Computer Full Course Points

BsN 1st Semester

Subject: Computer

Important Highlights

1. What is computer?

Computer is an electronic device. It accepts data, processes the data and gives us the desired output in the form of information. Therefore, we may define computer as a device that transforms data.

2. What is CPU?

CPU stands for central processing unit this is the brain of a computer. Also referred to as the "microprocessor," the processor does all the computations such as adding, subtracting, multiplying, and dividing. It has the same importance as the brain to human being. [The two typical components of a CPU include the following:

- The arithmetic logic unit (ALU), which performs arithmetic and logical operations.
- The <u>control unit</u> (CU), which extracts <u>instructions</u> from <u>memory</u>and decodes and <u>executes</u> them, calling on the ALU when necessary.]

3. What are input devices?

An input device for a computer is anything that sends information to the CPU to perform a specific function, e.g. keyboard, mouse, scanner and microphone.

4. What is output device?

All those devices that we use to get information out of a computer. Printers, monitors, speakers, and headphones are all output devices.

5. What is a storage device of computer?

Information and documents are stored in computer storage so that it can be retrieved whenever they are needed later on.

6. What are the types of the computer?

Types of computer are

 Supercomputer [Supercomputers play an important role in the field of computational science, and are used for a wide range of computationally intensive tasks in various fields, including quantum mechanics, weather forecasting, climate research, oil and gas exploration, molecular modeling]

- Mainframe [Mainframe computers or mainframes (colloquially referred to as
 "big iron") are computers used primarily by large organizations for critical
 applications; bulk data processing, such as census, industry and consumer
 statistics, enterprise resource planning; and transaction processing.]
- Minicomputer [Minicomputers are used for scientific and engineering computations, business-transaction processing, file handling, and database management, and are often now referred to as small or midsize servers]
- Microcomputer [Microcomputer was formerly a commonly used term for personal computers, particularly any of a class of small digital computers whose CPU is contained on a single integrated semiconductor chip. Thus, a microcomputer uses a single microprocessor for its CPU, which performs all logic and arithmetic operations.]

7. What is hardware and software?

Computer hardware is any physical device, something that you are able to touch and software is a collection of instructions and code installed into the computer and cannot be touched.

((((RAM is a volatile memory which erases its data when the power is off. ROM is the**non** volatile memory in which data can be stored. The data is not lost if power goes lost. Example of ROM is Hard Disk,Pen drives.))))

8. What is RAM?

 RAM stands for Random access memory; it is referred to the main memory of the computer.

9. What is ROM?

ROM stands for Read Only Memory, BIOS instructions are in ROM memory.

10. Write 3 examples of symbolic keys and control keys

- a. Symbolic keys: @, #, \$
- b. Control keys: Esc, Alt, Ctrl

11. What is a mouse?

Mouse is an input device and Controls movement of pointer on the screen.

12. What is a monitor?

Monitors often look similar to televisions. The main difference between a monitor and a television is that a monitor does not have a television tuner to change channels. Monitors often have higher display resolution than televisions.

13. Types of Monitor?

- CRT cathode ray tube
- LCD Liquid Crystal Display
- LED Light Emitting Diode

14. What is multimedia projector?

It's an output device and it is used to present the enlarged projection of the graphics, and often used in meetings and presentations to help make sure everyone in the room can view the presentation.

15. What is a scanner?

A scanner is an input device that scans documents such as photographs and documents. When a document is scanned, it is converted into a digital format or soft copy.

16. What is a printer?

A printer is an output device that prints paper documents. And converts the soft copy of the document or picture into hardcopy.

17. What is application software?

Application software (app or application for short) is computer software designed to perform a group of coordinated functions, tasks, or activities for the benefit of the user.

Application software is called the end-user programs because they enable the user to complete tasks such as creating documents, spreadsheets, databases, and publications, doing online research, sending email, designing graphics, running businesses, and even playing games, e.g. MS word, MS excel, Power point, adobe Photoshop, notepad and browser.

