Course on Computer Concepts

Based on
Latest syllabus of DOEACC(NIELIT)
&
Revised as per new guideline issued by NIELIT for CCC examination from January 2016, with new chapter and MCQ of Application of Digital Financial Services.

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**CCC New Syllabus, Examination Schedule and Online Examination**

The course is designed to equip a person to use computers for professional as well as day to day use. It provides theoretical background as well as in depth knowledge of Software/packages. After completing the course the incumbent will be digitally literate and will be able to acquire confidence in using computer techniques available to users.

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**Online Examination**

NIELIT conduct online examination for CCC Exam. The details of Online Examination and steps to be followed at Examination center is given below: The duration of Examination is 90 minutes and you have to solve 50 objective types and 50 true false questions of one mark each. No negative marking for wrong answer. From July 2014 NIELIT introduce CCC question paper in Hindi language.
### 1.0 Introduction to Computer

रूटर कशः के उद्देश्यमति कम्युनिट शृंखला से हुई है जिसका अर्थ है गणना करना। अतः बौद्धिक के भाषा में इसे एक कैलकुलेटिंग डिवाइस माना जाता है जो ऐथिथ्मेटिक और लॉगिकल आप्रेशन को तेजी से सही कर सकता है परन्तु आज इसकी परिभाषा ही व्यापक है क्योंकि अब कम्युनिट का उपयोग सिफ़ार गणना तक सीमित नहीं है, आज इसका उपयोग म्युजिक, ग्राफिक्स, इंटरनेट आदि कई अन्य क्षेत्र में भी है। अतः कह सकते हैं कि यह एक इलेक्ट्रॉनिक डिवाइस है जो डाटा को एक्सेप्ट करता है, और एक विस्तृत स्टेप-बाई-स्टेप प्रोसेसिंग के बाद उसे इन्फार्मेशन में बदलता है और आउटपुट रिजुल्ट प्रस्तुत करता है। यह डाटा को एक्सेप्ट, स्टोर और उन्हें मैनिपुलेट करता है।

### 1.1 Objective: In this chapter we will discuss about history of computer, Generation of computer, Input/output devices, storage devices, hardware and software, languages, basic operations, Multimedia and Entertainment.

### 1.2 What is computer? : Computer is an electronic device which is capable of receiving data and 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.

कम्युनिट एक इलेक्ट्रॉनिक डिवाइस है जो किसी विषय-वस्तु के बारे में डाटा को तेजी से इनपुट करता है और उस पर जब्ती ऑपरेशन कर एक निश्चित आउटपुट प्रदान करता है।

#### Types of Computer: Computer has been categorized in the following parts likewise...

- Analog Computer
- Digital Computer
- Hybrid Computer

**Analog Computer:** Analog Computers are used mostly in Medical Sciences. This very kind of computers work on continuous data values, for e.g. if you have to calculate the pressure or something similar then kind of technology having will be useful.

एनालॉग कम्युनिट में डाटा, ट्रांसमिषन एक सीधी रेखा में होता है जिसे एनालॉग ट्रांसमिषन कहते हैं।

**Digital Computer:** Digital Computers are the most commonly used computer on a digital technique which is widely used and preferred now-a-days. This kind of computers uses micro processor technology which is quite digital and able to calculate and execute million of instruction within a second. This also comes under kind of categories as we can see downwards...

डिजिटल कम्युनिट वो कम्युनिट होते हैं जो डिजिटल तकनीक का अनुसरण करते हैं। इनमें माइक्रो प्रोसेसर प्रयोग किया जाता है जो एक संपूर्ण में करोड़ों निर्देशों को क्रियान्वित कर सकता है।

**Micro Computer:** The processor is very small so that called Micro processor and device is called Micro Computer. Micro Computer is single user device example: Desktop, Laptop, Palmtop, Notebook, PDA etc.

