

KHYBER PAKHTUNKHWA

POLICE



SYLLABUS

FOR

COMPUTER BASIC COURSE

For Candidates appearing in B-1 Exam

IT DEPARTMENT

KHYBER PAKHTUNKHWA POLICE

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MODULE 1

INTRODUCTION TO COMPUTER

1. What is Computer?

A computer is a device that accepts information (in the form of digitalized data) and manipulates it for some result based on a program or sequence of instructions on how the data is to be processed.

OR

an electronic device which is capable of receiving information (data) in a particular form and of performing a sequence of operations in accordance with a predetermined but variable set of procedural instructions (program) to produce a result in the form of information or signals.

Computer consist of three parts

- CPU (Central Processing Unit)
- Input Devices
- Output Devices

The Different Types of Computers

- a. **Personal Computer or PC** – A PC is a computer that is used by someone for his personal use. It is a complete system in itself and its convenient size, price and simple functions make it easy for the end-user to work on it without any intervention from computer operators.



- b. **Desktop** – Any PC that is designed to be placed on a desk and not for portability is called a desktop. Such computers are kept in a somewhat permanent location and can be a little bulky. They usually have more power and storage compared to their movable counterparts.



- c. **Laptop** – A PC that can be moved around is called a laptop. It gets its name from the fact that you can keep it on your lap and use it. It is also called a notebook because you can carry the battery-operated device to classes or meetings conveniently and store any notes or information in it. It integrates the monitor, keyboard, pointing device, CPU, memory and hard drive in one system.



- d. **Netbook** – This is similar to a laptop, the only difference being that it is smaller in size, which makes it even more portable. It is also less expensive and performs the basic functions, but its internal parts are not as powerful as a desktop or laptop.
- e. **Tablet computers:** These use a **touch-sensitive screen** for typing and navigation. Because they don't require a keyboard or mouse, tablet computers are even more portable than laptops. The **iPad** is an example of a tablet computer.



- f. **Server** is a computer that "serves up" information to other computers on a network. Many businesses have **file servers** that employees can use to store and share files. A server can look like a regular desktop computer, or it can be much larger.



2. What is Software?

Sometimes abbreviated as **SW** and **S/W**, **software** is a collection of instructions that enable the user to interact with a computer or have it perform specific tasks for them. Without software, computers would be useless. For example, without your Internet browser software you would be unable to surf the Internet or read this page and without a software operating system the browser would not be able to run on your computer. In the picture is a Microsoft Excel software box and an example of a software program.

3. Application Software and System Software

System software (systems software) is computer software designed to operate and control the computer hardware and to provide a platform for running application software. System software can be separated into two different categories, operating systems and utility software.

The *operating system* (prominent examples being Microsoft Windows, Mac OS and Linux), allows the parts of a computer to work together by performing tasks like transferring data between memory and disks or rendering output onto a display device. It also provides a platform to run high-level system software and application software.

Application software is a set of one or more programs designed to carry out operations for a specific application. Application software cannot run on itself but is dependent on system software to execute. Examples of application software include MS Word, MS Excel, a console game, a library management system, a spreadsheet system etc.

4. What is Hardware?

Computer hardware is the collection of physical elements that constitutes a computer system. Computer hardware refers to the physical parts or components of a computer such as the monitor, mouse, keyboard, computer data storage, hard drive disk (HDD), system unit (graphic cards, sound cards, memory, motherboard and chips), etc. all of which are physical objects that can be touched (known as tangible). In contrast, software is instructions that can be stored and run by hardware.

6. What are Input / Output Devices?

An input device sends information to a computer and an output device receives information from a computer. For example, as you can see in the image, a keyboard sends electrical signals to your computer which display text or tell the computer to perform a function. Then

in the lower half, you can see a computer sending data to a printer that will be reproduced on a piece of paper.

Input Example



Output Example



Examples

An **input** device, such as a computer keyboard or mouse, can send information (input) to the computer, but it cannot receive information (output) from the computer.

An **output** device, such as a computer monitor or printer, can receive information (output) from the computer, but it cannot send information (input) to the computer.

An **input/output** device, such as a CD-RW drive or USB flash drive, can both send information (input) to a computer and receive information (output) from a computer.

MODULE 2

INTRODUCTION TO WINDOWS

1. What is Windows and its different types (versions / flavours)?

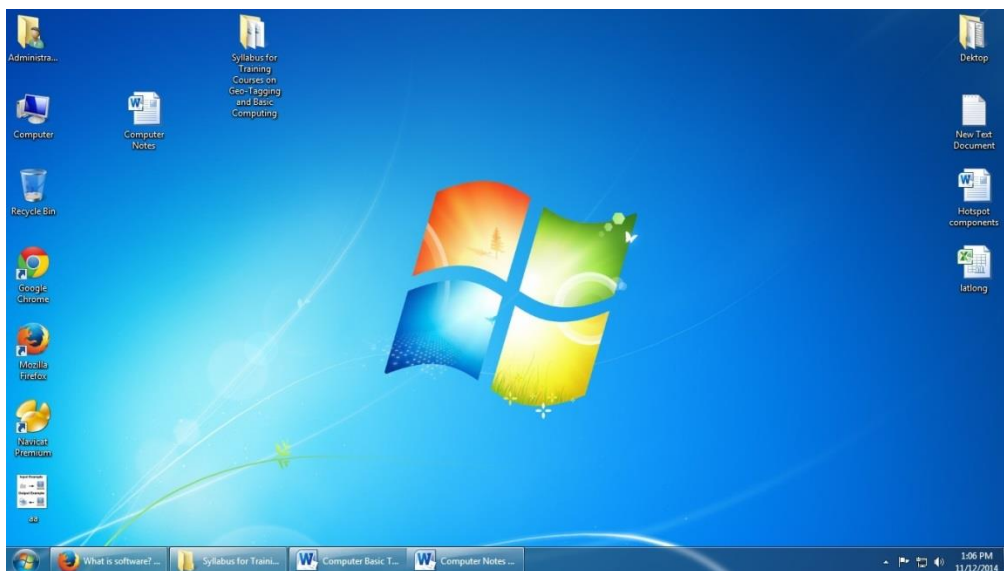
Microsoft Windows or **Windows** is a superfamily of graphical operating systems developed, marketed, and sold by Microsoft. It consists of several families of operating systems, each of which cater to a certain sector of the computing industry. Active Windows families include Windows NT, Windows Embedded and Windows Phone; these may encompass subfamilies, e.g. Windows Embedded Compact (Windows CE) or Windows Server. Defunct Windows families include Windows 9x and Windows Mobile.

Types/Versions of windows

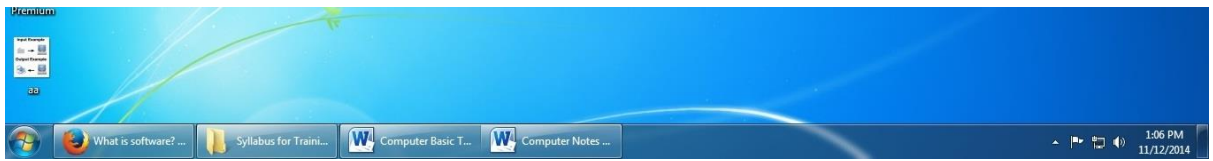
- ✓ Windows 98
- ✓ Windows ME
- ✓ Windows 2000
- ✓ Windows XP
- ✓ Windows Vista
- ✓ Windows 7
- ✓ Windows 8
- ✓ Windows 8.1
- ✓ Windows 10

2. What is Windows environment (Desktop, Task Bar, File, Folder, Shortcut etc)

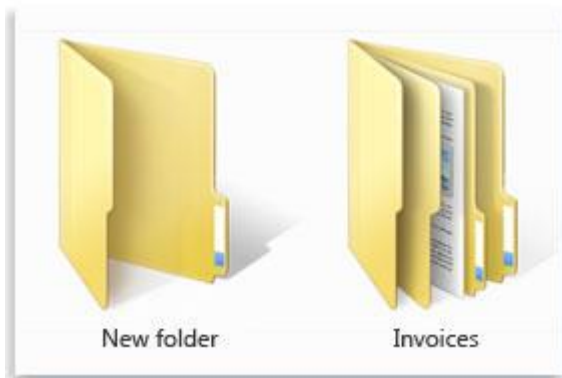
Desktop



Task Bar



Folder



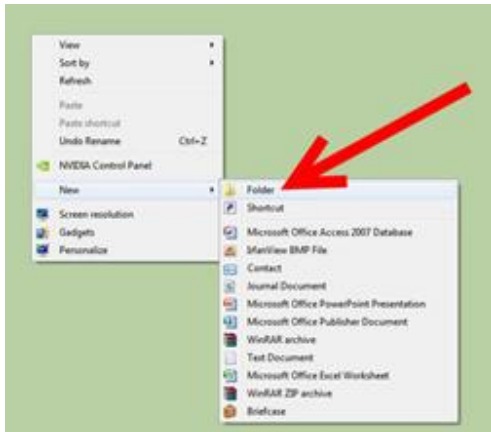
File



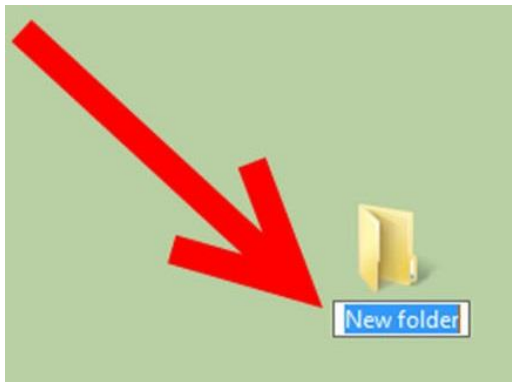
3. Different commands like Creation of file / Folder, Cut, Copy, Paste

Create Folder

- ✓ Go to place where you want to create a new folder.
- ✓ Right click and point to New, then select Folder, the first option.



- ✓ See that your new folder is visible on the screen.



- ✓ Name your folder by typing in keywords e.g TEST and press “Enter”.



Cut/Copy and Paste

- ✓ Select the item to cut or copy: a few words, a file, a folder or any other item.
- ✓ Right-click your selection and choose Cut or Copy from the menu that appears, depending on your needs.

Use *Cut* when you want to *move* something. Use *Copy* when you want to duplicate something, leaving the original intact.

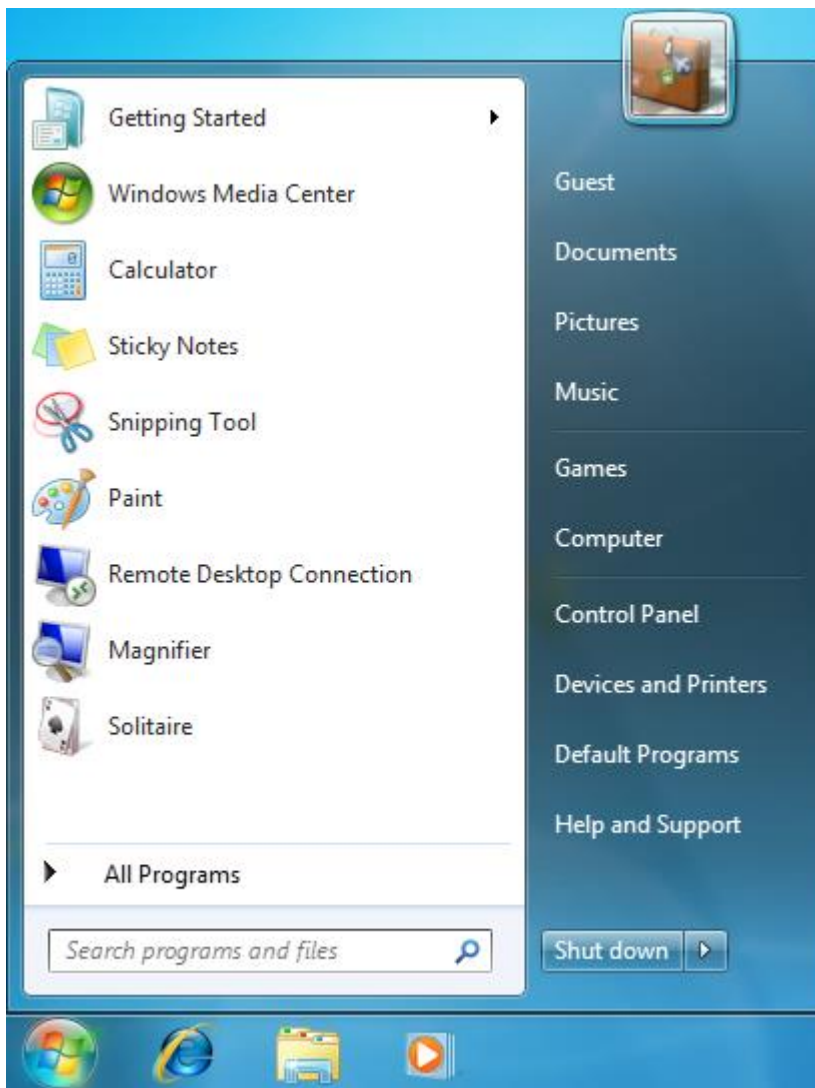
Keyboard shortcut: Hold down Ctrl and press X to cut or C to copy.

- ✓ Right-click the item's destination and choose Paste.

