

COMPUTER- *del; Wj , d ySVu Hk'lk dk 'kn gA ft l dk vFlZx. luk djuk glrk gAvFlZ' del; Wj dk vFlZgyk x. luk djusokyk ; aA*

COMPUTER- *d byDVkud e'ku gSft l ds vthj MVk bui y fd; st krs gS vlg MVk dks LVlg Hh dj l drs gA*

COMPUTER'S PROFIT-

- (1) (*'lj*)
- (2) (*Lopkyr*)
- (3) (*flerk*)
- (4) (*l e; dh cpr*)
- (5) (*t ek djuk*)

COMPUTER *'kn dh i fj Hk'lk*

- C** Comedly (*funZk*)
- O** Operate (*pyusokyk*)
- M** Machine (*(; a)*)
- P** Particularly (*fujlkj*)
- U** Use For (*dle vkuh*)

- T Trade** (/ki kj)
- E Education** (f'k/ki)
- R Research** (/kkt)

PARTS OF COMPUTER

(1)C.P.U.(CENTREL PROSSING UNIT)

(2)KEY BOARD

(3)MONITOR

(4)MOUSE

(1) C.P.U.(CENTER PROSSING UNIT) :- ;g dLl; Wj ds eflrd dk dk; Z djrkg ft l ds vyx vyx mi dj. k ghrsg t ksf l kjh Afd; k dks iqLZ djrs g User } jk fd; k x; k dk; ZC.P.U. ds , d mi dj. k Hard Disk es Store fd; k t krk g

(2)MONITOR :- TV. fd rjg fn[bbZ nsis okys bl mi dj. k l s fd; k x; k dk; Z nsfkk t krk g vr%; ;g Output Device dgylrk g

(3)MOUSE :- l kq dh fvd; k dh vldfr dh rjg fn[bbZ nsis okyk ;g mi dj. k ft l ds } jk A k te dk Run fd; k t k l drk g ; k L0lu ij l k kj. kr; k rli dk vldfr dk fu'lu ghrk g ft l s Mouse Pointer dgk t krk g bl s fgykusi j ;g Left,Right,Top,Bottom es eq ghrk g



(4)Key Board-bl mi dj. k es vudl Adlj dh Key ghrh g t k fubu g

- 1. Numric Keys- valx. krkr dk Zdjus ds fy, Numric Key, key board ds Right l kbM es ghrsg srFlk Alphabet Keys ds Aij ghrsg bl dk A; k Calculator dh rjg ghrk g

15. Page Brake - fdl h dk; Zdk; Fk; W; h nj jkdus dsfy, dle vkrh gA

16. Esc Key - / e; Extra Open gkus olys Programme dlc m djus dsfy, ; g dh dle vkrh gA

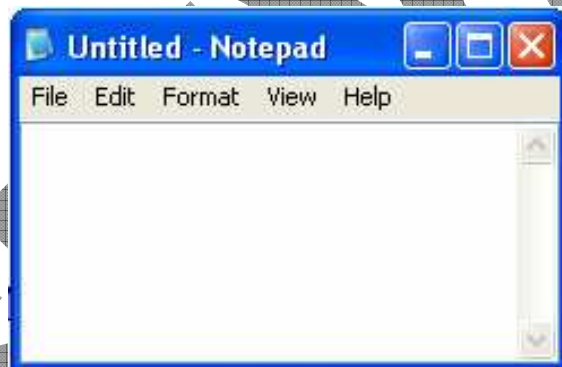
Notepad

Introduction Of Notepad :- ; g , d'Text ij vkrh gA bl dh l gk rkl s'Text l sl vkr dk; Zfd; k t krk gA bl esculbZxbZQkby d'Text File dgk t krk gA ft l dk Extinction Name .txt gkrk gA

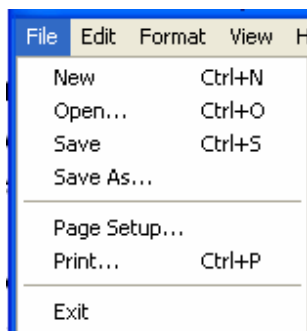
Notepad [kyus dk rjtdk

(1) START → RUN → NOTEPAD → OK

(2) START → PROGRAMME → ACCOSSIROIES → NOTEPAD



Menu Bar



(1) File Menu

(2) Edit Menu

(3) Format Menu

(4) View Menu

(5) Help Menu

→ FILE MENU

File :- *bl option ds } jk ubZQkby yh t krh gñ ft l esuser viuk dk Zdj l drk gñ bl dh short cut key –ctrl+n gñ*

(1) **New-** *bl option ds } jk ubZQkby yh t krh gñ ft l esuser viuk dk Zdj l drk gñ bl dh short cut key –ctrl+n gñ*

(2) **Open –** *igys l ssave dh xbZQkby k ds [koyus ds fy, bl option dk use gñ ctrl+o*

(3) **Save-** *ubZQkby k esfd; ax; adke dks save djus ds fy, s bl option dk use esyrs gñ ctrl+s*

(4) **Save As :-** *bl option dks save dh xbZQkby dh duplicate copy cukis ds fy, dke esfy; k t krk gñ ft l es file dks nd jk ule in; k t krk gñ*

(5) **Page setup :-** *bl option ds } jk i s dh l v x dh t krh gñ ft l es; q j i s ds plj k LFku dk fu WZk dj i s j dh l lbz dk p q to Hh d j r k gñ*

(6) **Print :-** *bl option l s; q j } j k f d; s x; s d k Z d k P r i n t e r dh l g k r k l s i s j i j f u d k y l d r s gñ ctrl+p*

(7) **Exit –** *Notepad l s c l g j f u d y u s d s f y, exit option dk use gñ*

➔ EDIT MENU

Edit	Format	View	Help
Undo		Ctrl+Z	
Cut		Ctrl+X	
Copy		Ctrl+C	
Paste		Ctrl+V	
Delete		Del	
Find...		Ctrl+F	
Find Next		F3	
Replace...		Ctrl+H	
Go To...		Ctrl+G	
Select All		Ctrl+A	
Time/Date		F5	

(1) **Undo (ctrl+z)-** *User } j k f d; s x; s d k Z d k f j V Z d j u s dk dk Z; g option d j r k gñ*

(2) **Cut(ctrl+x)-** *Select fd; sx; s 'kñk dks dk Wus dk dk Z ; g option d j r k gñ*

(3) **Copy(ctrl+c)-** *fd l h l y d V fd; sx; s d k Z d h d k i h d j u s ds fy, bl option dk use gñ*

(4) **Paste(ctrl+v)-** *fd l h Hh d k i h fd; sx; s d k Z d k Q k b y es ykus ds fy, bl option dk dke esyrs gñ*

(5) **Clear(Del)-** *bl option ds } j k select fd; sx; s d k Z d k f e V k l d r s gñ*

(6) Find(ctrl+f)- bl option ds } ljk ; q j } ljk culbZxbZQlby eal sfdl h 'kn ; k v{lj < qus dsfy, bl option dkuse glrk gA

(7) Find next-fd; sx; s dk Zdl nq ljk < qus dsfy, bl option dkuse glrk gA

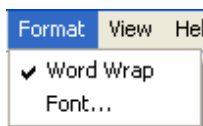
(8) Replace(ctrl+h)-fd; sx; s dk Zeal s, d ; k, d l svf/kd v{lj ; k 'kn , d l k change djus dsfy, bl option dkuse glrk gA

(9) Go to(ctrl+g) bl option ds } ljk viuh bPNlr ykz ; k dlye eadl j dk t Ei djok l drsgA

(10) Select all(ctrl+a) user } ljk fd; sx; s dk Zdl, d l k select djus dsfy, bl option dks dke esfy; k t krk gA

(11) Date & Time (f5) bl option l sdate & time yxk k t k l drk gA

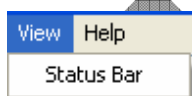
➔ FORMET MENU



1. Word Warp bl option ds } ljk text dh worping jklh t k l drh gA

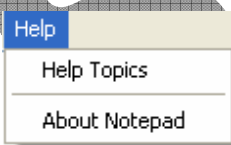
2. Font bl option ds } ljk Qlby ead; sx; s dk Zdl font dh l kbZ jLVlby rFlk font dks pt dj l drsgA

➔ VIEW MENU



1. Status bl option ds } ljk status bar dks hide and unhide fd; k t k l drk gA

➔ HELP MENU



1. Help topics bl option ds } ljk notepad l s l Ecf/kr l gk rk yh t k l drh gA

2. About notepad- notepad ds clj s eal Ei qk t kudlj h bl option eanh glrk h gA

Micro soft paint

Introduction Of Ms Paint- ;g , d Windows ij vkWjr Program gA
ft l ds }ljk fp=djih l s l EcfUkr dk Zfd; k t krk gA bl dk Klu eq; r%ekA l dh

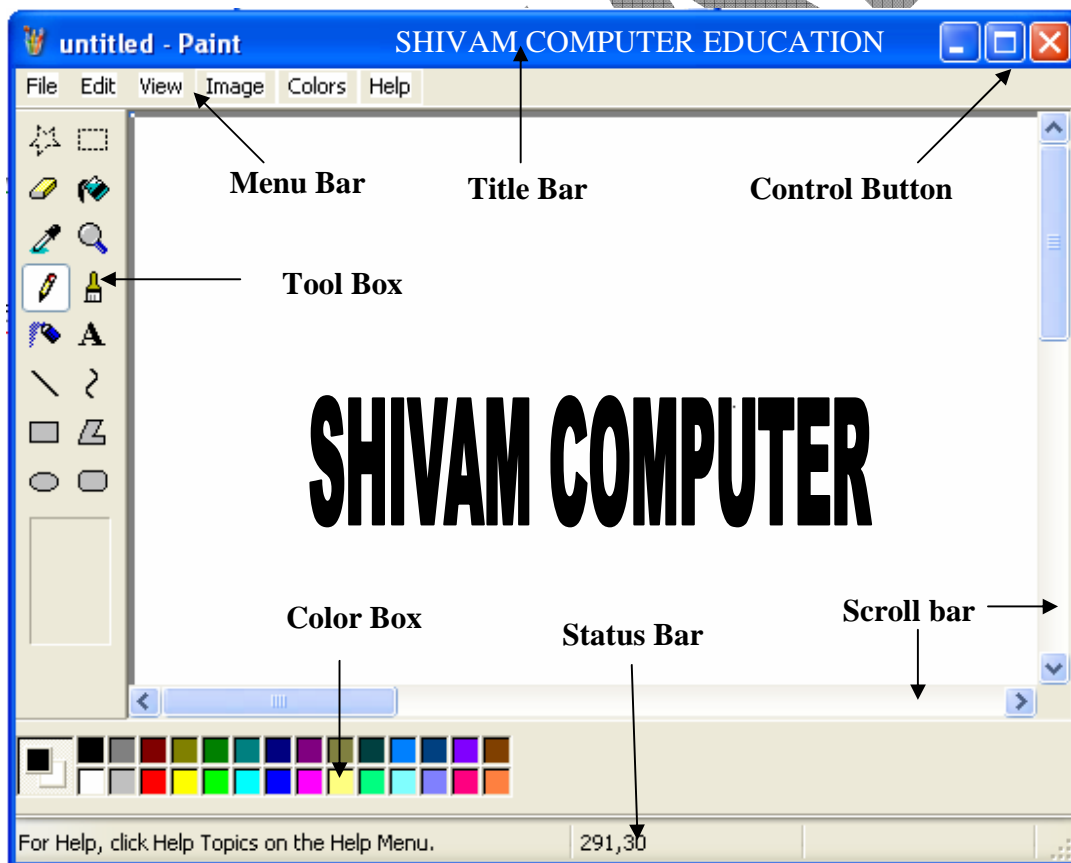
Practice dsfy, fd; k t krk gA bl esculbZxbZ File dk Extension Name

