

# Window

## What is hard disc?

**Hard disk:-** it is a hardware device. Which stores all programs and data in the computer. So, it is referred to as the memory bank of a computer. It is a permanent memory.

## How many tools display in paint toolbar?

There are many tools display in paint toolbar are:-

- |                          |                   |
|--------------------------|-------------------|
| 1. Select                | 6. Eraser         |
| 2. Fill tools            | 7. Pick color     |
| 3. Line curve            | 8. Pencil & Brush |
| 4. Polygon               | 9. Text           |
| 5. Reference & Resources | 10. Rectangle     |

## What is extension of paint file?

Paint is a simple computer graphic app that has been included with all version of MS- Window. The app mainly opens and leaves file as windows bitmap 04-bit, 256 colors, 16colors, and monochrome all with the bmp extension.

## What is Recycle bin?

Recycle Bin:- it is another important icon on the desktop when we delete a file or folder, it goes to the Recycle Bin where it stays until the bin is emptied. Double clicking the Recycle Bin icon will open a window that shows the contents of the Recycle Bin. If we delete something from the Recycle Bin and restore it to its proper place. When the Recycle Bin is emptied everything in it is permanently deleted.

## How we move a file from one folder to another folder?

We move a file from one folder to another by using the following steps:-

1. Select the file or folders you want to move or copy.
2. For moving, click the organize button on the toolbar and choose the cut command from the menu.
3. For copying, click the organize button on the toolbar and choose the copy command from the menu.
4. Open the destination folder.
5. Click the organize button and choose the paste command.

## How many component displays in control panel?

There are mainly 32 component displays in control panel eg:-

1. Backlight
2. Display
3. Keyboard setting
4. Mouse setting
5. Password
6. Date time
7. Keyboard
8. Mouse
9. Network
10. Password setting

### How much type of windows?

There are many types of window which are given below:-

1. MS-window95
2. MS-window98
3. MS-window 2000
4. MS-window ME
5. MS-window 8
6. MS-window XP
7. MS-window 7
8. MS-window 10

### How many types of computer?

There are mainly four types computer

1. Supercomputer:- it has following five types:-
  - a) Space exploration
  - b) Weather forecasting
  - c) Popular supercomputer
  - d) earthquake studies
  - e) Nuclear weapon testing
2. Main frame computer
3. Minicomputer
4. Microcomputer

### What is Icon?

Icon:- Icon are small images on a desktop that represent various computer's applications or programs ,files, folders, printers and others things.

### How you can change the desktop wallpaper?

We can change the desktop wallpaper by such given easy steps:-

- a) Open the start menu:- click the start button.
- b) Open the control panel:- in the start click control panel.
- c) Click appearance and personalization in control panel.
- d) Click personalization in control panel.
- e) Click desktop background in control panel.
- f) Select the picture you want to set your background from control panel by clicking it.
- g) Set your desktop background display options.
- h) Conform that you want these settings to be set for your desktop background.
- i) Click OK on control panel.

### How you can change the data in computer?

We can change the data in computer by following steps:-

1. On the date & time tab, the date and time prop. Dialog box appears under data .
2. Click the month from the list.
3. Type or select the year in the year click the required data on the calendar.
4. Click apply, and close the dialog box, then data is change.

**What is control panel?**

Control panel:- if may be defined as a part of MS-Window, in older versions , which allows user to view and manipulate basic system setting and control panel applets , such as adding controlling user accounts, and changes accessibility options.

**How can change the speed of a mouse?**

We can change the speed of a mouse by following steps:-

- a) Open the control panel
- b) Click hardware and sound
- c) Click mouse

**In the mouse prop windows, click the pointer options tab?**

Under motion and select a pointer speed drag the slider left to slow down the mouse speed or right to speed up the mouse cursor speed.

**What is screen saver? How we can set the screen saver in computer?**

**Screen Saver:-** A screen saver is an animated image that is activated on a personal computer display. When no user activity is has been sensed for a certain time.

We can set the screen saver in followings steps:-

- a) Right – click anywhere on the blank area of desktop.
- b) Click prop, the display dialogs box appears.
- c) Click the screen saver tab.
- d) Click the screen saver in screen saver list.
- e) Clicks applies and then click OK.

