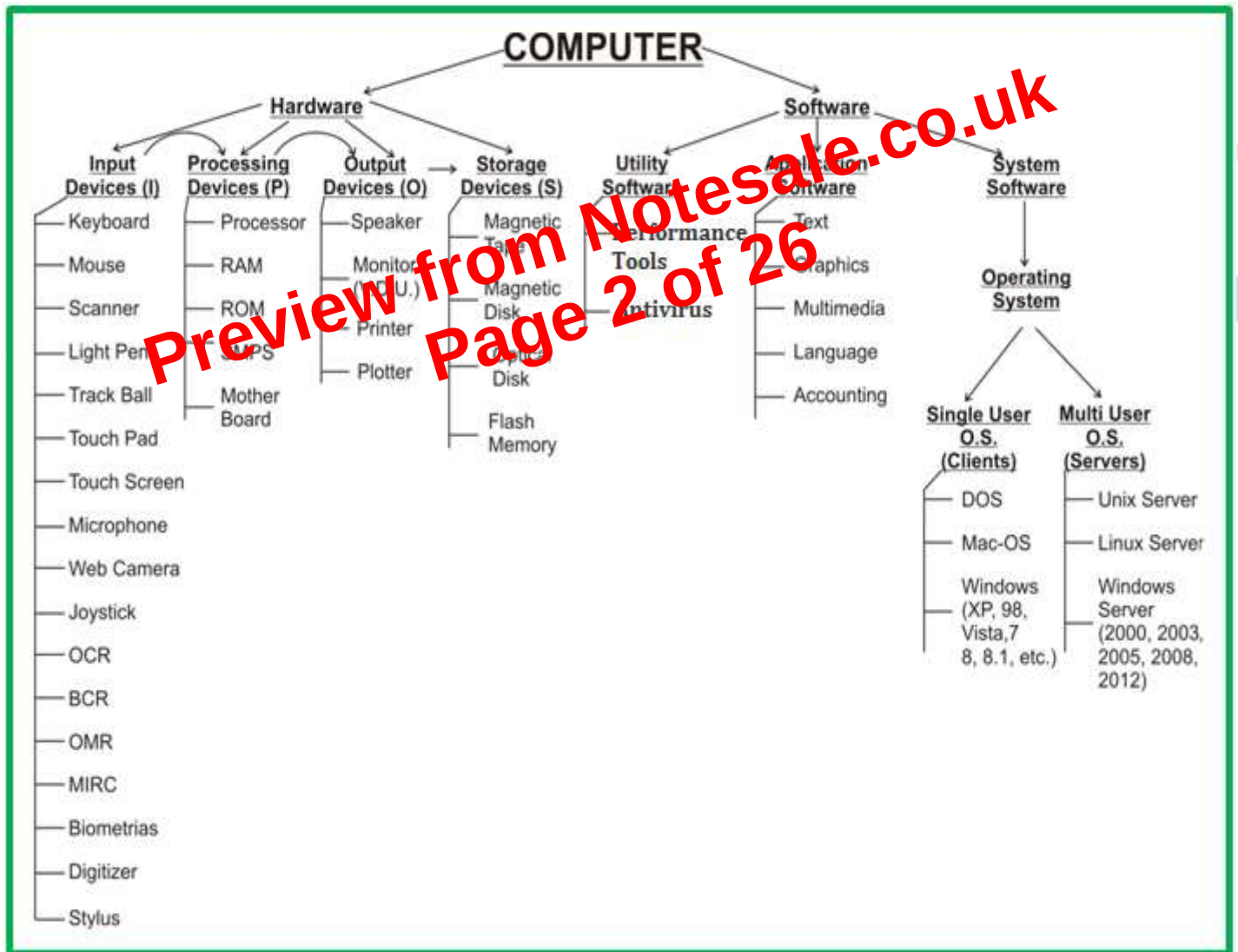


COMPUTER FUNDAMENTALS

- ❖ A **Computer** is a general purpose device that can be programmed to carry out a set of arithmetic or logical operations automatically. Since a sequence of operations can be readily changed, the computer can solve more than one kind of problem.
- ❖ A general purpose computer has four main components: the arithmetic logic unit (ALU), the control unit, the memory, and the input and output devices (collectively termed I/O).
- ❖ The data that is fed into a computer processor received into the computer by a keyboard or other sources is called **Input**.
- ❖ A computer is an electronic device that accepts data from the user (input), processes the data by

performing calculations and operations on it and generates the desired **Output**.

- ❖ The device which is used with a computer to display or store data is called **Peripherals**.
- ❖ The mechanical, magnetic, electronic and electrical components that comprises a computer system such as the Central Processing Unit (CPU), monitor, keyboard, etc. is known as **Hardware**.
- ❖ A set of instructions that tells the computer about the tasks to be performed and how these tasks are to performed, is known as **Software**.
- ❖ An unprocessed collection or representation of raw facts represented in a manner suitable for communication, interpretation or processing by humans or by automatic means, is known as **Data**.