1/2gplusokyk uke 1/2.bmp glrk gA

Ms paint dksopen djuk

1.START → RUN → MSPAINT → OK

2.START → PROGRAMS → ACCESSORIES → PINT



Title Bar –Ms Paint ~~clxe~~ [hous ds chn l cl s Aij t k xgjs ja dh i Ih
fn/[WbZnrh gA ml s Title Bar dgrs gA ft l es Application System Software

dk ule rllk File dk ule glrk gll ft l ds Right Side ea rlu cVu glrs gll ft l ds }ljk Program ea Minimize, Maximize, Restore, Close ds dk Zld; s t krs gll bu cVuk dks Control Button Hh dgrs gll

Menu Bar – Notepad dh rjg Ms Paint ds dk kll dks l Ek klr djus ds fy, bl Application Software ea Hh Menu Bar glrk gll ft l ea dy 6 Menu * glrs gll

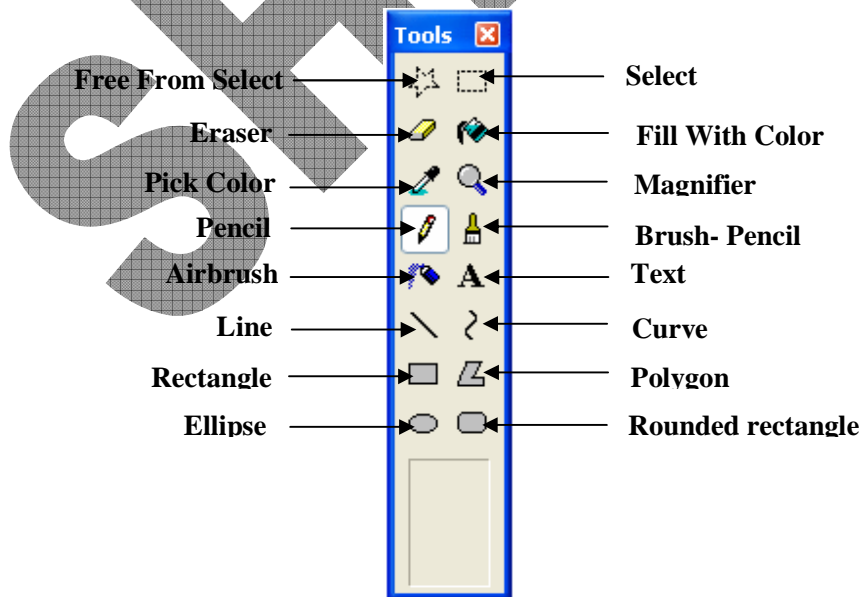
- (1) File Menu
- (2) Edit Menu
- (3) View Menu
- (4) Image Menu
- (5) Color Menu
- (6) Help Menu

Scroll Bar – Page dks Up, Down, Left, Right in ll ea Move djokus ds fy, Scroll Bar glrs gll t k fuEu gll (1) Horizontal, (2) Vertical

Color Box – fdl h vldfr ea dyj Hjus ds fy, dyj chl dk ;; kx glrk gll

Status Bar – Ms Paint ea Task Bar ds Aj t ki ll glrh gll ml s Status Bar dgrs gll ft l ds }ljk Mouse dh Speed rllk User dks Help feyrh gll

Tool Box – Drawing l s l Ecfkr dk Zdjus ds fy, Tool Box glrk gll ft l ea foHku cdlj ds Tools glrs gll t k fuEu gll



Free From Select – *fp= ds fdl h Hh Hhx dks vi uh bPNkuq lj Select djds ml sMove rFlk Delete djus dk dk; Z; g Tool djr k gA*

Select – *bl tool }lj k fd; s x; s dk; Z dks pkclj vldlj ea select fd; k t k l drk gA*

Eraser – *picture or text dks clear djus dk dk; Z; g tool djr k gA*

Fill With Color- *fdl h Hhx ea vi uh bPNkuq lj dyj Hjus (fill) djus ds fy, bl tool dk c; lx gkr k gA*

Pick Color – *fdl h picture ; k vl; vldfr ft l s dyj yak gl; fdl h rLolj l s dyj pjlk gkr k bl tool dk mi; lx gkr k gA*

Magnifier – *fdl h Nhs Hhx dks cMk djds nshus ds fy, bl tool dk c; lx gkr k gA*

Brush- Pencil *dh rjg dk; Z djus okys bl tool l s fdl h vldfr ea dyj Hjus rFlk ylbZ f[kpus ds dle vkr k gA*

Pencil – *bl ds }lj k fdl h Hh cdlj dk fp= draw fd; k t k l drk gA*

Airbrush – *color box fd rjg gh select fd; s x; s dyj dks gYds #i ea Hjus ds fy, bl tool dk c; lx gkr k gA*

Text – *bl ds }lj k fdl h Hh cdlj dh l puktext }lj k fy [h t k l drh gA*

Line - *; g tool foHku size dh ykbus cukus ds dle vkr k gA*

Curve- *bl ds }lj k geajLl h dh rjg o frjNh ykbus cukus ds fy, ; g Vy dle vkr k gA*

Rectangle – *vk rkdj ; k oxkZlj vldfr cukus ds fy, ; g tool dle ea vkr k gA*

Polygon – *bl tool ds }lj k [kpsxbZ ykbus vki l es t qh gA bl l s vldfr dk fuelZk gkr k gA*

Ellipse- *bl tool ds }lj k orkZlj vldfr cuk l drs gA*

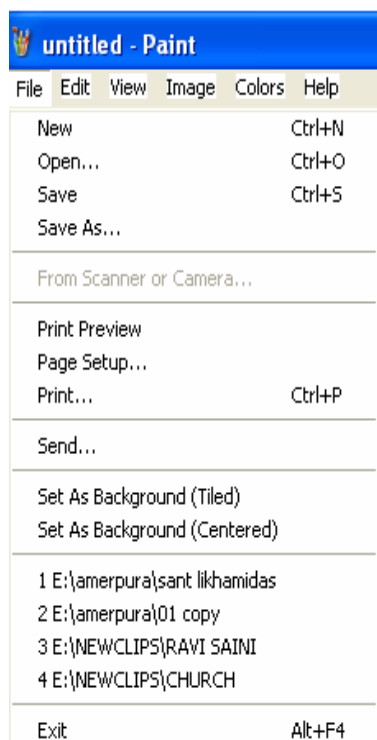
Rounded rectangle – ; g rectangle fd rjg gh dle djrk gsyrlu bl l s cuusokyh vldfr ds dkusxky gkrsgA

Menu Of Ms Paint

⇒ FILE MENU

File bl es fn; sx; soption dh l gk rk l sfile ds fuelzk ds l EcVk es dk; Zfd; k tk l drk gA

(i) **New**- bl option ds } jk ubZ Qlby yh t krh gA bl dh **Short Cut Key** –



Ctrl + N gA

(ii) **Open** – igys l save dh xbZ Qlby dh dkuse gkrsgA

(iii) **Save** ubZ Qlby es fd; sx; s dle dk save djus ds fy, bl option dkuse yrsgA

(iv) **Save As** - save as option ds } jk save dh xbZ Qlby dh duplicati copy cukus ds fy, dle es yh t krh gA bl ds fy, user dk file dk nq jk uke fn; k t krk gA

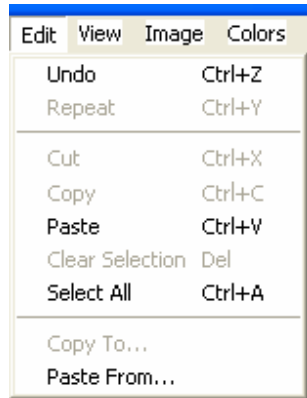
(v) **Print Preview** – bl option dk use isj ij print fudkyus l sigys dk; Z dh flkrh isj nq kus ds fy, t krk gA

(vi) **Page setup**- bl option ds } jk is dh l svxa dh t krh gA ft l es; qj is ds ply la LFtu dk fu/ Wzk dj isj dh l kbZ dk pmla Hh djrk gA

(vii) **Print**- bl option l suser } jk fd; sx; s dk; Z dk Printer dh l gk rk l s isj ij fudky l drsgA

(viii) **Set As Background (Tiled)** Picture dk desktop ij tiled position es set djus ds bl option dkuse gkrsgA

(ix) Set As Background (Centered) Picture *dk* desktop *ij* centered position *eset djus ds bl* option *dk use glrk gA*



(x) Exit - ms paint *ls clgj vhus ds fy,* exit option *dk Use glrk gA*

⇒ EDIT MENU

(i) Undo (Ctrl + Z) ; *qj }ljk fd; sx; s dk; Z dks fj VZ*
djus dk dk; Z; g option djrk gA

(i) repeat (Ctrl + y) ; *qj }ljk fd; sx; s undo dks fj VZ*
djus dk dk; Z; g option djrk gA

(ii) Cut (Ctrl+ x) Select *fd; sx; s dk; Z dks dk Wus dk dk; Z option djrk gA*

(iii) Copy (Ctrl + C) *fdl h l y DV fd; sx; s dk; Z dh dk Wl djus ds fy, bl*
option dk use glrk gA

(iv) Paste (Ctrl + V) *fdl h copy fd; sx; s dk; Z dks Qlby es yus ds fy,*
paste option dk use glrk gA

(V) Clear selection (Del) *bl option ds }ljk select fd; s dk; Z dks fe Vkl drs*
gA

(vi) Select All (ctrl+ a) ; *qj }ljk fd; sx; s dk; Z dks, d l Wk l y DV djus ds*
fy, bl option dk use ysgA