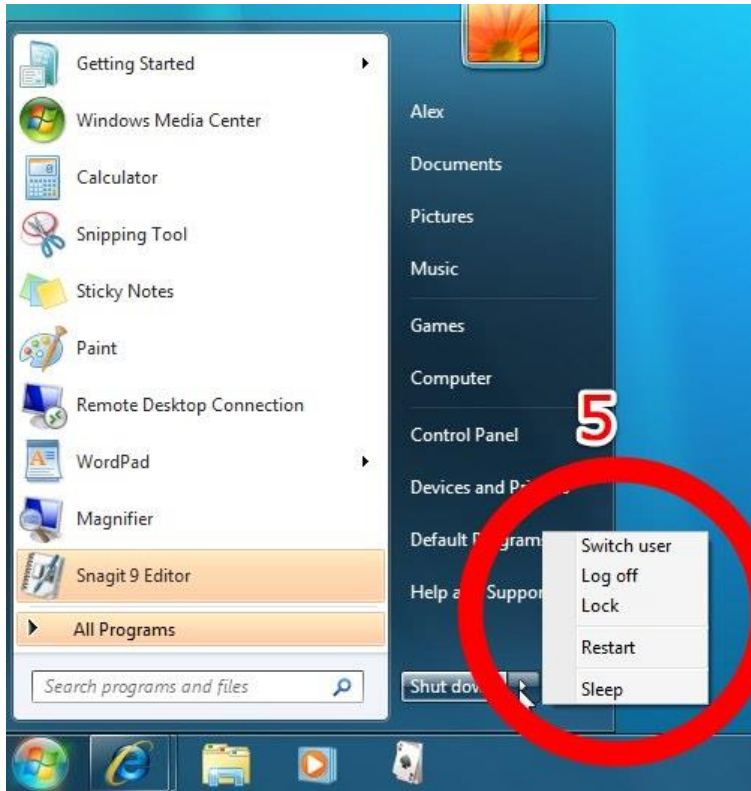
You can right-click inside a document, folder, or nearly any other place.

Keyboard shortcut: Hold down Ctrl and press V to paste.

The Start Menu



Shutting Down/Restarting the System.



MODULE 3
INTRODUCTION TO MS WORD

GETTING STARTED WITH MS WORD

1. Starting Word

- Click the Start button
- The Start menu appears. You might find the Microsoft Word program icon right there on the Start menu.
- If you see the Word icon, click it to run the program.
- Otherwise, goto Step 3.
- Choose All Programs to pop up the All Programs menu, and then select Microsoft Word 2010.
- If you don't see the Microsoft Word icon or program name, you must obey Step 3, which is almost certain to work.
- Choose the Microsoft Office item (submenu) to display its contents, and then select Microsoft Word.

2. Entering text in a document

- You can enter any text or image the opened documents using keyboard.

3. Previewing a document

- Click on the **Office Button (in office 2010) / File tab (in office 2007)** at the left upper corner of the document
- Keep the cursor on Print
- Click on Print Preview appear on right side

4. Saving a document

- Click on the **Office Button / File tab** at the left upper corner of the document
- Click on save
- Locate the folder or drive where you want to save it.

5. Opening a saved Word document

- Click the **Microsoft Office Button / File tab**, and then click **Open**.
- In the **File of type list**, click **Open Document Text**.
- Click the file you want to open, and then click **Open**.

6. Printing a document

Step 1: Open an existing Word document or start a new document and type your text.

Step 2: Once you've completed your document and are ready to print, click **Office Button / File tab** in the top left-hand corner of your document.

Alternatively, some versions of Word may have an Office button instead of a 'File' button – it's a round Office icon in the top left-hand corner of the screen. Click on this if you have one.

Step 3: Move down and click **Print** in the menu. This will bring up the 'Print' dialogue box.

Step 4: Choose how many copies of your document you need.

Step 5: Depending on your printer options, you can choose other printing features such as whether you want to print all pages or only certain pages. You can also change the orientation of the print from portrait to landscape and tell your computer and printer whether you're printing on a certain size of paper. You'll also see, on the right, a preview of your printed document will look like.

Step 6: When you're happy with your settings, click **Print**. The document will now start printing on your printer.

7. **Closing a document and exiting Word**

Step (1): Click the **Office Button / File tab** and select **Close** option.

Step (2): When you select **Close** option and if document is not saved before closing, it will display following Warning box asking whether the document should be saved or not.

Step (3): Now it's up to you if you want to save the changes, then click **Save**, otherwise click **Don't Save** button. To go back to the document click **Cancel** button.

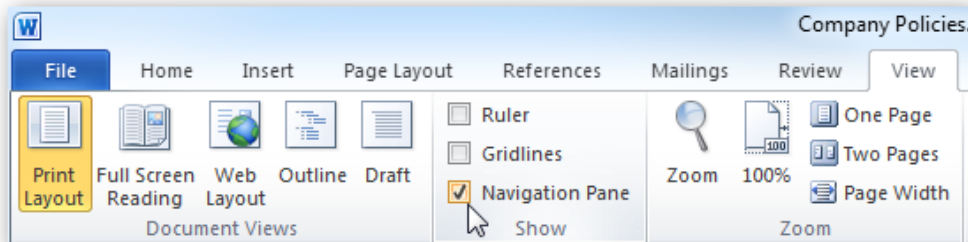
This will close the document and if you had other documents open, Word displays the last document you used, otherwise, you see a blank Word window.

EDITING A DOCUMENT

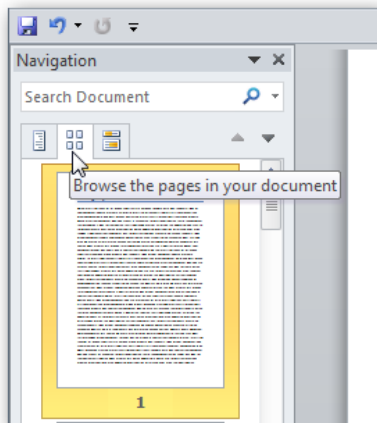
8. Navigate through a document

Word 2010

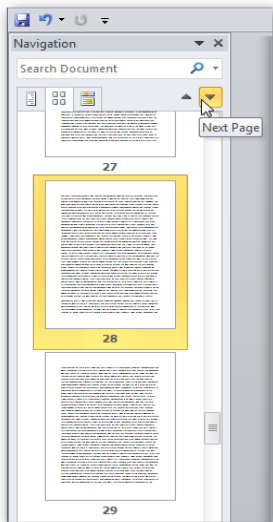
In Word 2010 open your document and click the View tab on the Ribbon, then check the *Navigation Pane*.



The Navigation Pane will open on the left side of the document. Now click on *Browse the pages in your documents* icon.

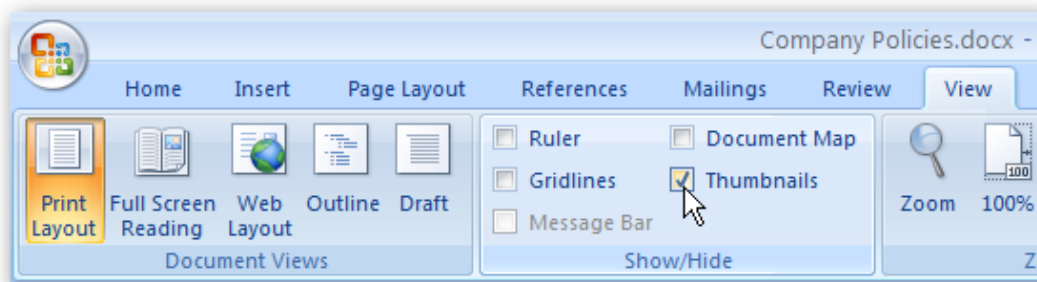


Now you can easily navigate to specific pages of the document using the thumbnails in the Navigation Pane.

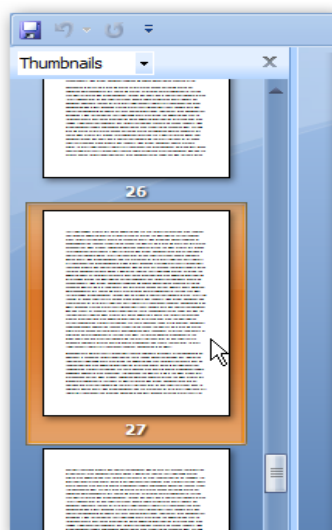


Office 2007

To browse a long document using thumbnails in Word 2007 click the View tab on the Ribbon and in the Show/Hide section check Thumbnails.



Now you can hop between pages through using the thumbnails.



If you're tired of scrolling through long Word documents, using thumbnails in the Navigation Pane in Word 2010 and 2007 is a quick way to get to specific pages a lot easier.

9. Scroll through text

- Locate the scroll bar on the right side of your Microsoft Word document for vertical scrolling.
- Click the single arrows at the top and bottom of the scroll bar to move up or down line by line.
- Click and drag the box called the "scroll thumb" up and down if you want to move it quickly to a particular place in your document.

10. Insert and delete text in a document

- To insert text in the document you can select text from any other document and right click on the selected document and click on copy.
- Move the cursor in the document where you want to insert it and right click and select paste.
- To delete the text first select it and press the delete button from the key board.

11. Select text

- Probably the most intuitive and common way to select text is to click and drag the mouse in any direction.
- To move one character or one line at a time, hold down the [Shift] key while pressing the right and left arrow keys and the up and down arrow keys, respectively.

12. Undo and redo commands

- To undo the most recent design change, press CTRL+Z.
- To undo several actions, Press CTRL+Z repeatedly until the action that you want to undo is undone.
- To redo the most recent action that you undid, press CTRL+Y.
- To redo several actions, Press CTRL+Y repeatedly until the actions are redone.

13. Use drag and drop to move text

Step (1): Select a portion of the text using any of the text selection methods.

Step (2): Now take your mouse pointer over the selected text and hold mouse left button and keep holding it while moving around the document.

Step (3): Take your mouse pointer at the place where you want to move selected text and release the mouse button. You will see that selected text is moved to the desired location.

14. Copy, cut and paste

Step (1): Select a portion of the text using any of the text selection methods.

Step (2): At second step, you have various options available to copy the selected text in clipboard. Just use any one of them which you like most:

- **Using Mouse Right Click:** If right click on the selected text, it will display **copy** option, just click this option to copy the selected content in clipboard.
- **Using Ribbon Copy Button:** After selecting a text, you can use copy button available at the ribbon to copy the selected content in clipboard.
- **Using Ctrl + c Keys:** After selecting a text, just press **Ctrl + c** keys to copy the selected content in clipboard.

Step (3): Finally click at the place where you want to copy selected text and use either of these two simple options:

- **Using Ribbon Paste Button:** Just click paste button available at the ribbon to paste the copied content at the desired location.
- **Using Ctrl + v Keys:** This is simplest way of pasting the content. Just press **Ctrl + v** keys to paste the content at the new location.

Note: You can repeat paste operation as many times as you like to paste the same content.

Cut & Paste Operation:

Cut operation will cut the content from its original place and move the content from its original location to a new desired location. Following is the procedure to move the content in word:

Step (1): Select a portion of the text using any of the text selection methods.

Step (2): At second step, you have various options available to cut the selected text and put it in clipboard. Just use any one of them which you like most:

- **Using Mouse Right Click:** If right click on the selected text, it will display **cut** option, just click this option to cut the selected content and keep it in clipboard.
- **Using Ribbon Cut Button:** After selecting a text, you can use cut button available at the ribbon to cut the selected content and keep it in clipboard.
- **Using Ctrl + x Keys:** After selecting a text, just press **Ctrl + x** keys to cut the selected content and keep it in clipboard.

Step (3): Finally click at the place where you want to move the selected text and use either of these two simple options:

- **Using Ribbon Paste Button:** Just click paste button available at the ribbon to paste the content at the new location.
- **Using Ctrl + v Keys:** This is simplest way of pasting the content. Just press **Ctrl + v** keys to paste the content at the new location.

Note: You can repeat paste operation as many times as you like to paste the same content.

15. Clear formatting

- Select the text that you want to clear the formatting from. Or press CTRL+A to select everything in the document.
- On the **Home** tab, in the **Font** group, click **Clear Formatting**.

FORMATTING A DOCUMENT

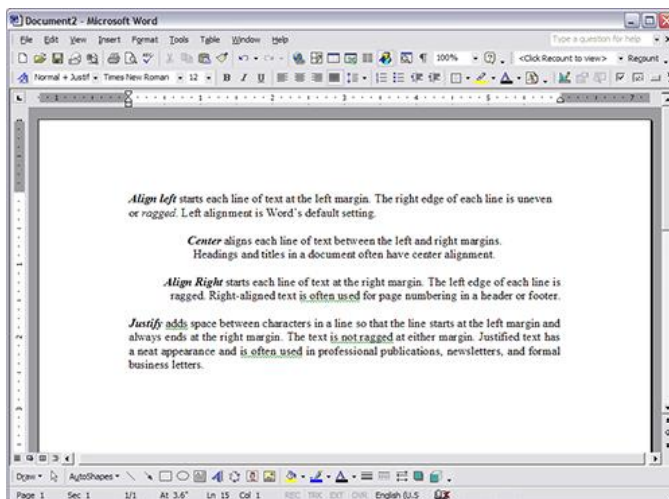
16. Format and align text

A paragraph in Word is any text that ends with a hard return. You insert a hard return anytime you press the Enter key. Paragraph formatting lets you control the appearance of individual paragraphs. For example, you can change the alignment of text from left to center or the spacing between lines from single to double. You can indent paragraphs, number them, or add borders and shading to them.

