

TEXT FILES EXTENSION:-

- ☞ .DOCX TEXT DOCUMENTS OR MICROSOFT OFFICE WORD 2007 FOR WINDOWS/2008 FOR MAC
- ☞ .DOC MICROSOFT WORD DACUMENTS
- ☞ .DAT DATA FILE
- ☞ .RTF RICH TEXT FORMAT
- ☞ .TXT PLAN TEXT FILE

AUDIO FILE EXTENSION:-

- ☞ .MP 3
- ☞ .AMR FOR GSM BASED MOBILE PHONES
- ☞ .AAC ADVANCE AUDIO CODING (USUEALLY IN AN MPEG-4 CONTAINER)
- ☞ .RM REAL MEDIA
- ☞ .RA REAL AUDIO FILE
- ☞ .WMA WINDOWS MEDIA AUDIO FILE
- ☞ .SWA MACROMEDIA SHOCKWAVE
- ☞ .AMR ADAPTIVE MULTI-RATE CODEC FILE
- ☞ .MIDI MIDI FILE

VIDEO FILE EXTENSION:-

- ☞ .AVI AUDIO VIDEO INTERLEAVE
- ☞ .DAT DIGITAL AUDIO TAPE
- ☞ .FLV FLASH VIDEO (ENCODED TO RUN IN A FLASH ANIMATION)
- ☞ .3GP (THE MOST COMMON VIDEO FORMAT FOR CELL PHONES)
- ☞ .MKV MATROSKA IS A CONTAINER FORMATE, WHICH ENABLES ANY VIDEO FORMAT SUCH AS MPEG-4 ASP OR AVC TO BGE USED ALONG EITH OTHER CONTENT SUCH AS SUBTITILE AND DETAILED META INFORMATION)
- ☞ .RM REAL MEDIA
- ☞ .WMA WINDOWS MEDIA VIDEO
- ☞ .MP4 MPEG-4 VIDEO FILE
- ☞ .MPG MOVIE FILE
- ☞ .MPEG MPEG MOVIE
- ☞ .MPEG4 MPEG-4 FILE

IMAGE FILE EXTENSION:-

THESE FILE ARE RELATED TO IMEGES.

- ☞ .JPG OR .JPEG JOINT PHOTOGRAPHIC EXPERTS GROUP A GLOSSY IMEGES FORMAT WIDELY USED TO DISPLAY PHOTOGRAPHIC IMEGES.
- ☞ .BMP BITMAP
- ☞ .TIF TAGGED IMAGE FILE

- 🔗 .PNG PORTAL NETWORK GRAPHICS IS
- 🔗 .GIF GRAPHICS INTERCHANGE FORMAT

WEB FILE EXTENSION:-

- 🔗 .HTML HYPER TEXT MARKUP LANGUAGE
- 🔗 .XHTML EXTENSIBLE HYPertext MARKUP LANGUAGE
- 🔗 .XML EXTENSIBLE MARKUP LANGUAGE
- 🔗 .ASP MICROSOFT ACTIVE SERVER PAGE
- 🔗 .JSP JAVA SERVER PAGES
- 🔗 .ASPX MICROSOFT ACTIVE SERVER PAGES

COMPRESSED FILE EXTENSION:-

THESE FILES ARE USED TO COMPRESSED FILES.

- 🔗 .RAR =WINZIP FILE
- 🔗 .WIN =WIN RAR FILE
- 🔗 .ZIP= EXRENDED ZIP FILE

BACKUP FILE EXTENSION:-

THESE FILES ARE RELATED TO BACKUP OF SYSTEM

- 🔗 .BAK=BACKUP FILE
- 🔗 .TMP= TEMPORARY FILE






































OTHER EXTENSION:-

- 🔗 .PDF=PORABLE DACUMENT FORMAT FILE
- 🔗 .TORRENT=BIT TORRENT FILE (UTILITY SOFTWARE)
- 🔗 .SYS=SYSTEM FILES
- 🔗 .CAB=CABINET FILE
- 🔗 .DBS=OUTLOOK EXPRESS EMAIL FOLDER
- 🔗 .TMP=TEMPRORY FILES
- 🔗 .DRV=DEVICE DRIVER FILE
- 🔗 .MDB=DATA BASE
- 🔗 .PDB=PROGRAMMABLE DAT FILE
- 🔗 .EXE=EXCUTABLE FILE

SHORT CUT'S FULL FORMS

ACL	- ACCESS CONTROL LIST
ADC	- ANALOG –TO-DIGITAL CONVERTER
ADF	- AUTOMATIC DOCUMENT FEEDER
ADSL	- ASYMMETRIC DIGITAL SUBSCRIBER LINE
AGP	- ACCELERATED GRAPHICS PORT
AIFF	- AUDIO INTERCHANGE FILE FORMAT
AIX	- ADVANCED INTERACTIVE EXECUTIVE
ALU	- ARITHMETIC LOGIC UNIT
ANSI	- AMERICAN NATIONAL STANDARD INSTITUTE
API	- APPLICATION PROGRAM INTERFACE
APU	- ACCELERATED PROCESSING UNIT
ARP	- ADDRESS RESOLUTION PROTOCOL
ASCH	- AMERICAN STANDARD CODE FOR INFORMATION INTERCHANGE
ASP	- ACTIVE SERVER PAGE OR APPLICATION SERVICE PROVIDER
ATA	- ADVANCE TECHNOLOGY ATTACHMENTS
ATM	- ASYNCHRONOUS TRANSFER MODE
ATX	- ADVANCE TECHNOLOGY EXTENDED
AUP	- ACCEPTABLE USE POLICY
BASH	- BOURNE –AGAIN SHELL
BASIC	- BEGINNER'S ALL –PURPOSE SYMBOLIC INSTRUCTIONS CODE
BCC	- BLIND CARBON COPY
BIOS	- BASIC INPUT/OUTPUT SYSTEM
BLOB	- BINARY LARGE OBJECT
BMP	- BITMAP
BSOD	- BLUE SCREEN OF DEATH
CAD	- COMPUTER –ADDED DESIGN
Cc	- CARBON COPY
CCD	- CHARGED COUPLED DEVICE
CD	- COMPACT DISK
CD-R	- COMPACT DISK RECORDABLE