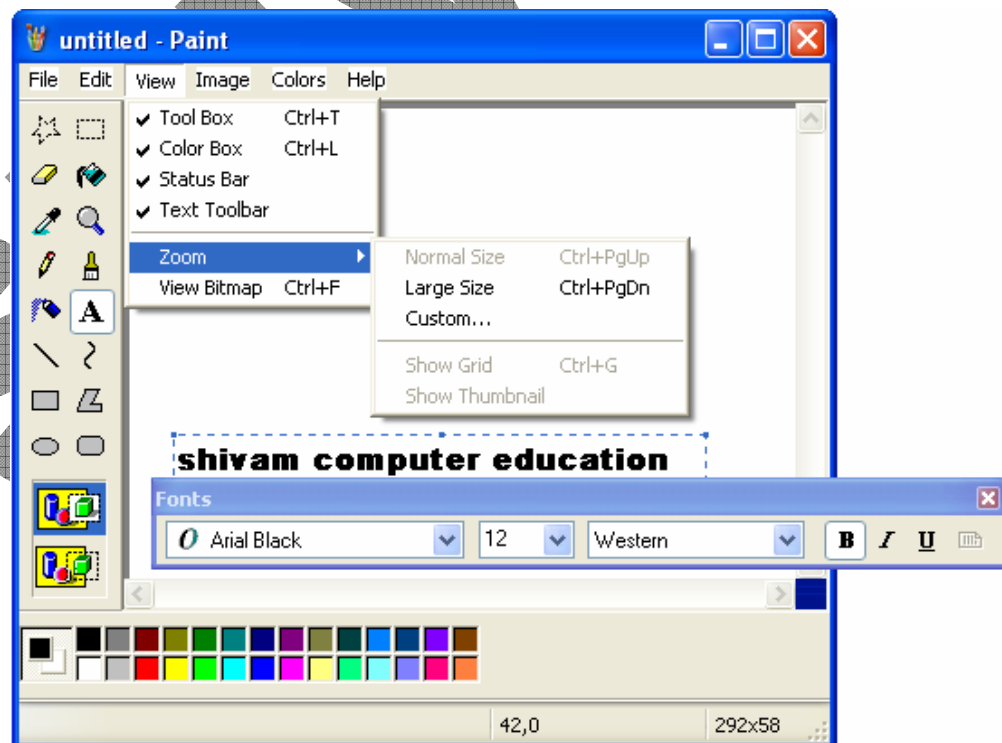
(Vi) Copy To... - *bl Option ds }ljk; qj }ljk culb ZxbZ Qlby dks nq js dh*
file ij Hk k tk l drk gA

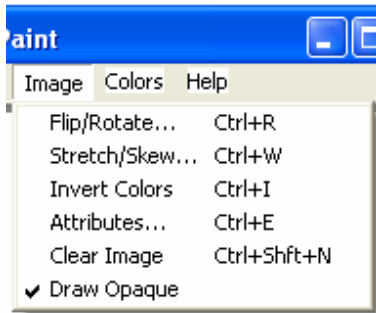
(vii) Paste From - *bl Option ds }ljk; qj nq jla ds work dks viuh file es*
yk l drk gA

⇒ VIEW MENU

1. Tool Box (Ctrl+T)-*bl option ds }ljk tool box dk show & hide fd; k*
t krk gA

2. Color Box (Ctrl+T)-bl option ds }ljk color box dks show & hide fd; k t krk gA
3. Status Bar -bl option ds }ljk status bar dks show & hide fd; k t krk gA
4. Text Toolbar -bl option ds }ljk text toolbar dks show & hide fd; k t krk gA text toolbar dks l f0; djus ds fy, igystext yuk glrk gA
5. Zoom -bl option ds }ljk fd; s x; s dk; Z dks cM size eanfk t k l drk gA ft l e normal size (ctrl + pgup) l normal, large size (ctrl + pgdn) l s cM custom... l s viuh bPNud kj cM fd; k t k l drk gA show grid (ctrl + g) l s cM l kbZ rLohj dks xkQ es n'kZ k t k l drk gA show thumbnail bl ds }ljk cM fp= ; k xkQ es n'kZ x; s fp= dk preview normal stile eanfk l drs gA
6. View Bitmap (Ctrl + F) bl option ds }ljk fp= dks screen ij nfk t k l drk gA





⇒ IMAGE MENU

1. Flip/Rotate...(Ctrl + R) *bl option ds*

} hkk picture dks phjlvkj ?hkk; k tk l drk gA

2. Stretch/Skew... (Ctrl + W) *bl option ds*

} hkk picture fd yEclbZo pkkAbZc<lbZt k

l drh gA

3. Invert Colors (Ctrl + I) *bl option ds } hkk picture dks photo*

negative color eanfkk tk l drk gA

4. Attributes... - *bl option ds } hkk work aria ds fixecl Nkk; k cMk*

fd; k tk l drk gA

5. Clear Image (Ctrl + Shft + N) *bl option ds } hkk work aria eafLEkr*

dk Zdksfcukselect fd; s, d l hkk feV; k tk l drk gA

⇒ COLOR MENU

color menu *ds edit color option ds } hkk tk dyj color box eaugls*

gA cuk; k tk l drk gA

⇒ HELP MENU

1. Help Topics *bl option ds } hkk ms paint l s l Ecf/kr*

l gk rk yh tk l drh gA

2. About Ms Paint – ms paint *ds chjs ea l Ei qlZ t kudkj h bl*

option eanh gkrh gA

MICRO SOFT WORD

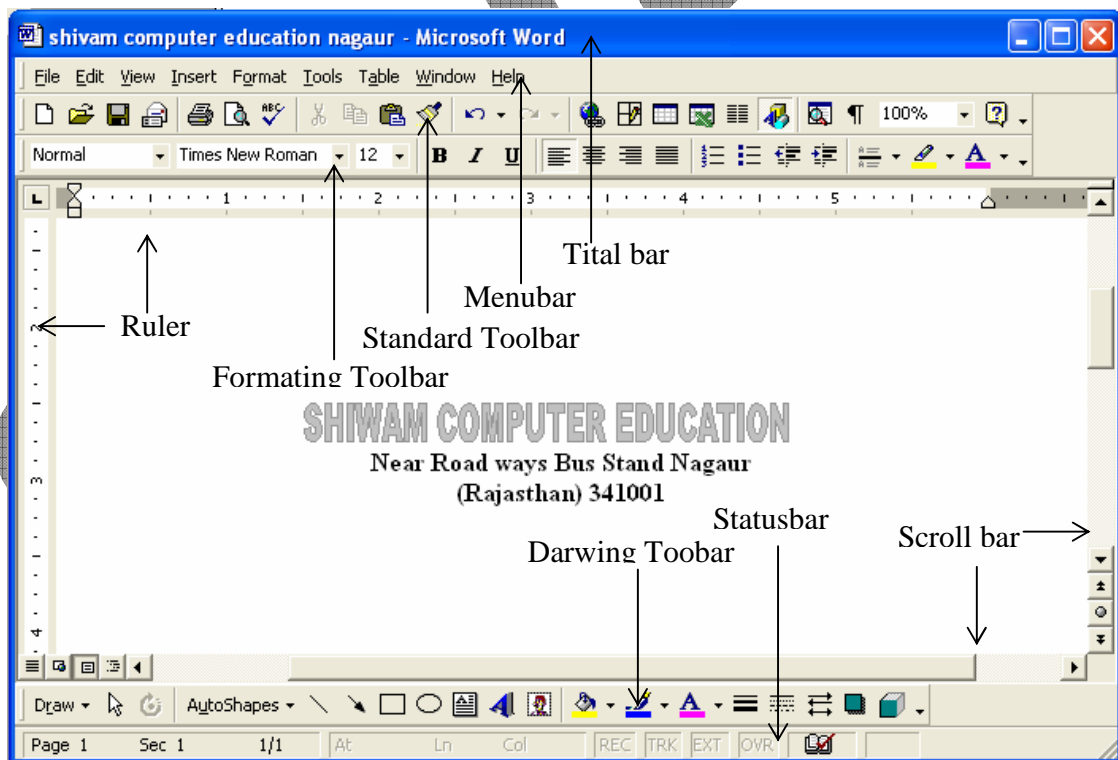
Introduction Of Micro Soft Word – Ms Word Windows *ij*

vkMjr , d Application Program g& ft l ds }ijk fdl h cdlj dh Official Work fd; k t k l drk g& t s syvj Formatting Disining vkn bl ea culbZxbZ File d& Document File dgrsg& rFlk Ms Word dli File dl Extension Name .Doc gkrk g&

Ms Word *d& Open djuk &*

START – RUN – WINWORD – OK

START – PROGRAMS – MICROSOFT WORD – OK



1. Title Bar – Ms word *chote [hys ds ch l cl s Aij t kxgjsjæ dh i I h fn/ h b Z nrh g s m l s Title Bar dgrs g s ft l e s Application System Software dk ute r f h k File dk ute g h r k g s ft l d s Right Side e a r l u c v u g h r s g s ft l d s } l j k Program e s – Minimize, Maximize, Restore, Close d s dk Z f d ; s t k r s g s bu c v u k d k Control Button H h d g r s g s*

2. Menu Bar & bl es dy 9 Menu g h r s g s t k s f u l u g s

- | | |
|---------------|---------------|
| (I) File Menu | (II) Edit |
| (III) View | (IV) Insert |
| (V) Format | (VI) Tools |
| (VII) Table | (VIII) Window |
| (IX) Help | |

bu e h q d s e k ; e l s MSWord d s d k Z l E i k n r f d ; s t k r s g s

3. Standard Tool Bar -



Menu Bar l s l E c l / k r d k Z d j u s d s f y , Standard Tool Bar e a d j N Icon g h r s g s bu Icon dk Use d j d s Word d s d k h d k x f r c n k u dh t k l d r h g s v f h z b l Tool Bar d s e k ; e l s User v i u s d k Z d k t Y n h l s l E i k n r d j l d r k g s

4. Formatting Tool Bar - ; g Tool Bar Document e a f y / k x ; s Text i f j o r z d j u s d s f y , Formatting Tool Bar dk Use g h r k g s

5. Rulers – Scale dh r j g fn/ h b Z n r s g s Ruler dh l g k r k l s Page d k s p l j k r j Q dh Margins Set f d t k l d r h g s

- (1) Horizontal Ruler (p h h b z) (2) Vertical Ruler (y E k b z)

6. Scroll Bar – Page d k s Up Down Move d j u s d s d k e v l r k g s

7. Drawing Tool Bar – *bl Tool Bar dh l gk rk l s ge fp=dljh l s l Ecw/r dk; Zfd; k t krk gA*

8. Status Bar – *Page dh flFkr dls nfkus ds fy, Status Bar gh x; sgA ft l l s Total Page Current Page In Size Column vkn dls nfk t k l drk gA*

FORMATTING



(1) **Style** – *bl ds }ljk Text dh Heading Change fd; k t k l drk gA*

(2) **Font** – *Font bl ds }ljk Font Chose dj l drs gA*

(3) **Font Size**- *Font dh Size Change dj l drs gA*

(4) **B I U** – *bl ds }ljk Select fd; s x; s Text dls Bold Italic Underline Style nus ds fy, budk Use gkrk gA*

(5) **Alignment**- *Select fd; s x; s dk; Z dls Left, Right, Center, Justify es iforZ djus ds fy, bl dk Use gkrk gA*

(6) **Numbering** – *bl ds }ljk l y DV fd; s x; s dk; Z dls Number fn; s t k l drs gA*

(7) **Bullets**- *bl ds }ljk l y DV fd; s x; s dk; Z dls Bullet fn; s t k l drs gA*

(8) **Outside Border**- *bl ds }ljk l y DV fd; s x; s dk; Z dls Border fn; k t k l drs gA*

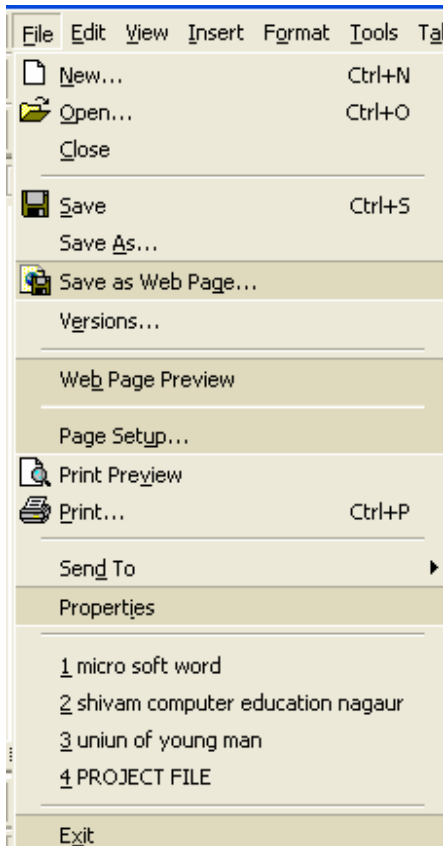
(9) **Highlight** - *bl ds }ljk l y DV fd; s x; s dk; Z dls Highlight fd; k t k l drs gA*

