

Lab-Manual
Of
COMPUTER FUNDAMENTALS
AND
IT'S OPERATIONS

(2010-11)

Government Girl's Polytechnic - BILASPUR (C.G.)

EXPERIMENT : 1

AIM : Study of input & output devices.

Definition of Input Devices : An input device is an electromechanical device, which accept data from the outside world and translate them into a form, Which the computer can interpret .

Several input devices are available today. some of them are:-

- keyboard
- mouse
- trackball
- joystick
- electronic pen
- scanner
- voice recognition devices

Keyboard :- these are most common used input devices today. they allow data entry into

a system by processing a set of keys, which is connected to the computer system

the popular keyboard is 101 keys



keyboard.



Mouse :- Mouse is the most popular pointing device.

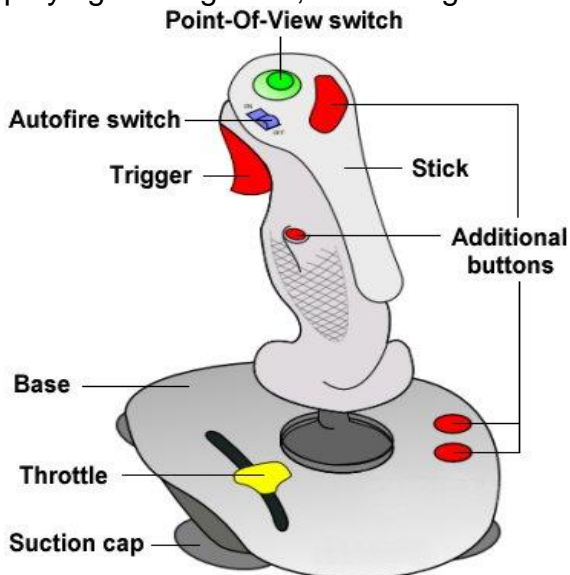
It has become a must-have input device on personal computer and workstation which have a out based used interface. When a user rolls a mouse across a flat surface, such as on top of the table on which the computer is placed. the graphics cursor moves on the screen on video display terminal In the direction of the mouse movement. Mouse is a hand hold device, which can comfortable fits a user's palm.



Trackball :- A trackball is a device very similar to mouse. In trackball, the ball is placed on the top along with buttons where in mouse the ball is present in the base of mouse. To move the grippers cursor around the screen the ball is rolled with the finger. A track ball requires less space, than a mouse because the whole device is not moved for moving the graphics cursor.



Joystick :- A joystick is a pointing device which works on the same principle and trackball. To make the movement of the spherical ball easier, the ball which moves in a socket has a stick mounted on in. In this the user moves the ball with the stick. The stick can move forward or backward, left or right to move the position of the graphics cursor at the desired position. Joystick are used for playing video games, controlling industrial robots etc.



Electronic pen :- In a pen based system, you hold the pen in your hand, and directly point with it on the screen to select menu items or Icons, or directly draw graphics on the screen with in, or write with it on a special for direct input to the written information to the system.

Image scanner :- An image scanner is an input device which translates paper documents into an electronic format, which can be stored in a computer. The input documents may be typed text, pictures, graphics or even hand written materials.

Voice Recognition devices :- It is an input device which allow a person to input data to a computer system by speaking to it.

Definition of output devices:- An output device is an electromechanical device, which accepts data from a computer and transfer them into a form, which is suitable for use by the outside world (the user). Some of the output devices are:
monitor
printer
plotter
LCD (Liquid Crystal Display) projector

Monitor :- monitors are the most common output devices. they display the generated o/p on a television like screen. A monitor is usually associated with a keyboard and altogether they form a video display terminal (V.D.T.). The two basic types of monitors used today are:- 1. cathode-ray-tube 2. Flat panel monitor. Cathode ray monitor looks much like a television. Flat panel monitors are thinner and lighter.



Printers :- printers are the most commonly used output device producing hard copy output. The different types of printers are:-

1. Dot matrix printer:- these are character printers, which form characters and all kinds of images as a pattern of dots.
2. Inkjet printer:- Inkjet printers are character printers which form characters and all kinds of images by spraying small drops of ink on to the paper.
3. Drum printer:- Drum printer are line printer which print characters by stroking a set of hammers on an inked ribbon and paper placed against a solid cylindrical drum with character embossed on its surface in the form of circular bands.
4. Chain/band printers:- These are also line printers which print character by stroking a set of hammers on an inked ribbon and paper placed against a metallic chain on board on which all the characters of the of the character set supported by the printers and embossed.
5. Laser printer :-these are page printers which produce high quality output by forming characters and all kinds of images with very tiny ink particles.

Plotters:- Plotters are ideal output devices for architects, engineers, city planners, and others who need to routinely generate high precision hard copy graphic output widely Varying sizes. Two types of plotters are:-

1. Drum plotters:- In drum plotters the paper on which the design has to be made is placed over a drum ,which can rotate in both clockwise or anticlockwise directions to produce vertical motion. The mechanism also consists of one or more pen holders mounted perpendicular to the drums surface. The pens clamped in the holder can move left to right or right to left to produce horizontal motion. The movements of the drum and the pen are controlled by graph plotting programs. The drum and the pen movement simultaneously draw the designs and graphics on the sheet placed on the drum.
2. Flatbed plotter:- A flat bed plotter plots a design or graph on a sheet of paper which that is sprayed and fixed over a rectangular flat table. In this type of plotter, normally the paper does not move and the pen holding mechanism is designed to provide all type of motion necessary to draw computer design and graphs. Under computer control the pen move in it required manner to draw the designs and graph on the sheet placed on the flat bed table.
3. LCD projector:- Screen image projector is an output device, which is used to project information from a computer on to a large screen (such as screen on a wall) so that it can be viewed by a large group of people. This output device is very useful for making presentations to a group of people with direct use of a computer.

EXPERIMENT NO. 2

AIM : Study of storage device:

THEORY: Several devices have been developed for use as secondary storage in computer system.

SEQUENTIAL ACCESS DEVICE: It is the one in which the arrival at the location desired may be proceeded by sequencing, through other locations, so that the access time varies according to location.

DIRECT ACCESS STORAGE DEVICE: A direct storage access device is also known as random access storage device. It is the one in which any location in the device may be selected at random-access to the information stored is direct and approximately equal access time is required for each location.

MAGNETIC TAPE: Magnetic tape is the most popular storage medium for large data which are sequentially accessed and proceed. The magnetic tape medium is a plastic ribbon which is $\frac{1}{2}$ inch wide and 50 to 200 large. It is called with a magnetizable recording material such as iron oxide or chromium dioxide. Data are recorded on the tap in the form of tiny invisible magnetized and non magnetized stops [representing 1st and 0s] on the coated surface of the tape. The tap ribbon is itself stored in neels. the tap of magnetic tap storage is divided in to vertical columns called frames and horizontal rows called channels or tracks. Olden tapes has 7 tracks ,and they used the 6 bit BCD code format for data according.

The first 6 tracks are used for recording parity bit. A parity bit or check bit is used to detect errors which many occur due to the last of a bit from a string of 6 or 8 bits during data input operation. Most modern magnetic tapes have 9 tracks and they use the 8 bit EBCDIC code formate. the fourth track is used for parity bit.

ADVANTAGES OF MAGNETIC TAPES:

- (1) Tapes can be erased and reused many times.
- (2) Very large amount of data can be stored in a small storage space.

LIMITATIONS:

- (1) Due to their sequential access nature they are not suitable for storage of those data. which frequently require to be accessed randomly.
- (2) They must be stored in a dust free environment because dust can cause tape Reading errors.

MAGNETIC DISK: Magnetic disk is the most popular storage media for direct access secondary storage.

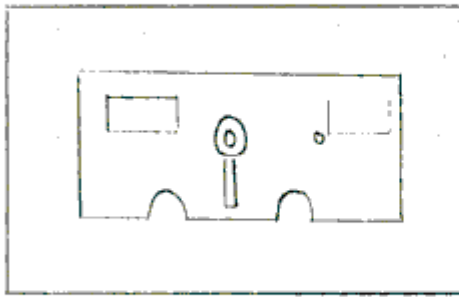
A magnetic disk is a thin circular plate/plotter made of of metal on plastic which is usually created on both sides with a magnetically material such as iron oxide. A standard binary code ,usually 8bit EBCDIC .Is used for recording data.

For data recording the surface of a disk is divided into a number of invisible concentric circles called tracks. The tracks are numbered consequently from outer most starting from zero. the number of tracks varies greatly between disk from as few as 40 on some small low capacity disk.

Each track is further subdivided into sectors .a sector typically contains 512 bytes. A sector is the smallest unit with which any disk can work. When people refer to the number of sectors a disk has the unit they use is sectors per track not just sectors. Hence if a disk has 200 track, it has 1600(200*8) sectors not 8 sectors.

FLOPPY DISK: A floppy disk is round flat piece of flexible plastic coated with magnetic oxide. It is encased in a square plastic or single jacket computer. The jacket gives handling protection to the disk surface movement. It has a special line which provides a wiping action to remove dust particles which are harmful for the disk surface and the read /write head.

