A tradition of quality

MCIT
Madhur Computers & Institute of Technology

Arise !
Awake !!
Stop not till
the goal is reached !!!

(Swami Vivekanand)

Note Book

About The Institute:

Madhur Computers & Institute of Technology (MCIT) is an educational body of Bal Vikas Yuva Samarpan Sansthan (BVYSS), registered under Societies Act. 1860 and was founded in 1998 with a vision to develop and nature the professional excellence in IT. MCIT is also aimed to cater the growing demand for professionals. Since its inception, MCIT has gained a reputation to itself for its professional training and various courses. It has been offering by revising them regularly according to the changing needs of IT industries. The MCIT has started Higher IT Education from Swami Vivekanand Subharti University, Meerut (U.P.), JRN Rajasthan Vidyapeeth University, Udaipur (Raj.) and also authorized with Tarahaat, MKCL (Maharashtra Knowledge Corporation Ltd.) & VCSM (Vishwa Computer Sakshartha Mission) to fulfill Market Demand.

Basic Computer Courses (Certificate & Diploma Programs):

- Computer Awareness Training (CAT)
- Certificate in Computer Application (CCA)
- Desk Top Publishing (DTP)
- Certificate Course in Data Entry (CCDE)
- Certificate Course in Digital Photography (CCDP)
- Certificate Course in PC-Installation & Maintenance
- Certificate Course in Computer Animation
- Certificate Course in Financial Accounting (CCFA)
- Diploma in Computer Application (DCA)
- Diploma in Software Technology (DST)
- Advance Diploma in Software Tech. (ADST)
- Diploma in Repair and Maintenance of PC
- Diploma in Website Designing & Development
- Diploma in Computerized Financial Accounting
- Diploma in Computerized Office Management (DCOM)
- Languages (C / C++ / JAVA / Blue Java / VB.NET / C# / ASP.NET)
- Tally & Other Accounting Software
- Computer Coaching Classes for DOEACC / IGNOU /
  Engg. Students / CSBE / ISC / ICSE & UP Board Students.

We are Academic Associate of

Swami Vivekanand
Subharti University
www.subharti.org

JRN
Rajasthan Vidyapeeth University
www.jnrvuniversity.com

VCSM
विश्व कम्प्यूटर साक्षरता मिशन
(A Program Initiated by Sanjeev Technological System (Pvt) Ltd.)
www.vcsm.edu.in

TARA *haat*
Helping People Help Themselves
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Maharashtra Knowledge Corporation Ltd.
Creating a Knowledge Lit World
www.mkcl.org

University Programs

For 10 + 2 Students: BCA / BBA / B.Sc. (IT/CS) / BA / B.Com. / B.Sc. / B.Tech. / BSW / Diploma
For Graduate Students: PGDCA / PGDIT / M.Sc. (CS/IT) / MCA / M.Com. / MA / M.Sc. / MBA / MSW

Our Services:

- Complete Web Solution
- Software Solution
- Hardware & Networking Solution
- School Computer Education Project

Branch Office:
Omkar Nagar (Maniram Road)
Mahuatar, Gorakhpur.
Contact No. : +91 – 9838508090, 9956399811

A Complete Career Solution

MCIT

Madhur Computers & Institute of Technology

(A unit managed by Bal Vikas Yuva Samarpan Sansthan)
063-A, Keshawpuram, Gorakhnath Gorakhpur (U.P.) - 273015
Contact No. : 0551-2255083, 9956399811, 9415211709
Website : www.mcit.org.in | e-mail : info@mcit.org.in

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सफलता के सूत्र

सफलता के सातसोपान

१. **विनम्र रहें।** : इससे क्रोध और अभिमान से दूर रहेंगे।
२. **कम बोले** : इससे सत्य और विवाद से बचेंगे।
३. **प्रशंसा करें** : इससे निन्दा से बचेंगे, आत्मविश्वास बढ़ेगा।
४. **प्रकृति से सम्पर्क रखें** : इस से तन-मन स्वस्थ रहेंगे। आत्म-चिन्तन का अवसर मिलेगा।
५. **मित्र बनायें** : इससे परिचय का दायरा बढ़ेगा और काम आसान हो जाएगा।
६. **परिवार के साथ समय बिताएं** : इससे आपसी समझ बनेगी और प्यार बढ़ेगा।
७. **खुलकर हंसे** : इससे व्यर्थ के तनाव और झंझटों से मुक्ति मिलेगी, चेहरा सुन्दर रहेगा। सफलता आप के साथ होगी।

➤ यदि आदमी कुछ सीखना चाहे तो उसकी हर एक भूल उसे कुछ शिक्षा दे सकती है।

➤ पक्के ज्ञान की एक मात्र पहचान है सीखने की शक्ति।

➤ मनुष्य की सबसे बड़ी भूल यह है कि वह दुनिया को तो सुधारना चाहता है, परन्तु खुद नहीं सुधरता।

➤ जो जैसा सोचता है और करता है वह वैसा ही बन जाता है।

➤ यह आत्मविश्वास रखो कि तुम पृथ्वी के सबसे आवश्यक मनुष्य हो।

➤ सफलता को खो देने का निश्चित तरीका अवसर को खो देना है।

➤ एकान्त से बढ़कर योग्य साथी कोई नहीं है।

➤ हृदय की विशालता ही उन्नति की नींव है।

➤ चापलूस इसलिए आपकी चापलूसी करता है, क्योंकि वह आप को अयोग्य समझता है, लेकिन आप उसके मुहँ से अपनी प्रशंसा सुनकर फूले नहीं समाते ।

