# INDEX

RAO NEKI RAM MEMORIAL

NAME : OMA DEVI COLLEGE : _____ SEC : _____ Roll No. : 1613053

| S. No. | Date | Title | Page No. | Teacher's Remarks/Sign. |
|---|---|---|---|---|
| 1. | | Communication Technologe | 1-4 | |
| 2. | | Operating System | 5-8 | |
| 3. | | Introduction of windows | 8-14 | |
| 4. | | Ms WORD | 15-22 | |
| 5. | | Introduction of Presentation | 23-30 | |
| 6. | | Ms Excel | 31-34 | |
| 7. | | Internet | 35-37 | |
| 8. | | File exchange. | 38-44 | |
| 9. | | Navigation | 45 | |
| 10 | | Smart classroom | 46-48 | |
| | | | | Pooja |

# Information Communication Technology

## meaning of ICT :-

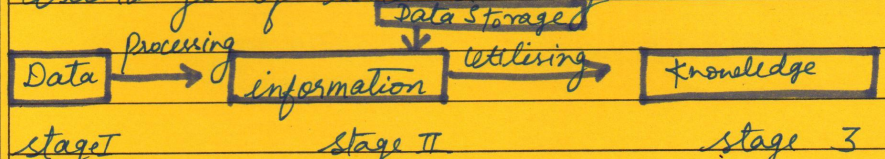
The term information technology has become popular recently. This does not mean that information technology has started only nor and never before. The term information communication comprise of two words (i) information and (ii) communication information is the english word which means the knowledge.

The term communication comes from a Latin word 'communis' which means common.

## Definitions :-

According to coffin and show :-

"communication is an exchange of understanding"



Information and communication Technology is the technology which is employed in shape of tools, equipments and application supports.

It is helpful in the collection use transmission, manipulation and dissemination of information as accurately as efficiently as possible for the purpose of enriching the know and develop communication

significance of information and Comunication Technology in Teaching – Learning Process.

in the field of Education ICT is very useful too. It is useful for teachers, Students, counselots, Educational administrators and planners, and

**Useful for Teachers :-**

Information technology has prove very useful for the teacher services of information technology help the teachers in the realigation of teaching-Learning objectives. Information technology assists the teachers in their task of teaching. It acquaints them with the books, reference books including journals and other reading material, addio visual

material and equipment electronics and telecommunication media

**Useful for students :-**

The development of ICT should help of make learning more differentiated and customized to individual needs, and deliver a more engaging exciting and enjoyable learning that encourages better learning outcomes.

**Useful for Educational Administrators and planners :-**

Information and communication technology helps to Educational administrators and planners in the task of discharging their professional responsibilities in successful and effective manner it makes them well informed about the development in the field of education educational administration and planning.

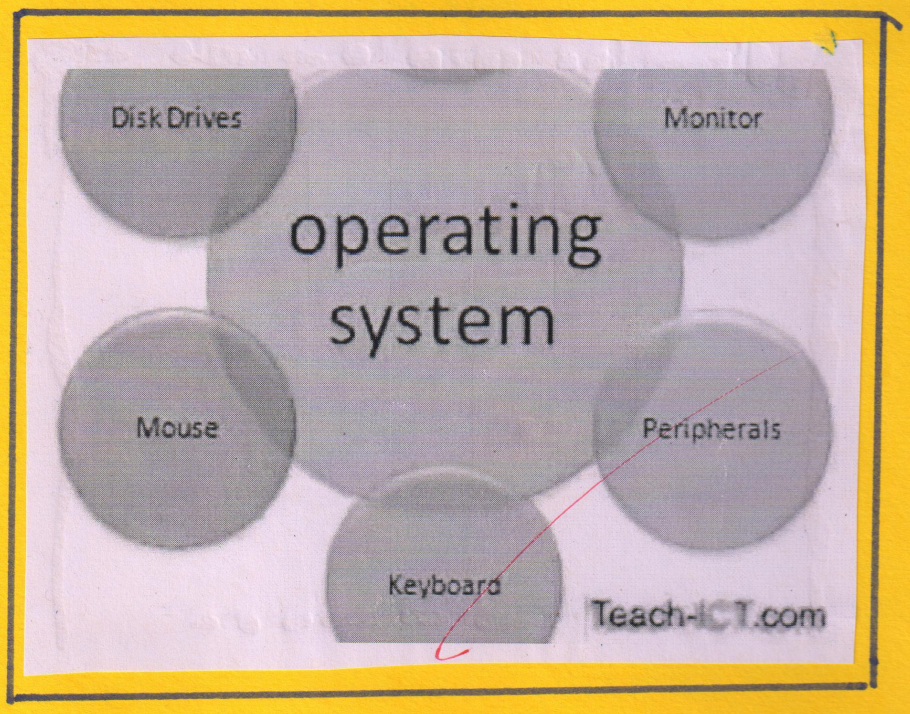
**Useful for the counselors :-**

Information and communication technology is very useful for the counselors working in schools and outside schools in the community. It enables them

have proper access to different sources of information

## Useful for Educational Researches :-

Process and products of information and communication technology help the students of Education who want to under research projects in the field of Education.


Disk Drives
Monitor
operating system
Mouse
Peripherals
Keyboard
Teach-ICT.com

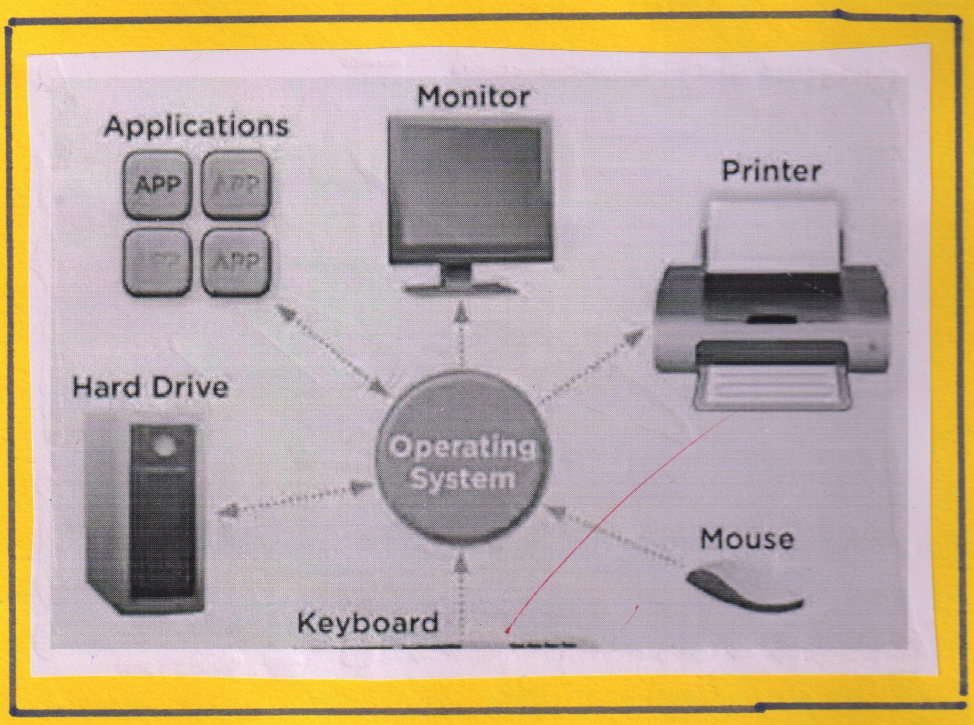
# OPERATING SYSTEM

## Operating System :-

An operating system (OS) is a system software which communicates with the hardware of computer. Operating system is the main control program of a computer, that manages all other programs in a computer. Every computer necessarily requires some type of operating system that tells the computer how to operate and utilise other programs installed on the computer. Thus one of the primary function of an operating system is to the all the aspects of the computer resources making things go faster and smoother. The role of an operating system in a college/school who is responsible for the over all management of the institute. Thus it provides a means of communications between the user and the computer manages the various resources and over all operations of a computer system. It is also called the master control program that runs the computer and acts as a scheduler. It is the first program loded into the computer memory after the computer is switched on. Popular after the computer is switched on. Popular operating systems are Ms-Dos, windows 95-98, 2000, UNIX XENIX etc.

## Functions of Operating system

The operation system provicies certain services to programs and to the users of the programs some common services


Applications
APP
APP
APP
APP
Monitor
Printer
Hard Drive
Operating System
Mouse
Keyboard

provided by operating system can be listed as follows:

i) Program Execution
ii) Handling input/output operations
iii) Manipulation of file system
iv) Error defection and handling
v) Resource allocation
vi) Accounting
vii) Information and Resource Protection
viii) It boots the computer
ix) To ensures data security
x) It loads the programme in the memory

**Program Execution :-**

The operating system is responsible for executing various programs whether user programs or system programs.

**Handling input/output operations :-**

The operating system responsible for handling various types of inputs (input from keyboards, input for mouse etc)

**Manipulation of file system :-**

Making of decisions regarding the storage of files where (whether on floppy disk of hard disk etc) and how a particular file is to be stored

**Error Detection and Handling :-**

The operating system responsible for detecting any type of errors that occurs and then properly handling it.

**Resource allocation :-**

This task aims at proper use of resources available if multiple files are to be printed then how and in which order this task will take place? Will be decided by the operating system

**Accounting :-**

The operating system keeps on account of funtioning is taking place and what type of errors have occurred

**Information and resource protection :-**

The operating system is responsible for ensuring that the information and resources available on machine are used in the correct way it.

**It boots the computer :-**

It is the start up procedure of a computer system. It allows the user to perform task with the help of a set of programs

**To ensures data security :-**

It keeps different programs data in such a way that they don't intesfere with each other. It does protects itself from being destroyed by user.

**It loads the programme in the memory :-**

As soon as the computer is ready it loads certain program automatically

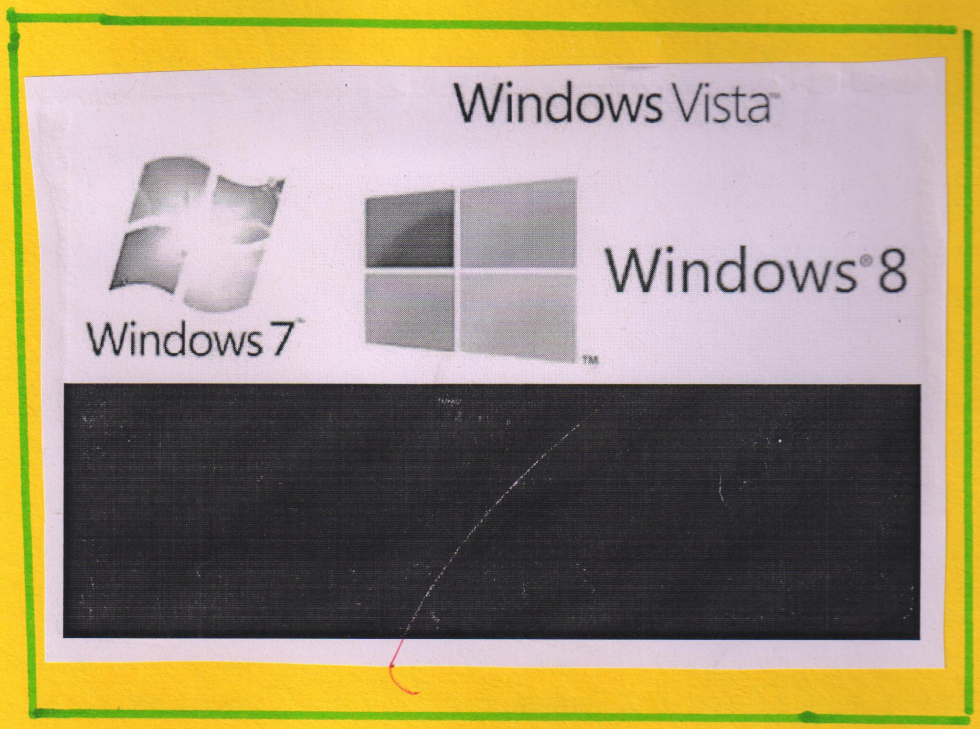

ndows xp
Windows 2000
Windows Vista
Windows 7
Linux

in the primary memory. It helps the use to execute the program for the proper result.

