.

3.  **Eraser** : This option used for Clear any picture of Paint.

4.  **Fill with Color**: This option used for fill Color any picture of Paint.



- 5 . **Pick Color**: This option used from Copy Color and fill any picture of Paint.
- 6 . **Pencil**  : This option used for make line any figure of paint Page.
- 7 . **Magnifier**  : This option used for multi Average large picture of Paint.
- 8 . **Brush**  : This option used for Brush figure color in picture of paint.
- 9 . **Air Brush** : This option used for Air Brush figure color in picture of paint.
- 10 . **Text** **A** : This option used for Write any Matter of paint Page.
- 11 . **Line**  : This option used for make direct line any figure of paint Page.
- 12 . **Curve**  : This option used for make direct line. .and its zigzag any place.
- 13 . **Rectangle**  : This option used for make Rectangle figure of paint Page.
- 14 . **Round Rectangle**  : This option used for make Round Rectangle figure of paint Page.
- 15 . **Polygon**  : This option used for make Polygon figure of paint Page.

## Notepad Program

Notepad program under windows about a Text Matter program package. Here on any Matter type by user. But don't more modify or work change by user on its. On Notepad program Worked for open him shortcut icon of desktop.

**Open the method of Notepad Program....**

**Start** —————> **All Program** —————> **Accessories** —————> **Notepad**



## Display Chart of Notepad ..

### Working of Menu Option.....:

**New:** This Option used received a new page for work on Notepad by user.

**Open :** This Option used open Save File Page on Notepad by user.

**Save :** This Option used Save any changed work new or old file by user.

**Save as:** This Option used Save any new or old file Follow File Name by user.

**Print :** This Option used Print out any data (matter) on page/paper By Printer.

**Exit :** This Option used Close Notepad Program by User .

File
New
Open
Save
Save as
Print
Page Setup
Exit

**Undo :** This Option helped Clear work on page One by one by User.

**Cut :** This Option used cut select matter on page by user .

**Copy :** This Option used Copy (Duplicate) select matter on page By user.

**Paste :** This Option used cut or copy matter put any aria on page by User.

Edit
Undo
Cut
Copy
Paste
Delete
Find
Replace
Date/Time

**Delete :** This Option used delete select matter on page by user .

**Find :** This Option used select matter from find any word/character by user .

**Replace :** This Option used select matter from find any word/character Change Other word/character place by user .

**Date/Time :** This Option used put current date/time with file .

**Word warp :** This Option used by user one line matter display many Line on notepad page.

Format
Word warp
Font

**Font :** This Option used by user select matter changed Font, Font color And font size .

<b>View</b>
Status Bar

**Status Bar :** This Option used by user Show/Hidden Status Bar on Notepad.

## WordPad Program

WordPad Program under Process windows about a Text Matter program package. Here on any Matter type add picture by user and more modify or work change by user on its. On WordPad program Worked for open him shortcut icon of desktop.

**Open the method of WordPad Program....**

**Start**————→ **All Program** —————→ **Accessories** —————→ **WordPad**

**Display Chart of WordPad**

## **Working of Menu Option.....:**

**New:** This Option used received a new page for work on WordPad by user.

**Open :** This Option used open Save File Page on WordPad by user.

**Save:** This Option used Save any changed work new or old file by user.

**Save as:** This Option used save any new or old file Follow File Name by user.

**Print:** This Option used Print out any data (matter) on page/paper By Printer.

**Print Preview :** This Option used show all WordPad page aria by user.

**Page Setup :** This Option used by user set margin Top, Bottom, Left, Right on WordPad Page.

**Send :** This Option used by user WordPad page matter Transfer or Receipt on Other Computer .

**Exit :** This Option used Close WordPad Program by User .

<b>File</b>
New
Open
Save
Save as
Print
Print view
Page Setup
Send
Exit

**Undo :** This Option helped Clear work on page One by one by User.

**Cut :** This Option used cut select matter on page by user .

**Copy :** This Option used Copy (Duplicate) select matter on page By user.

**Paste :** This Option used cut or copy matter put any aria on page by User.

**Paste Special :** This Option used cut or copy other program matter/picture put any aria on WordPad page by User.

(If User double click its matter/picture so open that's Program where cut/copy )