- ❖ The Base or Radix of the decimal number system is **10**
- ❖ The standard code the computer industry created to represent characters - **American Standard Code for Information Interchange (ASCII)**
ASCII is a code used for standardizing the storage and transfer of information amongst various computing devices.
- ❖ It is required for representing more than **64** characters. At present, the mostly used coding systems are **ASCII and EBCDIC**
- ❖ The code is also known as Reflected Code - **Gray Code**

Number System

Decimal, Binary, Octal and Hexadecimal Equivalents

Decimal	Binary	Octal	Hexadecimal
0	0000	000	0
1	0001	001	1
2	0010	002	2
3	0011	003	3
4	0100	004	4
5	0101	005	5
6	0110	006	6
7	0111	007	7
8	1000	010	8
9	1001	011	9
10	1010	012	A
11	1011	013	B
12	1100	014	C
13	1101	015	D
14	1110	016	E
15	1111	017	F

MICROSOFT OFFICE

- ❖ **Microsoft Office** is an office suite of desktop applications, servers and services for the Microsoft Windows and OS X operating systems. It was first announced by **Bill Gates of Microsoft** on August 1, 1988 at COMDEX in Las Vegas.
- ❖ MS office primarily includes Word, Excel, PowerPoint, Access and Outlook. It also includes OneNote, Groove, InfoPath and Publisher.

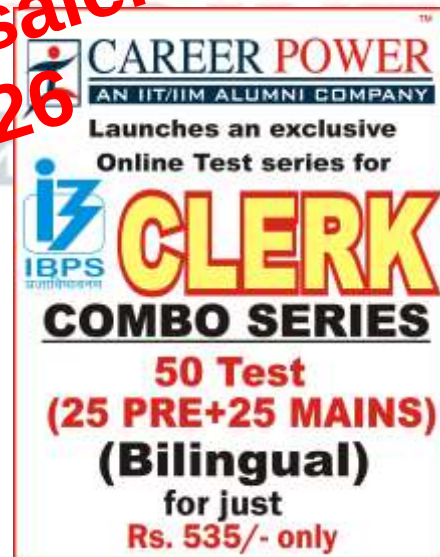
MS WORD

- ❖ Microsoft Word is a word processor developed by Microsoft.
- ❖ It is used for creating, editing, formatting, storing, retrieving and printing of a text document.
- ❖ Microsoft Word's native file formats are denoted either by a **.doc** or **.docx** file extension.

- ❖ A **Cursor** is an indicator used to show the position on a computer monitor or other display device that will respond to input from a text input or pointing device.

Basic Keys (Common Tasks)

Ctrl + Shift + Spacebar	Create a non breaking space
Ctrl + B	Make letters bold
Ctrl + I	Make letters italic
Ctrl + U	Make letters underline
Ctrl + Shift+ <	Decrease font size one value
Ctrl + Shift + >	Increase the font size one value
Ctrl + [	Increase the font size by 1 point
Ctrl +]	Decrease the font size by 1 point
Ctrl + Spacebar	Remove paragraph or character formatting.
Ctrl + C	Copy the selected text or object
Ctrl + X	Cut the selected text or object
Ctrl + V	Paste text or an object
Ctrl + Alt + V	Paste special
Ctrl + Shift + V	Paste formatting only
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last action



- ❖ To create a document, we use **New command** at the menu.
- ❖ **Save as** is used to save a document for the first time. It is also used to change the destination of the saved file in the computer.
- ❖ **Print Preview** is used to see the document before the printout is taken.
- ❖ **Cut and Paste** options are used to move the data from one part of the document to another.

Control Keys + Function keys

Ctrl+F2	Choose the print preview command (Microsoft office Button)
Ctrl+F3	Cut on the spike
Ctrl+F4	Close the window
Ctrl+F6	Go to the next window
Ctrl+F9	Insert an empty field
Ctrl+F10	Maximise the document window
Ctrl+F11	Lock a field
Ctrl+F12	Choose the Open command (Microsoft Office Button)

- ❖ **Portrait and Landscape** options are available in **Orientation** category of Page Setup.
- ❖ **Alignment** refers to the position of text between the margins.
- ❖ **Auto complete** is a feature in word that automatically completes the spelling of days of the week and months of the year that have more than five letters in their names.

Function Keys

F1	Get help or visit Microsoft office Online.
F2	Move text or graphic.
F4	Repeat the last action
F5	Choose the Go To command (Home tab)
F6	Go to the task pane or frame.
F7	Choose the spelling command (Review tab)
F8	Extend a selection
F9	Update the selected fields
F10	Show key tips
F11	Go to the nest field
F12	Choose the Save As command (Microsoft Office Button).

