

BASICS COMPUTER NOTES



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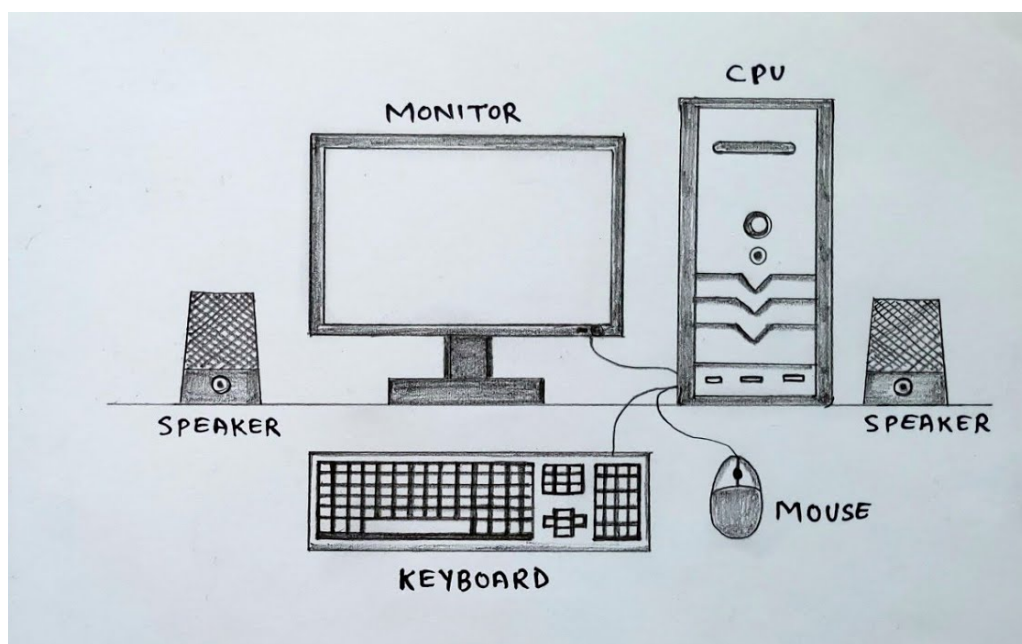
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BOOK CREATED BY VERMA PRATIMA & MAKWANA RAHUL

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COMPUTER FUNDAMENTALS



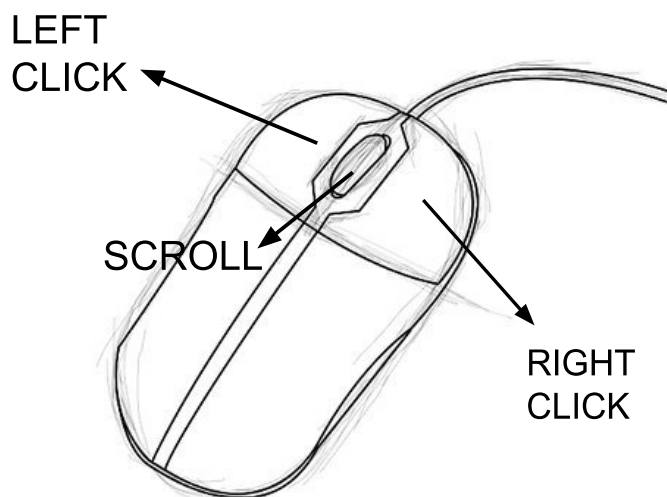
MONITOR (OUTPUT DEVICE)

(a machine that shows information or pictures on a screen like a television or a screen that shows information from a computer)