18. What is system software?

System software is a type of computer program that is designed to run a computer's hardware and application programs

System software is computer **software** designed to provide a platform to other **softwares**. Examples of**system software** include operating **systems** like macOS and Windows, computational science**software**, game engines, industrial automation, and **software** as a service applications..

Controls the basic functions of a computer and comes usually preinstalled with the machine. E.g. BIOS, Operating system

19. What is operating system?

An **operating system** (OS) is the program that, after being initially loaded into the computer by a boot program, manages all the other programs in a computer.

An operating system is the most important software that runs on a computer. It manages the computer's memory, processes, and all of its software and hardware resources to make the best use of it for the user. It helps the hardware to communicate with applications. Example: Windows XP, Windows 7, Windows 8, UNIX, and Linux.

20. What is a search engine?

A **web search engine** is a software system that is designed to search for information on the <u>World Wide Web</u>. The search results are generally presented in a line of results, often referred to as <u>search engine results pages</u> (SERPs). The information may be a mix of <u>web pages</u>, images and other types of files

- a. A program that searches for and identifies items in a database that correspond to keywords or characters specified by the user, used especially for finding particular sites on the World Wide Web.
- b. A URL to search engine is http://www.google.com
- c. E,ggoogle,bing, Yahoo. Baidu. AOL. Ask.com. Excite. DuckDuckGo.

21. What is a browser?

- a. A browser is an application software or program that enables the user to access internet on computer. Most nominal browsers are as follows,
 - i. Internet explorer
 - ii. Google chrome
 - iii. Opera
- b. A web **browser** (commonly referred to as a **browser**) is a software application for accessing information on the World Wide Web. ... The most popular web **browsers** are Chrome, Firefox, Safari, Internet Explorer, and Edge.

22. URL stands for?

a. Universal resource locator[the address of a World Wide Web page] (A uniform resource locator (URL) is the address of a resource on the Internet. A URL indicates the location of a resource as well as the protocol used to access it. A URL contains the following information: The protocol used to a access the resource. The the location of the server (whether by IP address or domain name)

23. Difference between cursor and pointer?

a. The cursor indicates the next space for a letter, when you are typing. The mouse pointer highlights objects on which you want information (left button) or perform an action (right button).

24. What is html

a. **HTML** is the standard markup language for creating Web pages. **HTML** stands for Hyper Text Markup Language. **HTML** describes the structure of Web pages using markup. **HTML** elements are the building blocks of **HTML** pages.

25. What is https//

a. Hyper Text Transfer Protocol Secure (**HTTPS**) is the secure version of HTTP, the protocol over which data is sent between your browser and the website that you are connected to. The 'S' at the end of **HTTPS** stands for 'Secure'. It means all communications between your browser and the website are encrypted.

26. Who is called the father of computer?

a. Charles Babbage was considered to be the father of computing after his invention and concept of the Analytical Engine in 1837.

27. What is MS office?

- a. Microsoft Office is a set of interrelated desktop applications, servers and services, collectively referred to as an office suite, for the Microsoft Windows and Mac OS X operating systems.
- b. <u>Microsoft **Office** is a family of client software, server software, and services developed by Microsoft.</u> ... <u>Initially a marketing term for an **office** suite (bundled</u>

set of productivity applications), the first version of **Office** contained Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.

28. What is email address?

- a. Email, short for "electronic mail," is one of the most widely used features of the Internet, along with the web. It allows you to send and receive messages to and from anyone with an email address, anywhere in the world.
- b. Electronic mail (email or e-mail) is a method of exchanging messages ("mail") between people using electronic devices. ... Some early email systems required the author and the recipient to both be online at the same time, in common with instant messaging.

29. Write any email service website address?

a. URL for email service address is www.live.com, www.yahoo.com, www.gmail.com zoho mail outlook.com mail.com

30. What is power point?

- a. **PowerPoint** is a complete presentation graphics package. It gives you everything you need to produce a professional-looking presentation.
- b. **PowerPoint** makes it easy to create, collaborate, and present your ideas in dynamic, visually compelling ways.