- ❖ **Header and Footer** option is used to display information such as title and page number of the document.
- ❖ The bar at the top of the window that bears the name of the window, is known as **Title Bar**.
- ❖ A screen element of MS Word that is usually located below the title bar that provides categorised option, is called **Menu Bar**.
- ❖ **Auto Correct** in word automatically corrects certain spelling, typing, capitalisation or grammar errors.
- ❖ **Thesaurus** is used for finding a synonym for a word in the document.

- ❖ Word has extensive lists of **bullets and numbering** features used for tables, lists, pages, chapters, headers, footnotes, and tables of content.

MS EXCEL

- ❖ **Microsoft Excel** is a spreadsheet application developed by Microsoft for Microsoft Windows and Mac OS.
- ❖ It features calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications.
- ❖ The intersection of a row and column is called a **Cell**.
- ❖ The cell in which we are currently working is known as **Active Cell**.
- ❖ Microsoft Excel's native file formats are denoted either by a .xls or .xlsx file extension.
- ❖ A Worksheet is made of columns and rows, wherein columns run **Vertically** and rows run **Horizontally**.
- ❖ Up to Excel 2003, the standard amount of columns has been 256 and 65,536 rows.
- ❖ Excel 2007 onwards, the maximum number of rows per worksheet increased to 1,048,576 and the number of columns increased to 16,384.
- ❖ Microsoft Excel has the basic features of all spreadsheets, using a grid of cells arranged in numbered rows and letter-named columns to organize data manipulations like arithmetic operations.
- ❖ The letter and number of the intersecting column and row is the **Cell Address**.
- ❖ Short cut key to insert a new worksheet in MS-Excel is **ALT + Shift + F1** + or **F11**.
- ❖ **Sheet tab** is the tab at the bottom of the worksheet window that displays the name of the worksheet.
- ❖ A Microsoft office document that contains one or more worksheets is known as a **Workbook**.

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58. Which of the following is not one of the three 'Mail Merge Helper' steps?

- A) Merge the two files
- B) Create the main document
- C) Set the mailing list parameters
- D) Create the data source

- A) Ctrl + F
- C) Ctrl + D

- B) Alt + Ctrl + F
- D) Ctrl + Shift + D

59. Which of the following button will allow you to add, delete, or change records in your Data Source?

- A) 'Data Source' button
- B) 'Edit' button
- C) 'Edit Data Source' button
- D) 'Data editing' button

67. How can you access the font size tool on formatting toolbar?

- A) Ctrl + S
- C) Ctrl + P
- B) Ctrl + Shift + S
- D) Ctrl + Shift + P

68. How can you make the selected character superscripted?

- A) Ctrl + =
- C) Alt + Ctrl + Shift + =
- B) Ctrl + Shift + =
- D) None of above

60. It is possible to _____ a data source before performing a merge.

- A) Create
- C) Sort
- B) Modify
- D) all of the above

61. What is the default font size of a new Word document based on Normal template?

- A) 10 pt
- C) 14 pt
- B) 12 pt
- D) None of above

62. What is the default font used in MS Word document?

- A) Times New Roman
- C) Algerian
- B) Arial
- D) Verdana

63. Which tab in Font dialog box contains options to apply font effects?

- A) Font tab
- C) Text Effects
- B) Character Spacing
- D) Standard Toolbar

64. If you need to double underline a word, how will you do that?

- A) Go to Format menu and then Font option. Open Underline Style and choose Double Underline
- B) From Format menu choose Font option and then from Font tab open Underline Style and select Double Underline
- C) Select the text then choose Format >> Font and on Font tab open Underline Style and choose Double Underline
- D) Click double underline tool on formatting toolbar

65. DropCap means

- A) All Caps
- C) Title case
- B) Small Caps
- D) None of above

66. What is the short cut key to open Font dialog box?

69. What does Ctrl + = key effect?

- A) Superscript
- C) All Caps
- B) Subscript
- D) Shadow

70. What happens if you mark on Hidden check box of Font dialog box after you select some text?

- A) The text is deleted from document and you need to bring from Recycle Bin if require it again.
- B) The text is hidden and you need to bring it by removing the check box if needed again
- C) The text is deleted and cannot be returned back
- D) The text is hidden and cannot be returned back

71. How can you increase the font size of selected text by one point every time?

- A) By pressing Ctrl +]
- C) By pressing Ctrl + }
- B) By pressing Ctrl + [
- D) By pressing Ctrl + {

72. Which of the following line spacing is invalid?

- A) Single
- C) Triple
- B) Double
- D) Multiple



73. How can you apply exactly the same formatting you did to another text?

- A) Copy the text and paste in new location. Then type the new text again.