



S.K.R.M School

Basic of Computer

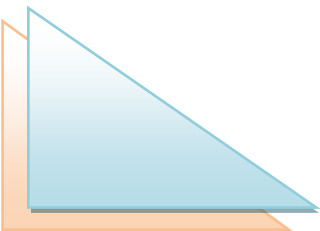


Due to Corona virus disease (COVID-19), whole world is affected. So, in this lock down period lets lesson gap between you and studies by e learning.

In this session we will learn **Basic of Computer**.

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COMPUTER



INTRODUCTION :

COMPUTER IS AN ELECTRONIC MACHINE DESIGNED TO PERFORM ARITHMETIC AND LOGICAL OPERATIONS AUTOMATICALLY ON THE **INPUT** GIVEN BY THE USER AND GIVES THE DESIRED **OUTPUT** AFTER **PROCESSING**.

COMPONANTS OF COMPUTER:

COMPONANTS OF COMPUTER MAJORLY DEVIDED INTO TWO PARTS :

HARDWARE



Basic parts of a Computer



SOFTWARE



PARTS OF COMPUTER:

- *MONITOR*
- *KEYBOARD*
- *MOUSE*
- *CPU*
- *SPEAKER*

USES OF COMPUTER:

- *COMPUTER IS USED TO WRITE.*
- *COMPUTER IS USED TO DRAW.*
- *COMPUTER IS USED TO DO SUMS.*
- *COMPUTER IS USED TO WATCH CARTOONS AND MOVIES.*
- *COMPUTER IS USED TO LISTEN MUSIC.*
- *COMPUTER IS ALSO USED TO LEARN WITH FUN.*



HERE ARE SOME DEFINATIONS YOU SHOULD GO THROUGH FOR BETTER UNDERSTANDING.

HARDWARE: ALL THE PARTS OF COMPUTER THAT WE CAN TOUCH OR SEE ARE CALLED HARDWARE.

i.e. : KEYBOARD, MOUSE, CPU.

SOFTWARE: THE SET OF INSTRUCTION GIVEN TO THE COMPUTER TO IS CALLED SOFTWARE.

i.e : BROWSERS, OPERATING SYSTEMS.

OPERATING SYSTEM: THE PLATEFORM WHICH HELPS COMPUTER TO PERFORM SOME TASK OR WORK IS KNOWN AS OPERATING SYSTEM.

i.e : WINDOWS OPERATING SYSTEM ,UNIX BASE OPBRATING SYSTEM, LINUX ,DOS OPERATING SYSTEM.

THE OPERATING SYSTEM WHICH WE ARE USING IN OUR SCHOOL IS WINDOWS OPERATING SYSTEM.

INPUT: THE DATA ENTEREDN INTO THE COMPUTER IS CALLED INPUT.

