Basic Computer Skills and Windows Explorer

1. What are basic 5 computer specifications ?
2. What is Operating system ? Name three OS ?
3. What is Explorer in Windows ?
4. What are the 4 major modules of MS office ?
5. How do you clean your system ? What is VIRUS ?
6. Create folder and files in an drive. Rename the folder, copy , move functions
7. How to find the size of file or folder ?
8. What is Modem ? What is Internet Web Browser ?
9. What is bit , Byte, MB,GB ?
10. Upload time through net eg 2GB in 10Mbps net will take how much time ?
11. Use of basic utilities like Notepad, Paint, calculator
12. MS Word – Check the following
    a) Font type and Size
    b) Alignment
    c) Insert picture , crop , resize or compress, reposition
    d) Header / Footer creation
    e) Page Layout / Portrait, Margin,
    f) Insert Table , merge cells, create columns

Basic Computer Skills and Windows Explorer

Computer specifications : Go to My Computer or
                         Control Panel\System and Security\System

Processor – iCore 3 or 5 or 7 from Intel Corporation
- Windows 7
- RAM : 4GB
- System type 64 bit
- 500GB HDD (Right Click on my computer >Manage)

Operating System : An operating system (**OS**) is system software that manages computer hardware, software resources, and provides common services for computer programs.

Microsoft Windows
Apple iOS – ipad, iphone
Google Android – mobile smartphone
Apple Mac – for Apple computers
Linux – free

Basic Computer Skills and Windows Explorer

<u>Explorer</u> :

Windows Explorer is the file management application in Windows.

Windows Explorer can be used to navigate your hard drive and display the contents of the folders and subfolders you use to organize your files on your hard disk.

MS Office : It mainly consists of Word, Excel, PowerPoint, Access, OneNote, Outlook and Publisher applications

VIRUS : Vital Information **Resources Under Siege.**
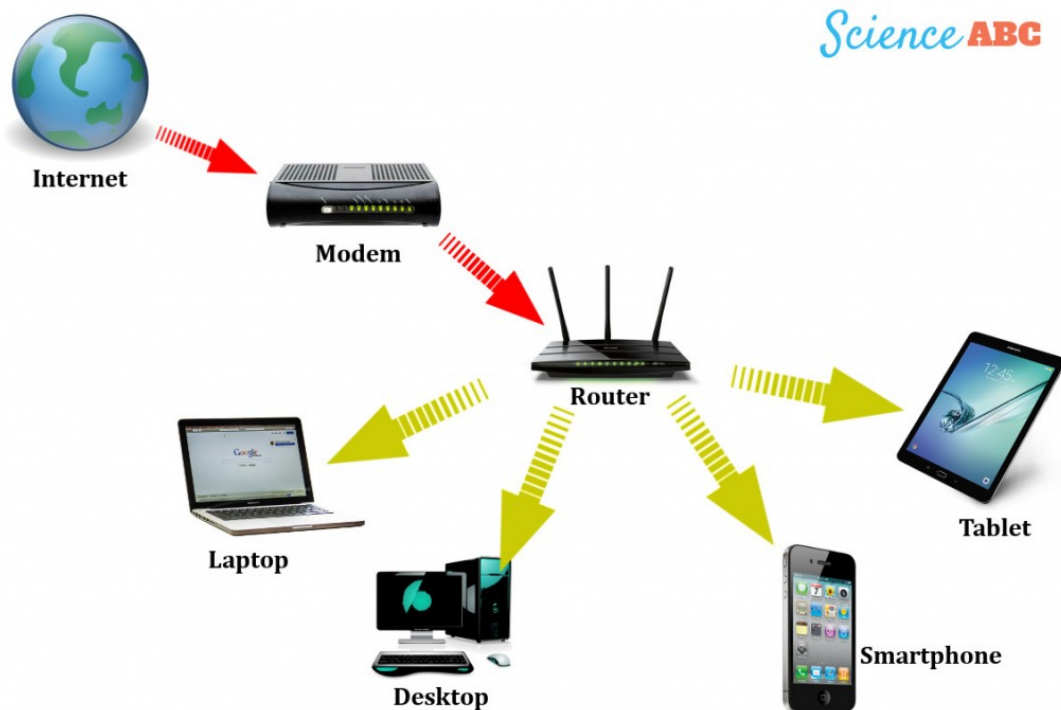**Regularly clean your computer.**

Basic Computer Skills and Windows Explorer

Windows Explorer : Create , rename, cut , copy , paste and file size.

Modem and Router : The **difference between a modem and a router** is that a **modem** connects to the internet, while a **router** connects devices to Wi-Fi.

Modulator / **DEM**odulator. A **modem** converts digital signals generated by the computer into analog signals which can be transmitted over a telephone or cable line and transforms incoming analog signals into their digital equivalents

Wi-Fi is the name of a wireless networking technology that uses radio waves to provide high-speed network and Internet connections.

The Wi-Fi Alliance, the organization that owns the Wi-Fi (registered trademark) term

Basic Computer Skills and Windows Explorer

Web Browser. A **web browser**, or simply "**browser**," is an application used to access and view websites.   Common **web browsers** include

Microsoft **Internet** Explorer, Google Chrome, Mozilla Firefox, and Apple Safari. The primary function of a **web browser** is to render HTML, the code used to design or "mark up" web pages

Binary digit – Bit (b)
8 bit = 1 Byte(B)
1024B = 1MegaByte (MB)
1024 MB = 1 GigaByte (GB)
1024 GB = 1 TerraByte(TB)

2GB file to be downloaded using 10Mbps net speed
Time take will be

2GB = 2x1024MB = 2x1024x8Mb
Therefore 10 Mb in 1 second
1Mb in 1/10seconds
2x1024x8 Mb in (2x1024x8) / 10 = 27minutes

But remember the upload speed is half of what is mentioned ie 5Mb in 1 second, so time will be double

Basic Computer Skills and Windows Explorer

Notepad , Paint , Calculator under Programs > Accessories

Open MS Word and perform the following

a) Font type and Size
b) Alignment
c) Insert picture , crop , resize or compress, reposition
d) Header / Footer creation
e) Page Layout / Portrait, Margin,
f) Insert Table , merge cells, create columns
g) Type the following : $X^0 + Y_2$
h) Type a small paragraph not exceed 50 words and use Justify alignment . Change colour of few words, underline few words, bold few words

Basic Computer Skills and Windows Explorer

Questions

1. Create a folder in your own title or name in drive d and e
2. Search a file under drive D having extension .jpg
3. Copy the file and paste it into your folder in drive D
4. Search for any docx file and copy it into your folder in drive E
5. Cut the docx file and paste it into your folder in D drive
6. Rename your folder in drive E to "PGD"
7. Find the RAM available in your system and hard disk space.
8. Open Notepad and type the above data in Notepad and save in PGD folder
9. Open MS Word and type a paragraph of 50 words and save it in your D folder
10. Save as the same file with a different name in your PGD folder.
11. Open the docx file in PGD folder and replace word "is" with "IS"
12. Open the docx file in PGD folder and create a table with 4 field and 3 records