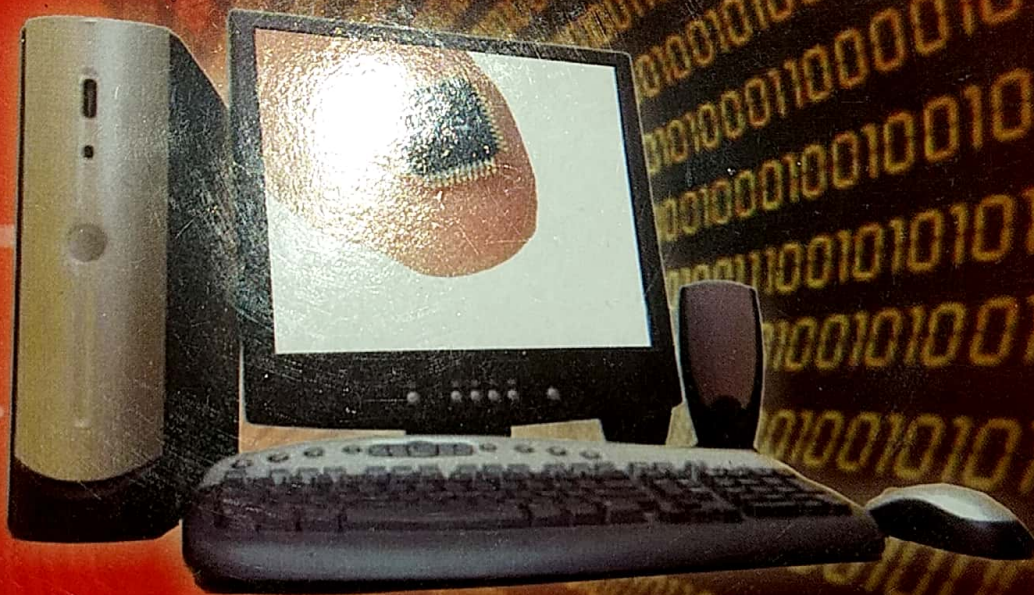


Beyond Windows



Towards Understanding Computers

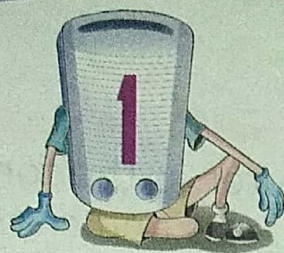


4

Navdeep Publications

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Knowing the Computer










Purpose of a Machine

The purpose of each machine is to change the raw facts and figures into useful results by working on them.

Example

1. A juicer works on the fruits and gives out the juice.
2. An air cooler works to change the hot air into cool air.
3. A washing machine works to wash the dirty clothes to give us clean clothes.

When we feed something in a machine (input); the machine works on it and changes it into something which is useful to us (output). The following table will show the purpose and working of various machines.

Machine Name	Purpose	Input	Work done	Output
 Juicer	To make juice	 Raw fruits	Extracting juice	 Juice
 Air Cooler	To give cool air	 Hot air	Making the air cool	 Cold air
 Washing Machine	To wash clothes	 Dirty clothes	Washing clothes	 Clean clothes

Defining a Computer

In the same way we feed input in a computer in the form of facts and details, the computer works on those facts and changes them into useful output. Let us define some important terms which will form the basis of the working of a computer.

Data

Data is the collection of facts and details which are unorganized.

Processing

Processing is the sequence of instructions given to a machine to change data into information.

Data: Water, tea leaves sugar and milk



Yummy..



Processing: Boiling
Information: Ready tea

Information

Information is the final result which comes after the processing of the data. Information is always useful to a user and is used in decision making.

Example

In the table below there are some examples of data, information and processing.

Data	Processing	Information
2, 3	Addition	5
3, 7, 1, 45, 21	Ascending order	1, 3, 7, 21, 45
Ishi, Arun, Saby, Mona	Alphabetical order	Arun, Ishi, Mona, Saby

A computer is a machine that accepts data (in digital form) and processes it into some information (useful result) based on a program (sequence of instructions).



Remember The sequence of instructions is normally in the form of a computer program.

Components of the Computer System

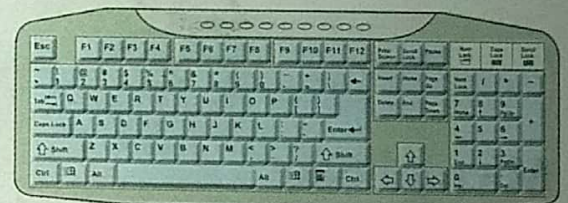
A computer is a multi-part machine. It has a keyboard or a mouse to input data and instructions, a CPU to process it and a Monitor and speakers to provide the output. A computer is the combination of Input devices, Output devices and Processing Device which work together to produce results.

Input Devices

To enter the Input (like computer work and commands) we require Input devices. There are a lot of devices such as keyboard, mouse, touchscreen, microphone, scanner and digital camera which are used for the purpose of input.