CD-ROM	- COMPACT DISK READ-ONLY MEMORY
CD-RW	- COMPACT DISK REWRITABLE
CDFS	- COMPACT DISK FILE SYSTEM
CDMA	- CODE DIVISION MULTIPLE ACCESS
CDN	- CONTENT DELIVERY NETWORK
CGI	- COMMON GATEWAY INTERFACE
CISC	- COMPLEX INSTRUCTION SET COMPUTING
CLOB	- CHARACTER LARGE OBJECT
CMS	- CONTENT MANAGEMENT SYSTEM
CMYK	- CYAN MAGENTA YELLOW BLACK
CPA	- COST PER ACTION
CPC	- COST PER CLICK
CPL	- COST PER LEAD
CPM	- COST PER 1,000 IMPRESSION
CPS	- CLASSROOM PERFORMANCE SYSTEM
CPU	- CENTRAL PROCESSING UNIT
CRM	- CUSTOMER RELATIONSHIP MANAGEMENT
CRT	- CATHODE RAY TUBE
CSS	- CASCADING STYLE SHEET
CTP	- COMPOSITE THEORETICAL PERFORMANCE
CTR	- CLICK-THROUGH RATE
DAC	- DIGITAL-TO- ANALOG CONVERTER
DAW	- DIGITAL AUDIO NETWORK
DBMS	- DATABASE MANAGEMENT SYSTEM
DCIM	- DIGITAL CAMERA IMAGE
DDL	- DIGITAL DEFINITION LANGUAGE
DDR	- DOUBLE DATA RATE
DDR2	- DOUBLE DATA RATE 2
DDR3	- DOUBLE DATA RATE TYPE 3
DFS	- DISTRIBUTED FILE SYSTEM
DHCP	- DYNAMIC HOST CONFIGURATION PROTOCOL
DIMM	- DUAL IN-LINE MEMORY MODULE
DLC	- DOWNLOADABLE CONTENT
DLL	- DYNAMIC LINK LIBRARY
ADBS	- ADVANCE DATA BROADCAST SYSTEM
ALGOL	- ALGORITHM ORIENTED LANGUAGE
BIOS	- BASIC INPUT/OUTPUT SYSTEM

 BPS	- BYTES PER SECOND
 DTP	- DESK TOP PUBLISHING
 DVS	- DESKTOP VIDEO CONFERENCING SOFTWARE
 GPS	- GLOBAL POSITIONING SYSTEM
 EDI	- ELECTRONIC DATA INTERCHANGE
 HDML	- HYPER DEVICE MAKE UP LANGUAGE
 HTML	- HYPER TEXT MARK UP LANGUAGE
 HTTP	- HYPER TEXT TRANSFER PROTOCOL
 RAM	- RANDOM ACCESS MEMORY
 ROM	-READ ONLY MEMORY
 BAM	- BUOYANT ACTION MODULE
 CDPD	- CELLULAR DIGITAL PACKET DATA
 DAC	- DATA ACQUISITION AND CONTROL
 FCD	- FILL CONTROL BLOCK
 GIS	- GEOGRAPHIC INFORMATION SYSTEM
 MODOM	-MODULATOR DEMODULATOR
 NEWS	-NORTH EAST WEST SOUTH
 COMPUTER	-----C
	 O
	 M
	 P
	 U
	 T
	 E
	 R
 UPS	-UNINTERRUPTED POWER SUPPLY
 MS	- MICRO SOFT
 MU	- MEMORY UNIT
 OS	- OPERATING SYSTEM
 IM	- INTERNAL MEMORY
 SM	-SECONDARY MEMORY
 PM	-PRIMARY MEMORY
 CM	-COMPUTER MEMORY
 IC	-INTER GRETER CHIP
 FDD	-FLOPPY DISK DRIVE
 HDD	-HARD DISK DRIVE
 MOP	-MAGNETIC OPTICAL DISK

FI	-FLOW OF INFORMATION
EM	-EXTERNAL MEMORY
DVD	-DIGITAL VERSATILE DISK
LCD	-LIQUID CRYSTAL DISPLAY
LED	-LIGHT EMITTING DIVOT
TFT	-TRANSFER FLAT TRANSISTORS
QK	-QWERTY KEYBOARD
EK	-ERGONOMIC KEYBOARD
RBM	-RUBBER BOLL MOUSE
OM	-OPTICAL MOUSE
WM	-WIRELESS MOUSE
GUI	-GRAPHIC USER INTERFACE
MIPS	-MILLION OF INSTRUCTIONS PER SECOND
MAR	- MEMORY ADDRESS REGISTER
ASDL	- ASYNCHRONOUS DIGITAL SUBSCRIBER LINK
LAN	- LOCAL AREA NETWORK
WAN	- WIDE AREA NETWORK
MAN	- METROPOLITAN NETWORK
WWW	- WORLD WIDE WEB
HLL	-HIGH LEVEL LANGUAGE
LLL	- LOW LEVEL LANGUAGE
CL	-COMPUTER LANGUAGE

की बोर्ड शार्टकट्स:

1.क्या होते हैं शार्टकट्स:

शार्ट कट की बोर्ड के दो या दो से अधिक कीज के कम्बिनेषन यानि एक साथ से बनते हैं,जैसे

Control+C यह शार्टकट किसी फाइल को कॉपी करने के काम आता है ।

इसी तरह **Control+V**(पेस्ट यानि **Paste** के लिए),**Control+Z**(**undo** यानि किसी गायब की गयी चीज को पुनः पुरानी अवस्था मे लाने के लिए)आदि ।

आओ देखें अन्य की बोर्ड शार्टकट्स :-

windows+l :- इसके प्रयोग से आप माई कम्प्यूटर खोल सकते हैं ।

- windows+L :- यह शार्टकट सिस्टम लॉक करने के काम आता है ।
- Shift+Delete :- यह शार्टकट किसी फाइल या फोल्डर का परमानेंट डिलीट करने के लिए किया जाता है ।
- Control+Esc :- इस शार्टकट का इस्तेमाल आप बिना माडस का छुए स्टार्ट मंन्यू को खोलने के लिए कर सकते हैं ।
- Alt+Enter :- किसी भी फाइल या फोल्डर अथवा ड्राइव की प्रापर्टीज जानने के लिए कर सकते हैं ।
- Control+Esc :- इस शार्टकट का इस्तेमाल आप बिना माउस छुए स्टार्ट मेन्यू खोलने के लिए कर सकते हैं ।
- Alt+Enter :- किसी भी फाइल,फोल्डर या ड्राइव की प्रापर्टीज को जाना जा सकता है ।
- Windows key+M :- सारे विंडो एक साथ मिनमाइज हो जाते हैं ।
- Control+Win+F :- अगर आप अपने नेटवर्क में मौजूद किसी कम्प्यूटर को खोज सकते हैं ।
- Control+p :- प्रिन्टआउट डायलॉग बाक्स खुलता है ।