छोटे मन से कोई, बड़ा नहीं होता।
टूटे मन से कोई, खड़ा नहीं होता ।

मन हारकर, मैदान नही जीते जाते है।
न मैदान जीतने से, मन ही जीते जाते है।

आदमी न ऊँचा होता है, न नीचा होता है।
न बड़ा होता है, न छोटा होता है।
आदमी सिर्फ, आदमी होता है।

आदमी को चाहिए वह जूझे, परिस्थितियों से लड़े
एक स्वप्न टूटे, तो दूसरा गढ़े।

लहरो से डर कर नौका पार नहीं होती,
कोशिश करने वालों की कभी हार नहीं होती।

नन्हीं चींटी जब दाना लेकर चलती है,
चढ़ती दिवारों पर, सौ बार फिसलती है।
मन का विश्वास रगों में साहस भरता है,
चढ़कर गिरना, गिरकर चढ़ना न अखरता है।
आखिर उसकी मेहनत बेकार नहीं होती,
कोशिश करने वालों की कभी हार नहीं होती।

डुबकियां सिंधु में गोताखोर लगाता है,
जा-जा कर खाली हाथ लौटकर आता है।
मिलते नहीं सहज ही मोती गहरे पानी में,
बढ़ता दुगना उत्साह इसी हैरानी में।
मुट्ठी उसकी खाली हर बार नहीं होती,
कोशिश करने वालों की कभी हार नहीं होती।

असफलता एक चुनौती है, इसे स्वीकार करो,
क्या कमी रह गई, देखो और और सुधार करो।
जब तक न सफल हो, नींद चैन को त्यागो तुम,
संघर्ष का मैदान छोड़ कर मत भागो तुम।
कुछ किये बिना ही जय जयकार नहीं होती,
कोशिश करने वालों की कभी हार नहीं होती।

-हरिवंशराय बच्चन

QUATATION

1) A good relationship is not when two "Perfect People" come together.
   But it is when two "imperfect People" learn to enjoy their differences.

2) Rivers don't drink water, they carry. Trees don't eat fruits, they bear. Clouds don't bath, they shower. So be involved in your KARMA knowing nothing is yours.

3) Dust Is Dirty, Clean It. Past Is Painful, Forget It. Future Is A Dream, Don't Touch It.
   Present Is In Our Hands, Make The Best Of It.

4) Speak clearly, if you speak at all; carve every word before you let it fall.

5) It is a mistake to try to look too far ahead. The chain of destiny can only be grasped one link at a time.

6) Every bad situation will have something positive...,Even a stopped clock is correct twice a day...,Think of this & start your day...,Enjoy Life..

7) Look at the sky. We are not alone. The whole universe is friendly to us and conspires only to give the best to those who dream and work"

8) Every morning brings with it new hopes new aspirations keeping aside all past flaws. So, greet it with a smile.

9) Happiness is nothing more than good health and a bad memory. A person is never happy except at the price of some ignorance. Happiness depends upon ourselves.

10) "Efforts fully release its reward after u refuse to quit-Edison failed 10,000 times before he made the electric bulb. Don't be discouraged if you fail a few times".

11) Failures don't plan to fail. They fail to plan.

12) "Think little goals and expect little achievements. Think big goals and win big success."

13) Time is the most valuable thing a man can spend.

14) Changing the face' can change nothing. But 'facing the change' can 'change everything'. Don't complain about others; Change yourself if you want peace.

15) If a problem can be solved, no need to worry about it. If a problem cannot be solved what is the use of worrying?

16) Don't compare yourself with anyone in this world. If you compare you are insulting yourself.

17) No one will manufacture a lock without a key. Similarly God won't give problems without solutions.

18) Be bold when you loose and be calm when you win. Heated gold becomes ornament. Beaten copper become wires. Depleted stone becomes statue. So the more pain you get in life you become more valuable.

19) No one can go back and change a bad beginning; But anyone can start now and create successful ending.

20) Mistakes are painful when they happen. But year's later collection of mistakes is called experience, which leads to success.

21) Life laughs at you when you are unhappy... Life smiles at you when you are happy... Life salutes you when you make others happy...

22) Easy is to judge the mistakes of others. Difficult is to recognize our own mistakes. It is easier your feet with slippers then to cover the earth with carpet.

23) Every successful person has a painful story. Every painful story has a successful ending. Accept the pain and get ready for success.

24) If you miss an opportunity don't fill the eyes with tears. It will hide another better opportunity in front of you.

25) Impossible says I am Possible.
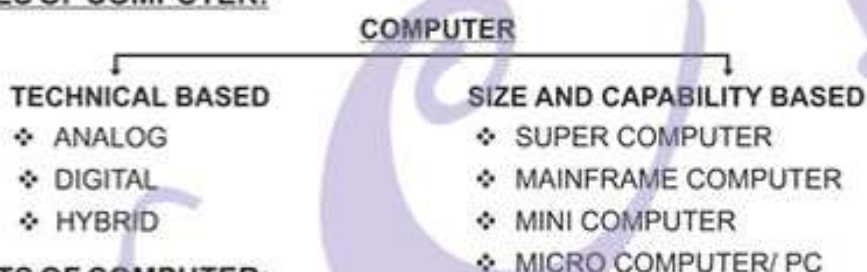
INFORMATION TECHNOLOGY (IT):

Information Technology (**IT**) is concerned with to treat information. IT is the area of managing technology and spans wide variety of areas that include computer software, information systems, computer hardware, programming languages.

DATA:

Data is a collection of a raw fact, figures and statistics that can be processed to produce meaningful **information** (A – Z, 0 - 9 & Special Symbol).