Floppy disk are so called because they are made of flexible plastic plates. They are also known as floppies size of floppy disk is generally 3^{1/2} inch.



Floppy disk

HARD DISK: Hard disk are the secondary storage device for most computer system. today hard disk are made of rigid metal [frequently aluminum].

ZIP/BERNAULLY DISK: In this type a single hard-disk platter is encased in a plastic cartridge's commonly used zip disk is of 3^{1/2} inch size having a storage capacity of about 100 M.B. depending on the formatting style used by a particular computer system. This disk drives are called zip drive.

DISK PACKS:A disk pack consist of multiple hard disk platters mounted on a single central shaft .hence all the disk of a disk pack revolve together at the same speed.

WINCHESTER DISK: A Winchester disk also consists of multiple hard disk platters mounted on a single central shaft. The main difference between Winchester disk and disk pack is that Winchester disks are not fixed types; that is, the hard disk platters and their drives are settled together in a communication-free container and can't be separated from each other.

ADVANTAGES: (1) Files can be arranged sequentially in random manner, whereas magnetic tape is contrived to serial file organization.

(2) Since disks are direct access storage, each record can be loaded independently; this is not possible with magnetic tape, which is essentially a serial storage medium that is serial access storage.

(3) Time taken to locate a record is independent of the position of the record.

(4) Disk tag disk.

(5) Data transfer speed is high and much faster than the old tape devices.

DISADVANTAGES: (1) Disk is more expensive than magnetic tape.

(2) A disk pack is heavier and more difficult to replace than a reel of tape.

OPTICAL DISK: When an optical disk is used, pits and other marks are burned or pressed into a coating of metal or other material deposited on the disk. These pits are then scanned by a beam of laser light, and the pit patterns are interpreted as audiovisual or alphanumeric codes.

TWO TYPES OF OPTICAL DISK ARE:

(1) CD-ROM: A CD-ROM is a pre-recorded read-only storage of a huge amount of data in much the same way that compact audio disks store high-fidelity sounds.

(2) WORM: Laser-based write-once optical disks are used in WORM systems, and researchers have developed prototype optical systems with disks that can be erased and rewritten.

EXPERIMENT NO.:3

AIM :-Study of Internal and external Dos command.

Theory :- Two Types of Dos commands are:- 1. Internal command
2. External command

Definition :-

INTERNAL COMMAND:- Internal commands are those which gets loaded by itself in the memory of computer when DOS is loaded.

DIR:- This command displays all the files and directories present in the system on the screen.

Syntax:- C:\>DIR

parameters:-

/p :- Displays the files page wise.

/w :- Displays the files width or window wise.

/p/w :- Displays the files both page wise and window wise.

MD command (make directory):- this command is used for making a subdirectory.

Syntax :- C:\> MD <directory name>

e.g. C:/> MD new

This makes a directory named new in C drive.

CD command (change directory) :- This command is used for changing the directory.

Syntax :- C:/> CD <directory name>

e.g. :- C:/> CD cob

C:cob/>

RD command (Remove directory):- this command is used to remove a directory.

to remove a directory it should be keep in mind that, we cant remove a directory which is presently in use.

Syntax:- C:/> RD <directory name>

e.g. :- C:/> RD cob

Copy:- This command is used for copying a file from one directory to another.

Syntax:-C:/>Copy <source directory/drive> <destination directory/drive>

Source file:- The place from where we have to copy.

Destination file:- The place where we have to copy.

e.g.:- C:/>copy A:\abc.txt D:\ xyz

By this command the abc file which is present in A drive, will get copied in xyz, sub

directory of drive D.

DEL (delete):- This command is used for deleting the files from the disk.

Syntax:- C:/> DEL <File name>

e.g.:- C:/> del A:\ *.*

This command will delete all the files in A drive.

REN (rename):- This command is use to change the name of any file.

Syntax:- C:/> REN <old file name> <new file name>

e.g.

C:> REN.Text Bak Picture. Bak

C:>REN *.Bak *.Bak Enter

These Command well change the name text book. These will change the file extension bak to bad.

VOL (Volume) :- This command is used to find the name of any drive.

Syntax:-

C:> Vol

The table C drive is Deepak then it will appear on the screen in the following way.

Volume in C drive is Deepak volume serial Number is 1224-ID_DE

DATE: - This Command displays the current date by using this command .We can adjust the date.

Syntax:-

C:- Date

Current date is man 09-29-2010 Enter new date (mm-dd-yy)

TIME: - **This** command shows the current time we can change the time also.

Syntax: - C :/> time

Current time is 7: 35 to 10:98

CLS (clear screen):- This command clears the screen the and bring the cursor on the left

Most side after C prompt.

Syntax: - C :/> CLS

PATH: - This command tells the DOS that which directory should be researched for finding

The location of the program.

Syntax: - C :/> path=<location/directory>

E.g. C :/> path=C: /VBG

If we want to execute VBG program which is present in the main directory VBG, now if we specify the path,it will not search in VB 98,it will directly search in the subdirectory VBG and will execute it.

TYPE:- By this command we can see any file on the screen.

Syntax:- C:/> type <file name>

VER:- This displays the version of the operating system.

```
C:\> Time <
The current time is : 14:16:37:50
Enter the new time
C:\> date <
The current date is : Mon 11/10/2008
Enter the new date [mm-dd-yyyy]
C:\> Md muskam <
C:\> cd muskam <
C:\> muskam cd <
C:\> DIR <
```

Syntax:- C:/>VER

EXTERNAL COMMAND:- This command do not reside in the portion of DOS. they

are stored as individual program file in the DOS directory of our hard disk .

Attrib:- This command helps to read/write the attribute of the file.

Syntax:-C:/>Attrib <file name>

parameter:-

tr/-r:- sets or clear read only attribute.

th/-h:- sets or clear hidden attributes.

e.g. C:/>Attrib +HC:/*.*bat

this command will hide all the file having BAT extension in the root directory.

Format:- By using this command the floppy/hard disk of the computer can be make able to read or write data.

After using this command all the data get cleared on the disk.

Syntax:- C:/>format<drive name>

parameter:-

/s:- with floppy, formatting the booting files also get transferred.

/q:- used for quick format.

TREE:-By using this commands all the directory and subdirectory can be viewed in a tree

Structure.

Syntax:- C:/> Tree <path>

parameter:-

/f:- By using this, files also get displays with the directory and subdirectory.

EDIT:- This commands executes the DOS editors by which we can make ASCII text file and while it is needed .We can make changes also in it.

Syntax :- C:- <file name Space> [/B]

File Spec:- It open the ASCII text file it ASCII text file is present them it build it.

/B:- Used for displaying on black and white screen made.

e.g. Edit any file Bat/B It makes any file bat name file and load it.

RESTORE :- By using this command we can get back the files from hard-disk to floppy which have been copied by using BACK Commands be cause copy commands do this.

Syntax

Restore drive: / PATH/Files

eg C;> Restore A: * T x T

This will restore all th files from a drive [Floppy disk] to hard disk having the extension TX T

BACK UP:- This is an external commands which is used to make one or more copies of the important file by using this commands we can make original copies of the data's present on the hard disk.

If by chance the original copies get destroyed or corrupted or deleted , by using the copies data from hard disk to floppy disk vice versa is not possible.

Syntax :- Back up drive :/PATH/File

eg:- If we want a back up of DOS named directory which is present in "C" drive is "A" drive the we will give the following COMMANDs

C:> Back up C:/ DOS CA:

Syntax:-

C:> Disk Copy [Source drive][target drive]

Source drive specifies the drive that contains

The Source disk (The disk you want to copy)

and target drive specifies the drive that contain the target disk (The new disk , which will be an exact copy of the source disk in source drive.)

If target drive is the source drive as source drvie (for e.g. if you have only one floppy disk drive) disk copy will prompt you to swap disk when necessary.

In order to use disk copy your source and target disks must be the same size and density disk copy can not . for e.g. copy a 5.25" disk to 3.5" disk or low density to a high density disk. If you attempt to copy to a mismatched disk, disk copy will display an error message and cancel the procedure.

NOTE:- the contents of the target disk are erased during the disk copy procedure for this

reason you should use a new (blank) disk or an expendable used disk (one that

contain files you can afford to lose).

order to perform this activity you need new /used low density disk of the same size as your DATA DISK, DISK copy automatically formats in formatted disk before beginning to copy.

ECHO:- When we run a batch file its command are correctly normally echoed. [disk played] on the screen as they are executed. this may result in a many cultured screen.we can use the ECHO command to control the screen output at a batch file as follows:-

COMMANDS	RESULT
ECHO ON	Turns on echoing for all subsequent command in a batch file.
ECHO OFF	Turn off echoing for all subsequent command in a batch file.
ECHO MESSAGE	Display message
ECHO	Display a blank line.

EXPERIMENT NO-4

AIM: Study of windows.

THEORY: The objects on the desk top named my computer .network neighborhood and recycle bin are example of folders. Folders provide a uniform means of organizing and displaying information if you have used any recent operating system such as DOS UNIX then you must be familiar with the concept of directories enable organization of data on disk in a meaningful ways.

