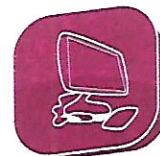


EVERSHINE

VISION_{Of} Computer



Written by:

Mamta Kakkar

B.Com, Diploma in Computer Language

Edited by:

Rajat Soni

B.Tech (Computer Science)

Evershine TM  **Publishers**

Soni House, WZ-348, Nangal Raya, New Delhi-110046

Ph-011-28111758,

E-mail-evershinepub@gmail.com

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Preface

Dear Reader,

In the current world, it's almost impossible to imagine that someone can live without computers. Computers have become an electronic device of almost everyday use for individuals of every age. And today, the parents and teachers also think that learning computer is just as important to a student's future success as math, science, history and English. So, we need the book that can help the students learn computer in an easy manner.

'**Vision of Computer**' is a series of eight books for class I to VIII. The series covers the latest syllabus and guidelines and each and every topic that is essential for the children's knowledge. The language used is very simple and easy to understand. The main focus of the series lies on the teacher/facilitator to optimise the use of this book to result in efficient teaching and effective learning.

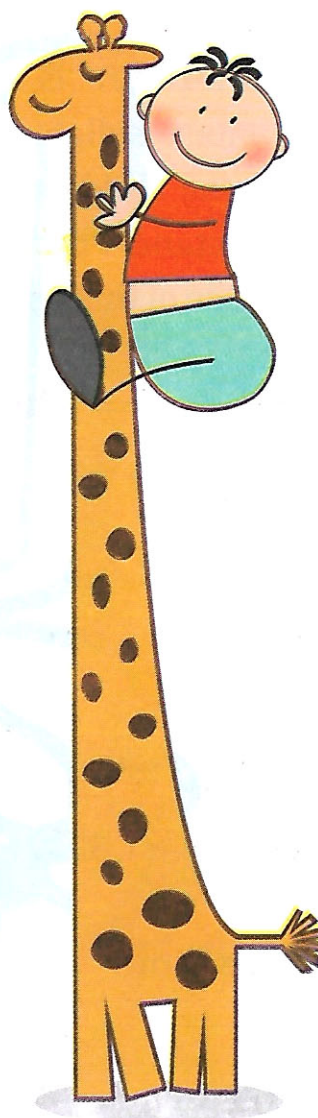
The special features include

- | | |
|-------------------------|---|
| Learning Points | - The topics taught in the chapter. |
| Do Yourself | - Some activities/tasks related to chapter that motivate the student to do the tasks himself/herself. |
| Extra Point | - It contains some extra knowledge related to the chapter. |
| Quick Recap | - It is the backup of the chapter with main points learnt in the chapter. |
| Performance Time | - It includes different exercises to check the learning power of the students. |
| Learn With Fun | - It includes the activities that are helpful in enhancing the knowledge of students without stressing their brain. |

We hope the series would prove very beneficial to all the readers. And also your suggestions would be accepted for the betterment of the series.

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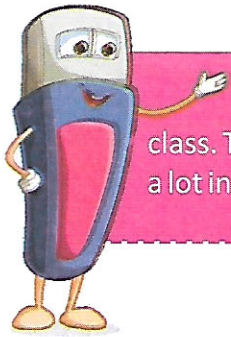




Windows 7 and File Management



- | | | |
|----------------------|----------------------------|---|
| 1. File Management | 2. Drive, Folder and Files | 3. Windows Explorer |
| 4. Creating a Folder | 5. Selecting Files | 6. Copying and Moving Files and Folders |



Hello friends, welcome to the new class. I am here again to help you in your computer class. Today, I'll explain you the way of managing the files and folders in Windows 7. It will help you a lot in the file management and make your work easier and interesting.

FILE MANAGEMENT

The ability to locate your data when you need, is an essential skill for anyone who uses a computer. Many people become very disappointed performing this relatively simple task. This is due to either a simple lack of understanding in how to navigate windows. Hence, file Management is the most important task in Windows 7. It helps in organizing and keeping track of files and folders and helps you stay organised. It will allow you to create, select, copy, move and rename files and folders on your computer.