Keyboard

A keyboard helps us to enter data in the computer. It has alphabets, numbers and signs printed on its keys.



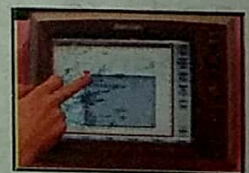
Mouse

You slide a mouse on a mouse pad or any smooth surface to move the mouse pointer associated with it. By clicking on the mouse button, you give a command to the computer telling it what is to be done.



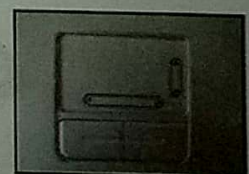
Touchscreen

In a touchscreen, we touch the graphical icons to execute the commands associated with them.



Touchpad

A touchpad allows you to move your finger across a pressure sensitive pad and press to click. It is used mostly in Laptops.



Joystick

A joystick consists of a stick and one or more push-buttons. It is often used to play video games.



Scanner

A scanner is used to copy the textual or graphic contents on paper into a computer. The process of doing so is called scanning.

In scanning, the contents (like photographs) get changed into a computer readable format and copied into the computer.

We have the following types of scanners.

Flatbed Scanner

Flatbed scanners have a flat glass plate onto which you place the matter on paper/photograph to be scanned.



Hand held Scanner

Hand held Scanners are held in the hand and passed over the areas to scan.



Microphone

A microphone (or mic) is a device that allows you to record voices or sounds and store them into the computers, in a computer readable form. Microphones can be of the following types:

Free Standing

The Free standing type is tall and is usually the least expensive.



Headset Style

The Headset style type is integrated with the headphone to form the Headset.



Fact File

Microphones also can be used with voice dictation program, where you speak and words get typed on the computer.

Digital Camera

A digital camera records pictures in the computer readable form rather than on a film. We have the following types of digital cameras.

Compact Digital Camera

Compact Digital cameras are compact, light weight and very easy to use and carry.



Advanced Digital Camera

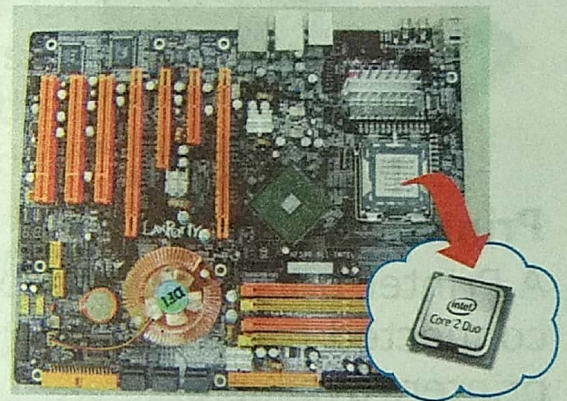
Advanced digital cameras contain quality lenses, extra flashes and advanced features.



Processing Device

The Central Processing Unit (CPU) is the processing device which does all calculations, comparisons and decision making for a computer.

The CPU is a chip inside the CPU cabinet, mounted on the motherboard along with other components.



Fact File

Motherboard is the main circuit board, containing the CPU. All the other input/output devices are connected to the motherboard.

The CPU further consists of the following two components

Arithmetic and Logic Unit (ALU)

The ALU does all the calculations, comparisons and decision making for the computer in the CPU.

Control Unit (CU)

The CU controls the flow of information in the CPU. It extracts instructions from the memory, and sends the necessary signals to the ALU to perform the operation required.

Output Devices

An Output device in a computer is used to show results. The common output devices are the monitor, the printer and the speakers.

Monitor

A monitor is the most common type of output device. You can get monitors of different sizes like 15, 17 and 21 inches. There are following types of monitor available.

Cathode Ray Tube (CRT)

CRT monitors are heavy monitors because of the bulky cathode ray tube inside it.



Liquid Crystal Display (LCD)

LCD monitors are slim and their display is more clear causing less strain on the eyes.



Printers

A Printer prints information and pictures onto a piece of paper. It is connected to the CPU by a cable. These are the following types of printers available.

Dot Matrix

Dot matrix printers use a black ribbon to print. Characters are formed by the combination of dots. The print quality is not very good.



Inkjet

Inkjet printers use liquid ink to print. These are very economical and hence very popular.



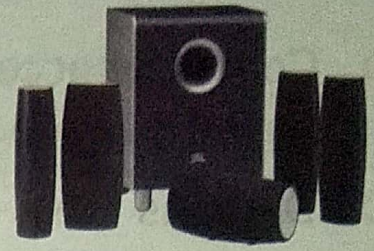
Laser

Laser printers use laser light and a dry powder called toner to print. They provide the best print quality.



Speakers

Speakers are output devices that allow you to hear the sound coming from your computer. Speakers are normally available in pairs, but for better sound output, you can also get speakers with one subwoofer and multiple satellite units. They are available in various sizes and qualities.



