

**Dr.H.N.Sinha Arts and Commerce  
College, Patur Dist-Akola**



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**Our Lovely & Respectively**

**Principal**

**Presented by. Dr.Ronil K. Ahale**

**Dr.H.N.Sinha Arts and Commerce  
College, Patur Dist-Akola**

**WelCome**

**Dr.M.J.Ingole**

**(Coordinator Commerce Dept.)**

**Prof.H.A.Ekbote**

**Dr.R.K.Ahale**

**Presented by. Dr.Ronil K. Ahale**

**Dr.H.N.Sinha Arts and Commerce  
College, Patur Dist-Akola**

**Welcome**

**B.Com I**

**Presented by. Dr.Ronil K. Ahale**

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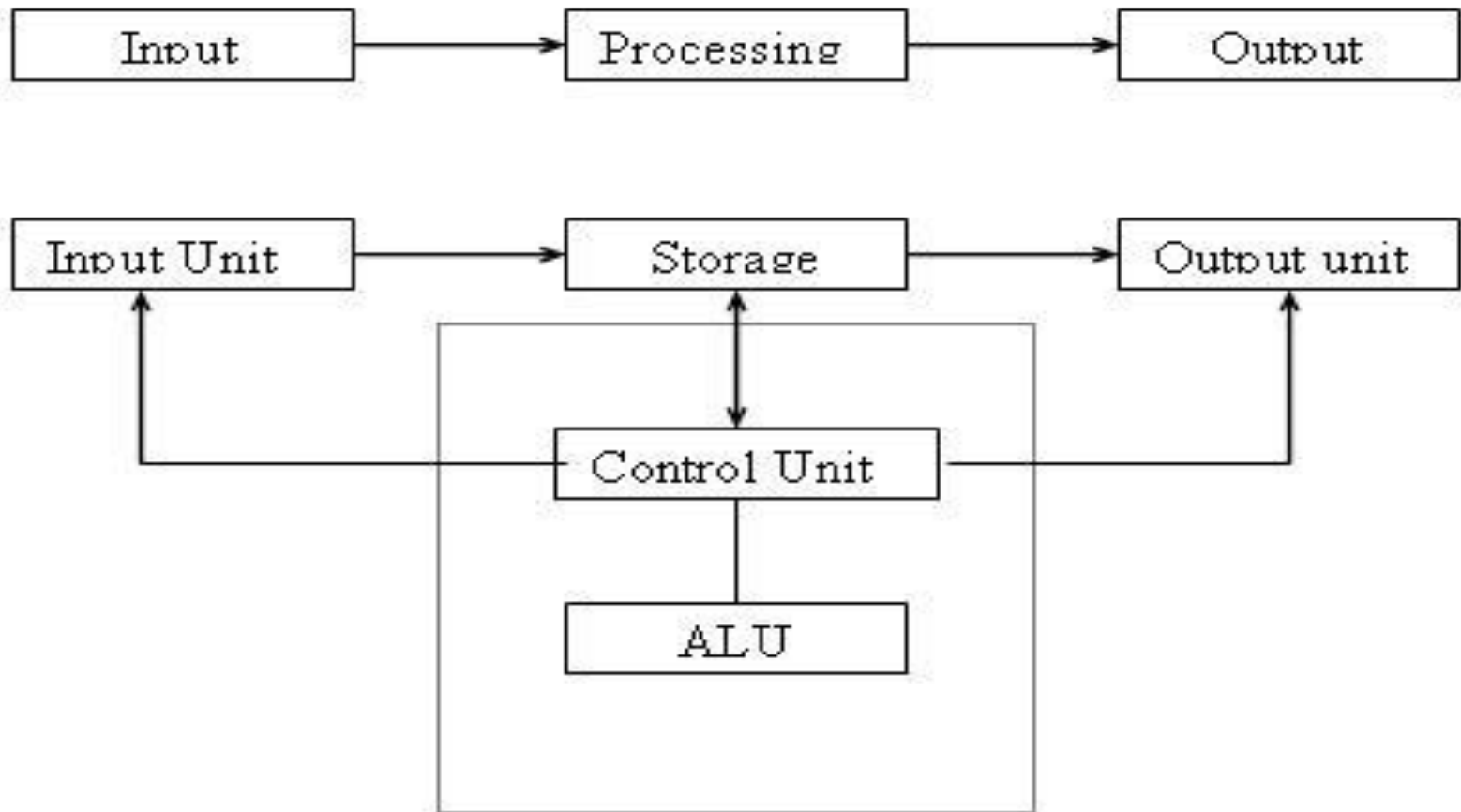
# Practical No-01

- Name of Practical -: Computer Organisation
- Aim:- **Block Diagram of Computer.**
- Elements of Digital Computer :-
  - 1. Central Processing unit CPU**
  - 2. Input Device**
  - 3. Output Device**

The architecture of computers differs from one system model to another However basic organization remains the same for all computer system. The following figure shows a block diagraeme of basic computer organization.

# Practical No-02

## BLOCK DIAGRAM OF COMPUTER



# Practical No-02

All computer perform the following basic operations for converting raw input data into usefull information and presenting it to the user.

## Five basic operations performed by computer are

1. Inputting
2. Storing
3. Processing
4. Outputting
5. controlling

# Practical No-02

## INPUT UNIT

Computers need to receive data and instruction in order to Solve Any Problem. Therefore we need to input the data and Instructions into the computers. The input unit consists of one or more input devices.

• Keyboard is the one of the most commonly used input device. Other commonly used input devices are the mouse, floppy disk drive, magnetic tape, etc.

All the input devices perform the following functions.

- Accept the data and instructions from the outside world.
- Convert it to a form that the computer can understand.
- Supply the converted data to the computer system for further processing.



# Practical No-02

## Storage Unit

- The storage unit of the computer holds data and instructions that are entered through the input unit, before they are processed.
- It preserves the intermediate and final results before these are sent to the output devices.
- It also saves the data for the later use.

The various storage devices of a computer system are divided into two categories.

1. Primary Storage: Stores and provides very fast.

- This memory is generally used to hold the program being currently executed in the computer, the data being received from the input unit, the intermediate and final results of the program.
- The primary memory is temporary in nature. The data is lost, when the computer is switched off.

# Practical No-02

In order to store the data permanently, the data has to be transferred to the secondary memory.

The cost of the primary storage is more compared to the secondary storage.

Therefore most computers have limited primary storage capacity.

## 2. Secondary Storage:

- Secondary storage is used like an archive.
- It stores several programs, documents, data bases etc.
- The programs that you run on the computer are first transferred to the primary memory before it is actually run.
- Whenever the results are saved, again they get stored in the secondary memory.
- The secondary memory is slower and cheaper than the primary memory.
- Some of the commonly used secondary memory devices are Hard disk, CD, etc.,

## Practical No-02

### Memory Size

- All digital computers use the binary system, i.e. 0's and 1's. Each character or a number is represented by an 8 bit code.  
The set of 8 bits is called a byte.  
A character occupies 1 byte space.  
A numeric occupies 2 byte space.  
Byte is the space occupied in the memory.
- The size of the primary storage is specified in KB (Kilobytes) or MB (Megabyte). One KB is equal to 1024 bytes and one MB is equal to 1000KB.
- The size of the primary storage in a typical PC usually starts at 16MB.
- PCs having 32 MB, 48MB, 128 MB, 256MB memory are quite common.

# Output Unit

The output unit of a computer provides the information and results of a computation to outside world.

- **Printers, Visual Display Unit (VDU) are the commonly used output devices.**

Other commonly used output devices are

- **floppy disk drive,**
- **hard disk drive,**
- **magnetic tape drive.**

## Arithmetic Logical Unit

- All calculations are performed in the Arithmetic Logic Unit (ALU) of the computer.
- It also does comparison and takes decision.
- The ALU can perform basic operations such as addition, subtraction, multiplication, division, etc and does logic operations like,  $>$ ,  $<$ ,  $=$ , 'etc.
- Whenever calculations are required, the control unit transfers the data from storage unit to ALU, once the computations are done, the results are transferred to the storage unit by the control unit and then it is send to the output unit for displaying results.

# Practical No-02

## Control Unit

- **It controls all other units in the computer.**
- **The control unit instructs the input unit, where to store the data after receiving it from the user.**
- **It controls the flow of data and instructions from the storage unit to ALU.**
- **It also controls the flow of results from the ALU to the storage unit.**
- **The control unit is generally referred as the central nervous system of the computer that control and synchronizes its working.**

## Central Processing Unit

- The control unit and ALU of the computer are together known as the Central Processing Unit (CPU).
- The CPU is like brain performs the following functions:
  - It performs all calculations.
  - It takes all decisions.
  - It controls all units of the computer.
- A PC may have CPU-IC such as Intel 8088, 80286, 80386, 80486, Celeron, Pentium, Pentium Pro, Pentium II, Pentium III, Pentium IV, Dual Core, and AMD etc .

# INPUT OUTPUT DEVICES

**A computer system needs to communicate with its external environment its user). The Input/output devices provide this capability to a computer system.**



# INPUT DEVICE

- Input devices are used to enter data from outside world into primary storage & output devices supply the result of processing from primary storage to users.
- Input device is any peripheral (piece of computer h/w equipment) used to provide data & control signals to an information processing system. Input/output devices make up the h/w interface between a computer .

## Practical No-03

The most common input devices are following.

- 1. Keyboard**
- 2. Mouse**
- 3. Scanner**
- 4. Joystick**

# KEYBOARD

- The keyboard is the main input device for computers. For instance, boot up a computer without a keyboard and it stops, warning the user that no keyboard is attached.
- The keyboard is the only tool available at the command prompt, so it is a necessity for a computer.
- It is also used in almost every application like spreadsheets, email, word processing documents and coding.

# Practical No-03



[imgpdx.com](http://imgpdx.com)



## Practical No-03

- .
- It is possible to interact with most computers solely through the keyboard, without even a mouse, because they are usually the default input device. Touch screens may eventually overcome the keyboard as well, by providing an onscreen keyboard to save space.
- The keyboard is the most common input device. It is almost unheard of for a computer to be without some form of keyboard, be it a full QWERTY keyboard or a smaller number pad, such as those found on a cell phone

# Mice and other Pointing devices

- Other than the keyboard, mice are the most common type of input device.
- Nearly every computer has one, and they make navigating the screen much easier than trying to use just a keyboard.
- Mice usually use a ball, light, or a laser to track movement.
- Similar peripherals, such as a touch screen or laptop's touchpad, trackballs, graphics tablets, and even joysticks are “pointing” input devices.
- Touch screens are becoming an increasingly popular pointing device, and someday may replace mice altogether.