DRAWING TOOL BAR



1. Select Objects *bl vlbdu ds}ljk dk Zselect fd; k t k l drk gA*
2. Auto Shapes – *bl vlbdu ds}ljk igysl scuh vldfr; k ys l drs gA*
3. Line – *bl vlbdu ds}ljk ylbZ yh t k l drh gA*
4. Arrow – *bl vlbdu ds}ljk Arrow Line ys l drs gA*
5. Rectangle – *bl vlbdu ds}ljk vk rldlj ; k oxZlj vldrh ys l drs gA*
6. Oval- *bl vlbdu ds}ljk xlyldlj vldrh culbZt k l drh gA*
7. Text Box – *bl ds}ljk, l k LFku tglaj dl Z ughnigp l drk gSogka ij Text dlsfy/lk t k l drk gA*
8. Word Art – *bl ds}ljk 'Knlk dk v{ljla dls vyx vyx fMt lbu esfy/lk t k l drk gA*
9. Fill Color – *bl ds}ljk yh xbZ vldfr ; k Word Art vln ea dyj Hj l drs gA*
10. Line Color *bl ds}ljk ylbv dk dyj pA dj l drs gA*
11. Font Color – *bl ds}ljk Font dk dyj pA dj l drs gA*
12. Line , Dash, Arrow Style *buds }ljk Line, Dash, Arrow Style ifjoZu fd; k t k l drk gA*

13.Shadow , 3D bl ds }ljk vldfr ; k Word Art dks Nk; k nh t k l drh gA



MENU BAR

⇒ FILE MENU

File ml es fn; s x; s Option dh l gk rk l s
File ds fuelZk ds l feVk es dk Z fd; k t k
l drk gA

(i) New- bl Option ds }ljk ubZ Qlby yh
t krh gA bl dh Short Cut Key – Ctrl + N
gA

(ii) Open_ igys l Save dh xbZ Qlby dks
Ekyus ds fy, bl Option dk Use gkrk gA

(iii) Close – Open dh xbZ File dks clh djus
ds fy, ; s Option Use gkrk gA

(iv) Save ubZ Qlby es fd; s x; s dle dk Save
djus ds fy, bl Option dk Use yrs gA

(v) Save As - Save As Option ds }ljk Save dh xbZ Qlby dh Duplicate
Copy cukus ds fy, dle es yh t krh gA bl ds fy, User dks File dks nq jk uke
fn; k t krk gA

(vi) Save As Web Page... bl Option ds }ljk File dks Internet Explorer ij
Save fd; k t krk gA

(vii) Versions... bl Option dk ; k Doc. dks l dj. k nus ds fy, gkrk gA

(viii) Web Page Preview – bl Option ds }ljk File Internet Explore ij
ds h fn/ lsh; s nq jk t k l drk gA

(ix) Page Setup- *bl* Option *ds* } *lj*k *is* *dh* *l* *s*V *x*a *dh* *t* *kr*h *g* *dh* *ft* *l* *ea*; *q* *j* *is* *ds* *pl* *jk* *LF* *ku* *dk* *fu* *W* *z* *k* *dj* *is* *j* *dh* *l* *lb* *z* *dk* *p* *q* *lo* *Hh* *dj* *rk* *g* *dh*

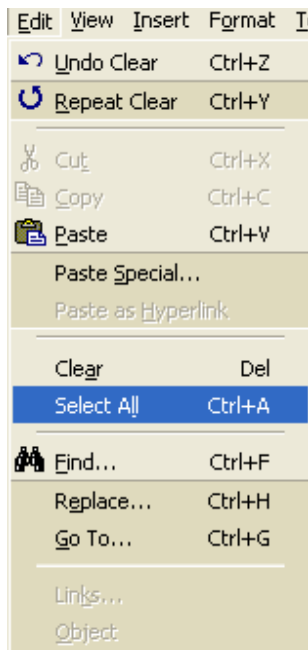
(x) Print Preview – *bl* Option *dk* Use *is* *j* *ij* Print *fud* *ky* *us* *l* *s* *ig* *ys* *dk* *Z* *dh* *fl* *LF* *rh* *h* *s* *j* *ns* *f* *ku* *s* *ds* *fy*, *t* *kr* *k* *g* *dh*

(xi) Page Setup- *bl* Option *ds* } *lj*k *is* *dh* *l* *s*V *x*a *dh* *t* *kr*h *g* *dh* *ft* *l* *ea*; *q* *j* *is* *ds* *pl* *jk* *LF* *ku* *dk* *fu* *W* *z* *k* *dj* *is* *j* *dh* *l* *lb* *z* *dk* *p* *q* *lo* *Hh* *dj* *rk* *g* *dh*

(xii) Print- *bl* Option *l* *s* *U* *s* *r* } *lj*k *fd*; *s* *x*; *s* *dk* *Z* *dk* *P* *ri* *n* *t* *er* *dh* *l* *g* *k* *rk* *l* *s* *is* *j* *ij* *fud* *ky* *l* *dr* *s* *g* *dh*

(xiii) Properties- *bl* Option *ds* } *lj*k *F* *il* *e* *dk* *P* *ro* *p* *er* *t* *i* *e* *s* *ds* *d* *le* *v* *kr* *k* *g* *dh*

(x) Exit – Ms Word *l* *s* *c* *l* *g* *j* *v* *ku* *s* *ds* *fy*, *E* *x* *i* *t* *O* *p* *t* *i* *o* *n* *d* *k* *U* *s* *e* *g* *h* *r* *k* *g* *dh*



⇒ **EDIT MENU**

(i) Undo (Ctrl + Z) ; *q* *j* } *lj*k *fd*; *s* *x*; *s* *dk* *Z* *dk* *f* *j* *V* *z* *dj* *us* *dk* *dk* *Z*; *g* *O* *p* *t* *i* *o* *n* *d* *j* *rk* *g* *dh*

(ii) Redo (Ctrl + Y) ; *q* *j* } *lj*k *fd*; *s* *x*; *s* *U* *n* *d* *o* *dk* *f* *j* *V* *z* *dj* *us* *dk* *dk* *Z*; *g* *O* *p* *t* *i* *o* *n* *d* *j* *rk* *g* *dh*; *s* *O* *p* *t* *i* *o* *n* *U* *n* *d* *o* *dk* *f* *o* *i* *f* *r* *dk* *Z* *dj* *rk* *g* *dh*

(iii) Cut (Ctrl+ x) *S* *e* *l* *e* *c* *t* *fd*; *s* *x*; *s* *dk* *Z* *dk* *d* *W* *u* *s* *dk* *dk* *O* *p* *t* *i* *o* *n* *d* *j* *rk* *g* *dh*

(vi) Copy (Ctrl + C) *f* *d* *l* *h* *l* *y* *D* *V* *fd*; *s* *x*; *s* *dk* *Z* *dh* *dk* *dk* *dj* *us* *ds* *fy*, *bl* *O* *p* *t* *i* *o* *n* *d* *k* *U* *s* *e* *g* *h* *r* *k* *g* *dh*

(v) Paste (Ctrl + V) *f* *d* *l* *h* *C* *o* *p* *y* *fd*; *s* *x*; *s* *dk* *Z* *dk* *Q* *l* *b* *y* *ea* *y* *us* *ds* *fy*, *P* *a* *s* *t* *e* *O* *p* *t* *i* *o* *n* *d* *k* *U* *s* *e* *g* *h* *r* *k* *g* *dh*

(vi) Paste Special- ; *g* *O* *p* *t* *i* *o* *n* *P* *a* *s* *t* *e* *dh* *r* *j* *g* *gh* *dk* *Z* *dj* *rk* *g* *dh*

(vii) Paste As Hyperlink - ;g Option nks File dks t hMus (Link) ds dlj. k vkrk gA

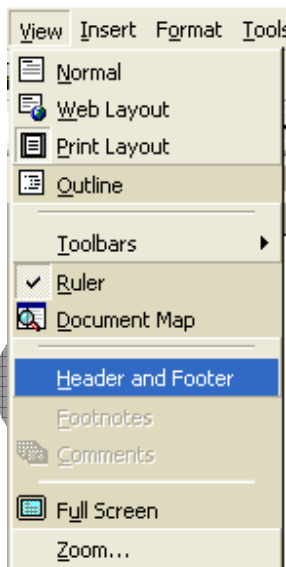
(V) Clear Selection (Del) bl Option ds }ljk Select fd; s dk; Z dks feVk l drs gA

(vi) Select All (Ctrl+ A) ; qj }ljk fd; sx; s dk; Z dks, d l hkl yDV djus ds fy, bl Option dk Use yrs gA

(vii) Find (Ctrl+F)- bl Option ds }ljk Doc. es l s dks Z 'kn ; k vlyj [ht l drs gA

(viii) Replace (Ctrl+H) bl Option ds }ljk Doc. es l s fd l h 'kn ; k vlyj dks Change fd; k t k l drk gA

(ix) Go To (Ctrl +G) bl Option ds l s User viuh File ds hPNr Page, Line, Section es dl j yst k; k t k l drk gA



⇒VIEW MENU

(i) Normal- bl Option l s Page Normal Position es Show gA

(ii) Web Layout - bl Option l s Web Layout es Show gA

(iii) Print Layout - bl Option l s Print Layout es Show gA dk; Z ges h Print Layout es fd; k t krk gA

(iv) Outline - bl Option l s Doc. es Outline Show dh t k l drh gA

(v) Toolbars – bl Option l s Toolbar Show rFlk Hide fd; k t k l drs gA

(vi) Ruler- bl Option ds }ljk l dy dh rjg fn [hZnsus okyk Ruler Show rFlk Hide fd; k t k l drk gA

(vii) Document Map – *bl* Option *ds }ljk* File *ea fd; s x; s dk* *Z ds i kl ml dk* Map Show *gkrk gA*

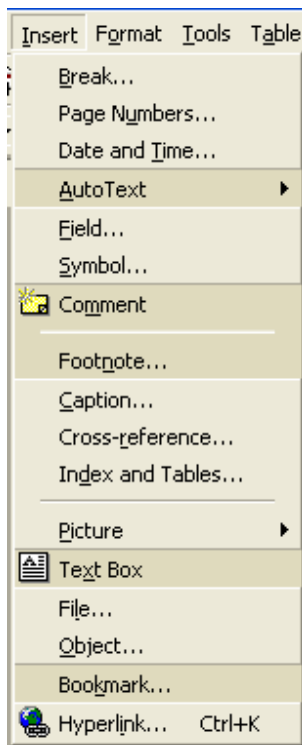
(viii) Header And Footer – *bl* Option *fd; s x; s dk* *Z dk* Header And Footer *ns l drsgA*

