

Computer Syllabus

INTRODUCTION

A computer is an electronic device which can perform Arithmetic and logical operations at very high speed. It can also store large amount of data almost permanently. The stored data can be recalled or retrieved as and when required.

HISTORY OF COMPUTERS

The history of computers is a story of stage by stage development of this wonderful tool offered by electronics to the human being.

GENERATIONS OF COMPUTER

The digital computer has evolved through a series of technical innovations and developments. These are so clearly defined that the computers are said to belong to different generations.

Presently the computers are supposed to be in fourth fifth and sixth generations. The typical characteristics and salient features of each generation of computers are summarized in following paragraphs.

FIRST GENERATION COMPUTERS : (1949 to 1959)

Second Generation computers : (1959-1965)

Third Generation Computers : (1965-1970)

Fourth Generation Computers : (1970 - 1985)

Fifth Generation Computers : (1985 -1990)

Sixth Generation Computers : (1990 onwards)

TYPES OF COMPUTERS :

Analog Computers:

Digital Computers :

Mainframe Computers :

Mini Computers :

Micro Computers :

COMPUTER

Computer is an electronic device which takes some input, stores it, process it to give some meaningful result.

Input means different characters, figures, numbers, information, charts, etc. which we are providing to computer. Along with this we have to provide instruction to the computer because computer do not have own brain. It is just like an obedient servant. So it will work according to our instruction.

PROCESS

In process, computer performs arithmetic and logical operations.

OUTPUT

Output means result which we will get after the processing

USES OF COMPUTER

1. Entertainment 2. Calculations 3. Account 4. Advertisements
5. Industry 6. Banking 7. Printing technology 8. Hospitals
9. Hotels 10. Movies 11. Agriculture 12. Research, etc.

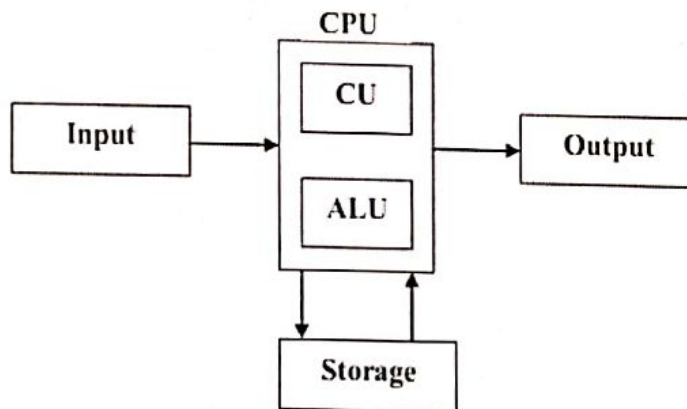
CHARACTERISTICS OF COMPUTERS

- a) SPEED
- b) STORAGE
- c) ACCURACY
- d) AUTOMATION
- e) VERSATILITY
- f) DILIGENCE

COMPUTER SYSTEM ORGANISATION

Mainly Computer System consists of 3 units :-

- 1) Input Unit
- 2) Central Processing Unit (CPU)
- 3) Output Unit



a) Memory

This is used to store the data. The given input data is first stored in the memory is BIT (Binary DigiT). When we collect 8 BITS, it is called as 1 Byte.

8 Bits = 1 Byte

1024 Bytes = 1 Kilo Byte (KB)

1024 KB = 1 Mega Byte (MB)

1024 MB = 1 Giga Byte (GB)

1024 GB = 1 Tera Byte (TB)

Arithmetic Logic Unit (ALU)

It is used for arithmetic and logical calculations.
This has 3 subunits.

1) Register (2) Adder (3) Accumulator

1) **Register** :- It is used for temporary storage of the data.

2) **Adder** :- It is used for exact calculations.

3) **Accumulator** :- It is used to store the intermediate results.

Control Unit

Output Unit

SECONDARY STORAGE DEVICES

- Hard Disk
- Optical Disk
- Flash Memory Cards
- Pen Drive

HARDWARE AND SOFTWARE

Hardware

Software

Application Software

System Software

Types of System Software

Programming Language

TYPES OF MEMORY

RAM (RANDOM ACCESS MEMORY)

ROM (READ ONLY MEMORY)

INPUT DEVICES

KEYBOARD :

MOUSE :

SCANNER

OUTPUT DEVICES

VDU (VISUAL DISPLAY UNIT)

PRINTERS

INK-JET PRINTERS

LASER PRINTERS

PLOTTER

Compiler

Interpreter :

COMPUTER VIRUSES

What is a virus?

Origin of Virus

Full form of Virus

V- vital I- information R- resources U- under S- seize

Two types of viruses:

A) File Viruses B) Boot File Viruses

The virus can infect a system by two ways:

- ▶ By infecting a boot sector (Boot Sector Virus)
- ▶ By infecting other files.(File Virus)

Activities of Virus

How do viruses spread?

Symptoms of virus

Prevention of virus

Detecting viruses

A number of programs are available which can detect the virus and clean the infected disk or program. Such programs are called Antiviruses.