यह सर्वाधिक छोटा कम्युनिट होता है जिसमें एलियू और सीपीआई एक ही चिप में लगे होते हैं।

**Mini Computer:** The processor of Mini Computer is small but larger than Micro processor. MiniComputer is multi user device generally used in designing company for commercial use.
Mainframe: It has larger processor and multiuser device. Number of users is more than MiniComputer. This is a multiuser and multitasking device mostly used in Metrology.

Super Computer: The processor is the biggest than other Computer and processing capacity is highest than other devices. It is Multi user fastest calculating device, generally used in nuclear science for calculation purpose. CRAY-I is the first Super Computer. India's First Super Computer is PARAM-10000.

Hybrid Computer: The kind of computer comes with both characteristics (digital and analog) are called hybrid. This is used there where it needs to calculate both the digital and analog data for e.g. In Hospitals.

1.2.1 History of Computers: History of Computer can be considered from arise of human culture as person known the calculation, they used to some thing for this purpose like, pebbles, stone etc. but as a device Roman's abacus is first device used in B.C for calculation. In A.D. various mechanical devices were invented for the calculation like Pascaline by Blaise Pascal, Joseph Jacquard invented loom that is 'programmed' using punched cards, Charles Babbage invented two machines Analytical engine and Difference engine and Hollerith's Census Machines (Tabulating machine). Atanasoff-Berry Computer (ABC) is a fully digital electronic device used for linear equation. Howard Aiken (IBM) had designed Mark I, the first operational general-purpose electro-mechanical Computer. John Mauchley and Presper Eckert make the Electronic Numerical Integrator and Calculator (ENIAC) First general purpose, digital electronic Computer used to compute a ballistic firing. Universal Automatic Computer (UNIVAC I), was the first commercially successful Computer. Two Era arises Mechanical Era (Before 1945) having mechanical devices and the Electronic Era (From 1945) having electronic processing technology. Electronic Era is divided into Four generations.

Generation of Computer: Computers are divided in these forms of generation. Here the generations have been described time wise as well as technologies used.

First Generation(1945-1954)-In this very first generation of computers, it had been used Vacuum tube technology which make a computer possible to do calculations.
2.0 Introduction: In the previous chapter, we learnt about the basics of computer. In this chapter, we will discuss about user-friendly features of Windows Operating System and Linux. Microsoft has produced a large number of Operating Systems. Windows 95/98/ME, Windows NT, Windows XP, Windows Vista, Windows 7, Windows 8 are some of them. The Operating System which we have selected as reference is Windows XP and Windows 7.

2.1 Objective: In this chapter, we will discuss about Introduction, Objectives, Basics of Operating System, The User Interface, Task Bar, Icons, Start Menu, Running an Application, Operating System Simple Setting, Changing Mouse Properties, Adding and removing Printers, File and Directory Management.

2.2 Basics of Operating System: Basics of operating system are subject matter of letting know the pros and cons of an operating system. Here with we will discuss some of the operating systems like Windows and Linux.

2.2.1 Operating System: An operating system plays an important role in the use of Computer. It prepares a bare Machine usable for the user. In other words, an operating system works as an interface between Computer and user. The operating system enables the user to use the system resources and access several other programs effectively. Windows operating system offers icons, Graphics based interface to the users and they can use mouse to perform a number of operations.

Types of Operating Systems: Generally, it can be categorized into four types, based on the type of computer they control and sort of applications they support.

- **Single User, Single task:** This type of Operating System manages the computer so that one user can effectively do one thing at a time.

