



- Home
- About Us
- Spreadsheet
- Word Processing
- Presentation
- Internet and its
- Computer Security

Home

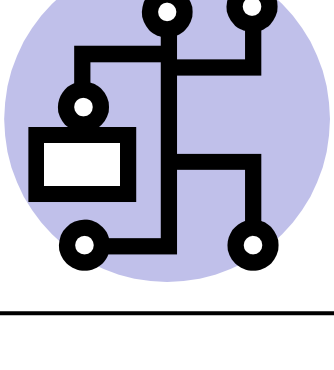
WE have seen the use of computers in areas like education, business, sports, agriculture etc. We are confident that you will find this website useful and interesting. We are thankful to the subject experts who have played an important role in making this material interesting and useful. We wish for your bright future. We welcome the views of experts and learners for improvement in the learning material.

WITH BEST WISHES

FALANKIT

DEVELOPER

JUST CLICK AND SCROL UP AND MOVE TO LESSON



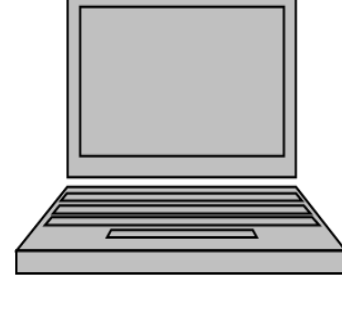
ADDRESS
 WARD NO. 18 NEAR RAMSUKHDAS
 VATICA,NOHAR,RAJASTHAN-335523
 E-mail:
 NAGPALFALANKIT@GMAIL.com



- Home
- About Us
- Spreadsheet
- Word Processing
- Presentation
- Internet and its
- Computer Security

About Us

India is a rapidly growing and developing nation. The growth should be multifaceted and even for it to be meaningful for all. With the advent of computers the world moved to a new age-cyber age. The unprecedented amount of growth that the world has seen since information technology revolution is unparalleled in history. Computers have taken over almost all spheres of human existence be it Offices, Homes, Hospitals, Railway stations, Universities or Schools. Therefore it is imperative for all of us to have computer skills, if not advanced at least basic skills, so that we are able to handle computers properly and for our benefit. Me Falankit I have try to give some basic knowledge of computer



THANK YOU !



- Home
- About Us
- Spreadsheet
- Word Processing
- Presentation
- Internet and its
- Computer Security

To contact us call:

1-555-555-5555

Spreadsheet

Spreadsheet is an electronic document in which data is arranged in the rows and columns. It helps us to store, arrange, sort, manipulate and calculate the data easily. Spreadsheet helps to add, subtract, multiply and divide a large data within a fraction of a second.

The best part is if we change the data in spreadsheet, its total also gets changed accordingly.

We can also create charts based on this data.

Worksheet: Worksheet is like a huge table in which we enter our data. Our data can be in the form of text or numbers or symbols.

Workbook: Workbook is a file created in Ms-Excel. That is why when we open Ms-Excel it shows the default file name as Book 1 written on title bar. Every workbook has three worksheets titled sheet 1, sheet 2 and sheet 3. We can add more sheets to our workbook if required. In other words we can say workbook is like a book whereas worksheets are like its pages. Worksheet is also known as spreadsheet.

Data can be entered in Ms-Excel in two ways:

- (i) By using active cell
- (ii) Through formula bar

1. By using active cell: We have to click on that cell where we want to enter data to make it active cell. After selecting this cell we can type our data and press enter or click anywhere else.

2. Through Formula Bar: For entering data by using formula bar we will need to make that cell active where we wish to enter data. Then we will click on formula bar and type desired data and press Enter.

EDITING

Editing means making corrections. If while typing we commit any errors then we can do corrections by double clicking that cell which needs to be edited.

By double clicking in that cell, the cursor appears there and then we can erase the data present in that cell by pressing Delete or backspace key. And there after type the new data and finally press

the Enter key. It is necessary to press the Enter key after making corrections. It is required just as we need to put a full stop after writing a sentence in English.

Writing a Formula

To add or subtract any data we first need to enter some data in our spreadsheet for example we click

cell A and type 5 in it and then we click B1 and type 4 in it.

Now we will find the total in cell D1 by writing the formula.

Note: In Ms-Excel a formula always begins with an equal to sign. A formula has three main parts.