One such set of programs that is widely used is Viruscan

Viruscan: Removing the virus

Watchdog programs

E.g. Nashmen.com

The Antivirus

OPERATING SYSTEM

1) Working with Shortcut Keys

2) Type of Files

3) File Extension

4) File Compression

5) Arranging Desktop

Start Menu

Desktop Background

Gadgets

Taskbar

Personalizing your desktop Screen Saver

Changing Date and Time

6) Working with PDF Files

7) File Transfer

8) Installing Unicode fonts

MICROSOFT WORD

MS-Word is the application software which is normally used for word processing. It is under the software MS Office. It is useful for words processing the word editing, formatting and other processing works and printing. There are certain commands that have great control over word processing which are the basic features of word.

INTRODUCTION

Microsoft word for windows is a powerful and features-rich word processor it can practically do everything that one desires from a word processor. It can user friendly interface, simple techniques and more often intuitive ways of getting your work done.

THE TITLE BAR

This is the top most bar on the screen.

THE MENU BAR

Menu Bar provides access to the Word commands.

THE TOOLBARS

Toolbars are strips of buttons, each button representing a command. They provide quick access to commonly used commands.

THE RULERS

A ruler allows you to adjust your text the way you want.

THE SCROLL BARS

There are two Scroll bars - a vertical scroll bar on the right edge of the screen and horizontal one at the bottom of the screen.

THE PAGE VIEW BUTTONS

On the left end of the horizontal bar you will see a set of four buttons. These are page view buttons.

Normal View

- ❖ Online Layout View
- ❖ Page Layout View
- ❖ Outline View

RETRIEVING SAVED DOCUMENT

Description

Whenever you create or modify your document, you should save it before closing your document so that you can continue your work in the next session. Thus, the documents that are saved previously can be opened again

EXITING WORD

CREATING A NEW DOCUMENT

SAVING THE DOCUMENT

CLOSING THE DOCUMENT FILE

INSERTING AND DELETING TEXT

INSERTING TEXT IN A SENTENCE

INSERTING TEXT AS A PARAGRAPH

UNDO & REDO

SELECTING TEXT

SELECTING TEXT USING MOUSE

SELECTING FROM THE KEYBOARD

COPY, MOVE & DELETE TEXT

COPYING THE TEXT BY COPY AND PASTE METHOD.

DELETING THE TEXT

SPELLING & GRAMMAR CHECKING

REPLACING THE TEXT

FORMATTING THE TEXT

- ◆ Character formatting
- ◆ Paragraph formatting
- ◆ Page formatting

CHARACTER FORMATTING

CHANGING FONT & FONT SIZE : Font is the term used to refer to the shape and style of characters in text.

APPLYING BOLD, ITALIC AND UNDERLINE ATTRIBUTE

[Using keyboard : Ctrl+B for Bold, Ctrl+I for Italic, Ctrl+U for underline]

CHANGING THE CASE OF CHARACTERS

Case of text refers to the style of characters used, either lower case or Upper case .

Case options are as :-

Case Option	Sample Text
Sentence case	My country is great.
lower case	my country is great
UPPER CASE	MY COUNTRY IS GREAT
Title Case	My Country Is Great
Toggle cASE	mY cOUNTRY iS gREAT

PARAGRAPH FORMATTING

JUSTIFICATION OF TEXT

KEYBOARD SHORTCUTS

- Ctrl+L - Left Align
- Ctrl+R - Right Align
- Ctrl+E - Center Align
- Ctrl+J - Justify

CHANGING LINE SPACING

KEYBOARD SHORTCUTS

- Ctrl + 1 - Single Line Spacing.
- Ctrl + 2 - Double Line Spacing.
- Ctrl + 5 - One and a half line spacing.

SETTING INDENTS (Left, Right, First Line) VIA RULER LINE

ALIGNING TEXT VERTICALLY

NUMBERING OR BULLETING EXISTING TEXT

CHANGING THE TYPE AND SHAPE OF BULLETS

BORDERING AND SHADING TEXT

SETTING PAGE BORDERS

SHADING TEXT

USING TABS

YOU CAN SET TAB STOPS VIA RULER LINE OR VIA FORMAT → TABS
OPTION

PAGE FORMATTING

Page formatting applies to whole pages and include, setting up of page, page size, page orientation, headers and footers, page numbering etc.

SETTING PAGE MARGINS

CHANGING FONT (USING FONT DIALOG BOX)
(TO CHANGE FONT, FONT SIZE OR STYLE , FIRST OF ALL SELECT THE TEXT TO WHICH THE EFFECTS ARE TO BE APPLIED)

CHANGING FONT SIZE

To choose the font size click the down arrow key at the font size option and then select the desired size or type it directly.

CHANGING THE FONT STYLE

There are different font styles as Regular, Bold, Italics etc. Choose it from the font style option.

USING DROP CAP

It is generally used for the first character of the beginning paragraph of your document to give it an attractive look.

HEADERS AND FOOTERS

PAGE NUMBERING

SETTING PAGE SIZE AND ORIENTATION

INSERTING PAGE BREAKS

COLUMNS FORMAT

DIFFERENT VIEWS

There are different views with which you may view your document in different ways.