Headphones and Earphones

Headphones and Earphones allow you to get the sound output in your ears only. Earphones are smaller sized headphones.

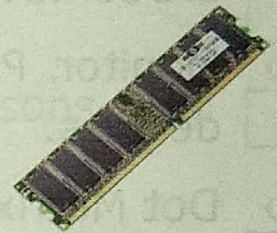


Headphone

Earphone

Memory of Computer

The memory of a computer is made up of 'chips'. The main working memory of a computer is called the *Random Access Memory (RAM)*. It holds the data and calculates results while you are working on the computer. It is a temporary memory and its contents get erased when the computer is switched off.



Hardware and Software

The computer is a combination of hardware and software. The hardware is like the body of the computer and the software is like its intelligence.

Hardware

Hardware is any part of a computer system you can see or touch. Some examples of hardware are the keyboard, the CPU, the mouse and the speakers.

Software

Software is a program or a set of programs that tell a computer what to do. Some examples of software are the 'Paint program' or the 'MS Word program' and also the games which you play on the computer.

Quick Recap

- Computer accepts data and processes it into useful information based on a program.
- Data is the collection of facts and details which are unorganized.
- Processing is the sequence of instructions given to a computer to change data into information.
- Information is the final result which a user gets after the processing of the data.
- Keyboard, Mouse, Scanner, Touchscreen and Digital camera are some input devices.
- Monitor, Printer, Speakers and Headphones are some Output devices.
- Dot Matrix printers, Inkjet printers and Laser printers are the various types of printers.
- The Central Processing Unit (CPU) is the processing device which does all the calculations, comparisons and decision making in a computer. ALU and CU are its components.
- ALU does all the calculations, comparisons and decision making in the CPU.
- CU controls the flow of information in the CPU. It extracts instructions from the memory, executes them, and sends the necessary signals to the ALU to perform the operation required.
- RAM is the memory which holds the data, programs, results temporarily while you are working on the computer.

Exercise Time

1. Write (T) for True and (F) for False statements.

1. The computer processes the data to provide information. ☐
2. A mouse allows you to move your finger across a pressure sensitive pad and press it to click. ☐
3. A microphone (or mic) is a device which allows you to record voices or sounds. ☐
4. The full form of RAM is Radio Access Memory. ☐
5. RAM is a temporary memory. ☐
6. ALU does all the calculations, comparisons and decision making. ☐
7. CU controls the flow of information. ☐
8. CPU and other components are attached to the motherboard. ☐
9. Laser printers use a dry powder called toner to print. ☐
10. Software is a program or set of programs that tell a computer what to do. ☐
11. Hardware is made up of bricks. ☐
12. The Paint program is an example of computer hardware. ☐

2. Select the suitable word and fill in the blanks.

Data

Processing

Touch Screen

ALU

Dot Matrix

CPU

Digital

CU

RAM

Laser

Hardware

1. _____ is the collection of facts and details which are unorganized.
2. _____ is the sequence of instructions given to a computer to change data into information.
3. On a _____, you touch the screen to execute the commands.
4. A digital camera records pictures in the _____ form.
5. The _____ is the processing device which does all the calculations, comparisons and decision making in the CPU.
6. The _____ and _____ are components of a CPU.
7. The _____ printers use a black ribbon to print.
8. The dry ink (toner) is used in a _____ printer.
9. _____ is the term used to refer to the physical components of a computer.
10. _____ is the memory which holds the data, programs, results while you are working on the computer.

3. Answer the following in 2-3 lines.

1. Define a Computer.

2. What is data, processing and information?

3. Write about the memory of a computer.

4. Name any four input devices and any three output devices.

5. What are hardware and software? Write a few lines on computer hardware and computer software.



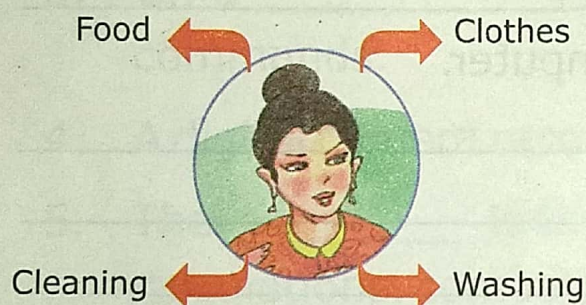
More on Windows

Using the Windows Operating System

An Operating system is a set of programs which manage computer resources and lets people communicate with a computer.

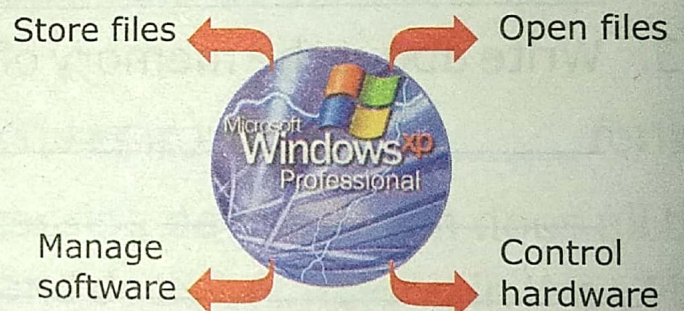
WE SEE...