**What is the function of Copy command in computer?**

Functions of copy command in computer are followings:-

1. It is used for copy any file to another location or to copy the files to another directory.
2. It is also used for copying any file to another disk with different file name.

**What is a folder? How we can create a folder?**

**Folder:-** A folder is a virtual location where programs, files and other folders can be located. The picture shows an e.g. of what a folder with files looks like MS-windows

To create a new folder, we can do following steps:-

1. Open my computer or window explorer.
2. Open the folder in which you like to create a new folder.
3. Open the menu bar, selected file and then folder. You can also right click with your mouse on a blank portion of the folder, click new and then folder.

# Power Point

### **How many slide in page layout?**

There are many slide in page layouts which are following:-

1. Title slide.
2. Standard slide.
3. Comparison slide.

### **How you can make the animation in power-point?**

We can make animation in power-point by using following steps:-

1. Open a power point and create a 1 presentation.
2. Draw the first frame of your animation.
3. Duplicate the slide, and make a very slight change in this slide for the progress of animation.
4. Do not duplicate the new slide and keep going.
5. Preview your presentation constantly, change anything you think need to be changed.
6. Add sound and other details, then make a ending and beginning slide, may be even an opening (system) sequence.

### **What is the function of rehearse timing in power point?**

Rehears timing is mainly use the slide timing feature to record the time that you need to present each slide, and then use the recorded times to advance the slide automatically, when you give your presentation to your actual audience. The slide timing feature is ideal for creating a self-running presentation.

### **How you can make slide transition?**

We can make slide transition by using following steps:-

1. On the slide show menu, click the transition.
2. Under apply to selected slides, click the transition you want.
3. Under modify transition, click the speed of transition and the sound to be played during slide transition.
4. To advance the slides only when you click the mouse or press a key, select the on mouse, click check box.
5. Clicks apply to all slides in the task pane to apply the transition to all slides. The transition is applied to all the slides.

### **How you can set the action buttons in power-point?**

Action button:- we can set the action buttons in power point using following steps:-

1. On the insert tab, action button appear, click OK on the shapes, and then under action button, click the button shape that you want to add.
2. Click a location on the slide adds then drag to draw the shape for the button.

### **How will you open a new slide in PowerPoint?**

When you click the mouse on Blank presentation and then on OK button, the New slide dialog box appears on the screen. There are various formats in this box. You can choose any one by clicking the mouse over it. Some different types of formats have been shown as under.

### **What is slide transition?**

**Slide Transition:-** Transition is also an adding effect which can be of the form of wipes, splits, dissolves etc. which you usually see in the film show. Transition from one slide to the next slide makes the presentation more effective and interesting.

#### **Four steps for Slide Transition:-**

1. Select the slide you want to put this effect, in the Slide Show.
2. Click on the Slide Show and then choose Slide Transition. Slide Transition dialog box will appear.

3. You can check the effect by watching in preview box.
4. Sound effect can also be added in the Slide/ Transition by using Sound option.

# Excel

## How you can set chart in excel?

We can set the chart in excel by using following steps:-

1. Click your chart. The chart tool becomes available.
2. Choose the Design tab.
3. Click change chart type in the type group. The chart type dialog box appears.
4. Click bar.
5. Click clustered horizontal cylinder.
6. Click OK.

## What is the function of sort command in MS-Excel?

Function of sort command:- it is used to be in a worksheet to be ordered and pre-determined sequence.

## How you can set the chart in excel?

You have generate a computer mark list in excel. You and all student in additional to the subject wish average next you need to analysis the student performance in each subject you can present an analysis of data by using chart in excel along with the data in a worksheet.

## How you can insert the worksheet in excel?

We can insert the worksheet in excel by following steps:-

Hold down SHIFT, and then select the same number of existing sheet tabs of the worksheet that you want to insert in the open workbook on the home tab ,in the cells group click insert and then click insert sheet.

## What is validation? What is the function of validation?

**Validation**:- it is the process of ensuring that a program operates an clean correct and useful data it user routines often called validation rules.

**Function**:- the main function is to check spelling and grammar-error when typing in a word processing document.

## How many rows and column in excel?

There are 65,536 rows and 256 column in excel.

What is the excel file extension file?