MS OFFICE में USE होने वाले शार्टकट :-

- Ctrl+A - एक पेज की सामग्री एक साथ चयन करना ।
- Ctrl+B - चयनित टेक्स्ट पर प्रकाश डालना ।
- Ctrl+C - चयनित टेक्स्ट को कॉपी करना ।
- Ctrl+X - चयनित टेक्स्ट को काटना ।
- Ctrl+N - नया/रिक्त दस्तावेज खोलना ।
- Ctrl+O - ओपन विकल्प खोलना ।
- Ctrl+F - फाइंड बाक्स खोलना ।
- Ctrl+I - चयनित टेक्स्ट को इटैलिक करना ।
- Ctrl+P - प्रिन्ट विन्डो खोलें ।
- Ctrl+K - लिंक डालें ।
- Ctrl+U - चयनित टेक्स्ट को रेखांकन करना ।
- Ctrl+V - चिपकाएं ।

- Ctrl+Y - प्रदर्शन अंतिम किया फिर से करें।
- Ctrl+G - विकल्प खोले ओर बदलें।
- Ctrl+J - पैरा संरेखण का दोनों ओर मिलान।
- Ctrl+L - बाई ओर चयनित पाठ या लाइन संरेखित करना।
- Ctrl+Q - बाई ओर चयनित अनुच्छेद संरेखित।
- Ctrl+R - स्क्रीन के दाई ओर लाइन या चयनित पाठ संरेखित करता है।
- Ctrl+Shift+L - जल्दी से एक बुलेट बिंदु बना।
- Ctrl+Shift+F - फान्ट बदलें।
- Ctrl+[- चयनित टेक्स्ट के फान्ट को 1 pt को बढ़ाने के लिए।
- Ctrl+] - चयनित टेक्स्ट के फान्ट को 1 pt को घटाने के लिए।
- Ctrl+<left Arrow>- बाई ओर एक शब्द चलता है।
- Ctrl+<right Arrow>- दाई ओर एक शब्द चलता है।
- Ctrl+Backspace - कर्सर का हटाता शब्द छोड़ दिया।
- Ctrl+del - कर्सर के अधिकार को हटाता शब्द।
- Ctrl+end - दस्तावेज के अंत में कर्सर को ले जाता है।
- Ctrl+Home - दस्तावेज के शुरूआत में कर्सर को ले जाता है।
- Ctrl+spacebar - डिफाल्ट फॉन्ट के लिए डाले गए टेक्स्ट को रीसेट करना।
- Ctrl+Shift+F12 - दस्तावेजों को मुद्रित करता है।

Computer Short Notes

Question

Answer

India's Super Computer

Param Padam

HotMail

Sabeer Bhatiya

"Virus" Full Form

Vital information Researches

Under Signal

World Wide Web

Tim Burner Lee

Computer Virus	A Program
Micro Soft's President	Billium Bill Gets
Binary Number System's Status	2
Computer's Secondary Memory	Hard Disk Drive
Bootstrap Program	Beginning Computer work
Error connection Engage	Debugging
1Byte	8 Bit
Wireless LAN's Protocol	802.11
Windows NT in Security's Level	C2
JAVA Programming Language	James Gosling
Direct X Software	Its Drive Graphics Hardware 's Drive
India in First Techno Park	Tiruvanathapuram
Linux Develop Of	Linus Trovald
Open source Program's Definition	Richard Stallman
Window's New OS	Window 10
WWW's Second Generation	Web 2.0
Microsoft's Chief Executive Officer	Satya Nadella
Window Vista's Manufacture's cost	7 Billion Dollar
You Tube's Joint's Engine	Google
Floppy Disk	IBM
Blue Ray Technology	Sony
Microwave Access for Interoperability	Ymax
"I Love You" Virus An Example	Script Virus
"Storage Program's Definition"	Given By Jhon Won Newmon
Virtual Disk	RAM Disk
"Wisdom Of Mass Principle"	Joint With Wikipedia
Father Of Computer	Charles Babbage

MicroSoft - Word(MS-Word)

(A) Define the Word:-

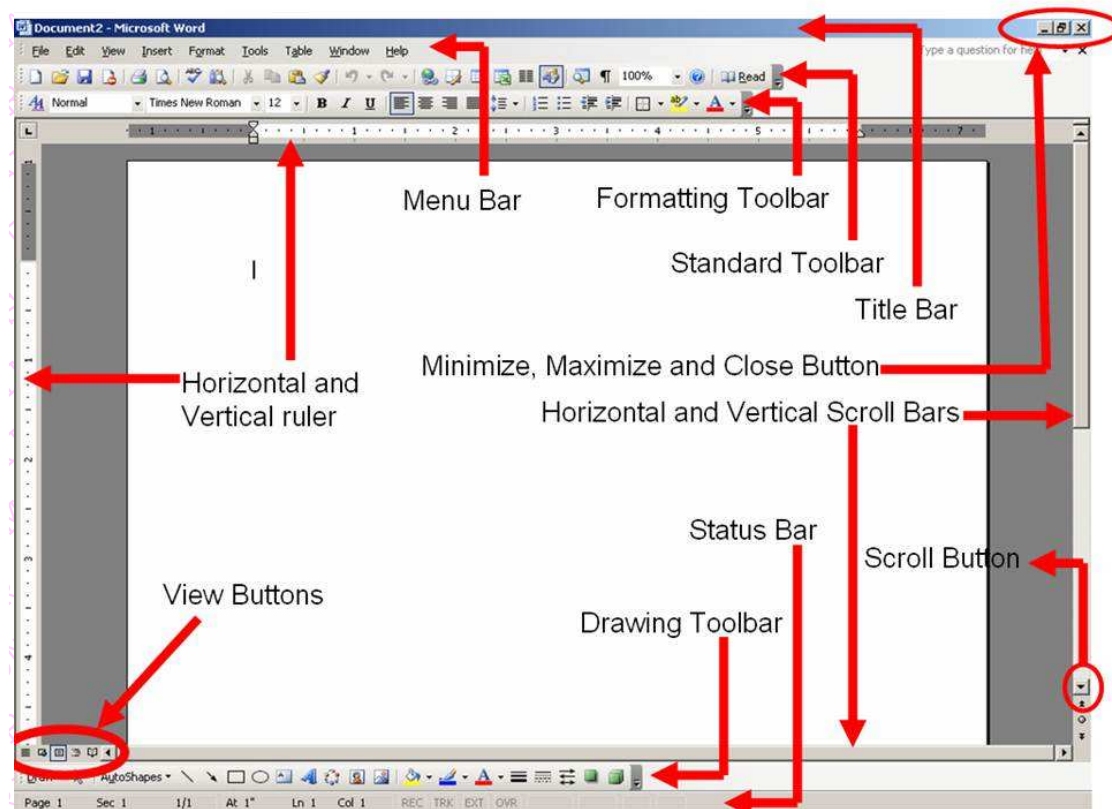
Micro soft Word is Word Processing Program and Another words in Microsoft is word Processing Basics ,opening word processing Package Menu Bar, Using the help,Using the Below Menubar ,Opening and Closing Documents,Opening Documents ,Save .Save As Documents .Page Setup ,Print Priview ,Printing of Documents ,text Creating And Multipulation ,Documents Creation ,Editing Text ,text Selection ,Cut copy Past ,Font and size selections,Alignments,of text ,Formatting the Text ,Pragraph Identing ,bullets and Numbering,changingcase,table Maintinence,Table Creations Draw table ,Changing cell Width and hight ,Alignments of cell,Delete/Selection/Insertion of Row 7 Coloumns ,Border and Shading,Summery Data Valuation Sheet Arrenging etc.