COMPUTER DEFINITON:

Computer is an electronic device used to store data and processed it into useful information.

TYPES OF COMPUTER:

COMPUTER

TECHNICAL BASED	SIZE AND CAPABILITY BASED
❖ ANALOG	❖ SUPER COMPUTER
❖ DIGITAL	❖ MAINFRAME COMPUTER
❖ HYBRID	❖ MINI COMPUTER
	❖ MICRO COMPUTER/ PC

PARTS OF COMPUTER:

INPUT DEVICES	C.P.U (CENTRAL PROCESSING UNIT)	OUTPUT DEVICES
❖ KEYBOARD		❖ MONITOR
❖ MOUSE	❖ C.U. (CONTROL UNIT)	❖ PRINTER
❖ SCANNER	❖ A.L.U. (ARITHMATICAL LOGICAL UNIT)	❖ SPEAKER
❖ WEB CAM	❖ M.U. (MEMORY UNIT)	❖ PROJECTOR
❖ MICK		❖ HEAD PHONE
❖ LIGHT PEN		
❖ JOY STICK		

MEMORY:

Memory is internal storage area in the computer. The terms *memory* identifies data storage that comes in the form of chips, and the word *storage* is used for memory that exists on tapes or disks.

There are several different types of memory:

❖ **RAM**(Random-Access Memory)

❖ **ROM** (Read-Only Memory)

❖ **PROM**(Programmable Read-Only Memory)

❖ **EPROM** (Erasable Programmable Read-Only Memory)

❖ **EEPROM**(Electrically Erasable Programmable Read-Only Memory)

Units of Computer Memory Measurements:

1 Bit = Binary Digit
8 Bits = 1 Byte
1024 Bytes = 1 KB (Kilo Byte)
1024 KB = 1 MB (Mega Byte)
1024 MB = 1 GB(Giga Byte)
1024 GB = 1 TB(Terra Byte)
1024 TB = 1 PB(Peta Byte)
1024 PB = 1 EB(Exa Byte)
1024 EB = 1 ZB(Zetta Byte)
1024 ZB = 1 YB (Yotta Byte)
1024 YB = 1 (Bronto Byte)
1024 Brontobyte = 1 (Geop Byte)
Geop Byte is The Highest Memory Measurement Unit!!!

FULL FORM OF COMPUTER

C - Commonly
O - Operated
M - Machine
P - Purposely
U - Used For
T - Trade
E - Education and
R - Research

ADVANTAGES:

❖ Speed
❖ Accuracy
❖ Storage
❖ Diligence
❖ Scientific Approach

Overview of all memory card types

❖ PCMCIA ATA Type I Flash Memory Card (PC Card ATA Type I) (max 8 GB flash)
❖ PCMCIA Linear Flash Cards, SRAM cards, etc.
❖ PCMCIA Type II, Type III cards
❖ Compact Flash Card (Type I), Compact Flash High-Speed
❖ CompactFlash Type II, CF+(CF2.0), CF3.0
❖ Microdrive (max 6 GB)
❖ MiniCard (Miniature Card) (max 64 MB)
❖ Smart Media Card (SSFDC) (max 128 MB) (3.3 V, 5 V)
❖ xD-Picture Card, xD-Picture Card Type M
❖ Memory Stick, Magic Gate Memory Stick (max 128 MB)
❖ Memory Stick Select, Magic Gate Memory Stick Select
❖ Secure MMC
❖ Secure Digital (SD Card), Secure Digital High-Speed, Secure Digital Plus/Xtra/etc (SD with USB connector)
❖ miniSD Card
❖ micro SD Card (aka Trans flash, T-Flash)
❖ MU-Flash (Mu-Card) (Mu-Card Alliance of OMIA)
❖ C-Flash
❖ SIM card (Subscriber Identity Module)
❖ Smart card (ISO 7810 Card Standard, ISO 7816 Card Standard, etc.)
❖ UFC (USB Flash Card) [1] (uses USB)
❖ FISH Universal Transportable Memory Card Standard (uses USB)
❖ Disk memory cards:
❖ (Pocket Zip), (100 MB Pocket Zip)
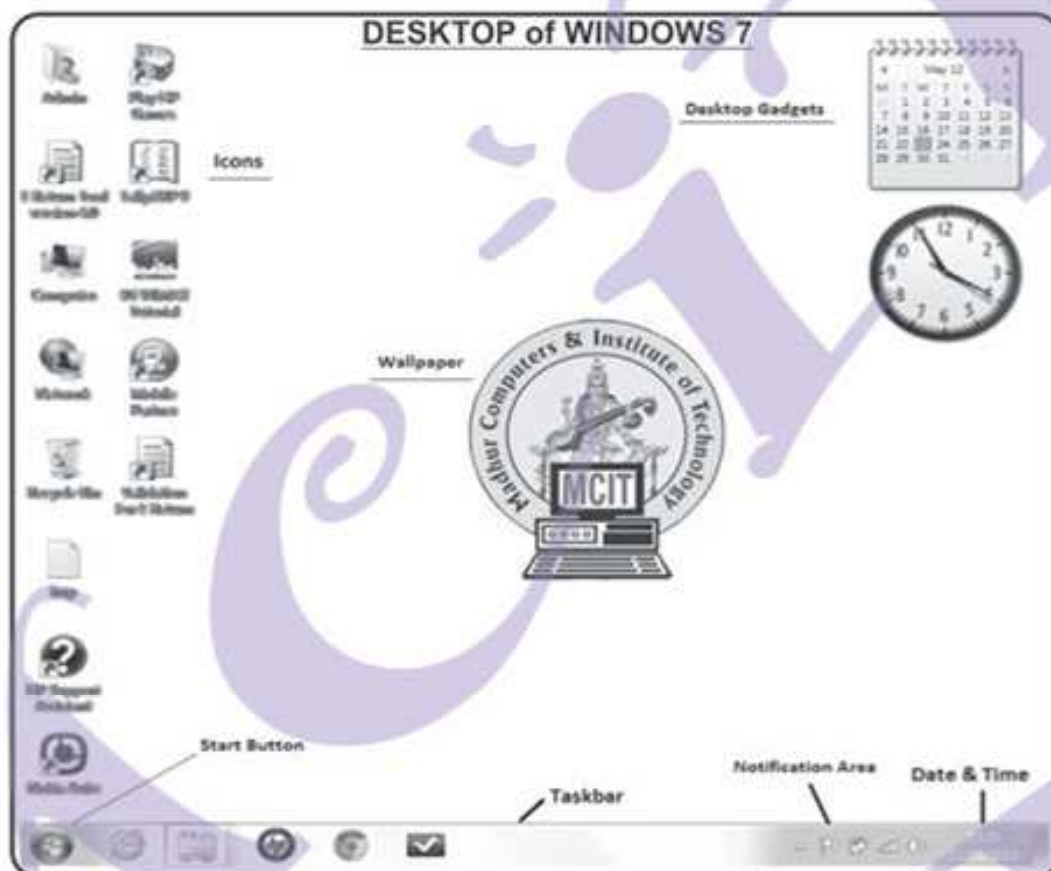❖ Floppy disk (LS120, 2-inch, 3.5-inch, etc.)

