VIDYA BHARTI

सा विद्या या विमुक्तये

विद्या भारती

PARAM COMPUTER

Step By Step

VIDYA BHARTI

School Computer Series

From Basics

7

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PARAM COMPUTER

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Preface

This book **'Vidya Bharti Param Computer'** deals with the child friendly IT learning skills. The sole purpose of this series is to make the learning of Computer interesting and comprehensive for the young beginners.

Writing this book made me think a lot more than the material it covers, I considered different innovative ways to present the material and different design method. The language used to explain the contents is simple and lucid. Its practical approach towards the subject will make the computer learning a wonderful experience for the children. Colourful illustrations enhance the feel of learning computers even during their theory class.

In a nut shell, this series is totally dedicated to computer education of the primary students. Initially, when the task of writing the books was assigned by the revered **Sh. Surinder Attri ji and Sh. Ravi Kumar ji** it was like a herculean task but by dint of efforts made by my colleagues it became possible to produce these books. We will welcome suggestions and feedback from the readers and teachers for further improvement of the series.

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Contents

1 Operating system

Operating system

Did you know your computer speaks many different languages. But It doesn't understand several languages. It only understands machine language 0 and 1 .

NAMASTE

HUMAN BEING

?

But you can't understand machine language.

10101

HUMAN BEING

?

Then problem arises how you communicate directly with your computer?

To overcome this problem operating system comes in.. To understand the Operating system we have to understand its working. So we define operating system by

Operating system acts as an interface between user and hardware (machine) to perform various task.

Windows XP   **Windows 2000**   **Windows Vista**

Windows 7   **MS DOS**

These are some examples of various operating system.

Need of an operating system

1. **Device management**

   In a computer system there is vast speed mismatch between the CPU and Input output devices. This is the job of operating system to maintain balance between them.

2. **Process Management**

   It is the duty of operating system to control all the resources like file, input/output and CPU in fair terms.

3. **Memory Management**

   Operating system keeps tracks on the overall status of memory allocation.
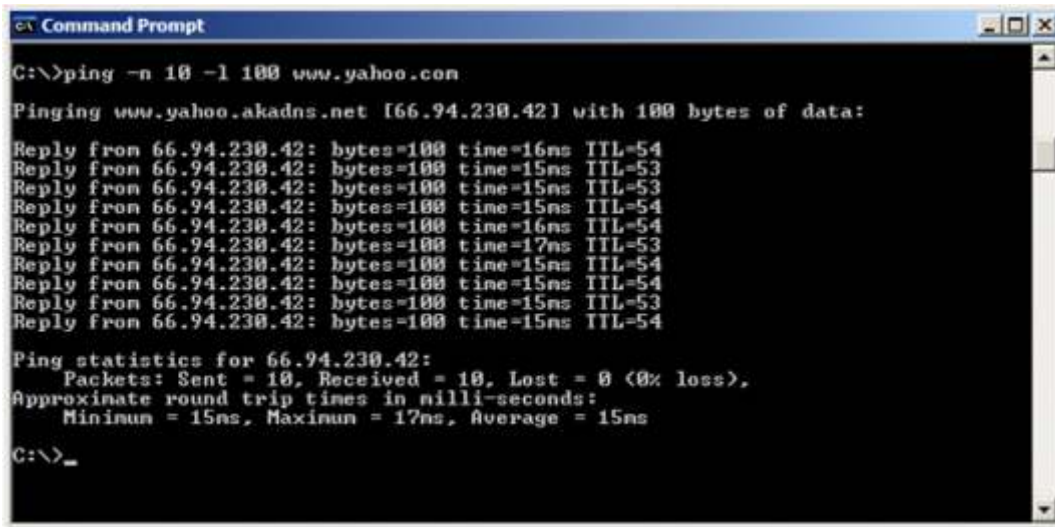
4. **File management**