- (a) equal to (=) sign
- (b) Numbers or cell address
- (c) arithmetic operator (+, -, *, /)

We will begin writing the formula by pressing = (equal to) sign then type the cell address A1 and then the plus sign (+) and the cell address of next cell to be added

i.e. B1. After typing the formula we must press the Enter key.

Once we press the Enter key we will find the sum (in our case it will be 9) in the cell D1 but when we look at the formula bar, we will find the formula i.e. “=A1+B1”

written there. To subtract two numbers we will use minus (-) operator, to multiply two numbers the multiplication operator (*) is used whereas to divide a slash (/) be used.

Cell Formatting

The process of making the data attractive and presentable is known as cell formatting. We can format our cell by

1. Making the data bold, italics or underline.
2. Making the numbers or alphabets big or small.
3. Placing the data towards left, right or center. This process of placing the data towards the left margin, right margin or in center is known as alignment.
4. Giving a border to data.
5. Adding background colour in our data.

How to Format Data

1. Right click the cell which you want to format and click “Format Cells” option.
2. “Format Cells” dialog box will open. Now click on Font tab. Change font colour, size or type

according to your liking and then click O.K.

Now this cell will look different from the rest of the cells. We can apply formatting to multiple cells by selecting them. We will press and hold the shift key and drag the mouse till the desired cell for example H15. All cells from A1 to H15 will be selected.

Now apply desired font colour, size and

style.

Note: A series of continuous cells is known as cell range. To select a cell range click the first cell, press & hold the shift key and finally click the last cell. All the cells from first to last will

be selected.

Steps for Cell Formatting:

Select cell ,Right click, Format cell, Font tab ,Font colour/size/style ,Ok

Alignment

1. Select the cell or range of cells and right click on them. Select format cells option. Format

cells dialog box appears, click on Alignment tab.

2. In horizontal group click down arrow next to general.
3. Now click on center. Now we will see all the numbers and text appears in center.

Steps for

alignment.

Select cell , Right click ,Format cells ,Alignment

tab ,Horizontal Center, Ok



- Home
- About Us
- Spreadsheet
- Word Processing
- Presentation
- Internet and its
- Computer Security

Typing text and arranging it properly is known as Word Processing. The software used for this purpose is called Word Processor.

We have learnt to create, save, open and delete documents. Lets learn to add tables & pictures and send letters through mail merge in this unit

A cell is formed by intersection of rows and columns. Table is a grid of cells arranged in rows and columns. We can easily create tables in Word Processor

Let us learn to make table and fill data in word processor. First of all we will open word processor. We have already learnt how to open word processor.

Note: If we want to insert a table with 4 rows and 4 columns. We will click on insert tab and then

table option. We will select 4 rows and 4 columns. We will see a blank table in our document.

Now to add text to this table we need to click that cell (box in the table) and add the data we want

to enter in it.

We can add pictures in a word document to make the document more effective. If we want to write

about flowers the reader would find the document more meaningful if the picture of that flower is also present in the

document.

To add a picture in our document we will follow these steps -

1. Click where you want to add a picture.

2. Now click insert tab

3. You will see illustration group click on picture option

4. An "Insert Picture" dialog box will open.

5. Now click on desktop option. A list of present files will appear and select flower.jpg file and click insert.

Your picture will appear in the document.

To arrange the picture properly in the document click on it, you will find small square on the corners .Using the mouse we can

increase the size of the picture by dragging outside and decrease by taking it inside.

In this picture we have corners to resize the image as per our desire.

We can use our computer to write in any language. This has made it easy for people to learn computer. Many people in villages, towns and cities are learning to work on computers and earn their living through it. Size and style of words is called font. There are many types of fonts. We can type in different languages like Hindi, Punjabi, Sanskrit & Urdu etc. with the help of font.

Note: Calibri font is mostly used in MS Word 2007. We can change it according to our will. After creating a new document press Ctrl

key with one hand and D with other; font dialog box will open, now select Shusha for typing in Hindi and click OK. We will see

Shusha written in place of

Calibri in our document.

Information and data can be merged together to send a copy of the same document to many people

at the same time. This is known as Mail Merge.

Suppose it is your birthday and you want to invite your friends and relatives. The letter that you

want to send to all is the information and the address of friends & relatives is the data. Let us see

how it is done -

1. Start All programs Ms Office 2007 Ms Word 2007

MS Word 2007 window will open.