WINDOWS:

Windows is an operating system software from Microsoft that, provides a GUI (Graphical User Interface) between user and operating system.

Windows 7 is the current release of Microsoft Windows, a series of operating systems produced by Microsoft for used on personal computers, including home and business desktops, laptops, net books, tablet PCs, and media center PCs.

VERSIONS OF WINDOWS
- Windows 95
- Windows 98
- Windows XP
- Windows Vista
- Windows7

DESKTOP of WINDOWS 7

The desktop: It is the main screen area that you see after you turn on your computer and log on to Windows. It serves as a surface for your work.

Icons: Icons are small pictures that represent files, folders, programs, and other items. When you first start Windows, you'll see at least one icon on your desktop: i.e. Recycle Bin (more on that later).

Folder: In graphical user interfaces such as Windows and the Mac into such environment, a folder is an object that can contain multiple documents. Folders are used to organize information. In the DOS and UNIX worlds, folders are called directories.

Gadgets : It put information and fun—like news, pictures, games, and the phases of the moon—right side on your desktop.

The Taskbar: It is the long horizontal bar at the bottom of your screen. It has three main elements:
- The Start Button
- The middle section
- The notification area

Start Button ⇨ All Program ⇨ Accessories
Notepad: Notepad is a basic text editor that you can use to create simple documents. This type of file saved with .txt extension.

Word pad : By using Word pad, you can create and edit simple text documents or documents with complex formation and graphics.

MS Paint: Paint is a drawing tool you can used to create simple or elaborate drawings. This type of file saved with .bmp extension.

Calculator : It is an Software used for to calculation purpose.

Command Prompt: Command Prompt (executable name cmd.exe) is the Microsoft supplied command-line interpreter on OS. It is the analog of COMMAND.COM in MS-DOS (where it is called MS-DOS Prompt) system or of the UNIX shells used on Unix-like systems.

Games: It is a facility from windows OS for entertainment.

Run: It is a facility to open any application of system easily by its name.

Control panel: You can use Control Panel to change settings for Windows. These settings control nearly everything about how Window looks and works, and they allow you to set up Windows so that it's just right for you.

System Shut down/ Restart Clicking on the Start button in Windows 7 brings up, among other items, the Shutdown button in the lower right-hand side. **1. Shut down** Windows 7 ties up all the loose ends and shuts down the computer completely. **2. Restart** The Restart button "reboots" your computer (it is also called a "warm boot" or "soft boot.") **3. Sleep** Clicking on Sleep puts your computer in a low-power state, but doesn't turn it off. **4. Hibernate** Hibernate mode is sort of a compromise between Shut down and Sleep modes. It remembers the current state of your desktop and fully shuts down the computer. Then, when you start up again, those applications will be waiting for you, right where you left off.

MEMORY CARD:

A memory card or flash memory card is a solid-state electronic memory data used with digital cameras, handheld, laptop computers, telephones, music players, video game consoles, and other electronics. Four major types of memory cards are following: (from left to right)

- ❖ Compact Flash
- ❖ Memory Stick
- ❖ Secure Digital
- ❖ xD

MICROSOFT : Microsoft is a software development company organized by **William Henry "Bill" Gates III** (born on October 28, 1955). It's introduced by Microsoft in August 1, 1989. The first version of Office contained only the package of Microsoft Word, Microsoft Excel, and Microsoft Power Point.