# Practical No-03



# scanner

- Scanners allow information such as a photo or text to be input into a computer.
- Scanners are usually either A4 size (flatbed), as shown below, or hand-held to scan a much smaller area.
- If text is to be scanned, you would use an Optical Character Recognition (OCR) program to recognize the printed text and then convert it to a digital text file that can be accessed using a computer.



# Practical No-03



## CD-ROM

- Short for **Compact Disc-Read Only Memory, CD-ROM** drives are CD players inside computers that can have speeds in the range from 1x and beyond, and have the capability of playing audio CDs and computer data CDs.

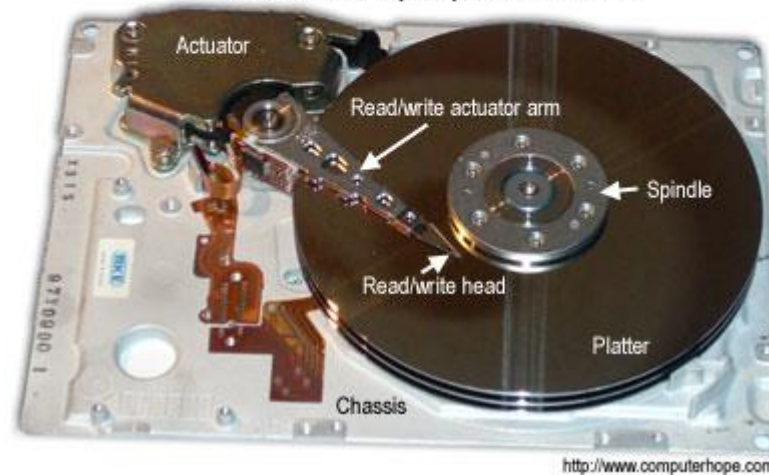
## Practical No-03

- Below is a picture of the front and back of a standard CD-ROM drive.

Inside laptop hard disk drive



Inside 5.25" desktop computer hard disk drive



## Output device

- An **output device** is any piece of computer hardware equipment used to communicate the results of data processing carried out by an information processing system (such as a computer) to the outside world.

## Practical No-03

- In computing, input/output, or I/O, refers to the communication between an information processing system (such as a computer), and the outside world.
- Inputs are the signals or data sent to the system, and outputs are the signals or data sent by the system to the outside.

## Examples of output devices:

- **Speaker**
- **Headphones**
- **Screen (Monitor)**
- **Printer**

# speaker

- **Computer speakers**, or **multimedia speakers**, are speakers external to a computer, that disable the lower fidelity built-in speaker.
- They often have a low-power internal amplifier.
- Computer speakers range widely in quality and in price.
- The computer speakers typically packaged with computer systems are small, plastic, and have mediocre sound quality. Some computer speakers have equalization features such as bass and treble

# Practical No-03



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# Headphones

- **Headphones** are a pair of small loudspeakers, or less commonly a single speaker, with a way of holding them close to a user's ears and a means of connecting them to a signal source such as an audio amplifier, radio or CD player.
- They are also known as **stereo phones, headsets**.
- The in-ear versions are known as **earphones** or **ear buds**.
- In the context of telecommunication, the term headset is used to describe a combination of headphone and microphone used for two-way communication, for example with a telephone.

# Practical No-03



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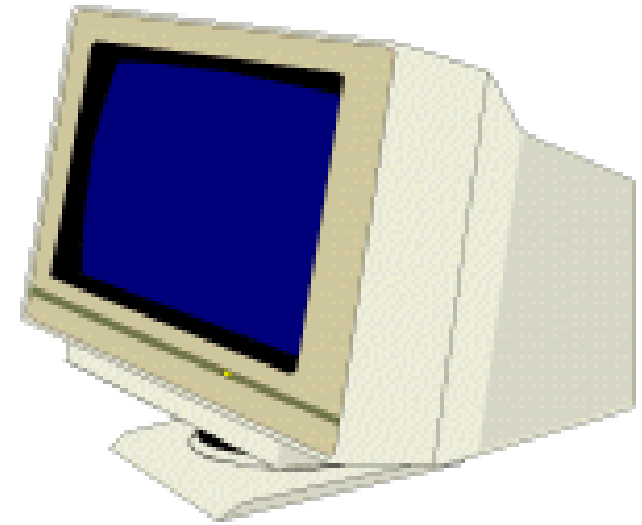
# Monitor

- A **Monitor** or **Display** (sometimes called a **visual display unit**) is an electronic visual display for computers.
- The monitor comprises the display device, circuitry, and an enclosure.
- The display device in modern monitors is typically a thin film transistor liquid crystal display (TFT-LCD) thin panel, while older monitors use a cathode ray tube about as deep as the screen size.

# Examples of Output Devices

- **Monitor**

This is the most common output device.



# Practical No-03

- **Size**

Desktop screens are usually 14 – 19 inches by diagonal measurement. (This is how TV screens are measured, too.) Larger sizes are available, at a significantly higher cost.

- **Resolution**

Determines how clear and detailed the image is.

Pictures on a screen are made up of tiny dots.

1 dot on screen = **1 pixel**. The more pixels per inch, the clearer and more detailed the picture.

# Practical No-03

- **Monochrome**  
One colour text on single colour background, i.e. white letters on blue, or green characters on black.
- **Colour**  
Various colours can be displayed.
- **Liquid Crystal Display (LCD)**  
Used in laptops especially.
- **Plasma Screens**  
Used for very large screens and some laptops.

# Practical No-03

**Printers**

**Impact Printers**

**Non-Impact Printers**

**Daisy wheel**

**Dot-Matrix**

**Inkjet**

**Thermal**

**Laser**

# “Dot Matrix Printer”

- The term dot matrix refers to the process of placing dots to form an image.
- Its speed is usually 30 to 550 characters per second (cps).
- This is the cheapest and the most noisy printer and has a low print quality. Dot Matrix were 1<sup>st</sup> introduced by Centronics in 1970.





# “Ink-Jet Printer”

- It is a non-impact printer producing a high quality print. A standard Inkjet printer has a resolution of 300dpi. Newer models have further improved dpi. Inkjet printers were introduced in the later half of 1980s and are very popular owing to their extra-ordinary performance.



# “Laser Printer”

- Laser printers use very advanced technology and produce a high quality output. Laser printers can also produce high quality graphics images.
- Resolution is 600 to 1200dpi.



© 2001 How Stuff Works

# “Multi-function printer”

- A multi function printer abbreviated as MFP is an all purpose device that prints, faxes, copies and scans. A single multi function printer can replace several bulky devices. These printers use inkjet technology and provide high quality print but at slow speed.



# Microsoft Word 2007

Introduction to Word Processors



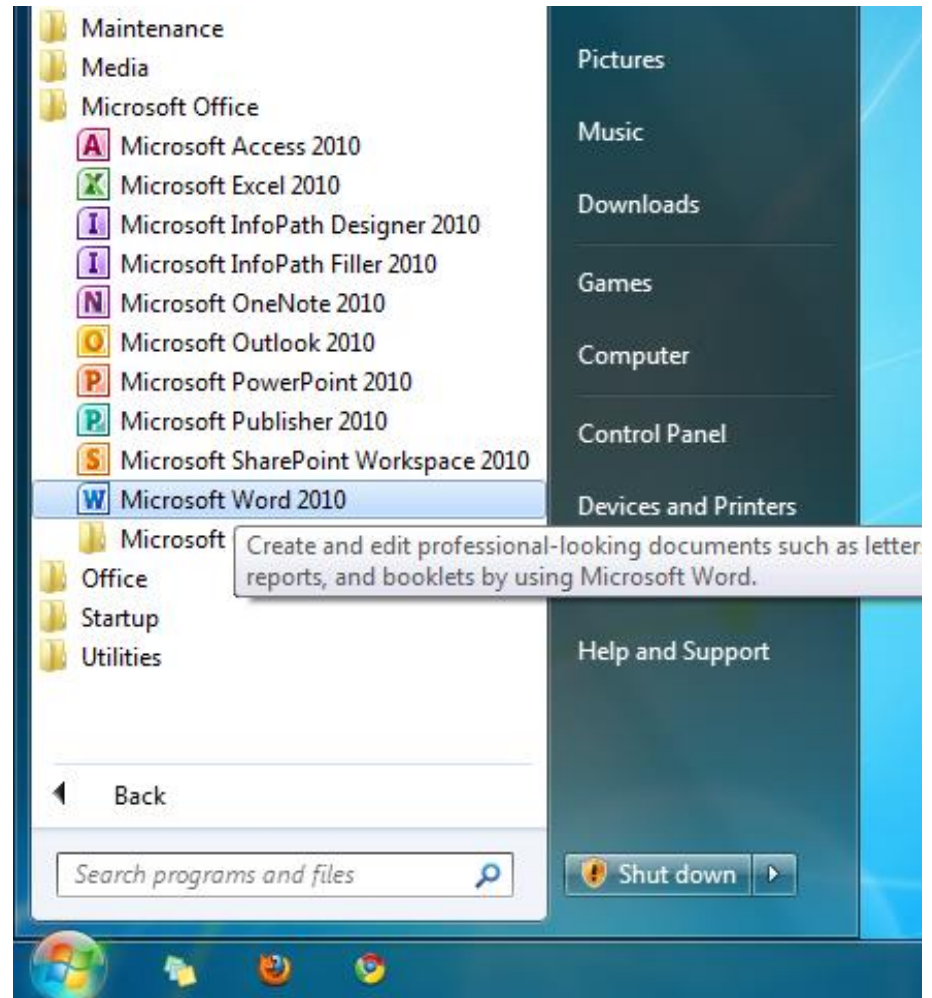
# What is Microsoft Word 2007?

- Microsoft Word 2007 is a word processor created by Microsoft, and is included in the Microsoft Office 2007 software suite.