Windows Explorer is an application that provides detailed information about your files, folders and drives. You can use it to see how your files are organized and to copy, move and rename files as well as perform other tasks pertaining to files, folders and drives. Accessing Windows Explorer is not so obvious because there is no icon called 'Windows Explorer'. Windows Explorer comes in different forms. When we click **Computer**, **Document and Pictures** these are all examples of Windows Explorer. All Drives, Folders and Files are represented in a Windows Explorer window.

DRIVE, FOLDER AND FILES

When you create a new file from a program application it must be saved so that you can work on it at a later time. The first time you save a file, the default dialogue box, that is the **Save As** dialog box. This gives you the opportunity to give the new file a name. For further organization, you must save the file to a newly created folder or default folder. All files that you store on the hard drive (C:) are stored in a folder.



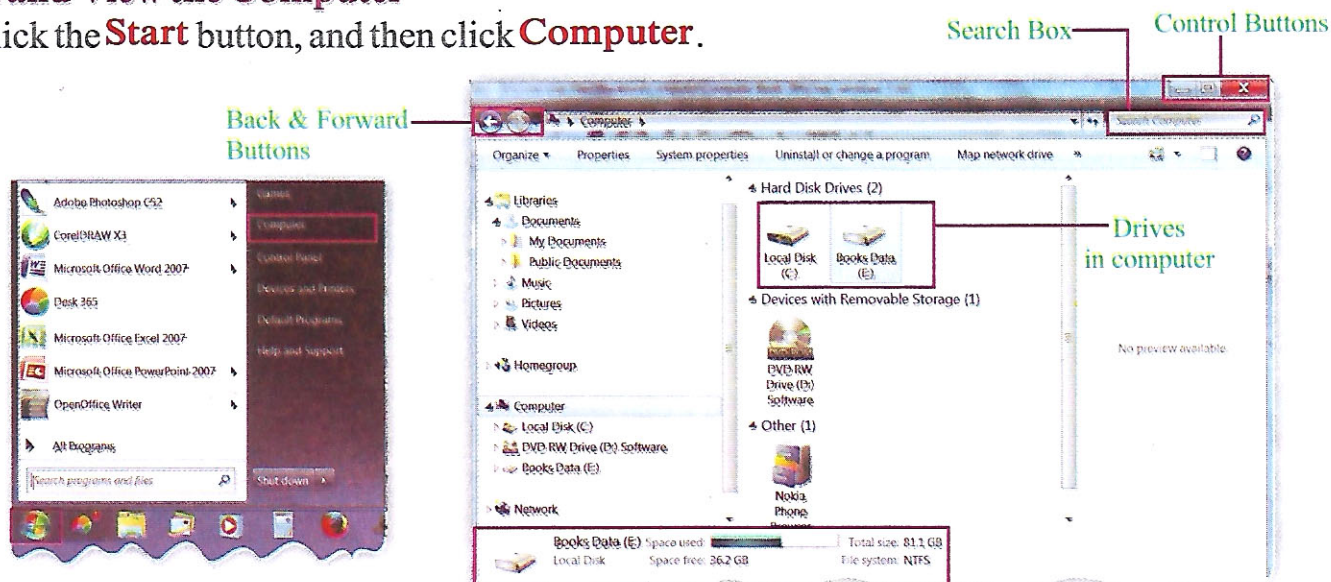


Computer

Computer is a commonly used tool for file management because it allows you to access different drives. When you open the Computer folder, you see a window open. This window is called the windows explorer window. This allows you to access all removable storage such as CDs, DVDs, Flash Drive, SD Memory Card, etc. On most computers (C:) is the primary storage for all programs, folders and files on the system. In this example, we have a second hard drive (E:), which is used as a recovery area and DVD-ROM drive (D:).