(ix) Footnotes – *bl* Option *ds }ljk* Footnotes Show *gkrk gA*

(x) Comments - *bl* Option *ds }ljk* Comments Show, Hide *gkrk gA*

(xi) Full Screen – Doc. *dk i gh* Screen *ij* Show *djus ds fy,* *bl* Option *dk* *ç; lx* *gkrk gA*

(xii) Zoom- Doc. *dk cMk dj ds n f kus ds fy,* *bl* Option *dk; q* *gkrk gA*



⇒ INSERT MENU

(i) Page Break – *bl* Option *ds }ljk* File *ds dk* *Z dk* Break *in; k t krk gA*

(ii) Page Numbers – Page *ea* Page Number *bl* Option *}ljk in; s t kl* *drsgA*

(iii) Date & Time- Doc. *ea* Date And Time *ns us ds fy,* *bl* Option *dk ç; lx* *gkrk gA*

(iv) Auto Text- *bl* Option *ds }ljk* *dN Li s y okD;* Insert *djrsgA*

(v) Field...- ; *g* Option *Hh* Date & Time *dh rjg gh* *dk Z djrk gA*

(vi) Symbol... -Doc. *ea* Symbol *ys us ds fy,* *bl* Option *dk ç; lx* *gkrk gA*

(vii) Comment- *bl* Option *l s* Document *ea fd l h 'kn ; k v f j i j f v li . kh* (Comment) *ns us ds fy, ç; lx* *gkrk gA*

(viii)Footnotes... -Document *ea*Footnotes *Myus ds fy*, *bl* Option *dk* Use *ghrk gA*

(ix)Caption...- Document *ea old*; *kor* Picture *dk*Caption *nsus ds fy*, ;*g* Option *dle vlrk gA*

(x)Cross Reference... - *bl ds }fjk* Document *ds* Caption *dk* , *d txg* *l xfg* *fd; k t lrk gA*

(xi)Picture- *bl* Option *ls*Doc. *ea*Picture Insert *djrsgA*

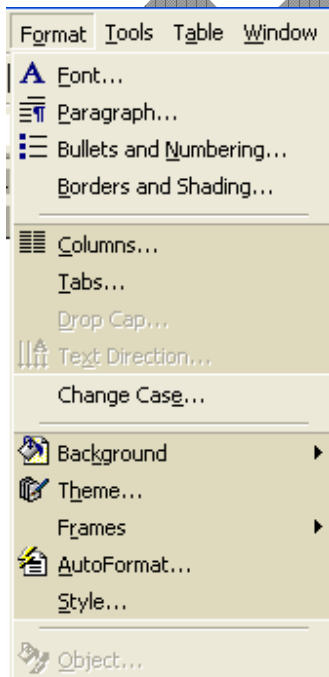
(xii)Text Box-*bl* Option *ls*Document *ea t glaij dl j ughnigprk ogkaij* Type *djus ds fy*, *bl* Option *dk; q* *ghrk gA*

(xiii)File... -*fdl h nq jh*File *dk*Insert *djus ds fy*, *bl* Option *dk c; kx* *ghrk gA*

(xiv)Object- *bl* Option *ls* Ms Word *ea jgrs gq nqjs* Application Program *ea dle fd; k t k l drk gA*

(xv)Bookmark – *bl* Option *ls*Doc. *ea*Book Mark *yklus dk dk Zghrk gA*

(xvi)Hyperlink (Ctrl + K)–*bl* Option *ls* *nks ; k nks ls vlkd* Files *dk*, *d* *l k k Link* *djus ds fy*, *ghrk gA*



⇒FORMAT MENU

(i)Font –Font Option *ls*User *vius*Doc. *dh* Font, Font Style, Font Size, Font Color Etc. *ea ifjozu* *dj l drk gA*

(ii)Paragraph – *bl* Option *ls*; *qj vius*File *dh* *LVky l Sv x o Aliment vln* *ea ifjozu* *dj l drk gA*

(iii)Bullets And Numbering –*bl* Option *ls*Doc. *ea* Bullets & Number Insert *fd, t k l drsgA*

(iv) **Border And Shading** – Document or Page Or Paragraph Border or Shading) use the Border And Shading Option click on

(v) **Columns...** - click on the Columns button in the Paragraph section of the ribbon to set the number of columns and width for the text.

(vi) **Tab ...** - click on the Tab button in the Paragraph section of the ribbon to insert a tab stop.

(vii) **Drop Cap** – click on the Drop Cap button in the Paragraph section of the ribbon to format the first letter of a paragraph.

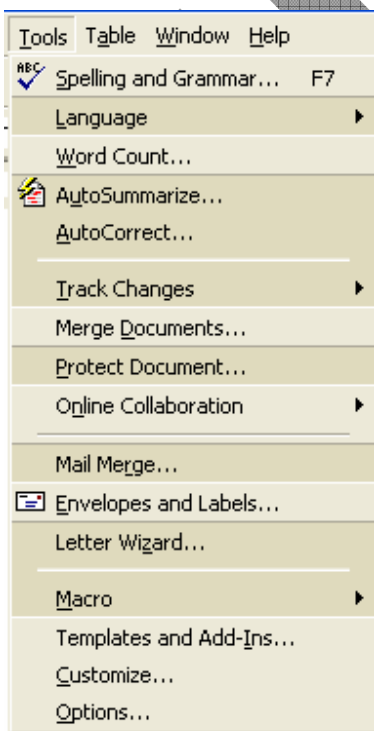
(viii) **Text Direction** – click on the Text Direction button in the Paragraph section of the ribbon to change the text orientation to vertical.

(ix) **Change Case...** - click on the Change Case button in the Paragraph section of the ribbon to change the case of the selected text.

(x) **Background** - click on the Background button in the Paragraph section of the ribbon to change the background color of the selected text.

(xi) **Theme...** - click on the Theme button in the Paragraph section of the ribbon to apply a theme to the document.

(xii) **Style** - click on the Style button in the Paragraph section of the ribbon to apply a style to the selected text.

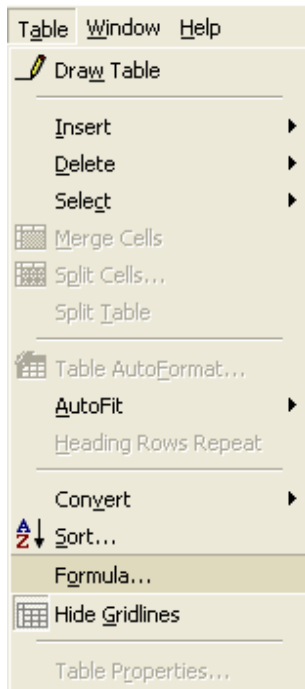


⇒ TOOLS MENU

(i) **Spelling & Grammar... F7** – click on the Spelling and Grammar button in the Tools menu to check the spelling and grammar of the document.

(ii) **Language** – click on the Language button in the Tools menu to change the language of the document.

- (Hyphenation) *ds fplg dk ç; lx vllwefVdyh djus ds fy; s bl h Option dk Use glrk gA*
- (iii) Word Count ...-Document *ea it l v{lj l "knl ylbZls dh l d; k bl Option }lj k Kkr dh t k l drh gA*
- (iv) Auto Summarize...- *bl Option dk Use Document dh l lj (Summary) fy/hus ds fy, fd; k t krk gA*
- (v) Auto Correct...- *bl Option ds }lj k dk Z dls 'Wlkrk çnku dh t k l drh gA ft l ea, d v{lj ij dlbZ'kn ; k okD; fQDI fd; k t krk gA*
- (vi) Track Changed- *bl Option l s dk; Z dls nd js; q j l s cplus ds fy, fd; k t krk gA*
- (vii) Merge Document... *bl Option l s nls Files dls Merge fd; k t krk gA ft l ea, d File dk dk; Z nd j l File ea yk; k t k l drk gA*
- (viii) Protect Document – Document *dh File dls nd j l dh NMeluh l s cplus ds fy, ikl oMzn; s t k l drs gA*
- (ix) Mail Merge...- *, d gh dk; Z dls, d l s v l kd Q fDr; l dls ç l r djus ds fy, rFlk dk; Z dls xfr nus ds fy, bl Option dk ç; lx glrk gA*
- (x) Envelopes And Labels- *bl Option l s fy QkQ rFlk yxy r\$ lj fd; s t krs gA*
- (xi) Letter Wizard ... - *bl Option ds }lj k y\$ j Step By Step r\$ lj fd; k t krk gA*
- (xii) Macro- *bl Option l s; q j Word Art ds dk; Z dh fj d l l x dj l drk gA*
- (xiii) Customize... -; *g Option Toolbar dh rjg dk; Z djrk gA ft l l s Toolbar dls Show rFlk Hide fd; k t k l drk gA*
- (xiv) Options...- *bl Option l s User Name Change fd; k t k l drk gA*

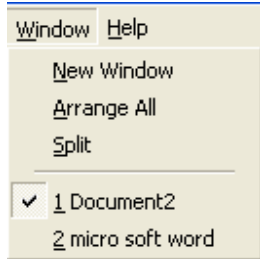


⇒TABLE MENU

- (i) Draw Table - *bl ds } h j k Table Create fd t k l drh g*
- (ii) Insert- *bl Option l s Table, Row, Columns, Cell v k n y s l drs g*
- (iii) Delete- *bl OPTION l s Table, Row, Columns, Cell d k Delete fd; k t k l drk g*
- (iv) Select - *bl Option l s Table, Row, Columns, Cell d k Select fd; k t k l drk g*
- (v) Merge Cell- *n k s ; k n k l s v f h d l y k d k t k w t e s d k d k Z ; g Option d j r k g*
- (vi) Split Cell -, *d l y d k n k ; k n k v f h d H x l e a c k l drs g*
- (vii) Split Table - Create *d h x b Z V e y d k n k e a H x l e a c k l drs g*
- (viii) Table Auto Format - *bl Option l s Create d h x b Z Table d k d n Fix Format l s f M t h f u x a f d ; k t k l drk g*
- (ix) Auto Fit - *bl Option l s Create d h x b Z Table d k Automatic , M t l V d j r k g*
- (x) Convert - *bl Option l s Create d h x b Z Table d k Text e a o Text l s Table e a i f o z l r d j l drs g*
- (xi) Sort- Table *ds Data d k A To Z r f l k Z To A v f l k Ascending, Descending bl Option l s g h r k g*
- (xii) Formula- *bl Option l s Table ds Data d h Total d j l drs g*
- (xiii) Gridline - Auto Format *d h x b Z Table e a l s Grid Line Show r f l k Hide bl Option l s d h t k l drh g*

⇒ WINDOW MENU

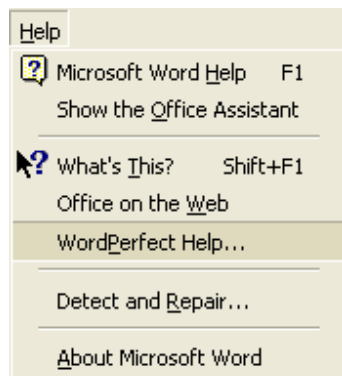
(i) New Window - *u;k Window Create djus ds fy, New Window Option dk Use gkrk gA*



(ii) Arrange All - Create *fd; sx; s/ Hh Window dks, d/ Hk ns kus vj/ I/ djus ds fy, Arrange All Option dk Use gkrk gA*

t k l drk gA

(iii) Split - *bl Option /s Window dks nls Hxla ea ch/ k*



⇒ HELP MENU

(i) Microsoft Word Help F1 - *bl Option /s Word /s/ Ec/kr/ l eL; k dk l ky/ u fd; k t k l drk gA*