## Introduction of Windows

Windows preccessor Ms Dos (Microsoft disk) system used to the roost because of ms drawbacks a new class of system software emerged windows, which was a product of this class, was based on a radically different approach called Graphical user interface (GUI). with a Graphical user inteface, the various commands and options are represented on the screen in the farm of small images called icons. The user is not expected to remember or type any command, all he is required to do is to click on the appropriate icon with the help of a small hand-held device called a mouse. since using a mouse is considerably easier than using a keyboard and clicking on an icon is much easier than having to type out commands through a keyboard -GUI based interfaces are much more uses friendly GUI based interfaces are much more (what you see is what you get) technology, the work of the user is made that much more easier.

Microsoft has sucessfully addressed all the limitations of Ms-Dos, Windows is so called because it allows users to work on several windows at the same time. There are many operating system in the market but Ms windows (with its various version like windows 95 Windows 98, windows 2000 windows XP etc) are the most widely used and have phenomenal and near Monopolist market share.


Windows Vista
Windows 7
Windows 8

## Introduction to windows :-

Microsoft windows XP is a GUI based operating system that adheres to the features of a good OS. Multiple applications can be simultaneously run in different windows. Apart from this multi-tasking, a number of concepts and terms are available in windows.
The windows operating system uses both mouse and keyboard as input devices. Interaction with windows application is most efficient when options are chosen with a mouse and characters are entered via the keyboard

## While working with mouse :-

* Point and click the left button to select an item. A selected item is highlighted in some way. Selection of an item does not result in the initiation of a process
* Point and double click left mouse button to choose
* Right click to display the short cut menu. A shortcut menu is a menu that shows the most frequently used commands for that selected file or folder for which the mouse has been right clicked
* Point and drag to move of resize a window on display screen.

## While working with the keyboard :-

* Activate the current menu box by tapping the ALT key
* Enter the underlined letter of the Menu Option in the active menu to choose that option
* Arrow keys may be used to issue commands within a particular application without activating a menu.

# Overview of different version of windows :-

## Windows 1.0 :-

Microsoft released the first version of windows way back in 1985. The product includes a set of desktop applications, including the 175. DO calender and life notepad, calculator, clock, and telecommunication programs.

## Window 2.0 :-

Microsoft pleased its second edition of window in 1987. It included support for inter application communication using Dynamic Data exchange. DDE is the basic foundation for inter-process communication between application.

## Window 3.0 :-

* 32 bit operating system with support for advance graphics.
* An improved set of window icons.

## Window 3.1 :-

Microsoft realeased this version in 1993. It provide several additional utilities like sending a fax. Liking up to an outside information service etc.

## Window NT 3.1 :-

Microsoft realeased this version of window in July 1993. This is marked an important milestone.

* It include new feature of security, operating system power, performance, dustop scatibity and reliabitily
* It inallide support for multiprocesor architecture

Window 95 :- Microsoft released this version of version of window in 1995

* enhanced multimedia capabilities, mare powerful features for mobile computing and entegraded networking.

Window 98 :- Microsoft realeased this version of window in 1998. New features were added to enable easy access to internet related information Multiple Display support, USB support.

Window 2000 Professinal :- It is realeased in in 2000 an upgrade to window NT4.0. It added major improvement in realiability easy to use. Internet compability and support for mobile computing.

Window XP :- This version realeased in 2001. It was a major breakthrough for desktop operating system. Window xp Home Edition and Window XP proffessional Edition.

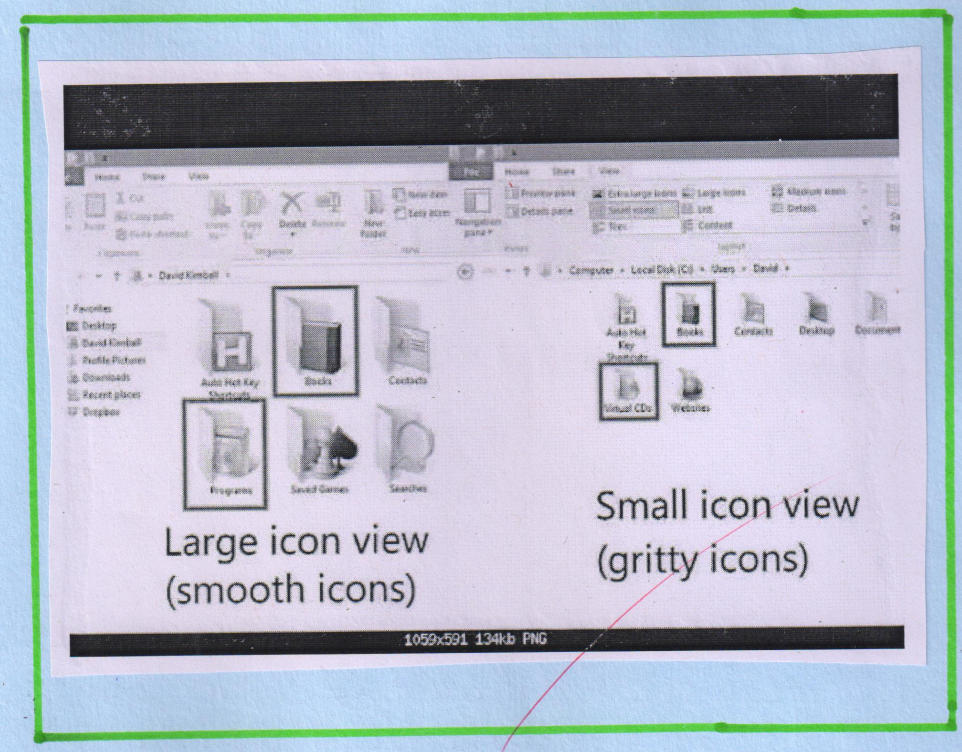
## Microsoft office 2010 :-

It was released in 2010. Its version required product activation for volume licencing edition. It is the successor to microsoft office 2007 and predecessor to microsoft office 2013. Office 2010 includes extended file formats support. User interface updates in office 2010. Every ribbons in its user interface.

* New features of office 2010
* Window Live Web Browser
* Window Live Back up Lite
* Window Live Registry Editor

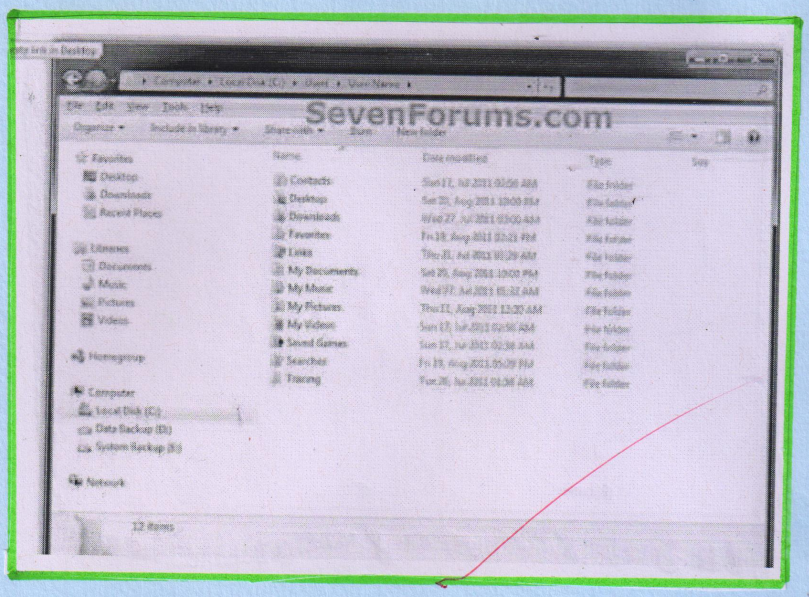
## Basic Component of a Window :-

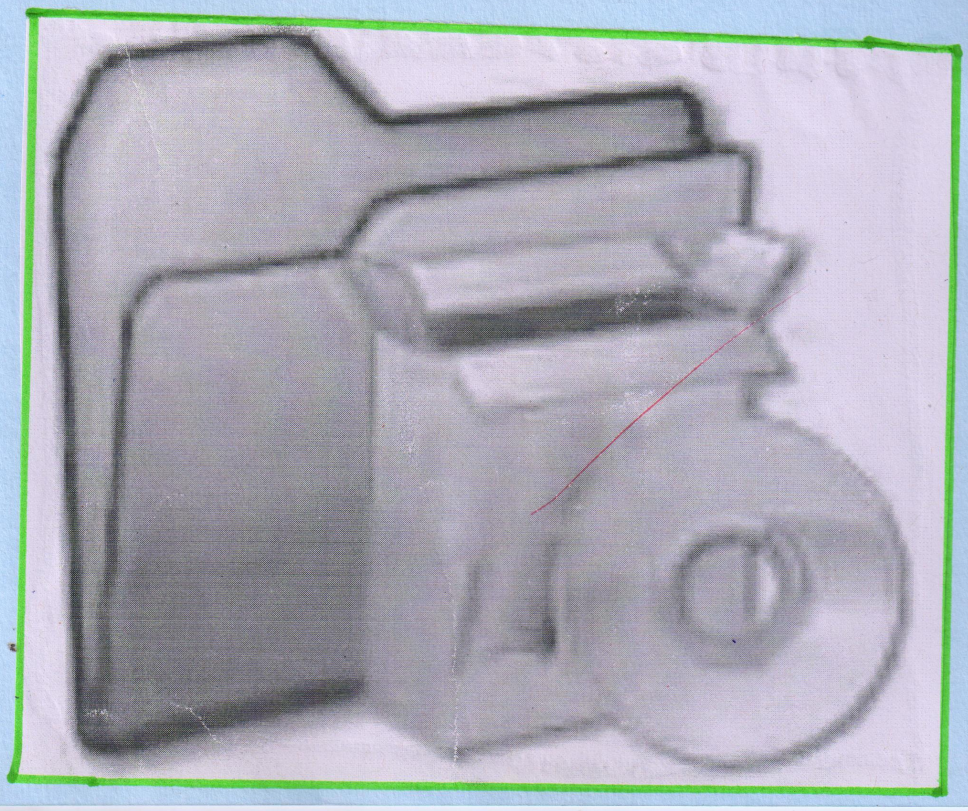
The desktop is a window that covers your entire computer screen. It is the interface through which all of the programs are accessed. A typical window 98 desktop contain a series of labled pictures refered to as 'Icons'. These icons represent the application loaded onto your computer and clicking on the icon launches the associated application. Desktop can be customised according to the users requirement by adding of the deleting icons, inserting background picture by changing colour schemes


Large icon view
(smooth icons)
Small icon view
(gritty icons)
1059x591 134kb PNG

The windows desktop comprised of three key elements.
1. Icons
2. Start Menu
3. Taskbar
Icons can be further classified into five categories
Icons
(i) Folder icons
(ii) Program icons
(iii) Document icons
(iv) Shortcut icons
(v) System icons

(i) Folder icons :⇒ It is double clicked, a folder window is opened displaying the contents of folder
(ii) Program icons :⇒ The corresponding program is loaded into the memory of the computer and the application starts running in a window.
(iii) Document icons :⇒ This document itself is opened, window starts the application (word processing, spreadsheet, database or whatever) in which the document was created.
(iv) Shortcut Icons :⇒ Shortcut icons provide an alternate way to open programs, documents and folders, shortcut icons are indicated by a little curved arrow in a box in the lower left hand


SevenForums.com



corner of the icon and their labels generally begin with 'Shortcut to'.