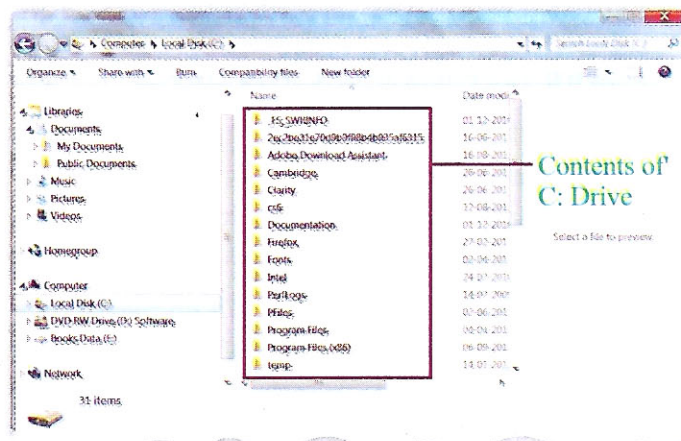
Open and View the Computer

1. Click the **Start** button, and then click **Computer**.



2. Click a drive to select it.
3. Review the drive details in the **Details** pane.
4. Click the **Back** or **Forward button** on the toolbar to return or move to a previously visited window.
5. Double-click the drive to open it.
6. When you have done, click the Close button.

Details pane



WINDOWSEXPLORER

The Windows Explorer is an indispensable tool in an operating system, with it we can organize and control the files and folders of the different storage systems at our disposal such as the hard drive, disk drive, etc.

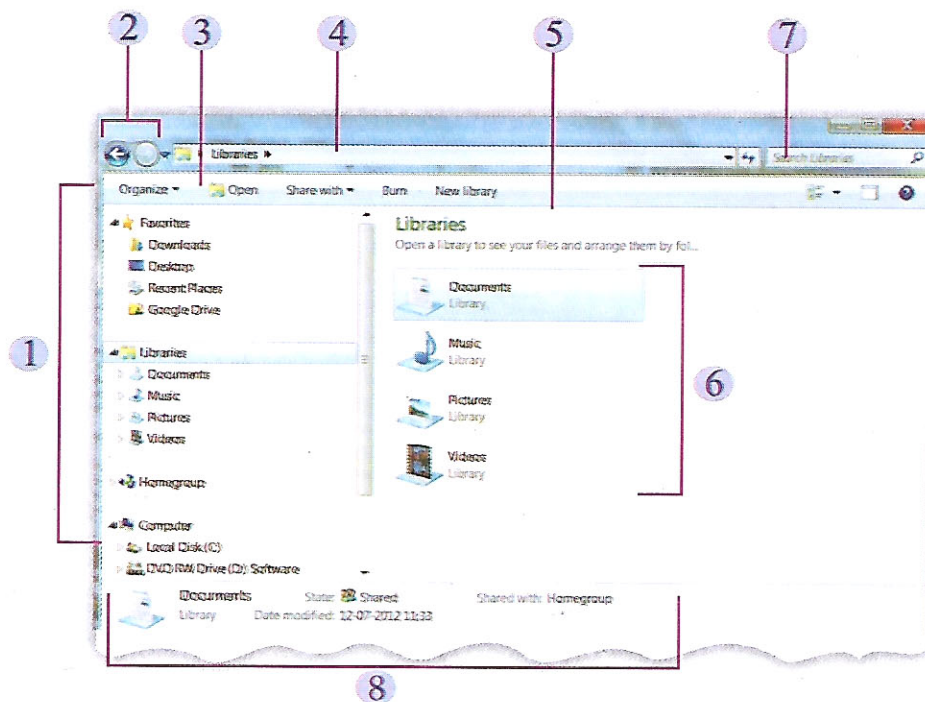
The Windows Explorer is also known as the **File Manager**. Through it we can delete, see, copy or move files and folders.

There are many ways to access Windows Explorer:

Click **Start** button **⇒ All Programs ⇒ Accessories ⇒ Windows Explorer**.

Open **Computer** or your **Personal Folder**. Open any virtual folder, Documents, Pictures, Music, Video, etc. Windows Explorer can be seen from within any application that requires you to access your folders and files.