(ii) Office Assistant - Office Assistant *dk Hide r/ Hk Show djus ds fy, bl Option dk Use gkrk gA*

Icon, v/ n fd t kudj/ h bl Option }/ jk y/ h t k l drh gA

(iv) About Ms Word - Ms Word *ds ch/ s ea/ E/ q/ z t kudj/ h bl Option ea nh gkrh gA*

	`	1	2	3	4	5	6	7	8	9	0	-	=	\
	´	1	2	3	4	5	6	7	8	9	0	-	=	
Shift →	~	!	@	#	\$	%	^	&	*	()	_	+	/
	Q	W	E	R	T	Y	U	I	O	P	[]		
	<i>q</i>	<i>w</i>	<i>e</i>	<i>r</i>	<i>t</i>	<i>y</i>	<i>u</i>	<i>i</i>	<i>o</i>	<i>p</i>	/	/		
Shift →	Q	W	E	R	T	Y	U	I	O	P	{	}		
	A	S	D	F	G	H	J	K	L	;	'			
	<i>a</i>	<i>s</i>	<i>d</i>	<i>f</i>	<i>g</i>	<i>h</i>	<i>j</i>	<i>k</i>	<i>l</i>	;	'			
Shift →	A	S	D	F	G	H	J	K	L	:	"			
	Z	X	C	V	B	N	M	,	.					
	<i>z</i>	<i>x</i>	<i>c</i>	<i>v</i>	<i>b</i>	<i>n</i>	<i>m</i>	,	.					
Shift →	Z	X	C	V	B	N	M	<	>	?				

alt+0161	<i>i</i>	alt+0195	<i>Ã</i>	alt+0227	<i>ã</i>
alt+0162	<i>ç</i>	alt+0196	<i>Ä</i>	alt+0228	<i>ä</i>
alt+0163	<i>£</i>	alt+0197	<i>Å</i>	alt+0230	<i>æ</i>
alt+0164	<i>α</i>	alt+0198	<i>Æ</i>	alt+0231	<i>ç</i>
alt+0165	<i>¥</i>	alt+0199	<i>Ç</i>	alt+0232	<i>è</i>
alt+0167	<i>§</i>	alt+0200	<i>È</i>	alt+0233	<i>é</i>
alt+0168	¨	alt+0201	<i>É</i>	alt+0234	<i>ê</i>
alt+0169	©	alt+0202	<i>Ê</i>	alt+0235	<i>ë</i>
alt+0170	«	alt+0203	<i>Ë</i>	alt+0236	<i>ì</i>
alt+0171	<i>ª</i>	alt+0204	<i>Ì</i>	alt+0237	<i>í</i>
alt+0173	®	alt+0205	<i>Í</i>	alt+0238	<i>î</i>
alt+0174	<i>Ñ</i>	alt+0206	<i>Î</i>	alt+0239	<i>ï</i>
alt+0177	±	alt+0207	<i>Ï</i>	alt+0240	<i>ð</i>
alt+0178	<i>N</i>	alt+0209	<i>Ñ</i>	alt+0241	<i>ñ</i>
alt+0179	ₓ	alt+0210	<i>Ò</i>	alt+0243	<i>Û</i>
alt+0180	´	alt+0211	<i>Ó</i>	alt+0244	<i>ô</i>
alt+0182	¶	alt+0213	<i>Ö</i>	alt+0245	<i>õ</i>
alt+0183	·	alt+0215	<i>Ø</i>	alt+0246	<i>ö</i>
alt+0184	¸	alt+0216	<i>Ù</i>	alt+0247	÷
alt+0186	<i>ó</i>	alt+0219	<i>Û</i>	alt+0248	<i>ø</i>
alt+0187	»	alt+0220	<i>Ý</i>	alt+0249	<i>ù</i>
alt+0188	<i>¼</i>	alt+0221	<i>Ÿ</i>	alt+0150	–
alt+0189	<i>½</i>	alt+0222	<i>Þ</i>	alt+0151	—
alt+0190	<i>¾</i>	alt+0223	<i>ß</i>	alt+0152	~
alt+0191	<i>¿</i>	alt+0224	<i>à</i>	alt+0153	™
alt+0192	<i>À</i>	alt+0225	<i>á</i>	alt+0159	<i>ÿ</i>
alt+0193	<i>Á</i>	alt+0226	<i>â</i>		

MICROSOFT EXCLE

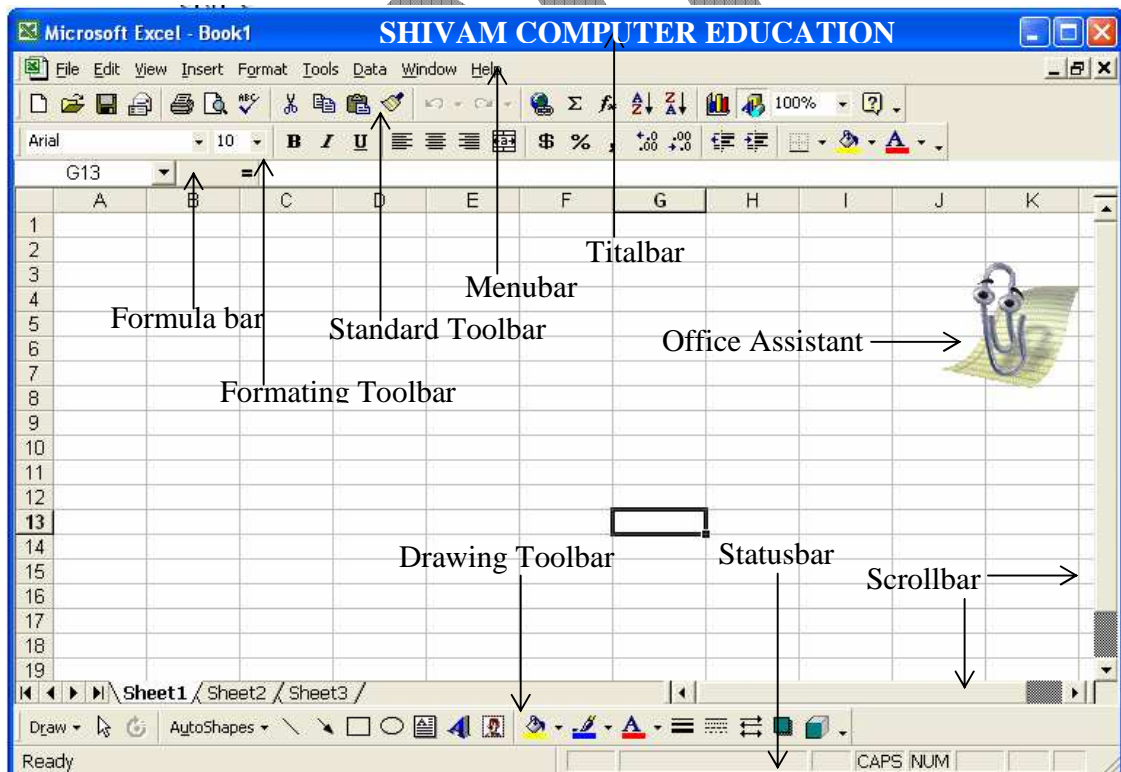
Introduction Of Micro Soft Excel – Ms Excel Spread Sheet

Program *g* Spread Sheet *rkk*; *ZgSfd bl exxf.kr lsl EcfUkr fdl h cdij dk*
work *fd; k tk l drk g* Ms-Exle *dk* Application Software *ds #i ea t huk*
t krk g *ft l s* Ms-Office *vtrxz' Wey fd; k x; k g* *abl exculbZxbZ* file *dk*
workbook *ds uke l s t huk t krk g* *rFlk* Ms Excel *dh* File *dk* Extension
Name .XLS *gkrk g*

Ms Word *dk* Open *djuk &*

START → RUN → EXCEL → OK

START → PROGRAMS → MICROSOFT EXCEL → OK



1. Title Bar – Ms excel *chote / hys ds chn l cl s Aij t k xgjs ja dh i Ih in / hZ nrh g s ml s Title Bar dgrs gA ft l ea Application System Software dk ute rFlk File dk ute glrk gA ft l ds Right Side earlu cvu glrs g s ft l ds } jk Program ea – Minimize, Maximize, Restore, Close ds dk Zfd; st krs gA bu cvu dk Control Button Hh dgrs gA*

2. Menu Bar & bl es dy 9* Menu glrs gA t k fuu g s

- (i) File Menu
- (ii) Edit
- (iii) View
- (iv) Insert
- (v) Format
- (vi) Tools
- (vii) Data
- (viii) Window
- (ix) Help

bu es qdsek; e l s Excel ds dk Zl Etknr fd; st krs gA

3. Standard Tool Bar -



Menu Bar l s l Etknr dk Zdjus ds fy, Standard Tool Bar es dy Icon glrs gA bu Icon dk Use dj ds Excel ds dk h dls xfr chku dh t k l drh gA vFlk bl Tool Bar dsek; e l s User vius dk Zdk t Ynh l s l Etknr dj l drk gA

4. Formatting Tool Bar



;g Tool Bar Document es fy / k x; s Text ifjorZi djus ds fy, Formatting Tool Bar dk Use glrk gA

- (i) Font – Font bl ds } jk Font Chose dj l drs gA
- (ii) Font Size- Font dh Size Change dj l drs gA
- (iii) B I U – bl ds } jk Select fd; s x; s Text dk Bold Italic

- Line – bl vlbdu ds}ljk ylbZ yh t k l drh gA
- Arrow – bl vlbdu ds}ljk Arrow Line ys l drs gA
- Rectangle – bl vlbdu ds}ljk vk rkdj ; k oxZlj vldrh ys l drs gA
- Oval- bl vlbdu ds}ljk xlykdj vldrh culbZt k l drh gA
- Text Box – bl ds}ljk, d k LFku t glaij dl Z ughigp l drk gSoglaij Text dksfy/ k t k l drk gA
- Word Art – bl ds}ljk 'khl dk v}ljh dks vyx vyx fMk lbu esfy/ k t k l drk gA
- Fill Color – bl ds }ljk yh xbZ vldfr ; k Word Art vln ea dyj Hg l drs gA
- Line Color bl ds}ljk ylb du dk dyj pt dj l drs gA
- Font Color – bl ds}ljk Font dk dyj pt dj l drs gA
- Line , Dash, Arrow Style buds }ljk Line, Dash, Arrow Style ifjoZu fd; k t k l drk gA
- Shadow , 3D bl ds}ljk vldfr ; k Word Art dks Nk; k nh t k l drh gA

8. Status Bar – Page dh fLFkr dks nqhus ds fy, Status Bar gh x; s gA
ft l l s Total Page Current Page In Size Column vln dks nq k t k l drk gA

9. Work Sheet:- vud Row And Column l sfeydj , d Work Sheet dk fiek lZ ghrk gA , d odZlW ea 256 Columns rFlk 65536 Rows ghrh gAl cl s vltre dWe dk uke IV ghrk gA