  - आपका कम्प्यूटर पर चलने वाला ऑपरेटिंग सिस्टम सबसे महत्वपूर्ण फ़ाइल है। यह यूजर और कम्प्यूटर हार्डवेयर के मध्य एक मध्यस्थ का कार्य करता है। एक ऑपरेटिंग सिस्टम, कम्प्यूटर में सिस्टेम सॉफ्टवेयर प्रोग्राम्स का एक सौंदर्य होता है जो सिस्टम सॉफ्टवेयर प्रोग्राम द्वारा कम्प्यूटर हार्डवेयर के उपयोग करने के ओर यूजर्स द्वारा कम्प्यूटर को कंट्रोल करने के तरीकों को निर्धारित करता है।

  - **Multi User, Multi-task:** This allows two or more users to run programs at the same time. Some operating systems permit hundreds or even thousands of concurrent users to work on for example Mainframe computers.
3.0 Introduction of Word Processing:

Word Processing is application software which is used to manipulate the text or words like letter drafting, paragraph composing and so on. Here we will discuss about Microsoft Word, Word processing software. Microsoft word is application software of Microsoft Office suite which has a large number of earlier and latest versions. Here we will discuss about only Microsoft Word 2003, 2007 & 2010 versions.

3.1 Objectives: In this chapter we will discuss about: Word Processing Basics, Opening Word Processing Package, Menu Bar/Tab, Opening and closing Documents, Save, Page Setup, Print Preview, Text Creation and Manipulation, Text Selection, Cut, Copy and Paste, Font and Size selection, Alignment of Text, Formatting the Text, Table Manipulation etc..

3.2 Word Processing Basics:

Word Processing is application software which is used to manipulate the text or words like letter drafting, paragraph composing and so on. Here we will discuss about Microsoft Word, Word processing software. Microsoft word is application software of Microsoft Office suite which has a large number of earlier and latest versions. Here we will discuss about only Microsoft Word 2003, 2007 & 2010 versions.

Microsoft Word 2003

Microsoft Word 2003 is a word processing software which is used to manipulate the text or words like letter drafting, paragraph composing and so on. Here we will discuss about Microsoft Word 2003, 2007 & 2010 versions.

Microsoft Word 2007/2010

Microsoft Word 2007/2010 is a word processing software which is used to manipulate the text or words like letter drafting, paragraph composing and so on. Here we will discuss about Microsoft Word 2007/2010 versions.
ऐसे इत्यादि कमांड्स का प्रयोग करते हैं जबकि वर्ड 2007 में आपको फाईल के स्थान पर आफिस बटन एवं फाईल tab के अंतर्गत उक्त कमांड्स प्रदर्शित होते हैं। वर्ड 2007/2010 में किसी एक्सेस दूल बार जिसके अंतर्गत सेव, अनदू एवं रिट्टू बटन
4.0 Introduction: Excel is an office package used for calculation and analysis of data. MS Excel provides a rich library in formula for calculation and a list of commands for analysis of data. Excel file is known as a workbook; a Workbook is collection of three Worksheets by default. You can create new spreadsheet according to your requirement.

 espað Sheet 4.0

Introduction: Excel is an office package used for calculation and analysis of data. MS Excel provides a rich library in formula for calculation and a list of commands for analysis of data. Excel file is known as a workbook; a Workbook is collection of three Worksheets by default. You can create new spreadsheet according to your requirement.

Element of Electronic Spread Sheet

4.1 Objective: In this chapter we will discuss about Elements of Electronic Spread Sheet, Opening of Spread Sheet, Addressing of Cells, Printing of Spread Sheet, Saving Workbooks, Manipulation of Cells, Entering Text, Numbers and Dates, Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width, Function and Charts, Using Formulas, Function and Charts.

4.2 Element of Electronic Spreadsheet: There are number of elements in Microsoft Excel Application which facilitates a user a user friendly environment to fulfill the goal object, here are the elements Workbook, Worksheet, Row, Column, Cell, Functions and Formulas.

Workbook: A Workbook is the collection of worksheets where the user works. A workbook can contain maximum 225 sheets to work in. Whenever a Workbook opens, it displayed three worksheets by default.

Worksheet: A Worksheet is the place where the user works and performs arithmatical and functional calculations. By default it is named as Sheet1, Sheet2, Sheet3....etc. A sheet can be renamed too.

