

Contents

COMPUTER BASICS

1. Fundamentals of Computer	1
Various Types of Computers	2
Personal Computer	2
Personal Digital Assistant	2
Laptop Computer	3
Tablet PC with Stylus.....	3
Mainframe Computer	4
Supercomputer	4
Computer Hardware	4
Keyboard	5
Mouse	6
Monitor	7
Printer	7
Speakers.....	9
Scanner	9
System Unit.....	9
Front Side of the System Unit	10
Backside of the System Unit.....	10
Inside the System Unit.....	11
Other Hardware Devices.....	16
Connecting Hardware Devices	18
Defining Keyboard Connectors.....	18
Discussing Mouse Connectors.....	19
Discussing Monitor Connectors	20
Discussing Printer Ports	21
Getting Familiar with the Ports.....	22
Connecting Keyboard	22
Connecting Mouse	23
Connecting Monitor	24
Connecting Printer	24
Computer Software.....	24
System Software	24
Application Software	25
Summary.....	28

WINDOWS 7

1. Introducing Window 7	29
Exploring New and Improved Features of Windows 7	30
The Getting Started Menu	31

iv Comdex Computer Literacy Course Kit

HomeGroup	32
Jump List	32
Aero Peek, Aero Snap, and Aero Shake	33
Windows Search	34
Windows Taskbar	35
Desktop Gadget Gallery	36
Performance Improvements	37
Play To	38
Ribbon	38
Remote Media Streaming	39
Windows Touch	39
Libraries	40
Internet Explorer 8	40
Action Center	41
Windows Live Essentials	42
Device Management	42
Exploring Windows 7 Editions	43
Installing Windows 7	43
System Requirements	43
Fresh Installation	44
Windows 7 Upgrade Advisor	50
Upgrade from Previous Versions of Windows	51
Windows Update	53
Starting Windows 7	57
Getting Help in Windows 7	58
Logging Off, Restarting, and Shutting Down a System	59
Summary	60
2. Exploring the Windows 7 User Interface	61
Exploring the Desktop	62
Working with Desktop Icons	63
Using a Mouse	63
Working with a Mouse	64
Clicking the Left Mouse Button	65
Clicking the Right Mouse Button	67
Double-Clicking the Left Mouse Button	69
Changing the Properties of the Desktop	74
Changing the Desktop Background	74
Applying a Desktop Theme	77
Working with Desktop Gadgets	80
Using the Taskbar	82
Customizing the Taskbar	84
Managing an Opened Window	86
Customizing the Notification Area	91

Using the Start Menu	93
Starting a Program	93
Pinning a Program to the Start Menu	94
Customizing the Start Menu	94
Summary	96
3. Working with Windows Explorer	97
Exploring the Windows Explorer Interface	98
Address Bar	99
Search Box	99
Toolbar	99
Navigation Pane	100
Content Pane	101
Detail Pane	101
Preview Pane	102
Menu Bar	103
Working with Libraries	104
Exploring Libraries	104
Creating a New Library	104
Performing Basic File and Folder Operations	105
Creating Files and Folders	106
Renaming Files and Folders	107
Opening and Viewing the Content of Folders	108
Copying and Moving Files and Folders	109
Deleting Files or Folders	111
Performing Advanced File and Folder Operations	112
Compressing Files and Folders	112
Setting File Properties	114
Searching Files and Folders	115
Burning Files to a CD or DVD	116
Working with Recycle Bin	118
Permanently Deleting Items from Recycle Bin	118
Recovering Items from Recycle Bin	120
Summary	120
4. Working with Windows 7 Programs	121
Exploring the Basic Programs of Windows 7	122
Working with WordPad	122
Opening a Paint Program	124
Opening the Calculator Program	125
Working with Snipping Tool	126
Sticky Notes	128
Using Windows Media Player	130
Opening the Windows Media Player	131

vi Comdex Computer Literacy Course Kit

Ripping CD/DVD to a Hard Disk	132
Creating a Playlist	134
Playing Audio or Video Files.....	137
Summary.....	138

