KEONICS Yuva. Com

KEONICS: Karnataka State Electronics Developments Corporation Limited.

Course : Diploma in CTTC

(Diploma in Computer Teachers Training Course)

Duration : 1 – Year.

Syllabus : Fundamentals, Windows, Kannada Nudi, Typing Master, Ms Office 2007, Internet, Tally Prime, DTP (PageMaker 7.0, Photoshop CS, CorelDraw 12), HTML (Web Designing).

Windows: Note Pad, WordPad, Paint, Display Properties, Date & Time & Search, Typing Master, Kannada Nudi, My Document, Short Cut Keys, My Computer (Folder Creation),Pen Drive.
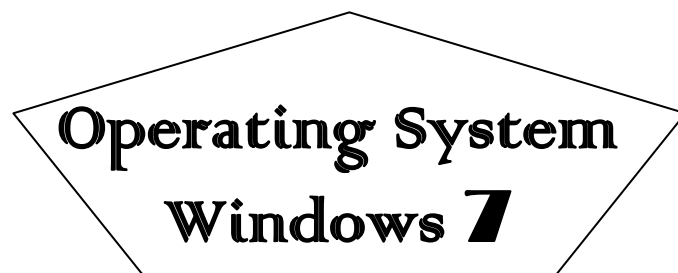
Ms Office 2007 : Ms Word, Ms Excel, Ms Power Point.

Internet : About Internet, Online Bookings, Downloading, Google, ID Creation, E – Mail & Face book.

BASIC : Beginners All Purpose Symbolic Instruction Code.

E D U C A T I O N

E	-	Energy
D	-	Discipline
U	-	Unity
C	-	Cleanness
A	-	Alertness
T	-	Truth
I	-	Independence
O	-	Obedience
N	-	Nation

**Operating System
Windows 7**

Address :   Pawar Technologies

KEONICS Yuva. Com

1st Floor, Neelakanteshwara Circle

Bus Stand Road, Gangavathi – 583 227

Call : 9886901238.

INTRODUCTION ABOUT COMPUTER

Computer is a calculating electronics machine.

Computer Was Born   -   1823.

Computer Invented   -   Charles Babbage
                                    (Father of Computer).

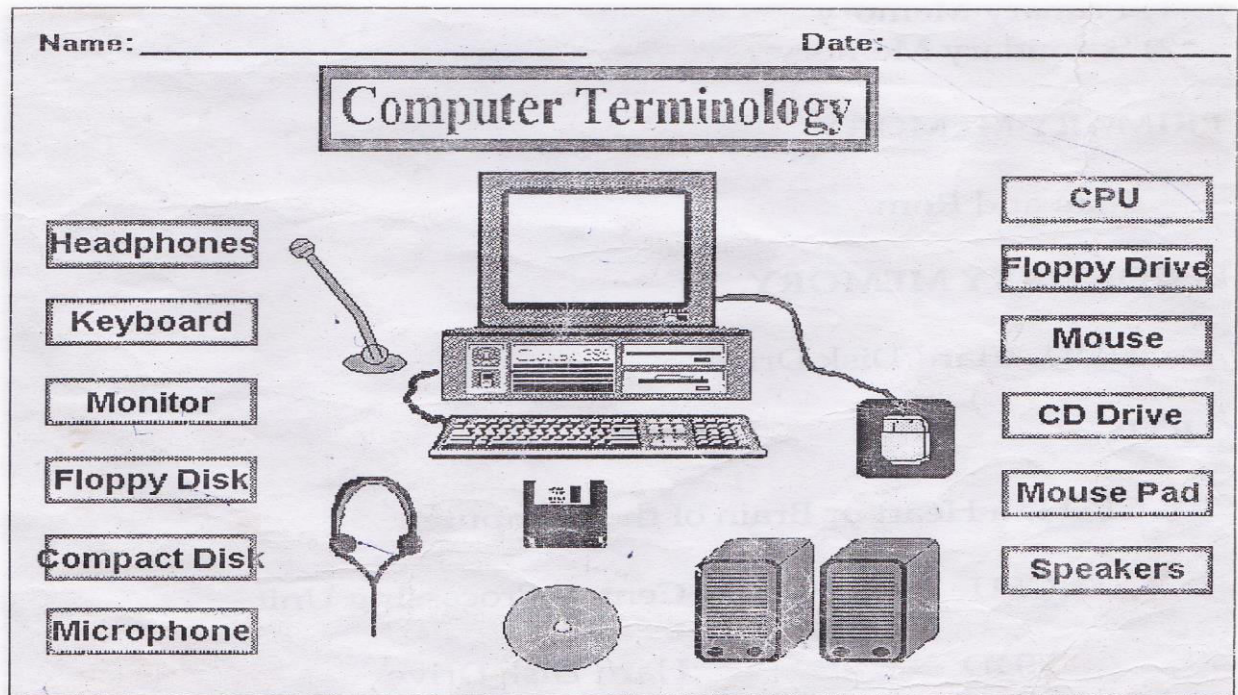|		
C	-	Commonly
O	-	Operated
M	-	Machinery
P	-	Parts
U	-	Used
T	-	Trade
E	-	Education &
R	-	Research

Software's

Collection of programs is called Software.

There are 2 types of Software's.