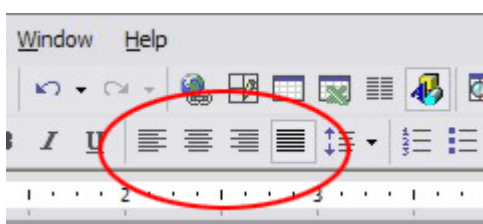
Paragraph formatting is applied to an entire paragraph. All formatting for a paragraph is stored in the paragraph mark and carried to the next paragraph when you press the Enter key. You can copy paragraph formats from paragraph to paragraph and view formats through task panes.

Paragraph Alignment

Paragraph alignment determines how the lines in a paragraph appear in relation to the left and right margins. The margin is the blank space between the edge of the paper and where the text.



The easiest way to change paragraph alignment is to use the alignment buttons on the Formatting toolbar.



You can also use keyboard shortcuts. Ctrl+L= Left Align; Ctrl+R= Right Align; Ctrl+E= Center; Ctrl+J= Justify.

17. Line and paragraph spacing

Line space is the amount of vertical space between lines of text in a paragraph. Line spacing is typically based on the height of the characters, but you can change it to a specific value. For example, some paragraphs may be single spaced and some double-spaced. Single-spacing is Word's default setting.

Paragraph space is the amount of space above or below a paragraph. Instead of pressing Enter multiple times to increase space between paragraphs, you can set a specific amount of space before or after paragraphs.



1. With the insertion point in the same paragraph, click the down arrow to the right of the Line Spacing button on the formatting toolbar. Choose 2.0 for double-spacing. Choose 1.0 to restore the single-spacing to the paragraph.
2. Right-click the first paragraph and choose Paragraph from the shortcut menu. (You can also open this menu by selecting Paragraph from the Format menu).
3. Click the down arrow to open the line spacing drop-down list and choose Double. You can see the change in the preview box.
4. With the dialog box still open, select Single from the line spacing drop down menu. Notice the change in the preview pane.

5. Choose Multiple from the Line Spacing drop-down list. In the At box, key 1.25 (highlight the text in the box and type over it). Press Tab to see the change in the preview pane.
6. Click OK. Notice that Word has added an extra quarter-line of space between lines in the paragraph.

18. Add bulleted and numbered lists

To create a bulleted list in Microsoft Word, follow the steps below.

The Microsoft word keyboard shortcut key to create a bullet is **Ctrl + Shift + L**.

1. Position the cursor where you want to insert the bullet list.
2. Either click on the bullet button (as shown at the beginning of the document) or click Format and then "Bullets and Numbering..."
3. If successful, you should have a bullet. Type any text and press enter to start the next bullet. To end the bullet list, press enter twice.

Below is an example of a bullet list.

- One bullet
- Two bullet

To create a numbered list in Microsoft Word, follow the steps below.

1. Position the cursor where you want to insert the number list.
2. Either click on the number button (as shown at the beginning of the document) or click Format and then "Bullets and Numbering..."
3. If successful, you should have a number one. Type any text and press enter to start the next bullet. To end the bullet list, press enter twice.

To create a numbered list that also contains a letter list in Microsoft Word, follow the steps below.

1. Position the cursor where you want to insert the number list.
2. Either click on the number button (as shown at the beginning of the document) or click Format and then "Bullets and Numbering..."
3. When you want to enter a letter list, press the indent button or press tab on the keyboard.

4. If you wish to change the lettering format or if it is improperly working, click Format and then "Bullets and Numbering..." again to change the formatting.

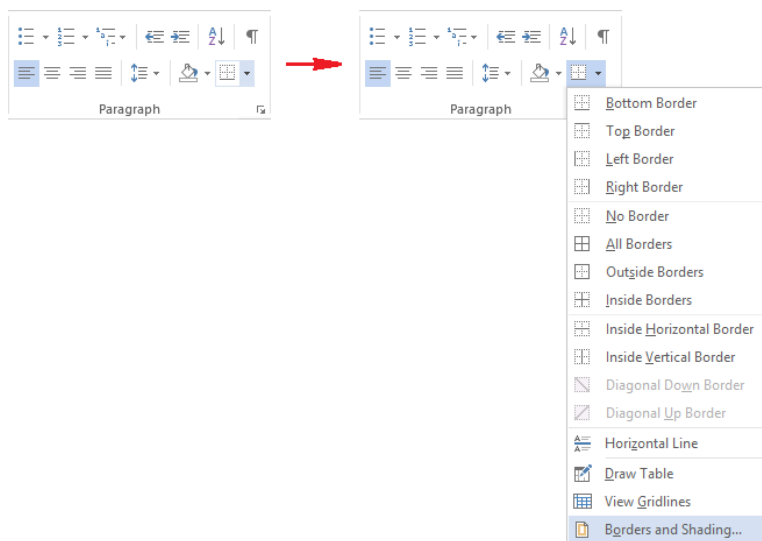
Below is an example of a numbered list with letters in it.

1. One numbered
2. Two
 - a. Two numbered again
 - b. Two numbered again
3. Final numbered

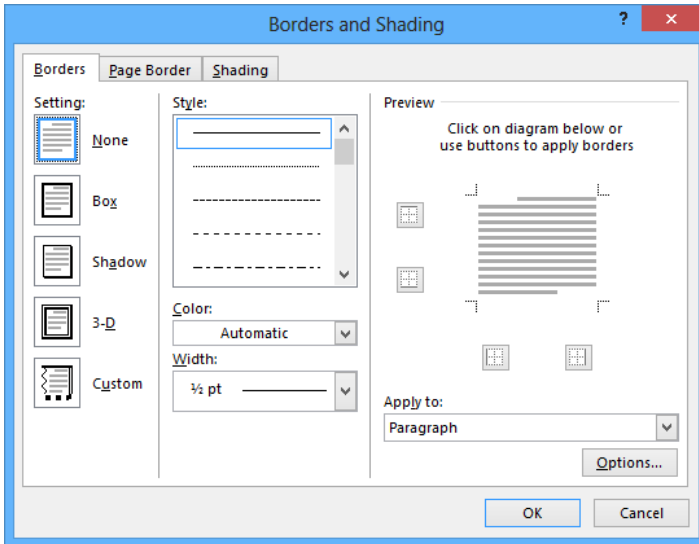
19. Add borders and shading

To **add** the paragraph borders and/or shading, do the following:

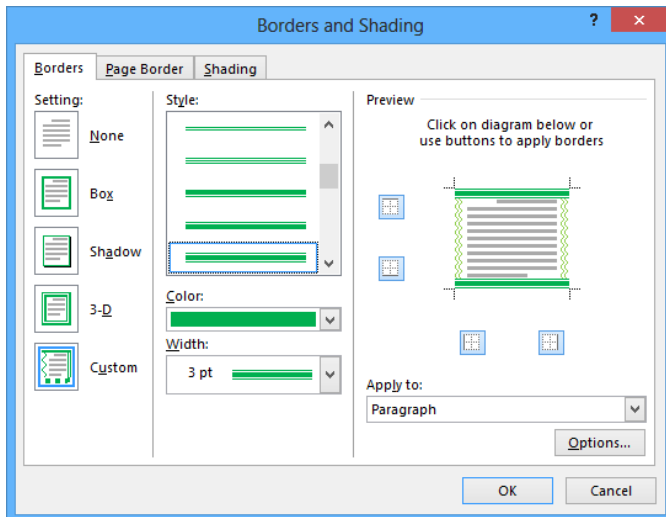
1. Select the paragraph what you want to modify.
2. On the **Home** tab, in the **Paragraph** group, choose the **Borders** list-box and then select **Borders and Shading...**:



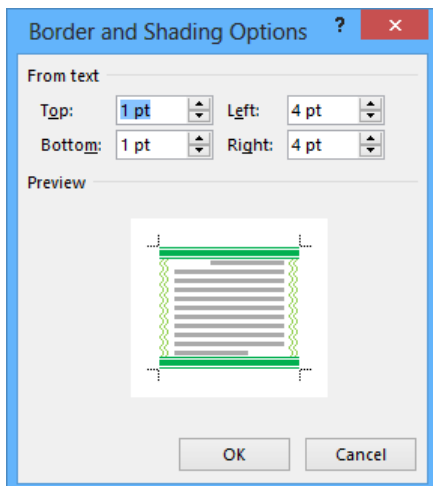
3. To add borders, select the **Borders** tab, in the **Borders and Shading** dialog box:



- You can choose the border settings, style, color and width, for example:



- You can also change indentions of your borders. To do this, click in the **Options...** button (on the right-bottom corner) and change indentions in the **Border and Shading Options** dialog box:



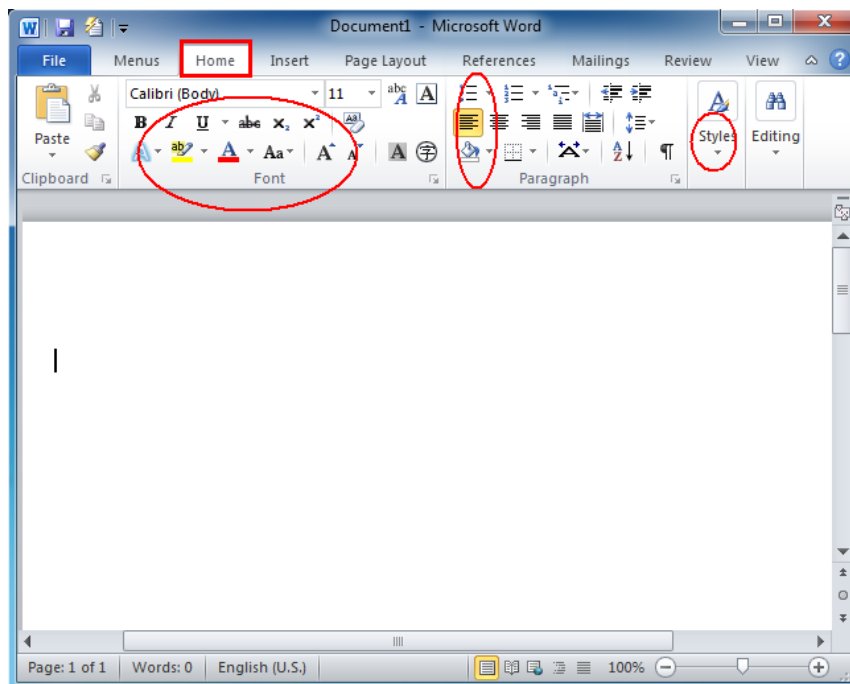
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20. New formatting methods in Word 2010

If you have not Classic Menu for Office:

It's not easy to find Format in Microsoft Word 2007, 2010 and 2013, as all items from the drop-down menu of **Format tab** in Word 2003/XP(2002)/2000 are not gathered together no longer in Word 2007/2010/2013, but disorganized into different groups on the Ribbon. For example, Font, Change Styles and Text Direction are all listed in the group of "Home" tab on the Ribbon, Water mark and Page Color are displayed in the group of "Page Layout" tab on the Ribbon while Tracking, Compare and Language are included in the group of "Review" tab on the Ribbon of Microsoft Word 2007/2010/2013.

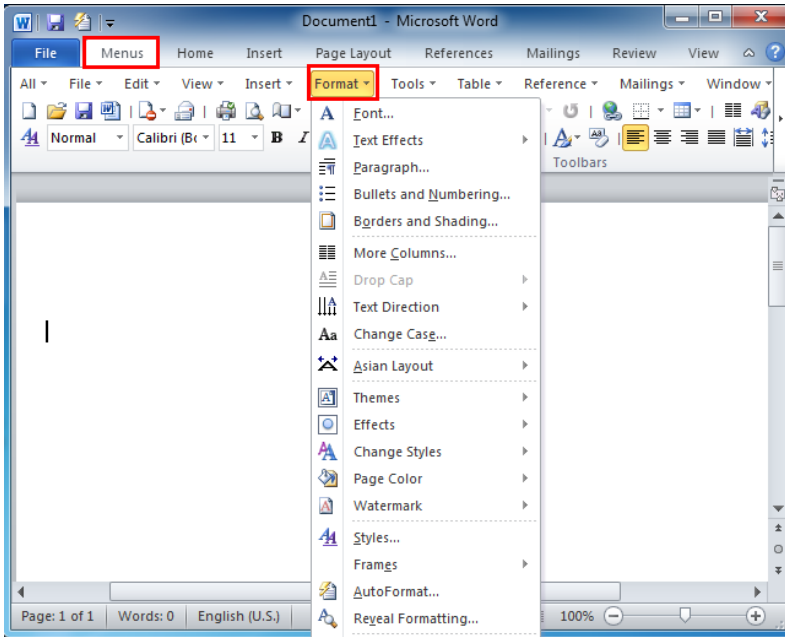
See it below:



If you are using Classic Menu for Office:

Open one word document, in the group of the "**Menus**" tab at the far left of the Ribbon of word 2007/2010/2013, you can view the "**Format**" menu and execute many commands from the drop-down menu of Format.

See it below:



Obviously, you can see all commands of Format tab from the drop-down menu, like Font, Text Effect, Paragraph, Watermark, Text Direction, Change Style, etc.

USING EDITING AND PROOFING TOOLS

21. Document views

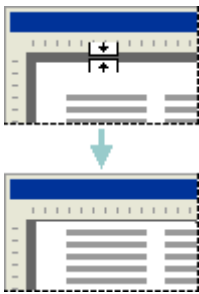
open. Documents that you receive from others will open with the view in which they were previously saved.

–Layout views

Use layout views while you are working on your document.

–Print Layout

Work in print layout view to see how text, graphics, and other elements will be positioned on the printed page.