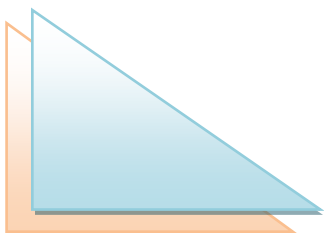
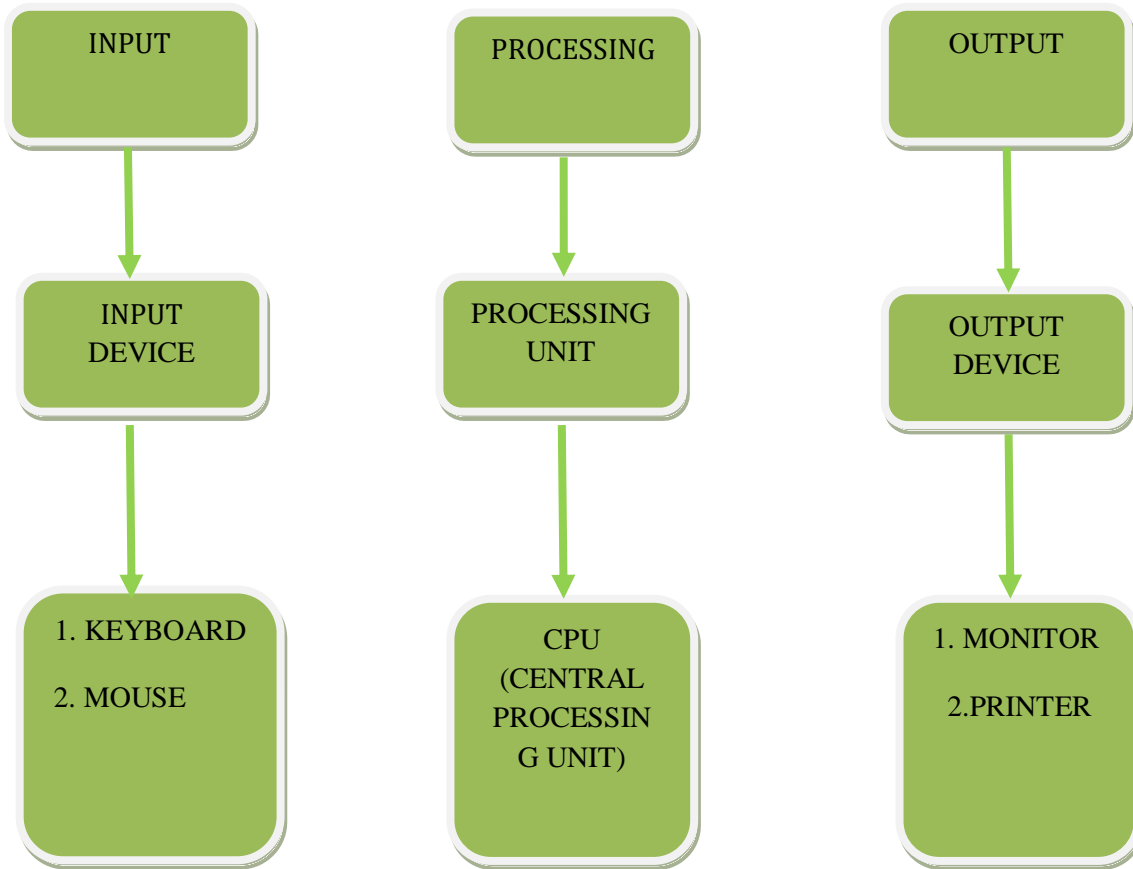
DATA: MEANINGFUL INFORMATION IS CALLED DATA.

PROCESSING : COMPUTER PERFORMS SOME ACTIONS ON THE GIVEN INPUT IS CALLED PROCESSING

OUTPUT: THE RESULT GENERATED BY COMPUTER AFTER PERFORMING SOM TASKS IS CALLED OUTPUT.