2. Click 'Mailing' tab; start Mail Merge; select letter

Mailing tab start mail merge list is opened click letter . Select

Recipients tab click type new list

4. Now a database window will open.

5. Click customize columns and add the fields which we require and delete the unnecessary

fields. here we have kept first name, last name, Address - 1 field and removed rest of

the fields.

6. Press OK. Now save the data table in My Document folder by the name of guest list

7. Now you will reach the word window.

8. Click insert Merge field tab and click the field name you want to insert at the desired place.

9. Lastly we will find many copies of our document. These copies can be sent to the guest after

printing. It is also possible to send them via e-mail.

- Home
- About Us
- Spreadsheet
- Word Processing
- Presentation
- Internet and its advantages
- Computer Security

Internet and its advantages

In daily life whenever we want to look for the meaning of a particular word, we immediately open dictionary. But if we want a detailed information on anything we will have to use Internet. Internet is a huge collection of information and we can use it to get information about anything immediately. As different towns, cities and states have been connected to other towns, cities or states with the help of roads, likewise information in one computer can be exchanged with another computer with help of telephone lines or satellites. Initially a small number of computers within a single room or different rooms of the same office were connected. Such an arrangement was called Local Area Network (LAN). Later on the computers which were placed in different cities were connected together and this was called (WAN) Wide Area Network. When computers of different cities all over the world were connected to LAN and WANs, this was called Internet. Internet is a network of computers or networks of computers world wide. Internet is also called Network of Networks. Computers are connected to other computers or networks using telephone wires, Network cables, Satellite or other mediums. It is the fastest means of communication

Internet was invented in 1960s at Dept. of Defense in USA. At that time it was used for exchange of information in different locations of Defense department.

Later on it became a necessity in every office and household. As every house has a T.V., fridge, telephone and mobile likewise computer and internet have also become quite popular. Internet is considered to be a most valuable invention by the intellectuals. Its usage and facilities are increasing continuously. Though we may not have computer at home yet we can send messages to our friends and family via email.

Email stands for **electronic mail**. It is like a letter. The only difference is that it is sent immediately to anyone across the globe using internet. Email is the most economical, fast and convenient method of sending messages. We will discuss about it in detail in the next chapter. Internet is becoming popular day-by-day. There is nothing in the world whose information we can not find through internet.

Video conferencing is a technology with which we can have a face-to-face conversation with anyone. Video conferencing technology is very prevalent these days to talk to your relatives living in other cities or countries and even see each other while talking. Video conferencing can be used for giving interviews also. Colleges and universities use this technology to train their students, and the student can even ask questions from the teacher or trainers. When any information is sent via internet, it gets converted into small packets and every packet travels to internet via telephone line, cable or satellite. These packets reach the target computer with the help of a special device called Router. Router decides the safest, easiest and fastest route to reach the target computer. These packets are collected again to convert the information in the form in which it was sent. The computers follow the rules to complete this entire process which are called protocol. This protocol is called TCP/IP.

We can connect to Internet in two ways:

1. By calling the computer of Internet Service provider by our phone line or connecting to our

ISP directly.

Generally we connect to ISP through phone line and modem. We have to pay some amount to these ISPs for using internet.

MODEM: Modem is a device that connects a computer with a phone line. For ending information modem must be present alongwith the sender's computer as well as receiver's computer. Modems can be present inside the computer or can be connected to the computer from outside.

Connecting to Internet using Data Card

Data Card is a device which helps us to connect to internet without wires.

Use these steps to connect your computer to internet using data card -

1. Insert Data Card in the USB port.
2. Install the software related to data card in your computer.
3. Double click the data card icon or press enter after placing the cursor on this icon.
4. Click on connect button seen on the computer.
5. Now you can use internet in your computer.

The collection of information available on internet is known as World Wide Web. The information

available on World Wide Web can be in the form of text, picture and sound.

World Wide Web is also

known as WEB.

Many people confuse internet with web but actually they are different.

Internet is a network of a group of computers whereas World Wide Web is a service provided by

internet.

Getting desired information through internet or web is known as internet browsing or web browsing.

Web browser is software which helps us in using internet. In simple words, the software of web

browser connects computer with World Wide Web. Some of the common

examples of web browser

are: internet explorer, Google chrome, Mozilla, Firefox, opera and safari etc.

Web page - It is a page full of information which is seen with the help of web browser. This is an

electronic page on web which has content, picture and sound etc. We can easily navigate from one

web page to another.