This view is useful for editing headers and footers, for adjusting margins, and for working with columns and drawing objects. If you'd like to type and edit text in this view, you can save screen space by hiding white space at the top and bottom of the page.

To switch to print layout view, click **Print Layout** on the **View** menu.

–Web Layout

Work in Web layout view when you are creating a Web page or a document that is viewed on the screen.



In Web layout view, backgrounds are visible, text is wrapped to fit the window, and graphics are positioned just as they are in a Web browser.

To switch to Web layout view, click **Web Layout** on the **View** menu.

–Normal

Work in normal view for typing, editing, and formatting text. Normal view shows text formatting but simplifies the layout of the page so that you can type and edit quickly.



In normal view, page boundaries, headers and footers, backgrounds, drawing objects, and pictures that do not have the **In line with text** wrapping style do not appear.

To switch to normal view, click **Normal** on the **View** menu.

–Outline

Work in outline view to look at the structure of a document and to move, copy, and reorganize text by dragging headings.



In outline view, you can collapse a document to see only the main headings, or you can expand it to see all headings and even body text.


Outline view also makes it easy to work with master documents. A master document makes it easier to organize and maintain a long document, such as a multipart report or a book with chapters. In outline view, page boundaries, headers and footers, graphics, and backgrounds do not appear.

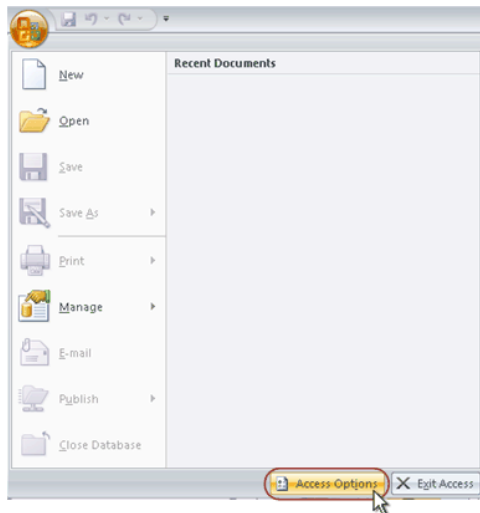
To switch to outline view, click **Outline** on the **View** menu.

22. Spell and grammar check

1. Click the **Microsoft Office Button**  , and then click **Access Options**.

Where is the Access Options button?

The **Access Options** button is located in the lower part of the menu that opens after you click the **Microsoft Office Button** 



2. Click **Proofing**.
3. In the **Dictionary language** list, click the dictionary language that you want to use, and then click **OK**.

Check spelling and grammar

Note The Spelling command on the Ribbon may not be available in all views. If the **Spelling** command is not available, try pressing F7 to start the spelling checker.

- On the **Home** tab, in the **Records** group, click **Spelling**  or press F7.

23. Shortcut Menus

A shortcut menu is a list of the most commonly used options pertaining to an object. This shortcut menu appears when you right click on a specific object, string of text or even the slide itself. The shortcut menu will vary depending on the object that you right clicked on. Only options available to *that particular object* will appear in the shortcut menu.

Once a shortcut menu appears, make your choice from the options presented by clicking the regular left mouse

24. Find and replace text

Find text

You can quickly search for every occurrence of a specific word or phrase.

1. On the **Edit** menu, click **Find**.
2. In the **Find what** box, enter the text that you want to search for.
3. Select any other options that you want.

To select all instances of a specific word or phrase at once, select the **Highlight all items found in** check box, and then select which portion of the document you want to search in by clicking in the **Highlight all items found in** list.

4. Click **Find Next** or **Find All**.

To cancel a search in progress, press ESC.

Replace text

You can automatically replace text — for example, you can replace "Acme" with "Apex."

1. On the **Edit** menu, click **Replace**.
2. In the **Find what** box, enter the text that you want to search for.
3. In the **Replace with** box, enter the replacement text.
4. Select any other options that you want.
5. Click **Find Next**, **Replace**, or **Replace All**.

CHANGING THE LAYOUT OF A DOCUMENT

25. Adjust page margins

Page margin options

Microsoft Word offers several page margin options. You can use the default page margins or you can specify your own.

- **Add margins for binding** Use a gutter margin to add extra space to the side or top margin of a document that you plan to bind. A gutter margin helps ensure that text isn't obscured by the binding.



- 1 Gutter margins for binding
- 2 Mirror margins for facing pages

-
- **Set margins for facing pages** Use mirror margins to set up facing pages for double-sided documents, such as books or magazines. In this case, the margins of the left page are a mirror image of those of the right page (that is, the inside margins are the same width, and the outside margins are the same width).

Note You can set gutter margins for a document that has mirror margins if the document needs extra space for binding.

- **Add a book fold** Using the **Book fold** option in the **Page Setup** dialog box, you can create a booklet. You can use the same option to create a menu, invitation, event program, or any other type of document that uses a single center fold.



1 Word inserts a single, center book fold


After you set up a document as a booklet, you work with it just as you would any document, inserting text, graphics, and other visual elements.

Notes

- Most printers require a minimum width for margin settings, because they can't print all the way to the edge of the page. If you try to set margins that are too narrow, Microsoft Word displays the message **One or more margins are set outside the printable area of the page.**

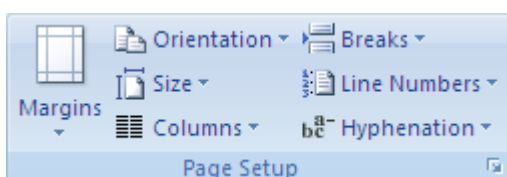
To prevent text from being cut off, click **Fix** to automatically increase the margin width. If you ignore the message and try to print the document as it is, Word displays another message asking whether you want to continue.

- The minimum margin settings depend on your printer, printer driver, and paper size. To learn about the minimum margin settings, check your printer manual.

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Change or set page margins

1. On the **Page Layout** tab, in the **Page Setup** group, click **Margins**.



1. Click the margin type that you want. For the most common margin width, click **Normal**.

When you click the margin type that you want, your entire document automatically changes to the margin type that you have selected.


2. You can also specify your own margin settings. Click **Margins**, click **Custom Margins**, and then in the **Top**, **Bottom**, **Left**, and **Right** boxes, enter new values for the margins.

Notes

- To change the default margins, click **Margins** after you select a new margin, and then click **Custom Margins**. In the **Page Setup** dialog box, click the **Default** button, and then click **Yes**. The new default settings are saved in the template on which the document is based. Each new document based on that template automatically uses the new margin settings.
- To change the margins for part of a document, select the text, and then set the margins that you want by entering the new margins in the **Page Setup** dialog box. In the **Apply to** box, click **Selected text**. Microsoft Word automatically inserts section breaks before and after the text that has the new margin settings. If your document is already divided into sections, you can click in a section or select multiple sections and then change the margins.

[↑](#)Top of Page

View page margins

1. Click the **Microsoft Office Button** , and then click **Word Options**.
2. Click **Advanced**, and then click the **Show text boundaries** check box under **Show document content**.

The page margins appear in your document as dotted lines.

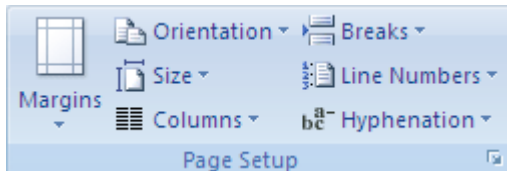
Note You can view page margins in either Print Layout view or Web Layout view, and the text boundaries do not appear on the printed page.

[↑](#)Top of Page

Set margins for facing pages

When you choose mirror margins, the margins of the left page are a mirror image of those on the right page. That is, the inside margins are the same width, and the outside margins are the same width.

1. On the **Page Layout** tab, in the **Page Setup** group, click **Margins**.



1. Click **Mirrored**.
2. To change the margin widths, click **Margins**, click **Custom Margins**, and then, in the **Inside** and **Outside** boxes, enter the widths that you want.

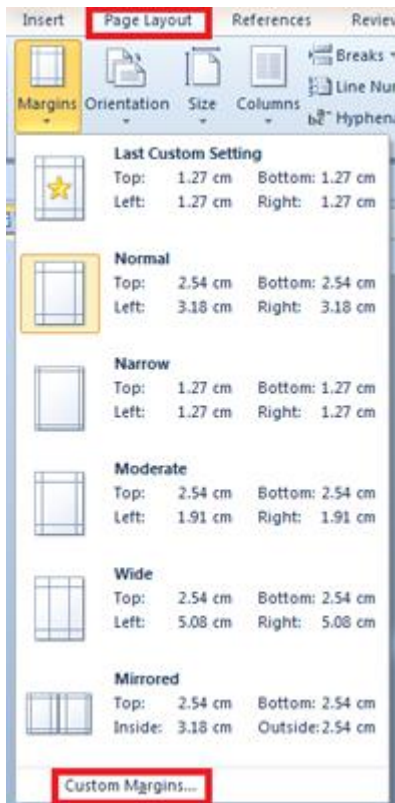
26. Change page orientation

Change orientation of one page in Margins

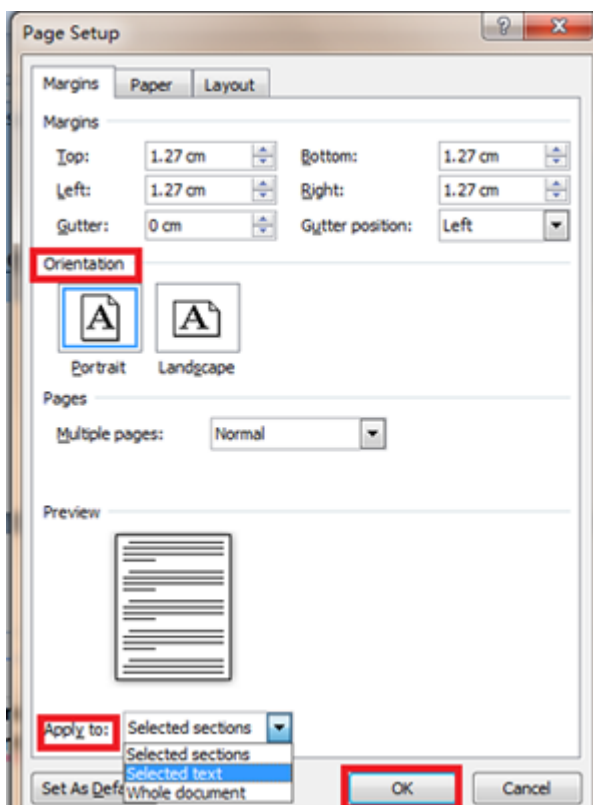
Step 1: select the entire page that you want to change the orientation.

Kutools for Word, a handy add-in, includes groups of tools to ease your work and enhance your ability of processing word document. Free Trial for 45 days! Get It Now!

Step 2: Click **Page Layout**> **Margins** and select **Custom Margins**



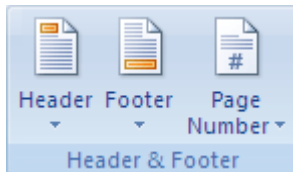
Step 3: Click **Custom Margins** to open the **Page Setup** window. Select the orientation you need and specify the location to apply the new orientation in **Apply to**. Click **OK**.



27. Create headers and footers

Insert a predefined header or footer

1. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.



1. Click the header or footer design that you want.

Note If you don't see a gallery of header or footer designs, there might be a problem with the Building Blocks template on your computer. See I don't see galleries of page numbers, headers and footers, cover pages, or equations for information about how to fix this problem.

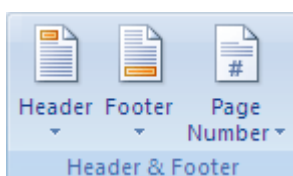
The header or footer is inserted on every page of the document.

Notes

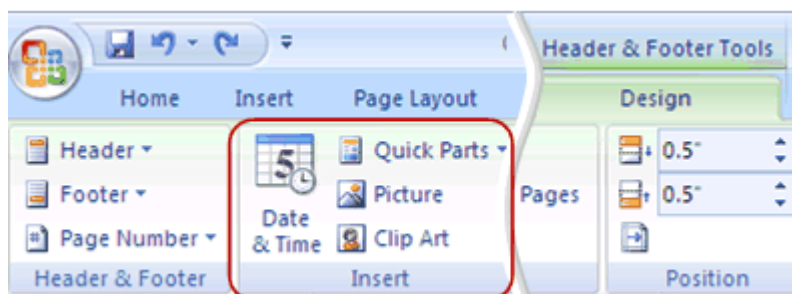
- If necessary, you can format the text in the header or footer by selecting the text and using the formatting options on the Mini toolbar, which is a part of the Microsoft Office Fluent interface.
- If you want to switch to a different predefined header or footer, repeat these steps, and choose a different header or footer from the gallery.

Insert a custom header or footer

1. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.



1. Click **Edit Header** or **Edit Footer**.
2. Type text or insert graphics and other content by using the options in the **Insert** group on the **Design** tab, under the **Header & Footer Tools** tab.



Tip To save the header or footer that you created to the gallery of header or footer options, select the text or graphics in the header or footer, and then click **Save Selection as New Header** or **Save Selection as New Footer**.

28. Set and change indentations

Indent paragraphs



+Show All

To change the indentation of text, do one of the following:

–Create a first-line indent

1. Select the paragraph you want to indent.
2. If you don't see the horizontal ruler, click **Ruler** on the **View** menu.
3. On the horizontal ruler, drag the **First Line Indent** marker to the position where you want the text to start.