- | | |
|----------------------------|-------------------------------|
| 1. NORMAL VIEW | 3. OUTLINE LAYOUT VIEW |
| 2. PAGE LAYOUT VIEW | 4. PRINT PREVIEW |

WORKING WITH TABLES

MS Word Table : Tables are made up of rows and columns or data entered intercells. The cells contains are individual paragraphs and can be formatted. A table consists of rows (no limit) and columns (maximum limit 63) of cells that you can fill with text and graphics. Cell expands vertically to fit the amount of text you type. You can create a new table and fill new empty cells or you can convert exiting the paragraph to a table. After you create a table you can modify it in a vertical ways by deleting/editing rows and columns, adjusting columns width, sorting text and adding borders and shading. You can also set up simple data basics, perform calculations.

Tables are used to arrange information in rows and columns, that is in the table format.

INSERTING A TABLE

ADDING OR INSERTING ROWS

INSERTING OR ADDING COLUMNS

DELETING COLUMNS AND ROWS
MERGING OF THE CELLS
FORMATTING TABLE WITH AUTOFORMAT
ROTATING TEXT IN TABLES

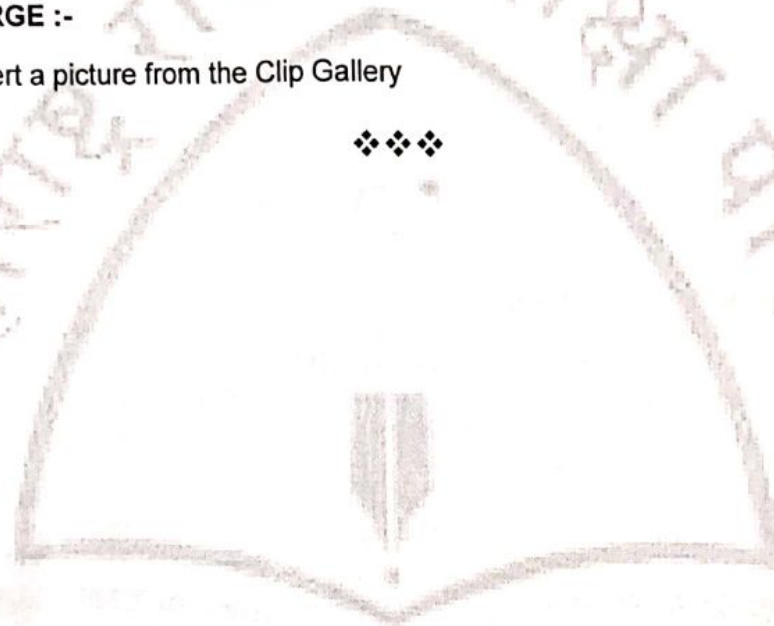
AUTOCORRECT FEATURE
To make changes in the Auto Correct dictionary....

AUTOTEXT FEATURE
To see all the Auto Text entries follow steps....
To delete an Auto Text entries, Follow steps...

INSERTING SPECIAL SYMBOLS AND CHARACTERS.

MAIL MERGE :-

Insert a picture from the Clip Gallery



पुणे
विद्या गुणगता गुरुः ।

MICROSOFT EXCEL

INTRODUCTION TO MS EXCEL

Excel is a general purpose Application program software under MS OFFICE program group. Excel is collection of Workbooks. Each workbook is the collection of several spread-sheets or work-sheets.

WORKSHEET (Excel sheet) Workbooks

ROWS, COLUMNS & CELLS

UNDERSTANDING EXCEL SCREEN ELEMENT

TITLE BAR : This is the top most bar of the screen.

THE MENU BAR : Menu bar provides access to excel commands.

THE TOOL BAR : Toolbars are strips of buttons, each button representing a command. They provide quick access to commonly used commands.

Standard Toolbar : The standard toolbar contains most common tasks as Opening, Saving, and printing worksheet. Cut or copy and paste information etc.

Formatting Toolbar : Formatting is the process of making you worksheet look visually attractive. The formatting toolbar contains the tools required to format the worksheet. These include fonts, font style, size, alignment, borders, colors etc.

The formula Bar : Formula bar is the most important toolbar. It will be the focus of your attention while working in Excel. It consists of an area known as Name box and Edit formula area and a contents box.

The Status Bar : The Status bar indicates the status of the current worksheet.

The Worksheet Area : The area between the toolbars at the top and the status bar at the bottom is the worksheet area or the primary working area. It is a grid of rows and columns. The work area is bounded at top by column headings,

The Scroll Bars : Owing to the large size of the worksheet, at any given time you will be seeing only a small part of it –

The Vertical Scroll bar : The vertical scroll bar graphically represents the total length of current worksheet.

The Horizontal scroll bar : The Horizontal scrollbar covers the right-half of the bar at the bottom of the screen.

The Sheet Tabs : Excel uses the concept of Book to store your information. A book is nothing but a signal file folder for holding a number of individual worksheets. In Excel, a file is termed as a "Workbook", and has an extension of XLS. To the left of the horizontal scroll bar, you will find a set of tabs marked as sheet1, sheet2, sheet3. These are the individual worksheets, which make up the Workbook.