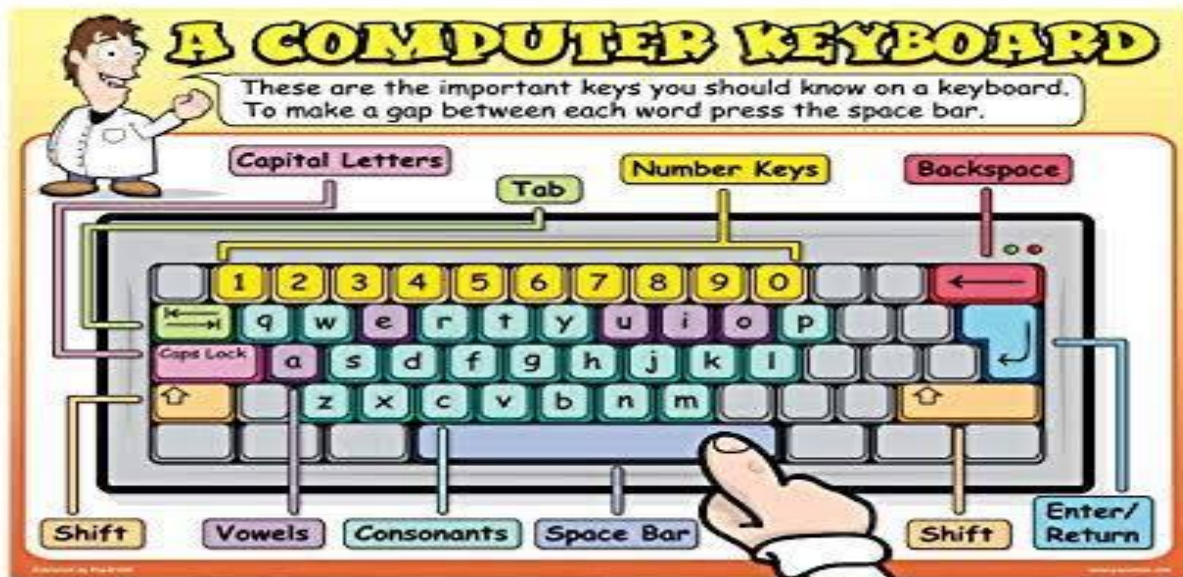


THE FUNCTIONS OF COMPUTER:





LET'S KNOW THE KEYBOARD



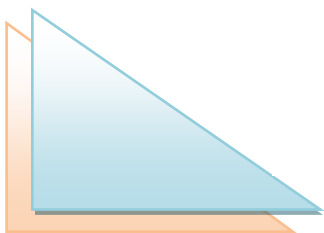
**WE HAVE LEARNT ABOUT KEYBOARD IN OUR PREVIOUS STANDARD.
YOU CAN CHECK THE LINK FOR REVISION.**

<https://youtu.be/5209qxJTgFM>



SOME KEYBOARD SHORTCUTS THAT YOU SHOULD KNOW.

CTRL Shortcuts	Functions
CTRL + A	Select All
CTRL + B	Bold
CTRL + C	Copy
CTRL + ALT + V	Paste Special
CTRL + D	Fill Down
CTRL + F	Find
CTRL + G	Go to
CTRL + H	Replace
CTRL + I	Italic
CTRL + K	Insert Hyperlink
CTRL + N	New Workbook
CTRL + O	Open File
CTRL + P	Print
CTRL + R	Fill right
CTRL + S	Save workbook
CTRL + T	Create Table
CTRL + U	Underline
CTRL + V	Paste
CTRL + W	Close window
CTRL + X	Cut
CTRL + Y	Repeat
CTRL + Z	Undo
CTRL + 1	Format Box
CTRL + 5	Strike-through
CTRL + 9	Hide row
SHIFT + CTRL + 9	Unhide row
CTRL + 0	Hide column
SHIFT + CTRL + 0	Unhide column
CTRL + ~	Show formulas/values
CTRL + '	Copy above formula
CTRL + [Precedents
CTRL +]	Dependents
CTRL + ;	Display date
SHIFT + CTRL + :	Display time
CTRL + Space	Select column
CTRL + Enter	Fill selection w/ entry





DO IT YOURSELF

- 1) WE LEARNT DIFFERENT TYPE OF KEYS OF KEYBOARD,EMPLEMENT ON YOUR PC AND SEE THE RESULTS.
- 2) DISCUSS LABELS OF DESKTOP WINDOW WITH YOUR PARENTS.
- 3) GATHER SOME INFORMATON ABOUT HOW COMPUTER IS USED IN VARIOUS PLACES.
- 4) TRY KEYBOARD SHORTCUTS .
- 5) IN MS WORD WRITE A PARAGRAPH ABOUT “HOW YOU ARE UTILIZING YOUR TIME DURING LOCKDOWN” . DO APPROPRIATE FORMATTING (PARAGRAPH SHOLUD NOT BE MORE THAN 10 LINES).
- 6) IN MS PAINT DRAW YOUR FAVOURITE PICTURE WITH MAXIMUM USE OF DIFFERENT TYPES OF SHAPES.