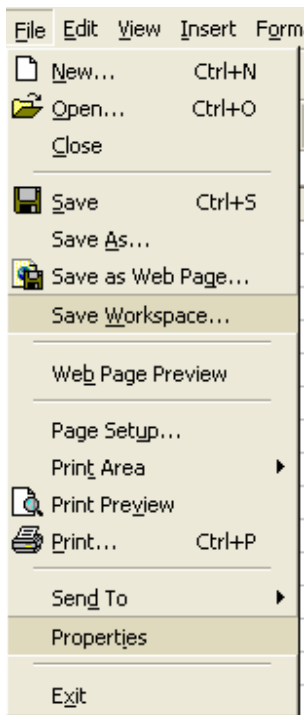
10. Work Book - , d ; k , d l s vfkld Work Sheet l sfeydj , d Work Book curh gA Excle ea; qj , d odZl ea vfkldre 255 Worksheet ys l drk gA

MENU BAR

⇒ FILE MENU

File menu; s x; s Option dh l gk; rk l s File ds fuelzk ds l fUk ea dk; Z fd; k t k l drk gA

(i) New- bl Option ds } jk ubZ Qlby yh t krh gA bl dh Short Cut Key – Ctrl + N gA



(ii) Open_ igys l Save dh xbZ Qlby ds lkyus ds fy, bl Option dk Use gkrk gA

(iii) Close – Open dh xbZ File ds ch djus ds fy, ; s Option Use gkrk gA

(iv) Save ubZ Qlby ea fd; s x; s dle dk Save djus ds fy, bl Option dk Use yrs gA

(v) Save As - Save As Option ds } jk Save dh xbZ Qlby dh Duplicate Copy cukus ds fy, dle ea yh t krh gA bl ds fy, User ds File ds n jk ule fn; k t krk gA

(vi) Save As Web Page... bl Option ds } jk File ds Internet Explorer ij Save fd; k t krk gA

(vii) Save Workspace...- fdl h fuf'pr Cell ea dl j Fix djus ds fy, bl Option dk ;; gkrk gS, d k djus grq fdl h, d l sy ea dl j j lkdj Save Workspace ds } jk File ds d l h ule ns fn; k t krk gA ml ds ch ml File ds t c Hh Open fd; k t krk gS dl j ml h Cell ea fn l h Zns kA

(viii) Web Page Preview – bl Option ds } jk File Internet Explore ij ds h fn l h ; s n j k t k l drk gA

(ix) Page Setup- bl Option ds } jk it dh l s x a dh t krh gA ft l ea ; t j it ds plj k l f u dk fu h z k dj i s j dh l h z dk p q l o Hh dj r k gA

(x) **Print Area** – fdl h fuf'pr Hlx dks fçW djus ds fy, bl **Print Area Option** dk Use ghrk gS. **Select** fd; s x; s dk Z dks **Print** djus ds fy, bl ds **Set Print Area Option** dk Use ghrk gS rFkk bl h **Option** ds **Clear Print Area Option** ds }ljk ml sgVk; k t k l drk gA

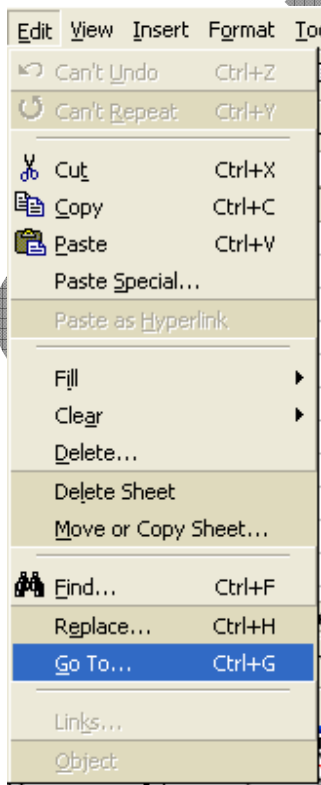
(x) **Print Preview** – bl **Option** dk Use isj ij **Print** fudkyus l sigys dk Z dh fLFkch ½ s j ½ ns fhus ds fy, t krk gA

(xi) **Page Setup**- bl **Option** ds }ljk is dh l s V x a dh t krh gA ft l ea; ; j is ds pljka LFku dk fu/ W Z k dj isj dh l kb Z dk p p l o Hh d j r k g A

(xii) **Print (Ctrl+P)**- bl **Option** l s User }ljk fd; s x; s dk Z dks **Printer** dh l gk rk l s isj ij fudky l drs gA

(xiii) **Properties**- bl **Option** ds }ljk **File** l s l f c f U / k r l f k / r t h u d l j h ç k r f d t k l d r h g A t s **File Created Date, Size, Location, Summary, Etc.**

(xiv) **Exit (Alt+4)** – Ms Excel l s c g j v h u s ds fy, **Exit Option** dk Use ghrk gA



⇒ **EDIT MENU**

→ **Undo (Ctrl + Z)** ; ; j }ljk fd; s x; s dk Z dks f j V Z djus dk dk Z; g **Option** d j r k g A

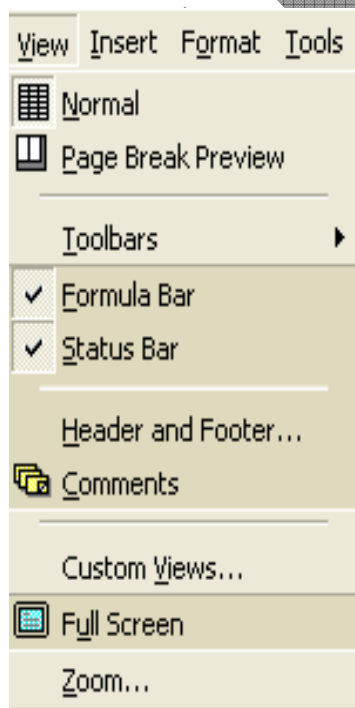
→ **Redo (Ctrl + Y)** ; ; j }ljk fd; s x; s Undo dks f j V Z djus dk dk Z; g **Option** d j r k g A; s **Option** **Undo** ds fo i f j r dk Z d j r k g A

→ **Cut (Ctrl+ x)** **Select** fd; s x; s dk Z dks dk W us dk dk Option d j r k g A

→ **Copy (Ctrl + C)** fdl h l y D V fd; s x; s dk Z dh d l l h djus ds fy, bl **Option** dk Use ghrk gA

→ **Paste (Ctrl + V)** fdl h C o p y fd; s x; s dk Z dks Q l b y e a y u s ds fy, **Paste Option** dk Use ghrk gA

- Paste Special - ;g Option Paste *dh rjg gh dk Zdjrk gA*
- Paste As Hyperlink - ;g Option *nlsFile dls t lks(Link) ds dlj. k vkrk gA*
- Clear Selection (Del) *bl* Option *ds }ljk Select fd; s dk; Z dks feVk l drs gA*
- Fill - *bl ds fn; s x; s* Option *ds }ljk fdl h Text rFlk Numeric Value dls Up, Down, Right, Left ea Fill fd; k t k l drk gA rFlk bl ds Series Option ds }ljk fxurlh iglks rFlk oxZ Jqlyk) #i l sn'Wz k t k l drk gA*
- Clear- *bl ea fn; s x; s* Option *ds }ljk Selected Work, Formatted Work, rFlk Comment dls Delete fd; k t k l drk gA*
- Delete - *bl ds* Option *}ljk Selected Row, Columns ds dk; Z dks Delete fd; k t k l drk gA*
- Delete Sheet - *bl ds }ljk Work Sheet dh Duplicate rFlk Work Sheets dls Move fd; k t k l drk gA*
- Find (Ctrl+F)- *bl* Option *ds }ljk Doc. ea l s dls Z 'kn ; k v {lj [Wt l drs gA bl ds fy. Find Option ij Click djrs gA ft l l s Open ghus ohys*



Dialog Box *ds Find What ds vkrk og 'kn ; k v {lj fy/lk t krk gS ft l s [Wt uk gA*

→ Replace (Ctrl+H) *bl* Option *ds }ljk Doc. ea l s fdl h 'kn ; k v {lj dls Change fd; k t k l drk gA*

→ ळव जव ;बजतस ळद्ध इस व्वजपवद से किसी सेल में बनतेवत उवअम करने के लिए हव जव वचजपवद का नेम होता है।

⇒VIEW MENU

→Normal- *bl* Option *dk* use work book *dk* normal view *ea n f kus ds fy,*
gkrk gA l ekf rkuser bl hvview ea dk Z djrk gA

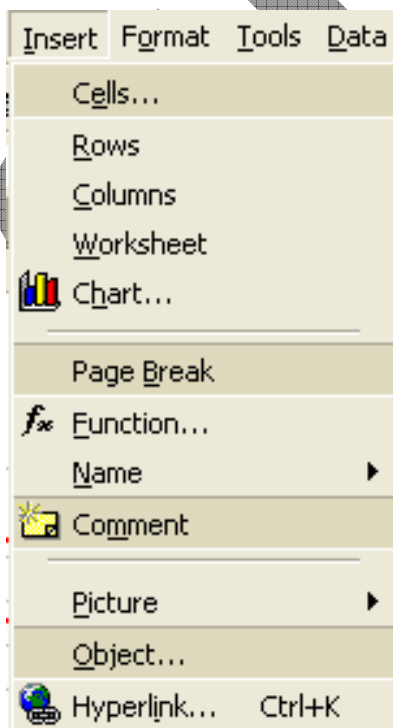
→Page Break Preview *bl* Option *l s ogh* Page *fn / WbZ nrk gS ft l ea*
 Text ; *k Value fy / kh gk vFlkZ , d k djus l sfy / kx ; s i t k dh l d ; k dk irk*
yx t krk gA

→Toolbars – *bl* Option *l s* Toolbar Show *rFlk* Hide *fd ; k t k l drs gA*
t s s Formatting Toolbar, Drawing Toolbar Etc.

