G.K. COMPUTER CENTRE

Door of Your Dreams

CITC — THE HUB OF IT — Reg. No. 88004804

रा.इ.सू.प्रौ.सं NIELIT

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N·S·D·C National Skill Development Corporation — Transforming the skill landscape — Reg. ID : TP054569

GK Computer Centre — Since 2016

कम्प्यूटर सीखें

3 Months | 6 Months | 1 Year

Vocational Course | Accounts

सरकारी व प्राईवेट नौकरियों के लिए मान्यता प्राप्त सर्टिफिकेट

सरकारी नौकरी के लिए

भारत सरकार के संचार और सूचना प्रौद्योगिकी मंत्रालय (IT Ministry) से मान्यता प्राप्त DOEACC Society का कोर्स -

CCC
COURSE ON COMPUTER CONCEPT

DOEACC Society

रा.इ.सू.प्रौ.सं NIELIT

ELIGIBILITY 10TH PASS

बैंक, रेलवे, SSC, बिजली विभाग एवं सभी सरकारी विभागों के लिए अनिवार्य कम्प्यूटर कोर्स।

NTT
NURSERY TEACHER TRAINING

AN INSTITUTE KNOWN FOR QUALITY EDUCATION

We Provide:-
* Computer Courses
* NIELIT CCC, CCC+, ECC Courses
* Computer Software and Hardware
* Accounts (Tally, Busy)
* HTML & CSS
* Web Designing Courses
* C Language, C++
* Vocational Courses
* Advanced Excel (Special)
* ADCA, DHN, DCTT, DCAT, ADFC

(Valid in Govt. & Pvt. Sectors Various Job Oriented Computer Courses)

Kuldeep Sharma

(10 + year exp. in Teaching)

Definition of computer

A device that computes especially a programmable electronic machine that performs high-speed mathematical or logical operations or that assembles, stores, correlates or otherwise processes information.

Full-form

C = Commonly
O = Operated
M = Machine
P = Particular
U = Used For
T = Technical
E = Education
R = Research

Functions of computer

1)   Input
2)   Processing
3)   Output
4)   Storage

Mouse

1) Left click
2) Double click
3) Right click
4) Scroll
5) Drag & drop

Features of computer

1) Speed
2) Accuracy
3) Storage
4) Versatile
5) Diligence
6) Automatic

Short keys

- Ctrl + A = Select All
- Ctrl + X = Cut
- Ctrl + C = Copy
- Ctrl + V = Paste
- Ctrl + O = Open
- Ctrl + S = Save
- Ctrl + N = New File
- Ctrl + P = Print
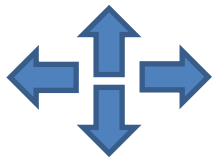- Ctrl + Z = Undo
- Ctrl + Y = Redo

Components of computer

1) Mother Board
2) Hard Disk
3) Ram
4) CD / DVD Writer
5) Supply
6) Cabnet
7) Sata And Data Cables

Parts of computer

1) LED
2) LCD
3) CPU
4) Mouse
5) Keyboard
6) Speakers
7) Printer
8) Scanner

Keyboard

- A To Z = Alphabet Keys
- 1 To 9 = Numeric Keys
- Shift + Numeric = Symbol Keys
- F1 To F12 = Function Keys
- Ctrl+ Alphabets Keys = Short Keys
- Shift + Alphabets Keys = Small Or Capital Letters
- Caps Lock = Small Or Capital Letters

 = Arrow Keys

- Back Space & Del = To Delete
- Space = Space Between Alphabets
- Tab = To More Space
- Alt + F4 = Exit Window Or Shut Down Pc
- Esc = To Exit Game And Software (Tally)

Hardware

Input	**output**
(1) Mouse	(1) LED
(2) Keyboard	(2) LCD
(3) Scanner	(3) Monitor
	(4) Printer
	(5) Speaker
	(6) Headphone

Pointing devices

(1)   Joystick
(2)   Light pen
(3)   Barcode scanner
(4)   Printer
(5)   Touch screen
(6)   Bio - metric sensor
(7)   Projector
(8)   Plotter
(9)   Trackball

Charles Babbage is called the "**Grand Father**" of the computer. The **First mechanical computer designed by Charles Babbage** was called **Analytical Engine.** It uses read-only memory in the form of punch cards.