MY COMPUTER FOLDER: A computer system is mixture of hardware (the system unit,monitor,key board, CD ROM and so on)firmware [the internal memory] and software for ex :window98,DOS word processor . there are several way to access this computer hardware and software trough different areas of window 98.my computer window contain some of must helpful hardware and software management resources available in window 98.

OPERATING MY COMPUTER WINDOW:

Single click my computer icon on the desktop to open it.
Window 98 displays the computer window.
All the disk resources available to remote network disk appear in my computer.

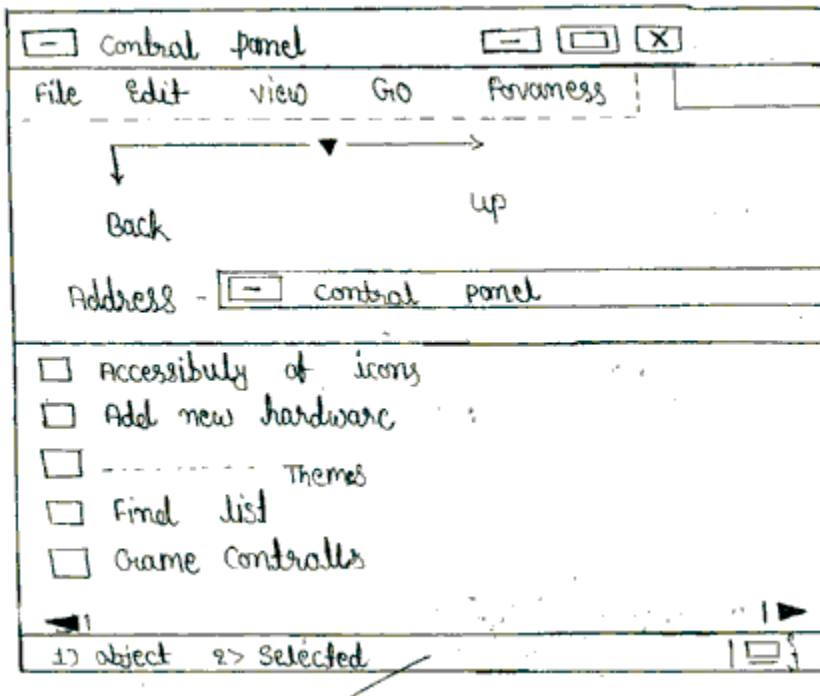
TO VIEW A CONTENT OF A LOCAL HARD DISK:

Open my computer window if it not open already.
From the menu bar select view list. The view instantly changes to the list view.

SELECT VIEW: The list view expands to tell us more about each item expand to tell us more about each item such as free space an disk and CD-ROM drives.

CONTROL PANNEL: This folder provides a variety of loads that can be used to control the way in which the P.C. its component and window operate. in other window it all us to adjust and manage the way in which new devices are attached to and respond to the computer. From my computer window, single click the control panel icon and you will see a window like the one in figure below.

the following list explains the function of the tools in a folders tool bar:



(1)SELECT OBJECT: Use this drop down list to select the object you want to view in the folder window. For ex: you can choose a disk or directory or another type of object such as control panel.

(2)CUT: Click on this button to cut the select object from the folder and places them in clipboard.

(3)COPY: Click on this button to copy the selected object to the clipboard.

(4) PASTE: Click on this folder to paste the contains of the clipboard on the folder.

(5)UNDO: Click on this button to undo the previous action.

(6)DELETE: Click on this button to delete the select object.

(7) PROPERTIES: Click on this button to set the properties of selected object.

SHOW LARGE ICONS :Click on this button to view the contents of the folders as large icons with a description under each icons.

SHOW SMALL ICONS: Click on this button to view the control of the folders as small icons with a description to the right of icons.

SHOW LIST: Click on this buttons to view the contents of the folder as a detail list of files for ex: contain the file name ,size type and modification type.

AS WEB PAGE: Click on this option to view the content of web page.

RENAMING OF FOLDER:(1)To rename a folder or file just right click on the object to select it.

(2)Click on the rename which appears in the shortcut menu.

(3)The folder or file name gets highlighted.

(4)Type the new name of a folder; we actually change the name of the directory it represent.

[selecting objects in a folders to select one folder]

(1)To open on application on a document just click on its icon, if single click on document just click on its icon ,if we single click on a document type is properly associated with its present application to application open and display the selected document.

DELETING FILES AND FOLDERS: To delete a files or folder place the cursor on the file or folder you want to delete. We can select multiple files or folder using the techniques described below.

METHOD (1):Drag the shortcut to the recycle bin icon the shortcut is removed and placed inside the recycle bin.

METHOD(2):Click the selection with the right mouse button and then click delete.

METHOD(3): choose file/delete

METHOD(4): press the del key.

METHOD(5): click the delete button on the tool bar, click yes when the confirm file delete box appears. OR

Click no if you want to cancel the deletion.

USING RECYCLEBIN:- deleted items move to a folder called the recycle bin.we can open the folder just as any other folder and select a file and restore it to its original location. We can move or copy file from the recycle bin to any other new location in the same way as we did.

The recycle bin provides us with a second choice to restore the already deleted items.

TO RESTORE A DELETED FILE OR FOLDER:-

double click the recycle bin I con on the desk top to open the recycle bin window.

Select the files to restore.

Right click on the selected file and click restore. OR choose file/folder.

NOTE:- The files are restored to the folders from which they have deleted, if the folders in which the file was originally present has also been deleted the folder is restored along with the file.

EMPTYING THE RECYCLE BIN:-

We should periodically empty the recycle bin to makeup space for more files in the Recycle bin.

METHOD

[1]:If the recycle bin is already open choose file/empty. Recycle bin

METHOD[2]: Click the recycle bin icon on the disk top with the right mouse button and click empty recycle bin.

One can also delete selected files from the recycle bin to delete selected files from the recycle bin.

Open the recycle bin and select the files we want to delete.

Click the selected files with the right mouse button and click delete.

Choose yes to conform the deletion.

OPENING MULTIPLE OBJECTS: To open multiple objects

(!)If object are application icons press enter to open all of them.

(2)If selected objects are only documents are pressing enter open the parent application.

TO OPEN MULTIPLE APPLICATION USING TO MOUSE:

1.Select the application icons.

2.Hold the ctrl key.

3.Single click on a blank area of the folder back ground and not on an icon.

CREATING ARE OWN FOLDER:

(1)Right click on the object where we want to create new folder.

(2)Choose new folder from resulting menu.

(3)Window 98 creates anew folder with the name new folder.

(4)Select the folder them right click to select the option rename enter the name . we want for the folder for gentry.

[CLIPPING OBJECT]

METHOD (1)- [DRAG AND FEATURE]:

(1)To copy on object from one folder to enter for ex: if we want to copy exalt peg from exalt folder to try folder open the document.

(2)Select the document in folder hold down the e exalt key will dragging the object from its original folder to its new folder.

(3)When dotted appear in the new folder release the mouse button.

(4) Window 98 creates copy by the object in the second folder.

METHOD[2]:[USING KEY BOARD]

(1) One can also copy object between folder using the clip board .

(2) Select one or more object in a folder than press ctrl + * to copy a list of the item to the clip-board.

(3) Open the folder in which we want to copy the object and press ctrl+v to copy them the folder from the clip board.

METHOD(3): [USING STD TOOL BAR]:

(1): One can also copy object between folder using the toolbar. if toolbar is not visible select view/toolbar.

(2): select one or more object in a folder then click copy icon on the toolbar to copy the list of items.

(3) Open the folder in which we want to copy the object and click paste icon on the toolbar to copy them to the folder.

METHOD (4)[RIGHT DRAGGING METHOD]:

use right mouse button to drag the object from one location to another.

Release the object in a new location.

Window 98 displayed a menu toolbar to the one shown in the figure.

The menu keeps the option copy were select the option to copy the object is copied.

[WINDOW EXPLORER]

It is an advanced file management window which opens to panel view of explorer which comprises of a tree style management. all folders on the left pane are parent folder, while those on the right pane are their respective contents. the title bar contains the currently selected drive or folder when you use the two panel explorer view its copy to see organization of drive folder and system..

EXPERIMENT NO:5

Aim :- Study of MS-WORD.

Theory :- the word processing is application S/W for word processing.

Features of word Processing:-

Efficient mode of text editing.

Facility of cut, copy, paste

Search and replace text.

Justification, Indentation etc.