MICROSOFT WORD OPENING PROCESS:-

1. TO Open word ,Either Click on the Word icom (if it is located on your desktop Screen) or click start Button at task of the bottom left corner of the windows operating system.
- 2.Select the Program option of the Start Menu and Then MS –Office option and then Ms-Word .
- 3.You will find a new Black Documents window which contain indivisual word files and task pane of Getting Started.



✎ The documents windows contain a number of parts that are describe below:-



Title Bar :- the blue strip at the top of the screen that displayed the name of the documents And minimize ,Restoring ,Maximize and close buttons are right side on this bar.

Insertion Bar:- The Flashing vertical line that indicate where the text will appear when you type.

Menu Bar :- A group of Commons .Including file ,edit ,view , that allow the userb to perform tasks.

Tool Bar:- The Collection of button (usually with Icons) that Provide Shortcut to tasks typically located at the top of the Screen.

Status Bar :- The bar located at the Bottom of the Screen that Shoe information about the page Selection ,line ,and location of the insertion points etc.

Rular Bar :-The Bar at the top of (horizontal) and Side (vertical) of the page that shows margins, indent, and tab setting (on the Horizontal ruler) indent is used for word wrapping setting etc.

Window Split Bar :- The window Split button is situated on the top of the Vertical Scroll bar. This button is used for the Split of the current document window.

Brows Object Button:- this button is situated on the bottom of the vertical Scroll bar and used for brows the object in the file of the current documents. Endnote, footnote, field, table, graphics etc.

Work Space :- It is a working space of MS Word where we create Documents, tables, images etc.


Mouse Pointer:- Mouse Pointer changes shape when it passes over certain parts of the word documents window.

View Button :- Five view buttons are Normal view, web layout, Print Layout View, outline Layout View, Reading Layout View. The view buttons are at the left side of the Horizontal Scroll Bar. Vertical Ruler is represented only in print layout. Reading and outline view having no any ruler. In outline view outlining toolbar appears, having promote, demote, move up, move down, collapse all and expand all buttons etc.

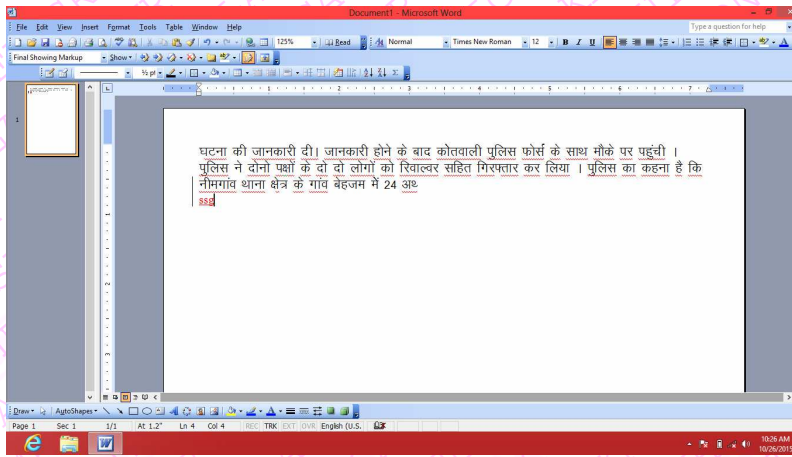
Task pane :- A window in left side of the MS word Window Page having commands for quick use of the running tasks. By default the stated tasks pane appears. Short cut key of the Task pane is Ctrl+f1.

Insertion Points:- It is a blinking vertical cursor that indicates the place where you want to insert text or graphics.

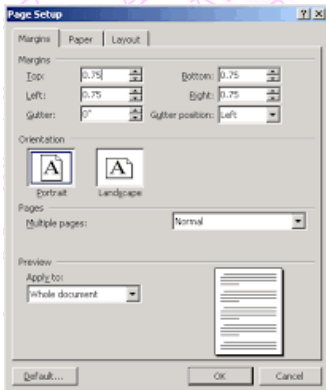
Documents :- the page or pages on which you will type your information and text.