1. System Software (O S – Operating System).
2. Application Software.

PARTS OF COMPUTER

TYPES OF COMPUTER

Analog Computer , Desktop Computer, Digital Computer, Embedded Computer, Laptop, Mainframe, Mini Computer, Personal Computer, Personal Digital Assistant, Portable Computer, Quantum Computer, Sever Supercomputer, Tablet PC.

APPLICATION OF COMPUTER

Bank, Hotels, Air Ports, Railway Stations, Office, Business, Post Office, School and Colleges Etc.

Input   :   Information giving to the computer is called Input.

Input

Devices : Keyboard, Mouse, Scanner, Joystick, FDD, CDD.

Output : Giving to the information from the computer is Called Output.

Out Put

Devices : Printer, Monitor, Speaker.

Memory Units

1) Primary Memory.
2) Secondary Memory.

PRIMARY MEMORY

Ram and Rom.

SECONDARY MEMORY

HDD – Hard Disk Drive.

Language

An assembly language is a programming language that can be used to directly tell the computer what to do. An assembly language is almost exactly like the machine code that a computer can understand, except that it uses words in place of numbers. A computer cannot really understand an assembly program directly.

There are 2 types of Language.

1. Binary Language.

2. Secondary Language.

C P U

CPU is a heart or brain of the computer.

CPU	:	Central Processing Unit
HDD	:	Hard Disk Drive
PROCESSOR	:	Processor
RAM	:	Random Access Memory
ROM	:	Read Only Memory
Mother board	:	Mother Board
FDD	:	Floppy Disk Drive
CDD	:	Compact Disk Drive
SMPS	:	Switch Mode Power Supply

TYPES OF CD ROM

1) Compact Disk Drive.

2) Compact Disk Rewriteable.

3) DVD Combo.

4) DVD Rewriteable.

TYPES OF MONITOR

1) LCD Monitor.
2) LED Monitor.

TYPES OF MOUSE

1) Normal Mouse.

2) Optical Mouse.

3) Wireless Mouse.

TYPES OF KEYBOARD

1) Normal Key Board.

2) Digital Or Multimedia.

3) Wireless Key Board.

TYPES OF PRINTER

1) Dot Matrix Printer.

2) Inkjet Printer / Desk Jet Printer.

3) Laser Jet Printer.

SHORT CUT KEYS

Ctrl +   F1   -   Show/Hide Ribbon

Ctrl +   A   -   Select All

Ctrl +   B   -   Bold

Ctrl +   I   -   Italic

Ctrl +   U   -   Underline

Ctrl +   L   -   Left Alignment

Ctrl +   R   -   Right Alignment

Ctrl +   E   -   Center Alignment

Ctrl +	J	-	Justify
Ctrl +	Shift + F	-	Font
Ctrl +	N	-	New Page
Ctrl +	O	-	Open
Ctrl +	F12	-	Open
Ctrl +	S	-	Save As & Save
Ctrl +	W	-	Close
Ctrl +	F2	-	Print Preview
Ctrl +	P	-	Print
Ctrl +	C	-	Copy
Ctrl +	V	-	Paste
Ctrl +	X	-	Cut
Ctrl +	Z	-	Undo
Ctrl +	Y	-	Redo
Ctrl +	F	-	Find
Ctrl +	G	-	Go To
Ctrl +	H	-	Replace
Ctrl +	K	-	Hyperlink
Ctrl +	D	-	Font
Ctrl +	M	-	Tab
Ctrl +	Shift + >	-	Increase Font Size
Ctrl +	Shift + <	-	Decrease Font Size
Ctrl +	F6	-	Next Window
Ctrl +	F10	-	Norm / Window

Ctrl +	Shift + L	-	Bullet & Numbers
Ctrl +	Shift + A	-	All Caps Latter's
Alt +	H	-	Home Menu
Alt +	F	-	File Menu
Alt +	E	-	Edit Menu
Alt +	V	-	View Menu
Alt +	I	-	Insert Menu
Alt +	T	-	Tools Menu
Alt +	W	-	Windows Menu
Alt +	H	-	Help Menu
Alt +	F4	-	Close the Program
Ctrl +	F4	-	Close the File
Alt +	U	-	Auto Shape
Alt + F10		-	Norm / Window
F3		-	Search / Find
F5		-	Refresh
Start + E		-	My Computer
Alt + Tab		-	Switch Windows
Windows (Start) + Tab		-	Switch Windows

MICROSOFT OFFICE

Microsoft Office is a set of computer applications mainly used for business or office purposes and services developed by Microsoft. It was first announced by Bill Gates.

MS Word

Microsoft Word or MS Word (often called Word) is a graphical word processing program that users can type with.

MS EXCEL

That uses spreadsheets to organize numbers and data with formulas and functions. Excel analysis is ubiquitous around the world and used by businesses of all sizes to perform.

Numbers of columns   -   16384

Numbers of Rows   -   1048576

MS PowerPoint

MS Power Point is a program that is included in the Microsoft Office suite. It is used to make presentations for personal and professional purposes.

INTERNET

HTTP   :   Hyper Text Transfer Protocol.

WWW   :   Word Wide Web.

ID   :   Identification.

G – Mail   :   Google Mail.

E – Mail   :   Electronic Mail.