Websites - websites are made up of one or more than one web pages collected together. The first

page of any website is known as homepage. Every website has an address. This is known as website

address.

Search engine is a special website which discovers related websites and web pages according to

key words typed by the user.

Some of the main search engines are, rediff, yahoo, google, etc.

As we have learnt earlier that we need web browser program to connect to world wide web of

internet. Internet explorer is also a popular web browser. We will follow the following steps to open

a website:

1. First of all check whether your internet connection is working or not.
2. Click on the start button on computer desktop.
3. Take your pointer to all programs and see the list of all programs and select internet explorer.
4. Now home page will open in internet explorer.
5. Type the address of website which you want to open in the blank box on the screen. Type website address. If you want to see the website of National Institute of Open Schooling (NIOS); type www.nios.com.
6. Now press enter or go button; now you will see the website of NIOS.

We can see other websites in the same manner.

We can read any news paper easily on internet. We will follow the following steps in this regard.

1. We will open web browser like internet explorer, Google chrome on computer.
2. We will type the news related website address on the address bar of the web browser.
3. Now click go or enter in the address bar.
4. We can read the desired news papers in Hindi/English.

- Home
- About Us
- Spreadsheet
- Word Processing
- Presentation
- Internet and its advantages
- Computer Security

Computer has become an essential part of our life. Therefore we need its security also. If this device does not have proper security, then it might be dangerous for us. Hackers can take out username and password of Internet Banking. This will help them to transfer your money into their account. By getting credit card number and its password money can be withdrawn from your account. Username of e-mail ID can also be hacked. Not only this, the servers of big companies and institutions can also be hacked. The secrecy of company gets reduced due to hacking. Internet can also be used to take out blue prints of army and its weapons. Hackers can also get the information regarding Missiles, Radar, Gun, Ordnance-factories etc. Hackers can also get the information about the army working on the frontiers. They can get the route map of the army. There are many other sectors where computer hacking can be used. Let us know how computer can be kept secured from hacking. We have learnt in last chapter that computer is used in every sector of human life.

Whenever we use computer our information is stored in folders in files menu.

This information can be seen by other people. This information can be used in a wrong way also.

We have also learnt that files can be saved by keeping a password in them. We will read about this

in detail later on. We can communicate with other people through e-mail or chat. We want that if somebody sees our email or logs in from your ID,

then he should not send wrong information or spam mail to others.

When we use internet from our home, do transaction from our bank account, we should check that nobody else can do transactions from our bank account.

When we connect with internet then some files or programs get stored in our computer. We should take precautions so that a bad or wrong program would not affect our computer. It should not change or hack the information from our files. Therefore, we need security from this danger.

We log in after starting the computer. We enter password for logging in. This is a kind of security.

By using password, nobody can see our files or change them.

In the same way, password is used for user ID. Using passwords stops hackers from sending wrong emails or reading our emails. Password is present for email banking also. Therefore bank uses another kind of security features too. They ask some questions or some parts of password.

This password or security question is not known to bank employees. Bank uses a different program to keep this password a secret.

Internet service providers also keep many precautions to save emails from virus. We will learn

about virus later on. Internet providers also keep us informing about phishing emails. We will know more about it in coming chapter.

Virus

Many features are included in our computer system to save them from virus attack. Windows firewall is one such feature. Windows firewall should always be kept on to save us from virus attack.

There are many programs available on internet to keep us safe from virus. These are known as antivirus software. It is important to install antivirus software in our computer and keep them active. Some of them are purchased by giving money and some are free. Free antivirus should be used carefully because it may seem like antivirus but may have virus. Many antivirus are available in market like Norton, Quick heal, AVG antivirus etc.

A password is used to secure our information, messages and transactions. Therefore it is important

to secure them with password. We should not tell our password to others. We should to keep our password with great care. We should not keep our name or names of our close ones/address as password.

If somebody tries to break our password he will try these first. Experts say that we should not use those words which are present in dictionary. We should use non-sequenced, non-serialized and non-regular alphabets.

For example use 'swugjalak' instead of ramesh thakur. Password should be long as it is impossible to break it.

Many institutions and computer experts believe that there should be minimum 6 alphabets in passwords. However, some of the systems want numbers to be a part of password. This enhances password and therefore, it could not be broken easily.