 **Menu Bar . It contains 14th file .it situated right down of title bar, in this words use all commands available :**

FILE MENU(Alt+F):-

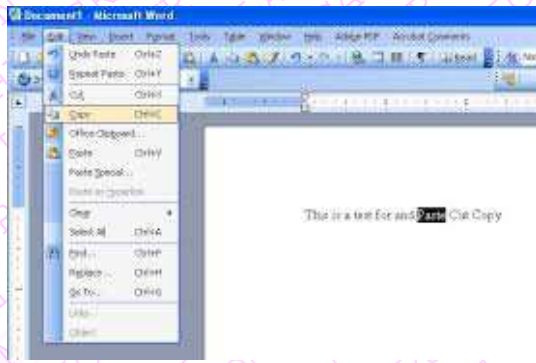


1. **New :-** by using this option you can create New documents file .Its shortcut key is **ctrl+N**.
2. **Open :-** By using this file open your saved file & documents .its shortcut key is **ctrl+O**.
3. **Close:-** Its used you can close the activate documents .its shortcut key is **Alt+FC**.
4. **Save :-** Its used for saved active Document in current file name, location and format.its Shortcut key is **Ctrl+S**.
5. **Save As:-** Saved by opening a Save As dialog box which give the opportunity to change the file name ,location ,format .Shrtcut key is **F12**Is used to go in Save As And **Alt+FA**.
6. **Page Setup :-** you can sets margins ,paper size ,orientation and other layout option according to your requirement like as Shading 7 Border.Shortcut Key is **Alt+FU**.



7. **Print b Prieviw :-** You can see Screen view your Current Type Text Dovuments & file. Shortcut Key is **Alt+FV**.
8. **Print “-** You can Print Active Documents & file.Shortcut Key is **Ctrl+O**.
9. **Permission:-** This Command is used Provides the permission to work eith other users by default it is unresricted access. Shortcut Key **Alt+FM**.
10. **File Search:-** by using Search your Old & new File & documents giving by File & Documents Name .Shortcut Key **Alt+FH**.
11. **Save As Web Pages :-**By using is Saved your file & Documents in Web Page On the Cuurent time .Shortcut key is **Alt +FG**.
12. **Version:-** This Command is used to create the comment About your File the file creation date and time update file along with user name always save if uoy check on the automatically save the Version on Close Checkbox Button.Shortcut key is **Alt+FR**.
13. **Properties:-** this command is used general tab information about the file type ,location and size of the file . in the next section of general tab file name on DOS ,Created (the User snme) ,modified ,and Access date and time information save.Shor cut Key is **Alt+FI**.
14. **Exit :-** By using Close Microsoft word Application.Shortcut Key is **Alt+FX**.

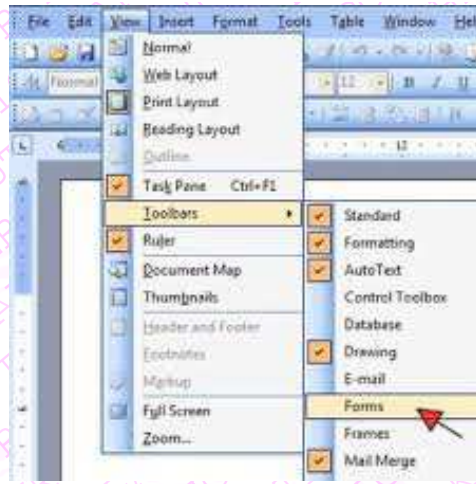
EDIT MENU:- (Alt+E):-



1. **Undo :-** Allow you to undo what you just did .Usually you can undo repeatedly. Shortcut Key is **Ctrl+Z.**
2. **Repeat :-** The opposite of undo ;repeat allows you to redo the same action over again.Shortcut Key is **Ctrl+Y.**
3. **Cut :-** Takes out the selected text/word .Shortcut Key is **Ctrl+X.**
4. **Copy :-** Makes a copy of the selected text/word.Shorcut key is **Ctrl+C.**
5. **Paste:-** Insert the items that you cut and copied.shortcut Key is **Ctrl+V.**
6. **Paste Special :-** You can Apste you copied file as per your requirement like unformatted text ,format text, Unicode etc and also you have option to opt the past text ti link with the sources ,if you link the copied text ,whenever source content will change the destination will change automatically or you can update the link from edit menu to opdate the destination according the source.Shortcut Key **Alt+ES.**
7. **Paste as Hyperlink :-** This command is used to paste the selected text on the destination and also hyperlink the source file. Whenever you will click the link by pressing thr ctrl key the source file will open and the cursor will on the text which was paste as hyperlink in source file.Shortcut Key **Alt+EH.**
8. **Office Clipboard :-** All the text copied or cut will store in the office clipboard memory it is vertully memory and in this memory maximum

number of item could be 24 and when the number of item would be clipbosrd memory will delete automatically in FIFO (First in first Out) order. Shortcut Key **Alt +EB**.

9. **Clear:-** This command used of edit menu having subcommand **1-Clear format**-used for the remove & formatting of the text only. **2-Delete**- this is used for the remove the conten and formate both of selected object or text. Shortcut Key **Aly+EA**.
10. **Select All :-** Select all text and Graphics in the Active window.Shortcut Key Ctrl+a(**Alt+EL**).
11. **Find :-** Serches for Specified word /text /number in the Active Documentation .Shortcut Key **Ctrl+F(Alt+EF)**.
12. **Replace:-** Allow you to Change Specific dat to something else.for Example, if I am working on a documents and use the name Student throughout the documrnt, I can Click replace and chnge every entry of Student to teacher.Shortcut key is **Ctrl+H(Alt+EE)**.
13. **Goto:-** Find replace and goto command on the same (find and Replace) window. The Shortcut **Ctrl+G** and this command is used to go on the command ,book mark ,line footnote, End note ,Page number etc.(**Alt+EG**).
14. **Link :-** This Command is deactivated until the link is insert in the file and use this command is editing the link.Shortcut Key **Alt+EK**.
15. **Object :-** This Command is Deactivated until any object is inserted in the file and use this command is editing the object.Shortcut Key is **Alt+EO**.