→Formula bar - ; *g* Option Formula Bar *dk* Show *rFlk* Hide *djus ds*
dle vkrk gA

→Status Bar- ; *g* Option Status Bar *dk* Show *rFlk* Hide *djus ds dle*
vkrk gA

→Header And Footer – *bl* Option *fd ; s x ; s dk Z dk* Header And
 Footer *nus ds dle vkrk gS ; s i t ds Aij rFlk ulps ds Hlx ea t k margin*
gkrh gS ogka ij text fy / kus ds fy, bl option dk ; w gkrk gA t s s &
 current page no., total page no., date, time, filename, worksheet name
 etc. *dk n ' WZKA*



→Comments - *bl* Option *ds } j k*
 Comments Show, Hide *gkrk gA*

→Full Screen – Doc. *dk* Full (*iqkZ* Screen *ij*
 Show *djus ds fy, bl* Option *dk ; kx gkrk*
gA

→Zoom- Doc. *dk cMk dj ds n f kus ds fy, bl*
 Option *dk ; t gkrk gA*

⇒INSERT MENU

vi. Division *Kkr djuk*

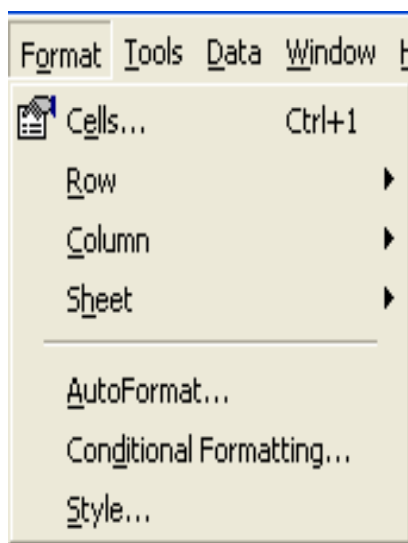
=If(%>=60,"frist",if(%>=45,"second",if(%>=36,"third","fail")))

→Name :- *bl* option }*lj*k current cell *ds*address *dk*cnysl *dr*sg

→Comment :- *fd*l h cells *ij* comment (*fv*llk *lh* *ns*us *ds*fy; *s* *bl* option *dk*use *fd*; *k* *t* *kr*k *g*

→Picture :- *bl* Option *l*sDoc. *e*Picture Insert *dj*rs

→ Object :- *bl* Option *l*sMs Word *e* *j*grs *g*q *n* *d*js Application



Program *e* *d*le *fd*; *k* *t* *k* *l* *dr*k *g*

→ Hyperlink (Ctrl + K) :- *bl* Option *l*s *nk*; *k* *nk* *l*s *vf*ld Files *dk*, *d* *l* *lk* Link *dj*us *ds*fy, *g* *kr*k *g*

⇒FORMAT MENU

→ Cells... (ctrl+1) :- select *fd*; *s* *x*; *h* cells *dh* formeting *dj*us *ds*fy; *s* *bl* option *dk* use *fd*; *k* *t* *kr*k *g*

→ Row :- select row *dh* *y* *fc*lbZ *dk* *de* ; *k*

T; *ln*h hide (*N* *q* *ku*k *o* *un*hide *dj*us *ds*fy; *s* *bl* option *dk*use *fd*; *k* *t* *kr*k *g*

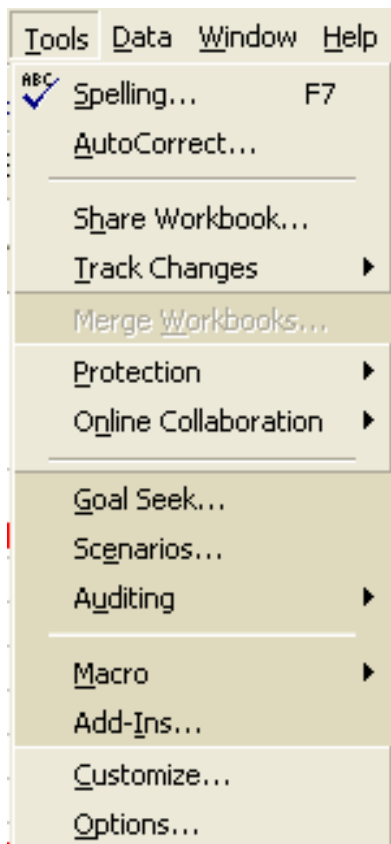
→Column :- column *dh* *y* *fc*lbZ *dk* *de* ; *k* *T*; *ln*h hide (*N* *q* *ku*k *o* *un*hide *dj*us *ds*fy; *s* *bl* option *dk*use *fd*; *k* *t* *kr*k *g*

→ Sheet :- worksheet *dk* rename, background change, hide(*N* *q* *ku*k *o* *un*hide(*ln* *ku*k *dj*us *ds*fy; *s* *bl* option *dk*use *fd*; *k* *t* *kr*k *g*

→AutoFormat ... :- *bl* option }*lj*k table *dk* *v* *x*² style *e* *f*ormat *dj* *l* *dr*sg

→ Conditional Formatting ... :- *bl* option }*lj*k condition *ds* *v* *kl* *ij* workbook *ds*select *fd*; *s* *x*; *s* cells *ij* formatting *n* *hz*s *ds*fy; *s* *fd*; *k* *t* *kr*k *g*

→ Style- ;g Option Heading yxkus ds dle vkrk gA



⇒TOOLS MENU

→Spelling & Grammar... F7 – bl Option ds }ljk File eal sLi.fya o xtej dh xyfr; lanj dh t krh gA

→Auto Correct...- bl Option ds }ljk dk Zdk 'Wlark cnku dh t k l drh gA ft l ea, d vly ij dloZ' kh ; k olo; fix fd; k t krk gA

→ Share Workbook ... :-Merge workbook option ds active djus graq bl option dk use fd; k t krk gA

→Track Changed: - fdl h najs user dh vulo ; d NMA /kuk l s vius document ds cpkus ds fy; s bl option dk use fd; k t krk gA

→Merge Workbook...:- bl Option l s nks workbook ds Merge (t l h fd; k t krk gA

→Protection :-bl option ds }ljk workbook, sheet ds protect fd; k t k l drk gA ft l l s file ij password yx t krk gA

→ Gole seek :- fdl h formula dh value ds chang djus ds fy; s bl Option dk use fd; k t krk gA bl option ij click djus ij , d toolbar vkrk gA ft l esto value eal d; k fy /h t krk gA ft l ea i f j o r Z djuk g s r Fkk by changing cell ds click dj ds ok fd; k t krk gA

→ Scenarios :- fdl h select l d; k v l e a i f j o r Z djus ds fy; s bl option dk use fd; k t krk gA

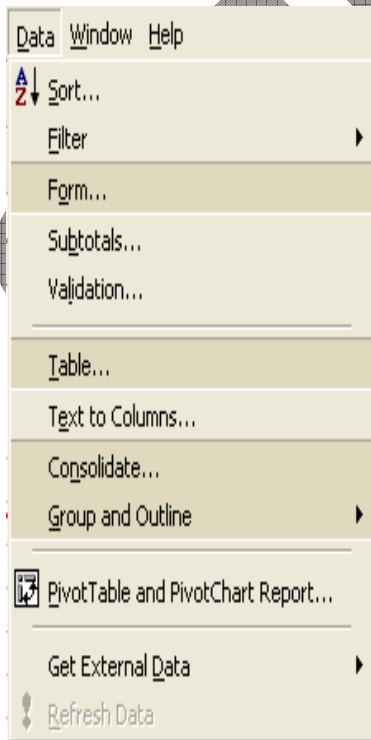
→ Auditing :-

- i. Trace precedents :- *bl ds }ljk formula dks fplg (→) lsn kzk tkrk gA*
- ii. Trace dependents :- *fdl h l # l s fullg ghus okys formula dks fplg (→) lsn kzk tkrk gA*
- iii. Trace error :- *fdl h xyr formula dks rj ds fplg lsn kzs grqbl option dk use fd; k tkrk gA*
- iv. Remove all arrow :- *all arrow dks gvhus ds fy; s option dk use fd; k tkrk gA*
- v. Show tool bar :- *tool bar dks yhus ds fy; s bl option dk use fd; k tkrk gA*

→Macro :- *bl Option l s; t j Word Art ds dk; Z dh fjd k k dj l drk gA*

→Customize... :- *;g Option Toolbar dh rjg dk; Z djrk gA ft l l s Toolbar dks Show rFlk Hide fd; k t k l drk gA*

→Options... :- *bl Option l s User Name & excel dh setting Change fd t k l drk gA*



⇒DATA MENU

→Sort- Table *ds Data dks A To Z rFlk Z To A vFlk Ascending, Descending bl Option l s gkrk gA*

→ Filter :-

i. Auto filter :- *l Et. k data base dks bl izlj l s filter fd; k tkrk gA fd workbook ds entery columns es dropdown dk fplg vk tkrk gA*

ii. Show all :- *auto filter }ljk fn; s x; s record dks show djus grqbl option dk use fd; k tkrk gA*

g

iii. Advanced filter :-; g option auto filter dh rjg dk Zdjrk g

→ Form :- bl dk iz lx data base es insert fd; sx; srecord dh rjg , d l lk i nf lk djus ds fy; sfd; k t lrk g

→ Subtotals ... :- Excel es data dk l jlk i tr djus ds fy; sbl option dk use fd; k t lrk g

→ Validation... :- Select fd; sx; saree es dk condition ndj validation message set fd; k t lrk g , d k djus ds ch ; in dk condition ds foifj value input djrs g rks message show g t lrk g

→ Text to columns ... :- bl Option l s Create dh xb Table dk Text es o Text l s Table es ifo tr dj l drs g

→ Consolidate ... :- bl option j jk foifli worksheet l s data ds , df=r djds , d fu pr sheet es t l l drk g

→ Group and Outline :-

i. Hide detail :- group fd; sx; s dk Z dh detail dk hide (Nj hix djus ds fy; s bl option dk use fd; k t lrk g

ii. Show detail :- group fd; sx; s dk Z dh detail dk show (fn/ hix djus ds fy; sbl option dk use fd; k t lrk g

iii. Group :- rows and columns dk group (t hix djus ds fy; sbl option dk use fd; k t lrk g

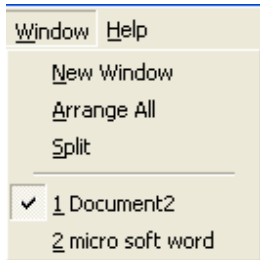
iv. Ungroup :- rows and columns dk ungroup (r hix djus ds fy; sbl option dk use fd; k t lrk g

v. Auto outling :- Format ds v k h j i j l or %group djrk g

vi. Clear outling :- Auto outline fd; sx; s record ds groping dk clear djus ds fy; sbl option dk use fd; k t lrk g

vii. Setting :- Grouping *fd; s x; s* Record *dh* setting *dk dk; Zbl* option *}ljk*
fd; k t krk gA

⇒ WINDOW MENU

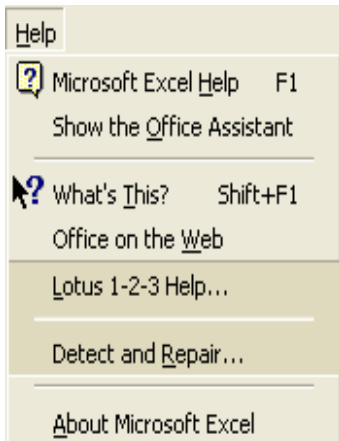


→ New Window- *u; k* Window Create *djus dsfy*, New Window Option *dk* Use *glrk gA*

→ Arrange All – Create *fd; s x; s l Hh* Window *dk, d* *l Hk nq kus vly l V* *djus ds fy*, Arrange All Option *dk* Use *glrk gA*

→ Split – *bl* Option *l s* Window *dk nbs Hx h* *ea ch k t k l drk gA*

⇒ HELP MENU



→ Microsoft Excel Help F1 – *bl* Option *l s* Excel *l s* *l Ec h r l e l; k dk l h y d u fd; k t k l drk gA*

→ Office Assistant- Office Assistant *dk* Hide *r Hk* Show *djus ds fy*, *bl* Option *dk* Use *glrk gA*

What Is This – Ms Word *ea fdl h* Option, Icon, *v Hn* *fd t kudlj h bl* Option *}ljk y h t k l drh gA*

→ About Ms Word – Ms Word *ds chjs ea l Eiq l z* *t kudlj h bl* Option *ea nh glrk h gA*

CD *ds data dk* Computer *ea My sik*

My computer → open cd drive → select file or folder →
ctrl+c (edit→copy) → close

My computer → open any partition → right click →
new → folder → ctrl+v (edit→paste)

How to create CD

Start → Programme → Nero → Nero Start Smart →
Data disk → + add → file, songs, ect. Select →
click on add button → finished → Next →
cd name → speed (24x best) → Burn → 0 to 100 →
cd automatic out from cd drive → ok

SHIVAM