MICROSOFT OFFICE WORD: It is a word processor designed by Microsoft. It was first released in 1983 under the name *Multi-Tool Word* for Xenix systems. It is mostly used for letter typing and its file extension is **.doc / .docx.**

MICROSOFT OFFICE POWER POINT: Microsoft PowerPoint is a proprietary commercial presentation program developed by Microsoft. It is a part of the Microsoft Office suite and runs on Microsoft Windows and Mac OS X operating system. Its file extension is **.ppt / .pptx.**

MICROSOFT OFFICE EXCEL: Microsoft Excel is a commercial spreadsheet application written and distributed by Microsoft for Microsoft Windows and Mac OS X. It is an electronic spreadsheet and its extension is **.xls / .xlsx.**

MICROSOFT OFFICE ACCESS: It is a database management system from Microsoft that combines the relational Microsoft Jet Database Engine with a graphical user interface and software-development tools. MS Access stores data in its own format based on the Access Jet Database Engine. It can also import or link directly to Data stored in other applications and Databases. It's file extension is **.mdb / .accdb.**

Some other packages of MS-Office suite 2010 or following :

- ❖ **Microsoft InfoPath** — an application to design rich XML-based forms.
- ❖ **Microsoft OneNote** — note-taking software for use with both tablet and conventional PCs.
- ❖ **Microsoft Project** — project management software to keep track of events and to create network charts and Gantt charts (*not bundled in any Office suite*).
- ❖ **Microsoft Publisher** — desktop publishing software mostly used for designing, brochures, labels, calendars, greeting cards, business cards, newsletters, and postcards.
- ❖ **Microsoft Share Point Workspace (formerly known as Groove)** — a proprietary peer-to-peer collaboration software leveled at businesses.
- ❖ **Microsoft Visio** — diagram and flowcharting software (*not bundled in any Office suite*).
- ❖ **Microsoft Office Picture Manager** — basic photo management software (similar to Google's Picasa or Adobe's Photoshop Elements), replaced Microsoft Photo Editor.

Microsoft Office Suite Versions:
- ❖ Microsoft Office for Windows
- ❖ Microsoft Office for Windows 1.5
- ❖ Microsoft Office for Windows 1.6
- ❖ Microsoft Office for Windows 3.0
- ❖ Microsoft Office 4.0
- ❖ Microsoft Office 4.2 for Windows NT
- ❖ Microsoft Office 4.3
- ❖ Microsoft Office 95
- ❖ Microsoft Office 97
- ❖ Microsoft Office 2000
- ❖ Microsoft Office XP
- ❖ Microsoft Office 2003
- ❖ Microsoft Office 2007
- ❖ Microsoft Office 2010
- ❖ Microsoft Office 2012

What is File? A computer file is simply a set of data or programme instructions that has been given a name. A file that the user can open and use is often called a document. Although many people think of document simply as text, a computer document can include many kinds of data. Ex. A computer document can be a text file (such as letter), Movie, Song, image file etc.

Every file name has two parts:-

madhur.txt	or	MADHUR.TXT	or	mcit.jpeg
File name	Extension	File name	Extension	File name	Extension
part	Part	part	Part	part	Part

File Name Part	(It must be 1 to 250 Characters)
Extension Part	(It must be 0 to 4 Characters)

Networking:

When more than one computer connects to each other to share their resources is called networking of the computer.   **Server:** Server is service provider.

Client: Client is service requester.

TYPES OF INTERNET CONNECTION
1. Dial up Connection
2. ISDN
3. Leased Line
4. Broad band
5. Wi-Max

HARDWARE REQUIREMENT FOR INTERNET
1. Desktop / Laptop
2. Telephone / Mobile Phone
3. Modem / Data Cable
4. Internet Connection from ISP

TYPES OF NETWORK:
1-LAN(Local Area Network)
2-MAN(Metropolitan Area Network)
3-WAN(Wide Area Network)
4-CAN(Campus Area Network)
5-HAN(Home Area Network)

LAN is a network that connects computers and devices in a limited geographical area such as home, school, computer laboratory, office building, or closely positioned group of buildings.

A **WAN** is a computer network that covers a large geographic area such as a city, country, or spans even intercontinental distances, using a communications channel that combines many types of media such as telephone lines, cables, and air waves.

A **CAN** is a computer network made up of an interconnection of local area networks (LAN's) within a limited geographical area.
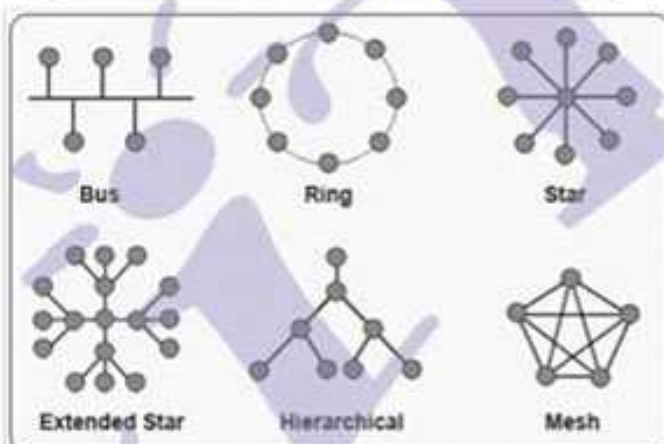
A **HAN** is a residential LAN which is used for communication between digital devices typically deployed in the home, usually a small number of personal computers and accessories, such as printers and mobile computing devices.

MAN is a area network that connects computer and devices. It range are large than **LAN** and less than **WAN**. A Metropolitan area network is a large computer network that usually spans a city or a large campus.

NETWORK TOPOLOGY:

Network topology is the layout pattern of interconnections of the various elements (links, nodes, etc.) of a computer. Topology can be understood as the shape or structure of a network. This shape does not necessarily correspond to the actual physical design of the devices on the computer network.

1. Bus   2. Ring   3. Star
4. Extended Star   5. Hierarchica. 6. Meshl

Bus   Ring   Star

Extended Star   Hierarchical   Mesh

INTERNET:
An internet is a set of networks, using the Internet Protocol and IP-based tools such as web browsers and file transfer an application, which is under the control of a single administrative entity.