VIEW MENU(Alt+V):-

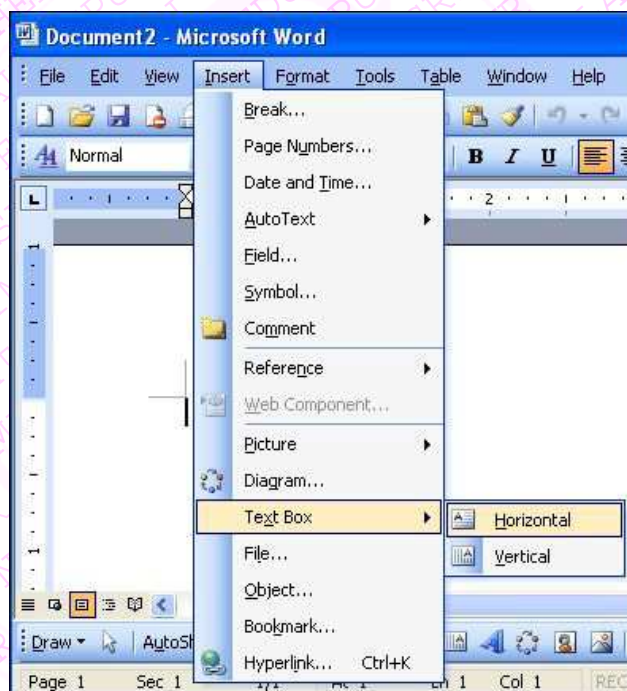
- 1. Print Layout :-** you can see the document as it will print on appear .Shortcut Key is **Alt+VP**.
- 2. Normal View:-** The default document just Normal way the document opens and appears.Shortcut Key is **Alt+VN**.
- 3. Outline View:-** This is classic view and when will you open your document in this view ,review ,toolbar appear automatically .In this view tab button is used to increase the level and shift+tab button is used to decrease the level .Shortcut Key is **Alt+VO**.
- 4. Reading View :-**In this view reviewing toolbar appear automatically and like book fold two page open at the same screen.Shortcut Key is **Alt+VR**.
- 5. Toolbar:-**display and hides toolbar .The right Pointing arrow indicated a list of toolbars.to add toolbar on screen you have to select toolbar in toolbar list.Shortcut Key is **Alt+VT**.
- 6. Ruler:-**Horizontal and vertical ruler at the top and left side of the document in print appears.Shortcut Key is **Alt+VL**.
- 7. Taskpane :-** Taskpane is Show Recently Details **Copy ,Past ,Paste All ,clear** All of Active documents.Shortcut Key is **Ctrl+f1,Alt+VK**.
- 8. Header and footer:-** you can add and change the text that is display at the

top or button of every page of the documents, you can customize your text according to your need. Shortcut Key is **Alt+VH**.

9. Markup:- These command are used for the show and hide the command ,trackchange etc. Markup in the document. Shortcut Key is **Alt+VA**.

10.Fullscreen :- You can see full screen of your documents. Shortcut Key is **Alt+VU**.

10.Zoom:- you can zoom your documents appear on the screen by using zoom option . You can your documents from **10** percent to **500** percent. Shortcut key is **Alt+VZ**.



INSERT MENU (Alt+I):-

1.Breck:- You can use this command to breck the Page,line,coloumn, selection break etc. Shortcut Key is **Alt+IB**.

2.Page Number :-By using this command you can insert page number your document. When you will click on page number command in insert

menu, page number dialog box open you have to select option according to your requirements. It has two list of button (1) Position – You can select position of the page number, it is either the top of page also called header.

(2) The second list button is for alignment in the page number – **left, right, top, bottom centre, outside, inside**. You can use format button for the formatting of the page number (number, roman etc). Shortcut Key is **Alt+IU**.

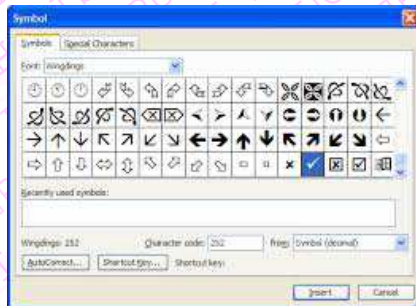
3. Date and Time:- you can choose from date/time (**16 format in 2003 and 17 format in 2007**) for displaying date, time OR date and time. Shortcut Key is **Alt+IT**.

4. Auto text:- As its name it is used to insert text automatically. Often some words like signature (name, designation, organization name, contact number, place name etc.) used many times in the documents. Instead of copy-paste you can create autotext and you can insert in your documents whenever needed. Copied matter can be pasted only when copied not next day but auto text you can add any time when once created. To create auto text select the text and then **alt+f3 of from insert menu click on auto text->** new auto text, To insert auto text you can use **f3** button after typing the auto text you name, The auto text you created will show in the normal sub-command or (auto text tool bar). Shortcut key is **Alt+IA**.

5. Field :- In your document you can insert field like formula, autotext, comment etc. Shortcut Key is **Alt+IF**.

6.Symbol :- there are **128** symbol in **ASCII** and **256** symbol in Extent **ASCII** including Printable and non printable symbol. When will you click on symbol command in the insert menu ,a symbol dialog box will appear . You have to select your required symbol from symbol and symbol special character.

Shortcut Key is **Alt+IS.**



7.Comment:- in the document you can insert comment at any topic whenever you needed . Comment is just a markup so that Reviewing Toolbar appear during the comment insertion and you can hide the comment by clicking on the markup button in view menu . Shortcut Key is **Alt+IM.**

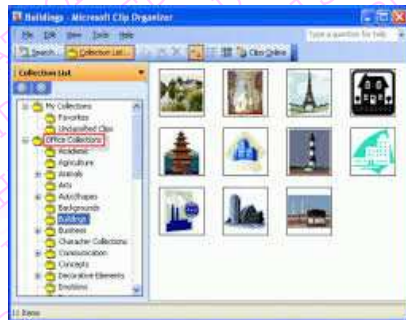
Reference:- in the Insert menu reference comment has four sub-command- Footnote ,Caption,Crossreference and Index and tables. Shortcut Key is **Alt+IN.**

8.Footnots:- end notes is just similar to the Footnote only difference is that footnote explain at the bottom of the same page or below the text in the same page where as endnote explain at the end note of the documents . Shortcut Key is **Alt+INN.**

9.Text box:- Use text box to place captions near tables or drawing ,or to set off text at the beginning of a page . Click and draw the box after making this selection when ever you insert the Text box a place holder will appear when insert. Short cut Key is **Alt+IX.**