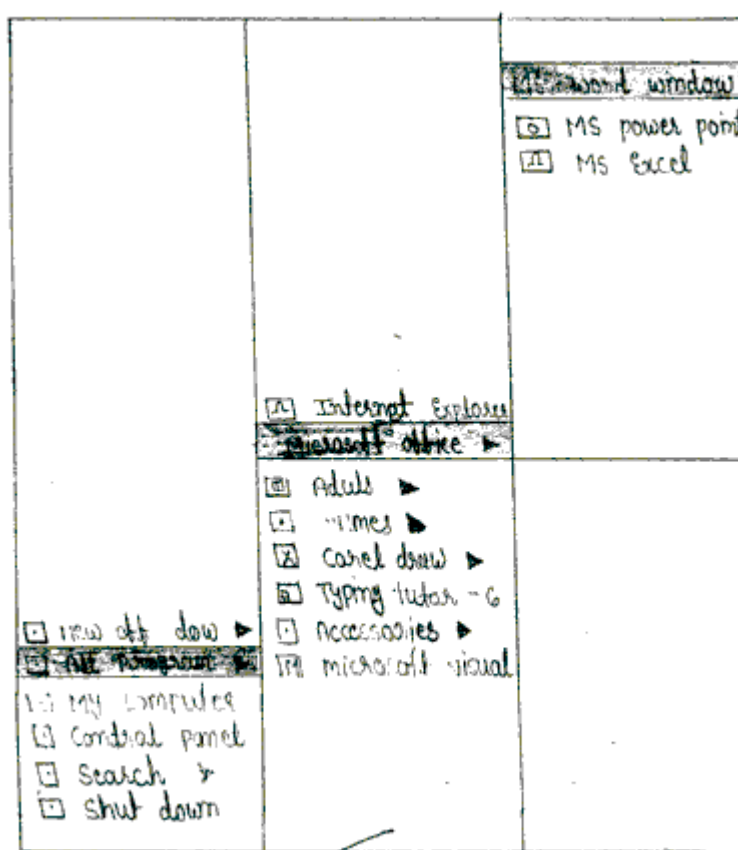
Pagination.

Importing/Exporting text.

Spell checking

Mail merging.

Example Ms-word, Word star , word



perfect.

Getting started with MS-WORD:- MS-Word or Microsoft word 2000 is a windows based electronic word processing application. Along with the features common to all word processors, it has certain other powerful features such as:- Display only the frequent used commands for easy accessibility while others are hidden.

The delete repair option ,the help menu that deletes and repairs problems associated with installed Microsoft office 2000 programs such as missing fields and registry setting. It does not repair personal files such as document or worksheet.

Multiple clipboard that can store up to 12 items, which can be pasted when needed.

just follow these steps to start MS-Word:-

Click on the start button on the Task Bar.

move to the program item in the start menu, a submenu will open.

move to the Microsoft word item in the sub menu and click.

The word window opens up with a new untitled word document.

Parts of the word window:-

Title bar

menu bar

tool bar

ruler

Document window

Scroll bar

Status bar

office assistance

document

view buttons

drawing tool bar

Title bar:- The title bar is located at the top of the word application window.
The title bar has displayed the name of the document .

Menu bar:-

The menu bar is location below the title bar .

The menu can be opened by clicking on the menu or by pressing all .it will open the title menu.

Menu option can be accessed by clicking the right mouse button at the option or by moving the high light tool bar to the desired option with the help of arrow ways and pressing the enter key.

ADAPTIVE MENU :The adoptive at office 2000 initially display the most frequent which is used command only.

The entire menu can be displayed by clicking on the double arrow at the button of the menu as shown in the figure below.

TOOLBAR:

Tool bar button can be clicked to quickly choose menu command.

These toolbar can be moved edited enlarged and hidden as required.

RULER:

The ruler is used to adjust margin.
The ruler sets tab stops.

DOCUMENT WINDOW: The document editing zone window of word documents it has an insertion point which indicates where text graphics after other object will be placed.

SCROLL BAR:

The scroll bar is used to move around in the document.
The horizontal and vertical scroll bar is used to scroll in the vertical and horizontal direction respectively using the arrow button.
The double arrow button present on the vertical scroll bar used to move the previous page.

STATUS BAR:

Display status of some important keys.
Display information about the toolbar button when the mouse cursor is help over them.
Display information about the selected menu option.

OFFICE ASSISTANCE: It is an online animated help system.
It provides real time dip as you work.
You can also ask any specific question related to work.

DOCUMENT NAVIGATOR:- It gets activated by clicking the tiny 3-D ball on the vertical scroll bar. It enables browsing documents through different types of objects, such as section or pages.

VIEW BUTTONS:- There are four view buttons arranged at the start of the horizontal scroll.

Note:- view buttons are discussed later in this chapter.
they provide different way to view the document.
the view can be used to edit or format document or check the layout of the prepared document.

Creating a document:- when we start word a blank document appears by using this we can create a new document. A blinking vertical bar called the insertion point indicates, where the text appears when you type. Unlike a typewriter you do not have to start a new line which you reach the right margin. MS-Word auto this is known as word wrapping press enter only when you want to start a new paragraph.

Procedure:- when you first start word a new document called document is display:-

1. start typing the text when the text reaches the right margin word automatically wraps the following text to the next line.
2. make sure you do not press enter of the end of the line.
3. press enter only when you want to start a new paragraph.

Moving around the document:- as you work in document you need do often move the cursor to view or work on other parts of the text you can navigate using the keyboard or the mouse.

To move the cursor using the mouse:

- 1.scroll to the desired location.
- 2.then click at the desired location.

Saving a document:- when you save a document for the first time word displays the save,as a dialog box. word saves its files with the extension .doc. to save a document we any of the following step:-
select save from the file menu or press ctrl+s
click the given tool for the save option in the tool bar.

Closing a document:- to close a document select close from the file menu if the file is not saved, the word displays a dialog box to confirm whether you want to save the file or not.

Tables:- MS-word table consists of horizontal rows and vertical columns.

The insertion of a row and column makes a cell. Cells can contain text numbers or

Features allow us to control the size and appearance of cells. It is easy to insert and delete rows and columns in a table of word.

Creating table using the insert table button:- place the insertion point where you want to insert, then follow the following points:-

From the standard tool bar click on the option insert a table.

drag the mouse over the grip that appear while holding down the mouse button and high light the table.

when the grip shows the desired numbers of row and column release the mouse button.

Entering and editing text in a table:-

to enter text in table just as it is entered in the MS-Word document, use mouse or arrow keys to position the insertion point in a cell and then type the text. MS-Word will automatically wraps the text in the cell as you reach the right edge.

Inserting rows:- You can add rows to a table as you work.

select the row or rows below the place where a new row is to be inserted.
select insert row from the table.

Inserting column:- you can add column with in an existing table or to the end of a table.

Select the rows and column to delete.

From the table menu select delete rows or delete columns.

Formatting table:- MS-Word provides a variety of table formats using these formats we can make it easy to apply all attractive formatting to any table. to apply a document to a table:-

position the insertion point anywhere in the table to be formatted.

from the table menu choose table auto format.

the table auto format will appear as shown in the figure.

Printing:- to print a single copy of the current document click the print button on the standard tool bar.

to print selected page or multiple copies of the documents.

choose print option from the file menu. a print dialog box will appear.

specify the no. of copies of each page to be printed in the given radio button for no. of copies.

select the option under page range .

current page:- to print the current page click the ok command button to start printing.

EXPERIMENT NO.:- 6

AIM:- Study of MS-Excel.

Theory:- Feature of MS-Excel.

Worksheet and graphics

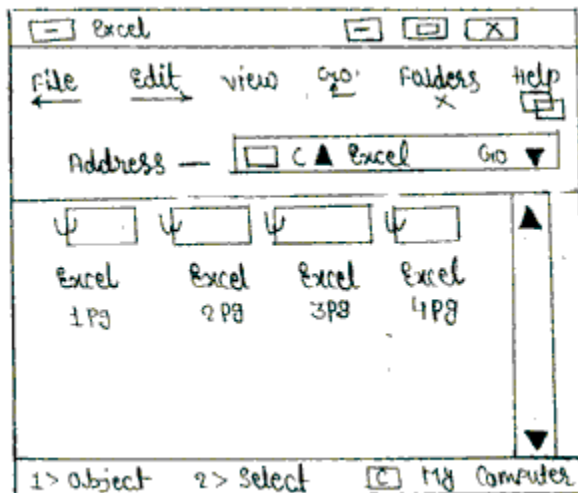
MS-Excel is one of the most comprehensive spread sheet application available in the market. it is not only a simple tool for calculating, manipulating and emphasizing data but also in excel out tool for presenting information.

Starting MS-Excel:-

Starting MS-Excel involves the following steps:-

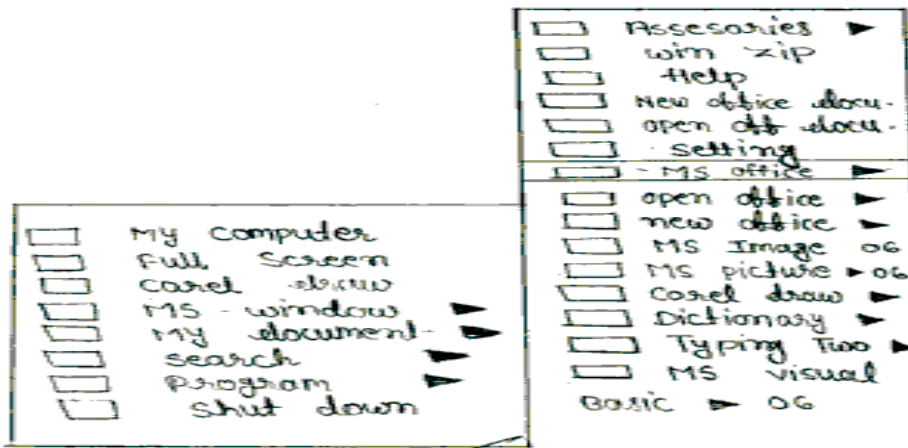
Click on the start button on the taskbar.