At your home, your mother manages all the affairs. She is in charge of cooking food, taking care of washing and cleaning. You can say that your mother is the operating system of your home.



IN COMPUTERS...

In the same manner, an operating system helps to operate a computer by managing its file systems, handling input/output, and running programs. It provides the interface between a human and a computer.



About the Windows Operating System

In the beginning, people did not like using computers as they had to remember a lot of commands. If they happened to forget a command, they had to leave their work unfinished. Then Microsoft came up with a wonderful operating system called 'Windows'.

Graphical User Interface (GUI)

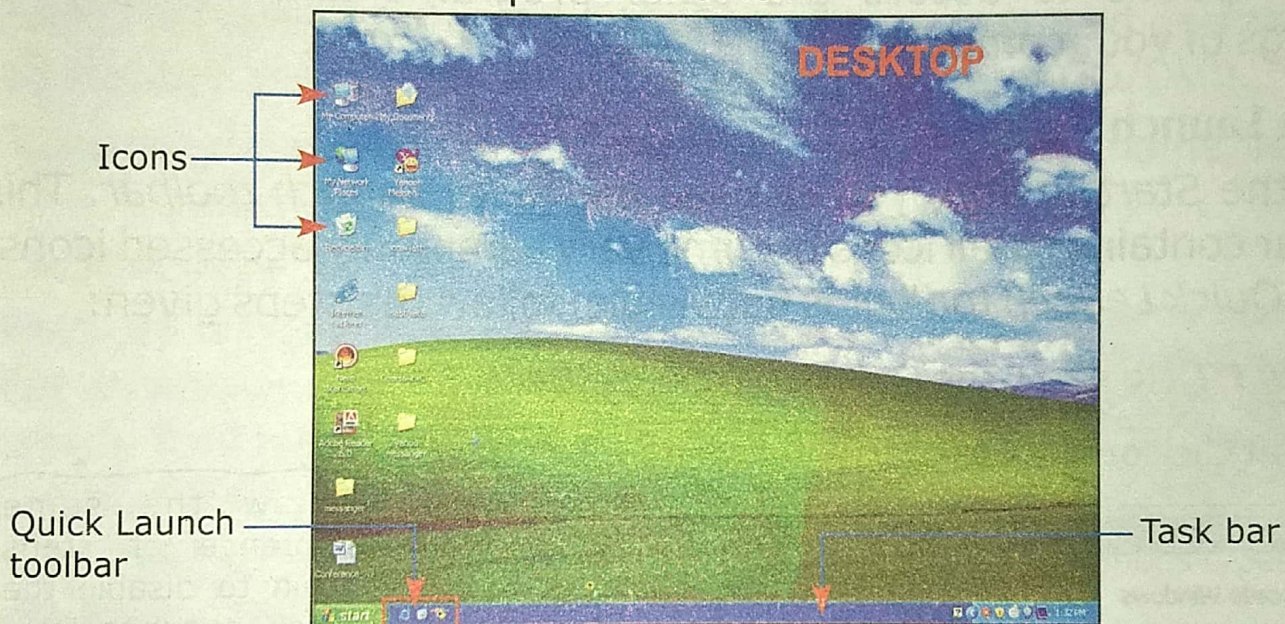
The Windows Operating System is very user-friendly because the commands used in it are in the form of small pictures (called icons) and not in the form of typed text. That is why the Windows Operating System is termed as a "Graphical User Interface (GUI)" instead of a Character User Interface (CUI).

Fact File

There are different versions of Windows like Windows 3.0, Windows 3.1, Windows 95, Windows NT, Windows 2000, Windows XP and Windows Vista. Many older versions like Windows 3.0, Windows 3.1, Windows 95 and Windows 98 have been discontinued.

The Look of Windows

When you switch on your computer, the Windows OS gets loaded onto your computer and you will see the Windows screen. Let us discuss the various components of it.




Desktop


Desktop is the look on the screen when you switch on the computer which has the Windows operating system installed on it. In the above picture, you can see the Desktop screen of Windows XP.


Icons

Icons are the 'small pictures' which represent the programs, files, folder, etc. associated with them.

Example

The () icon represents the Recycle bin.

The () icon represents the Paint file.

The () icon represents the MS Word file.

Wallpaper

You can see a background on which icons are placed. This background is called a 'wallpaper'. This wallpaper can be changed to give different background to the Desktop. You can use any picture, even your own photograph as the background.