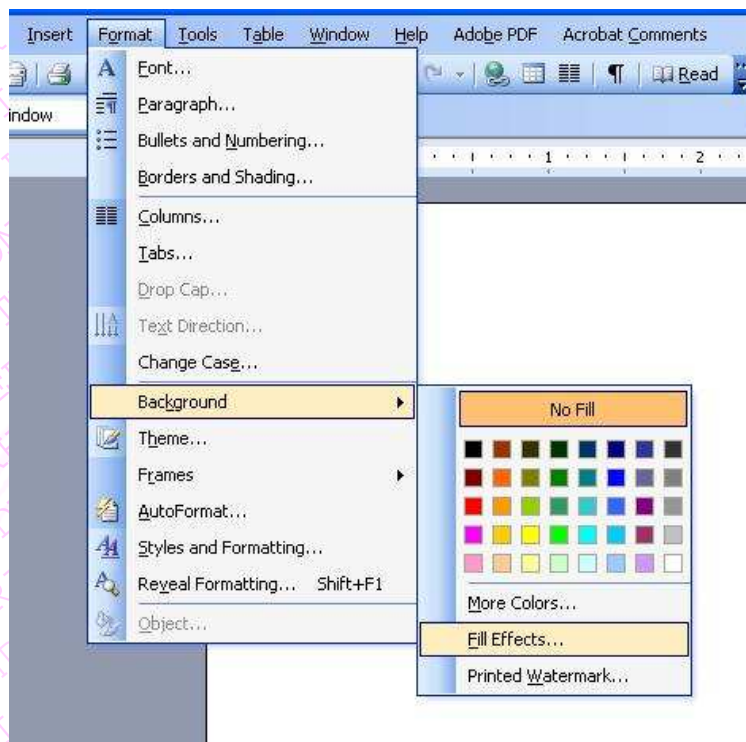
10.Book mark :- It is a type of saved document into the active document at the cursor. You have to click file option where you will find insert file dialogbox . You have to select the file and click on insert option . Shortcut Key is **Alt+IK.**

11.Picture:-By using it you can insert picture from file ,clip art .You can insert auto shapes, word art ,or a chart. Shortcut Key is **Alt+IP.**



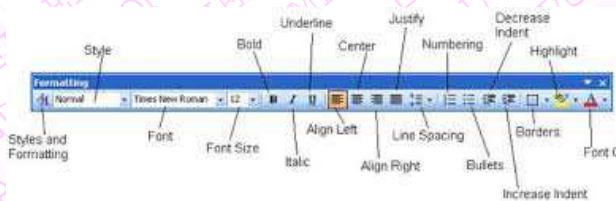
12.Object:- By using it you can insert an object such as Window media player ,word pad document ,ms excel worksheet ,ms powerpoint presentation etc. Shortcut Key is **Alt+IO.**

13.Hyperlink:- An interesting use of hyperlink is to place a link to any document stored on your computer at any location . you can later open that link document by pressing ctrl and clicking on the link ,Shortcut key of Hyperlink is **Ctrl+K,Alt+II.**



FORMAT MENU(Alt+O):-

1.Font :- This command used to Change Font face,Font size,style ,colour and large number of other features like as bold,italic,underlines. It is also facilitated to change the spacing between lwtters. The shortcut of font is **Ctrl+D**. There re varius type of font effect like strikeout, double, strikethrough, subscript, superscript hidden ,paragraph mark etc. Shorcut Key **Alt+OF**.

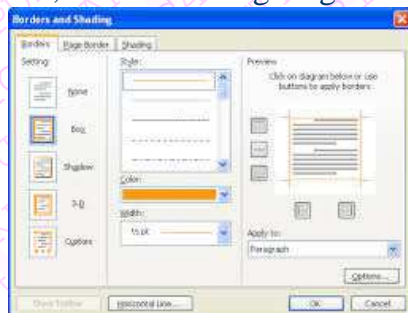


2.Pragraph:- You can indent a paragraph using either margin ao place some chosen amount of space before or after the paragraph.Shortcut Key is **Alt+OP**.

3.Bullet & Numbering :- Bullet for symbolic representation and number are for numeric representation , Here is a dialog window of bullet and numbering where four tab bullet having many style and also an option to choose any aymbole from your computer. Numbering is using various type of number style .outline numbered and liste style also present here.Shortcut key is **Alt+ON.**



4.Border & Shading :- You can create border around block of text or around the entire document. It can be use top, bottom, left, right,inside. Outside, all border ascending diagonal ,and descending diagonal etc. Shortcut Key is **Alt+OB.**

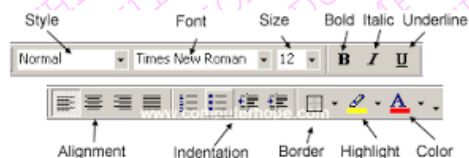


5.Column:- This command is used to create a document in column format by default one coloumn is selected but you can select up 12 coloumn b by using this command. Shortcut Key is **Alt+OC.**

6.Tab:- The tab button situated on the left side of the horizontal ruler. It is used for creating text in tabular format . It has five alignment left ,right,center,bar and decimal alignment . By default Left Alignment of Tab.

Shortcut Key is

Alt+OT.



7.Drop Cap:- Make the first letter of a paragraph or chapter large enough to span several lines. You can grow the text to make larger but difference is that drop cap drops the characters down side and grows to up side and complete line spacing makes a gap according to the larger font. Shortcut Key is **Alt+OD.**

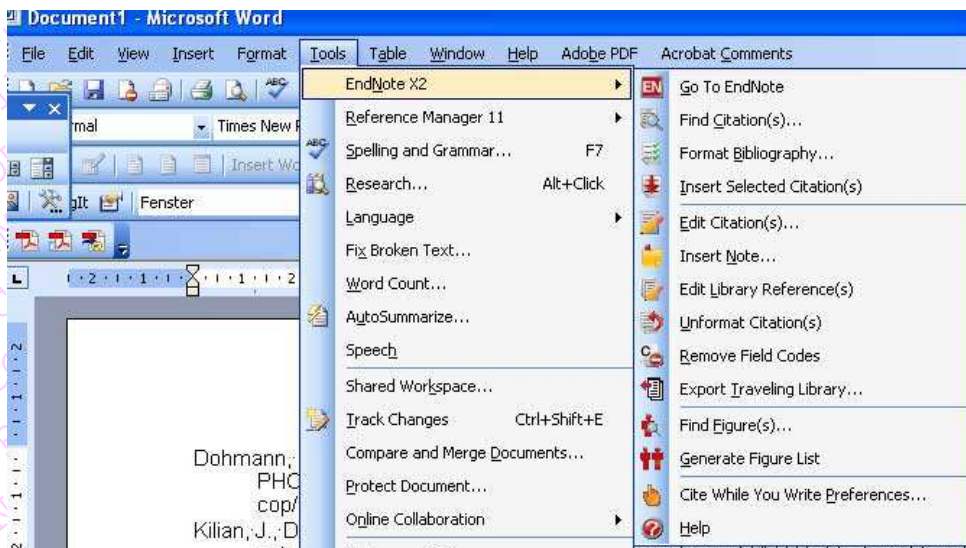
8.Style & Formatting :- If you prefer not use the Formatting toolbar, document style can be changed here. Shortcut Key is **Alt+S.**

9.Background :- This is used for the back color of the document. You can insert images in the background of the document as a background from the fill effect and from printed water as picture watermark. Short Cut Key is **Alt+OK.**

10.Change Case :- You can change the text by using this option in Sentences Case, Lower Case, Upper case, Title Case and Toggle case according to your requirements. Shortcut Key is **Alt+OE.**

11.Word Art:- Word art function use for Making stylish Drawing Word Object of different-2 type stylish object. Its do good looking for use Long & Short point of written word which can make stretchable good looking word art in it.