# Starting Microsoft Word

- You may start Microsoft Word by locating the Microsoft Office shortcut folder, and selecting the Microsoft Word shortcut.
- **Note:** The location of this shortcut will vary depending upon your chosen configuration and installation settings. However, it will most commonly be located in a “Microsoft Office” folder created during the program installation.



# Getting Started with Word Processors

- Word processors offer you the flexibility to format documents by making changes to the font, the page layout, and the page style.



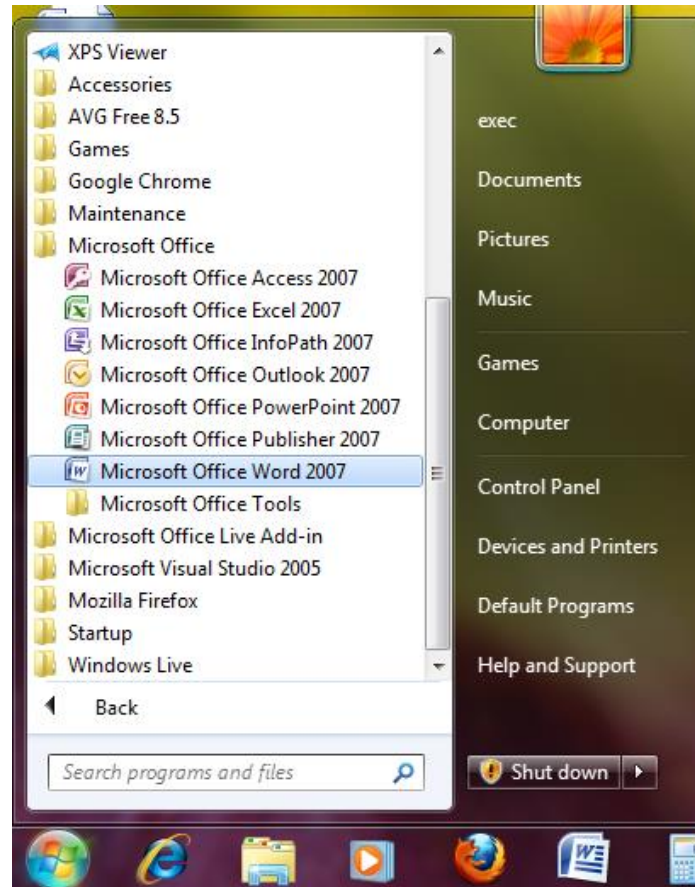
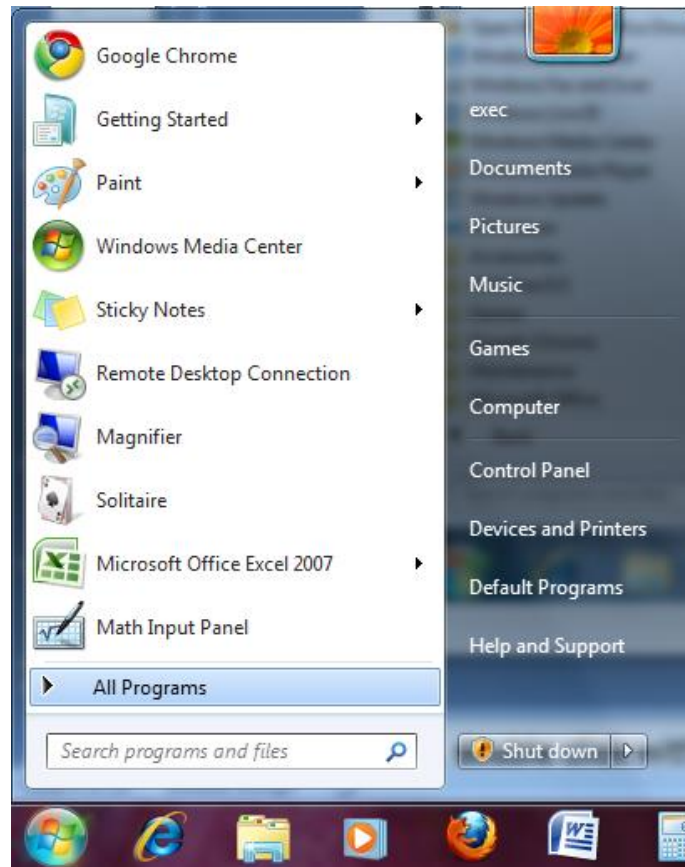
## Practical No-04

# Getting Started with Word Processors



You can open Microsoft Word by clicking on the desktop icon...

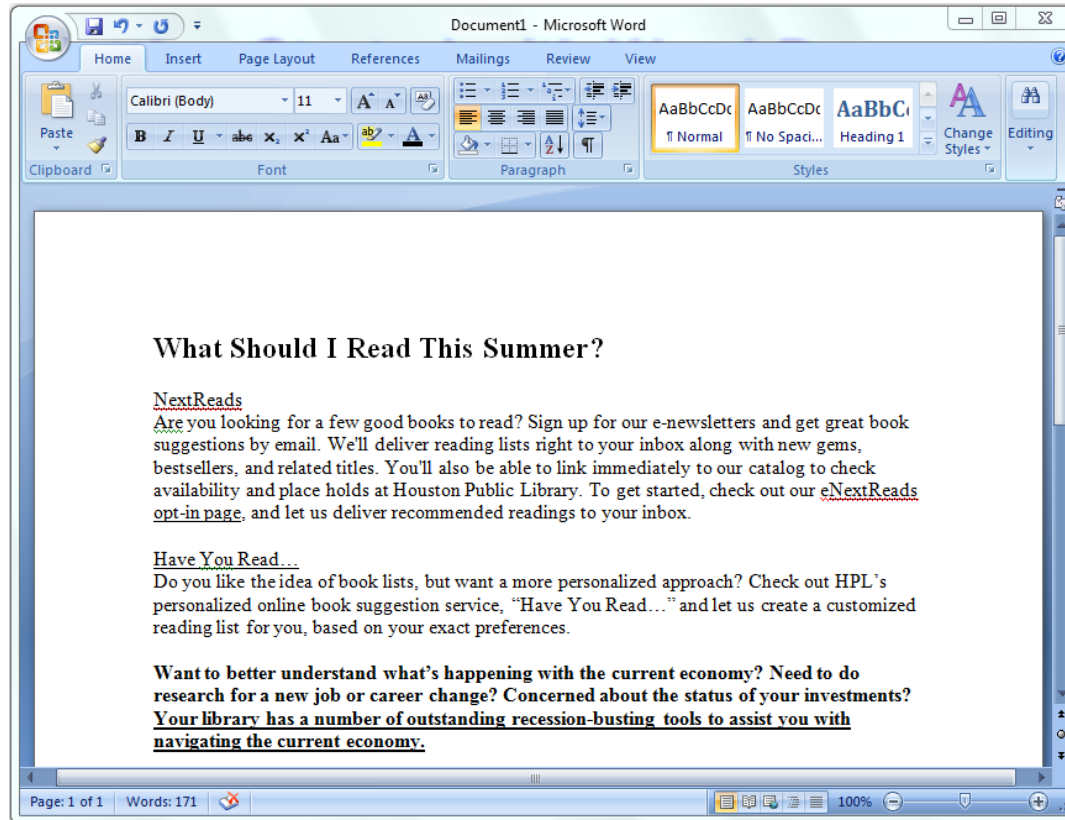
... or by clicking the START button.



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## Getting Started with Word Processors



When you see the cursor blinking, you are ready to type. Otherwise, use your mouse to click anywhere on the white part of the page.

# Lesson Objectives

After completing this lesson, you will be able to:

- Perform basic tasks in a word processor.
- Edit and format text.
- Work with tables and pictures.
- Work with language tools.

# Navigating within a Document

- Use your mouse to click anywhere that you have typed text.
- You can use the arrow keys on your keyboard to move the cursor vertically or horizontally.
- The HOME key moves the cursor to the beginning of the line.
- The END key will take it to the end of the line.