MS WORD

1. Introduction to MS Word	139
Starting Word 2007	140
First View of Word 2007.....	141
Creating a New Document	143
Using a Blank Template.....	143
Using an Installed Template	144
Using an Online Available Template.....	145
Saving the Document	147
Saving a document in MS Office	147
Assigning Password to the Document	148
Saving the Document in PDF and XPS Formats.....	151
Opening an Existing Document	153
Exploring Word Options.....	154
Getting Help of MS Word 2007	155
Closing the Document.....	157
Exiting from MS Word 2007	157
Summary.....	158
2. Working with Text	159
Adding Text in a Document	160
Adding Text by Inserting Text Boxes	160
Selecting Text.....	162
Editing Text	163
Cutting, Copying, and Pasting Text.....	163
Inserting and Deleting Text.....	165
Finding and Replacing Text.....	166
Aligning and Indenting Text	171
Setting Character Spacing, Line Spacing, and.....	173
Paragraph Spacing.....	173
Inserting the Current Date and Time, and Symbols.....	177
Creating Bulleted and Numbered Lists	180
Applying Basic Formatting.....	182
Changing Font and Font Size of Text.....	182
Applying Bold, Italic, and Underline.....	184
Changing the Color of Text.....	185
Highlighting the Text.....	186
Changing the Page Setup.....	187
Setting the Page Margins.....	187

Changing the Page Size	189
Changing the Page Orientation	190
Splitting Page Text into Columns.....	191
Adding Line Numbers.....	192
Inserting Page Breaks and Section Breaks.....	193
Inserting Headers, Footers, and Page Numbers	195
Performing Spelling and Grammar Check	200
Printing a Document	202
Previewing a Document	202
Setting Print Options	203
Printing a Document using Quick Print.....	205
Summary.....	206
3. Working with Tables and Mail Merge	207
Working with Table.....	208
Inserting Table.....	208
Inserting Rows and Columns to an Existing Table.....	212
Removing a Column and a Row from a table.....	214
Converting Text to Table and a Table to Text.....	216
Working with Mail Merge	220
Summary.....	224

MS EXCEL

1. Starting With Excel 2007	225
Spreadsheet.....	226
Introduction to Excel 2007	226
Starting Microsoft Excel 2007	227
Spreadsheet Basics.....	227
Cell and Cell Address	227
Cell Pointer.....	228
Labels and Values	228
Formulas.....	228
Function.....	229
What-if Analysis.....	229
Automatic Recalculation	229
Formatting a Spreadsheet.....	230
First View of Microsoft Excel 2007.....	230
Office Button.....	230
Quick Access Toolbar	231
Title Bar	231
Minimize, Maximize, and Close Buttons	231
Menus	231
Formula Bar	232

viii Comdex Computer Literacy Course Kit

Working Area	232
Scroll Bars.....	232
Sheets Tab.....	232
Status Bar and Navigation Pane.....	232
Overview of Excel Options	233
Summary.....	234
2. Preparing the First Excel Worksheet	235
Enter Data in Worksheet.....	236
Different Ways to Select Cells	238
Using Cut, Copy and Paste Commands in Worksheet	240
Performing Spelling-Check in Worksheet	243
Using Auto Correct.....	244
Formatting Cells.....	245
Adjusting Row and Column Area According to Your Requirement.....	245
Setting Currency Symbol, Decimal Places, Date and Time.....	250
Change Font, Font Style, Font Size, and Highlighting Cells.....	257
Setting Cell Alignment	264
Setting the Orientation of a Cell	267
Rename a Worksheet	269
Saving Workbook.....	270
Saving Workbook in Different Format	270
Print Preview the Worksheet	271
Printing Worksheet	272
Summary.....	274
3. Sorting and Filtering Data	275
About Sort and Filter	276
Sorting Data	276
Filtering Data	278
Summary.....	282
4. Functions in Excel.....	283
Mandatory Steps to use a Function	284
Follow the Syntax	284
Getting Required Information for a Function.....	284
Correcting Errors in a Function.....	285
Copy Only Function.....	286
Commonly Used Functions	288
Average	290
Summary.....	292
5. Data Analysis Tools	293
Pivot Table	294
Specifying Data for Pivot Table.....	294

Placing Items in Pivot Table Grid.....	297
Summary.....	300

POWERPOINT

1. Beginning with Microsoft PowerPoint	301
Introduction to Microsoft PowerPoint 2007	302
Creating a Presentation	302
Exploring PowerPoint 2007 Interface.....	303
Creating a Presentation with a Blank Slide.....	304
Creating a Presentation by using a Template.....	305
Adding Blank Slides to the Presentation.....	306
Saving a Presentation	308
Adding an Animation	309
Setting Up the Slide Show.....	314
Printing a Presentation.....	316
Applying Print Preview.....	316
Printing Slides, Handouts, Outlines, Notes	320
Summary.....	323