31. What is MS word?

- a. **Microsoft Word** or **MS-WORD** (often called **Word**) is a graphical **word** processing program that users can type with. It is made by the computer company **Microsoft**. The purpose of the **MS Word** is to allow the users to type and save documents.
- b. Sometimes called Winword, MS Word, or Word,

32. What is a multimedia projector?

a. It's an output device that is capable of projecting text, images, video and audio content.

33. What is antivirus?

- a. It's a system application that is used to protect computer from harmful programs called virus. [A computer virus is a malicious program that self-replicates by copying itself to another program. In other words, the computer virus spreads by itself into other executable code or documents. The purpose of creating a computer virus is to infect vulnerable systems, gain admin control and steal user sensitive data.]
- b. **Antivirus** software, or anti-virus software (abbreviated to AV software), also known as anti-malware, is a **computer** program used to prevent, detect, and remove malware.
- c. **E,g** Kaspersky, McAfee, Norton,. AVG and Panda

34. Write any 3 control keys?

- a. Control
- b. Alt
- c. Del
- d. Back space

33. Write down any 2 Operating system?

- a. Windows XP
- c. Window 8

- **b.** Windows 7
- d. UNIX
- **34.** Ctrl + S is for saving the document
- **35.** Ctrl + V is to paste the copied text
- **36.** Title bar shows the name of the document
- **37.** Ctrl + C is to copy the text, file or and folder.
- **38.** F1 is used for help.
- 39. F2 for rename
- 40. F5 for refresh
- 41. Alt+ F4 for close window
- **42.** Application used for writing a letter is MS word.
- **43.** Printer is an output device, that provide us hard copy of documents.
- **44.** Ctrl + X is shortcut key used for cutting the text, file or folder.
- **45.** Windows XP, win 7, Linux, Unix all are operating systems.
- **46.** Application used for presentation is called power point.
- **47.** Google, yahoo, bing are search engines
- **48.** Ctrl + A is used to select all.
- **49.** Scanner is an input device that provides us softcopy of the document.
- **50.** Ctrl + B key is used to bold the text.
- **51.** MS Excel is used for accounting purposes.
- **52.** Operating system is a system Software.
- **53.** The Header and Footer Commands are in insert tab and header and footer group.
- **54.** Ctrl + Z key combination is used to undo some action.
- **55.** Ctrl + J (Justify) is in paragraph group
- **56.** Ctrl+ E for central align

58. Ctrl + R forright align

- **57.** Ctrl + L for left align
- et By Husain.Z
- **59.** Ctrl + shift + < for derease font size
- **60.** Ctrl + shift + > for increase font size
- 61. Ctrl + B for bold
- 62. Ctrl + I for italic
- 63. Ctrl + U for underline
- **64.** Tab for more spaces
- **65.** brain of computer is called processor or CPU.
- **66.** In computer keyboard is used for inputting the data.
- **67.** Slide show is a term used in power point.
- **68.** \$, #, % is symbolic or special character keys on keyboard?

- **69.** Pressing caps lock key once helps in writing alphabets in capitals, but pressing again makes writing alphabets in smalls.
- **70.** In MS word while typing we press enter key to go to next line.
- **71.** Backspace is used to erase the word on the left of the cursor, and del key is used to erase word on the right side of the cursor.
- **72.** Bullets are in home tab and paragraph group.
- 73. "@" is used in email address.
- 74. Combining 2 cells in MS Excel is called merging.
- **75.** Dividing a cell into 2 in MS Excel is called splitting.
- **76.** ∑ symbol is used to sum up the numbers in MS Excel?Account number
- **78.** F5 key is used in Power point for slide show.
- **79.** RAM stands for random access memory.
- 80. F2 key is used for renaming thecontent.
- 81. The basic operations performed by a computer are
 - a. Arithmetic operation [The basic arithmetic operations are addition, subtraction, multiplication and division, although this subject also includes more advanced operations, such as manipulations of percentages, square roots, exponentiation, logarithmic functions, and even trigonometric functions,]
 - b. Logical operation [logic operations take inputs that are either true (1) or false (0) and produce a single output value that is also true or false. Most of these operations can take more than two inputs, except for the NOT operationwhich takes only one input.]
 - c. **Storage and relative** [An automated **storage and retrieval** system (ASRS or AS/RS) consists of a variety of computer-controlled**systems** for automatically placing and retrieving loads from **defined storage** locations.]
- **82.** The brain of any computer system is CPU or processor
- **83.** Valid program to access internet is called browser.
- **84.** Internet explorer is the product of Microsoft. HUSAIN.Z
- **85.** The bar at the top of the document that contains the name of the documents is called title bar.
- **86.** MS word is application software?
- **87.** A computer can't think or decide by itself?
- **88.** Is used in ms Excel "=10*4"
- 89. Designs term is used in power point
- **90.** Animation term is used in power point.
- **91.** Cell term is used in excel.
- **92.** Slide show the term is used in power point.
- **93.** Power point