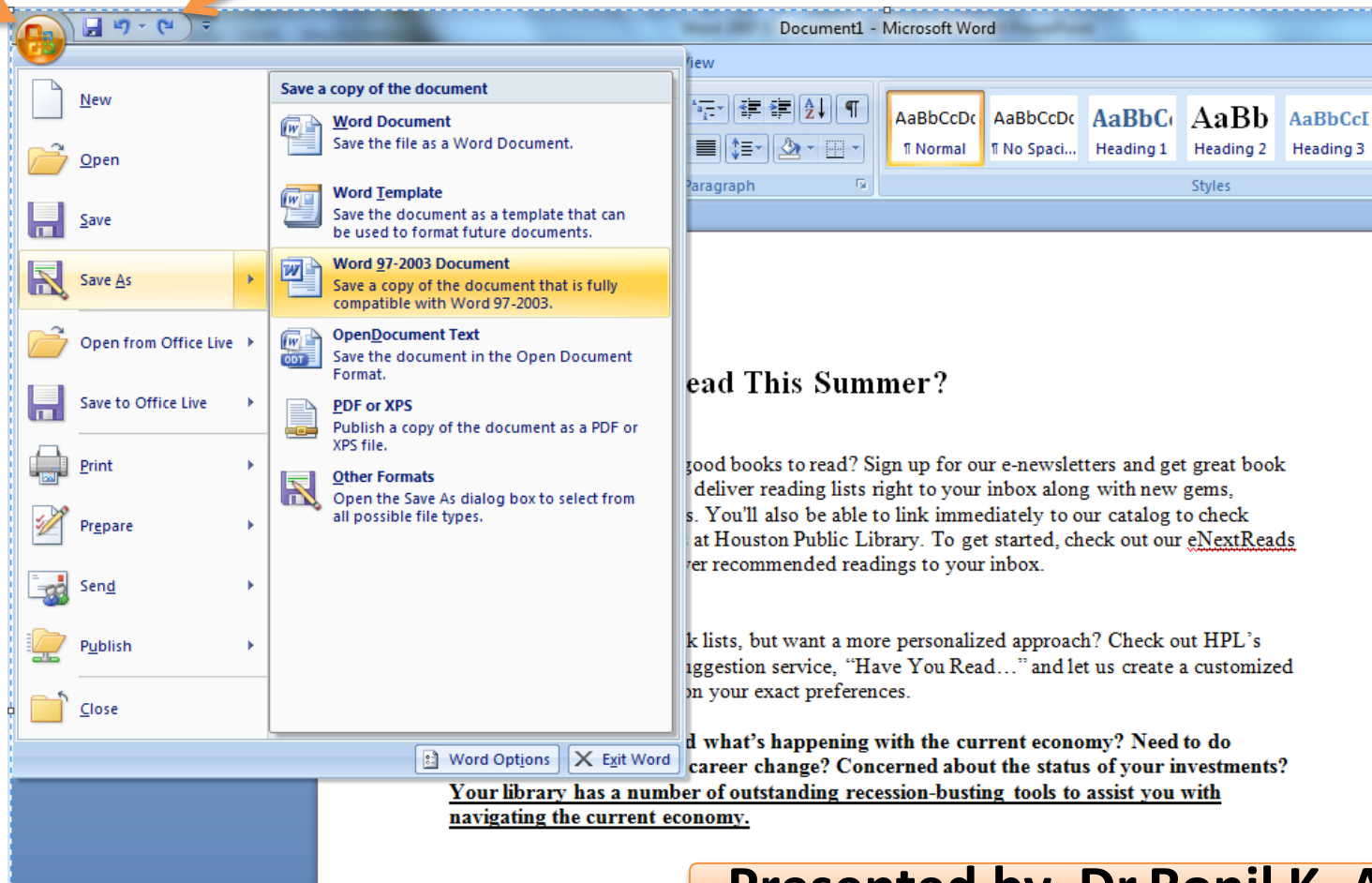
## Practical No-05

# Saving a File

To save the document, click the **Save** button on the Quick Access Toolbar or click on the Office Button to choose how to save the file.

**Office Button**

**Quick Access Toolbar**



The screenshot shows the Microsoft Word interface. The Office Button (top-left) is highlighted with an orange arrow. The Quick Access Toolbar (top) is also highlighted with an orange arrow. The Office Button menu is open, showing options like New, Open, Save, Save As, Print, etc. The 'Save As' option is selected, and the 'Save a copy of the document' dialog box is displayed. The dialog box shows various file formats, with 'Word 97-2003 Document' selected. The background shows a document titled 'Document1 - Microsoft Word' with a paragraph of text.

Document1 - Microsoft Word

Save a copy of the document

- Word Document  
Save the file as a Word Document.
- Word Template  
Save the document as a template that can be used to format future documents.
- Word 97-2003 Document  
Save a copy of the document that is fully compatible with Word 97-2003.
- OpenDocument Text  
Save the document in the Open Document Format.
- PDF or XPS  
Publish a copy of the document as a PDF or XPS file.
- Other Formats  
Open the Save As dialog box to select from all possible file types.

Word Options X Exit Word

ead This Summer?

ood books to read? Sign up for our e-newsletters and get great book deliver reading lists right to your inbox along with new gems, s. You'll also be able to link immediately to our catalog to check at Houston Public Library. To get started, check out our [eNextReads](#) er recommended readings to your inbox.

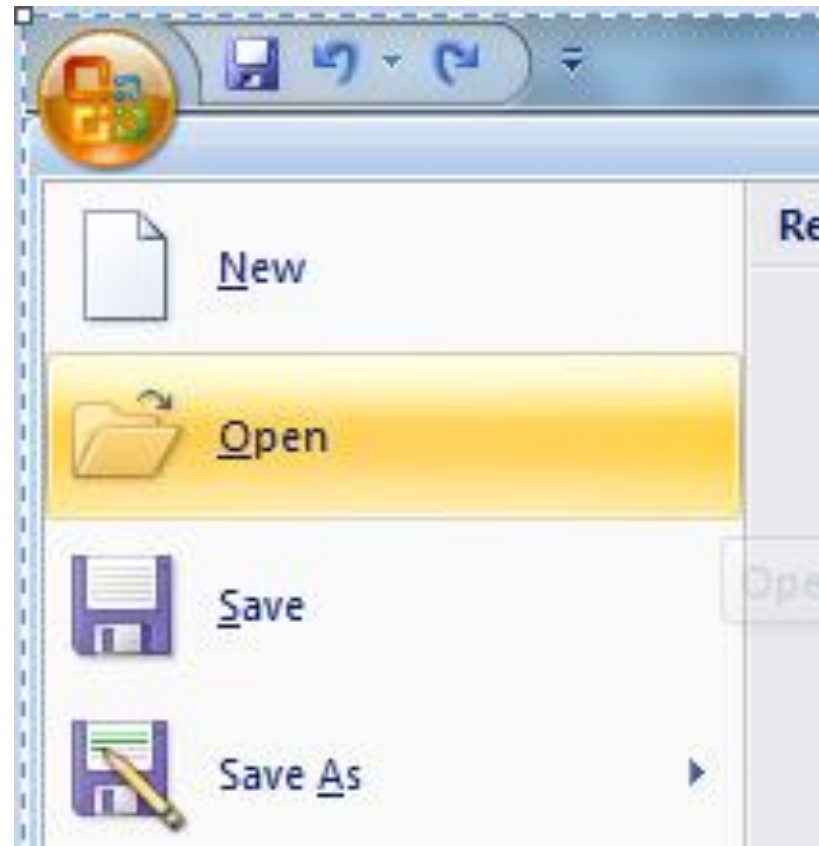
k lists, but want a more personalized approach? Check out HPL's suggestion service, "Have You Read..." and let us create a customized on your exact preferences.

d what's happening with the current economy? Need to do career change? Concerned about the status of your investments?

**Your library has a number of outstanding recession-busting tools to assist you with navigating the current economy.**

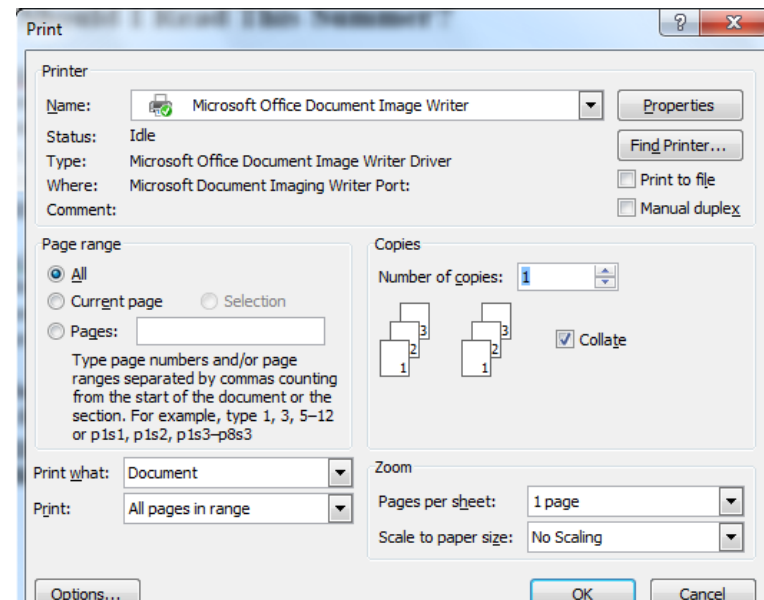
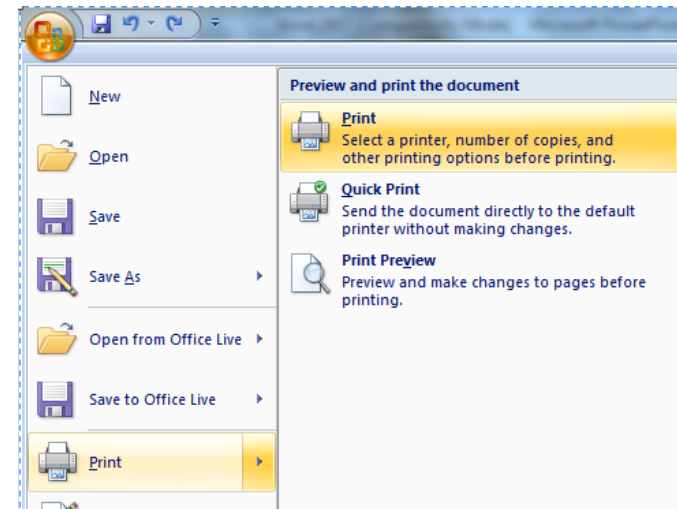
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# Opening an Existing File



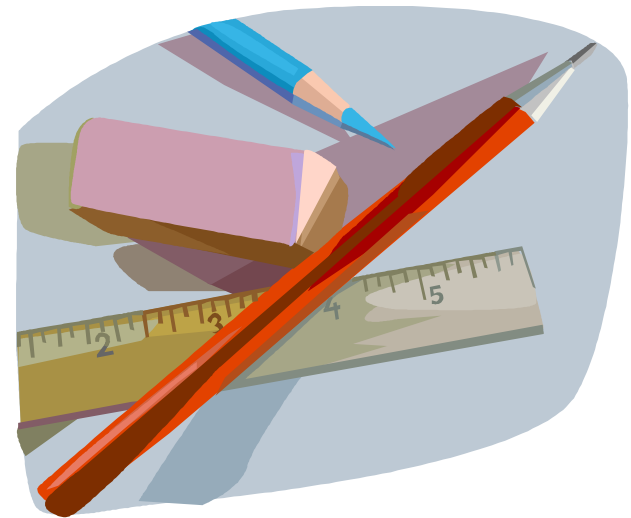
## Printing Your File

- To print out your document click on the Office Button, and then click **Print**.
- This prints one copy of your file using the default settings.
- When you need to, you can modify the settings of your print job in the Print dialog box.



# Editing and Formatting Text

- Advanced word processors include special tools that help you easily edit and format documents.
- Word processors can:
  - cut, copy, and paste text
  - undo and redo actions
  - justify or re-align text
  - change font parameters
  - change paragraph spacing
  - various other editing and formatting functions.



# Copy + Paste



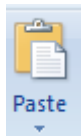
## 1. Select

Hold down the left mouse button and drag the cursor OR  
Hold down SHIFT and use the arrow keys on the keyboard.



## 1. Copy

You can find the Copy and Paste commands under the Home Tab.



## 1. Paste

You can also copy and paste by clicking with the right mouse button on a word you have selected to pull up a shortcut menu.