TOOLS MENU (Alt+T):-

1.Spelling & Grammar :-Select the text and click on this tool or press **f7** Spelling and Grammar dialog box will open if the word is not present in the dictionary or repeated word can be rectify by this dialog box and after that this tool runs on your entire document to check the spelling and Grammar. Shortcut Key is **Alt+TS**.

2..Auto Correct:- There are some common spelling error in the documents ,this tool used to correct these error automatically during the typing. Shortcut Key is **Alt+TU**.

3.Word Count:- You can count the word character without space ,paragraph , page etc. the entire statics of the documents or selected text in the documents. Shortcut Key is **Alt+TW**.

4.Protect documents:- It option using by Your Save & Active Documents is keep secure (Protect) by Password .Password Given Any Letter ,Digit. Its Repeating Tow time one time of protection password & next time of confirm passwoed. Shortcut Key is **Alt +TP**.

5.Track Change :- This is also a type of markup, you can use two different track in your document. The shortcut of this command is **Ctrl+ Shift +E**. when will you appear automatically To hide the track change click on markup command in the view menu. Shortcut Key is **Alt+TT**.

6.Customize :- Customize option used to edit toolbar, command, option its under of customize feature Its Shortcut Key is **Alt+TC**.

7.Options:- Option feature using for Show (Tick),Hide(Untick) all other command like as **Security, Spelling & Grammar, Track Changes, User information, Compatibility, File Location, View, General edit Print, Save.**

This command Show/Hide With Shortcut **Alt+Underline Letters** in it Dialog box. But this Shortcut use After opening main Optional command As a **ALT+TO** (this is Shortcut of Tools Menu). Then Used Show/Hide Shortcut.

Deleted: -

TABLE MENU(Alt+A):-

- 1. Draw Table:-** Using its function for Drawing(Creating) New Table and Border with Pencil type's tool. Its using by many Border and Table with row/column. Its Shortcut **Key +AW**.

- 2. Insert:-** Using this function for Creating/drawing Table with total size in Number of column and Row with digit .Autofit behavior In Fixed column width ,Auto fit content,Auto fit window. & we can use too Autoformat in its previous menu in column to the left, column to the right And row above, row below or cell. Shortcut Key is **Alt+AI**.
- 3. Delete:-** Its function we can use to delete table , row, column and cell. Shortcut key is **Alt+AD**.
- 4. Select:-** Using this function Selected Table, Column, Row, cell. Shortcut Key is **Alt+AC**.
- 5. Merge Cell:-** Using this Function Delete Table's under area in Row/column/cell with Selection Draw table.Shortcut key is **Alt+AM**.
- 6. Split Cells:-** Using this function create the Cells After draw table in MS-word Windows . Its Shortcut key is **Alt+AP**.
- 7. Split table:-** Using this function create new table in draw area.Shortcut key is **Alt+ AT**.
- 8. table Auto format:-** Using this function create new designing shape of Already exists table format like as a Border with different color ,style in Italic, Bold, Underlines etc feature in it already be fill. Calendar format is Example of Table Auto format.shortcut key is **Alt+AF**.
- 9. Auto Fit :-** Using this function we can give auto shape of your creating table with Autofit to content,Autofit to window, Fixed column width, distributes row

evenly,distribute column evenly . Shortcut Key

Alt+AA.

10. Convert:- using this function we can convert information from a table into the text Or from text into the table .Shortcut Key is **Alt+AV.**

11. Short:- Using this command of data menu to arrange data of column in a order neither Ascending or descending order. its apply selected data both alphabets & numbers. Shortcut key is **Alt+AS.**

12. Formula :- using this function we can sum All the Number of raw &column. Shortcut Key is **Alt+AO.**

13. Hide Gridlines:- using this function Show and Hide the gridlines in the Your Drawing tables. Shortcut Key is **Alt+AG.**

14. Table Properties:- Using this function Show your drawing table, rows, columns, cell's Measurement ,Alignment Or Edit your active tables and Create Border & Shading in Your Written text more than style in. Shortcut Key is **Alt+AR.**

Window Menu(Alt+W):-

1.New window:-- This open new another window with a copy of the active documents. Shortcut Key is **Alt+WN.**

2.Arrange All:- display all open documents,file in the window on the screen .This makes dragging and dropping from one document to another documents musch easier . Shortcut Key is **Alt+WA.**

3.Compare side by side with documents:-It feature you to compare documents side by side on your screen. Its Shortcut Key is **Alt+WB.**

4.Split:-Its option used for Differentiate more parts Of page Active & Save pages . when you take it then will came a line with arrow cursor and its move on your opening documents/file where is clicking there for your page Split As Two, Three & More Part of pages. Shortcut Key is **Alt+WS**.

HELP MENU(Alt+H):-

1.Microsoft Office Word Help:- you should open Word's assistant and get a search box to type in. Shortcut key is **Alt+HH,F1**.

2.Content and Index:- You should see an index of all topic available in word's help documentations.

3.Microsoft Office Online :- You should select a link and a Microsoft help page is opened in your Browsers . Shortcut key is **Alt+HM**.

4.Show the Office Assistant :-An interactive help feature that provide a box for question to be asked and then responds accordingly. Shortcut Key is **Alt+HO**.

5.What's This ?Help:- help feature that ,when turned on, will provide a short description when the curser is moved over the items and a longer description when the items is clicked on.

6.Standard Toolbar:- standard Toolbar provide shortcut for menu command .Standard toolbar help you to opening new or existng's file , saving and printing a file ,cutting and pasting fText and object Documents ,file undo & redo option.

✚ You can see the **Standard Toolbar** in the picture given below.