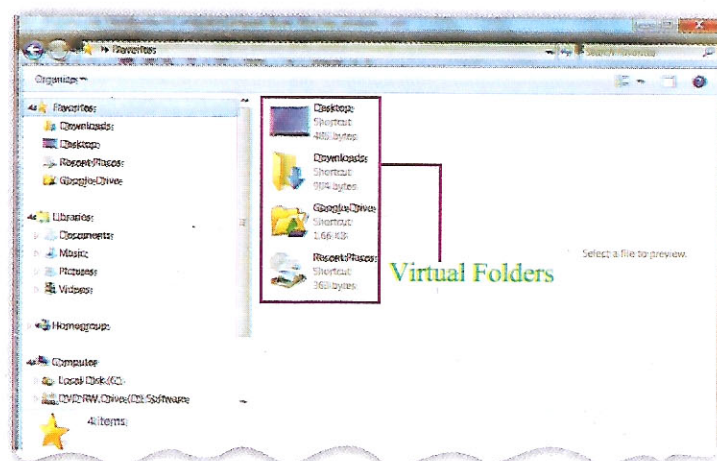
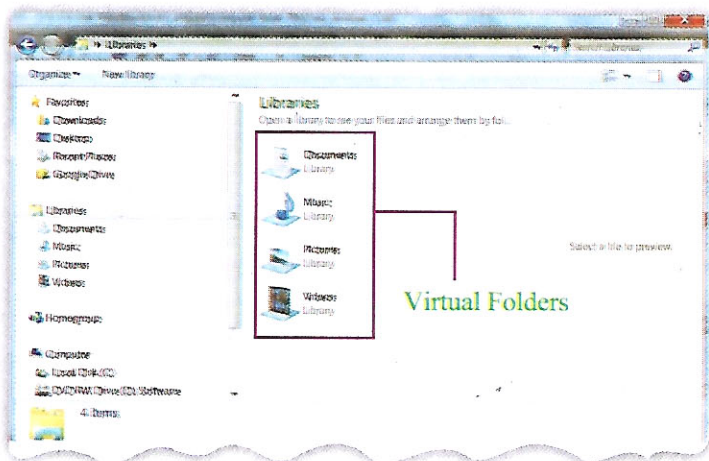


- | | |
|----------------------------|------------------|
| ① Navigation Pane | ⑥ File List |
| ② Back and Forward buttons | ⑦ The Search Box |
| ③ Toolbar | ⑧ Details Pane |
| ④ Address Bar | |
| ⑤ Library Pane | |

Virtual Folders

Windows 7 uses the concept of Virtual Folders for Document, Music, Pictures, Videos, Favorites etc. Windows 7 also supports manual creation of custom virtual folders.

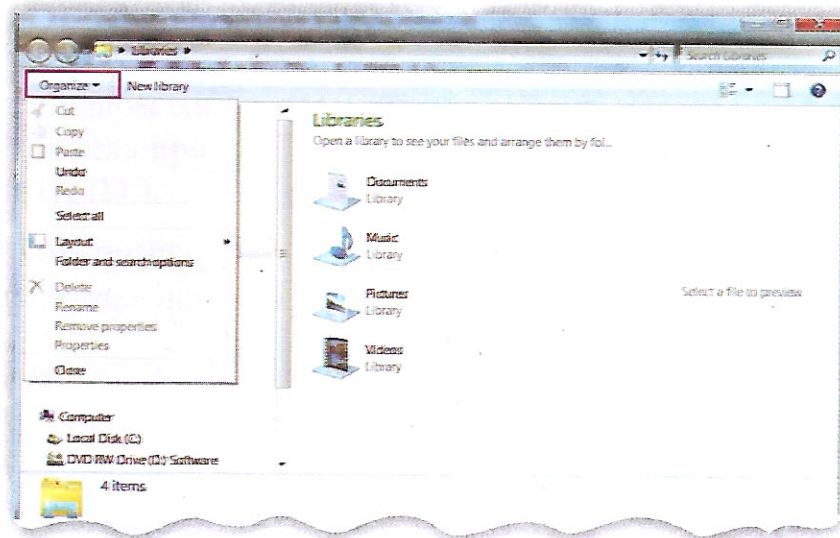
The Windows Explorer program shows you all the files in your computer in the Navigation pane. When you click any file, its details are visible in the Details pane and its contents are visible in the Preview panel.