Taskbar

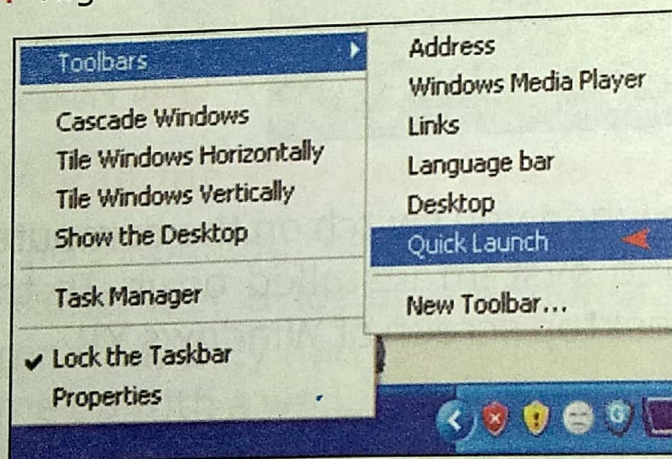
The bar at the bottom of the screen is called the *Taskbar*. It contains the *Start button* which when clicked will give you a lot of other options to access the other programs and change the settings of your computer.

Quick Launch Toolbar

Near the *Start button*, you can see the *Quick Launch toolbar*. This toolbar contains small icons of some very commonly accessed icons. If the *Quick Launch toolbar* is not visible, follow the steps given:

LET'S DO IT! To show the Quick Launch toolbar

1. Right click on the *Taskbar*. A submenu will appear.



2. Enable the *Quick Launch* option.

Follow the same sequence of steps again to disable the Quick Launch toolbar.



— The *Quick Launch toolbar* will become visible.

Adding Icons to Quick Launch toolbar

From the Desktop, drag the icon onto the *Quick Launch toolbar*. The icon will stay there on the toolbar.

Files and Folders

All the time while working on the computer, you will be creating files and organizing them in folders. Let us be clear about what a 'file' and 'folder' means to us.

About Files

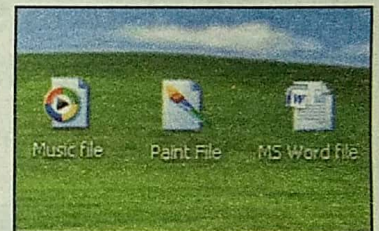
A file is your computer work stored with a name on a disk.

Whatever you draw on your computer can be saved with your name to indicate that it is your drawing. Everything that a computer does can be stored in files. Files are stored permanently on storage devices like a hard disk, floppy disk, or CD/DVD.

Remember You can do lots of things with files - create, name, rename, save, or delete them.

Creating Files

Files are created in a software in which you work. For example, in the Paint Program - you can create files when you draw. In MS Word you can create your text files. These files can be saved with any name of your choice.



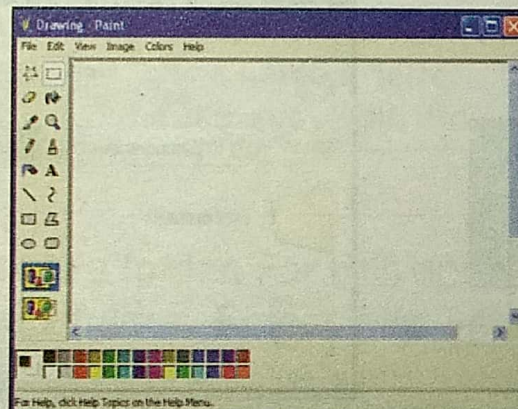
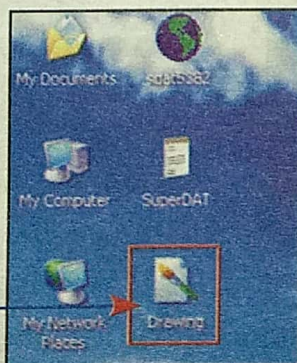
Various types of Files

Opening a File

Opening a file means to display it in front of you to work on it. Either use the *Open option* from the *File Menu* or double click on the icon of the file to open it.

LET'S DO IT! To open a file

1. Double-click on the File icon.



The file will open.

Working in Folders

A folder keeps files organized by grouping them together.

In this way files get categorized and stored systematically and do not get mixed with other files.

WE SEE...

In your cupboard, you keep things in different shelves so that they do not get mixed up.

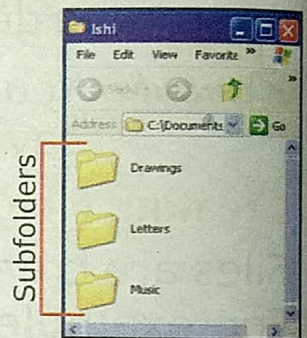
IN COMPUTERS...

On a disk you classify your work in different folders so that it does not get mixed up.

How Folders organize our work?


If you have three folders on the Desktop namely, Letters (storing your letters), Drawings (storing your drawings) and Music (storing your songs), you can create a folder of your name and move all the three folders in that folder. In the same way, other users can organize their work in suitable folders.

Folder Ishi



Remember A folder within a folder is called the sub-folder.