According to functionality, computers are classified as:

• **Analog Computer:** A computer that represents numbers by some continuously variable physical quantity, whose variations mimic some system's properties being modeled.

• **Personal computer:** A **personal computer** is a computer small and low cost. The term"personal computer" is used to describe desktop computers.

• **Workstation:** A terminal or desktop computer in a network. In this context, the workstation is just a generic term for a user's machine (client machine) in contrast to a "server" or "mainframe."

• **Minicomputer:** A **minicomputer** isn't very mini. At least, not in the way most of us think of mini. You know how big your personal computer is and its related family.

• **Mainframe:** It refers to the kind of large computer that runs an entire corporation.

• **Supercomputer:** It is the most giant, fastest, and most expensive computers on earth.

• **Microcomputer:** Your *personal computer* is a **microcomputer**.

How Computer Memory Is Measured
- **Bit** :- All computers work on a binary numbering system, i.e. they process data in one's or zero's. This 1 or 0 level of storage is called a bit.
- **Byte** :- A byte consists of eight bits.
- **Kilobyte** :- A kilobyte (KB) consists of 1024 bytes.
- **Megabyte** :- A megabyte (MB) consists of 1024 kilobytes.
- **Gigabyte** :- A gigabyte (GB) consists of 1024 megabytes.

Information Network
 LAN :- A LAN (Local Area Network) is a system whereby individual PCs are connected together within a company or organization

 WAN :- A WAN (Wide Area Network) as the name implies allows you to connect to other computers over a wider area (i.e. the whole world).

Uses of Network
 If ten people are working together within an office it makes sense for them all to be connected.

 • In this way the office can have a single printer and all ten people can print to it.

 • In a similar way other devices such as modems or scanners can be shared.

 • Even more useful is the ability to share information when connected to a network.

Uses of Computer
Computers in Daily Life
- o Accounts
- o Games
- o Educational
- o On-line banking
- o Smart ID cards
- o Supermarkets
- o Working from home (Tele-working)
- o Internet

Computer Virus
What are computer viruses?

- o Viruses are small programs that hide themselves on your disks (both diskettes and your hard disk).
- o Unless you use virus detection software the first time that you know that you have a virus is when it activates.
- o Different viruses are activated in different ways.

How do viruses infect PCs?

Viruses hide on a disk and when you access the disk (either a diskette or another hard disk over a network) the virus program will start and infect your computer. The worst thing about a computer virus is that they can spread from one computer to another, either via use of infected floppy disk, or over a computer network, including the Internet.

How to prevent virus damage

• There are a number of third party antivirus products available.

• Most of these are better than the rather rudimentary products available within DOS and Windows, but of course you do have to pay for them!

• The main thing about your virus checker is that it should be kept up to date.

• Many companies supply updated disks on a regular basis or allow you to receive updates through an electronic, on-line bulletin board.

Computer Software

Software :- A set of instructions and programs.
Hardware :- The physical components of a computer system.

Software

* System Software / Operating System
* Application Software

System Software - System software is a set of instructions needed for a computer to work. system software helps run the computer hardware such as CPU, mouse, printer etc.

Operating System – Operating system is a program that allows different applications and various pieces of hardware such as monitor, mouse, printer, keyboard, etc. to communicate with each other.

Application Software – Application software are used by users to run specific applications according their need.