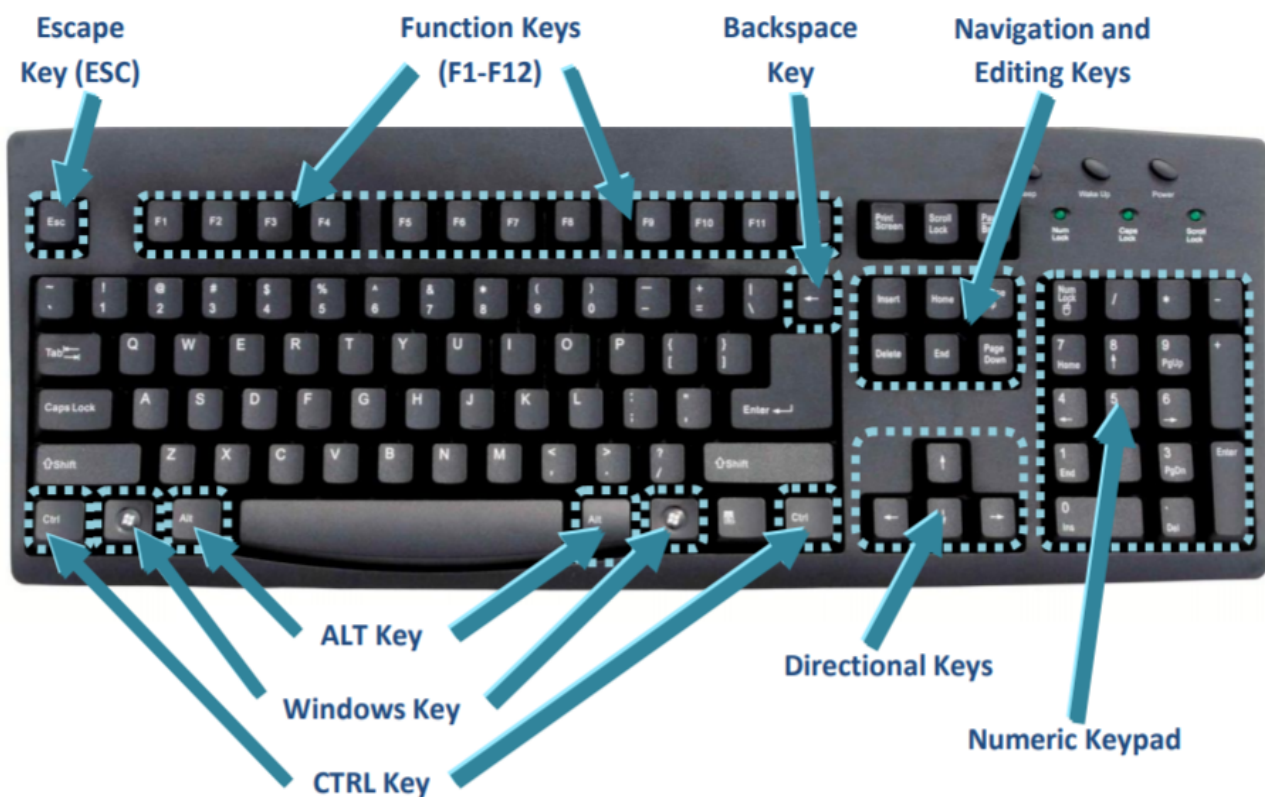
MOUSE (INPUT DEVICE)

(A mouse is a small device that a computer user pushes across a desk surface in order to point to a place on a display screen and to select one or more actions to take from that position.)



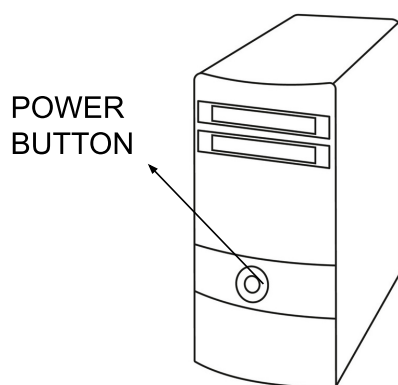
KEYBOARD (INPUT DEVICE)

(an input device used to enter characters and functions into the computer system by pressing buttons, or keys.)



CPU (The CPU is neither an input nor an output device)

(The Central Processing Unit (CPU) is the primary component of a computer that acts as its “control center.”)



CENTRAL PROCESSING UNIT

FUNCTION KEYS	
F1	<i>To open help menu</i>
F2	<i>Rename Any File/Folder/Document</i>
F3	<i>(SHIFT + F3) Capitalize Each Word</i>
F4	<i>(ALT + F4) To Shut Down Or Close Any App</i>
F5	<i>Refresh</i>
F6	<i>Jump From One Option To Another</i>
F7	<i>To Check Spelling And Grammar In M.S. Word</i>
F8	<i>Select All In M.S. Word</i>
F9	<i>(CTRL + F9) For Curly Bracket { }</i>
F10	<i>(CTRL + F10) Restore Mode & (SHIFT + F10) Use In Right Click</i>
F11	<i>Full Screen Mode</i>
F12	<i>Save As</i>

KEYBOARD INTRODUCTION	
ESC(ESCAPE KEY)	<i>To Close Any Dialogue Box</i>
TAB	<i>To Jump From One Option To Another Option & For 0.5 Space In MS. Word</i>
CAP'S LOCK	<i>When caps lock is activated, all letters you type will be in uppercase</i>
SHIFT	<i>Command Keys Use In Shortcut Key</i>
CONTROL (CTRL)	
ALTER (ALT)	
BACKSPACE	To Erase Anything
FN	Function Keys
WINDOWS KEY	To Open Any App
RIGHT CLICK	Works Are Mouse (Dialogue Box Key) Right Key To Open Dialog Box
ARROWS KEYS	Use For Navigation
PAGE UP /DOWN	Up And Down In File
HOME	The Starting In Line
END	The Ending In Line
PRINT SCREEN	Screen Shot
SCROLL LOCK	To Lock The Arrow Key
PAUSE BREAK	Used In Games