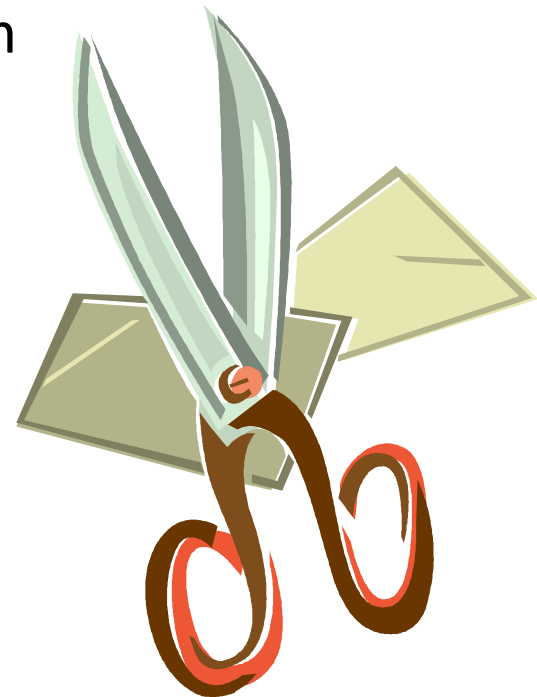


# Cut + Paste

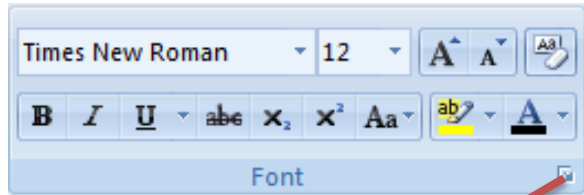
Using Cut + Paste is like moving text from one location to a new one.

The cut command is located :

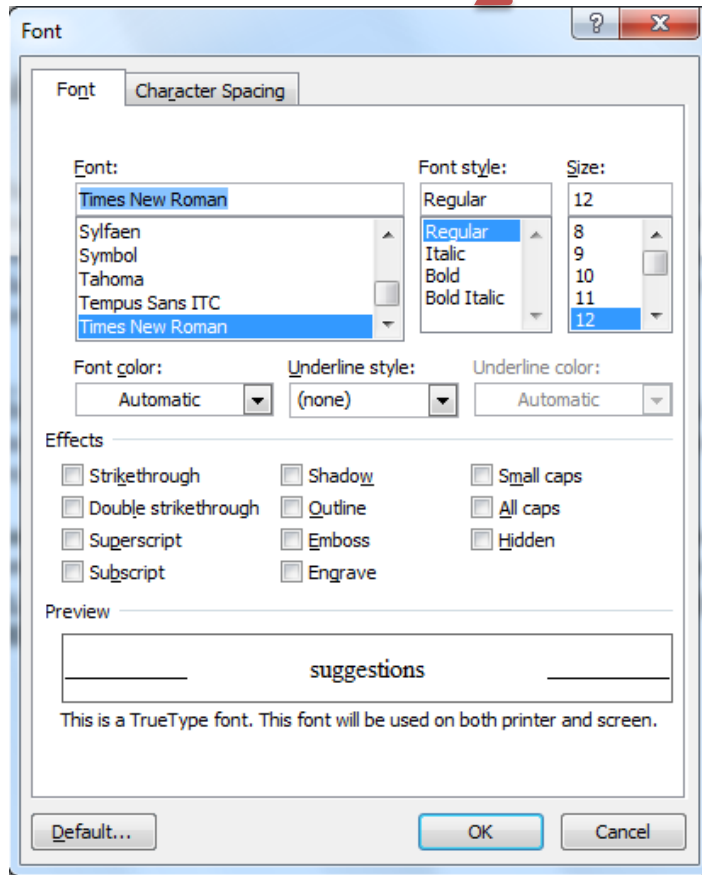
- in the Home Tab
- or in a shortcut menu when you right-click on a selected word



## Formatting Text



In the Font dialog box, you can make changes to the type, style, size, and color of font used in the document.



### Size

### Font

You can **CHANGE** the “handwriting” of your text.

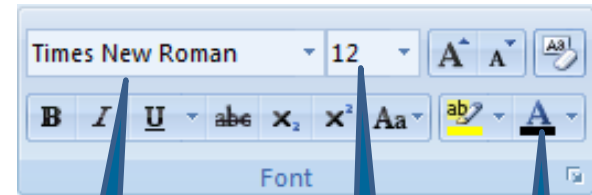
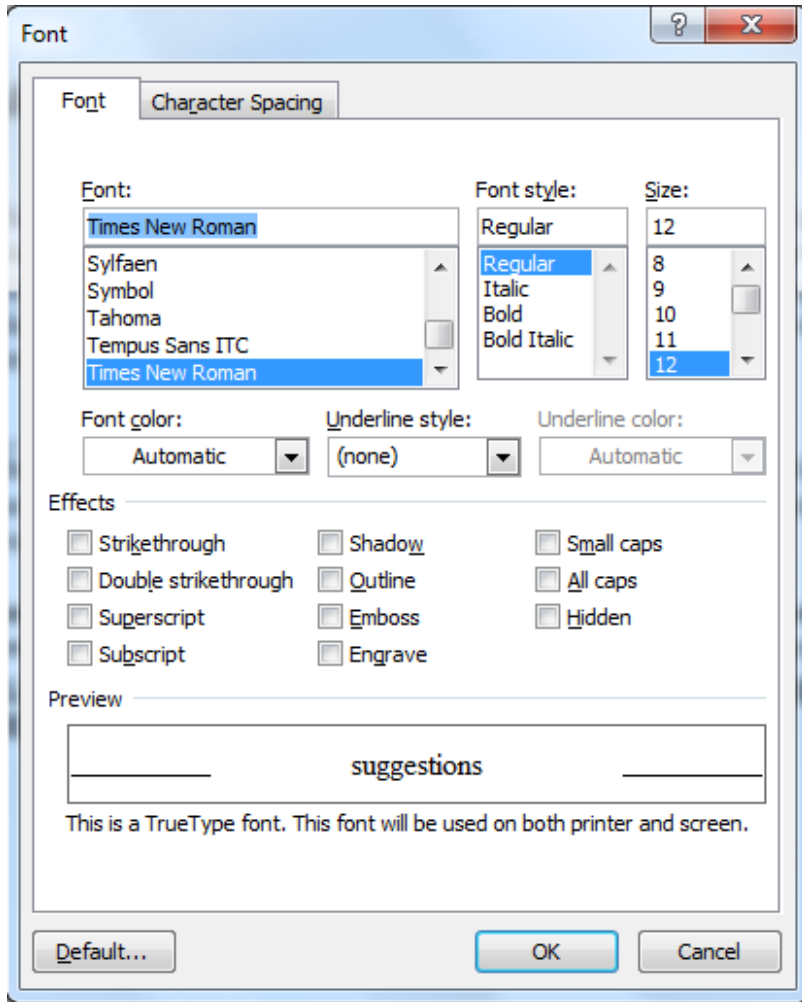
### Font style

Put a word in **bold** or *italics* for emphasis.

### Effects

Will let you add underlining, **shadows**, or details like ~~strikethrough~~.

# Formatting Text



Font

Size

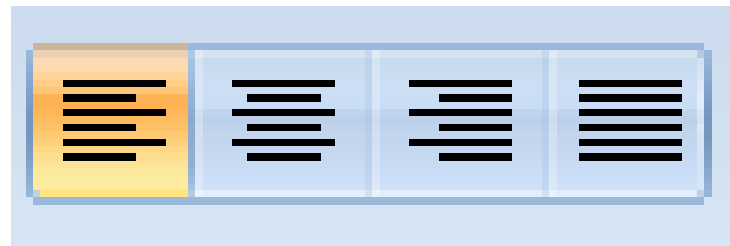
Color

**Many of these text options can also be found on your Home Ribbon in the Font Group.**

# Alignment

You can specify the arrangement of objects, text, and graphics, in predetermined positions using the alignment settings.

You can align the selected text to the left, right, or center by using the left, right, and center alignment buttons.



# Bullets and Numbering

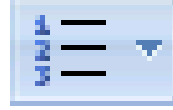
You can use the bullet or numbering options to organize information into lists.

## Bullets



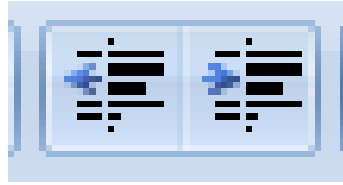
- Aardvark
- Butterfly
- Cactus
- Daffodil

## Numbering



1. Aardvark
2. Butterfly
3. Cactus
4. Daffodil

# Indenting and Spacing



Use indentation to offset text away from the margin or bring it closer again.