   It includes backup of files, their security and easy access to make our work faster and easier
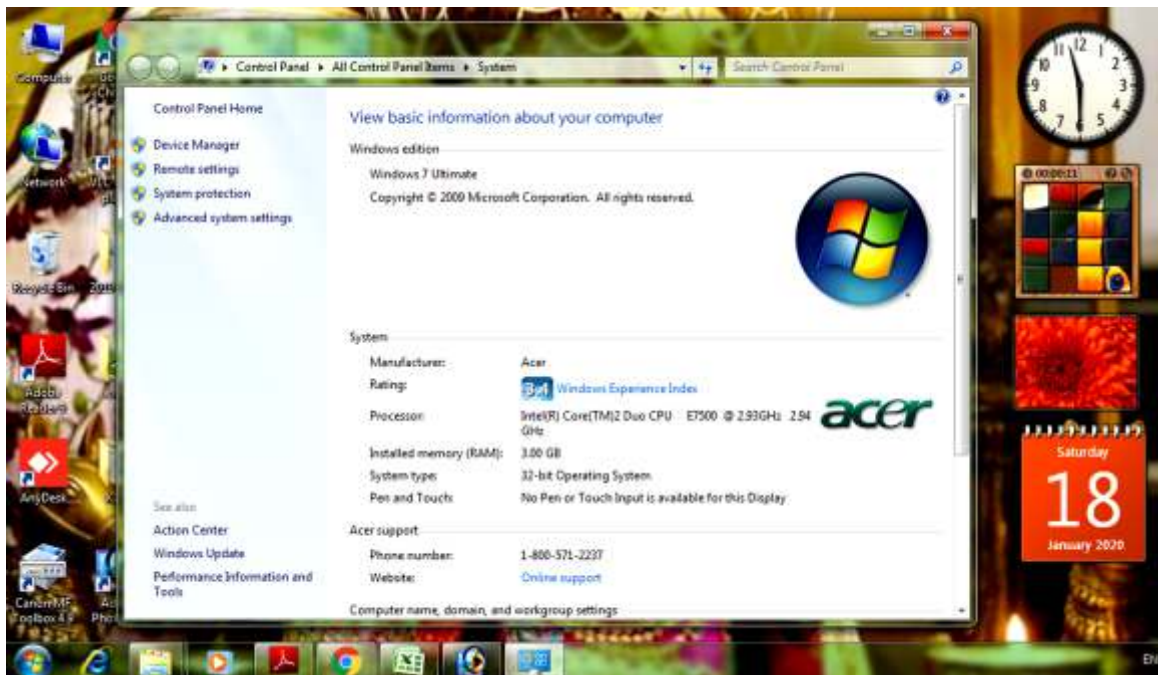
User Interfaces

A user interface is medium through which a user interacts with a system. It is the one of the most important part of operating system. There are two types of user interfaces

1   **Character User Interface (CUI)** It is also known as command line interface in which you can communicate with computer through typing commands. Example of CUI is MS-DOS.

2   **Graphical User Interface (GUI)** It enables the user to communicate with computer system by using pointing devices, icons. Example of GUI is Windows 7, Windows 10

Boogle your Mind

A. Fill in the Blanks

Operating system	2	character	machine	device

1. Computer only understand _____ language.
2. _____ acts as an interface between user and hardware.
3. _____ management is used to manage the speed mismatch between the CPU and Input out devices.
4. There are _____ types of user interfaces.
5. Character User Interface is also known as _____ line interface.

B. True or False

1. The full form of GUI is Graphical user Interface.
2. Linux is an example of GUI operating System.
3. Computer can understand machine language 0 and 1
4. Memory management helps to track overall status of memory allocation.
5. CUI communicate with computer by typing commands.

C. Short answer type questions

1. Give two examples of operating system.
2. Name two types of interfaces.
3. Write two examples of CUI interface.

D. Long answer questions

1. Define Operating System?
2. Differentiate between GUI and CUI.
3. Why we need operating system?
4. What do you mean by user interface?

Lab Activity:

1. Visit the place where different types of operating systems are used. Mention the uses of the operating systems in at such places.
2. Collect the name of operating systems with their versions. Prepare a chart stating the names of these operating systems with their types.

2 ▸ Advance feature of Ms Word Page Layout

> **Try your hand at**
> ❖   **How to use Page setup options**
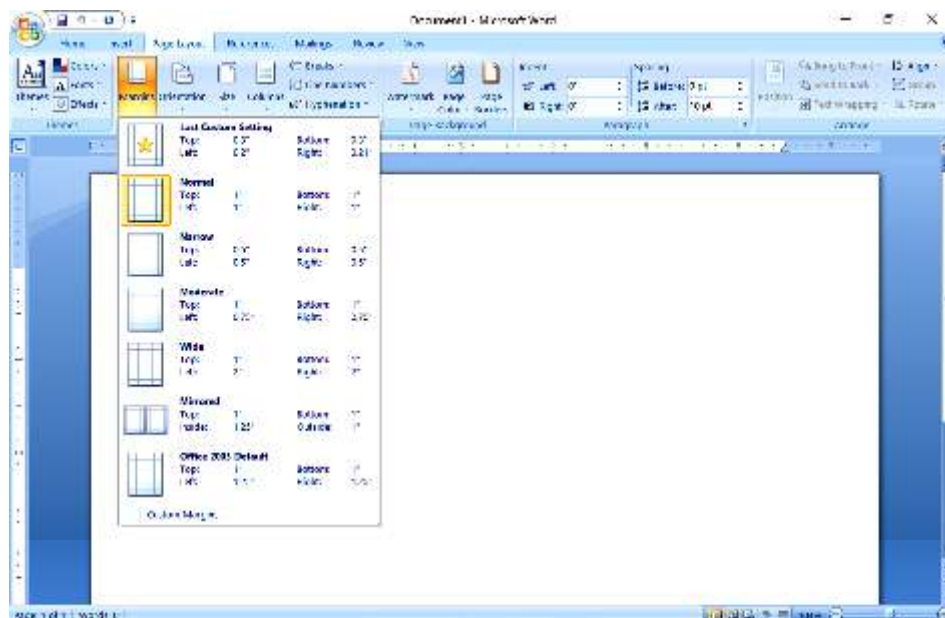> ❖   **How to apply Page Background options**