- 1. Alt + Q for Go to "Tell me what you want to do"
- 2. Ctrl + Enter for Move to next placeholder (if on slide's last placeholder, this inserts a new slide)
- 3. Ctrl + M for Insert a new slide
- 4. Ctrl + D for Duplicate the current side
- 5. Shift + F3 for change case.
- 6. Alt + shift + up arrow for Move selected outline paragraphs up
- 7. Alt + shift + down arrow for Move selected outline paragraphs down
- 8. Ctrl + p for Activate the pen tool during a show
- 9. E for Erase pen tool drawings during a show
- 10. Esc for Turn off the pen tool during a show
- 11. Ctrl + A Change the pen to a pointer during a show
- 12. Ctrl H for Hide the pointer or pen during a show
- 13. B for black screen while slide show is on
- 14. W for white screen
- 15. S for stop or restart automatic show
- 16. Esc for ending slide show
- 17. Ctrl + X for cut
- 18. Ctrl + Y for redo
- 19. Ctrl + z for undo
- 20. Ctrl + F1 for expand ribbon
- 21. F1 for help
- 22. F2 for edit in selected.....
- 23. F4 for repeat
- 24. F5 to start slide show
- 25. Shift + F5 for starting slideshow for current viewed slide
- 26. F7 for spellcheck
- 27. 1 + Enter for returning to first slide
- 28. Cntrl + shift +L for bullet
- 29. Cntrl + shift +F for font.
- By Husain.Z 30. Cntrl + shift + + for super script
- 31. Cntrl + = for sub script
- 32. Alt + shift + D for date
- 33. Alt + shift + T for time

Difference between System Software and Application Software. System software is used for operating computer hardware. Application software is used by user to perform specific task. ... They can't run without the presence of **system software**.

The USB mass storage device class (also known as USB MSC or UMS) is a set of computing communications protocols defined by the USB Implementers Forum that makes a USB

device accessible to a host computing **device** and enables file transfers between the host and the **USB device**.

Input devices

Input devices take data from the 'outside world' (i.e. outside of the computer) and send it to the Central Processing Unit for processing. Data can be collected and entered into a computer in a range of ways. These include, for example, a keyboard, a mouse, a graphics tablet, a touch screen, a bar code reader, a magnetic stripe reader and so on. So data from the world outside of the computer is entered into the computer system using 'input devices'.

Output devices

Every computer system will need to have a way of displaying information or printing information out so that it is useful to humans. There needs to be, therefore, some 'output devices'. A very useful output device is a VDU (or Visual Display Unit). Another handy one that allows you to produce 'hardcopy' (i.e. a printout on paper) is a printer. It is possible that you also need an audio output. Speakers or headphones would be useful in these circumstances!

Storage devices

Of course, the computer might not want to display or print out the results of some processing immediately. It might simply want to store the results for another time. It therefore needs some storage devices. Storage devices will store data, even when the power to the computer is switched off. When the power is switched on again, the data can be retrieved. For this reason, storage devices are known as 'non-volatile' devices. Examples include USB pen drives, hard disks, CDs, CD R/Ws, DVDs, SD and micro SD cards, Blu-ray disks and magnetic tape. The hard drive is a very important storage device in your computer that deserves a special mention at this point in time. Not only does it hold all of your files, even when the power is switched off, it also holds your operating system and all of the programs you want to use, too.