**Clear :** This Option used delete select matter on page by user .

<b>Edit</b>
Undo
Cut
Copy
Paste
Paste Special
Clear
Find
Replace

**Find :** This Option used select matter from find any word/character by user .

**Replace :** This Option used select matter from find any word/character Change Other word/character place by user.

**Toolbar :** This Option used Show/Hidden Toolbar by User .

**Format bar :** This Option used Show/Hidden Format by User .

**Ruler bar :** This Option used Show/Hidden Ruler by User .

**Status bar :** This Option used Show/Status bar Ruler by User .

**Options :** This Option used Show/Hidden One time Toolbar

Format bar, Ruler bar, Status Bar by User.

**Date/Time :** This Option used put current date/time with file on WordPad Page By User.

**Object :** This Option used by user open any other Program for its Related work add WordPad.

View
Toolbar
Format bar
Ruler bar
Status bar
Options

Insert
Date/Time
Object

**Font :** This Option used by user select matter changed Font, Font color And font size .

**Paragraph:** This Option used by user selects Matter Moved on page Left, Center ,Right Aria .

**Bullet Style:** This Option used by user Fell out side line number figure of bullet style.

**Tab :** This Option used by user write any data (Matter) on page in actual calculation of WordPad Page.

Format
Font
Paragraph
Bullet Style
Tab

# **M.S. Office**

M.S. Office is a Lovely package of personal computer used by human cast. Its related Programs used any office work for solution. Ms. Office package prepared By Micro soft Company in America Ad 1995.

Ms. Office following under Five Programs.

- (1) M.S. Word (Micro Soft Word)
- (2) M.S. Excel (Micro Soft Excel)
- (3) M.S. Power Point (Micro Soft Power Point)
- (4) M.S. Front Page (.....)
- (5) M.S. Access (.....)

All its Programs related Ms. Office used Different work of Office work . All its Programs work method as one by as but work Different . If User learn run any program work than he can other program drive easy method solve work. Now today Comes Ms. Office Package on Personal Computer used and work increase. Ms. Office package very lovely package solve office work. When old time ago any office work for solve people vested time in Register .now today that work solve by computer package programs As Application, Mathematics, Presentation work etc.

## **Micro Soft word**

Ms .word is a application Program under Ms. Office . You prepared any Application, Documents (File) on ms. word . you can more effects and work ms word file compare notepad & WordPad. Ms. Word file matter with you attach any types Drawing Photography, Picture .ms. word file matter effect for given more shortcut tools Option and menu option.

### **Open the method of ms. Word**

**Start → All Program → Ms. Office → Ms. Word**

### **Display Chart of Ms. Word**

**Title Bar :** Title bar is Able top aria on ms. Word chart. It has Program, save file Name.

**Menu Bar :** Menu Bar is Able just title bar of bottom aria. It has File, Edit View Format etc.

**Standard Tools Bar :** Standard is able just menu Bar of Bottom aria. It has shortcut icon  
New, Open, Save, and Cut, Copy, Paste etc.

**Format Bar :** Format Is able just Standard tool bar of bottom aria .it has Shortcut Format  
Option **B, I, U, Color,Font** size etc.

**Ruler Bar :**Ruler is able just format bar bottom and Side aria. It has page setup number1,2,3  
etc.

**Scroll Bar :** Scroll bar is able in Page Right and Bottom aria. Its helped pull of page  
Up, Down and left Right.

**Drawing Bar :** Drawing bar is Able Ms. Word Page in Bottom Side. It Has Rectangle, Line  
Arrow Word Art Auto shapes Etc .

