

Table of Contents

Preface	iii
---------------	-----

COMPUTER BASICS

Fundamentals of Computer	1
Various Types of Computers	2
Personal Computer	2
Personal Digital Assistant	3
Laptop Computer	3
Tablet PC	3
Main Frame Computer	4
Super Computer	4
Computer Hardware	4
Keyboard	4
Mouse	6
Monitor	6
Printer	6
Speakers	7
The Scanner	8
System Unit	8
Front Side of the System Unit	8
Back Side of the System Unit	9
Serial Port	9
Parallel Port	9
USB Port	9
Power Socket	9
Fan	9
Inside the System Unit	10
Motherboard	10
Central Processing Unit	10

Basic Input Output Software	10
Memory	11
Cards	13
Switch Mode Power Supply	13
Other Hardware Devices	14
Computer Software	15
System Software	16
Application Software	16
Summary	18

WINDOWS XP

1. Introducing Windows XP	19
Understanding the Windows XP Requirements	20
Working with the Desktop of Windows XP	20
Using the Mouse with Windows XP	21
Performing Mouse Actions	22
Clicking the Left Mouse-Button	23
Clicking the Right Mouse-Button	23
Double-Clicking the Left Mouse-Button	24
Dragging the Mouse	26
Understanding the Components of a Window	28
The Menu Bar	30
Quitting Windows XP	33
Summary	34

2. Starting Windows XP	35	Explaining Windows Explorer	56
Getting Familiar with the Desktop	36	Working with Windows Explorer	58
Opening an Icon from the Desktop	37	Opening an Icon	58
Starting a Program through the Start Button	37	Opening the Local Disk (C:) Window	59
Moving from One Window to Another	38	Working with Files and Folders	60
Enlarging a Window to Screen Size	39	Opening and Closing a Folder	60
Reverting a Window to its Previous Size	40	Opening and Closing a File	62
Reducing a Window to a Taskbar Button	40	Creating a New Folder	62
Opening a Window using its Taskbar Button	41	Copying a File	64
Adjusting the Window Size Freely	41	Renaming a File	65
Closing a Window	42	Copying a Folder	66
Creating a Shortcut for a Program	42	Renaming a Folder	66
Deleting the Shortcut Icon	45	Moving a File	67
Deleting the Content of the Recycle Bin	45	Moving a Folder	69
Quitting Windows XP	46	Deleting a File	70
Summary	46	Emptying the Recycle Bin	71
3. Windows Explorer	47	Closing Windows Explorer and Quitting Windows	72
Opening the WordPad Application	48	Summary	72
Working with the WordPad Document	49	4. Windows Accessories	73
Saving the Document	50	Opening the WordPad Program	74
Printing a File	52	Entering Text in WordPad	75
Printing Selected Pages of your File	53	Editing Text in WordPad	76
Printing All the Pages of your File	53	Selecting the Text	76
Installing the Printer	53	Saving a WordPad Document	82
Closing the Document	55	Closing a Document and Quitting WordPad	83
		Printing a Document and Quitting Windows XP	84
		Working with Paint Program	85
		Opening the Paint Program	85

Exploring the Interface of the Paint Window	86	Using Internet for Entertainment	126
Working with Tools	87	Surfing the Internet	126
Saving a Paint File	97	Creating Shortcut to ISP Icon	127
Printing a Paint File	98	Connecting to the Internet	128
Closing the Paint Program	98	Emailing through Outlook Express	131
Working with the Calculator Program	99	Receiving an Email	131
Closing the Calculator Program	101	Replying an Email	132
Working with Windows Media Player	102	Sending an Email	133
Opening the Windows Media Player	102	Browsing the Internet	135
Working with Windows Movie Maker	108	Emailing through Internet	137
Opening Windows Movie Maker	110	Chatting through IRC	146
Importing Video in Windows Movie Maker	112	Communicating through Instant Messenger	148
Adding Clips to the Storyboard	115	Downloading from the Internet	149
Adding Video and Transition Effects	115	Online Shopping	151
Saving the Movie	119	Defining Wireless Internet	155
Summary	122	Exploring Computer Virus	155
INTERNET AND OUTLOOK EXPRESS		Defining Antivirus Software	156
1. Introduction to Internet and Outlook Express	123	Detecting System Virus	156
Exploring Internet	124	Describing General Virus Types	156
Defining Email	124	Working of Antivirus software	157
Chatting	124	Disconnecting from the Internet	158
Defining Search Engine	125	Summary	158
e-Learning	125	MICROSOFT WORD	
Doing Business through e-Commerce	126	1. Exploring MS Word 2007	159
		Starting MS Word 2007	160
		First View of MS Word 2007	160
		Accessing and Customizing Quick Access Toolbar	161
		Title Bar	162
		Minimize/Maximize/ Close Buttons	162