# Undoing Mistakes

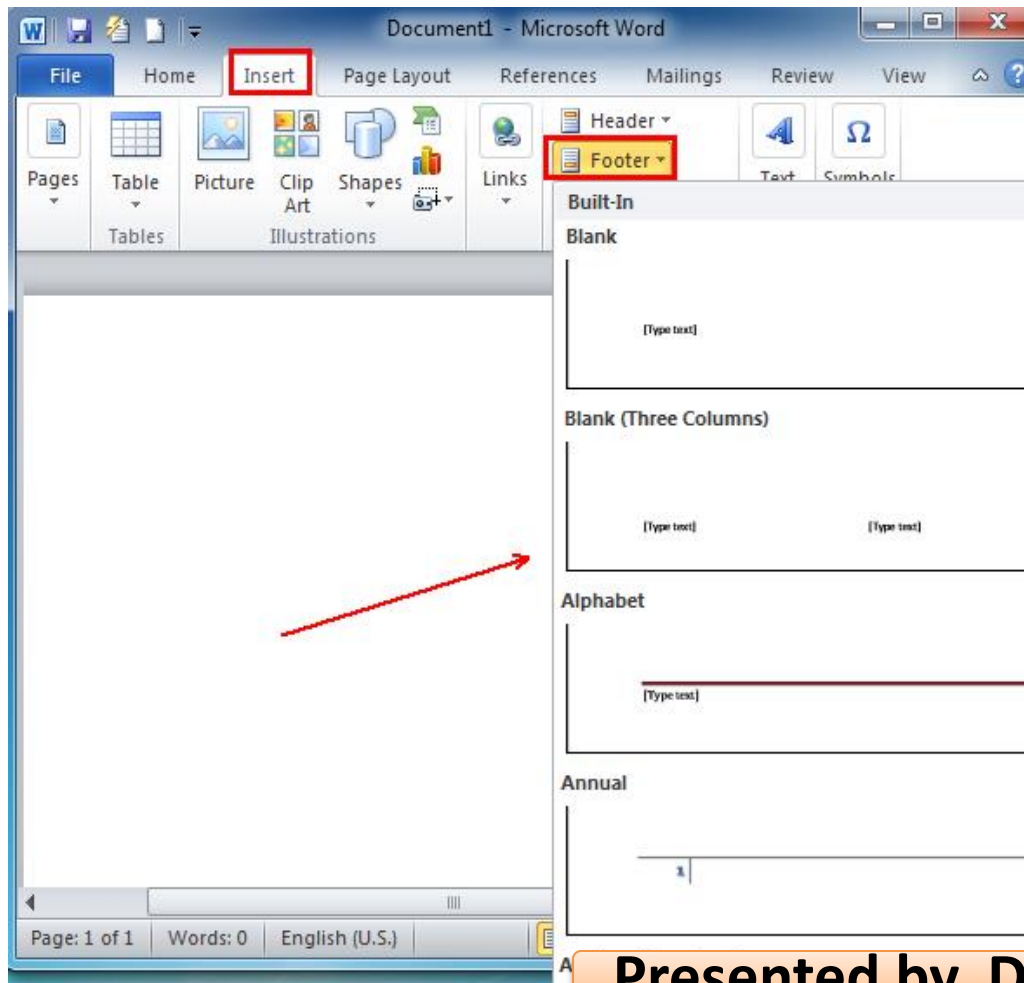
Sometimes, you want to reverse the last action you performed. For this, you can use the Undo button:

Similarly, you can use the Redo button to repeat the last action:



# Practical No-07

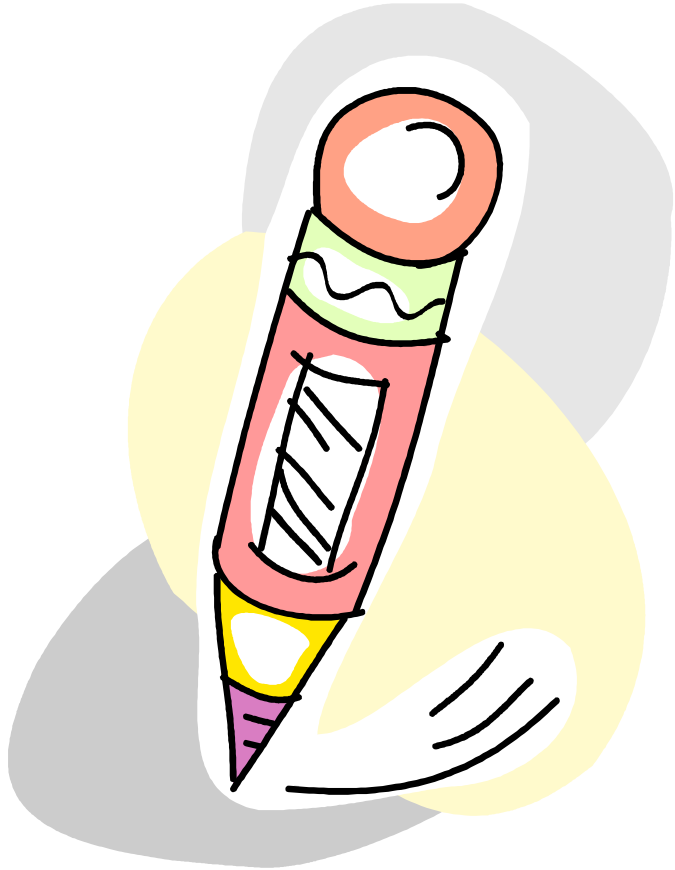
Open one **word** document, navigate to the "Insert" tab menu on the Ribbon of **Microsoft Word 2007/2010/2013**, under the **Header & Footer** options, you can easily see the "**Footer**" item at the middle. A Built-In dialog will appear by clicking **Footer**.



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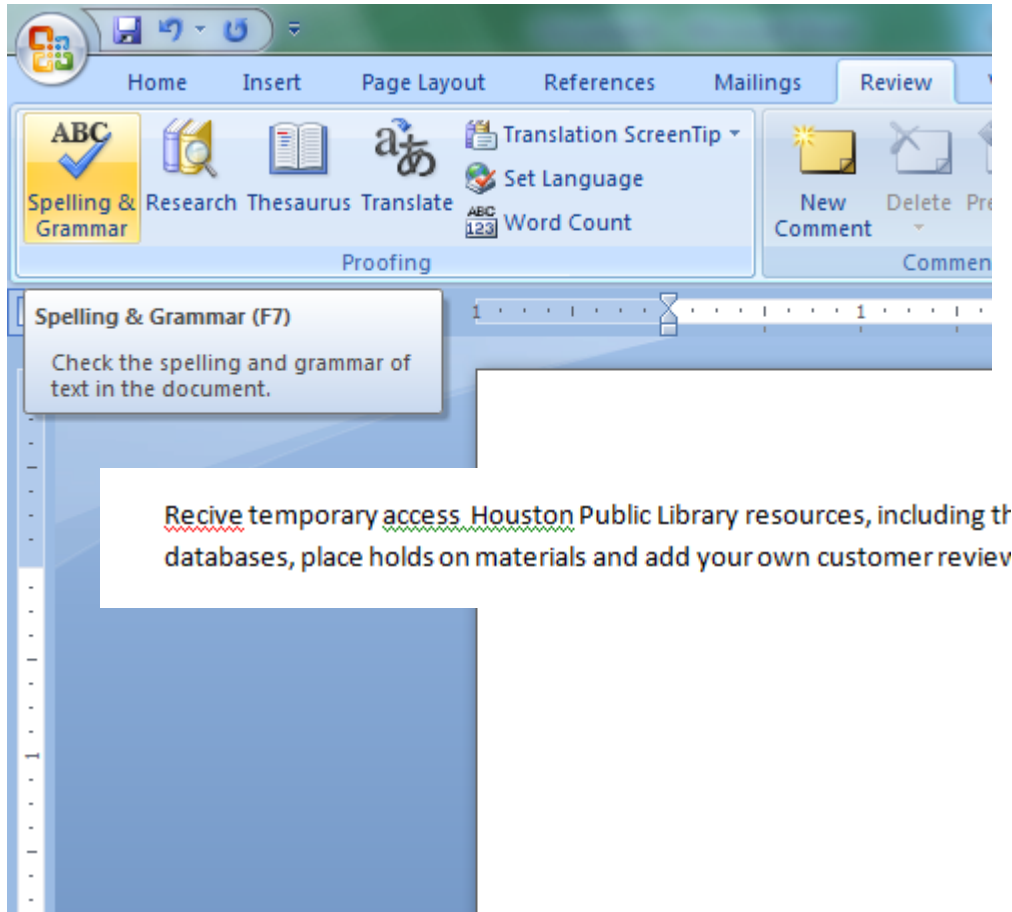
# Using Language Tools



Advanced word processors, such as Word, can automatically detect the language of the typed text and then use the spelling dictionary, grammar checker, and punctuation rules for that language.

Language tools are a convenient way to perform certain tasks automatically as you type, such as checking spelling and grammar.

# Spelling and Grammar Check

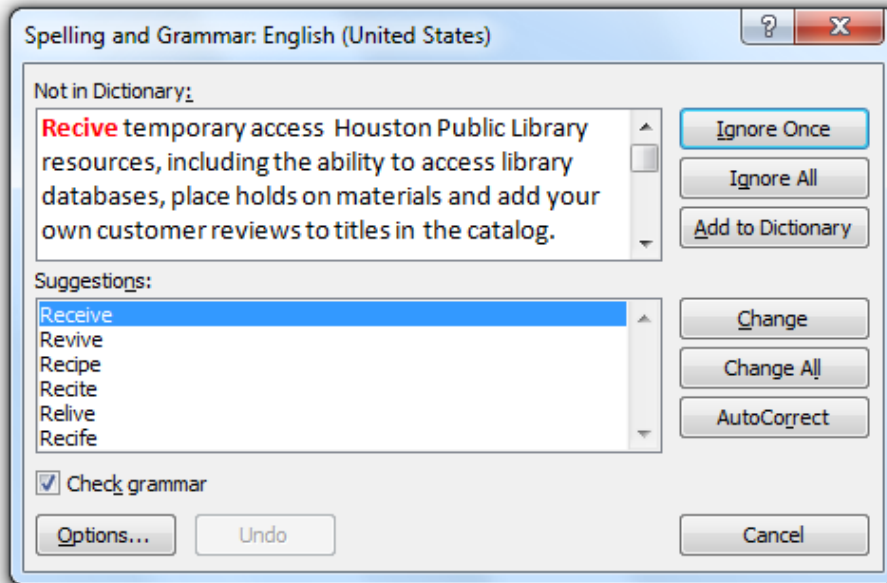


- Wavy red lines=spelling errors
- Wavy green lines=grammatical mistakes
- You can check the spelling and grammar of the entire document by clicking the Spelling and Grammar Button on the Review Tab.