Some systems prohibit the use of special symbols like (!, @, #, \$) and some systems accept them.

Some more systems believe that there should be special symbol present in the password. This makes password tough and could not be broken easily. Therefore, we should use a password which is long and has alphabets, numbers and special symbols.

It is not easy to remember a password and if we write them on paper, it can be read easily by others.

Therefore, the best way is to use password again and again so that it gets remembered by you easily.

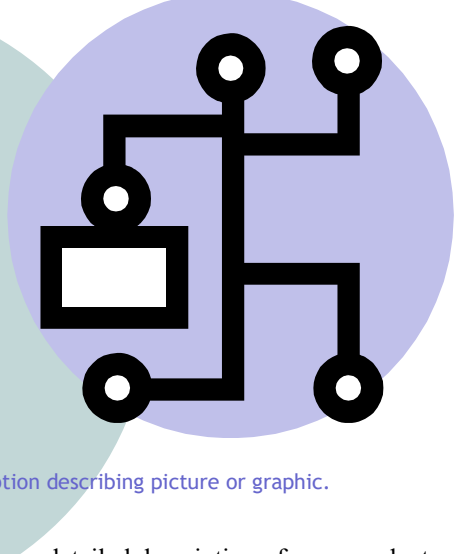
Another fact is that, we should not use one password at many places. Password should be different from others. One password should not be related to another.



- Home
- About Us
- Spreadsheet
- Word Processing
- Presentation
- Internet and its
- Computer Security

Product Detail

[< Return to Product List](#)



Caption describing picture or graphic.

Type a detailed description of your product.

Change the picture to one of your own, such as a photo of your product.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisis enim ad minim veniam, quis nostrud exerci tution ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisis enim ad minim veniam, quis

Product Summary

Describe a product and insert a photo and the price.

Type a brief description that introduces your product. Type a more detailed description in the longer text box.

SKU/Item Number: 000000
Price: \$00.00

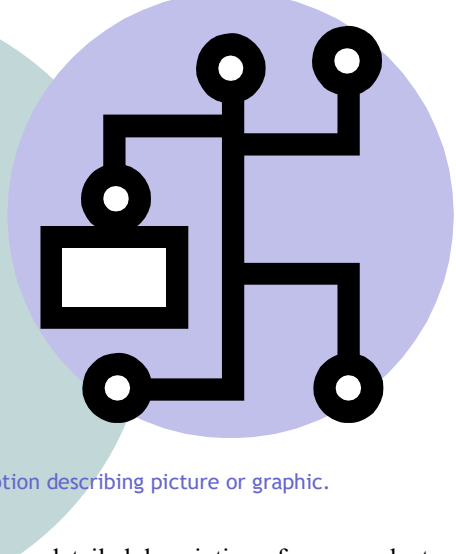
- List an important product feature.
- List an important product feature.
- List an important product feature.
- List an important product feature.

E-mail: NAGPALFALANKIT@GMAIL.com

- Home
- About Us
- Spreadsheet
- Word Processing
- Presentation
- Internet and its
- Computer Security

Product Detail

[< Return to Product List](#)



Caption describing picture or graphic.

Type a detailed description of your product.

Change the picture to one of your own, such as a photo of your product.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisis enim ad minim veniam, quis nostrud exerci tution ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisis enim ad minim veniam, quis

Product Summary

Describe a product and insert a photo and the price.

Type a brief description that introduces your product. Type a more detailed description in the longer text box.

SKU/Item Number: 000000

Price: \$00.00

- List an important product feature.
- List an important product feature.
- List an important product feature.
- List an important product feature.

E-mail: NAGPALFALANKIT@GMAIL.com



- Home
- About Us
- Spreadsheet
- Word Processing
- Presentation
- Internet and its
- Computer Security

Calendar

February 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Schedule of Events

- 00/00/00 – Type the date of an upcoming event. Type the name of the event, the time, location, and a phone number to call for more information.

[More details...](#)

- 00/00/00 – Type the date of an upcoming event. Type the name of the event, the time, location, and a phone number to call for more information.

[More details...](#)

- 00/00/00 – Type the date of an upcoming event. Type the name of the event, the time, location, and a phone number to call for more information.

[More details...](#)

- 00/00/00 – Type the date of an upcoming event. Type the name of the event, the time, location, and a phone number to call for more information.