INTRANET:
An intranet is a private computer networks that uses Internet Protocol technology to securely share any part of an organization's information or network operating system within that organization.

WEB BROWSER:
A web browser or Internet browser is a software application for retrieving, presenting, and traversing information resources on the World Wide Web. An *information resource* is identified by a Uniform Resource Identifier (URI) and may be a web page, image, video, or other piece of content. **Example-** Internet Explorer, Opera, Mozilla Fire Fox, Netscape Navigator.

WEB PAGE:
A web page is a document, typically written in plain text interspersed with formatting instructions of Hypertext Markup Language (HTML, XHTML). A web page may incorporate elements from other website with suitable markup anchors.

What is HTML?

HTML is a mark-up language for designing Web Pages and its stands for Hyper Text Mark-up Language. A markup language is a set of markup tags HTML uses markup tags to describe web pages.

WEB SITES:

A website (also written Web site or simply site) is a collection of related web pages containing images, videos or other digital assets. A web site is hosted on at least one web server, accessible via a network such as the Internet or a private local area network through an Internet address also called URL.

Ex.   www.google.com   www.uppsc.org.in   www.mcit.org.in

HTTP:

The Hypertext Transfer Protocol (HTTP) is a networking protocol for distributed, collaborative, hypermedia information systems. HTTP is the foundation of data communication for the World Wide Web.

SMTP:

Simple Mail Transfer Protocol (SMTP) is an Internet standard for electronic mail (e-mail) transmission across Internet Protocol (IP) networks.

URL:

In computing, a Uniform Resource Locator (URL) is a Uniform Resource Identifier (URI) that specifies where an identified resource is available and the mechanism for retrieving it. The best-known example of the use of URLs is for the *addresses* of web pages on the World Wide Web.

DNS:

The Domain Name System (DNS) is a hierarchical naming system built on a distributed database for computers, services, or any resource connected to the Internet or a private network.

.com	Commercial enterprise
.edu	Educational institution
.gov	U.S. government entity
.mil	U.S. military entity
.net	Network access provider
.org	Usually non-profit organizations
.aero	Air transport industry
.biz	Business use
.cat	Catalan language/culture
.coop	Cooperatives
.info	Informational sites, but unrestricted
.int	International organization established by trusty
.jobs	Employment-related sites
.mobi	Sites catering to mobile devices
.museum	Museum
.name	Families and individuals
.post	Postal services (not operational)
.tel	Telephone and internet (not operational)
.travel	Travel agents (not operational)

Search Engine:

A web search engine is designed to search for information on the World Wide Web and FTP servers. Some search engines also mine data available in databases or open directories. Unlike web directories, which are maintained by human editors, search engines operate algorithmically or are a mixture of algorithmic and human input.

Ex.   www.google.com   www.bing.com   www.yahoo.com   www.msn.com

EMAIL:

Email refers to electronic mail, which is a means of sending messages via the internet. Email can also allow you to send files as attachments to email messages. Each enrolled Griffith student is able to access and use a web-based email system.

CHAT:

Real-time communication between two users via computer. Once a chat has been initiated, either user can enter text by typing on the keyboard and the entered text will appear on the other user's monitor.

SMS (SHORT MESSAGE SERVICE):

It is s a service available on most digital mobile phones and other mobile devices, e.g. a Pocket PC, or occasionally even desktop computers, that permit the sending of short messages between mobile phones.

MMS (Multimedia Messaging Service):

It is a standard for a telephony messaging systems that allow sending messages that includes multimedia objects, images, audio, video, rich text, and not just SMS's.

SMART CARD:

A small electronic device about the size of a credit card that contains electronic memory, and possibly an embedded integrated circuit (IC) called Smart cards. It is basically used for the purpose i.e. storing patient's medical records, storing digital cash etc. To pull information from it or add data to it, you need a *smart card reader*, a small device into which you insert the smart card.

CREDIT CARD:

A credit card is a small plastic card issued to users as a system of payment. It allows its holder to buy goods and services based on the holder's promise to pay for these goods and services.

DEBIT CARD:

A debit card (also known as a bank card or check card) is a plastic card that provides an alternative payment method to cash when making purchases

ATM CARD:

It is also known as a cash card. A payment card used in an ATM for cash withdrawals and other bank services.

WAP (Wireless Application Protocol):

It is a secure specification that allows users to access information instantly via handheld wireless devices such as mobile phones, pagers, two-way radios, smart phones and communicators. WAP supports most wireless networks. These include CDPD, CDMA, GSM, PDC, PHS, TDMA, FLEX, ReFLEX, iDEN, TETRA, DECT, DataTAC, and Mobitex. WAP is supported by all operating systems.

GPRS(General Packet Radio Service):

GPRS is a packet oriented mobile data service on the 2G and 3G cellular communication systems GSM. The service is available to users in over 200 countries worldwide. GPRS was originally standardized by European Telecommunications Standards Institute (ETSI) in response to the earlier CDPD and I-mode packet switched cellular technologies. It is now maintained by the 3rd Generation Partnership Project (3GPP).

Bluetooth :

Bluetooth is a technology that allows you to communication between two compatible devices through short-range two-way radio. Bluetooth is commonly used for connecting devices, such as PDA's, cell phones, keyboards, mice and computers. Bluetooth works at up to 30 feet and is capable of transferring data at up to 1 Mbit/sec

GSM(Global System for Mobile Communication):

It is the most widely used digital mobile phone system and the defect wireless telephone standard in Europe. GSM is now one of the world's main 2G digital wireless standards. GSM is present in more than 160 countries and according to the GSM Association, accounts for approximately 70 percent of the total digital cellular wireless market. GSM is a time division multiplex (TDM) system. Implemented on 800, 900, 1800 and 1900 MHz.