Row: A Row is the horizontal block of the Worksheet or the Table which moves from left to right. A Row is named as the numbers 1, 2, 3..etc. There are 1,048,576 row (2007) 65,536 rows (2003) comes under Excel Application.

Column: A Column is the vertically situated in the worksheet or the table which flows from top to bottom. It is named as A, B, C... etc in Excel Application. There are 16,384 Columns (2007) 256 Columns (2003) in Excel Worksheet.

Workbook-ye अनेक वर्कशीट्स का कलेक्शन है। जब आप एक्सेल फाइल चुनते हैं तो स्क्रीन पर एक वर्कशीट प्रदर्शित होता हैजिसमें एक्सेल फाइल वर्कशीट प्रदर्शित होता है। एक वर्कशीट में अधिकतम 225 वर्कशीट खोलना जा सकते हैं। वर्कशीट में नेट्वर्क डेटा के माध्यम से एक वर्कशीट से दूसरे वर्कशीट पर जा सकते हैं। वर्कशीट व्यवस्थित तरीके से आपका काम करने में सुविधा प्रदान करता है।

Workbook-ye रो और कॉलम की मिलाकर बनता है। यह एक ऑर्गनाइजेशन के फाइलिशियल वर्कशीट प्रोजेक्ट विशिष्ट इस्तेमाल की जरूरत की जाती है।

Worksheet-ye सेट येसे बना है। जो वर्कशीट की पूरी चौड़ाई में बाए से दाए की ओर चलता है। यो में, वर्कशीट के बाए फिल्ड़र पर, ऊपर से नीचे की ओर नम्बर डाले जाते हैं। ऐसे-की पूरी माउस के माध्यम से आप एक रो से दूसरे रो में आसानी से जा सकते हैं। वर्कशीट में अधिकतम 65536 रोज होते हैं।

Row: A Row is the horizontal block of the Worksheet or the Table which moves from left to right. A Row is named as the numbers 1, 2, 3..etc. There are 1,048,576 row (2007) 65,536 rows (2003) comes under Excel Application.

Column: A Column is the vertically situated in the worksheet or the table which flows from top to bottom. It is named as A, B, C... etc in Excel Application. There are 16,384 Columns (2007) 256 Columns (2003) in Excel Worksheet.
5.0 Introduction: A group of two or more computers interconnected by the telephone lines, co-axial cable, satellite links, radio/microwave transmission or some other communication techniques are called networking. A computer network is a group of computers that are connected together and that communicate with and sharing the resources (like printer, folder etc.) from one to another.

5.1 Objectives: In this chapter we will discuss about Basics of Computer Networks, Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet, Basics of Internet Architecture, Services on Internet, World Wide Web and Websites, Communication on Internet, Internet Services, and Preparing Computer for Internet Access, ISPs and examples (Broadband/Dialup/Wi-Fi), Internet Access Techniques.

5.2 Basics of Computer Networks: Networking is a technique which is used to make personal computer to multi user behavior. Though the computers having single user multi tasking operating system or network operating system (NOS). By sharing resources and peripheral devices more than one user can work at a single resource or device.

- **Type of Networking**
  - **Based on Transmission media:** Wired (UTP, coaxial cables, fiber-optic cables) and Wireless;
  - **Based on Network size:** LAN and WAN;
  - **Based on Management method:** Peer-to-peer and Client/Server; and
  - **Based on Topology (connectivity):** Bus, Star, Ring, Tree and Mesh.

Network Media (Transmission Media): This is actual physical environment by which data travels from one computer to another, and it connects network devices. The most basic hardware required for communication is the media through which data is transferred. There are several types of transmission media, and the choice of the right media depends on many factors such as cost of transmission media, efficiency of data transmission and the transfer rate. It can be divided into two main categories these are:
6.0 Introduction: Communication has been the vital tool in our daily life routine, Business, Education, Research and many more. Communication impacts a vital impression in any sector of life. Email, Social Networking, chats, blogs and many more are key tools used in communication.