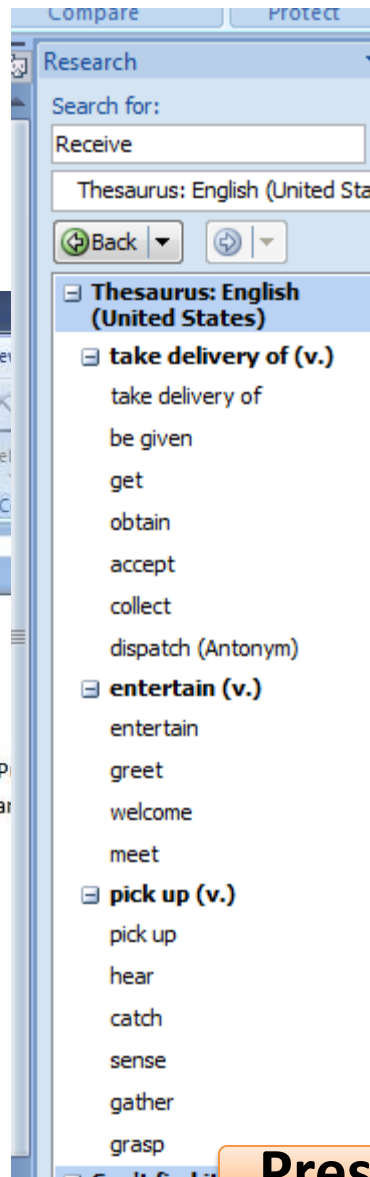
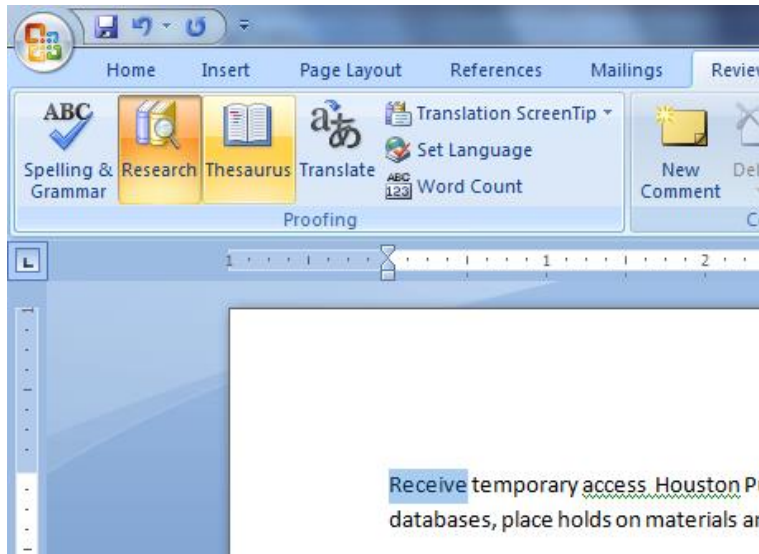
# Spelling and Grammar Check

Recive temporary access Houston Public Library resources, including the ability to access databases, place holds on materials and add your own customer reviews to titles in the ca

- Spelling suggestions
- Change All
- AutoCorrect
- Grammar suggestions
- Custom dictionary
- Ignoring instances



# Language Tools: Thesaurus



The Thesaurus Button lets you search for a word and presents a list of suggestions you can choose from.

The Thesaurus feature in Word lets you find alternatives for a word or phrase.

# Inserting Table

- Perform the following steps to draw a table.
- Click the table button present in the insert tab and select draw table from the drop-down list. The mouse pointer changes into a pencil.
- Drag the pencil to draw table borders, rows and columns. When you are finished drawing the table, press the ESC key.

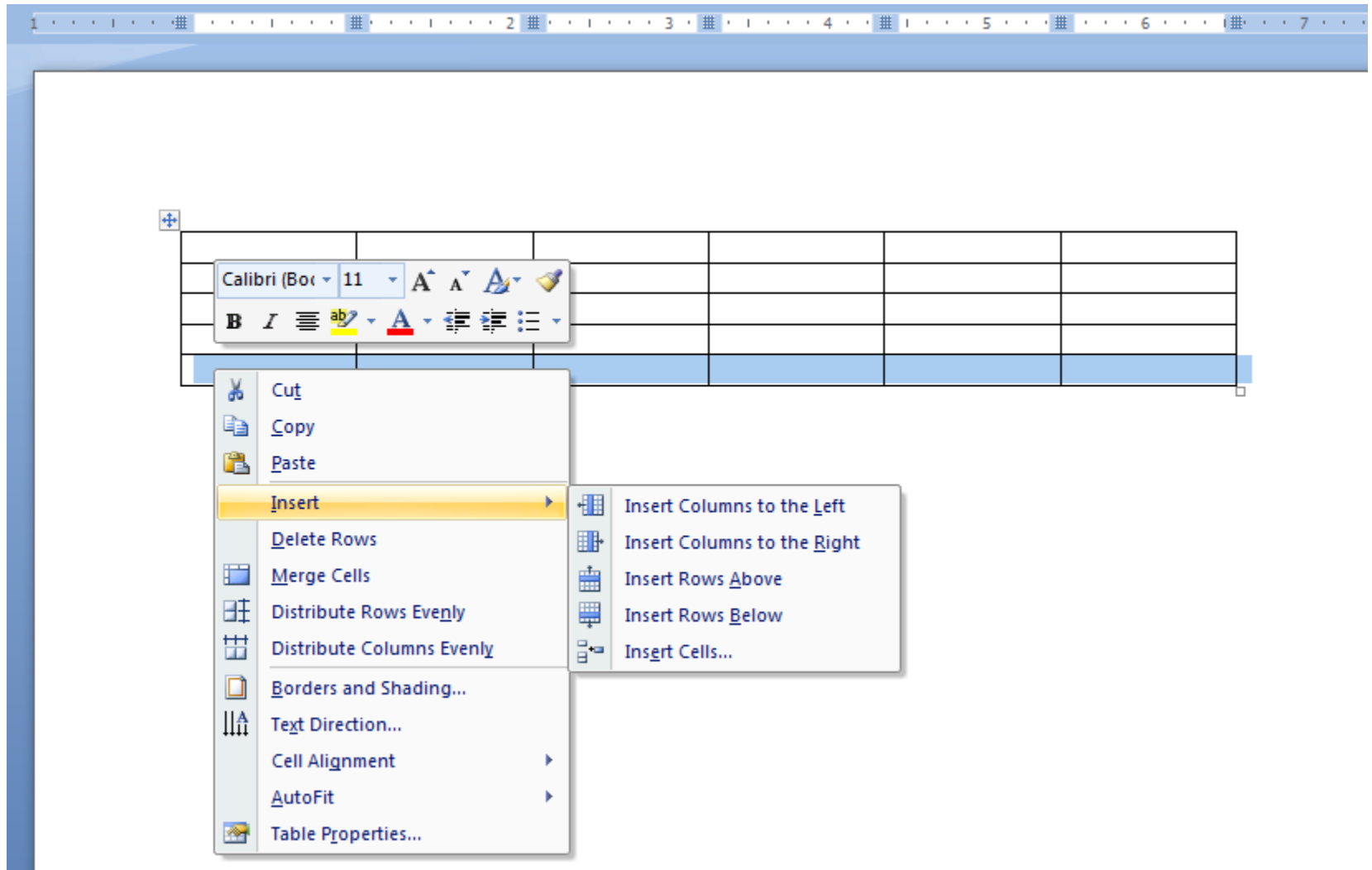
# Tables and Pictures

The screenshot shows the Microsoft Word interface with the 'Insert' tab selected. The 'Table' button is highlighted, and a dropdown menu is open showing a '4x4 Table' grid. Below the grid, the following options are listed: 'Insert Table...', 'Draw Table', 'Convert Text to Table...', 'Excel Spreadsheet', and 'Quick Tables'. The document content includes the heading 'What Should I Read This Summer?' and a paragraph starting with 'TextReads'. Below the paragraph is a 4x4 table with empty cells.

**What Should I Read This Summer?**

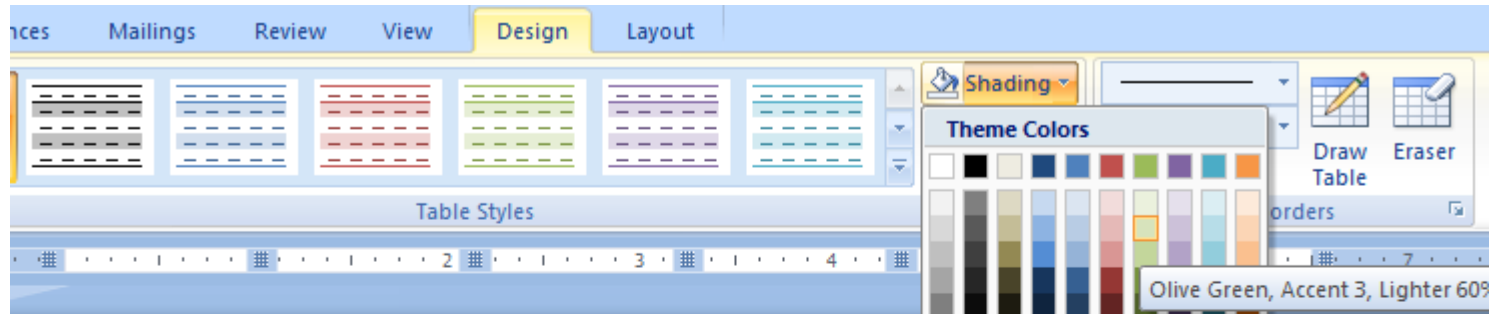
TextReads  
Are you looking for a few good books to read? Sign up for our e-newsletters and get great book recommendations by email. We'll deliver reading lists right to your inbox along with new gems,