Organize Menu

Most file management functions can be performed using the **Organize** Button.



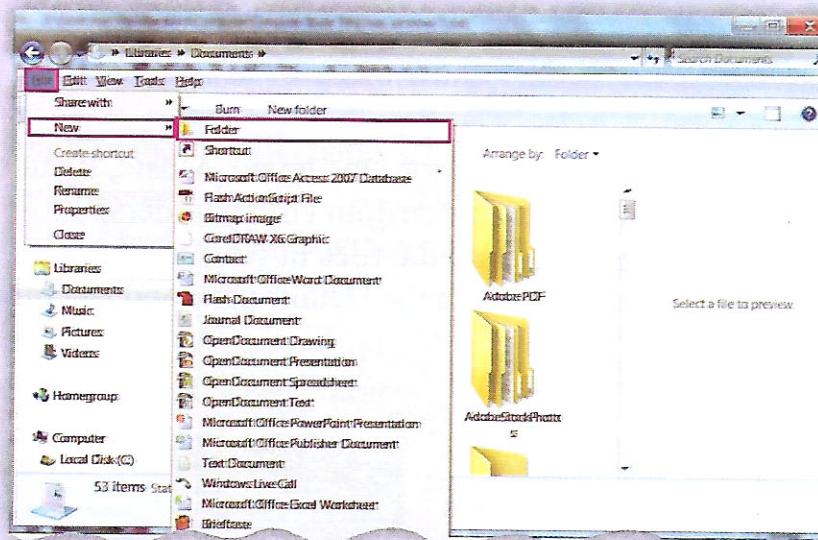
CREATING A FOLDER

In order to organize all your files, you first need to create folders and sub-folders (folder within a folder). Folder and files can be copied, moved, renamed and deleted.

Here are 3 basic methods to create a folder:

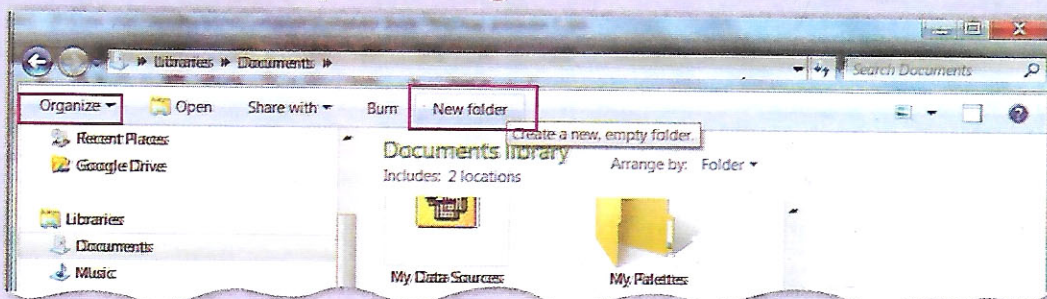
Method 1 – File Menu (Alt Key)