Go to the all programs, a submenu will



open.

Go to the MS-office and then to MS Excel, click here.



Contents of the MS-Excel window:-

Title bar:- It is located at the MS-Excel application window, the program name Microsoft excel appears on the title bar of application window.

Menu bar:-The menu bar is located below the title bar and it lists one of menu names. All the commands available in MS-Excel are arranged under the menu name.

How to use the menu bar

1. Click at the menu name or press alt+char, where character is the underlined letter in the menu name. for example alt+f will open file menu.
2. Option can be accessed either by clicking at the option or by moving the highlighted bar to the option and pressing the enter key.

Tool Bar:- The commonly used commands are displayed as tool buttons on the tool bars. These buttons can be clicked to quickly choose commands. MS-Excel 97 provides thirteen different tool bar.

Row and column:- The work area is MS-Excel is divide into rows are column .The rows are reformed using number and the column using the alphabets.

CELL:- a cell is formed by the intersection of a row and column . The data is entered in cell. The active cell is out time by a dark barden.

FORMULA BAR :- It is mainly used for entering and correcting formula. The data can be directly in a cell using the formulas.

REFERENCE AREA:- The location of the active cell is displayed in this area.

STATUS BAR:- It is located at the bottom of MS-Excel window. Message from the program are displayed in this bar.

SCROLL BAR:- The Scroll bar is used to quickly move around the area . The horizontal and vertical scroll bar are used to scroll in either direction using the arrow button.

TAB SCROLLING BUTTONS:- A set of tab scrolling buttons arranged on the left side of the horizontal scroll bar that can be used to display . The bars that are not visible display the tab and click into active the sheet.

Click To display

The first work sheet tab into the work bar.

The previous worksheet tab.

The next worksheet tab.

The last worksheet in the workbook

OFFICE ASSISTANT:- The office assistant is an online help system that provides real-time tips as we work . This help system is shared by all the office assistance.

What is workbook?

MS-EXCEL file is called a work book where in the word area is turned as a sheet. There can be more than one worksheet in one work book. By default there are three worksheet in a new workbook. A workbook can contain a minimum of 1 and maximum of 255 worksheets.

To information stored in a sheet can be:-

Click the new button on the standard tool bar or (2) press ctr + N keys.
or (3) select new from file menu. The new dialog box appears as showing figure select workbook-under the general tab and then click ok command button.

To open an existing workbook:-

Click the open button on the standard tool bar-or (3) select open from file menu. In file name text box type file name and click open command button or double click the file name from the list.

EDITING DATE :- to perform any action on a cell or a range . At Cells ,they need to be selected first .The range selected can be a contiguous or a non contiguous series.

To select a cell:-

Click the selected to be selected bar.

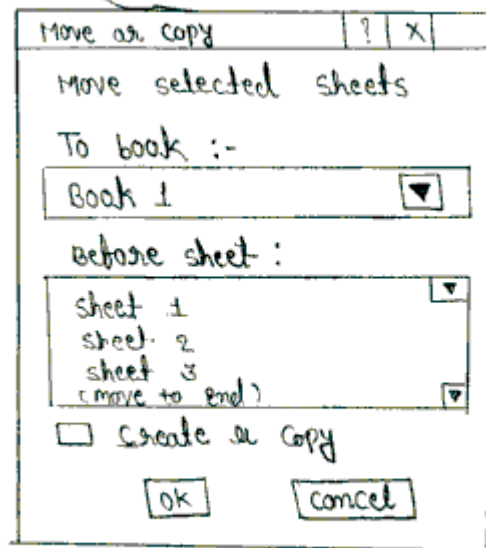
Press the arrow key to move to the cell to be selected.

To select a non-contiguous range of cells:-

- 1 .Click the first cell in the range.
2. Press and hold the ctr+ key and click the other cell in the range.

Data on a worksheet needs to be edited from time to time .Data is stored across the worksheet Excel provides easy editing facilities to edit cell.

Moving and copy :- Copying is used to copy text enter and numeric enter. When



Move and copy

We copy entries.

Clearing Cells :- Clearing a cell clears the content formats notes or all there from a cell. If a cell is cleared it's be come zero or hall. Selected a cell or cell range to be cleared. From edit menu, choose clear and then choose all.

Saving a workbook:-

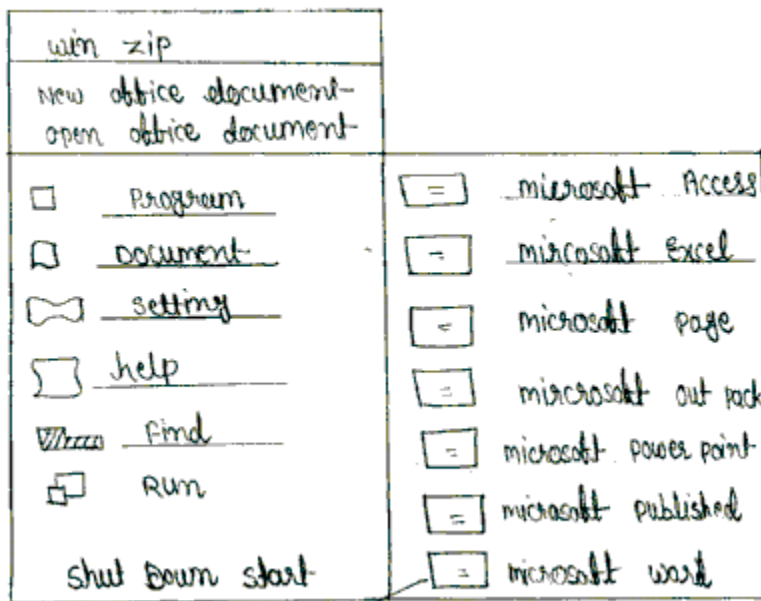
From the file menu choose save. If the workbook has not been saved before save as dialog for appears choose save button. Excel automatically gives XLS extension to all its files. Data on worksheet needs to be saved for future reference worksheet also need to be saved after editing.

EXPERIMENT NO. 7

AIM-Study of MS-Power point.

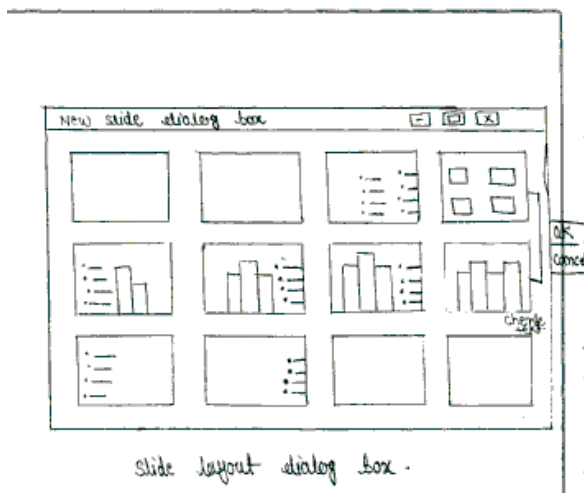
THEORY- Introduction to MS-Power point.

Before the advent of computerized presentation making, the slide preparation was a tedious a computer task. The dimension of communication has simplified and changes. Now the most complex data can be easily converted into graphics without going through. The resulting visual communication is much easier to understand. MS-POWERPOINT is the complete presentation graphic program one can quickly to get the desired results.



What is a presentation –

SLIDES- The slides are the individual pages of the presentation. The slides can either be used for on-screen.



HANDOUTS-To support a presentation ,one has the option of providing handouts to the slides audience.Handouts of the slides containing either two,three or six slide per page.

SPEAKER NOTES-Speaker notes can be created for assistance created along with each and are not visible to the audience.

MEDIA CLIPS-The media clips make the presentation more presentable and easy to understand.It includes sound,animation and even vedio clips.

ORGANIZATION CHART'S-The organization chart's can used to display the structure like that of an organization.

GRAPHS-Numerical data becomes more information and understandable when convert pictorially.Graph the pictorial representation of data, can be inserted.

STARTING MS-POWER POINT-Before we start MS-POWER POINT,It must be installed on the computer-

To start MS-POWER POINT-

- 1.Click the start button.
- 2.move the pointer to programs.
- 3.in the menu of programs that appear, click micro soft.
- 4.The MS-POWER POINT window opens a dialog box as shown in the figure,using which other a new presentation.

AUTO CONTENT WIZARD-The quickest way to createa presentation through the step by stepprocedure of wizard.

TEMPLATE-There is a group of designed slide that include dummytext and are suitablefor a particular situation the colour sheme and the general lay out.

BLANK PRESANTATION-When there is no template available to suite the requirement the presentation can be started from using this option.

OPEN ON EXISTING PRESENTATION-The choice let's one work on an existing presentation.

TITLE BAR-The program name Microsoft MS-POWER POINT appears along with the application window.