INTERNET

1. Networking Basics and Working with the Internet	325
Basics of Computer Network	326
Types of Network.....	327
Need for Networking.....	328
Advantages of Networking	328
Sharing Files.....	329
Sharing Resources	329
Improved Price/Performance Ratios.....	329
Mandatory Hardware and Software Requirements for Using Internet Connection	330
Launching the Internet Explorer	333
Understanding the Layout of Internet Explorer	334
Concept of Tabs	335
Live Search	337
Browsing the Web with Internet Explorer	338
Visiting a Site	339
Finding Information through Search Engine.....	340
Using E-Governance Websites	343
Summary.....	344
2. Understanding Basics of E-Mail	345
Getting an Email Account.....	346
Sending an E-Mail with an Attachment.....	349
Receiving and Replying an E-Mail	351
Understanding Computer Ethics of Copyright.....	354

X Comdex Computer Literacy Course Kit

Learning Copyright Laws	354
Registering a Copyright	355
International Copyright Agreements.....	355
Berne Convention for the Protection of Literary and Artistic Works.....	355
Universal Copyright Convention.....	355
Trade-Related Aspects of Intellectual Property Rights (TRIPS)	356
Using Copyrighted Elements	356
The First-Sale Doctrine or Exhaustion of Rights	356
Fair use and fair dealing doctrine	356
Idea-Expression Dichotomy.....	356
Transfer and Licensing	356
Copyright Infringement (Violation)	357
Types of Infringements.....	357
Using Unauthorized Audio-Visual Files.....	357
Consequences of Copyright Infringement	358
Learning Netiquettes	358
Preventing E-Mail Spam.....	358
Maintaining Internet Privacy.....	358
Respecting the Intellectual Property Rights.....	359
Refraining from Pornography	359
Summary.....	360

OUTLOOK

1. Working in Outlook	361
Understanding the User Interface of Outlook 2007	362
Menu Bar	363
Toolbar	363
Navigation Pane	363
Mail	364
Calendar	365
Contacts	365
Tasks	366
Notes	367
Contents Pane	367
Reading Pane	367
To-Do Bar	368
Creating a New E-mail Message	368
Viewing Received Messages.....	370
Replying to a Message.....	371
Creating a New Contact.....	373
Sharing Contact Information.....	375
Understanding the Calendar	377

Viewing your Calendar	377
Sharing Calendar Information	379
Introduction to Tasks.....	382
Creating a Task.....	382
Assigning a Task	384
Viewing Your Assigned Tasks	385
Marking a Task as Complete	387
Summary.....	388

MICROSOFT ONENOTE

1. Getting Started with Microsoft OneNote	389
Features of Microsoft OneNote	390
Launching the MS OneNote Application.....	390
Exploring MS OneNote 2007 Interface.....	391
Program Window	391
Navigation Bar.....	391
Notes Page.....	393
Working with a Note	393
Creating a Note.....	394
Formatting Text of a Note	396
Inserting Picture in a Note	399
Sending a Note through E-mail.....	400
Summary.....	402

ADVANCE TOOLS

1. Advance Tools and Techniques	403
Antivirus to Safeguard Hard Disks	404
Scanning the Hard Disk.....	406
Scheduling Antivirus Program for Automatic Scanning	407
Taking Backup and Restoring Windows 7 Files	409
Connecting the Scanner to the Computer	417
Installing a Scanner	417
Installing a Local Printer	420
Installing a Network Printer	423
Installing Web Camera	426
Installing Modem.....	426
Summary.....	426
Questions Bank	427

APPENDIX - WINDOWS XP

1. Introducing Windows XP	461
Understanding the Windows XP Requirements.....	462
Working with the Desktop of Windows XP	462

Understanding the Components of a Window	463
The Menu Bar	464
Getting Familiar with the Desktop	467
Opening an Icon from the Desktop	468
Starting a Program through the Start Button	468
Creating a Shortcut for a Program	469
Deleting the Content of the Recycle Bin	472
Summary	472
2. Windows Accessories	473
Opening the WordPad Program	474
Entering Text in WordPad	475
Editing Text in WordPad	476
Selecting the Text	476
Saving a WordPad Document	481
Closing a Document and Quitting WordPad	483
Printing a Document and Quitting Windows XP	484
Working with Windows Media Player	485
Opening the Windows Media Player	485
Working with Windows Movie Maker	491
Opening Windows Movie Maker	493
Importing Video in Windows Movie Maker	495
Adding Clips to the Storyboard	498
Adding Video and Transition Effects	498
Saving the Movie	502
Quitting Windows XP	505
Summary	506