When we create a document in Ms Word we are trying to make our document look so attractive and students we all very well know how to make our text look attractive but when we try to take printout of it we are facing the spacing problems like how to set their margins, their orientations , their size etc.

So in this chapter we all are trying to overcome your all difficulties. So are you ready to know new things of MS Word.

Page Layout

MarginsYou may have find some default setting for your page in MS Word but these settings are not proper for your every document and to set these setting there are many options available in Page Layout Tab.

1.   **Margins :** It means the space between boundary of the paper and the text. You can set four margin Left, Right, Top and Bottom of your document. By default all margins are set to 1 inch.
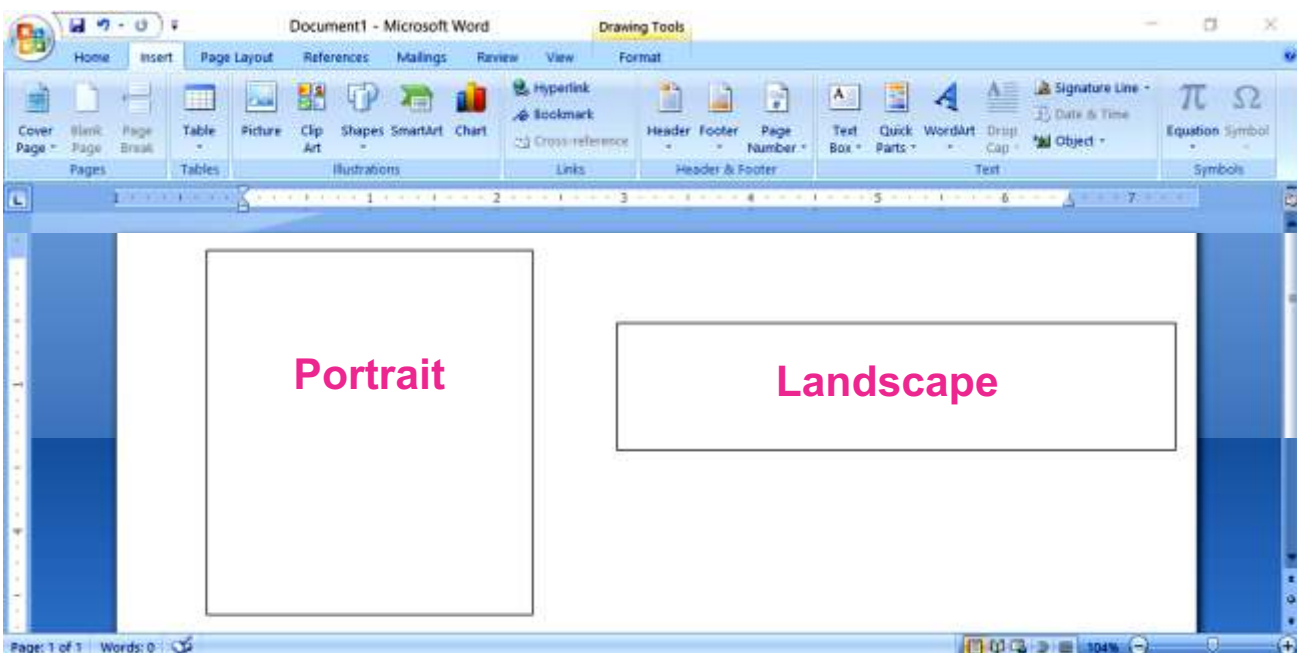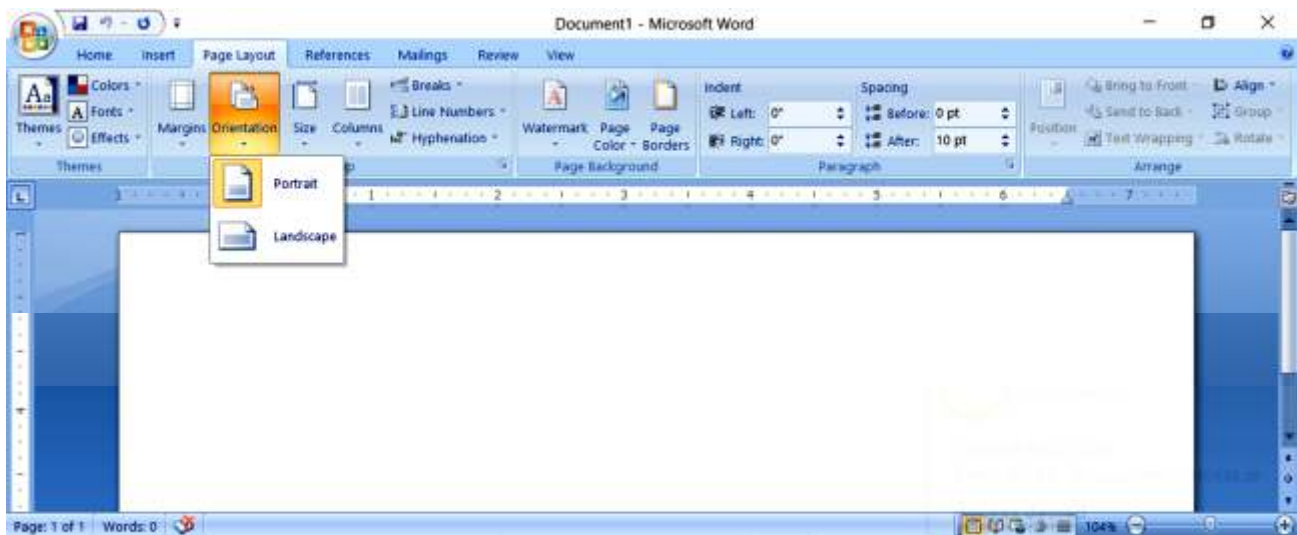
Steps to set Margins