The Scroll Buttons : By default, you can see only three sheet tabs. To display other sheet tabs, if any, you can make use of "Tab Scrolling" buttons provided to the left of the sheet tabs. You can move among the sheet tabs using the Scrolling buttons.

MOVING AROUND THE WORKSHEET USING KEYBOARD

DATA TYPES SUPPORTED BY EXCEL

There are three types of data.

1. **Label :** Labels, also known as text or character types is descriptive type of information, not meant for performing calculations.
2. **Values :** Numbers represent data, which can be used for performing calculations. This include data and time type of information, since excel converts these into numbers and stores them as such. We can perform date arithmetic on dates like adding and subtracting.
3. **Formulas and functions :** The formulae or functions which perform calculations using data in other cells.

SAVING THE WORKSHEET

Choose File->Save or Ctrl + s

EDIT KEY : If you have changes to do in the entered data then

- Position your pointer on the cell
- Press F2 function key
- Make changes

Hence F2 is called as the Edit key.

CLEARING CELL ENTRY :

Select the cell to be cleared, and choose EDIT -> CLEAR from menu options.

ENTERING FORMULAS:

One of the important reasons for the popularity of spreadsheets is their ability to perform automatic calculations using formula and functions. This activity introduces you to the use of formula and in the next activity you will get to know about functions.

Mathematical operators that can be used in formulas:

- | | | | | |
|---|---|-----------|---|---|
| + | : | Plus | - | Adds two numbers or concatenating two strings |
| - | : | Minus | - | Performs subtraction |
| * | : | Asterisk- | - | Performs multiplication |
| / | : | divide | - | Performs division |
| ^ | : | Caret | - | Performs Exponentiation |

SELECTING ROWS, COLUMNS, AND RANGE BY SHORTCUTS

Excel provides many convenient ways by which you can select rows, columns, ranges etc using mouse.

INSERTING ROW

INSERTING COLUMN

DELETING ROW

DELETING COLUMN

CHANGING COLUMN WIDTH

SETTING COLUMN WIDTH WITH AUTOFIT

CHANGING ROW HEIGHT

ALIGNING DATA IN CELL

Merge & Center:

RENAMING A WORKSHEET

INSERTING A NEW WORKSHEET

DELETING A WORKSHEET

MOVING AND COPYING THE WORKSHEET IN SAME WORKBOOK

FREEZING TITLES

ENTERING DATA WITH AUTOFILL

Filling a Text series.

Filling Numbers

CREATING A CUSTOM SERIES

FORMULAS AND FUNCTIONS

*** USING FORMULAS :**

1. Sum: Place pointer cell address G4 and give formula as
= C4 + D4 + E4 + F4
or =SUM(C4:f24) (Use of function)

2. Percentage: Place pointer at cell address H4 and give formula as
=G4/4 & then apply the percent format

Note : Using Fill Handle, Calculate the total & Percentage for further Records

USING FUNCTIONS

1.	SUM(Range)
2.	AVERAGE(Range)
3.	MAX(Range)
4.	MIN(Range)
5.	IF(Condition, True, False)
6.	TODAY()

7.	NOW ()
8.	FACT(No)
9.	INT(No)
10.	MOD (No. 1, No. 2)
11.	SQRT (No.)
12.	ROUND

DATABASE MANAGEMENT IN EXCEL

Database is the third component of Microsoft excel, the other two being Worksheet and Graphics.

A database is simply a collection of data or information stored in the computer in a well-defined manner. Some of the routine management operations which are frequently required are:

- ◆ Adding of new data to the database
- ◆ Editing and updating of the existing data
- ◆ Sorting of data in any desired manner
- ◆ Searching and retrieving of any type of stored data
- ◆ Printing of selected data

SORTING THE DATABASE

Sorting on Single Field :

Ascending Order

Sorting on Multiple Fields

CREATING REPORTS :

1. Area Chart:

In this type we can represent the data components which are changing.

2. Column Chart :

A column chart is graphical collection of vertical column representing the corresponding data item or data list.

3. Bar Chart :

Bar chart consists of horizontal bars representing the corresponding data item or list. Each bar in chart is a single data series.

4. Line Chart :

The data item or list are represented in line format in increasing or decreasing line vibrated lines.

5. Pie Chart :

Pie chart is the collection of arc parts representing percentwise correspondance data item. The pie chart is divided into slices depending upon the data item list.

6. Radar Chart:

Radar chart shows data changes in relation to centre point to each other. Radar chart can be used to plot several interrelated series and easily make visual comparison

7. Scatter Chart :

In scatter chart the data items are expressed int X and Y axis with relationship of consolidate pair of number. This chart type is especially used for numerical data analysis.

8. 3D Chart :

In to this type of chart we can view the created chart into all possible directions into three dimensions.

Creating Chart

We can create chart using chart wizard for creation of charts,

- (1) Select the data range (cell range) you want to include into chart .then.
- (2) Click on Insert Menu
- (3) Then click on Chart
- (4) It will have option
(a) On this sheet (b) As new sheet

(a) **On this sheet**

Through this option the chart is embedded on the current worksheet.

(b) **As new sheet**

It inserts new worksheet with sheet name 'chart' and will embed the chart into that chart sheet.