CDMA (Code Division Multiple Access):

It is a digital wireless telephony transmission technique. It allows multiple frequencies to be used simultaneously (Spread Spectrum). The CDMA idea was originally developed for military use over 30 years ago. 2. The CDMA standards used for second-generation mobile telephony are the IS-95 standards championed by QUALCOMM.

Call Center:

A call center (Common wealth English) or call center (AmE) is a centralized office of a company that answers incoming telephone calls from customers or that makes outgoing telephone calls to customers (telemarketing).

What is a Virus?

A virus is a computer program designed to enter your computer and tamper with your files without your knowledge. Once the program containing the virus is open, the activated virus can not only infect other programs and documents on your computer, it can duplicate and transmit itself to other computers that are connected to yours, just like a physical virus can move from one human host to another.

VIRUS Stand for Vital Information Resources Under Siege.

What Do Viruses Do?

Today's viruses are far more potent than the beginner versions we saw several decades ago. Viruses may be sent by opening email attachments, clicking on spam, visiting corrupt websites and links online, opening spreadsheets or even the original method—infected disks. But the Internet is now the superhighway for virus transmission.

Antivirus Software :

Antivirus or **anti-virus software** is software used to prevent, detect and remove malware, such as: computer viruses, adware, backdoors, malicious BHOs, dialers, fraudtools, hijackers, keyloggers, malicious LSPs, rootkits, spyware, trojan horses and worms. Computer security, including protection from social engineering techniques, is commonly offered in products and services of antivirus software companies. This page discusses the software used for the prevention and removal of malware threats, rather than computer security implemented by software methods.

Some Most Common anti-virus programs are:

Norton Anti-Virus	MacAfee Anti-Virus	Guardian Antivirus	AVG Anti-Virus
Kaspersky Anti-Virus	Panda Anti-Virus	Quick Heal Antivirus	Dr.Soloman

SOME IMPORTANT SITES FOR GENERAL USES:

Jobs website
www.monster.com
www.jobsahead.com
www.jobsdb.com
www.timesjobs.com

Search Engine
www.google.com
www.msn.com
www.yahoo.com
www. bing.com
www. khoj.com

Free e-mail address
www.hotmail.com
www.mail.yahoo.com
www.rediffmail.com
www.gmail.com
www.indiatimes.com
www.epatra.com

E-greetings website
www.e-greetings.com
www.bluemountain.com
www.123greetings.com
www.card4u.com
www.hallmark.com
www.archiesonline.com

Some Important Websites:-

●www.indiaresults.com (For All types of Result) ● www.cbseresults.nic.in (CBSE Exam Results) ● www.results.jagran.com

●www.nic.in (National Informatics Center Official Website) ● www.upgov.nic.in (UP Government Official Website)

●www.answers.com (The Ultimate Answers Engine with quick accurate dictionary) ●   www.yatra.com

●www.webopedia.com (Computer encyclopedia for finding computer terms)

●www.wikipedia.org (The Biggest Multilingual Free content encyclopedia) ●   www.trainenquiry.com (Train Running Status)

●www.download.com (For Download any Software) ● www.ddugu.edu.in (DDU Gorakhpur University)

●www.irctc.co.in (Train Reservation) ● www.erail.in (Indian Railways Details Enquiry) ●   www.makemytrip.com

SHORTCUT KEYS USING FOR FUNDAMENTAL AND WINDOWS:

Shortcut Keys	Description
Alt + F	File menu options in current program.
Alt + E	Edit options in current program
F1	Universal help in almost every Windows program.
Ctrtl+ A	Select all Text.
Ctrt + X	Cut selected item.
Shift + Del	Cut selected item.
Ctrl + C	Copy selected item.
Ctrl + Ins	Cop7 selected item.
Ctrl + V	Paste
Shift + Ins	Paste
Home	Goest to beginning of current line.
Ctrl + Home	Goes to beginning of cocument.
End	Goes to end of current line.
Ctrl + End	Goes to end to document.
Shift + Home	Highlights from current position to beginning of line.
Shift + End	Highlights from current pssition to end to line.
Ctrl + Left arrow	Moves one word to the left at a time.
Ctrl + Right arrow	Moves one owrd to the right at a time.

WINDOW SHORTCUTS

Alt + Tab	Switch between open applications.
Alt + Shift + Tab	Switch backwards between open applications.
Alt + double-click	Display the properties of the object you double-click on. For example, doing this on a file would display its properties.
Ctrl + Tab	Switches between program groups or document windows in applications that supports this feature.
Ctrl + Shift+ Tab	Same as above but backwards.
Alt + Print Screen	Create a screen shot only for the program you are currently in.
Ctrt + Print Screen	Creates a screen shot of the entire screen
Ctrl + Alt + Del	Reboot the computer and brings up the Windows task manager.
Ctrl + Shift + Ese	Immediately bring up the Windows task manager.
Ctrt + Ese	Bring up the Windows Start menu. In Windows3.x this would brings up the Task Manager.
Alt + Ese	Switch Between open applications on taskbar.
F1	Activities help for current open application.
F2	Renames selected Icon.
F3	Starts find from desktop.
'F4	Opens the drive selection when browsing.
F5	Refresh Contents to where you were on the page.
Ctrl + F5	Refreshes page to the beginning of the page.
F10	Activates menu bar.
Shift +F10	Simulates right-click on selected item.
F4	Select a different location to browse in the Windows Explorer toolbar.
Alt + F4	Closes Current open program.
Ctrl + F4	Closes Window in Program.
F6	Move cursor to different Windows Explorer pane.
Alt + Space bar	Drops down the window control menu.
Ctrl + (the'+key)	Automatically adjust the widths off all the columns in Windows explorer
Alt + Enter	Opens properties window of selected icon or program.
Alt + Space bar	Open the control menu for the current window open.
Shift + Del	Delete programs/files without throwing them into the recycle bin.
Enter	Activates the highlighted program.
Alt + Down arrow	Display all available options on drop down menu.