Tabs	163	Typing the Text	179
Home Tab	163	Entering Special Characters while	
Insert Tab	164	Typing	179
Page Layout Tab	164	Inserting a Symbol	179
References Tab	165	Inserting an Equation	182
Mailings Tab	166	Writing an Equation	183
Review Tab	167	Working with a Hyperlink	184
View Tab	168	Linking a Hyperlink to a Web Page	184
The MS Word 2007 Workspace	168	Linking a Document to an Existing	
Rulers 1	169	Document	185
Scroll Bars	169	Editing and Removing Hyperlinks	186
Status Bar (Document Status and		Changing the Font Type and its Size	186
Zooming Options)	170	Selecting Fonts for Text	187
About MS Word 2007 Options	170	Changing the Font Size of Text	189
Closing the Document	171	Creating Headings	190
Exiting from MS Word 2007	172	Working with a Paragraph	191
Summary	172	Aligning a Paragraph	191
		Working with Paragraph	
2. Preparing the First Document	173	Indentation	193
Considerations before Preparing a		Working with Spacing	
Document	174	in a Paragraph	195
Setting the Page Margins	174	Working with Bulleted and	
Setting the Size of the Document	174	Numbered Lists	198
Setting the Orientation of the Page	174	Creating a Bulleted List	198
Selecting the Font and Font-size		Creating a Numbered lists	200
of the Text	174	Adding Emphasis to Text and	
Setting Size, Margin, and		Paragraph	203
Orientation of a Document	175	Making Text Bold, Italic, and	
Setting the Page Size	175	Underline	203
Customizing the Page Size	176	Changing the Color of Text and	
Setting Margins	177	Highlighting the Text	204
Customizing the Margins	177	Adding Border and Shading to a	
Setting Orientation	178	Paragraph	206

Inserting a Table	208	Creating Data Source	239
Setting Rows and Columns	208	Creating the Main Document	247
Adding Information to the Table	211	Merging the Main Document with Data Source	258
Inserting Rows and Columns	212	Sending the Merged Document to the Printer	259
Saving the Document	214	Saving the Main Document	260
Saving a Document in MS Word 2007 Format	214	Sending a Personalized E-Mail Message to Multiple Recipients	260
Saving the Document in Compatibility Mode	216	Modifying Records in the Data Source	266
Printing the Document	216	Adding a New Record	266
Getting a Print Preview of the Document	216	Changing an Existing Record	270
Setting Printing Options	218	Deleting an Existing Record	273
Closing the Document	220	Envelopes and Labels	275
Summary	220	Creating an Envelope	275
3. Editing the Document	221	Creating Labels	279
Finding and Replacing Text	222	Summary	280
Find Instances of Specific Text in the Document	222	MICROSOFT EXCEL	
Replace Text with Another Text	225	1. Starting with Excel 2007	281
Checking a Document for Spelling and Grammar Mistakes	225	Starting Microsoft Excel 2007	282
Correcting Spelling and Grammar Mistakes	228	Working with Spreadsheet	283
Selecting a Thesaurus	230	Cell and Cell Address	283
Translating a Document	232	Cell Pointer	284
Summary	234	Labels and Values	284
4. Creating Form Letters, E-Mail Messages, and Labels	235	Formulas	284
Creating a Mail Merge Document	236	Functions	284
Deciding the Type of Document	236	What-if Analysis	284
Entering Data	237	Automatic Recalculation	285
		Format a Spreadsheet	286
		Exploring Microsoft Excel 2007 Office button	286

Quick Access Toolbar	286	Inserting Header and Footer	326
Title Bar	286	Customizing Header and Footer	328
Minimize, Maximize, and Close Buttons	287	Applying a Background	328
Exploring Menus	287	Renaming a Worksheet	329
Formula Bar	293	Adding Color to a Sheet tab	330
Work Area	293	Adding a Worksheet	331
Scroll Bars	294	Selecting the Center Page Alignment	331
Sheets Tab	294	Saving Workbook	332
Status Bar and Navigation Pane	294	Save Workbook in Different Formats	332
Exploring the Excel Options	294	Assign Password to Worksheet	333
Closing the Workbook and Quitting Excel	295	Unprotect a Worksheet	333
Summary	296	Preparing Worksheet for Printing	334
2. Preparing the First Excel Worksheet	297	Adding Print Titles, Row and Column Headings, and Gridlines for Printing	334
Entering Data in Worksheet	298	Inserting Breaks	338
Using Different Ways to Select Cells	299	Viewing the Print Preview of a Worksheet	339
Using Cut, Copy, and Paste Commands in Worksheet	301	Printing a Worksheet	339
Performing Spelling-Check in Worksheet	303	Summary	340
Using Auto Correct	304	3. Conditional Formatting, Sorting, and Filtering Data	341
Formatting Cells	305	About Conditional Formatting	342
Adjusting Row and Column Area	305	Applying Conditional Formatting	342
Setting Currency Symbol, Decimal Places, Date, and Time	309	Modifying Rules in Conditional Formatting	350
Setting Cell Alignment	321	About Sort and Filter Feature	353
Setting the Orientation of a Cell	324	Sorting Data	353
Setting the Format and Other Properties of a Worksheet	325	Filtering a Data	355
Applying Margins to a Worksheet	325	Summary	358