–Increase or decrease the left indent of an entire paragraph

1. Select the paragraph you want to change.
2. On the **Formatting** toolbar, click **Increase Indent**  or **Decrease Indent** .
3. Microsoft Word increases the indent by one tab stop. If you want to change the position of the indent, you can first set a different tab stop.

–Change the right indent of an entire paragraph

1. Select the paragraph you want to change.
2. If you don't see the horizontal ruler, click **Ruler** on the **View** menu.
3. On the horizontal ruler, drag the **Right Indent** marker to the position where you want the text to end.

29. Insert and clear tabs

Set tab stops by using the ruler

1. Click the tab selector at the left end of the ruler until it displays the type of tab that you want.

Notes If you don't see the horizontal ruler that runs along the top of the document, click the **View Ruler** button at the top of the vertical scroll bar.

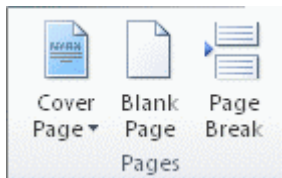


2. Click the ruler where you want to set the tab stop.

INSERTING ELEMENTS TO WORD DOCUMENTS

30. Insert and delete a page break

1. Click where you want to start a new page.
2. On the **Insert** tab, in the **Pages** group, click **Page Break**.



You cannot remove the page breaks that Word inserts automatically.

You can remove any page breaks that you insert manually.

1. Click **Draft**.



2. Select the page break by clicking in the margin next to the dotted line.

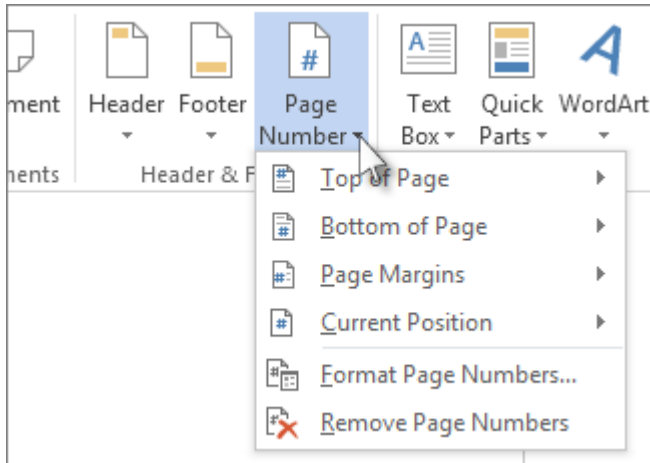


3. Press DELETE.

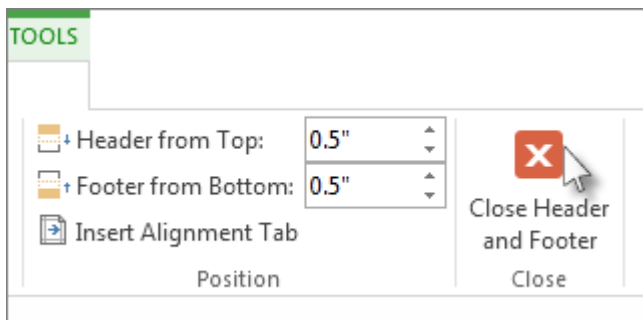
31. Insert page numbers

The Page Number gallery provides a menu of ready-to-use page numbers.

1. Under **Insert**, click **Page Number**, click a location (such as **Top of Page**), and then pick a style. Word automatically numbers every page.



2. When you're done, under **Design > Header & Footer Tools**, click **Close Header and Footer**, or double-click anywhere outside the header and footer area.



32. Insert date and time

1. Click where you want to insert the date or time.
2. On the **Insert** menu, click **Date and Time**.
3. If you want to insert the date or time in a different language format, then click the language in the **Language** box.

33. Insert symbols

1. Click where you want to insert the symbol.
2. On the **Insert** tab, in the **Symbols** group, click **Symbol**.

3. Do one of the following:

- Click the symbol that you want in the drop-down list.
- If the symbol that you want to insert is not in the list, click **More Symbols**. In the **Font** box, click the font that you want, click the symbol that you want to insert, and then click **Insert**.

Note If you are using an expanded font, such as Arial or Times New Roman, the **Subset** list appears. Use this list to choose from an extended list of language characters, including Greek and Russian (Cyrillic), if available.

4. Click **Close**.

34. Insert a picture from a file

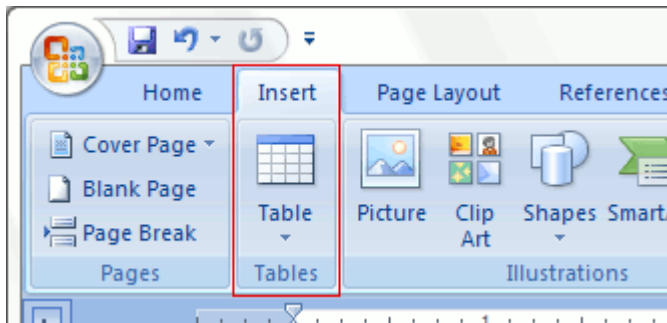
1. Click where you want to insert the picture.
2. On the **Insert** menu, point to **Picture**, and then click **From File**.
3. Locate the picture you want to insert.
4. Double-click the picture you want to insert.

Note By default, Microsoft Word embeds pictures in a document. You can reduce the size of a file by linking a picture (in the **Insert Picture** dialog box, click the arrow next to **Insert**, and then click **Link to File**).

WORKING WITH TABLES

35. Insert a table

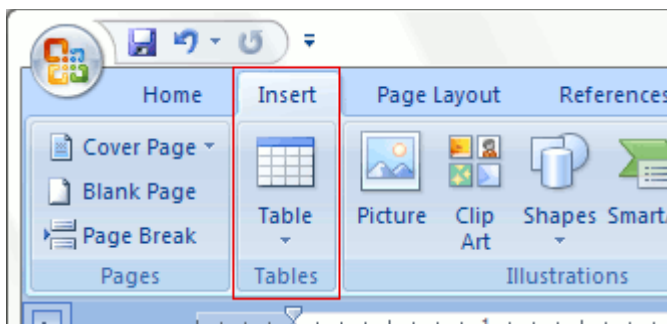
1. Click where you want to insert a table.
2. On the **Insert** tab, in the **Tables** group, click **Table**, point to **Quick Tables**, and then click the template that you want.



3. Replace the data in the template with the data that you want.

Use the Table menu

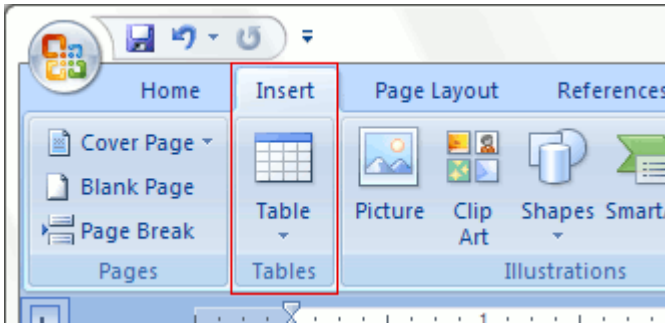
1. Click where you want to insert a table.
2. On the **Insert** tab, in the **Tables** group, click **Table**, and then, under **Insert Table**, drag to select the number of rows and columns that you want.



Use the Insert Table command

You can use the **Insert Table** command to choose the table dimensions and format before you insert the table into a document.

1. Click where you want to insert a table.
2. On the **Insert** tab, in the **Tables** group, click **Table**, and then click **Insert Table**.



3. Under **Table size**, enter the number of columns and rows.
4. Under **AutoFit behavior**, choose options to adjust the table size.

36. Navigate and select text in a table



Search for text

1. On the **Home** tab, in the **Editing** group, click **Find**. Or press CTRL+F.

The **Navigation** pane opens.

2. In the **Search Document** box, type the text that you want to find.
3. Click a result to see it in your document, or browse through all the results by clicking the **Next Search Result** and **Previous Search Result** arrows.

37. Resize parts of a table

1. In print layout view, rest the pointer on the table until the table resize handle  appears on the lower-right corner of the table.
2. Rest the pointer on the table resize handle until a double-headed arrow  appears.
3. Drag the table boundary until the table is the size you want.

Note If you are working on a Web page or in Web layout view, you can set the table to automatically resize to fit in a window when you change the window size. Click in the table. On the **Table** menu, point to **AutoFit**, and then click **AutoFit to Window**.

38. Align text in a table


- You can change a table's margins (the default cell margins) by selecting the table, clicking the **Layout** tab, and choosing **Margins** from the **Alignment** group.

- You can change text alignment for a cell, a group of cells, or the entire table by choosing one of the text alignment buttons in the **Alignment** group.
- The **Tables Property** box has other alignment and margin options. You'll hear about those options later in the lesson.

39. Format a table

After you create a table, you can format the entire table by using Table Styles. By resting your pointer over each of the preformatted table styles, you can preview what the table will look like.

1. Click in the table that you want to format.
2. Under **Table Tools**, click the **Design** tab.
3. In the **Table Styles** group, rest the pointer over each table style until you find a style that you want to use.

Note To see more styles, click the **More** arrow .

4. Click the style to apply it to the table.
5. In the **Table Style Options** group, select or clear the check box next to each the table element to apply or remove the selected style.

40. Insert and delete columns and rows

Add a cell

1. Click in a cell that is located just to the right of or above where you want to insert a cell.
2. Under **Table Tools**, on the **Layout** tab, click the **Rows & Columns** Dialog Box Launcher.
3. Click one of the following options:

Click this	To do this
Shift cells right	Insert a cell and move all other cells in that row to the right. Note This option may result in a row that has more cells than the other rows.
Shift cells down	Insert a cell and move remaining existing cells in that column down one row each. A new row will be added at the bottom of the table to contain the last existing cell.

Click this	To do this
Insert entire row	Insert a row just above the cell that you clicked in.
Insert entire column	Insert a column just to the right of the cell that you clicked in.

Add a row




1. Click in a cell that is located just below or above where you want to add a row.
2. Under **Table Tools**, click the **Layout** tab.
3. Do one of the following:
 - o To add a row just above the cell that you clicked in, in the **Rows and Columns** group, click **Insert Above**.
 - o To add a row just below the cell that you clicked in, in the **Rows and Columns** group, click **Insert Below**.

Add a column

1. Click in a cell that is located just to the right or left of where you want to add a column.
2. Under **Table Tools**, click the **Layout** tab.
3. Do one of the following:
 - o To add a column just to the left of the cell that you clicked in, in the **Rows and Columns** group, click **Insert Left**.
 - o To add a column just to the right of the cell that you clicked in, in the **Rows and Columns** group, click **Insert Right**.

Delete a cell, row, or column

1. Do one of the following:

To select	Do this
A cell	Click the left edge of the cell. 
A row	Click to the left of the row. 
A column	Click the column's top gridline or top border. 

1. Under **Table Tools**, click the **Layout** tab.
2. In the **Rows & Columns** group, click **Delete**, and then click **Delete Cells**, **Delete Rows**, or **Delete Columns**, as appropriate.

41. Borders and shading

Add table borders

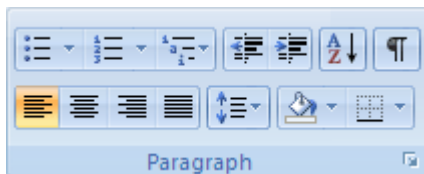
1. Under **Table Tools**, click the **Layout** tab.
2. In the **Table** group, click **Select**, and then click **Select Table**.
3. Under **Table Tools**, click the **Design** tab.
4. In the **Table Styles** group, click **Borders**, and then do one of the following:
 - Click one of the predefined border sets.
 - Click **Borders and Shading**, click the **Borders** tab, and then choose the options that you want.

Remove table borders from the whole table

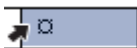
1. Under **Table Tools**, click the **Layout** tab.
2. In the **Table** group, click **Select**, and then click **Select Table**.
3. Under **Table Tools**, click the **Design** tab.
4. In the **Table Styles** group, click **Borders**, and then click **No Border**.

Add table borders to specified cells only

1. On the **Home** tab, in the **Paragraph** group, click **Show/Hide**.



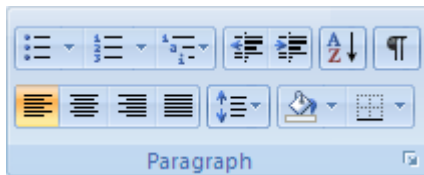
2. Select the cells that you want, including their end-of-cell marks.



3. Under **Table Tools**, click the **Design** tab.
4. In the **Table Styles** group, click **Borders**, and then click the border that you want to add.

Remove table borders from specified cells only

1. On the **Home** tab, in the **Paragraph** group, click **Show/Hide**.



2. Select the cells that you want, including their end-of-cell marks.



3. Under **Table Tools**, click the **Design** tab.
4. In the **Table Styles** group, click **Borders**, and then click **No Border**.

42. Merge / Split table cells

Merge cells

You can combine two or more cells in the same row or column into a single cell. For example, you can merge several cells horizontally to create a table heading that spans several columns.

1. Select the cells that you want to merge by clicking the left edge of a cell and then dragging across the other cells that you want.
2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Merge Cells**.

Split cells

1. Click in a cell, or select multiple cells that you want to split.
2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Split Cells**.
3. Enter the number of columns or rows that you want to split the selected cells into.