Navigate to the destination folder and go to the **File>New>Folder**



Method 2 – Organize Menu

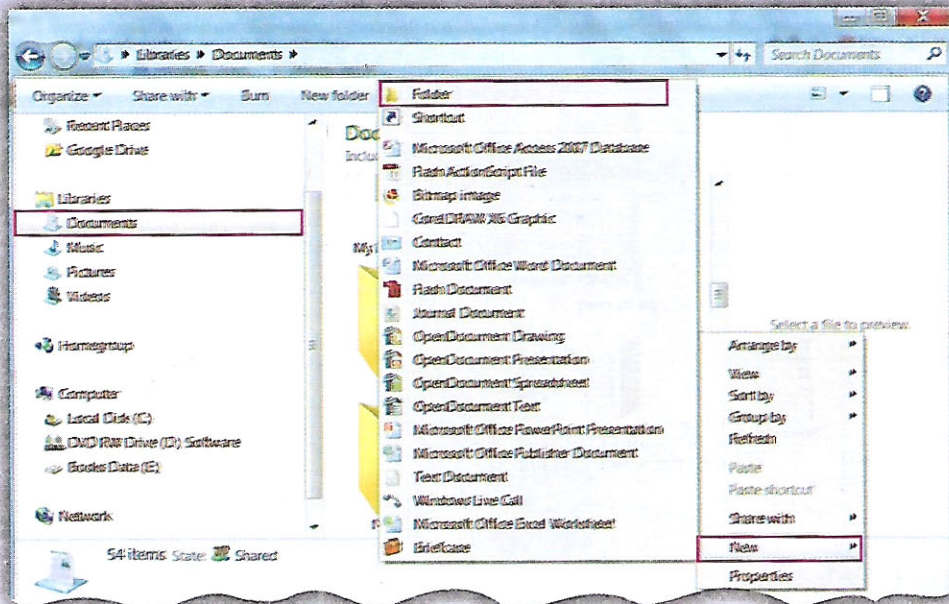
Navigate to the destination and go to the **Organize>New Folder**



Method 3 – Right-Click

Right click in the selected destination and select **New**.

In the cascading menu mouse over the **Folder** option and click on it.



Rename a Folder

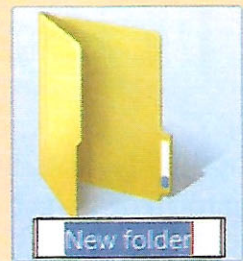
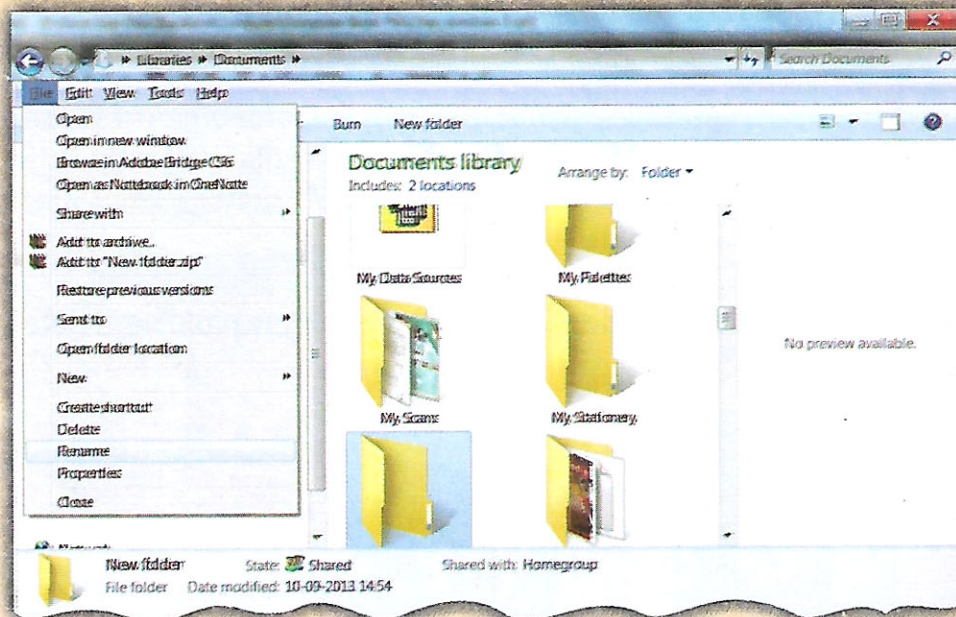
When you first create a new folder, you have the opportunity to name it. If you miss that, or you misnamed it you can rename it any time.

Here are 3 methods to rename a folder.

Click on the folder you want to rename.