# Tables and Pictures



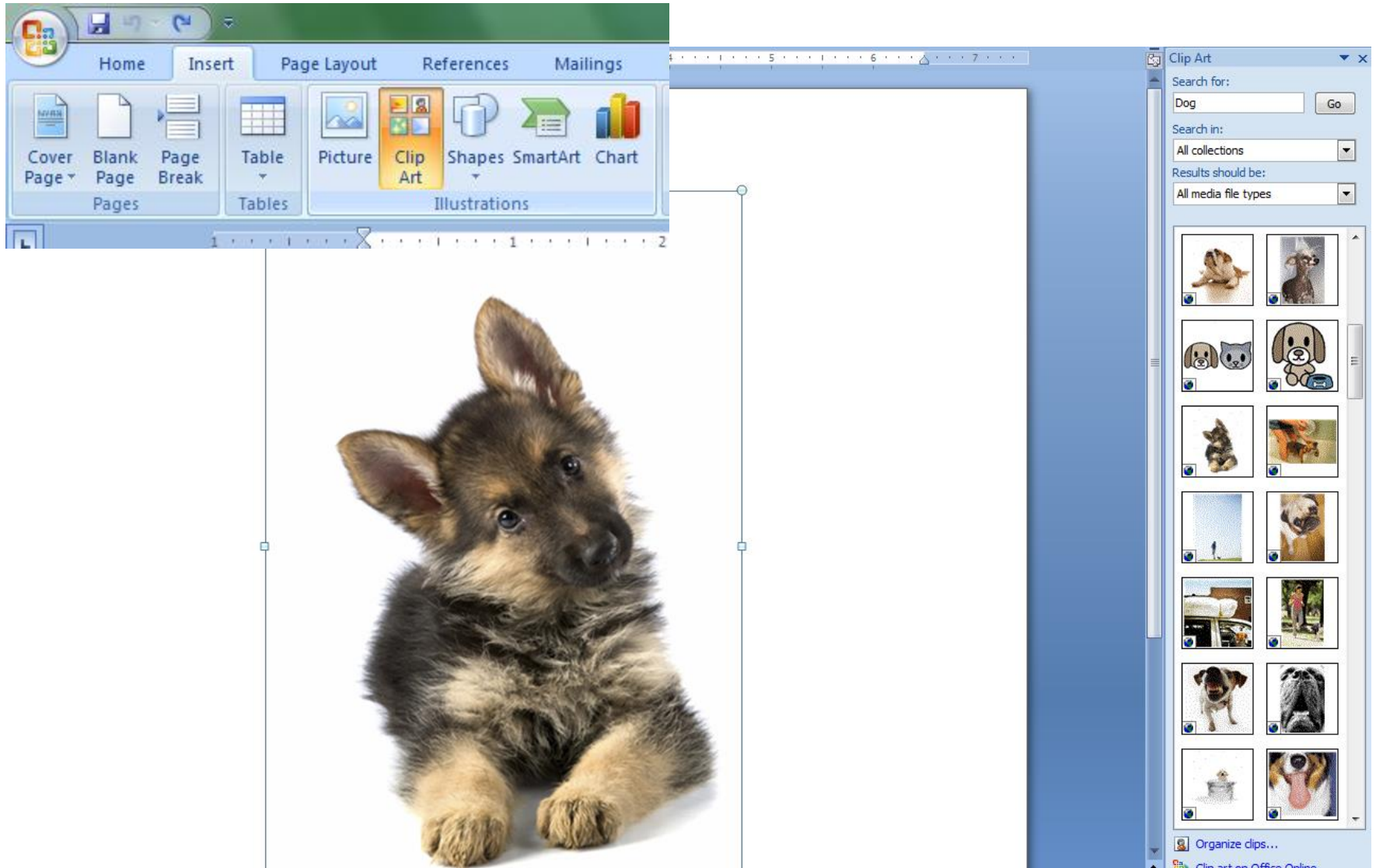
## Practical No-08

# Tables and Pictures



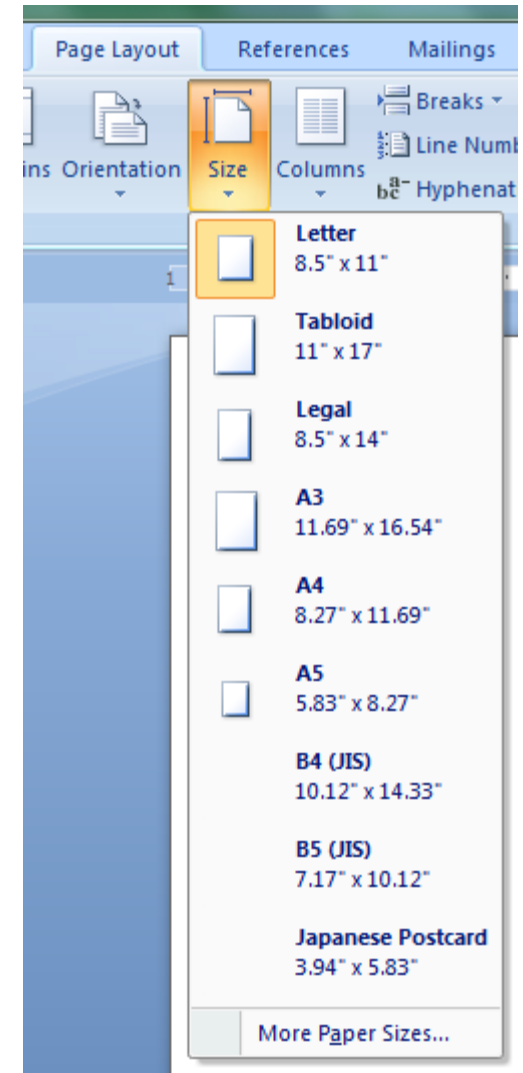
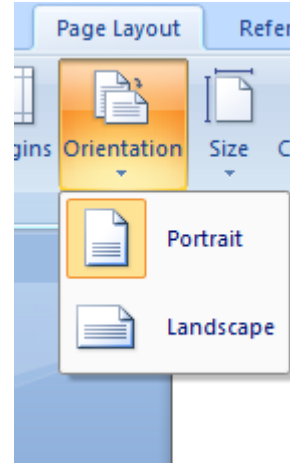
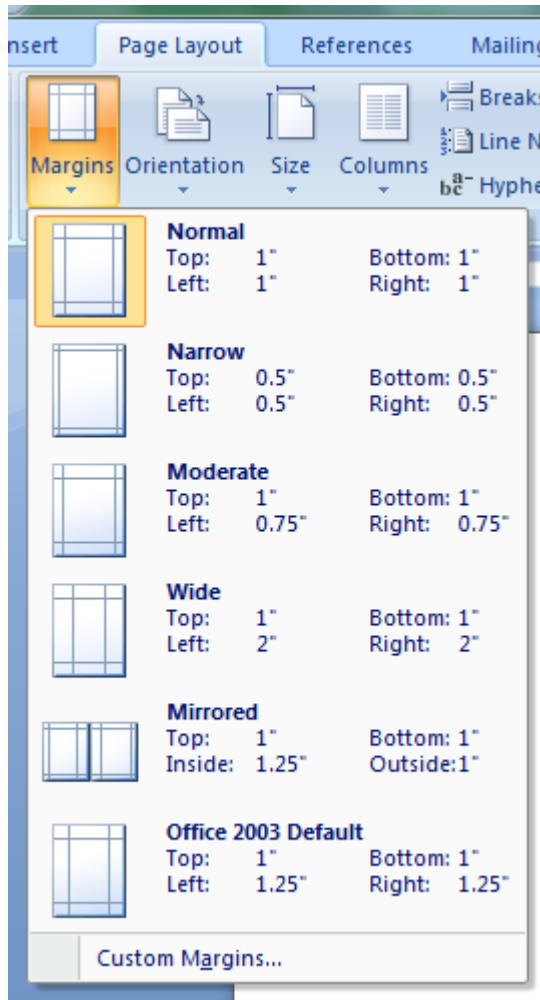



# Tables and Pictures



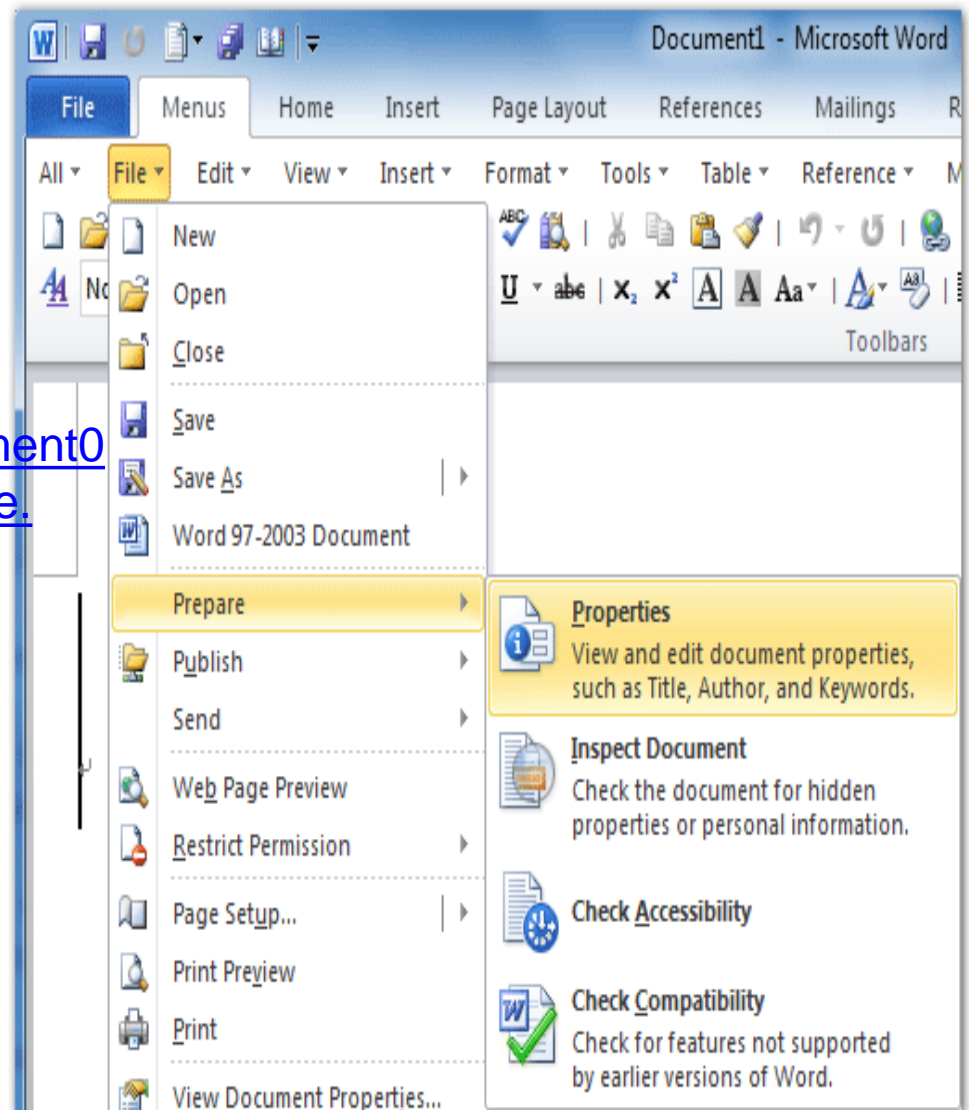
# Practical No-08

## Page Layout



# Practical No-09

- Click the **Menus** tab;
- Click the File drop down menu;
- Click the Prepare item;
- Then you will view the Properties item.  
This Properties item will add the Document0  
Properties pane above Word workspace.



**Presented by. Dr.Ronil K. Ahale**

# Questions



Presented by. Dr.Ronil K. Ahale