43. Convert a table to text

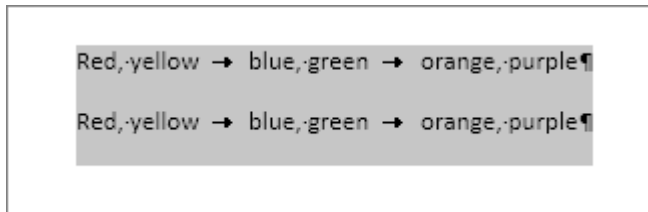
Convert text to a table

1. Insert separator characters—such as commas or tabs—to indicate where to divide the text into table columns.

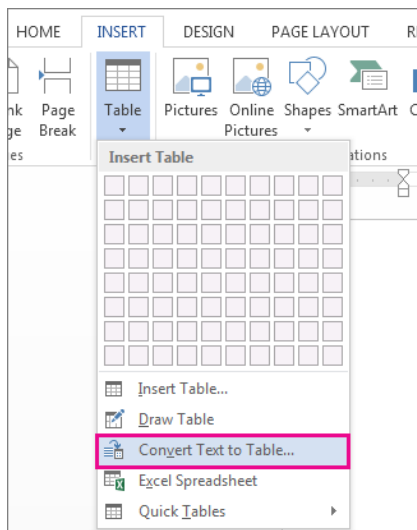
Tip Use tabs if you have commas in your text.

2. Use paragraph marks to indicate where you want to begin a new table row, and select all of the text you want to convert to a table.

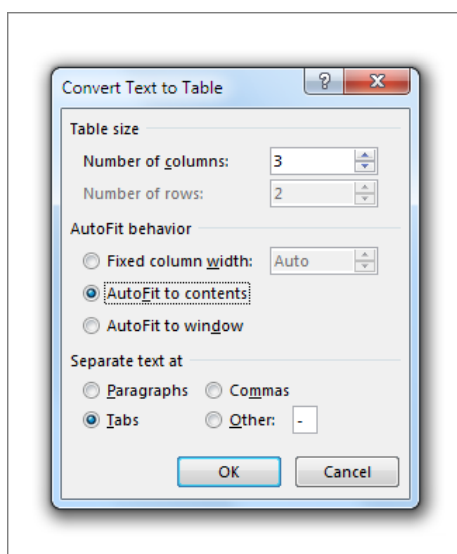
This example shows two tabs inserted to create a 3-column table, and one paragraph mark inserted to create a second row.



3. Click **Insert > Table > Convert Text to Table**.



4. In the **Convert Text to Table** box, choose your options.



Under **Number of columns**, make sure the number matches the columns you want.

Under **AutoFit behavior**, choose how you want your table to look:

Word automatically chooses a width for the table columns. If you want another column width, choose a number from the **Fixed column width** box, or click **AutoFit to contents**, as in this example, for Word to resize the columns to fit the text.

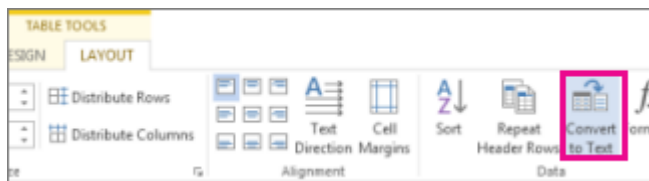
AutoFit to window resizes the table automatically in case the width of the available space changes (for example, web layout or landscape orientation).

Under **Separate text at**, choose the separator character you used in the text.

The text converted to a table should look something like this:

Convert a table to text

1. Select the rows or table that you want to convert to paragraphs.
2. Under **Table Tools**, click **Layout > Data > Convert to Text**.



3. In the **Convert to Text** box, under **Separate text at**, click the separator character to use in place of the column boundaries.

Rows are separated with paragraph marks.

If you don't see the number of columns that you expect, you may be missing a separator character in one or more lines of text.

MODULE 4

INTRODUCTION TO INTERNET

1. What is the Internet?

The **Internet** is a global system of interconnected computer networks that link several billion devices worldwide. It is an international *network of networks* that consists of millions of private, public, academic, business, and government packet switched networks, linked by a broad array of electronic, wireless, and optical networking technologies. The Internet carries an extensive range of information resources and services, such as the inter-linked hypertext documents and applications of the World Wide Web (WWW), the infrastructure to support email, and peer-to-peer networks for file sharing and telephony.

2. What do I Need to Connect to the Internet?

We use internet to perform the following tasks:-

- E-Mail
- Messages
- Chat
- Web Browsing (Find information)

3. What is Web Browser? What are the available Web Browsers (Chrome, Firefox, Torch etc)

A software program that allows a person to explore the Internet in an easy to use way. Navigating the Internet through a series of hyperlinks you can browse the Internet. Examples of popular **browsers** are:-

- Internet Explorer
- Firefox
- Safari
- Google Chrome
- Opera

4. What is Search Engine (e.g., Google)

A **search engine** is a software program available through the Internet that searches documents and files for keywords and returns the results of any files containing those keywords. Today, there are thousands of different search engines available on the Internet, each with their own abilities and features. Today, the most popular and well known search engine is Google.

5. What is internet surfing?

Alternatively referred to as **surf** and **web surfing**, **surfing** is the act of browsing the Internet by going from one page to another page using hyperlinks.

6. What is e-mail?

Short for **electronic mail**, **e-mail** or **email** is text messages that may contain files, images, or other attachments sent through a network to a specified individual or group of individuals.

7. Creating email ID (using gmail, yahoo, hotmail etc)

'Google mail' or 'Gmail' is a web-based email account in which emails are stored on the internet rather than on your computer. Internet email can be a flexible option as you can access emails from any computer that has internet access – for example, at internet cafés – anywhere in the world.

Follow these step-by-step instructions to create a Gmail account

Step 1: Open up your internet browser and go to the Google home page:
<http://www.google.com>

Step 2: Click on **Gmail** at the top right corner of the page.



Step 3: You'll now be in the 'Sign in' section. As you don't have a Google account yet, you need to create one. Click **Create an account**.



Step 4: To set up your new account, Google needs some information about you – first, your first and last names. The ‘choose your username’ is the unique email address that you wish to use, which will be placed before ‘@gmail.com’. Because it needs to be unique, Google may have to check the availability of any name that you decide on to make sure that no one already has it. Type an email name into the ‘choose your username’ box and then fill out the rest of your information. You will need to ensure that the ‘I agree to the Google terms of service and Privacy Policy’ is ticked. Then click **next step**.

Step 5: If the email name that you requested in is not available, you’ll get a message saying that somebody already has that username and offering you some alternatives. You can decide to accept one of the alternatives or type in another name and check its availability once more. You will have to complete some of the other boxes again. You may have to do this a few times. Once you finalise your email address, it’s a good idea to make a note of it so that you can refer to it until you remember it.

Create your Google Account

unt is all you need
sword gets you into everything Google.

Google yours
d preferences just the way you like.

Name
w shakespeare

Choose your username
wshakespeare25@gmail.com

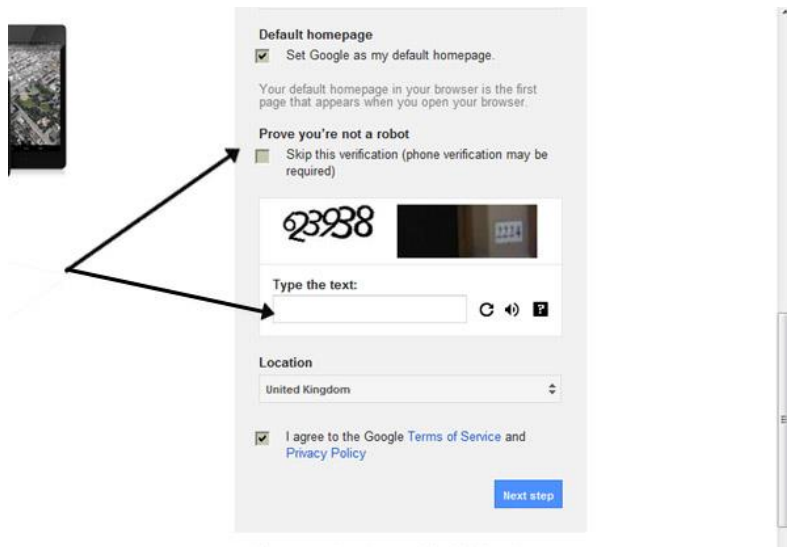
Someone already has that username. Try another?
Available: shakespearew06 wshakespeare816
shakespearew6

Create a password

Confirm your password

Birthday

Step 6: You’ll need to come up with a password so that you can log in securely to your account. Google may explain that you should try one with at least 8 characters long to be secure. Use letters and numbers to make the password more secure and difficult to guess. You’ll need to re-enter your password to ensure that it’s you choosing it and not a hacker’s (ro)bot. This is why it also asks you to insert two random words at the bottom of the page – this is a CAPTCHA code. You can skip this step if you don’t want to type in the CAPTCHA code but you will need to verify via a mobile phone if you don’t.



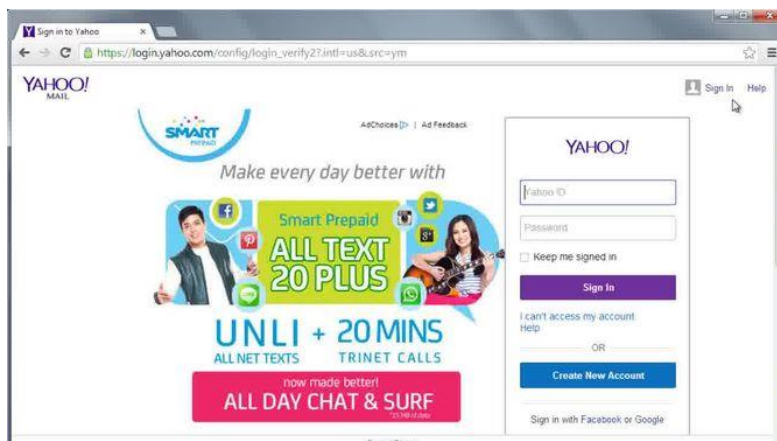
Step 7: Once you have completed this page fully, clicking **Next Step** will take you to the Create Profile Page. If you don't wish to have a picture on the web, click Next Step to complete setting up your email. If you do, Click on **Add Profile Photo** and find a photo to add. Then click **Next Step**.

Step 8: You will now have set up your account. You can go straight to your inbox and get started, or you can set up a photo to show as your profile picture.

How to Set up a Yahoo! Mail Account

Steps

Go to Yahoo.com. In the top right is a **Mail** link. Click that to begin the email signup process, or click Yahoo! Mail.



The image shows the Yahoo! Sign up form. At the top left is the YAHOO! logo. At the top right are links for Sign In and Help. Below these is a language dropdown menu set to English (United States). The main heading is "Sign up". The form contains several input fields: "First name" and "Last name" (two separate boxes), "Yahoo username" (with a placeholder "@yahoo.com"), "Password", a country dropdown menu set to "United States (+1)", "Mobile number" (with an information icon), and "Birthday" (with sub-dropdowns for "Month", "Day", and "Year"). At the bottom are radio buttons for "Male" and "Female".

Click on the Create New Account button. It's that ginormous yellow button near the top right of the Yahoo! home page, next to the even-more-ginormous ad.

Choose your login. You can also choose to sign in with your Facebook or Google account. Instead of clicking Create New Account, click the Facebook or Google login buttons to create a Yahoo! email address. Once you've linked your Facebook or Google username and allowed the connection, you will fill out the rest of the Yahoo! Mail signup form.

This screenshot shows the same Yahoo! Sign up form as above, but with some fields filled in. The "First name" field contains "Wiki" and the "Last name" field contains "Hower". The "Yahoo username" field is empty. The "Password" field has a "show" checkbox. The "Mobile number" field shows a dropdown for the country code set to "+1". The "Birthday" dropdowns are also visible.

Enter your basic info. Fill in your name, gender, birthday, country, language, and postal code in the appropriate fields.

Enter your Mobile phone number. You may be asked to enter a verification code that they will text you.

Click on the "Create my Account" button.

Birthday August 11 1991

Male Female

+1 Optional recovery number Relationship

I agree to the Yahoo Terms and Privacy.

Create Account

Copyright © 2014 Yahoo! Inc. All rights reserved. Copyright/Privacy Policy - Terms of Service - Help

NOTICE: We collect personal information on this site. To learn more about how we use your information, see our Privacy Policy - About Our Ads.

Verify you are not a robot. Enter the visual code that only humans (with warped glasses) can read. Type the characters shown in the last section of the registration page, into the field provided.

Yahoo Registration x

https://na.edit.yahoo.com/registration

YAHOO!

Verification

Sign In

Try a new code | Audio code | Help

8H8eV

Submit code

Read the Terms of Service. Doesn't everybody? Thoroughly examine every page till the end or till your eyes glaze over, and then print a copy for your records.

Different features may be available in different versions of Yahoo Mail and Yahoo Messenger and not all features may be available in your country or region. Also, not all features may be available if the user that you are communicating with is using a different version of Yahoo Mail or Yahoo Messenger, or is using an instant message software client offered by a non-Yahoo company.

4. MEMBER ACCOUNT, PASSWORD, AND SECURITY

If you don't already have a Yahoo ID and password, you will be prompted to complete the Yahoo registration process. You agree Yahoo provides you only with the right to access your account in accordance with this ATOS and applicable rules and guidelines. If you violate this Section 4, or otherwise cannot validate your account to Yahoo, you acknowledge and agree that your account may be permanently inaccessible to you and that all data associated with the account may not be retrievable. Yahoo does not guarantee that you will have permanent access to your data used with the Services, or that it will provide copies to you in the event data is deleted or lost. Yahoo encourages you to properly back up your data. Yahoo may also impose limits on certain features and services or restrict your access to parts or all of the Services or other Yahoo services or web sites without notice or liability. The prior sentence does not apply to you if Yahoo Deutschland provides you with your Yahoo Mail account.