CHART SHEET

A sheet in a workbook containing a chart. When you create a chart sheet, Microsoft Excel inserts it in the workbook to the left of the worksheet it's based on. When a chart sheet is activated, you can add data and select, format, move and size most items.



MICROSOFT POWERPOINT

1. **MS-POWERPOINT** :- MS-PowerPoint is a package which used most useful to learn basic about multimedia. It will help you to create good looking overhead transparency, 31 mm. slide and even video slide show, PowerPoint helps you to quickly create up to and sort slide based professional looking presentable material.
2. **SLIDES** :- You can create and edit individual pages, called slides sliders are individual format of your presentation slides can have title, text graphs, drawing, object, shapes, clipart and visual. In slide you can create just small animation film.
3. **PLACE HOLDER** :- The boxes with dotted outline that appear when you create a new line. Thus boxes serve as place holder for objects such as title, text, charts, tables and clip arts. Just click to add text in any place holders or double click to add the specified object.
4. **SPEAKER NOTES** :- The speaker notes are visually printed are paper and can be either the exact text of speech or some important points thereof You can create and print speakers note but in slide show you can not see speakers note.
5. **HANDOUTS** :- Handouts are paper copy of all or some of the slides to be given to the audience.

SLIDE SHOW

The Screen Elements Of Powerpoint

The Main Window

A window is rectangular area on the screen, in which you view a program or a slides. Power Point uses two windows, one nestled within the other. The outer window is called the application window. It contains The Powerpoint program's main option and commands, Scroll bar, Status bar, Ruler Etc.

Title bar :- Contains the application title.

Menu bar :- Displays the menu items.

Standard Toolbar :- The buttons represent frequently used commands and utilities.

Formatting toolbar :- The buttons represent frequently used formatting commands.

Drawing Toolbar :- Use the buttons to draw on slides.

Status bar :- Give information about the currently selected commands.

View slide button :- Give information about the current slide and view.

New slide button :- Used to create a new presentation slide.

Layout button :- Used to change the slides layout.

Template button :- Used to apply the design template to your presentation.

To create a new presentation

Open An Existing Presentation

To Start a slide show

THE POWER POINT VIEWS :

In Powerpoint you can view your presentation in five different ways. These are

- Slide view outline view slide sorter view
- notes page view slide show

SLIDE VIEW :

Slide view allows you to view and work on one slide at a time. By default, this is the view you will be using for creating your slides and to modify existing slides. In this view, you can type text, copy and move text, draw insert clip arts and pictures, arrange and change the look of your text and objects.

OUTLINE VIEW :

Outline view allows you to look at your presentation in formatted or plain text in an outline manner. Pictures and other objects included in that slide will not be displayed. However, when you click on any of the outlined item, the actual slide will be displayed in a miniature form. Outline view is very good for organising various slides of your presentation in an orderly manner. In this view, you can conveniently make changes in the text, re-arrange slides by copying or moving, delete or hide unwanted slides etc.

SLIDE SORTER VIEW :

Slide Sorter View is an overall view of your presentation in which all your slides are displayed in miniature form complete with graphics and text. In this view, you can add transitions, set timing for slide transitions, hide slides, change the order of slides, copy, move or delete slides etc. You can have an overall view and feel of your presentation.

NOTES PAGE VIEW :

Notes Page View allows you to create speaker's notes. It displays a box below the slide so that you can make some notes, if required, to refer to during presentation. This is for your use only and will not be displayed to the audience.

SLIDE SHOW VIEW :

Slide Show View is the final electronic presentation on your computer as seen by the audience. This is the culmination of your ideas and efforts. Each slide fills the screen. The effects of transition, animation and timing will be displayed. You can move from slide to slide by clicking mouse button or PgUp and PgDn keys. If you press the right mouse key, a short menu pops up with many options including Next and Previous slide option. You can stop the presentation any time by pressing the Esc key.



INTERNET

1.1 WHAT IS INTERNET?

1.2 HISTORY OF THE INTERNET

1.3 APPLICATION OF THE INTERNET

In the simplest terms, you can do following three things on the Internet.

- Communicate with other people
- Get information
- Connect to other computer system

INTERNET TERMINOLOGY

MODEM :-

The term modem stands, for MOdulator/DEModulator, A modem is a device that enables a computer to transmit data over telephone lines.

NETWORK :-

A network is a group of computers connected to each other, for communicating and sharing resources. Networks can either be local (Local Area Networks or LAN), which are generally contained within one building, or quite dispersed (Wide Area Networks or WAN) which are computers that are connected to each other over long distances. Internet can be thought of as a huge Wide Area Network.

CLIENT :-

Client is a computer or program that requests a service of another computer or program. For instance, if you wish to download a file from a remote computer using FTP, then your computer will be the client and the remote computer will be the server.

SERVER :-

Server is a computer or program that provides services to other computer or programs.

BAUD RATE :-

The baud rate is the speed at which your modem can transfer data. Baud rate is also called BPS (bits per second). The higher the baud rate, the faster your modem works. For example, a 300 bps modem is very slow as compared to a 28800 bps (i.e. 28.8 kbps) modem.