MENU BAR-The menu bar is located below the title bar is list all the commands under the menu bars

TOOL BAR-1.The tool bar contain buttons mean or a combination of both for the commonly used command.
2.There are eleven tool bar's for different categories of commands.

MOVEMENT BUTTONS-The double arrow button present on the previous or next sides.

VIEW BUTTON- 1.The five view buttons are arranged at the start of the horizontal scroll bar.
2.A different way to look at the presentation .
3.The view can be used to perform certain task.

STATUS BAR -1.Display the status of work being done.
2.Display the message from the program for the tool button or the menu option.

THE MS-POWER POINT VIEWS –One can switch betn the multiple views of ms-power point while creating or presenting .Each view option different capability and can be accessed.

NORMAL VIEW-The new normal view display the slide ,outline and notes view in their own adjustablepans,so we can see everything.

SLIDE SORTER VIEW-The slide sorter sows the slides in the order of appearance in the presentation it shows each slide in their completed from.

OUTLINE VIEW –In the outline view ,we work only with slide titles and main text in the classic outline from.

NOTES PAGE VIEW-In notes page view both and the slide can be seen together during.

SLIDE SHOW VIEW-This view runs the presentation starting from the current slide in the views each slides files the screen and advances accorting to the limites.

PRESENTATION AND SLIDES- Ms PowerPoint offers the following there ways to create a new Presentation:-
Auto content wizard.
Template.
Blank Presentation .

Creating a new slide :-

A new slide can slide can be inserted into a presentation at any position in the presentation:

1. select the slide after which a new slide has to be inserted.
2. In the choose an auto lay out list , select a lay out and then click ok.

Changing the layout for a slide: To change the layout of the slide:-
In slide view, select the slide to be changed. 2. Selected a lay out and then click apply command botton.

Deleting a Slide :- to delete a slide , perform the following steps .being in any view.

1. select the slide or slide to be deleted to select multiple sides.
2. From the edit menu select delete slide or press delete key .

Exiting Ms-Power Point

To exit Ms-PowerPoint

Click cancel command. Button in the Ms-PowerPoint dialog box , that appears at the time of and is still on the screen.

In the Ms-PowerPoint dialog box is not on the screen, then other of the following:

Click the close [x] button on the right corner of the Ms-PowerPoint window.

Press Alt + f4

From the given menu select exit.

EXPERIMENT NO: 8

OBJECT : Study of Word- Pad.

THEORY: Word pad is the part of windows accessories . It is a word processor. It is a small part of Ms- Word .it is similar to Note pad but it has some differences.

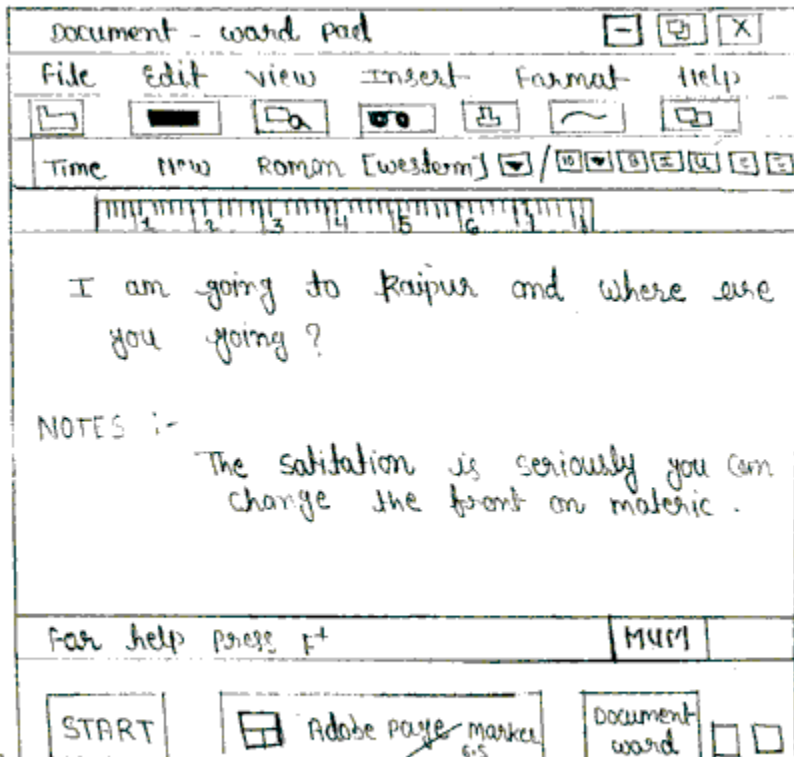


Fig. → Word pad

Open New File:- We can use two method for opening a file in word pad. First one is click the new icon which given in icon bar & second one is to click the new command which given in file menu.

Saving a file :- For saving a file we can save command which are given in file menu.

Opening old file:- If we want to open a old then click on the open command which are given in file menu.

Enable & Disable Toolbar :- For enable & disable tool bar we can use toolbar option which is given in view menu of word pad. This is a toggle command .when we click on this by the use of mouse ,then if it show the

right mark then it is enabled , when disability we click again on it then disabled means the right mark is not shown.

Enable & Disable Format Bar:- From at bar is used to the text then format it. If we don't want to use format bar then we can done this work by the use of format menu. For enabling & disabling format bar we use the view menu, &the working is done as a toolbar.

Enable & Disable Ruler :- For enabling & disabling ruler we use the ruler command which are given in view menu.

Undo & doing Work :- By the use of undo command we can or unable the lastly done work or the effect of last command This undo command is available in edit menu of word pad.

Selecting the text :- For selecting the overall test or object we can use the select all command which are given in edit menu.

Deleting the text :- For deleting the text we can use clear command which are given in edit menu.

Copying the text :- For coping the first text first of all select the text , the we use copy command of edit menu.

Cut the Text:- For cutting the text we use the cut command of edit menu.

Paste the Text :- For parting the text we use the paste command of edit menu.

Using Date & Time :- If we want to use date 7 time in file which are made in wordpad, then we use the date & time command which are given in insert menu.

EXPERIMENT NO: 9

OBJECT: Study of Notepad.

THEORY: Notepad is an accessory program supplied with windows. It means for editing small ASCII files. As notepad reads and stores ASCII files and does not need or use formatting character in the text it is suitable files such as CONFIG SYS. Notepad can be read any word processor as they need no conversion.

Major features supported in windows Notepad are:

Edit of ASCII text files.

Inclusion of date and time at any desired location in the text.

Inclusion of "log" data.

Simple formatting and printing.

Starting Note pad : To start notepad select the notepad icon in the accessories group . This will bring up a screen which has an edit area and a menu bar . we may start entering our text right away or may open on existing file which we wish to edit using.

OPEN: Entering, editing and Deleting Text using Notepad.

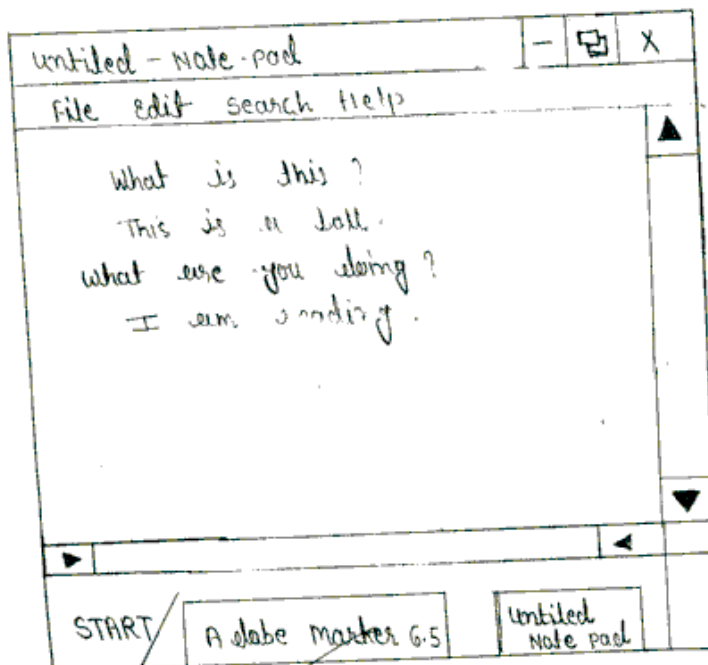


Fig :- Notepad

NOTE-PAD : To enter text in notepad , just type current cursor position is known by the insertion point which moves as we type . Type a set of small lines.

The positioning keys for moving about in the text are-

Home	Line beginning
End	Line end
Ctrl + home	file beginning
Ctrl + end	file end
Ctrl + left arrow	Beginning of previous file
Ctrl + right arrow ward	Beginning of text.

We may wish to set ward wrap option as this inconvenient and for his choose.

EDIT : Any entered text depending on the size of the windows. To delete more than one character select the text to be deleted we may click the mouse to select the text and then type in the replacement text.

Selecting text may be placed in the chip board which edit-> cut also cuts the text from the note-pad file / or edit -> copy (does not cut text from the Notepad file)

Pasting of text from the clipboard may be done using edit -> paste.

The last edit may be undone using edit -> Undo

Searching for Text: Notepad allows searching for a string of text using the search menu option. To search for same text.