5. YAHOO! PRIVACY POLICY

Your access to and use of the Services constitutes acceptance of and is subject to the Yahoo Privacy Policy. Your registration data and other information about you are also subject to the Yahoo Privacy Policy. You can review the most current

Create My Account

Click the "Done" button.

Click the "Get Started" button.

8. Sending / receiving / replying / forwarding emails

How to send an email

Email is a great way of getting information to others quickly and easily. Being able to send messages to friends and family at the touch of a button keeps you up to date no matter where in the world you are.

The following steps show you how to send an email using a Gmail account. However, many email accounts or applications follow a similar process for creating and sending a new message.

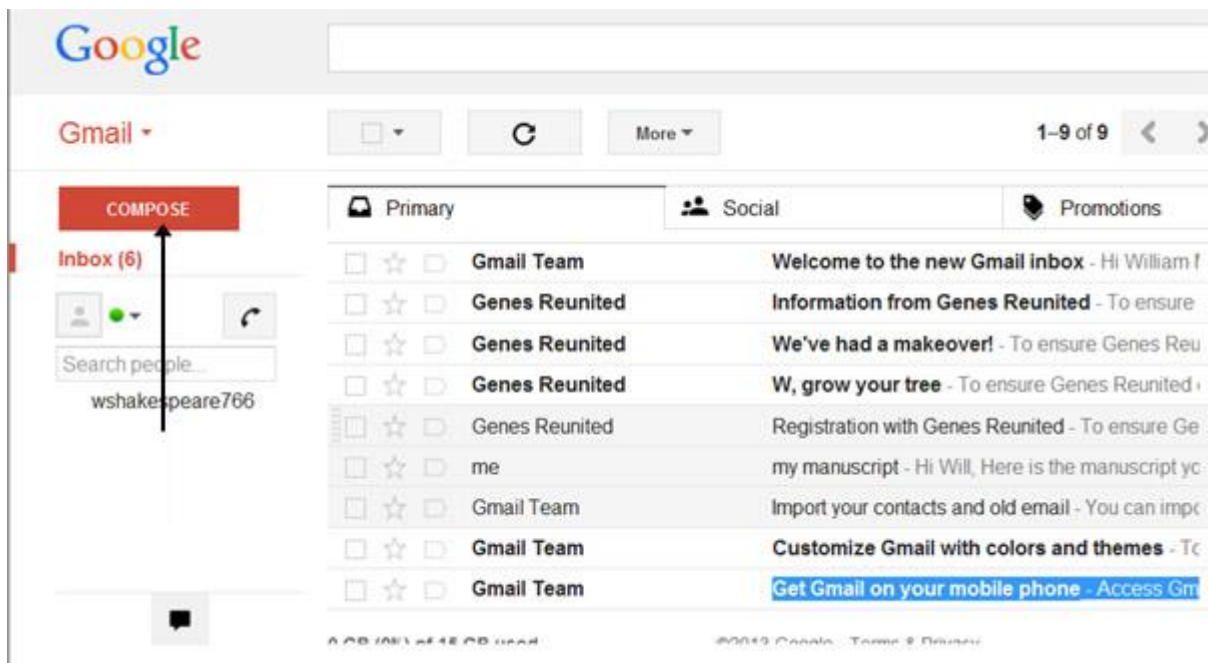
You'll need:

- a computer with active internet connection
- an email account set up and ready to send and receive emails.

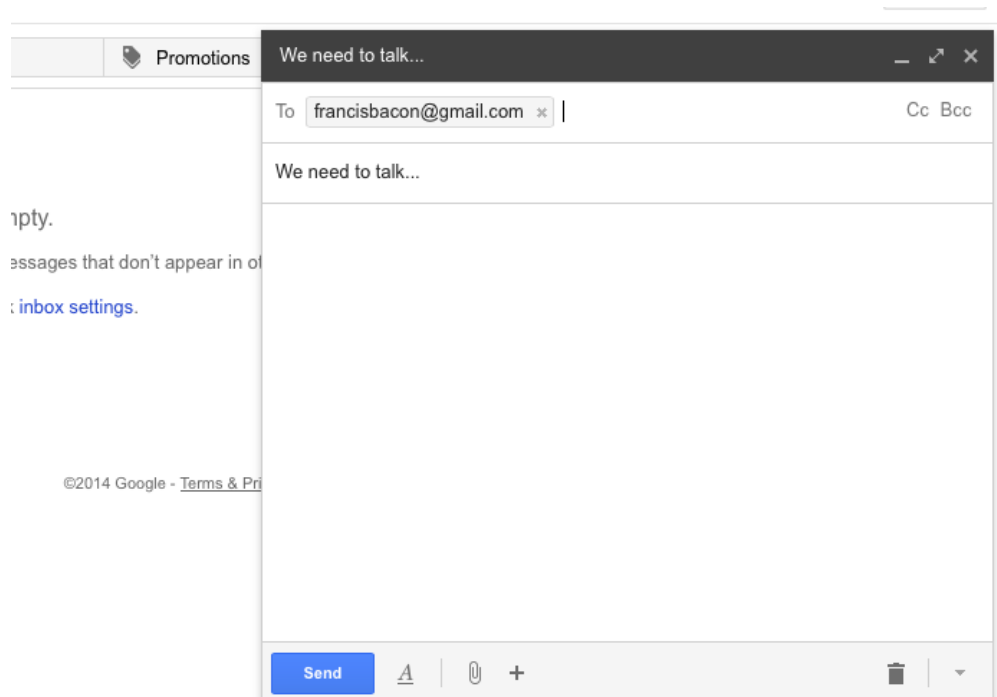
Follow these step-by-step instructions to send an email

Step 1: Log in to your Gmail account so that you are on the dashboard (main page) of your mail account.

Step 2: Click **Compose**.

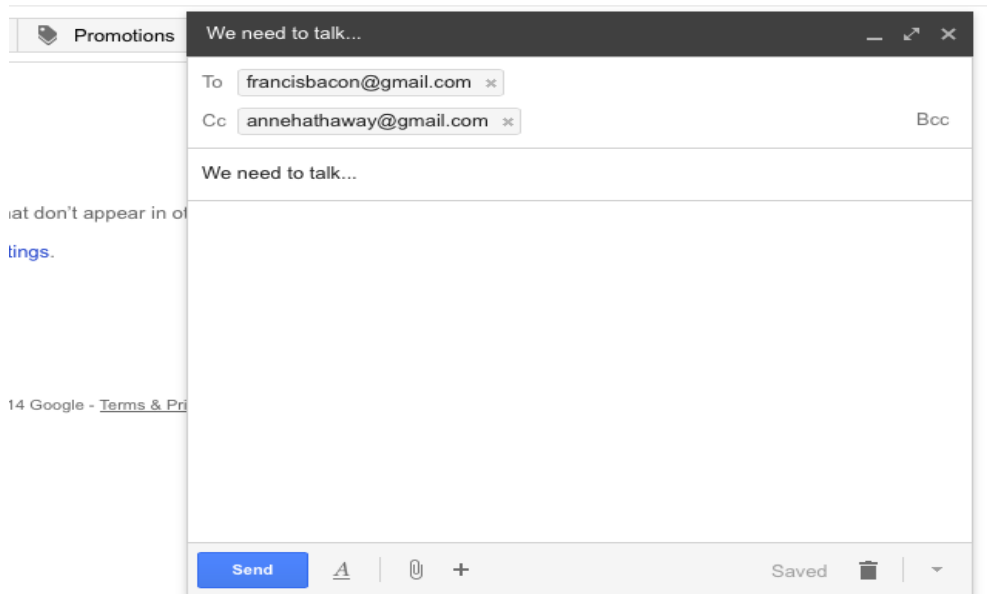


Step 3: A new blank email window will open up. In the 'To' box, type in the email address of the recipient.



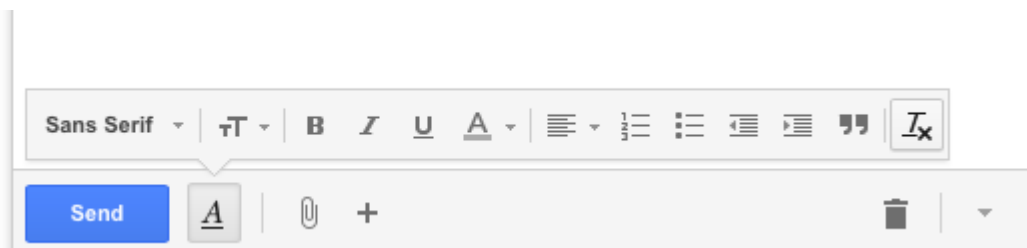
Step 4: You might want to include someone else in your email to 'keep them in the loop'. You can do this by clicking **Cc** or **Bcc**, which will open another field. 'Cc' means 'carbon copy' and 'Bcc' means 'blind carbon copy'. Adding an email address to the 'Cc' field means that that person will receive a copy of the email and all the other recipients will see their email address. If an email address is put into the 'Bcc' field, the person will get a copy of the email but no other recipient will see that address.

If you are sending the same email to lots of different people, it's a good idea to put all the email addresses in the 'Bcc' field to keep your 'mailing list' confidential. That way, there's no chance that it could fall into the hands of a spammer or hacker.

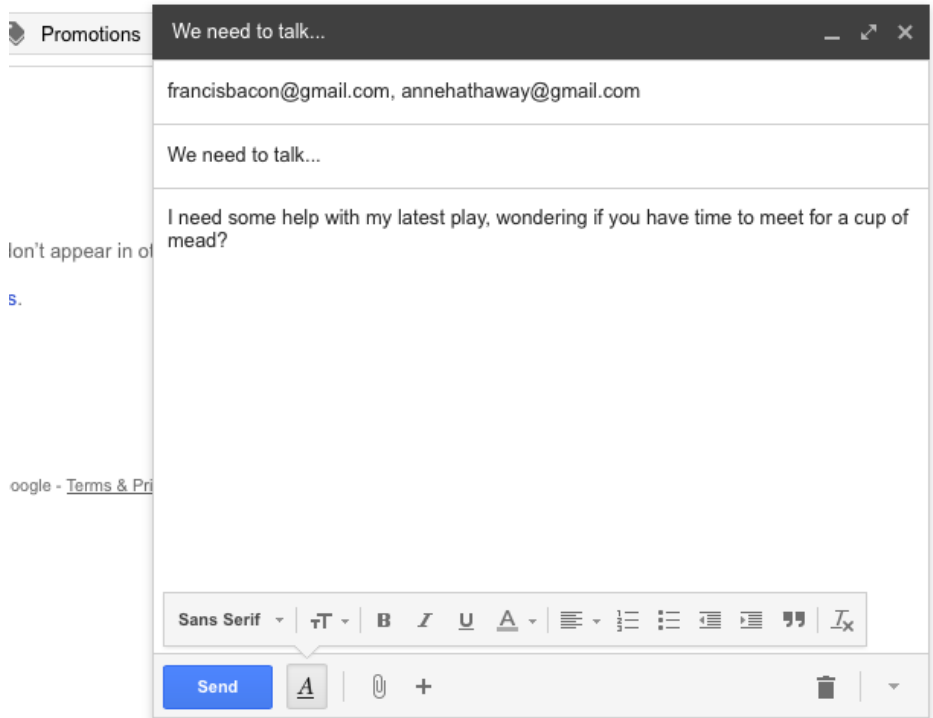


Step 5: The subject field allows you to give the recipient an idea of the topic of your email, like a heading. You don't have to put anything in the subject box, but it can help when viewing and sorting email.

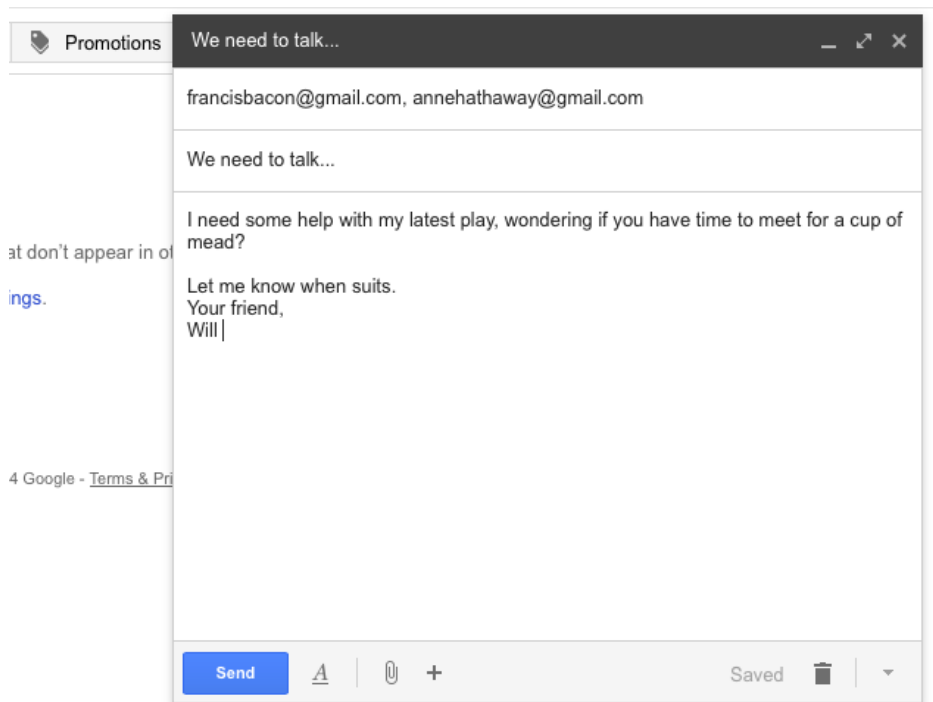
Step 6: Email text can be formatted in a similar way to text in a word document. You can change the font style, colour and size using the formatting icons. You can also create bullet points and check the spelling of your email. Choose your formatting from the menu shown.