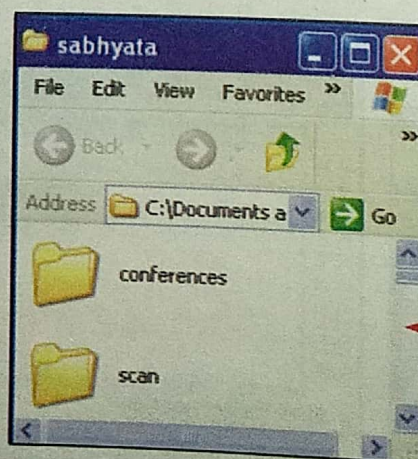
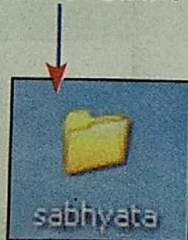
Look of a Folder

A folder looks like this (). You need to open it to see and work on what is inside it. There could be many folders or files inside a folder.

Opening a Folder

Double click on a Folder to open it.

1. To open a folder, double-click on it.



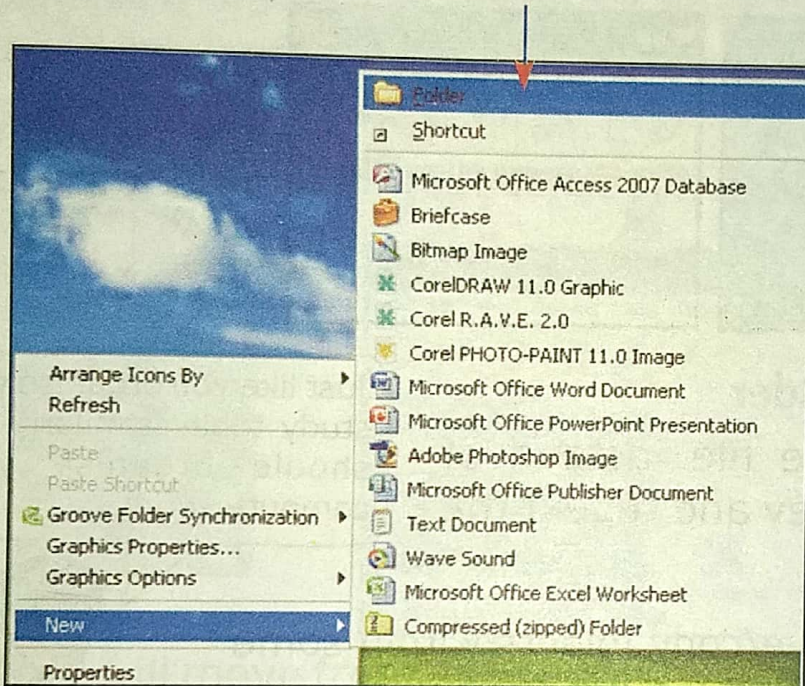
The folder will open in a window and the files or sub-folders inside the folder will be displayed.

Creating a Folder

Creating a folder is a necessity when you have to organize your files. We will learn to create folders on the Desktop.

LET'S DO IT! To create a folder on the Desktop

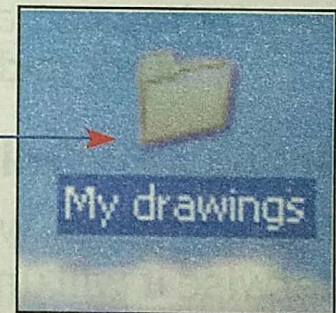
1. Right click on the Desktop. A shortcut menu will open. Point to *New* and click on the *Folder*.



2. A New Folder icon will appear on the Desktop.



3. Type the name for the folder, it will appear at the place where 'New Folder' appeared. Press the Enter key. The folder name will change to the typed name.



Always create folders with meaningful names. For example, if you have to store letters in a folder, name it 'letters' or 'my letters' instead of giving it a name like 'abc', 'sdf', etc.

Fact File

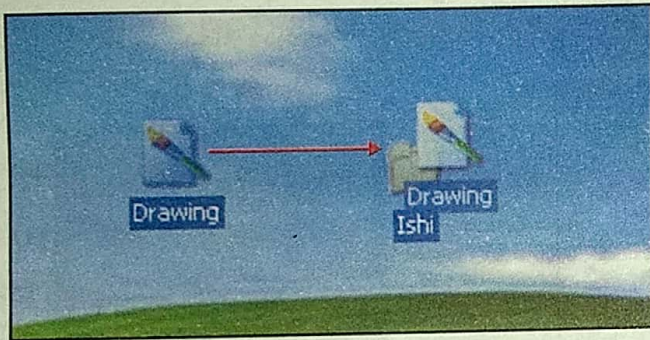
You can also create sub folders inside a folder. For this open the Folder in which you want to create a sub folder. Select *File*→*New*→*Folder* option. Now, repeat steps 2 and 3 as mentioned above.

Moving Files into the Folder

You can move the files on the Desktop in the newly created folder, to cleanup your Desktop and organize your computer work. Let us see if you can do this.