TCP/IP

A protocol can be defined as a standard set of rules to be followed by all computers wanting to talk to each other. This enables different types of computers running different types of operating system to communicate efficiently. The de-facto standard today is TCP/IP. The acronym TCP/IP stands for Transmission Control Protocol/Internet Protocol. It is a standard set of protocols that lets networked computers communicate with each other, regardless of the type of computer connected to the network.

HYPER TEXT TRANSFER PROTOCOL (HTTP) :-

This is a protocol that World Wide Web clients and servers use to communicate. Popularly known as HTTP.

UNIVERSAL RESOURCE LOCATOR (URL) :-

A standardized way of representing different documents, media, and network services on the World Wide Web.

The process of copying file(s) from a remote computer on the Internet to your computer is known as **file downloading**.

Gopher is yet another approach used to search for the desired information on the Internet, developed by the University of Minnesota. They named this approach as Gopher after their soccer team. Gopher systems are more structured and easy to use.

WWW or the **World Wide Web**, is a system of Internet servers that support specially formatted documents called web pages.

A **browser** is a software used to locate and display Web pages. Three of the most popular browsers are Netscape Navigator, Microsoft Internet Explorer, and Spyglass Mosaic.

The **WWW** system is based on the client/server architecture.

The **Hyper Text Markup Language (HTML)** is the standard language used for creating the web pages.

The protocol that Web clients and servers use to communicate with each other is called the **Hyper Text Transfer Protocol** (popularly known as HTTP).

Standards for HTML and HTTP are defined by an organization known as the World Wide Web Consortium (W3C)

E-mail

The most common use of the Internet is electronic mail (popularly known as e-mail). Using e-mail a user can send text, pictures, sounds, programs, or even movies to any other person on the Internet anywhere in the world. Each user on the Internet has a unique address. This address helps you in identifying a user to whom you wish to send e-mail. An example of a typical e-mail address could be accurate@rediffmail.com.

Internet News : Another method of communicating on the Internet is called the Internet news.

Characteristics of an E-MAIL

- ❖ E-mail, short for electronic mail, is the transmission of messages over communications networks. The messages can be notes entered from the key-board or electronic files stored on disk.
- ❖ To send and receive e-mails, you need a software, known as a mail client. Some of the popular mail clients are Netscape Mail, Outlook Express, Eudora, Pine, etc.
- ❖ A mail client lets you compose, edit, send and retrieve e-mail messages.

- ❖ An e-mail address is of the format username@domainname.
- ❖ An Internet mail message has two parts-a header and a body.
- ❖ The header of the message includes the address of the recipient, address of the sender, subject, and other information about the message such as date and time when it was sent, type of the mailing client the sender is using, etc.
- ❖ The body of the message contains the actual message.
- ❖ Internet e-mail is based on standards, known as mail protocols.
- ❖ The mail protocols help in standardizing the process of exchanging mail with other users.
- ❖ Popular mail protocols are SMTP, POP, IMAP, MIME, etc.
- ❖ SMTP(Simple Mail Transfer Protocol) is a standard mail protocol that specifies the format in which a mail message had to be composed. SMTP is generally used to send messages from a mail client to a mail server.
- ❖ POP (Post Office Protocol) is a mail protocol that defines how mail clients can retrieve messages from a mail server
- ❖ IMAP(Internet Message Access Protocol) is another mail protocol used for retrieving e-mail messages.
- ❖ MIME(Multipurpose Internet Mail Extensions) is a mail protocol that can be used to exchange e-mail messages that contain non-textual data such as graphics, sound, and other multimedia files.
- ❖ Having an account with an ISP is not mandatory to have access to e-mails. There are a lot of e-mail providers on the Web that offer free e-mail services.

Writing an e-mail

When writing a new e-mail message a window will appear. Several fields are required when sending an e-mail, the **From** or **Reply-To** is a field that is automatically filled out and is where the e-mail returns if a reply is made. Next, the **CC (Carbon Copy)** or **BCC (Blank Carbon Copy)** field allows you to send a copy of the message to another e-mail address, but is not a required field. The **To** field is where you type the e-mail address of who you are sending the e-mail address. Next, the subject line although not required should be a few words describing what the e-mail is about. Finally, the message body will be the location you type your message and is what will contain your signature.

INTERNET : BROWSING

The process of Searching the information over the Internet is called Browsing. The words "Browsing" or "Surfing" are used to describe the process of looking at documents, websites and web pages on the Internet. A software program that allows a person to explore the Internet in an easy to use way. Navigating the Internet through a series of links the user can browse the Internet. Examples of popular browsers are Chrome, Internet Explorer, Firefox, Safari, and Opera. The picture is of the Google Chrome browser and a good example of a browser.