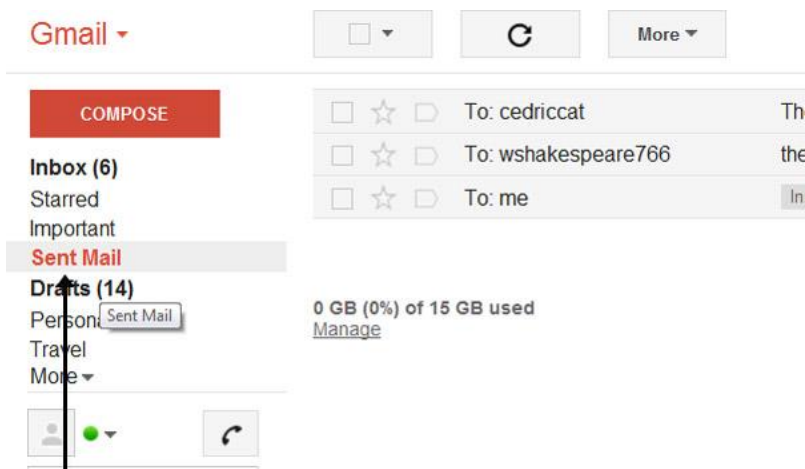
Step 7: Type your message in the main body field of your email.



Step 8: When you're happy with your email, click the blue **Send** button at the bottom of the compose window.



Step 9: The email you've sent will now be stored in the 'Sent Mail' folder on your Gmail dashboard. You may have to run your mouse pointer over the Inbox folder link to see the other folders.



Step 10: You may start an email but then decide to come back to it later rather than sending it straightaway. Gmail saves your drafts automatically. So you can simply close the email and the unfinished email will be saved to your 'Drafts' folder. When you decide that you're ready to send it, you can retrieve it from the 'Drafts' folder by clicking **Drafts** and then clicking the correct item in the 'Drafts' folder list. Finish the email and click **Send** as normal.

How to open an email

When you receive an email from friends or family, you can find out what they've written by opening it, just like opening an envelope to read a letter. This guide explains how to open an email in a Gmail account, although other email applications will follow very similar steps.

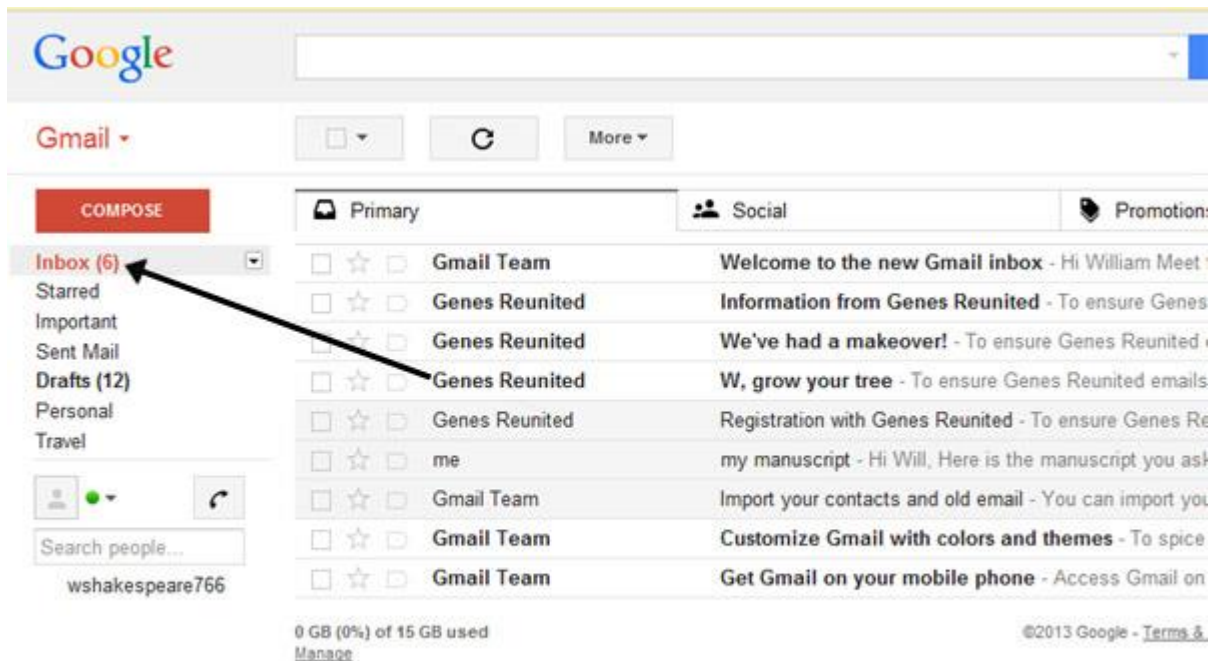
You'll need:

- a computer connected to the internet
- a Gmail account ready to send and receive emails.

Follow these step-by-step instructions to open an email

Step 1: Log into your Gmail account so that you are on the dashboard (main page) of your account.

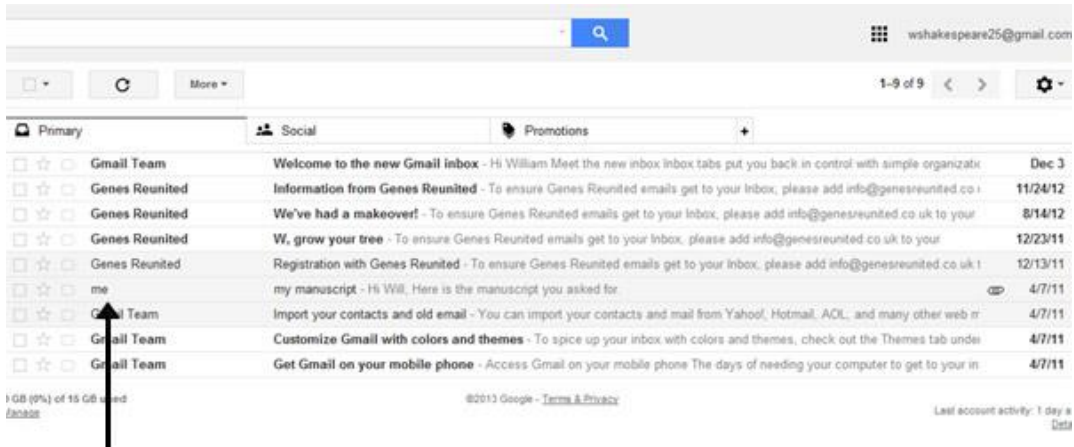
Step 2: Go to your inbox.



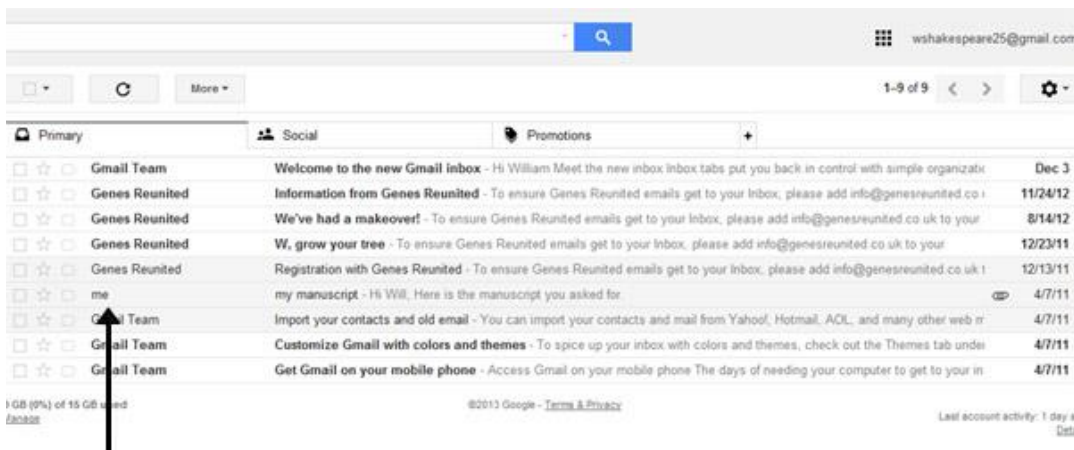
Step 3: The inbox shows a list of emails received, arranged in columns. The one towards the left shows who the email is from, the one in the centre gives the subject of each email, and you'll find the time and date when each one was received in the right-hand column. If you haven't opened and read an email, this information will appear as bold text in the list. Once you've opened and read the email and then returned to the inbox, the read email will be displayed in normal, non-bold text.

Gmail now categorises your emails into 'Primary' (what it deems to be important), 'Social' (updates from your social media accounts) and 'Promotions' (promotional emails from brands and companies). If you are expecting an email and it doesn't appear in your primary tab, do check the other tabs in case it has been incorrectly categorised by Gmail.

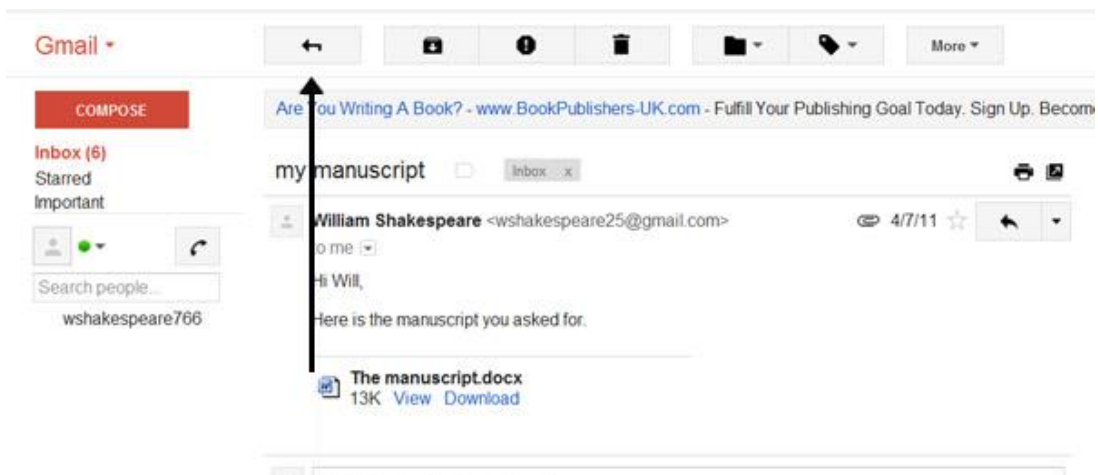
Step 4: Once you've identified an email you wish to open, click on the line that shows the information about that email.



Step 5: You can now read the content of the email and reply if you wish by clicking on the arrow at the top right hand of the email for reply or by clicking **Reply** underneath the message.



Step 6: When you've finished reading your email, click **back to inbox** icon to close the email and go back to the list of emails in your inbox.



Done!

9. What are messengers (Yahoo / MSN Messengers)?

Yahoo Messenger (sometimes abbreviated **YM**) is an advertisement-supported instant messaging client and associated protocol provided by Yahoo. Yahoo Messenger is provided free of charge and can be downloaded and used with a generic "Yahoo ID" which also allows access to other Yahoo services, such as Yahoo Mail, where users can be automatically notified when they receive new email. Yahoo also offers PC-PC, PC-Phone and Phone-to-PC service, file transfers, webcam hosting, text messaging service, and chat rooms in various categories.

Windows Messenger is an instant messaging program that you can use to:

- View your contacts who are online.
- Send an instant message.
- Call a contact's computer.
- Send someone a file.
- Have an instant message conversation with a group of friends.
- Invite someone to play a game.
- Be notified of new e-mail messages from your Hotmail account.

Windows Live Messenger (formerly **MSN Messenger**) is a discontinued instant messaging client developed by Microsoft for Windows, Xbox 360, Blackberry OS, iOS, Java ME, S60 on Symbian OS 9.x, and Zune HD. It connected to the Microsoft Messenger service while also having compatibility with Yahoo! Messenger and Facebook Messenger.

10. What is Skype?

Skype/'skaɪp/ is a telecommunications application software that specializes in providing video chat and voice calls from computers, tablets and mobile devices via the Internet to other devices or telephones/smartphones. Users can also send instant messages, exchange files and images, send video messages and create conference calls. Skype is available to download onto computers running Microsoft Windows, Mac or Linux, as well as Android, Blackberry, iOS and Windows Phones smartphones and tablets. Much of the service is free but users require Skype Credit or a subscription to call landline or mobile numbers. Skype is based on a freemium model.



11. What are Facebook and Twitter?

Facebook (formerly [**thefacebook**]) is an online social networking service. Its name comes from a colloquialism for the directory given to students at some American universities. It can be used to:-

- Share text/ Images
- Share Videos
- Send / Receive Images



Twitter

Twitter is an online social networking service that enables users to send and read short 140-character messages called "tweets".

Registered users can read and post tweets, but unregistered users can only read them. Users access Twitter through the website interface, SMS, or mobile device app. Twitter Inc. is based in San Francisco and has more than 25 offices around the world.