System icon :⇒ System icons are mandatory programs or files that are located on your desktop. User is not allowed to delete the system icon, since deleting the system icon mean acutually deleting the from the hard drive of the computer.

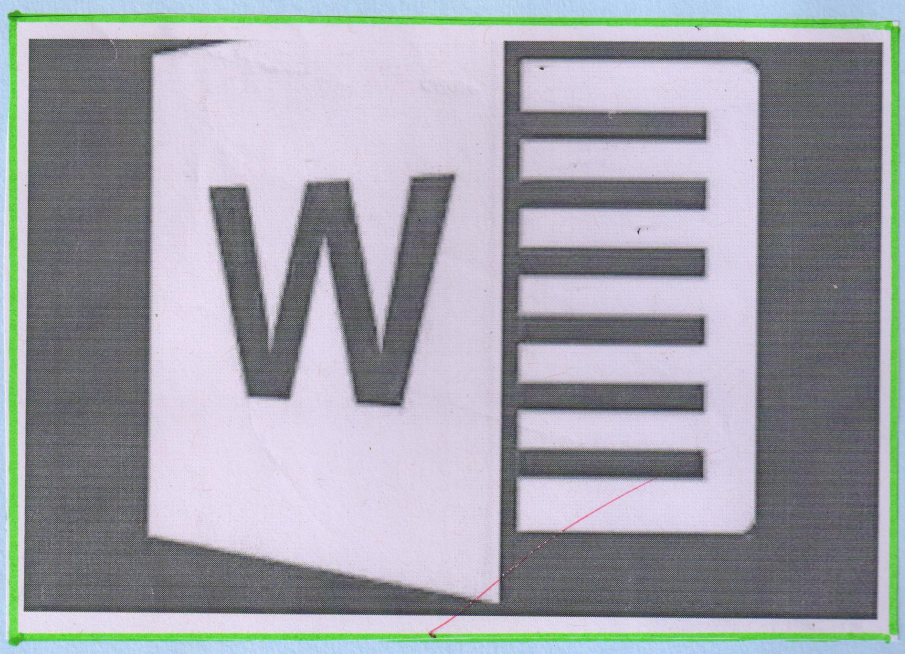
(a) Recycle Bin :⇒ Any file that is deleted from the hard disk of the computer is moved to a separate folder called recycle bin. This feature is useful in any of the files/folders/shortcuts are deleted accidently.

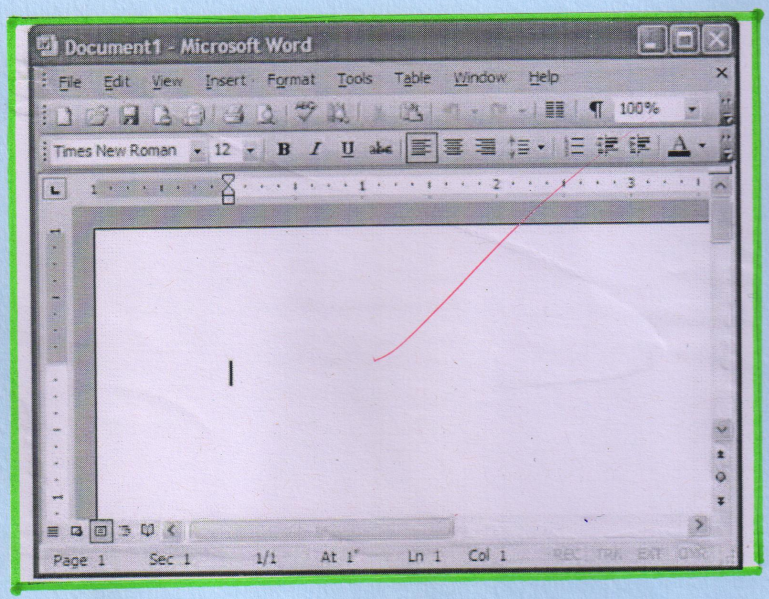
(b) My Computer :⇒ All the files and folders available in the computer can be viewed here — It also allows you to display the system and Hardware information.

(c) Network neighbourhood :⇒ If your computer is connected to a network, then the "Network neighbourhood' icon will be displayed on the desktop.

Start Menu :⇒ Clicking on the start button gives access to the 'start menu'. All the application and tools available in the computer can be accessed from this menu. The standard option are :⇒

{Programs, favourite, Documents, setting}
{Find, Help task bar, Run shut down}




Document1 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
100%
Times New Roman
12
Page 1 Sec 1 1/1 At 1" Ln 1 Col 1

# MS - WORD

## Introduction To A Word Processor :⇒

Word processor is an application software that is used to write, edit, and print the text/document. A word processor is a pakage that processes textual matter and creates organised and flawless document. a word processor has everything that a conventional typewriter has. Word processor contains powerful tools for editing as well as formatting the document viz margins, Tab setting, alignment and border setting. Word processing program which can be used in offices, newspaper industry ecte.

## Features of word Processors :-

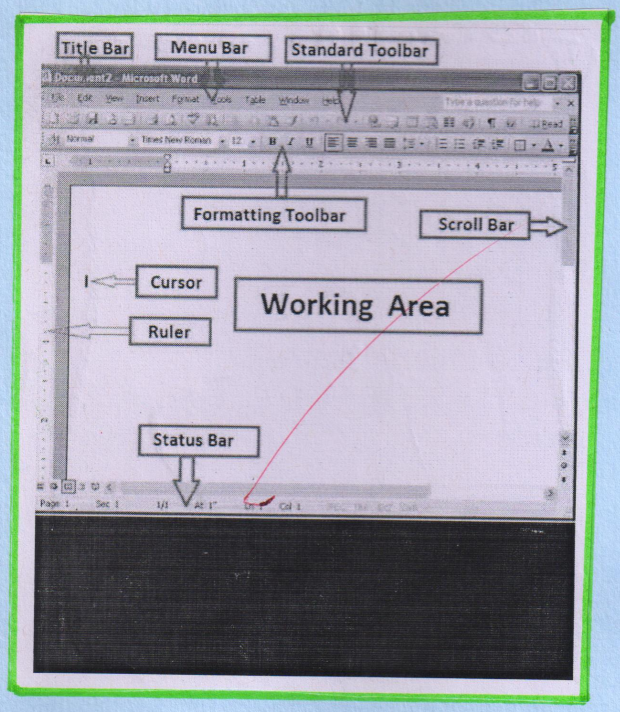
1. Fast :⇒ Typing text in a word processor becomes speedy as there is no mechanical carriage movement associated.

2. Editing features :⇒ Any type of collection can be made easily as and when required.

3. Permanent Storage :⇒ With word processor, documents can be saved as long as desired. The saved document can be retrieved whenever desired.

4. Formatting features :⇒ The typed text can be made to appear in any form of style ( bold italic, underline diff. font) ete.

5 - Graphics :⇒ Most modern word processor provide


Title Bar
Menu Bar
Standard Toolbar
Formatting Toolbar
Scroll Bar
Cursor
Working Area
Ruler
Status Bar

the facility of incorporating drawing in the document which enchances their usefulness.

6. OLE (Object Linking and Embedding) :⇒ Programe Integration technology that you can use to share information between programs through objects. Objects are saved entities of different type like drafts, equation, video clips, audio clips, pictures etc.

7. Spell check :⇒ Word processor can check for spelling mistakes, grammatical mistakes and suggest alternatives of improvements

Mail Merge :⇒ This mail merge facility enables you to print a large number of letters/documents with more of less similer text.

## BASIC COMPONENTS OF MS-WORD

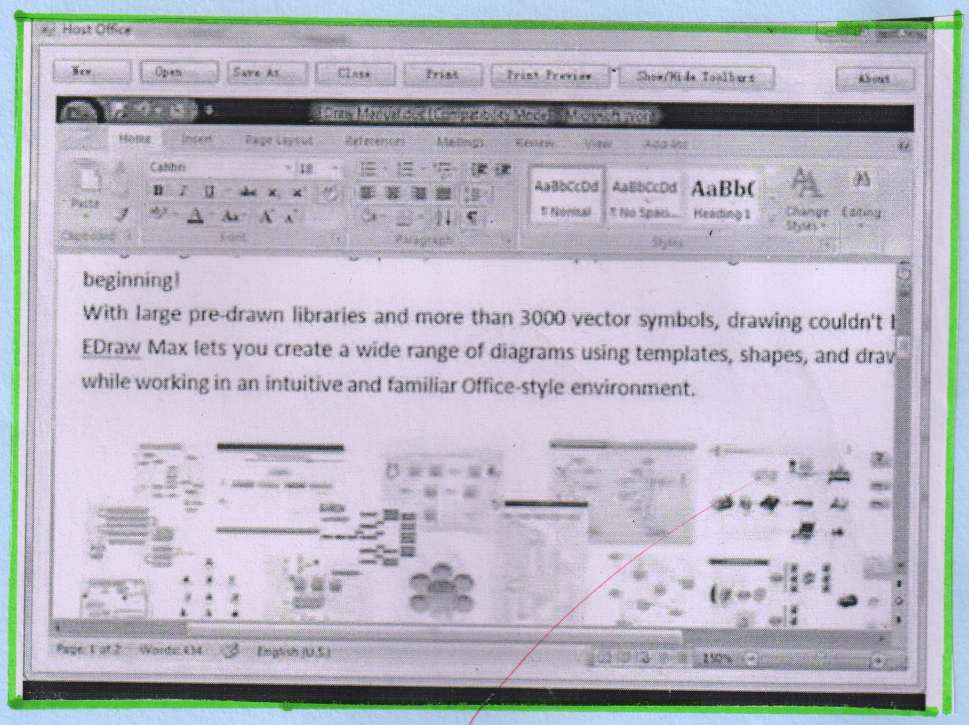
1. Tital Bar :⇒ Located at the top of the screen, It display the name of application and the active documents.

2. Menu Bar :⇒ Located Below the title bar, It lists the word menu options.

3. Formatting tool bar :⇒ Formatting tool bar consists of tool frequently used for formatting document.

4. Standard tool bar :⇒ Standard tool bar consist of most frequently used commands and utilities

5. Ruler Bar :⇒ Ruler bar allows to format the vertical alignment of text in a document. It is


Host Office
New
Open
Save As
Close
Print
Print Preview
Show/Hide Toolbar
About
Home
Insert
Page Layout
References
Mailings
Review
View
Add-Ins
Paste
Cambri
18
AaBbCcDd
Normal
AaBbCcDd
No Spac...
AaBbC
Heading 1
Change Styles
Editing
beginning!
With large pre-drawn libraries and more than 3000 vector symbols, drawing couldn't
EDraw Max lets you create a wide range of diagrams using templates, shapes, and dra
while working in an intuitive and familiar Office-style environment.
Page: 1 of 2
Words: 434
English (U.S.)
110%

used to get tab stops margins and indents.