[More details...](#)

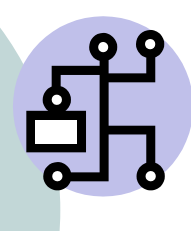
E-mail:
NAGPALFALANKIT@GMAIL.COM



- Home
- About Us
- Spreadsheet
- Word Processing
- Presentation
- Internet and its
- Computer Security

Project List

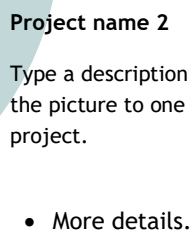
List your current projects, clients, or activities. To add more projects, copy and paste additional text boxes.



Project name 1

Type a description of the project, client, or activity. Change the picture to one of your own, such as a picture of the project.

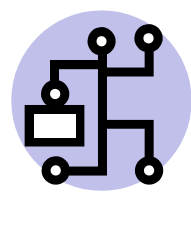
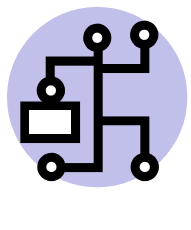
- [More details...](#)



Project name 2

Type a description of the project, client, or activity. Change the picture to one of your own, such as a picture of the project.

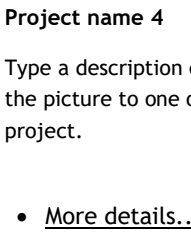
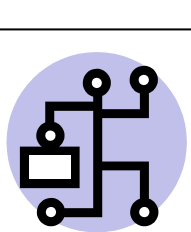
- [More details...](#)



Project name 3

Type a description of the project, client, or activity. Change the picture to one of your own, such as a picture of the project.

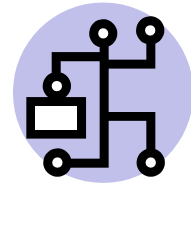
- [More details...](#)



Project name 4

Type a description of the project, client, or activity. Change the picture to one of your own, such as a picture of the project.

- [More details...](#)



Project name 5

Type a description of the project, client, or activity. Change the picture to one of your own, such as a picture of the project.

- [More details...](#)



- Home
- About Us
- Spreadsheet
- Word Processing
- Presentation
- Internet and its
- Computer Security

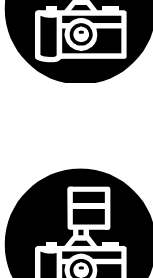
Employee List

Create a list of your employees. Type the employee's e-mail address and a brief biography. Change the picture to one of your own, such as a picture of the employee. To add more employees, copy and paste additional text boxes.



Employee name 1
 Type a brief biography of the employee or describe their job.

E-mail: someone@example.com [More details...](#)



Employee name 2
 Type a brief biography of the employee or describe their job.

E-mail: someone@example.com [More details...](#)



Employee name 3
 Type a brief biography of the employee or describe their job.

E-mail: someone@example.com [More details...](#)



Employee name 4
 Type a brief biography of the employee or describe their job.

E-mail: someone@example.com [More details...](#)



Employee name 5
 Type a brief biography of the employee or describe their job.

E-mail: someone@example.com [More details...](#)



- Home
- About Us
- Spreadsheet
- Word Processing
- Presentation
- Internet and its
- Computer Security

Related Links

List links to pages within your Web site or links to other Web sites on the Internet. Explain how each page or site relates to your company or organization. To add more links, copy and paste additional text boxes. To increase your site's visibility on the Internet, ask other organizations to include a link to your site on their Web site.

Web site or page name 2

Select the Web site or page name above and link it to a Web address (URL). Describe the site and explain why the site is useful to your reader.

Web site or page name 2

Select the Web site or page name above and link it to a Web address (URL). Describe the site and explain why the site is useful to your reader.

Web site or page name 3

Select the Web site or page name above and link it to a Web address (URL). Describe the site and explain why the site is useful to your reader.

Web site or page name 4

Select the Web site or page name above and link it to a Web address (URL). Describe the site and explain why the site is useful to your reader.

Web site or page name 5

Select the Web site or page name above and link it to a Web address (URL). Describe the site and explain why the site is useful to your reader.

Web site or page name 6

Select the Web site or page name above and link it to a Web address (URL). Describe the site and explain why the site is useful to your reader.

E-mail: NAGPALFALANKIT@GMAIL.com

.....
[Home](#) | [About Us](#) | [Product List](#) | [Calendar](#) | [Project List](#) | [Employee List](#) | [Related Links](#)