Abbreviations

(1)   ATM = AUTOMATED TELLER MACHINE

(2)   BIOS = BASIC INPUT OUTPUT SYSTEM

(3)   BSNL= BHARAT SANCHAR NIGAM LIMITED

(4)   CD = COMPACT DISC

(5)   CPU = CENTRAL PROCESSING UNIT

(6)   D.V.D = DIGITAL VIDEO DISC

(7)   DOS = DISK OPERATING SYSTEM

(8)   E-MAIL = ELECTRONIC MAIL

(9)   FS = FILE SYSTEM

(10)   FTP = FILE TRANSFER PROTOCOL

(11)   GB = GIGA BYTE

(12)   GIF= GRAPHICS INTERCHANGE FORMAT

(13)   GSM = GLOBAL SYSTEM FOR MOBILE

(14)   GUI = GRAPHICAL USER INTERFACE

(15)   HTML = HYPER TEXT MARKUP LANGUAGE

(16)   HTTP = HYPER TEXT TEANSFER PROTOCOL

(17)   IS = INFORMATION SYSTEM

(18)   IOS = IPHONE OPERATING SYSTEM

(19)   IP = INTERNET PROTOCOL

(20)   IT = INFORMATION TECHNOLOGY

(21)   JPEG = JOINT PHOTOGRAPHIC EXPERTS GROUP

(22)   JS = JAVA SCRIPT

(23)   KB = KILO BITE

(24)   LAN = LOCAL AREA NETWORK

(25)   LCD = LIQUID CRYSTAL DISPLAY

(26)   LED = LIGHT EMITTING DIODE

(27)   MB = MEGA BYTE

(28)   MMS= MULTIMEDIA MESSAGING SERVICE

(29)   NFS= NETWORK FILE SYSTEM

(30)   NOS= NETWORK OPERATING SYSTEM

(31)   OS= OPERATING SYSTEM

(32)   PC= PERSONAL COMPUTER

(33)   PDF= PORTABLE DOCUMENT FORMAT

(34)   PPP= POINT-TO-POINT PROTOCOL

(35)   RAM= RANDOM ACCESS MEMORY

(36)   RIP= ROUTING INFORMATION PROTOCOL

(37)   ROM= READ ONLY MEMORY

(38)   SIM= SUBSCRIBER INDENTIFICATION MODULE

(39)   TB= TERA BYTE

(40)   UL= UPLOAD

(41)   UPS= UNINTER-RUPTIBLE POWER SUPPLY

(42)   USB= UNIFORM SERIAL BUS

(43)   VGA= VIDEO GRAPHICS ARRAY

(44)   VDU= VISUAL DISPLAY UNIT

(45)   WAN= WIDE AREA NETWORK

(46)   WI-FI= WIRELESS FIDELITY

(47)   WLAN= WIRELESS LOCAL AREA NETWORK

(48)   WWAN= WIRELESS WIDE AREA NETWORK

(49)   WWW= WORLD WIDE WEB

(50)   ZIP= ZONE INFORMATION PROTOCOL

(51)   ZB= ZETA BYTE

Other Short keys

- Ctrl+W = Close Window
- Alt+F4 = Close Window
- Ctrl+D = Book Mark Edit
- Alt+Tab, Window +Tab = Switch Tab
- Ctrl+Shift+T= Open The Last Tab
- Ctrl+T = New Tab
- Window+D = Show Hide The Desktop
- Window+L = Lock The Computer
- Ctrl+H = History
- Ctrl+Shift+Det = Delete History
- Ctrl+Shift+Esc = Task Bar
- Folder Hidden = Properties
- Windows+R = Run
- Icons Hide Trick

Function keys

- F1 = Open Help
- F2 = Rename Or Edit
- F3 (Shift) = Change Selected Text, Search Box In Browser
- F4 = Display The Address Bar
- F5 = Refresh, Active Window
- F6 = Move The Cursor To The Address Bar
- F7 = Spelling And Grammar Check
- F8 = Access The Window, Boat Keys
- F9 = App Date Fields (M.S Office)
- F10 = Boot Keys
- F11 = Toggles Keys (Full Half Screen)
- F12 = Save As