

CONTENTS

Chapter 1 **Introduction to Computer**

Introduction	1
Business Application of Computer	3
How Does Computer Work?	8
Evolution of Computer	9
Computer Generations	13
Types of Computer	19
Questions	25

Chapter 2 **Computer Organization**

Anatomy of Computer	27
Types of Memory	29
Optical Storage	34
Cache Memory	35
Input /Output Devices	36
Hardware and Software	45
Questions	49

Chapter 3 **Data Presentation**

Introduction	50
Presentation of Data in Computer	51
What's difference between these two?	51
Number system	54
Decimal (Denary) Numbers	54
Binary Number	55
Octal	58
Hexadecimal	60
Binary Arithmetic	63
Questions	66

Chapter 4 **Operating System and the User Interface**

Introduction	68
Organization of OS	69
Types of OS	69
Functions of OS	72
Windows XP	74
What is the Recycle Bin?	89
Opening the Search Companion	90
The Printers and Faxes Folder	91
What are Systems Tools?	92
Questions	94

Chapter 5 **Word Processor: MS-Word**

Concept	95
Features of Word Processing	95
Applications of Word Processing	96
How to Start	96
Components of MSWORD	96
Saving a New File	98
Backspace and Delete	99
Type Over / Insert key	99
Aligning Text	100
Using Undo - Ctrl + Z	100
Using Repeat - Ctrl + Y	101
Formatting Toolbar	101
Cut, Copy, Paste	103
How to View and Hide Toolbars	105
Zoom Screen	106
Find and Replace	106
Spell and Grammar Check	107
Using Page Setup to Specify Margins	109
Indent Text	110
The Ruler	110
Bullets and Numbering	111
Use of Symbols	113

Insert Headers and Footers	113
Working with Columns	115
Drop Caps	117
Working with Tables	117
Inserting Clip Art	121
Questions	125
Workshop	126

Chapter 6 **Spreadsheet: MS-Excel**

Concept	127
Features of MS-Excel	128
Application of MS-Excel	128
Use of Excel for data analysis	129
How to Start	129
The Excel Window	129
Workbooks and Worksheets	130
Components of MSeExcel	131
The Cell	132
Understanding File Terms	132
Creating a Workbook	133
Saving a Workbook	133
Opening a Workbook	134
Closing a Workbook	134
Performing Undo and Redo	135
Selecting Multiple Cells	135
Cut, copy, paste defined	136
About Formulas	137
Creating a Simple Addition Formula	138
Types of Cell Addresses / Reference	145
Naming Worksheets	146
Inserting Worksheets	147
Deleting Worksheets	147
Copying Worksheets	147
Inserting a row	148
Inserting a Column	148
Deleting columns and rows	149

Change Font Type, Size and Color	149
Adding a Border to Cells	150
Adding Color to Cells	151
Understanding the Different Chart Types	151
Setting Page Margins	158
Inserting and Removing a Page Break	160
Questions	161
Workshop	161

Chapter 7 **Computer Organization**

Concept	162
Features of Power Point	162
Application of power point	163
How to Start	163
The Parts of the PowerPoint Window	163
View Buttons and Slide Views	165
More Views	165
Creating a Blank Presentation	165
Choosing a Slide Layout	166
Saving a Presentation	166
Closing a Presentation and Exiting PowerPoint	167
Creating a New Presentation Using the Traditional Method	167
Opening a Presentation	167
Inserting a New Slide	168
Copying a Slide	168
Deleting a Slide	169
Slide Sorter View	169
Working with Slides in Normal View	170
Changing and viewing Slides in Outline View	170
Viewing Slides in Slide Show View	170
Applying a Design Template	171
Choosing a Color Scheme	172
Inserting Clip Art into a Slide	173
Inserting Pictures from File	173
Inserting Pictures or Clip Art Using a Slide Design Layout	173
Inserting a Chart	174

Inserting a Table	175
Inserting an AutoShape	175
Inserting WordArt	176
Animating Slides	177
Emphasis and Exit	178
Setting Direction and Speed	178
Animating a Bulleted List	179
Controlling Your Text	179
The Slide Master	180
Creating a Slide Master	180
Choosing Fonts for Levels of the Slide Master	180
Viewing the Slide Master Elements	181
The Title Master	181
Using Spell Check	182
Previewing and Printing	182
Printing a Slide Presentation	182
Adding Transition	183
Previewing a Slide Show	183
Setting Up a Slide Show	184
Questions	184
Workshop	185
 Exam Questions	 186
Bibliography	190