

SHORT CUT KEYS

Ctrl+C	:	Copy
Ctrl+V	:	Paste
Ctrl+X	:	Cut
Ctrl+Z	:	Undo
Ctrl+Y	:	Redo
Ctrl+S	:	Save
Ctrl+N	:	New Document
Ctrl+B	:	Bold
Ctrl+I	:	Italics
Ctrl+U	:	Underline
Ctrl+L	:	Align Left
Ctrl+R	:	Align Right
Ctrl+E	:	Align Center
Ctrl+J	:	Align Justify
Ctrl+O	:	Open
Ctrl+P	:	Print
Ctrl+Shift+C	:	Format Painter
Ctrl+Shift+F	:	Font Type
Ctrl+Shift+P	:	Font Size
Shift +F3	:	Change case
Ctrl+F	:	Find
Ctrl+H	:	Replace
Ctrl+K	:	Hyperlink
Ctrl+A	:	Select all

Classification of generations of computers

The evolution of computer technology is often divided into five generations.

Five Generations of Computers

Generations of computers	Generations timeline	Evolving hardware
First generation	1940s-1950s	Vacuum tube based
Second generation	1950s-1960s	Transistor based
Third generation	1960s-1970s	Integrated circuit based
Fourth generation	1970s-present	Microprocessor based
Fifth generation	The present and the future	Artificial intelligence based

Extensions

Microsoft word (Document) - .docx

Microsoft Excel (Spreadsheet) - .xlsx

Microsoft PowerPoint (ppt) - .pptx

8 Bits = 1 Bytes

1 MB = 1024 KB

1 GB = 1024 MB

1 TB = 1024 GB

Computer system divided into two

- Hardware
- Software

Software

Software, which is abbreviated as SW or S/W, is a set of programs that enables the hardware to perform a specific task. All the programs that run the computer are software..

Software divided into **application software** and **system software**.

System software

The system software is the main software that runs the computer. When you turn on the computer, it activates the hardware and controls and coordinates their functioning

Computer Parts

- **Processor:** It executes instructions from software and hardware.
- **Memory:** It is the primary memory for data transfer between the CPU and storage.
- **Motherboard:** It is the part that connects all other parts or components of a computer.
- **Storage Device:** It permanently stores the data, e.g., hard drive.
- **Input Device:** It allows you to communicate with the computer or to input data, e.g., a keyboard.
- **Output Device:** It enables you to see the output, e.g., monitor.
- **Switched-Mode Power Supply:** SMPS stands for Switched-Mode Power Supply. It is an electronic power supply that uses a switching regulator to convert electrical power efficiently.
- **Uninterruptible Power Supply (UPS) :** A computer UPS provides battery backup and surge protection for your computer systems
- **CPU:** referred to as a processor, central processor, or microprocessor, the CPU is the central processing unit of the computer is also called as brain of the computer. A computer's CPU handles all instructions it receives from hardware and software running on the computer.

IP- internet Protocol