Status Bar :⇒ The status bar displays information which includes page numbers, the column and line number on with your cursor is present at any given point of a time.

Scroll Bar :⇒ Scroll bars are used to view different area of the active windows. You can do so by moving elevator along the scroll bar, or by clicking on buttons with the arrows marked on them. to move up and down a page.

The Workspace :⇒ The workspace is the area in the documents window wherein you enter the text of your document.

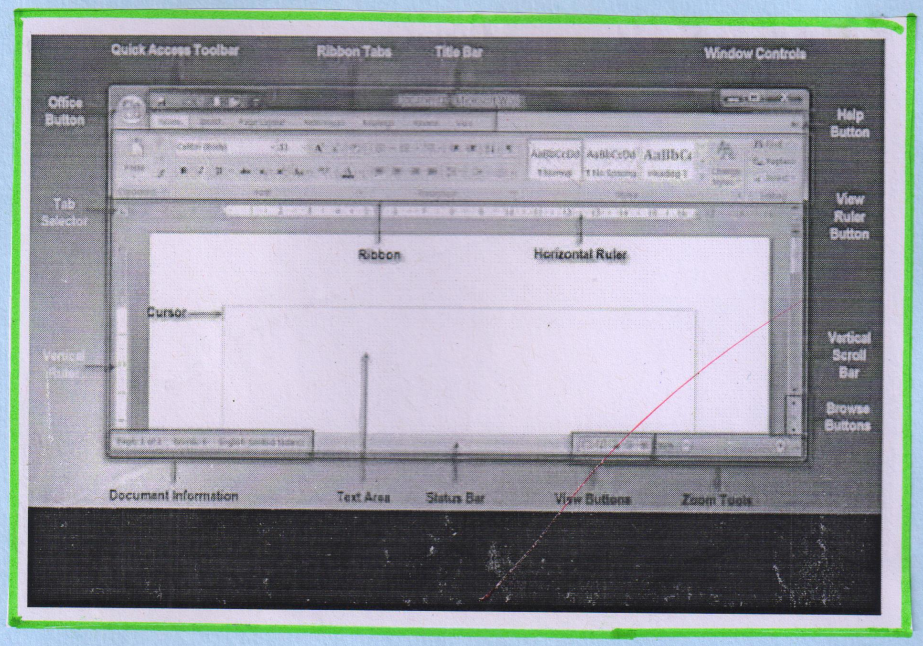
Operation of M.S-Word toolbar :⇒

new

creates a new document based on normal template

(1) Select the option FILE from Menu bar.
(a drop down menu will be displayed)
(from this menu) ⇓ Choose the option new
⇓ (the new dialogue box will be
Choose Blank Document
click ⇓ on Ok.

A new document window will be displayed for you to enter your text.


Quick Access Toolbar
Ribbon Tabs
Title Bar
Window Controls
Office Button
Help Button
Tab Selector
View Ruler Button
Ribbon
Horizontal Ruler
Cursor
Vertical Ruler
Vertical Scroll Bar
Browse Buttons
Document Information
Text Area
Status Bar
View Buttons
Zoom Tools

# SAVING THE FILE

Step 1.
Click on the file menu.

Step 2.
Click on the save as option.

Step 3.
Type the Name of the file in the file name-box.

Step -4
Click and select a folder/Drive where you want to save this file.

Step 5:
Click on the save button — the fill will get saved by the given name.

FIND :⇒
Sometimes you need to search a particular text of word in the document. All word process provide find that can be used for this purpose.

FIND TEXT :⇒ The sequence for finding text is
Step 1 On the Edit menu, click Find.
Step-2. In the FIND WHAT Box, enter the text you want to search for
Step-3' CLICK FIND NEXT BUTTON
To cancel a search in progress, press Esc.
To specify find options, click on more button.



to display bigger find dialog box. In this bigger dialog box. You can specify the directly for searching whether up or down or all.

Replace :-

Sometimes you need to search a particular text or word in the document. All word processor provide find and Replace utilities that can be use for this purpose.

Replace text :=> the sequence for finding Replace is.

Step 1. On the Edit menu, click Replace

Step 2. In the FIND WHAT box, enter the text you want to search for.

Step 3. In the replace with box. enter the text you want to search for.

Step -4. Click either of the FIND NEXT Replace All Buttons on bold.

To cancel a search in progress press Esc.

## INSERTING WORD ART

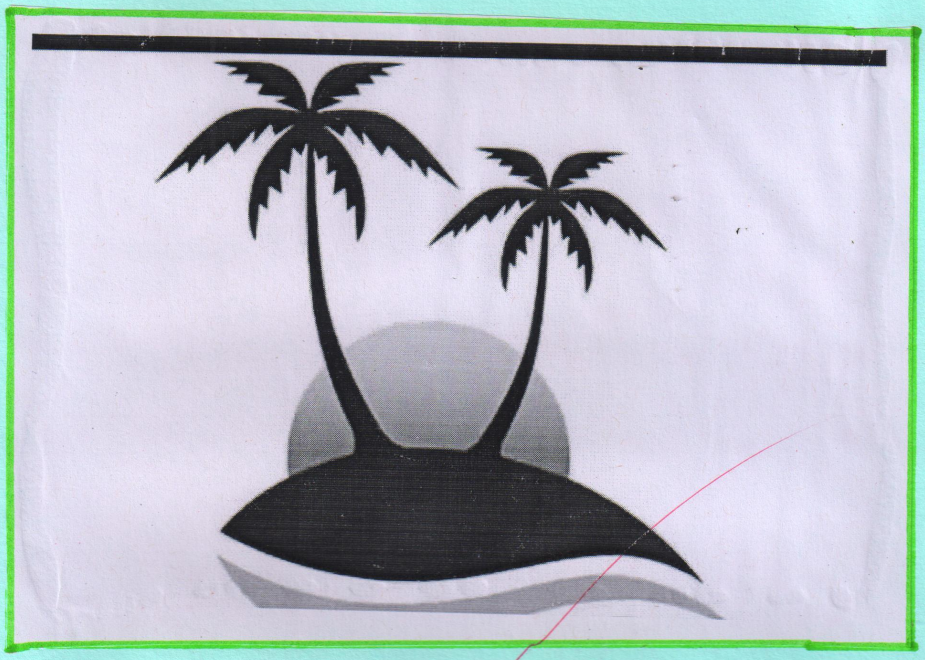
Step 1 - Click the insert menu.

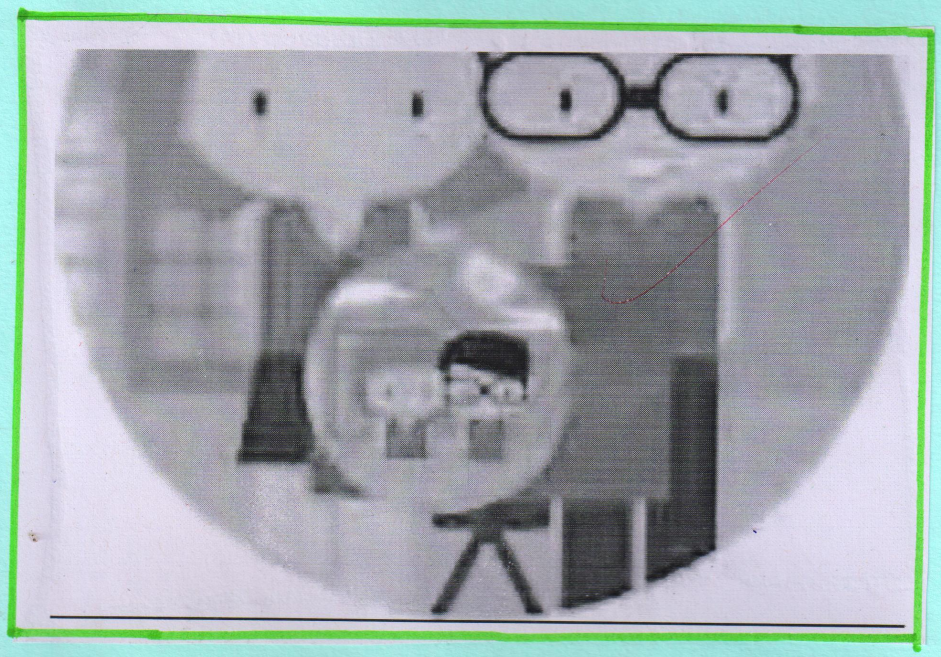
Step-2 - Click the picture option.

Step-3 - Click the word Art option (the word art Gallery appears.)

Step-4. Select the style of your choice
Step-5, Click the OK button
(The edit word art text dialogue box appears)

Inserting Clip Art :- Clip art is a picture file through which you can insert a pic. defined picture in document. M.S word provide the feature insert in different types of picture from a clip art gallery.
A clip Art gallery be inserted in the document by performing these steps:
Step-1. Click insert and select clip Art button.
Step-2. Click clip All button. A clip pane appears on the right
Step-3. Type an appropriate word in the 'Search for' box and click the option 'Go' it displays the relevant clip images in lower part of the pane.
Step 4- Select an appropriate clip all image and right click. It displays a drop down menu
Step 5- Select and click Insert.
Terminology of word processing :=)
(i) Margins (ii) Left Margins
(iii) Right Margins (iv) Buttom Margins
Text Alignment :— The text alignment prefer to the text layout within a paragraph





with respect to document margin. The boundaries of text get affected by things.
(i) the left and the right margin.
(ii) The indentations for the paragraph

1. Horizontal Alignment :- The horizontal alignment refer to the text alignment with Respect to left and margin.
There are four types of horizontal alignment.
(i) left flush Alignment
(ii) Right flush Alignment
(iii) Centered Alignment
(iv) Centered Justified Alignment
(in this alignment, the text is flushed both left and right, thus none of the left and the right edges of the text appears ragged.

2. Vertical alignment :- The vertical alignment refers to the text alignment with respect to top and bottom Margins.

Line Spacing :-
Line spacing means the total height of a line of text, including extra spacing. The line spacing is measured in lines or points.

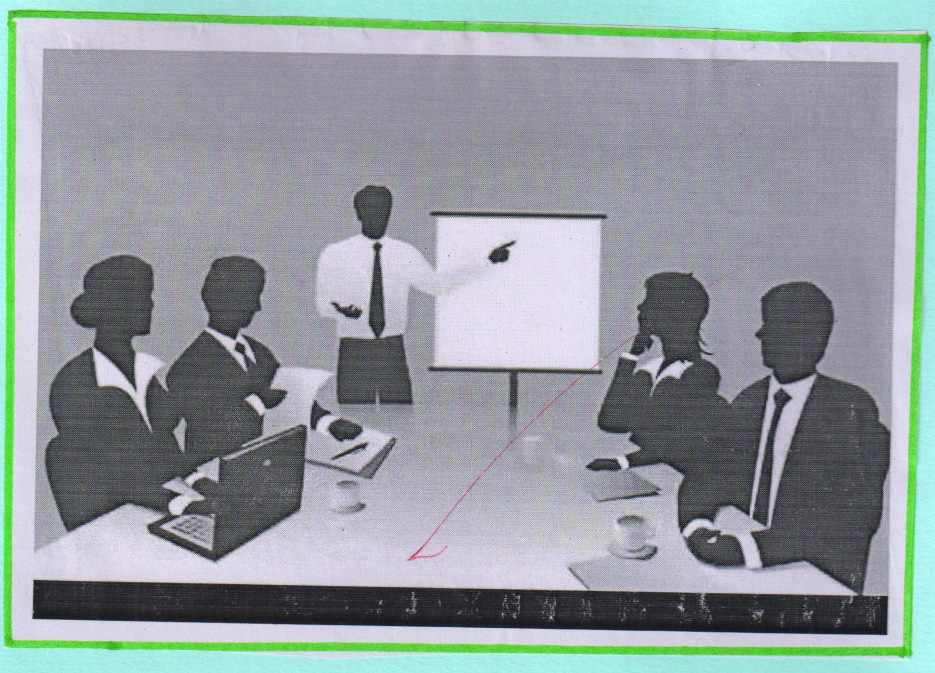
| Line spacing | Line height |
|---|---|
| * single | 12 points |
| * one and one half (1.5 line) | 18 points |
| * Double (2 lines) | 24 points |

## Page Orientation :-

Orientation refers to whether the text is to be printed length-wise or width-wise. when the text is printed or typed length wise.