LET'S DO IT! To move a file into a folder

1. Drag and drop the file over the folder in which you want to move it.



The file will move inside the folder.

Copying Files into the Folder

If you want to copy the file instead of moving it, press the **Ctrl** key and repeat the above procedure.

Remember You can also move/copy folders within some other folder to organize your computer work.

Just like you organise your study table, similarly you should organise your computer work.

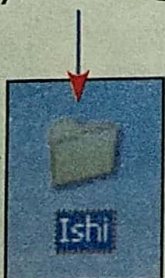


Deleting a File/Folder

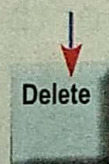
A file or folder which is no longer required should be deleted, otherwise it will unnecessarily keep on occupying the disk space.

LET'S DO IT! To delete a File/Folder

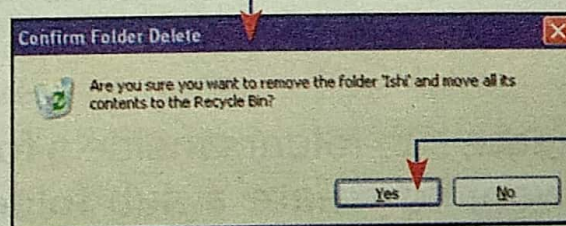
1. Select the file/folder by clicking on it.



2. Press the **Del** key.



3. A message box will appear asking you to confirm that you want to delete this file.



4. Click on the **Yes** button to delete this file.

The file/folder will go to the Recycle Bin.

Where does the Deleted File/Folder Go?

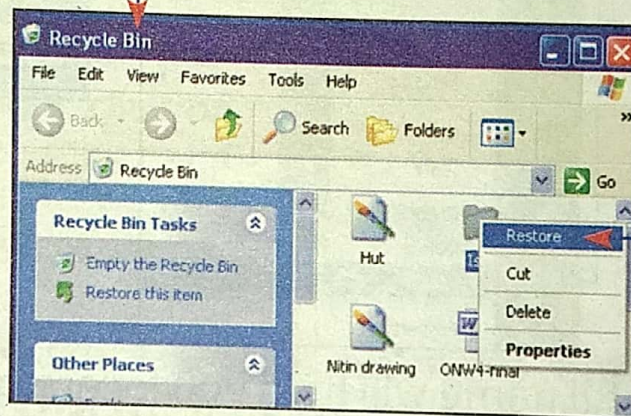
When you delete a file, it does not get permanently deleted immediately, instead it disappears from the place from where it was deleted and goes into the Recycle Bin. From the Recycle Bin it can either be permanently deleted or restored by you. Let us learn how.

Restoring a File

Restoring a file means getting it back from the Recycle Bin to the place from where you deleted it.

LET'S DO IT! To restore a file from the Recycle bin

1. Double click on the *Recycle Bin* icon.
2. The *Recycle Bin* window opens.



3. Right click on the file which you want to restore. Click on the *Restore* option.

The file will move from the Recycle Bin to the location from where it was deleted.

Emptying the Recycle Bin

When the Recycle bin is emptied, all items inside the Recycle bin will be permanently deleted and you cannot get anything back. Therefore, you should be very careful to delete the files from the Recycle bin.

LET'S DO IT! To empty the Recycle Bin

1. Right click on the Recycle Bin. A shortcut menu will appear.
2. Select the *Empty Recycle Bin* option.



The Recycle Bin will get empty.

Renaming a File/Folder

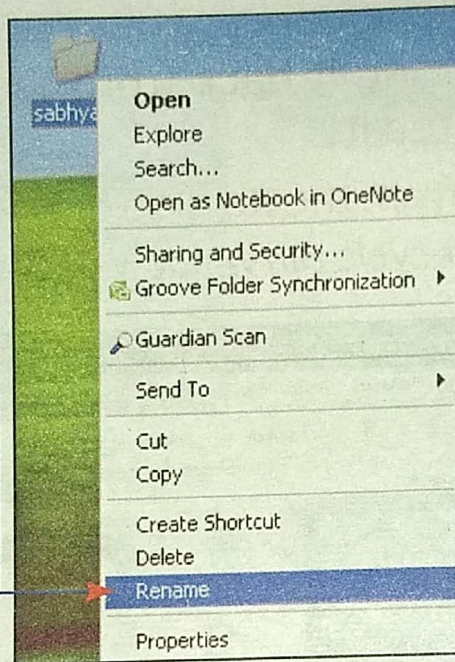
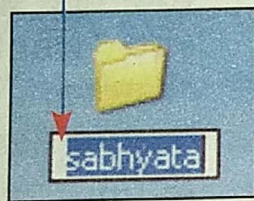
Many times you would like to change the name of the file or folder which you have created to make it relevant and more meaningful.