Choose Search -> Find

Adding Date /Time to a file : We may want to add the time/date to a file .for this

1. Positpn the insertion point where we want the time/Date.
2. Choose Edit -> Time /Date or press f5.

The option page setup under the file menu may be used to set margins & specify the header & Footer .

The option print setup under the file menu is used for selecting a printer & setting print option to print the file , select the menu option file -> Print .

File option are available to save the work exiting files being edited are saved using file -> save we need to use file-> save. As to save the file under another name or save a new file. If we exit without saving the work it is last. To exit Notepad , use file-> Exit.

EXPERIMENT NO – 10

OBJECT: - To Study of Paint.

THEORY :- Paint is part of windows accessories this is also called Paint brush in 3.1 edition but in windows 95 this is called MS-Paint only.

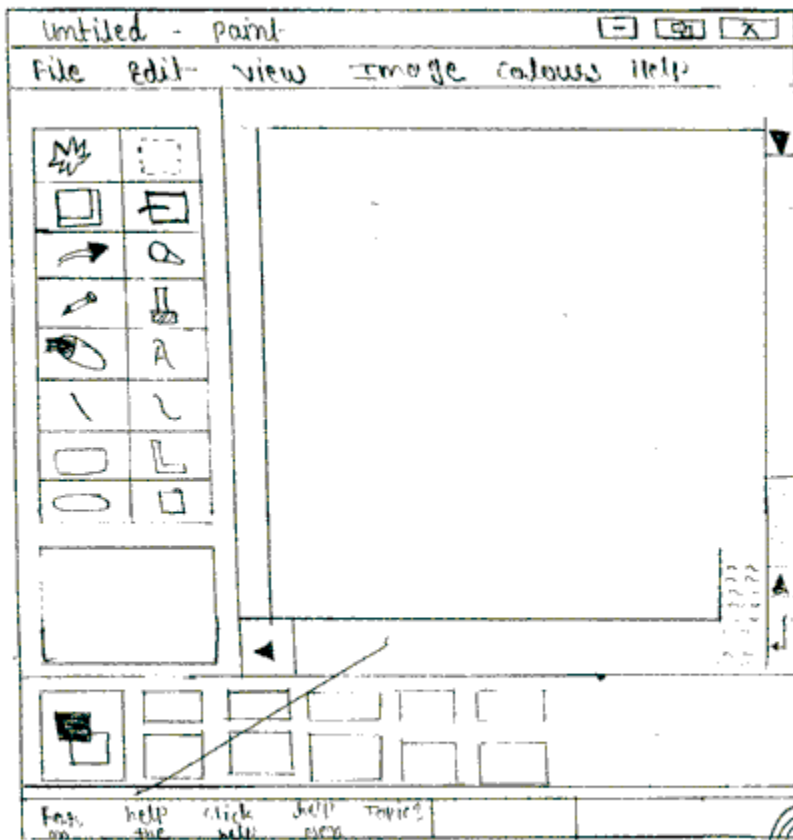


Fig : Paint

Microsoft Paint overview

Paint is a drawing tool you can use to create simple or elaborate drawings. These drawings can be either black-and-white or color, and can be saved as bitmap files. You can print your drawing, use it for your desktop background, or paste it into another document. You can even use Paint to view and edit scanned photos.

You can also use Paint to work with pictures, such as .jpg, .gif, or .bmp files. You can paste a Paint picture into another document you've created, or use it as your desktop background.

Common tasks The following tasks are frequently performed when you use Paint.

Draw a straight line-
Draw horizontal, vertical, or diagonal lines.

Fill an area with color-
Use foreground and background colors to fill areas of your graphic.

Set a Paint picture as your desktop background-
Use a picture you created in Paint as the background for your desktop.

Display gridlines to make fine adjustments with color -
By displaying gridlines, you can easily make detailed changes to the design and color of an image.

Work with images from a digital camera or scanner -
If you have a device such as a digital camera or a scanner connected to your computer, you can acquire an image from that device and work on the image in Paint.

Send an image using e-mail -
After you are done editing or working on an image, you can send it to friends, business associates, or anyone else using e-mail.

THE PROCEDURES:

Opening a file: For opening a new file we can use new command of file menu. When we open it then a black and clear screen come on the screen in this screen we can create object.

Saving a file : We use the commands of file menu for saving a menu when we create any object then the new option menu is shown on the screen.

Drawing straight line: For draw the straight the we click on the line tool of the point after this command we can create straight line by using mouse.

Drawing circle : By the use of circle tool we can create circle or over .This is done by dragging a circle.

Drawing rectangle : for drawing rectangle we can use rectangle tool of the paint brush.

Drawing polygon : For drawing polygon we can use polygon tool for drawing in 1st of all we select this tool then we drag the mouse pointer on the drawing window after it we can draw a polygon .

Fill the color in object : For filling the colour in object we use fill tool in the tool bar.

Fill the color by brush: For this purpose select the brush the tool from the tool bar. After selecting this, select the thickness of the brush. Then go to the colour plane and select the appropriate colour. Then move the mouse pointer at the right place in the window to fill the colour by brush.


Writing and Formatting TEXTs: You can only enter text into an image when you are in normal view. To display the normal view, on the View menu, point to Zoom, and then click Normal size.

1. In the toolbox, click Text
2. To create a text frame, drag the pointer diagonally to the size you want.
3. On the text toolbar, click the font, size, and style you want for the text. If the text toolbar is not displayed, on the View menu, click Text Toolbar. You can drag the toolbar to any location in the window.
4. Type your text. You can also paste text into a text box, but not graphics.
5. The color of the text is defined by the foreground color. To make the background of the text transparent.

EXPERIMENT NO:11

OBJECT: Using Internet Explorer for Web-Browsing

Opening a the Internet Explorer Browser

1. Click the Start button.
2. Go to Programs, highlight and click Internet Explorer.
3. Alternatively click the Internet Explorer icon on the Desktop or on the Taskbar  next to Start button.

Beginning Basic Browsing

The important thing to remember when you first begin browsing the web is the Web address of a site you wish to visit. Go up to the "Address Bar" near the top of the page, and click on it. Now you can type in the Web address of the site you want, and then press enter. Internet Explorer will go to this site directly from whatever document you were currently viewing. This is much faster than going to a search engine and trying to locate the site you want in their directories, or searching for it with a query. (Address Bar shown below)



Your first time that you browse the web, you may have some difficulty. Efficiently browsing the Web is just like any other complex task in life, it takes practice to be good at it. Internet Explorer has some built-in features which will help to make it easier for you to browse the web. The fastest way to get to a place that you don't know its address and you want to search for, is to click on the "Search" button on the Internet Explorer main toolbar. This button will take you to a document within Microsoft's home site. On this document you will find a choice of categories to look through and a list Search Engines to use. A Search Engine is an application that will attempt to find any documents that contain the subject or phrase that you enter into the search parameters. You can also browse through the categories of Web sites that the search engines have already organized for you. Alternatively you can go to specific search engines that you know their address.

The Main Explorer Toolbar



The main toolbar is composed of eleven different buttons. Each of these buttons has a different function and purpose in Internet Explorer. The individual buttons will each be discussed in the following sections.

The Back Button : This button will take you back to whatever document you were previously viewing. Pressing it immediately takes you back one document.

If you have browsed many pages, or are well into a multi-page document, pressing it repeatedly will continue to back you up one page at a time. Once you reach your starting location, it will be greyed-out and unavailable.

The Forward Button : This button will take you forward to the next document if you have previously browsed multiple documents and had then backed-up to the page you are currently viewing. (If you have not backed up at all, the forward button will be greyed-out) Pressing it repeatedly will continue to move you forward one page at a time. You can move forward until you reach the last page that you had browsed, at which time the forward button will be greyed-out.

The Stop Button : The stop button stops ANY current operations by Internet Explorer. It will stop any type of file from loading. It can also be used to stop animations from continuing once a page is loaded. If you press it before a page has finished loading, the page will display everything it had finished loading before the stop button was pressed. If a document is completely loaded and there are no animations, movies, or other files still running, the stop button will have no immediate function.

The Refresh Button : This button will reload the current document that you are viewing. It is useful if the page updates very frequently so that you can view these changes as soon as they are available. If you are loading a document and the transfer was interrupted, you can reload the full document again by clicking here.

The Home Button : This button will return you to the page you have selected as the default start-up page for Internet Explorer. It will not take you back to the beginning of your web browsing, it will just return you to your home location from where you are. If you press back after reaching your home page, you will go back to the page you left after you hit the Home button.

The Search Button : This button will take you to the page you have selected as the default Web search page for Internet Explorer. If you have not selected a page it will take you to Microsoft's default search page.

The Favorites Button : This button will open up the Favorites menu. You can choose a favorite that you wish to go to from the list, add a favorite to the list, or organize your favorites from this menu.

The Print Button : The print button will bring up a Print dialog box. In the box you can decide if you would like to print the contents of the page you are viewing, how many pages you will print, and also how many copies you will print. Keep in mind that if you try to print a page that is graphics intensive, you will need a printer that is capable of printing graphics. Also, the more graphics and pages a Web site has, the longer it will take to print.