## Headers and Footers :-

A header or footer is text or graphics such as a page number, the date, or a logo. A header is printed in the top margin and a footer in bottom marg



# Introduction to a Presentation Graphics :-

Presentation graphics is mother specialized type of graphics software. These programs are used to create professional looking visual aids for an audience. The visual aids can be computer images, paper print out of photographic transparencies. Some most popular graphics, multimedia and presentation packages are coreldraw, Macromedia, Director, Powerpoint etc.

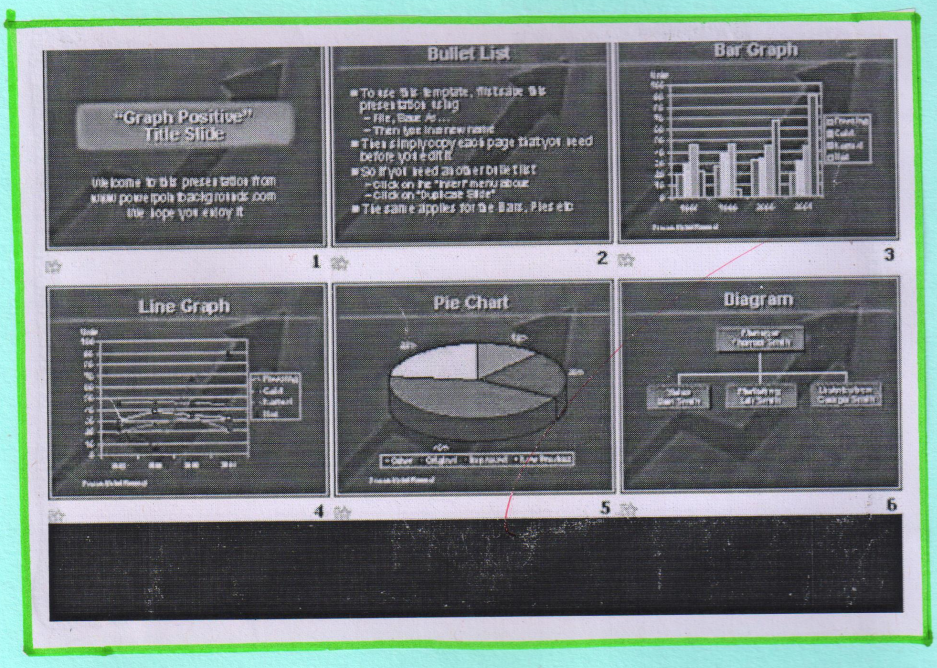
## Features of Power Point :-

* Powerpoint can be used to create black and white overhead transparencies.
* Power point can create slide shows for computer screen or projector.
* Powder, point supports bullets and numbering for creating lists.

## Components of a slide :-

* Title
* Subtitle
* Drawing objects
* Clipart and pictures
* Charts

## Steps to a powerpoint Presentation


"Graph Positive" Title Slide
Welcome to this presentation from www.powerpointbackgrounds.com We hope you enjoy it
1
Bullet List
To use this template, first save this presentation as a:
– File, Save As ...
– Then type in a new name
This is simply a copy each page that you need before you edit it
So if you need another bullet list
– Click on the "Insert" menu above
– Click on "Duplicate Slide"
The same applies for the Bars, Pies etc
2
Bar Graph
3
Line Graph
4
Pie Chart
5
Diagram
6

A power point presentation is a group of various slides. There can be as many slides in a power point Presentation. A slide is nothing but an electronic Presentation page in a presentation.

1. Select way to start your presentation :- Powerpoint gives you several ways to create a presentation viz. Autocontent wizard, Design Templates or a Blank Presentation

2. Create the slides :- After deciding a way to start your presentation, you need to create slides in your presentation.

3 Customizing the presentation :- after creating slides, you can customize them according to your needs by rearranging them.

4. Adding illustrations to slides :- You can embellish your presentation by adding illustrations like special graphic

5. Creating slide shows :- Powerpoint's big pay off comes when you are ready to present : with powerpoint sophisticated tools.

Operation of M.S powerpoint Basic Components

standard tool bar :- Toolbars contain buttons, drop menus and other controls that help you quickly after and other the appearance and arrangement of doc.

New :- Creates a new document based on normal template, (shortcut, Ctrl+N) at file -> New

Save :- save the active file
shortcut (ctrl+s) alt. file -> save

Print :- Print the active file using current default
shortcut (ctrl+p) alt. file -> print

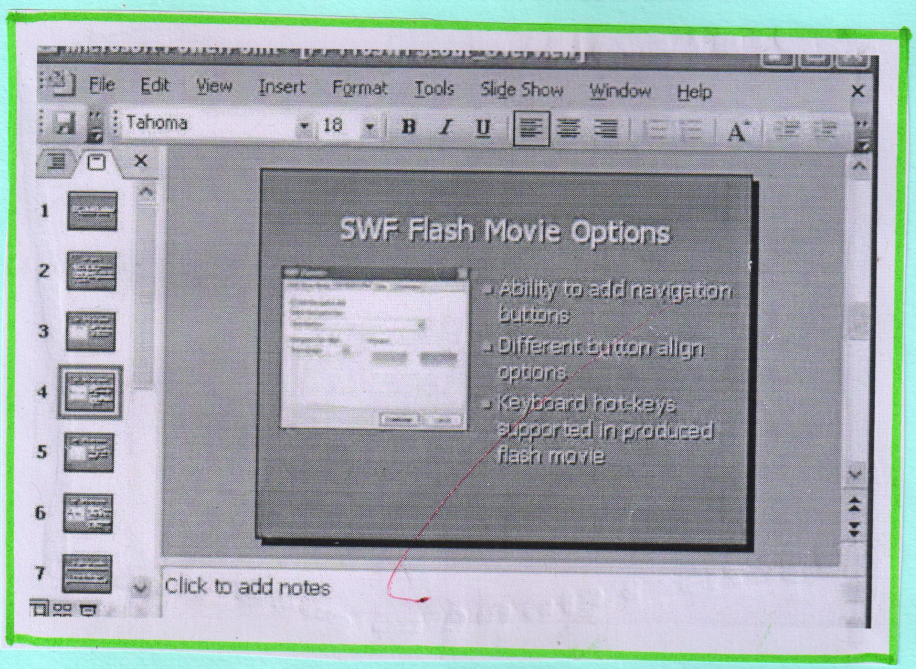
Cut :- Cuts the selection and puts it on the clipboard
shortcut (ctrl+x) alt. edit -> cut

Paste :- Insert the clipboard contents at the insertion poi
shortcut (ctrl+v) Edit -> Paste

Undo :- Reverse certain command
shortcut (ctrl+z) Alt. Edit - undo

Insert table :- Insert a table in the document with the number of colums and rows you specify.

Insert chart :- creates a chart by inserting microsoft graphic object.


File Edit View Insert Format Tools Slide Show Window Help
Tahoma
18
SWF Flash Movie Options
Ability to add navigation buttons
Different button align options
Keyboard hot-keys supported in produced flash movie
Click to add notes

## Formatting Toolbar :-

Font :- Changes the font of the selection
(shortcut -> ctrl+shift+F) Alt. format -> font

Font size :- Changes the font size of the selection
(shortcut -> ctrl+shift+P) Alt. format -> font -> size

Bold :- Makes the selection bold
(shortcut -> ctrl+B)

Italic :- Makes the selection italics
(shortcut -> ctrl+I)

## Drawing Toolbar :-

Free Rotate :- Rotates the selected object to any degree
select the object, click on the icon and then drag
a corner of the object in the direction you want to rotate it.

Rectangle :-
Draws a rectangle where you click or drag
in the active window to draw a square, press Shift and dra

Dash style :-
Click the dashed line of dashed dot line
style you want for the selected shape or Border
Click the solid line if you don't want the dotted lin

# Creation of Power Point Presentation

start a new presentation, Powerpoint offers several options in the new presentation dialog box. You can create a new presentation through any of the following methods:

1. Using Autocontent wizard:

The autocontent wizard is an easy to use wizard that helps you create a presentation.

1. On the file menu, click new
2. Now new presentation dialog box appears wherefrom select autocontent wizard
3. Now the autocontent wizard begins in which to move to the next step, you need to click at next button and to move to previous step
4. In this step, you have to select the presentation type.
5. In this step, you have to decide about the presentation style. choose the type of output you want the wizard to generate.
6. Now, it is time to select the presentation options. you can enter presentation title.
7. Here you are through with all the basic question click at finish to complete it.
8. Once you click at finish. you are taken to a presentation with some slides in it and outline guides you the kind of content
9. To enter your own information, you need to first go to the desired slide by clicking the desire slide.
10. Once you are through with all change, you can save your presentation by clicking at save icon on the standard toolbar or by clicking

## Using Design template :-

The Design templates of powerpoint contain are designed formats and colour that you can apply to any presentation to give a particular look

1. click at new on the file now
Step 2. Click at design templates tab in the New presentation
Step 3. Now the New slide dialog box opens wherefrom, you are supposed to select a layout and then click at OK.
Step 4. Now the new presentation opens in Normal view. the new presentation that you have created just now is in the selected design.

## Using a Sample Presentation :-

To start with sample presentation, you need to follow the given steps

1. Click at 'New' on the 'File menu'
Steps 2: View the 'New presentation' dialog box opens up in this dialogue box. Firstly click presentation tab and select a sample presentation from the list and click at ok
Step 3: Once you click ok, a new presentation open in normal view. the presentation first open contains some slides and each slides contains suggestions for text.
step 4: Now you use the suggested content for inspiration it is easiest to change the content and rearrange the slides in outline view

## Creating a presentation from Blank presentation

If you are quite sure of the layout and contents of your presentation and you want to create everything on your own.

The steps are:

Step 1: On the standard toolbar, click New icon

Step 2: Now from the New slide dialog box, select the layout you want for your title slide.

Step 3: Click common tasks on the formatting toolbar and then select a layout for the slide

Step 4: Add the content you want

Step 5: Repeat step 3 and 4 for each New slide.

Step 6: Change the presentation to suit your needs

Step 7: When you finish click save on the file Menu, your presentation and then click save.

## Add transitions to a slide show:

In slide or slide sorter view select the slide of slides you want to add a transition to

Step 2: on the slide show, click slide transition.

Step 3: In slide transition dialog box, in the effect frame

Step 4: To apply the transition to the selected slide, click apply.