In MS-excel the file extension is XMLS based file format for excel. They can't store VBA macro code or MS-excel.

## How you can delete the rows and column?

We can delete the rows and column by following steps:-

1. Right click in a table cell, row or column you want to delete.
2. On the mini-toolbar, click delete.
3. Choose delete cell, delete column or delete rows.

## What do you mean by a spreadsheet?

1. A computer spreadsheet is in compact from otherwise the data in manual spreadsheets may take a very lengthy space.

2. Spreadsheets are required mainly for tabulation of data, calculations etc. computerized spreadsheets provide you all the required results.

3. Computer program for spreadsheets like MS-Excel provide various powerful tools for data formatting. Spreadsheet can be prepared in desired formats.

#### How will you extend range of selection?

Press "f8" to enter Extend Selection mode, which allows you to extend the selection with just your arrow keys. Unlike the previous technique, you do not need to hold the "shift" key.

#### What is the difference between editing and formatting?

**Editing:-** editing of spreadsheet involves various activities like copying, cutting and pasting the data. Other important activities which are done in editing a spreadsheet involve:-

1. Paste special
2. File
3. Clear
4. Delete (cell, row or column)
5. Delete sheet
6. Find (word or data)
7. Replace (found word or data with new one) etc.

**Formatting:-** Formatting toolbar contain various formatting buttons.

1. **Font type Box:-** In this box you can quickly select the type of font(s) to be used in the worksheet.
2. **Font size Box:-** In this box, you can specify the size of the fonts. Default font size is 10.
3. **Bold Button:-** Bold button is used to highlight the text in a worksheet.
4. **Italics Button:-** Italics button is used to Italicize the text
5. **Under Line Button:-** underline button is used to underline text.

## MS-Word

#### What is mail- merge? Explain the steps?

**Mail-merge:-** Mail merge is a feature designed for creating mailing and e-mail as well as envelope and labels with diff information on each one.

**Steps:-** we can click on the document type, the letters.

By clicking on letters then click at the bottom where starting document appear. Then select the current document and click the bottom where next is written. And then select recipients:- select type a new list:- OK.

**Tools:-**Letter & mailing :- Mail merge :- Select recipients:- document list:- type a new list :-create:- new address list:- close:- write material :- copy :- past:- insert mail merge.

#### How you can the tabs?

1. On the format menu, click tabs.
2. Enter the value. 3 in the tab stop position box and then click set.
3. Click OK.

#### How many tools display in standard toolbar?

1. New button.
2. Open button.
3. Save button.
4. Cut button.
5. Paste button.
6. Spelling button.
7. Undo button.

**What is page setup? How we can set the margin?**

**Page Setup:-** it may be defined as that in which we set the page by measuring its margins like top, bottom, left and right.

We can set the margin by following steps:-

1. On the file men, click page setup.
2. On the margin tab, set the margin value you want goes top, bottom, left and right boxes.
3. Under orientation, click the page orientation you want , "you can there click portrait or landscape.
4. Click OK.

**What is the function of label? How we can set the label?**

**Function of label:-** the main function is that it is used to create many envelops in one page.

We can set the label as:-

1. We know the across number, down number.
2. We approximately set the tap and side margin is o.i resp.
3. We can find vertical pitch as divide the Across number with 8.5, it is vertical pitch.
4. We can find horizontal pitch as divide the down number with 11, it is horizontal pitch.

**What Is a header and footer?**

Headers and footers are areas in the top and bottom margins of each page in a document .you can insert text or graphics in headers and footers-for example, page numbers, the data, a company logo, the document's title or file name or the anther's name that are printed at the top or bottom of each page in a document. You can work in the header and footer areas by clicking Header and Footer on the view menu.

**What is a bullet & number?**

**Using format menu:-**

1. Select the text.
2. Click format>bullets and numbering option. Bullets and Numbering dialog box appears on the screen.
3. Click the numbering style under Numbered tab.
4. Click OK button. The selected text will be numbered.

**What is the use of ruler?**

**Using Ruler:-** Ruler is present just below the formatting toolbar. By using the ruler you can change the indents quickly.

1. Select the paragraph on which you want to do indenting.
2. Drag the mouse after putting the mouse on slider for desired indent.