LET'S DO IT! To rename a File/Folder

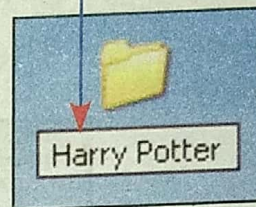
1. Right click on the file or folder. A shortcut menu will appear.

2. Click on the *Rename* option.

3. The cursor will be placed below the icon where the initial name was.



4. Edit the name as required and press the Enter key.



The file/folder will get renamed.

Giving a meaningful name will help you locate or identify it later.

Quick Recap

- An operating system is responsible for managing resources in your computer.
- The Windows operating system is very user-friendly because the commands in it are in the form of small pictures (called icons) and not in the form of typed text which you have to remember.
- The Windows Operating system is also termed as a Graphical User Interface (GUI) due to its graphical properties.
- Icons are small picture - like buttons which represent the programs associated with it.
- A file is your computer work stored with a name on a disk.
- You can keep files organized in folders by grouping them together.

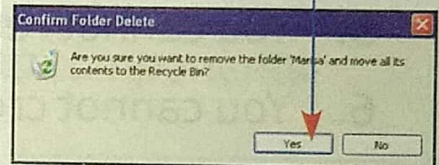
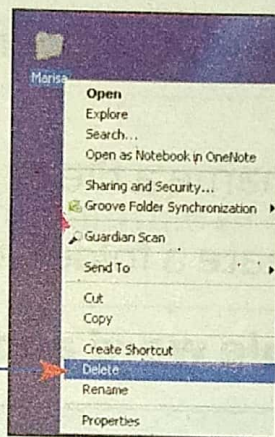
Quick Practice

1. Create a folder with the name Krystal and rename it to Marisa. Delete it afterwards.

1. Create a folder with the name Krystal.
2. Right click on the folder. A shortcut menu appears. Select the Rename option.
3. Type the new name at the cursor position and press the Enter key.
5. In the message box, click on the *Yes button*.



4. Right click on the folder and select the *Delete* option.



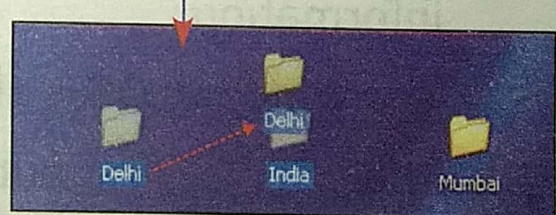
The folder will get deleted.

2. Create three folders Delhi, Mumbai and India on the Desktop. Move the folders Delhi and Mumbai inside the folder India.

1. Create three folders Delhi, Mumbai and India.



2. Drag the folder Delhi to the folder India.



3. Drag the folder Mumbai to the folder India.



Both folders will move inside the folder India.



Exercise Time

1. Write (T) for True and (F) for False statements.

1. Icons represent the programs associated with them. ☐
2. The taskbar is present in the middle of the Desktop. ☐
3. You can get a deleted file back from the Recycle Bin if the Recycle bin has not been emptied. ☐
4. A file is your computer work stored with a name on a disk. ☐
5. You cannot rename a file or a folder. ☐
6. You cannot create a folder inside another folder. ☐

2. Select the suitable word and fill in the blanks.

Operating System	Recycle Bin	GUI
Ctrl	Start	Folders

1. The _____ of a computer is responsible for the storage/retrieval of files and the managing of the information.
2. The Windows OS is also called a _____.
3. The _____ button is located on the Taskbar.
4. When you delete a file, it goes to the _____.
5. _____ keep files organized by grouping them together.
6. To copy a file into the folder, press the _____ key and drag and drop it into the folder.

3. Answer the following in 2-3 lines.

1. What is an operating system?

2. Why is the windows operating system called a GUI?

3. What is a Desktop? Write the names of its components.

4. What is a file?

5. Why are folders important?

6. What happens when you delete a file?

Practical Workshop

Practical 1 Creating and renaming folders

1. Create a folder with your name on the Desktop.
2. Rename the folder you have created to 'Ajay' and after that delete it too.

Practical 2 Creating, Moving the folders

1. Create two folders named 'Input Devices' and 'Output Devices' on the Desktop.
2. Next create four folders namely 'Keyboard', 'Scanner', 'Monitor' and 'Printer' on the Desktop.
3. Move folders 'Keyboard' and 'Scanner' in the folder 'Input Devices'.
4. Move folders 'Monitor' and 'Printer' in the folder 'Output Devices'.
5. Open and check folders, 'Input Devices' and 'Output Devices'.
6. Delete all the folders.

Practical 3 Managing files in folders

1. Create four files named Lion, Elephant, Dog and Cat on the desktop.
2. Create two folders named 'Pet Animals' and 'Domestic Animals' on the desktop.
3. Move the files 'Lion' and 'Elephant' inside the folder 'Pet Animals'.
4. Move the files 'Dog' and 'Cat' inside the folder 'Domestic Animals'.
5. Open the folders and move the files back to the Desktop. Delete the folders.

Suggestion

Teachers should create these files in Paint or MS Word for students.