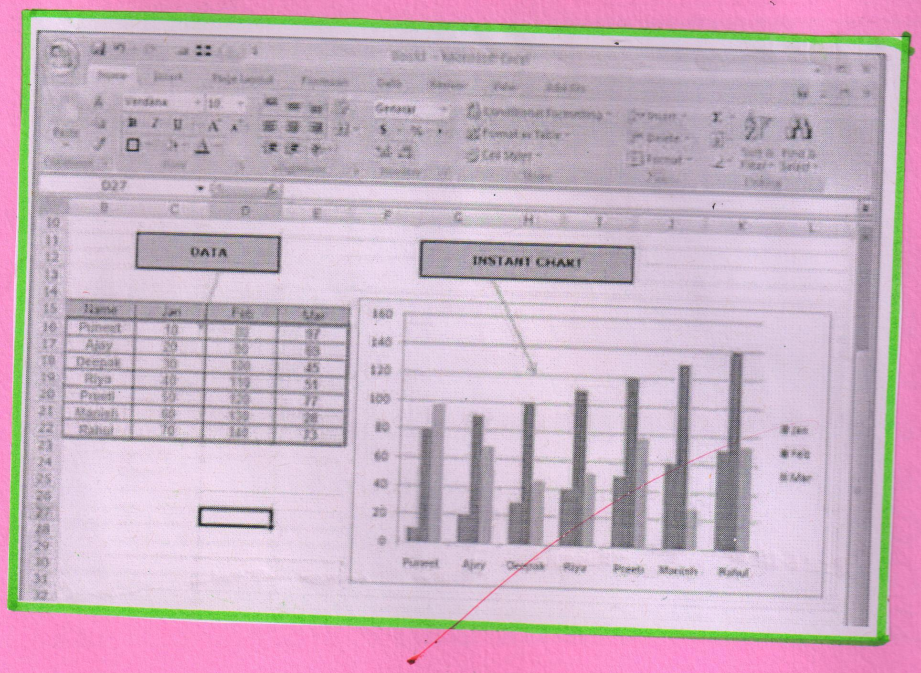
Step 5: Repeat the process for each slide you want to add a transition to

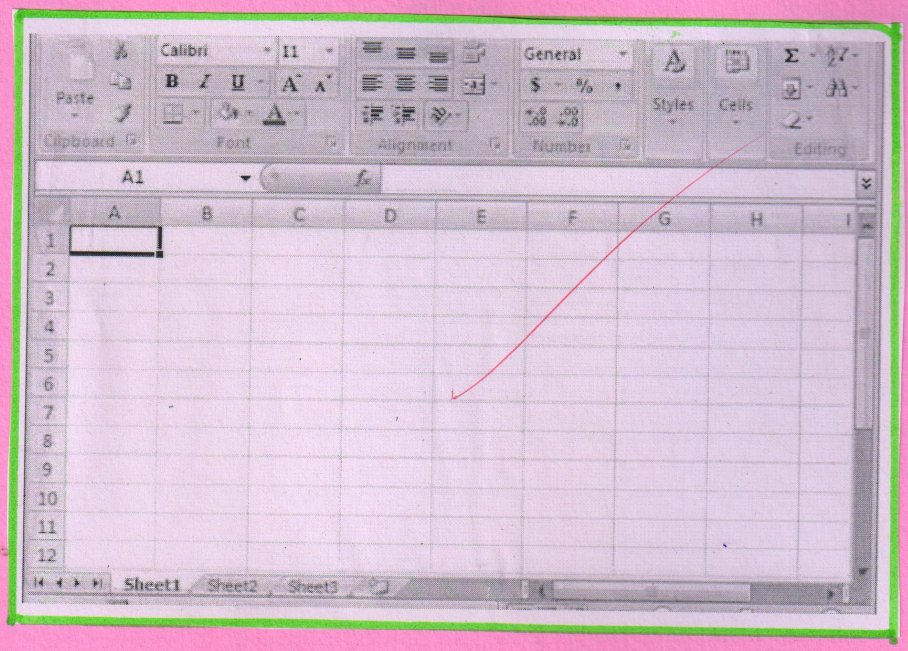
## Animate text and objects :-

Step 1. In normal view, display the slide that has the text or objects you want to animate
2. On the slide show menu, click custom animation Now custom Animation dialog box appears
3. Under check the animate Slide objects, select the check box to the text of object you want to animate.
4. Under entry animation and sound and introduce text, select the options you want.
5. Reapeat step 3 and 4 for every object you want to animate
6. Click the object and Timing tab
7. To start the animation automatically

## Inserting music or sound on a slide :-

Step 1. Display the slide you want to add music of sound to
2. On the insert menu, point to movies and sounds
3. To insert a sound from the clip Gallery, click sound from Gallery and then locate and insert the sound you want.
4. A message is displayed if you want the sound to play automatically when you go to this slide
5. To play the sound in normal view, double click the sound icon.


DATA
INSTANT CHART


Calibri
General
Paste
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
A1
Sheet1
Sheet2
Sheet3

# Ms Excel

## Introduction to spreadsheets :

### Spreadsheets :

A spreadsheets is a software tool lets one enter, calculate, Manipulate and analyz set of numbers. Spreadsheet is a network of row and columns. Each row is given a unique number whereas each column is identified by a unique alphabet or pair of alphabets.

### Popular spreadsheet packages :

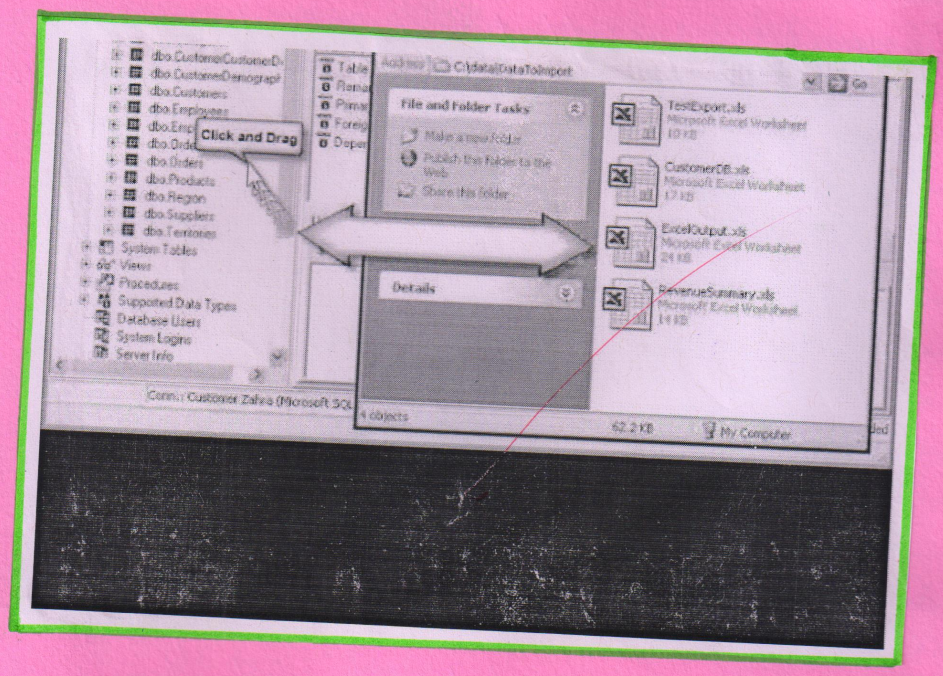
The popularity used spreadsheet pakages are

Ms. Excel
Lotus 123
Supercale
Frame work
Ve planner plus

Electronic spreadsheets satify the needs of a number of users and meet with their varied requirements some of the things that can easily done with the help of an electronic

* Arithmetic and Statistical calculations
* Preparation of profit and loss account
* Preparation of Income statements
* preparation of Tax statements

Reports, charts, Regression Analysis


Click and Drag
File and Folder Tasks
Details
TestExport.xls
CustomerDB.xls
ExcelOutput.xls
RevenueSummary.xls
My Computer

Concept of Worksheets :-

Worksheet :- It is a grid of cells made up of horizontal rows and columns vary from package is package. Ms-Excel worksheet contains 65,536 rows and 256 columns. Each intersection of a rows and column is called a cell where in data can be stored.

Row Numbers :-

Data in a worksheet are devided in rows and columns. Each raw is given a number

Column Letter :-

Each column is given a letter that identifies it. Column Letter start from A and go as B, C

Cells :-

Cell is a unit of worksheets where numbers descriptive text, formulas etc, can be placed.

Cell Pointer :-

It is a cell boundary that specify which cell is active at that movement

Current Cell :-

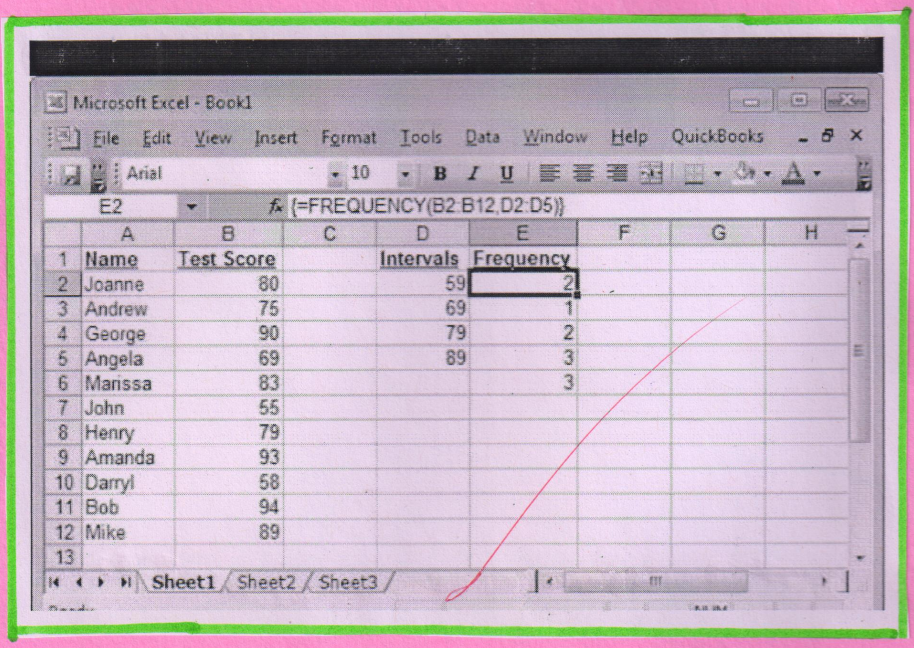
It is the cell which is active. This is the cell where cell pointer points to And it the cell

Rang of Cells :-

A Range of cells is a group of cells that forms a rectangular area in shape

Status Bar :-

A worksheet also has a status bar and




| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | Name | Test Score | | Intervals | Frequency | | | |
| 2 | Joanne | 80 | | 59 | 2 | | | |
| 3 | Andrew | 75 | | 69 | 1 | | | |
| 4 | George | 90 | | 79 | 2 | | | |
| 5 | Angela | 69 | | 89 | 3 | | | |
| 6 | Marissa | 83 | | | 3 | | | |
| 7 | John | 55 | | | | | | |
| 8 | Henry | 79 | | | | | | |
| 9 | Amanda | 93 | | | | | | |
| 10 | Darryl | 58 | | | | | | |
| 11 | Bob | 94 | | | | | | |
| 12 | Mike | 89 | | | | | | |
| 13 | | | | | | | | |

a control panel. The status bar is an area where the status - the particular program condition.