Following is the list of some Government Websites :

Maharashtra Government www.maharashtra.gov.in (for General Information)
Maharashtra Tourism Development Corporation (M Sadan) www.maharashtratourism.gov.in (for tourism Information)
Maharashtra Industrial Development Corporation www.midcindia.org (for industrial policies, IT parks, projects, guidelines & forms)
City & Industrial Development Corporation of Maharashtra Ltd. www.cidcoindia.com (for Navi Mumbai, Schemes, tenders etc.)
Maharashtra State Road Development Corporation www.msrdc.org (for Profile, Project, Tenders)
Maharashtra Knowledge Corporation www.mkcl.org (for admission information for Engineering Colleges)
State Industrial and Investment Corpn.of Maharashtra Ltd. www.sicomindia.com (for Information about industrial policy, incentives etc.)
Maharashtra State Seeds Corporation Ltd. www.mahabeej.com (for Information on seeds.)
Maharashtra Energy Development Agency www.mahaurja.com (for Information on Energy Development Devices, incentives.)
Forest Development Corporation of Maharashtra Ltd. www.fdcn.nic.in (for Information on Forests.)
Solapur www.solapur.com
DTE.of Medical Education www.dmer.org
DTE.of Technical Education www.dte.org.in
YashwantraoChavan Academy of Dev. Admn.(Yashada) www.yashada.org (Apex Training Institute of GOM for training Sr.officers)
Public Works Department www.mahapwd.com
Forest Department www.mahaforest.gov.in
Cooperative Department www.mahacot.com
Tribal Development Corporation www.mahatdc.com
Yashwantrao Maharashtra Open University www.ycmou.com
Mumbai High Court www.hcbom.mah.nic.in
Maharashtra Administrative Tribunal www.matmumbai.nic.in

1.1

ENGLISH
Keyboard Awareness & Practice

LESSON NO. 1

LEFT HAND				RIGHT HAND			
LITTLE FINGER	RING FINGER	MIDDLE FINGER	INDEX FINGER	INDEX FINGER	MIDDLE FINGER	RING FINGER	LITTLE FINGER
a	s	d	f	j	k	l	;
HOME KEYS				HOME KEYS			
SPACE BAR							

Type following till you learn it perfectly :

asdf (space) ;lkj (space) asdf (space) ;lkj (space)

Sample :

asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj
 asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj
 asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj
 asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj

EXERCISE 1 : Type following line one page :

a add adds; ask lad all falls a add adds; ask lad all falls a add adds;

LESSON NO.2

LEFT HAND				RIGHT HAND			
LITTLE FINGER	RING FINGER	MIDDLE FINGER	INDEX FINGER	INDEX FINGER	MIDDLE FINGER	RING FINGER	LITTLE FINGER
a	s	d	f	g	h	j	k

Type following till you learn it perfectly :

asdfgf (space) ;lkjhj (space)

Sample :

asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
 asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj

EXERCISE 2: Type following each word four lines :

as	sad	ash	sag	dash	hall	glass	lakhs
dad	ass	had	lag	lash	fall	flask	shall
fad	all	has	jag	sash	half	slash	salad
lad	ask	gas	add	gall	glad	flash	halls

Sample :-

[illegible]

LESSON NO. 3

LEFT HAND					RIGHT HAND				
LITTLE FINGER	RING FINGER	MIDDLE FINGER	INDEX FINGER		INDEX FINGER	MIDDLE FINGER	RING FINGER	LITTLE FINGER	
q	w	e	r		u	i	o	p	
a			f		j			;	

Type following till you learn it perfectly :

awerqfa (space) ;oiupj; (space)

Sample :-

awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj;
awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj;

EXERCISE 3 : Type following each word four lines :

sails	jails	lakes	kodak	fields	sales	dirks
fails	flukes	liked	doles	forks	awful	apples
fold	skull	jokes	larks	asked	squeal	dark

Sample :

[illegible]

LESSON NO.4

LEFT HAND				RIGHT HAND			
LITTLE FINGER	RING FINGER	MIDDLE FINGER	INDEX FINGER	INDEX FINGER	MIDDLE FINGER	RING FINGER	LITTLE FINGER
			r t	y u			
			f g	h j			

Type following till you learn it perfectly :

gftfrf (space) hjyjuj (space)

Sample :-

gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj
gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj

EXERCISE 4 : Type following each word four lines :

easy	kettles	shawls	joyful	spiritual	aweful	please
typewriter	faithful	artful	struggles	qualify	loyalty	hardship
therefore	styles	should	faults	disloyal	alert	tough

Sample :-

easy easy easy easy easy easy easy easy easy easy easy easy easy easy easy easy
easy easy easy easy easy easy easy easy easy easy easy easy easy easy easy easy
easy easy easy easy easy easy easy easy easy easy easy easy easy easy easy easy
easy easy easy easy easy easy easy easy easy easy easy easy easy easy easy easy

LESSON NO.5

LEFT HAND				RIGHT HAND			
LITTLE FINGER	RING FINGER	MIDDLE FINGER	INDEX FINGER	INDEX FINGER	MIDDLE FINGER	RING FINGER	LITTLE FINGER
			f	j	k	l	
a			c v	b	n	m	
	z	x					

Type following till you learn it perfectly :

azxcvf (space) lkmnbj (space)

Sample :-

azxcvf lkmnbj azxcvf lkmnbj azxcvf lkmnbj azxcvf lkmnbj
azxcvf lkmnbj azxcvf lkmnbj azxcvf lkmnbj azxcvf lkmnbj

EXERCISE 5 : Type following each word four lines :

local	formal	smacks	surveyor	daybook	marginal	logical
sixfold	lacks	sandal	smaller	dazzled	jingled	pebble
weight	eighty	railway	hurried	usually	tourist	shocking

Sample :-

local local local local local local local local local local local local local local local local
 local local local local local local local local local local local local local local local local
 local local local local local local local local local local local local local local local local
 local local local local local local local local local local local local local local local local

LESSON NO.6

LEFT HAND					RIGHT HAND				
LITTLE FINGER	RING FINGER	MIDDLE FINGER	INDEX FINGER		INDEX FINGER		MIDDLE FINGER	RING FINGER	LITTLE FINGER
q	w	e	r	t	y	u	i	o	p
a	s	d	f	g		j	k	l	
	z	x	c	v	b	n	m	,	.