Abbreviation of Some Computer related terms

ATM	Automatic Teller Machine	LAN	Local Area Network
ALU	Arithmetical logical Unit	LCD	Liquid Crystal Display
BASIC	Beginners All-purpose Symbolic Instruction Code	LED	Light Emitting Diode
BIOS	Basic Input Output System	LIFO	Last in First Out (a stack)
BPS	Bits Per Second	LSI	Large Scale Integration
CD-ROM	Compact Disk Read Only Memory	M	Mega (100,000 or 1048576)
COBOL	Commercial & Business Oriented Language	MDI	Multiple Document Interface
CPI	Characters Per Inch	MIDI	Musical Instrument Digital Interface
CPS	Characters Per Second	MIPS	Millions of Instructions Per Second
CPU	Central Processing Unit	MISC	Minimum Instruction Set Computers
CRT	Cathode Ray Tube	MO Drive	Magnetic Optical Disk Drive
CSD	Conceptual Schema Design/Diagram	MODEM	MODulator DEModulator
CU	Control Unit	MS-DOS	Microsoft Disk Operating System
CUI	Character User Interface	MU	Memory Unit
DAT	Digital Audio Tape	OCR	Optical Character Recognition
DBMS	DataBase Management System	OLE	Object Linking and Embedding
DET	Data Entry Terminal	OOPS	Object-Oriented programming System
DIF	Data Inter change Format	OS	Operating System
DMA	Direct memory Access	P5	Pentium ('586')
DMP	Dot Matrix Printer	PC	Personal Computer
DOS	Disk Operating System	PCDOS	Personal Computer DOS(IBM/s own)
DP	Data Processing	PCI	Peripheral Component Interconnect
DPI	Dots Per Inch	PPM	Pages Per Minute
DRAM	Dynamic RAM	RAM	Random Access Memory
DR-DOS	Digital Research - DOS	RDBMS	Relational DBMS
DTP	Desk Top Publishing	RGB	Red Green Blue
EDP	Electronic Data Processing	RISC	Reduced Instruction Set Computer
EEPROM	Electrical Erasable Programmable ROM	ROM	Read Only Memory
EMAIL	Electronic-Mail	S/W,H/W	Software, Hardware
EPROM	Erasable Programmable ROM	SDF	Standard Data Format
FDD	Fixed Disk Drive	SMPS	Switch Mode Power Supply
FILO	First In Last Out	SQL	Structured Query Language
FORTRAN	FORmulae TRANslator	SRAM	Static RAM
GIF	Graphics Interface Format	SVGA	Super VGA (Max Resol. 1024 ×768 pixels
GIGO	Garbage In Garbage Out	TCP/IP	Transmission Control Protocol / Internet Protocol
GUI	Graphical user Interface	TFT	Thin Film Transistor
HDD	Hard Disk Drive	TPI	Tracks Per Inch
HTTP	Hyper Text Transfer Protocol	UMB	Upper Memory Blocks
I/O	Input Output	UPS	Uninterrupted Power Supply
IBM	International Business Machines Corp.	URL	Uniform Resource Locator
IC	Integrated Circuit	USB	Universal Serial Bus
IP	Internet Protocol	VDU	Visual Display Unit
ISA	Industry standard Architecute	VGA	Video Graphic Adapter
ISDN	Intgrated Services Digital network	WAN	Wide Area Network
ISP	Internet Service Provider	WWW	World Wide Web
K	Kilo (1,000 or 1,024)		

SOME EXTENSION FOR FILE NAME

.JPEG/.JPG	Image	.CMD	Command
.SRC	Source	.CPP	C++ source
.PDF	Portable Document Format	.PMD	Adobe PageMaker
.XML	Extensible Mark-up Language	.DOC	Document Microsoft Word)
.VBX	Visual Basic Extension	.EML	Electronic Mail
.ISO	Optical Media File(including DVD,CD etc)	.FLR	Folder
.XLSX	Microsoft Excel	.GIF	Graphics Interchange Format
.NRG	Nero File Application	.PUB	Microsoft Publisher
.ASC	ASCII text	.FM	Adobe FrameMaker
.HTML	Hyper Text Mark-up Language	.MPG,.MOV,.WMV,.RM	Video File
.RAR	Rar File/Folder(Multiple file achieve)	.FLA	Macromedia Flash
.JAR	Zip File/Folder	.LIB	Library
.BAK.	Backup	.MAI	Mail
.DWG	Auto Cad	.MSG	Program Message
.DTP	Green Sheet Publisher	.NET	Networks [Internet]
.INDD	Adobe In Design	.PRG	Program
.BMP	Bitmap Image	.PPT	Power Point
.C	C source code [C]	.TXT	Text Document [Notepad]
.CBL	COBOL source code	.DOC	Word Pad
.CDT	Coral Draw Template	.ACCDB	Microsoft Access