Entering Data in Worksheets :-

Any type of data - numeric, alphanumeric, non-numeric or formula can be entered in a cell by typing. to enter data in a cell

(i) Numbers :- numbers contains, 0, 1, 2, 3, 4, 5

(ii) Text :- Ms excel text contains any combination of numbers and spaces, and non-numeric character

(iii) Formulas :- Formulas in Ms-Excel start with '=' sign. Therefore, a formula that calculates the difference in the values of cell. Ba and A9, would be written

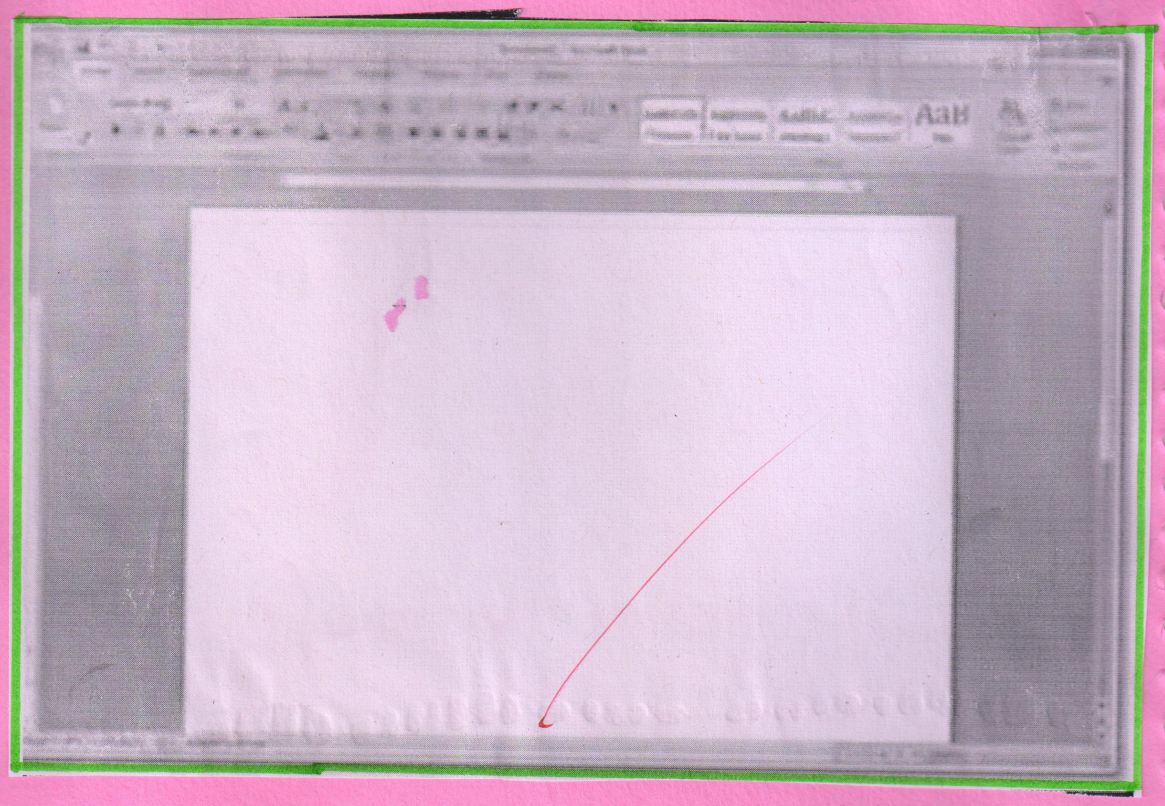
Cell referencing in worksheets :-

Worksheet :- A spreadsheet allow you to combine more than one worksheet in a file. Such a file having multiple worksheets, is known as Worksheet

Operations of Workbook :-

We are going to discuss such commands/operations that effect on entire workbook.

Saving a workbook :- To parmanently save the work done in worksheet, you need to save the workbook. You are working in When you save a workbook for the first time.



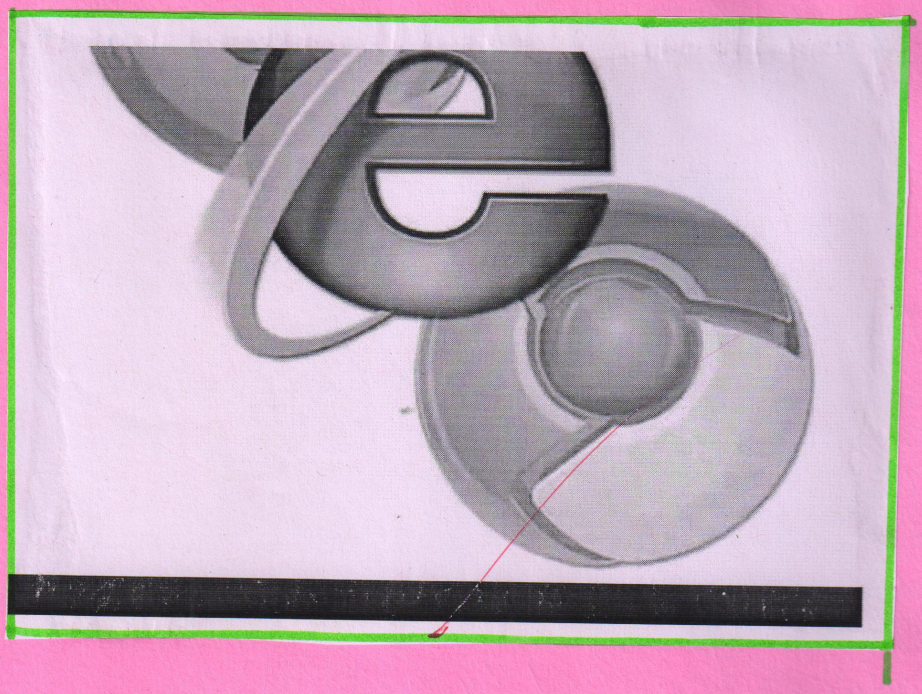
Step 1: select save on the file menu or click the save icon on the standard toolbar
Step 2. If you are saving the workbook for the very first time. the save as dialog box pops up.
Step 3: In the save in list, Select the and folder where you want to save the workbook.
Step 4: In the file name box, type a name for the workbook.
Step 5: Finally click Save to Save the workbook permanently.

## Replacing the cell content

Step 1: Type the data in new worksheet
Step 2: Activate the cell for which you want to replace the cell content
Step 3: Now type the value which you want to replace
Step 4: Now you will notice that the previous value 80 is replaced by as.

## Inserting column and Row

Step 1: For inserting a single Row, Select the row of the cell immediately below the cell where you want to insert
Step 2: For example, in order to insert a row below 6, click on the cell in the row 6 and choose insert Row option
Step 3: Excel insert a blank row below the row 6 and shifts the entries of Row 6 to 7.



# Internet

## Concept and Definition

### History of internet :-

The internet came into existence during second world war. The idea was to send and recieve urgent and confidential message to army, navy and air force. The countries also shared their computers to communicate and store data. In 1969, Advanced Research projects Agency (ARPA) came with a concept of a computer network called ARPANET. The main objective of ARPANET was to creat a reliable communication network for the Us military. In 1979, it combined with a non-governmental academic network for the Us military. In combined with a non-governmental academic network, which later came to be known as Internet.

### Introduction

The term internet means international network. Internet is a worldwide network of computers which allows sharing large amount of information. In this network, the computers are connected through cables or any other device. The internet connects millions of computers around the world. Thus Internet


Windows Live Hotmail
YAHOO!
Google
facebook
YouTube
Broadcast Yourself
amazon.com
ebay
hulu
WORDPRESS
flickr
vimeo
MEGA VIDEO
bing

is a global network or a worldwide network. Internet has revolutionized the communication in today's world. It is a system through which we can communicate with the people & access the information from any part of the world the computer access and retrieve digital information These signals are communicated through modem

What is the Internet?

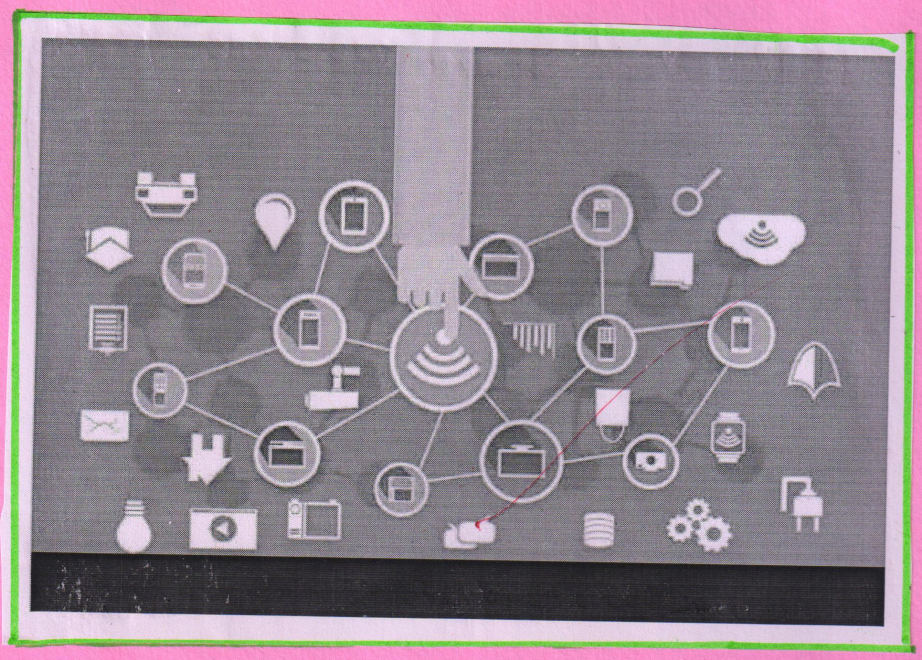
The Internet today is a large-scale network of millions of computer that allows continuous communication acces

* The world wide web (WWW)
* Electronic mail (E-mail)
* File Transfer Protocal (FTP)
* Internet Relay Chat (IRC)
* USENET (a news service)

Basic mode of use of the internet

The internet is a decentralized global network of computer. There are some basic modes a use of the internet

E-mail :- short for electronic mail, email (or e-mail). E-mail defined as the transmission of message over communications networks.



## How to send and receive e-mail :-

### E-mail Program

To send and receive e-mail msg you can use an e-mail program, also known as an e-mail client.