CONTROL SHORTCUT KEYS

Ctrl+A	Select all text
Ctrl+B	Bold text
Ctrl+C	Copy text
Ctrl+D	Open font formatting window
Ctrl+E	Center Align
Ctrl+F	Find a phrase
Ctrl+G	Go to a specific page
Ctrl+H	Replace text with another text
Ctrl+I	Italic text
Ctrl+J	Justify text
Ctrl+K	insert hyperlink
Ctrl+L	Left align
Ctrl+M	Indent a paragraph from the left
Ctrl+N	Open new document or file
Ctrl+O	Open an existing document or file
Ctrl+P	Print a document
Ctrl+Q	Remove paragraph formatting
Ctrl+R	Right align
Ctrl+S	Save the document or file
Ctrl+T	Create a hanging indent
Ctrl+U	Underline selected text
Ctrl+V	Paste any text or object that has been copied
Ctrl+W	Close open tab in a browser or a document in Word
Ctrl+X	Cut text or object
Ctrl+Y	Redo any action
Ctrl+Z	Undo any action

MICROSOFT WORD	
Extension	.docx
Random Paragraph	=rand()
Font	Ctrl+D
Split	Ctrl+Alt+S
Bullet Point	Ctrl+Shift+L
Current Date	Alt+Shift+D
Current Time	Alt+Shift+T
Insert Footnote	Alt+Ctrl+F
Insert Endnote	Alt+Ctrl+D
Word Count	Ctrl+Shift+G
Blank Page	Ctrl+Enter
Single Line Spacing	Ctrl+1
Double Line Spacing	Ctrl+2
1.5 Line Spacing	Ctrl+5
Open Word Through Command	Window+R > Winword
minimize	Alt+Space+N
Maximize	Alt+Space+X
Restore	Alt+Space+R
Change Tab	Alt+Tab
Super Script	Ctrl+Shift+(+)
Subscript	Ctrl+(=)
Format Printer Copy	Ctrl+Shift+C
Format Printer Paste	Ctrl+Shift+V
Increase Font Size	Ctrl+Shift+>
Decrease Font Size	Ctrl+Shift+<

POWER POINT	
Extension	.pptx
Duplicate	Ctrl+D
New Slide	Ctrl+M
New PowerPoint File	Ctrl+N
Font	Ctrl+T
Close	Ctrl+W
Cut	Ctrl+X
Redo	Ctrl+Y
Undo	Ctrl+Z
Current Slide	Shift+F5
Start Slide Show	F5
End Slide Show	Esc
Print Slide	Ctrl+P
Quit Slide	Ctrl+Q
Open PowerPoint Through Command	Window+R > Powerpnt

EXCEL SHORTCUTS	
Extension	.XLSX
New Sheet	Shift+F11
Change Sheet	Ctrl+Page Up
	Ctrl+Page Down
Insert Rows & Column	Ctrl+Shift+(+)
Sum	Alt+=
Edit Text in Cell	F2
Filter Button	Ctrl+Shift
Current Date	Ctrl +;
Current Time	Ctrl + Shift +;
Autofit Column	Alt + H + O + I
Full Series	Alt + E + I + S
Wrap Text	Alt + Enter
Merge Cell	Alt + H + M
Border	Alt + H + B
Select Any Thing In Menu	Alt + H
Select All Column	Ctrl + Space
Select All Row	Shift + Space
Total Column	16,384 (Xfd)
Total Row	10,48,576
Total Cell	17, 179,869,184
Edit A Cell Comment	Shift + F2
Select The Entire Column	Ctrl + Space
Select The Entire Row	Shift + Space
Select The Entire Worksheet	Ctrl + Shift + Space

Delete The Selected Cells	Ctrl + (-)
Apply The General Number Format	Ctrl + Shift + (~)
Apply To The Currency Format	Ctrl + Shift + (\$)
Apply To The Percentage Format	Ctrl + Shift + (%)
Exponential Number Format	Ctrl + Shift + (^)
Apply The Data Format	Ctrl + Shift + (#)
Apply The Time Format	Ctrl + Shift + (@)
Apply The Outline Border	Ctrl + Shift + &
Remove The Outline Border	Ctrl + Shift + (_)

THANK YOU

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