4. Charts and SmartArt	359	Getting Required Information for a Function	378
Selecting the Chart Type	360	Correcting Errors in a Function	379
Column Chart	360	Copying the Function	380
Bar Charts	361	Using Arithmetical Functions	382
Line Charts	361	The SUM Function	382
Pie Charts	362	The Average Function	384
Scatter Charts	362	The Count Function	385
Area Charts	363	Using Text Functions	386
Doughnut Chart	363	The FIND Function	386
Surface Charts	364	The REPLACE Function	388
Selecting the Chart Type	364	The CONCATENATE Function	390
Setting the Chart Options	365	Using Financial Functions	392
Setting the Chart Title	365	The PMT Function	392
Setting the Axes Title	366	The PV Function	394
Legends and Values	367	The RATE Function	395
Resizing and Positioning the Charts in a Worksheet	368	The DURATION Function	397
Resizing a Chart	368	The YIELD Function	398
Moving a Chart	369	The DOLLARDE Function	400
Converting a Chart Type into another Type	370	Summary	400
Working with SmartArts	371		
Inserting SmartArts in a Worksheet	371		
Adding Text to a SmartArt	372		
Selecting a Style of SmartArt	374		
Converting a SmartArt to a Hyperlink	375		
Summary	376		
5. Functions in Excel	377		
Defining Basics of a Function	378		
Explaining the Function Syntax	378		

MICROSOFT POWERPOINT

1. Beginning with Microsoft PowerPoint	401
Exploring Microsoft PowerPoint 2007	402
Tabs in PowerPoint 2007	403
Working Area	407
Applying the Tool Tips	408
Setting PowerPoint Options	408
Summary	414

2. Preparing the First Presentation	415	3. Charts, Graphics, and Tables	453
Understanding the Structure of a Presentation	416	Working with Charts	454
Creating a New Presentation	416	Inserting a Chart	454
Creating a Presentation with a Blank Slide	417	Editing the Chart Data	456
Creating a Presentation with a Template	419	Pasting Charts in Other Slides	457
Adding Blank Slides in a Presentation	420	Adding Graphics in a Presentation	458
Working with Themes	421	Adding Clip Arts	458
Using Color Themes	422	Adding Images	458
Using a New Font and Background Theme	423	Adding Shapes	460
Searching for Themes Online	425	Adding WordArts	460
Creating a Document Theme as Default	427	Adding SmartArts	461
Working with Text	428	Working with Tables	462
Adding Text Using a Placeholder	428	Using the Insert Table Option	463
Adding Text Using a Text Box	428	Using the Draw Table Option	463
Changing the Text Direction	429	Using the Insert Table Dialog Box	464
Aligning the Text	431	Inserting Rows and Columns	465
Formatting the Text	432	Selecting a Style for a Table	466
Applying the Bulleted List	438	Resizing a Table	467
Applying the Spelling Check Feature	440	Deleting Rows	467
Using the Translation Feature	442	Adding Movie Clips	469
Moving and Deleting Slides	443	Adding Sound Clips	470
Saving a Presentation in Different Formats	446	Working with the Print Option	472
Closing a Presentation	449	Altering the Orientation of a Slide	473
Opening a Presentation	450	Altering the Print Settings	474
Summary	452	Printing a Presentation	475
		Summary	478
		4. Adding Animation in Slides	479
		Using Animation	480
		Applying Custom Animation	481
		Applying Transitions to the Slides	484
		Adding Transition Sound	485

Modifying Transition Speed	486
Previewing an Animation	487
Removing an Animation	487
Adding Actions to an Object	487
Editing an Action	490
Deleting an Action	490
Summary	492

MICROSOFT ACCESS

1. Introduction to Database	493
Exploring Databases	494
The Table	494
The Form	495
The Query	496
The Report	496
Defining Database Management System	496
Getting Started with Microsoft Office Access 2007	497
Exploring the Microsoft Access 2007 Workspace	499
The Title Bar	500
Ribbon	501
The Navigation Pane	504
Document Tabs	505
Datasheet	505
Closing a Database and Quitting Microsoft Access	507
Summary	508
2. Working with Database Tables	509
Opening an Existing Table	510
Modifying an Existing Table	513

Creating and Saving a New Database Table	513
Adding Validation Rule to a Table	515
Applying Data Type Validation	515
Applying Field Size validation	518
Applying Table Properties Validation	518
Defining the Primary Key	519
Describing Relationship between Tables	522
Entering Records in a Table	523
Selecting and Deleting Table Records	528
Hiding and Unhiding a Table Field	531
Closing the Table and Quitting Access	532
Summary	534
3. Creating Reports	535
Working with Reports	536
Opening an Existing Database	536
Creating a Report based on a Table	538
Creating a Report based on a Form	540
Creating a Report based on a Query	541
Renaming and Saving the Report	542
Creating a Report through Report Design	543
Formatting the Report	546
Adding a Page Heading	546
Changing a Page Back Ground Color	547
Changing a Field Background Color	548
Inserting a Logo in a Report	549

Inserting a Title in the Report Header	550
Inserting Date and Time in the Report Header	551
Adding Page Footer	552
Sorting the Report	552
Printing the Report	555
Summary	558

Appendix A: Windows Vista	559
Appendix B: Windows 7	571
About the CD	579