Another increasingly important 'storage device' is cloud storage. This is where you store data on someone else's computer system by uploading files to it across the Internet. This means that you don't have to use your own storage space and your files in theory should be backed up by the cloud company and safe from viruses, although some people are concerned about file security; they have lost control over what happens to their data once it has been uploaded. As long as you have an Internet connection, you can get your files back at any time from any computer. There are many free services available you can set up and use, including Dropbox, Apple iCloud, SkyDrive and Google Drive.

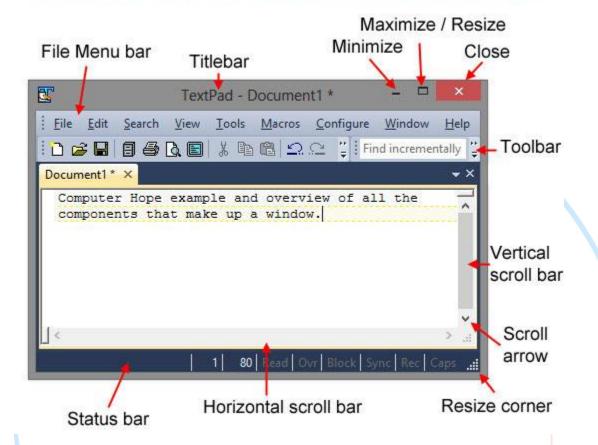
The CPU

Once data has been read into the computer via the input devices, it is processed by the CPU. The CPU then outputs the data using output devices, perhaps to a monitor or speakers, or saves it for later using a storage device.

In Microsoft Windows, pressing **Alt+Spacebar**shows you the window menu options

A Project By Husain.Z

Example of a Microsoft Windows window



Medico Slidoc In Microsoft Windows

pressing Alt+Spacebarshows you the window menu options

Using this <u>keyboard shortcut</u> allows you to perform any of the title bar options without using a mouse.

A PROJECT BY HUSAIN Z

ADVANTAGES of INTERNET

- -you can send and receive e-mails
- -you can get in touch with your friends
- -you can do shopping
- -you can downloads files, music and films
- -you can find interesting materials
- -you can meet/get to know a lot of people
- -you can find flat or jobs quickly
- -the net is easy and fast source of information
- -the net makes our work easier

- -the net enables us to do shopping, pay bills without leaving our homes
- -the net saves our time (we don't have to stay in queue)
- -provides entertainment

DISADVANTEGES OF INTERNET

- -you can get addicted to internet
- -you can met bad people
- -you may be robbed
- -the net is harmful to your eyesight and spine
- -the net is full of violence and pornography
- -children spend to much time in front of instead to it
- -viruses can destroyed your computer
- -waste time
- -increase risk of obesity
 - Alt = Pressing the Alt key alone focuses the computer on the <u>File</u> Menu (if available).
 - Alt+F = Pressing these two keys opens the File Menu in an open program.
 - **Alt+F4** = These keys close the open program. To close an open <u>window</u> or <u>tab</u>within a program press Ctrl+F4.
 - **Alt+Spacebar** = Open the window menu of the program currently open.
 - **Alt+Tab** = These keys switch between open programs from left-toright. Pressing Alt+Shift+Tab moves in the opposite direction, from right to left.

F1. A PROJECT BY HUSAIN 7

- Used as the help key in almost every program. Opens a help screen when this key is pressed.
- Enter CMOS Setup.
- Windows Key + F1 would open the Microsoft Windows help and support center.
- Open the <u>Task Pane</u>.

F2.

- In Microsoft Windows, renames a highlighted <u>icon</u>, <u>file</u>, or <u>folder</u> in all versions of Windows.
- In Microsoft Excel, edits the active cell.
- Alt+Ctrl+F2 opens document window in Microsoft Word.
- Ctrl+F2 displays the print preview window in Microsoft Word.
- Quickly rename a selected file or folder.
- Enter CMOS Setup.

F3.

• In MS-DOS or Windows command line F3 will repeat the last command.

• In Microsoft Word Ctrl+F3 will lowercase any highlighted text.



Medico Slides

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