6.1 Objectives: In this chapter we will discuss about Basics of E-mail, What is an Electronic Mail, Email Addressing, Configuring Email Client, Using E-mails, Opening Email Client, Mailbox: Inbox and Outbox, Creating and Sending a new E-mail, Replying to an E-mail message, Forwarding an E-mail message, Sorting and Searching emails, Advance email features, Sending document by E-mail, Activating Spell checking, Using Address book, Sending Softcopy as attachment, Handling SPAM, Instant Messaging and Collaboration, Using Smiley, Internet etiquettes.

6.2 Basics of E-mail: Electronic mail, commonly known as email or e-mail, is a method of sharing digital messages from a person to another person. The person who sent message is called sender or host and those who receive are called recipients. The term electronic mail was used for electronic document transmission. Now a day this is the most popular way to send message, documents, bio-data photographs etc., to anyone anywhere either in India or abroad. Email become popular because it carry multi-media content attachments (liked text file, photograph, signature, video etc.), is called Multipurpose Internet Mail Extension (MIME).

6.2.1 What is an Electronic Mail: E-Mail (Electronics Mail) messages are useful and recordable method of communication, other method including chatting and instant messaging. The difference between email and instant messaging is the email is encrypted message and in instant messaging, no any encryption is made. Many free email providers serves as web-based E-mail (e.g. Gmail, Hotmail, Yahoo Mail, Rediffmail, mail.in.com, etc). This allows users to login the email account by using an Internet browser to send and receive their email.

Benefits of Email: Email is almost the easiest way to communicate over internet. Here is brief feature of email...
7.0 Introduction: PowerPoint a best presentation program of MicrosoftOffice and each page of presentation is called slide. It is used for creating animations. The objective of this chapter is to make understand the reader that how to create presentation using template, how to Open existing presentation slide, how to Run a Slide Show during presentation, how to create table, insert clip Art, Pictures etc.

7.1 Objective: In This Chapter We Will Discuss About: Using PowerPoint, Opening, Saving and Creation of Presentation, Creating a Presentation Using a Template, Preparation of Slides, Inserting Word Table, Clip Art Pictures, Movie and Sound and Excel Worksheet, Printing Slides And Handouts etc.

There are few terms of Microsoft PowerPoint we will mention and discuss; here they are as follows...

Presentation: A PowerPoint presentation is a presentation created using Microsoft PowerPoint software. The presentation is a collection of individual slides that contain information on a topic. PowerPoint presentations are commonly used in business meetings and for training and educational purposes.

Slides: Slide is a content page of the PowerPoint Presentation which completes a page to be printed along with notes pages. It is the place using where you can type or insert the content about a presentation; color it, assign a theme and style etc to make the presentation attractive

Layout: Layout refers to the way things are arranged on a slide. A layout contains placeholders, which in turn hold text such as titles and bulleted lists and slide content such as tables, charts, pictures, shapes, and clip art.

View: Microsoft PowerPoint provides several views in the presentation you can use and view and demonstrate that as well. We have Normal view, Slide Sorter view, Notes Pages view, Slide Show view, Slide Master View, Handouts Master, Notes Master view etc.
8.0 Introduction: Digital financial services can be defined broadly as digital access and use of financial services by the people. Such services should be suited to customers’ needs, and delivered responsibly, at a cost both affordable to customers and providers. There are three key components of any such digital financial services:

Digital Transactional Platform - It enables a customer to use a device to make or receive payments and transfers and to store value electronically with a bank or any such nonbank institutes which permitted to store electronic values.

Retail Agent - Retail agents use a digital device connected to communications infrastructure to transmit and receive transaction details. It enables customers to convert cash into electronically stored value and to transform stored value back into cash.