1.   Click on Margins option on the Page Layout Tab. A box will appear.

2.   By default Normal margin is selected. You can set margin according to your need by choosing any option. Or set it by using CUSTOM MARGINS
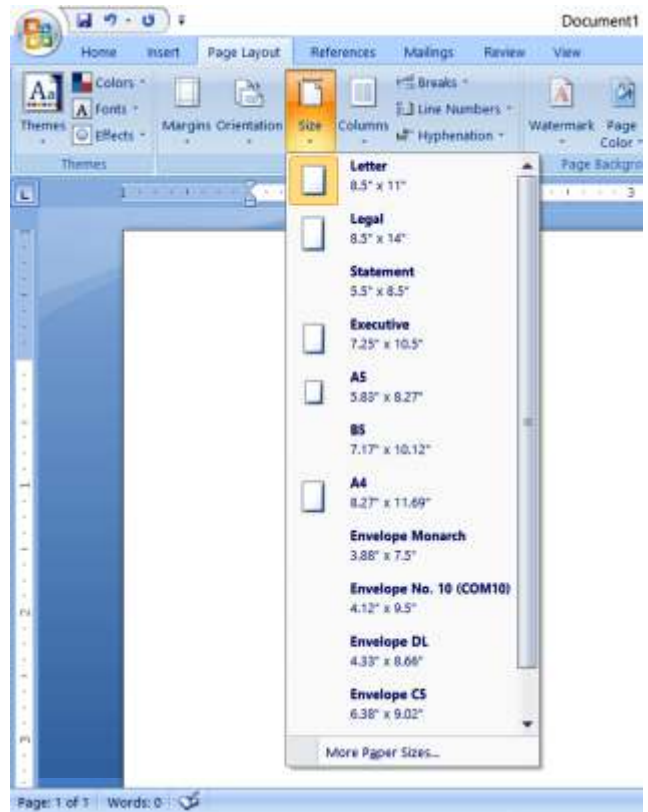
2.   ORIENTATION : You can set your page orientation in two ways. One is Portrait and other is Landscape. By default the orientation of a page is Portrait. But you can change it to landscape by using following steps.

1.   Click on Page Layout Tab and choose Orientation option.

2.   Two options shows on your screen as shown in figure. Choose landscape option.

Portrait   Landscape

3. **Page Size :** You can set your Page size according to your paper size. There are so many types of paper for printing like letter size, A4, A3. It depend upon your printer which size of paper is used in it. By default the current page size is highlighted. To set paper size follow these steps..

1. Click on Page Layout Tab.

2. Click on Size option. A drop down menu will appear.

3. Select the size as per your requirement. For more option select More Paper option available in the last of the drop down box.

4. **Columns :** By default there is only one column is in your document but you can change it to any number of columns. Steps to use two or more columns in your document..

1. Select Page Layout Tab and select columns options. A drop down box will appear as shown in figure