**Note :** Were User Used Prepare our File aria its Called Page Aria of Ms. Word.

## Working The List Of Standard Tools bar Icon Option

 **New:** It is Shortcut Icon New option of File Menu. Its helped user Direct Received a new  
Page for Create new File.

 **Open :** It is Shortcut Icon Open option of File Menu. . Its helped user Direct Open any  
Saved File.

 **Save:** It is Shortcut Icon Save option of File Menu. Its helped user Direct Save any Date  
of File Page.

 **Print :** It is Shortcut Icon Print option of File Menu. Its helped user Direct Print any data  
Of File Page.

 **Cut :** It is Shortcut Icon Cut option of Edit Menu. Its helped user Direct Cut any Matter  
or Picture For paste.

 **Copy :** It is Shortcut Icon Copy option of Edit Menu. Its helped user Direct Copy any  
matter or Picture for Paste.

 **Paste :** It is Shortcut Icon Paste option of Edit Menu. Its helped user Direct Paste any  
Cut or Copy Data/Picture.

 **Undo :** It is Shortcut Icon Undo option of Edit Menu. Its helped user Direct Back one Step by step.


 **Redo :** It is Shortcut Icon Redo option of Edit Menu. Its helped user Direct Forward one Step by step.

## Working The List Of Format Tools bar Icon Option

 Font : It is shortcut icon of Fonts. Its helped user Direct change language of page Matter.

 **Font Size :** It is shortcut icon of Font size. Its helped user Direct change Font Size of Page Matter.

 **Bold, Italic, Underline:** It is shortcut icon of Bold, Italic, Underline. Its helped user Direct Bold, Italic, underline any Character of File Matter.

 **Align Left, Center, Right:** It is shortcut icon of Align Left,Center,Right. Its helped user Direct Set Select Matter Left,Center,Right in Page Aria.

 **Highlight Color:** It is shortcut icon of Highlight Color Option. Its helped user Direct Highlight color select matter of Page.

 **Font Color :** It is shortcut icon of Font Color Option . Its helped user Direct Change Font Color Select Matter of Page .

## Working of Menu Option

File Menu	
New	Ctrl+N
Open	Ctrl+O
Save	Ctrl+S
Save As	
Close	Ctrl+F4
Save As Web Page	
Version	
Web Page Preview	
Page Setup	
Print	Ctrl+P

Print Preview	
Send To	
Exit	Alt+F4

**New:** This Option used received a new page for work on Ms.Word by user.

**Open :** This Option used open Save File Page on Ms.Word by user.

**Save:** This Option used Save any changed work new or old file by user On Ms. Word.

**Save as:** This Option used save any new or old file Follow File Name by user Ms. Word.

**Close :** This Option used Closed Only File Page by User On Ms. Word.

**Save As Web Page:** This Option used save any new or old file Follow Only Web Page File Name by user Ms. Word.

**Version :** This Option used same File Program Open for Other work On Ms. Word Step By Step By User .

**Web Page Preview :** This Option used show all Web page aria On Ms. Word by user.

**Page Setup :** This Option used by user set margin Top, Bottom, Left, Right on Ms.Word Page.

**Print:** This Option used Print out any data (matter) on page/paper By Printer.

**Print Preview :** This Option used show all Ms.Word page aria by user.

**Send :** This Option used by user WordPad page matter Transfer or Receipt on Other Computer .

**Exit :** This Option used Close Ms.Word Program by User .



**Undo :** This Option helped Clear (Remove) work of page  
One by one by User.

**Cut :** This Option used cut select matter or picture of  
page by user .

**Copy :** This Option used Copy (Duplicate) select matter  
on page  
By user.

**Paste :** This Option used cut or copy matter put any aria  
on page  
by User.

**Paste Special :** This Option used cut or copy other  
program matter/picture put any  
aria on WordPad page by User.

(If User double click its matter/picture so open that's Program where cut/copy )

**Clear :** This Option used delete select matter on page by user .

**Find :** This Option used select matter from find any word/character by user .

**Replace :** This Option used select matter from find any word/character Change  
Other word/character place by user.

Edit Menu	
Undo	Ctrl+Z
Redo	Ctrl+Y
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Paste Special	
Clear	
Select All	Ctrl+A
Office Clipboard	
Find	Ctrl+F
Replace	Ctrl+H
Go To	Ctrl+G