Type following till you learn it perfectly :

abcdefghijklmnopqrstuvwxyz., (space) ,.zyxwvutsrqponmlkjihgfedcba

Sample :

abcdefghijklmnopqrstuvwxyz., ,.zyxwvutsrqponmlkjihgfedcba

abcdefghijklmnopqrstuvwxyz., ,.zyxwvutsrqponmlkjihgfedcba

EXERCISE 6 : Type following each word four lines :

possible	received	exhibition	fascination	interested	government	inspection
trusting	frequent	mortgage	examined	aluminum	refrigeration	separate
Jointly	accounts	regularity	anticipation	commence	satisfactory	amounts
balance	discount	negligence	crystallize	Exploring	Commerce	exhibition

Sample :-

possible possible possible possible possible possible possible possible possible
 possible possible possible possible possible possible possible possible possible
 possible possible possible possible possible possible possible possible possible
 possible possible possible possible possible possible possible possible possible

LESSON NO.7

Use left shift key for right hand letters and right shift key for left hand letters. Use little fingers for both the shift keys.

EXERCISE 7: Type following each word four lines:

April	Germany	London	Queen	Vermouth
Bombay	Holland	Monday	Russia	Wednesday
Canada	India	November	September	Xerox
December	Japan	October	Tuesday	Yellow
Ellora	Karachi	Paris	Uganda	Zambia
France	Ganapati	Wonderful	Honesty	Mission

EXERCISE 8: Type the following daily 5 times :

abcdefghijklmnopqrstuvwxyz., ,zyxwvutsrqponmlkjihgfedcba

The quick brown fox jumps over the lazy little dog.

LESSON NO.8

Leave five spaces before beginning of the paragraph, two spaces after full stop, question mark, exclamation mark and one space after all other punctuation marks.

EXERCISE 9: Type following paragraph five times.

He came to me yesterday. He brought pens, pencil, books and bags with him. Did you see him? I did not. What a wonderful boy he was! He was nice.

EXERCISE 10: Type following sentences at least 5 times each.

- 1) Laws die, books never.
- 2) Every man has his price.
- 3) The belly teaches all arts.
- 4) Honesty is the best policy.
- 5) Diet cures more than a doctor.
- 6) Rome was not built in a day.
- 7) Common sense is not a common.
- 8) Empty vessels make much noise.
- 9) A beggar can never be bankrupt.
- 10) Every cloud has a silver lining.
- 11) Without labour nothing prospers.
- 12) Cracked bell can never sound well.
- 13) The best sauce for food is always hunger.
- 14) Typewriter was invented by Henry Mill.

- 15) The mob has many heads, but no brains.
- 16) In quarreling the truth is always lost.
- 17) In every art, it is good to have a master.
- 18) One enemy can do more harm than ten friends.
- 19) A soldier is the man who is trained to die.
- 20) There is no room for two kings in one country.
- 21) Every man is the architect of his own fortune.
- 22) Hope for the best, but prepare for the worst.
- 23) The paleness of the pilot is a sign of a storm.
- 24) A blind man will not thank you for a looking-glass.
- 25) When all men say you are an ass, it is time to bray.
- 26) Where an opinion is general, it is usually correct.
- 27) Assassination has never changed the history of the world.
- 28) The eyes believe themselves; the ears believe other people.
- 29) The best physicians are Dr. Diet, Dr. Quiet and Dr. Merry man.
- 30) Early to bed, early to rise, makes a man healthy, wealthy and wise.

Type following paragraphs five times each.

1) Of all things desired by man, peace of mind is the most important. Neither health nor wealth, neither fame nor can status be a substitute for this most valuable asset. Many people are apparently in good health and yet they feel miserable because their mind is not at peace. A man may accumulate an immense fortune but, in the absence of mental peace, he cannot enjoy it. Yoga exercises solve this problem.

2) Living is an art. It is the most complicated art as it based upon the scientific application of the good principles of living, which govern the behavior and attitude of a human being. Life has various aims for various people, to some it is just empty dream, to others it is zeal, pleasure and duty. Some live for enjoyment. They would like to eat, drink and be merry without caring for tomorrow, which they think may not come. For them, life is not a serious journey through years. In actual life, however, there are very few people who can themselves enjoy so easily, for life is not just a bed of roses, it has many thorns around.

3) Practice various speed passages.



Aher

Principal

Kar. Ramraoji Aher Arts, Sci. & Comm. College, Deola (Nashik)