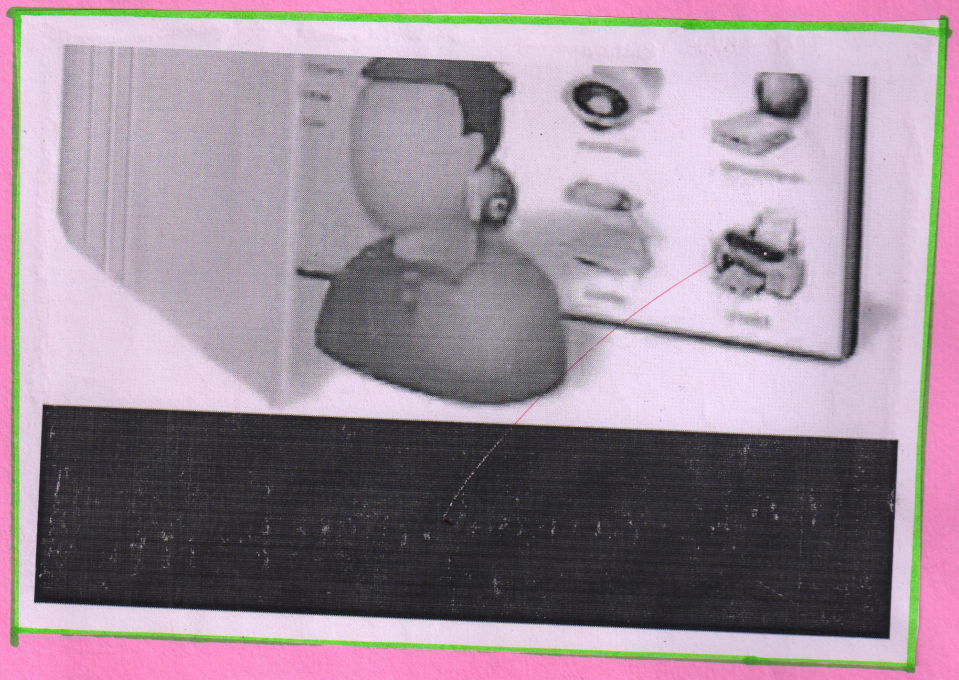
### E-mail online :-

An alternative way of sending and receiving e-mail is an online e-mail service of webmail

### Writing on e-mail :-

When writing and sending an e-mail several fields are required

* The To field is where you type the e-mail address of the person who is the recipient of your message.
* The From field should contain your e-mail address
* The cc or carbon copy field allows you to send a copy of the message to another e-mail
* The Subject line consist of a few words describing the e-mail's contents
* Finally, the msg body is the location you type your main message.



**File Exchange :** File exchange Protocal (FXP) allows you to copy files from one FTP server to another FTP server using on FXP client. FXP removes the middle ste of transfering files from one FTP server to you. Local machine then to the second FTP server

Ways of using the internet in instruction :

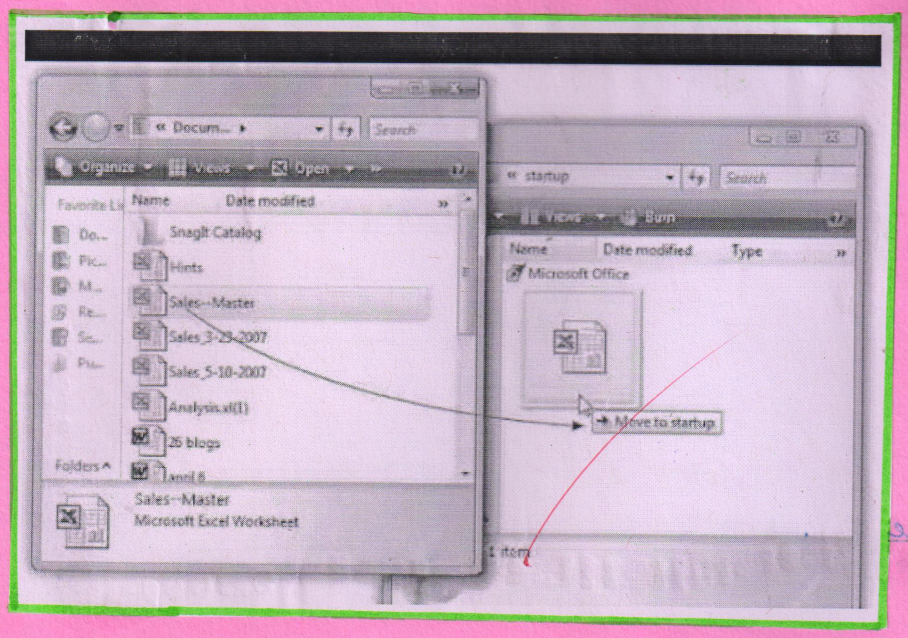
* Communicate with Another class Through E-mail
* Communicate with an Expert or a significant person.
* Gather Data for use in a class project
* Take an Internet Excursion for science, Social
* Follow on online Expedition
* Read work written by others
* Join an Existing online project
* Create your online project
* Film and video
* Apps
* Digital Field Trips

**• Take an Internet Excursion for a Science Social Studies or Language Arts unit:**

Locate a web site that is related to a topic that you are studying that offers some aspect that is well Portrayed and can be used effectively.

**• Follow on Online Expedition / Trip :**

This idea can be done with the computer connected to a TV or Protector with the whole class.


« Docum...
Search
Organize
Views
Open
Name
Date modified
SnagIt Catalog
Hints
Sales--Master
Sales 3-29-2007
Sales_5-10-2007
Analysis.xl(1)
26 blogs
Folders
Sales--Master
Microsoft Excel Worksheet
« startup
Search
Views
Burn
Name
Date modified
Type
Microsoft Office
Move to startup
1 item

## Read works written by other children

There are many sites with child authored information for eg:-

My Hero http://myhero.com
Discover real live heroes from around the world These true stories about heroes have been written by children

Kid News :- http://www.kidnews.com
online kid's newspaper with articles written by kids

Children's Express :- http://www.cenews.org/NewsStories written by and for kids.

## Read for information about current Events :-

one of the strengths of the internet is the ability to get current information on a variety of topics. There are numerous online television radio and newspaper sites. There are web that specialize in providing current information.

### Scholastic News online :-

http://www.Scholastic.Com
Scholastic News archives past issues and also provides update articles for the current issue.

### Times for Kid :-

http://www.timeforkids.com
This site posts current news as well as archives of past issues.

### Sports illustrated for kids :

http://www.sikids.com

online articles on current sports topics

**Read Fiction written for Children :-**

There are numerous sites that short texts of folk tales, fables of various levels of reading difficulty. Some have illustrations and some are mostly text. Students can compare lesson themes, or story elements with class reading materials

**Take a virtual Field trip with your class:**

Use a Projector of Tv to enlarge the computer screen visit a museum site or other location related to your curriculum topic. Have student take Turns controlling the mouse as the whole class participates in a discussion of what you find.

**Guide students in Researching information from the internet.**

Would you like to provide students with an opportunities to use the internet for research? Do you have student working on a research project who need more resources? Do some advanced work to locate some wed sites related to the topics that students are researching and then Lauch Netscape for them with the address.

**Join an Existing online Project :-**

Would you like to begin exploring the internet within the structure of a project that has already been designed? Teachers who have a particular and would like to correspond to another class are

looking for Partner classes. There are a variety of web sites set up for educators to post projects.

Film and video :- Using short and feature-length videos is an engaging way to walk on skills like vocabulary and comprehension

Apps :- Apps on Desktop, laptops and on ipads and tablets are great ways for studying to practice skills Communication skill etc. or practice English and have fun while doing it. For practicing grammer rules, their knowledge on specic topics

Digital Field trips :-

Students absorb a great deal of information through experiential learning but field trips are not always an option with limited Institution budgets. Digital field trips provide more authentic ways for students to observe new information. for ex:- young

Podcasts :-

students can listen to Podcasts to improve their comprehension. They can also create podcastes to practice their language (English Hindi etc) speaking abilities. A free download of itunes. gives teacher access to hundreds of free Podcastes on a range.

Web Quest :-

Web quest are a fun way for students to use the internet to built specially English

proficiency. Students are given a task and rely on their content knowledge and grasp of English language to complete it. Teachers can create their own of visit web

**Online Games:**

Students can master spelling, grammer and other English skills by playing games on the computer or mobile devices. Funbrain has Educational games and books for Pre-K to 8th grade students.

**Blogging:**

Class blogs provide great forums for students to practice their writing skills. LiveJournal, Edublog and Blogger allow you to create blogs for free. One of the reasons that students find blogging appealing is that it is more of an authentic writing experience, as a wider audience typically has access to read posted entries, which means students tend to put more effort into their blogs.

**Skype:**

Skype is a great way for students to practice their speaking and listening skills with other people from any location. Students can have question and answer sessions with authors of books

**Other Resources:**

Audio books can be used supplement reading instruction and improve comprehension. Since technology is something students need 21st century skills to be successful in college and future careers.

## File Transfer Protocol :-

FTP stands for file transfer protocal. This is both a program and the method used to transfer files between computers. Anonymous FTP is an option that allows users to transfer files from thousands of host computers on the Internet to their personal computers on the Internet. FTP sites contain books, articles, software, games, images, sounds, multimedia, coursework, data sets, and more

## Discussion Groups

**Online group discussions :-** online group discussion tools allow individuals to acess a virtual environment remotely. Here participants can post their views, questions and concerns and receive feedback from other participants

**Types of online group discussion :-**

There are three types of online group discussion, synchronous asynchronously and a mixed type.

**Synchronous group discussion :-**

In synchronous group discussions online participants interact and discuss their opinions in real time. Chat-rooms are the most common tool of this type of online group discussion in this setting

* Interaction seems more democratic, because all participants have the same time to express their opinions, taking turns to speak spontaneously.

* The speech is usually fragmentary and very quick, and moves
* Discussion is more spontaneous than in other discussion formats and participants appear keener to disclose their private experiences and feelings.

### Asynchronous group discussions

In asynchronous group discussions, participants do not need to be online at the same time, and can log into the discussion platform and write their messages at any time of day.

### Mixed type group discussions

The mixed type discussions both synchronous and asynchronous discussions are combined. The combination of two communication styles allows the integration of the two settings, potentials, getting over some of their respective limitations.

## Knowledge Navigation :

The knowledge Navigator is concept described by former Apple Computer CEO John Sculley in his 1987, book odyssey. it describe a device that can access a large networked database of hypertext information and use software agents to assist searching for information

It is a personalized navigation service which supports the process of self-learning and based on the interpretive structural modeling use in particular, this system allows to evaluate. the learning performance. by figuring out of the already learned information and those that is to learn or review again.

# Smart classroom

A smart classroom is a traditional lecture style teaching space that has available technological equipment that can be used to aid and enhance instruction of a court classrooms are categorized based on the ewip available.

* Advanced smart technology :- features a smart podium with a touch panel control system. Pc. a laptop connection, document camera, DAS/VCR Projector and screen

* Intermediate smart Technology :- smart podium with a control Pc and Laptop connection - screen and Projector may also have an overhead transparency projet

* Basic technology :- Laptop connection, Projector, DVD/VCR Player and screen

The aim of smart classroom is combining entrepreneurial pedagogy, collaborative teching and the latest technological teaching tools to create a modern and effective Education service

* Smart Teaching Solutions :- The second theme of

smart classroom concept is called SMART Teaching solutions and it deals with variety of practical. Teaching games, and simulation. Thus smart that can be used in teaching.

## Smart Teaching Spaces :-

Smart teaching spaces cover both physical and virtual teaching Spaces in university colleges / schools setting the smart teaching space concept defines the essential furniture and Teaching specifications of ideal.

## Equipment in smart classroom :-

Here is a list of some important items we need order to set up a smart classroom :-

1. A desktop of Laptop act as central system
2. Document Camera
3. Projector
4. Camera
5. CD / DVD
6. Graphic Tablets
7. Remote Controls
8. Big interactive whiteboard
9. Multimedia
10. Speakers

## Importance of smart classroom in teaching

We all know how helpful it is to remember some thing that is taught visually to us rather than the one that is read through pages after pages. This technology is more benificial for students to understand a chapter visually is indeed a blessing to the students of the 21st century

## Used visually attractive Method :-

Smart classes use all interactive Modules Live videos and presentations and these visually attractive methods of teaching appealing to students who are already struggling with the traditional method of teaching in a classroom smart classes are almost like watching movies, animated visuals are used to teach a point.

Pooja