Devices - The customer’s device can be digital like mobile phones that is a means of transmitting data and information or an instrument like payment card machines that connects to a digital device like POS terminal.

8.1 Objectives: Main objective of the Digital Financial Services is to delivering financial services through technological innovations like mobile phones. Digital finance also has an important role to play for small businesses. It not only provides them with access to financing but also to electronic payment systems, secure financial products and a chance to build a financial history. It can be a catalyst for the provision and use of a diverse set of other financial services – including credit, insurance, savings, and financial education.
8.2 WHY SAVINGS ARE NEEDED? We all know how important savings are? But why? Why should we put money away that we could spend now? Few are given below reasons that may help convince you to start saving today.

- You can never expect the unexpected.
- Savings are very necessary for a comfortable retirement.
- Saving saves future worrying and
- There are always more important things than your immediate wants.

8.2.1 EMERGENCY FUND [EMERGENCIES] आपातकालीन निधि An emergency fund should be easy to access in the event of unemployment, illness or a major unplanned expense. Establishing an emergency fund is one of the most important things that anyone does when they are in good condition and that emergency fund take care of several difficulties when they face financial crisis.

8.2.2 FUTURE NEEDS: Life is not about money — but how you deal with money has a huge impact on your quality of life, your family's life, and the life of your community. We all have some things that we cannot compromise on. For example, your father may have taken a loan to pay for your B.Tech or MCA, and you want to pay him back in a few years. Your parents may have used up all their retirement savings for you or your siblings, and you want to take care of them financially after their retirement. You want to buy your own car or house. All this need requires money which makes saving necessary.

8.2.3 LARGE EXPENSES: Huge expenses are the expenses which completes big event like marriage ceremony, house purchase, car purchase, business establishment etc. Huge expenses can be only meet out with our savings. That is why saving are also necessary for huge expenses.

8.3 Drawbacks of keeping cash at home

8.3.1 Unsafe method: When people have extra cash, many people opt to carry it around in their wallet, place it in a piggy bank or stash it under their mattress. Unfortunately, all of these strategies put their money at risk. Those who carry their cash around can lose it if their wallet gets stolen. Those who keep their money at home (either in a piggy bank or under their bed) can find themselves without any savings if their house gets burglarized or becomes damaged in a fire.

8.3.2 Loss of growth opportunity: Another reason why you shouldn't be hiding money in your house is because you earn no interest on it. While banks are exactly paying top rupees on their high interest savings accounts. इससे भी भारी चढ़ा जाती है।
<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Question</th>
<th>Options</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Full form of DFS is..... DFS का पूरा नाम है।</td>
<td>a) Dynamic</td>
<td>b) Digital Financial Services</td>
</tr>
<tr>
<td>2</td>
<td>How many saving accounts may be opened by an adult in his own name in any bank?</td>
<td>a) One</td>
<td>b) Four</td>
</tr>
<tr>
<td>3</td>
<td>A positive current account balance indicates that the – ब्रांच खाता की सक्रियता हालत से पता चलता है</td>
<td>a) Nation has heavy debt</td>
<td>b) Nation is a net lender to the rest of the world - देश ने अपने देशों को ऋण बंटा है</td>
</tr>
<tr>
<td>4</td>
<td>An overdraft facility for a time period allows you</td>
<td>a) Can not withdraw cash from your nil balance account</td>
<td>b) Withdraw limited cash from your nil balance account</td>
</tr>
<tr>
<td>5</td>
<td>Documents required for opening an account in bank- बैंक में खाता खुलने के लिए आवश्यक दस्तावेज हैं</td>
<td>a) Only ID proof केवल आई डी प्रूफ</td>
<td>b) Only address proof केवल एंड्रेस प्रूफ</td>
</tr>
<tr>
<td>6</td>
<td>The Indian rupee symbol ☺ officially adopted in- भारतीय रुपये का चिन्ह ☺ है, जिसे मानता मिली है</td>
<td>a) 2009</td>
<td>b) 2010</td>
</tr>
<tr>
<td>7</td>
<td>21. POS terminal is a digital device- POS एक डिजिटल विक्रेता है</td>
<td>T – True</td>
<td>F – False</td>
</tr>
<tr>
<td>22</td>
<td>When we put money in our home, it's insured by the banks also. – हमारे घर में रखे पैसे भी बैंक द्वारा सुरक्षित रहते हैं</td>
<td>T – True</td>
<td>F – False</td>
</tr>
<tr>
<td>23</td>
<td>A demand draft in India is used for transfer of money- भारत में डिमांड ड्राफ्ट द्वारा धन का आदान प्रदान किया जाता है</td>
<td>T – True</td>
<td>F – False</td>
</tr>
<tr>
<td>24</td>
<td>A negative current account balance indicates that it is a net borrower from the rest of the world- ब्रांच खाता के नेगेटिव ब्याज अंश से पर्याय में चलता है कि देश ने ऋण लिया है।</td>
<td>T – True</td>
<td>F – False</td>
</tr>
<tr>
<td>25</td>
<td>For our daily savings, we use current account scheme- हम का दैनिक व्यय में सेव्ल खाता का प्रयोग करते हैं</td>
<td>T – True</td>
<td>F – False</td>
</tr>
<tr>
<td>26</td>
<td>Personal loans can also be taken by private companies- व्यक्तिगत ऋण कंपनियों को भी मिल सकता है</td>
<td>T – True</td>
<td>F – False</td>
</tr>
</tbody>
</table>
Keyboard Shortcuts, Abbreviations & Terminologies