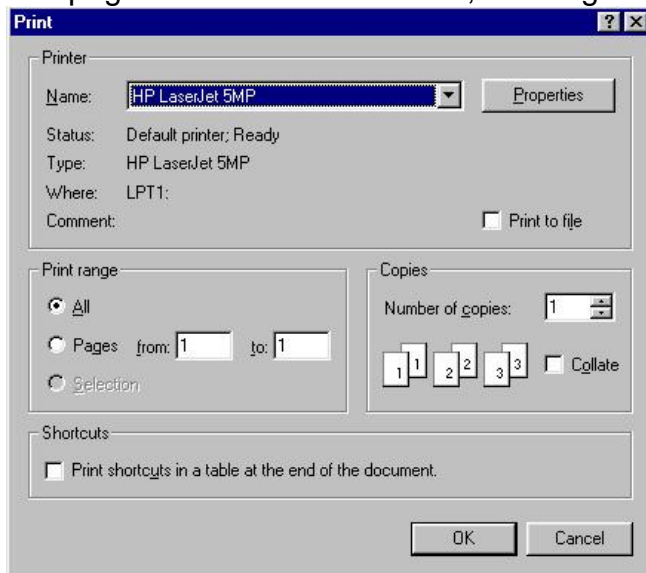
The Font Button : Pressing this button causes Internet Explorer to cycle through the available font sizes. This button is useful if the text is too small to read, or too large to fit comfortably in the window.

The Mail Button : This button will open into a drop down menu from which you can select to read or send E-Mail. You can also open up your newsgroups from this menu.

The Edit Button : This button will ONLY be on your toolbar if you have a Windows system Web editor (such as Microsoft Frontpage or Microsoft Word) installed on your computer. If you press this button, it will launch that editor and open the document you are currently viewing in it.

Printing Web Documents

If your computer is connected to a printer, you can print out any Web document that you wish whether you are viewing it on the Web, or if you are just viewing it from your hard disk. Go to the file menu from the main menu bar. From this menu select "Print", the Print dialog box will appear. (An easier way to open this box is to simply click the "Print" button on the main toolbar or to press CTRL-P) In this dialog box you can decide how you would like to print the contents of the page you are viewing, how many pages you will print, and how many copies you will print. Keep in mind that if you try to print a page that is graphics intensive, you will need a printer that is capable of printing graphics. Also, the more graphics and pages a Web document has, the longer it will take to print.



Setting Your Default Start-Up Page

The "Start-Up" page is the Web Site or document that Internet Explorer will open automatically every time that you start the program. These steps will show you how you can change this page to whatever location you prefer.

From the Tools dialog box, click on the "Internet Options" folder tab at the bottom of the box. You can change the start-up page from here. (The customize section is outlined in red for your convenience).

Click on "General" and then click in the Address box.

Type the address of the page you would like Internet Explorer to open each time you start the program. If you are satisfied with your choice and are done setting options, click on "Apply" then "OK" at the bottom of the Internet Options box.



EXPERIMENT NO: 12

OBJECTIVE: To Learn email account open and using e-mail (gmail).

What is Email?

Email, short for Electronic Mail, consists of messages which are sent and received using the Internet. While there are many different email services available that allow you to create an email account and send and receive email and attachments, we have chosen to focus this class on the services available through Gmail because it is free and one of the more popular email services available.

Advantages

- It's fast. Most messages are delivered within minutes– sometimes seconds – around the world without the inconvenience and cost of using a postal service. In fact, postal service is often referred to as "snail mail" by email users.
- It's personal. While the nature of email is informal, its efficiency is an excellent substitute for telephone conversations.
- You can think through your response. Like a letter, you can type your reply and make changes before sending.
- The sender and the receiver don't have to be working at the same time. Email avoids problems such as telephone tag or trying to contact someone in a different time zone.
- Email makes it easy to keep a record of your communication. You can save and refer to later copies of the emails you send as well as those you receive.
- You can reach a lot of people at once. It is possible to send one message to hundreds of recipients at once, or you can send a private message to one individual.

Weaknesses

- Junk Mail. This is as annoying in email as it is with traditional mail. Try not to send unnecessary messages.
- Ads. The reason you can get free email services like Gmail is because of advertisements. You pay the price of having to click around them to read your mail.
- Misinterpretation. Email arrives without tone or hand gestures which can lead to misunderstanding.
- Email messages can be passed on to others. You should always count on the possibility of your message ending up in the inbox of someone it wasn't intended for.

Setting Up Your Email Account:

1. Connect to the Internet by double-clicking the Internet Explorer desktop icon.
2. Go to the Gmail site by typing <http://www.gmail.com> into the address bar at the top of the screen.
3. You should see a screen that looks like this:

Get started with Gmail

First name:

Last name:

Desired Login Name: @gmail.com
Examples: JSmith, John.Smith

Choose a password: [Password strength](#)
Minimum of 8 characters in length.

Re-enter password:

Click on the **Create an Account** link at the bottom of the box.

4. Complete all starred information of the form, beginning with the Getting **Started** section. **Desired Login Name:** Keep in mind that your **Google ID** will become your email address so choose carefully! When you type in your selection, a box will pop up that will ask you to check the availability of your ID. Because there are so many email users, sometimes you might have to try a few before finding one that is free.

5. If you forget your password, the next section of the form makes it possible for you to retrieve it.

Here you can select a question that Google can ask you to verify your identity. That way, your password won't be given out to someone trying to break into your account.

Security Question:

If you forget your password we will ask for the answer to your security question. [Learn More](#)

Answer:


Secondary email:

This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

Location:

6. The next portion of the form is simply another security measure. Type the code into the box as you see it on your screen.

Word Verification: Type the characters you see in the picture below.

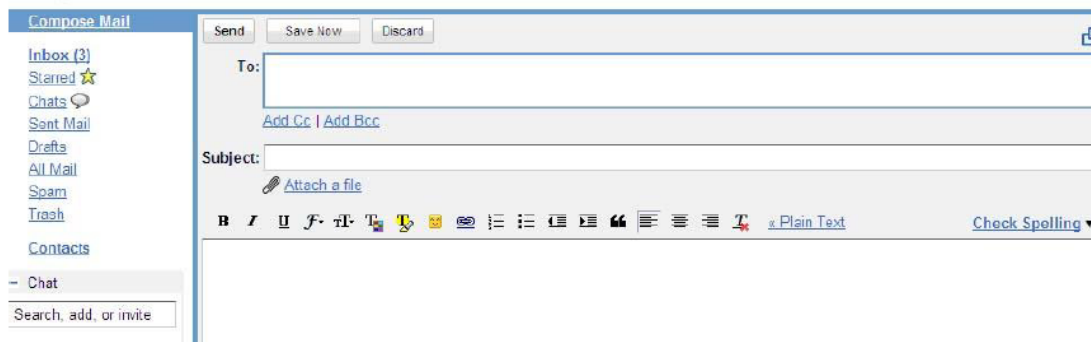


Letters are not case-sensitive

7. Finally, you have to agree to the Terms of Service. Read through the text, and then click **"I Agree."**

Composing and Sending Messages :

To create a new message, click the **Compose** button on the top left side of the screen. The compose screen is a blank message form featuring the following at the top:



From: is your email address, or the address sending the email.

To: is where you type the email address of the primary recipients.

Subject: is a concise indication of the subject of your message. It is important to include a subject line because it will benefit the recipient by allowing them to see what your email is about before they open it.

If you want to change the appearance of your text, you can use the formatting toolbar at the top of the box. The formatting options are similar to those used in Microsoft Word.



Once you have completed your message, send it by clicking on the **Send** button at the bottom of the window.



By default, Gmail saves the messages you send in your Sent messages folder so you have a record of what you sent and when. You can find your Sent messages folder in the sidebar on the left side of the page.

Attaching a file to your message

You can attach files to your email messages. This feature allows you to send pictures, documents and even sounds.

To attach a file, first you need to do the same things you do to compose a message.

1. Click on Compose.
2. Type the address
3. Type the subject
4. Type the message

When you finish typing your message, click on the **Attach a file** link directly below the **Subject** box. This opens the Attachment window. Select the file and click on send. The file you selected will become attached to covering mail you typed as message and become sent.

Receiving and Reading Messages

As we went over earlier, when you log into Gmail, the number of new or unread messages is indicated. By default, email messages are viewed in the **Inbox**. New messages are in bold font. To view your message, click on the **subject** to open it. Once you have read your message, you have several options.

1. Replying to the message: Selecting this option will include the original message and automatically address the message to the person who sent it to you. You can then add text to the existing message and delete portions of the text if you wish before returning your reply to the sender. Click on the Reply button to reply only to the sender. Or click on the arrow on the Reply button and select Reply to all if you prefer to send the message to all recipients of the original message.
2. Forwarding the Message: This feature copies the message you are viewing for delivery to another email address. You can't see the original message but you can add text at the beginning of the message before sending it.
3. Deleting a Message: When you click on this option, the message you are viewing is moved to the Trash folder. Gmail does not automatically delete messages in the Trash folder, so you must enter the trash folder by clicking on it in the left sidebar in order to delete messages permanently.