**Key Board:** Detail knowledge about keyboard button and the functions of each key are very essential for student for examination, practical and day to day work. Without knowing keyboard functions you can’t do your work smoothly.

We are going to discuss about keyboard buttons and its functions without knowing keyboard functions we can’t do our work smoothly.

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>F1- F12: Function key</strong></td>
<td>These keys act according to operating system. Mainly we use these keys for printing, saving, repeat last action etc.</td>
<td><strong>F1- F12: Function key</strong> These keys act according to operating system. Mainly we use these keys for printing, saving, repeat last action etc.</td>
</tr>
<tr>
<td>Tab</td>
<td>Tab key</td>
<td>Tab key is used the cursor forward/set point.</td>
</tr>
<tr>
<td>Shift</td>
<td>Shift key</td>
<td>Used for upper case of alphabet.</td>
</tr>
<tr>
<td>Caps Lock</td>
<td>Caps Lock</td>
<td>It also used for upper case of alphabet.</td>
</tr>
<tr>
<td>Alt</td>
<td>Alt (AlterNet) key</td>
<td>It located both side of spacebar. It used with another key as discussed in key board shortcuts.</td>
</tr>
<tr>
<td>Backspace</td>
<td>Backspace key</td>
<td>Used to Delete any alphabet/character before the current position.</td>
</tr>
<tr>
<td>Delete</td>
<td>Delete key</td>
<td>It used to Delete the alphabet/character after the current position.</td>
</tr>
<tr>
<td>Enter</td>
<td>Enter key</td>
<td>This key is used as return key. It used for next line. Several other uses are discussed in next heading (key board short cuts).</td>
</tr>
<tr>
<td>Prt Scrn</td>
<td>Print Screen Key</td>
<td>Used to print screen image.</td>
</tr>
<tr>
<td>Scroll lock</td>
<td>Scroll Lock</td>
<td>It used to stop the scrolling of the text temporarily.</td>
</tr>
<tr>
<td>Pause</td>
<td>Pause key</td>
<td>It used to stop the action of the program being run temporarily. We can able to work after pressing pause tab again.</td>
</tr>
<tr>
<td>Insert</td>
<td>Insert Key</td>
<td>This key allows text to be inserted.</td>
</tr>
</tbody>
</table>