Method 1 – File Menu (Alt Key)

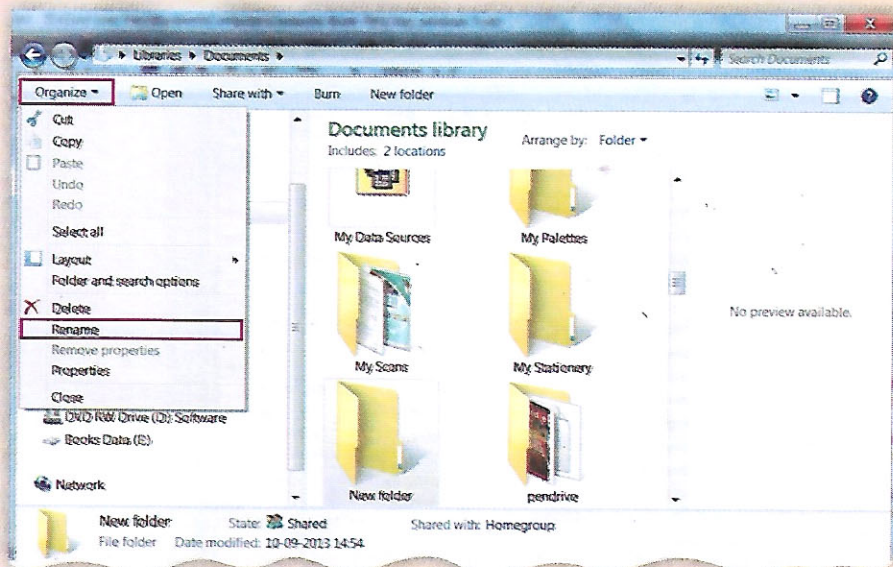
Select the source item and go to the **File > Rename**



The name of the folder will be highlighted. Type the new name you want.

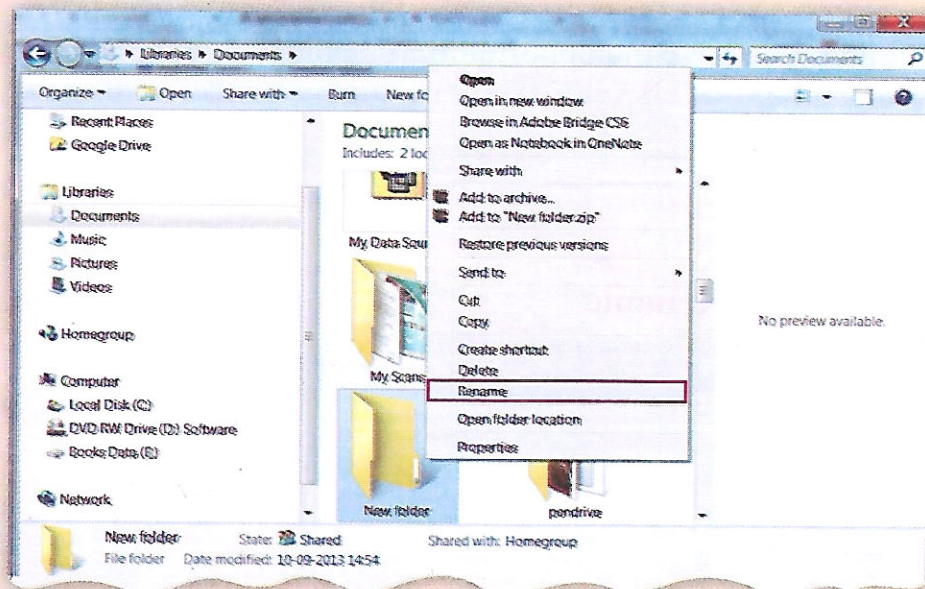
Method 2 – Organize Menu

Select the source item and go to the **Organize>Rename**



Method 3 – Right-Click

Right click on the selected item and select **Rename**.



In all methods when the filename is highlighted in blue, you can re type a new name or delete a part of the name using the backspace or delete key.



Delete a Folder

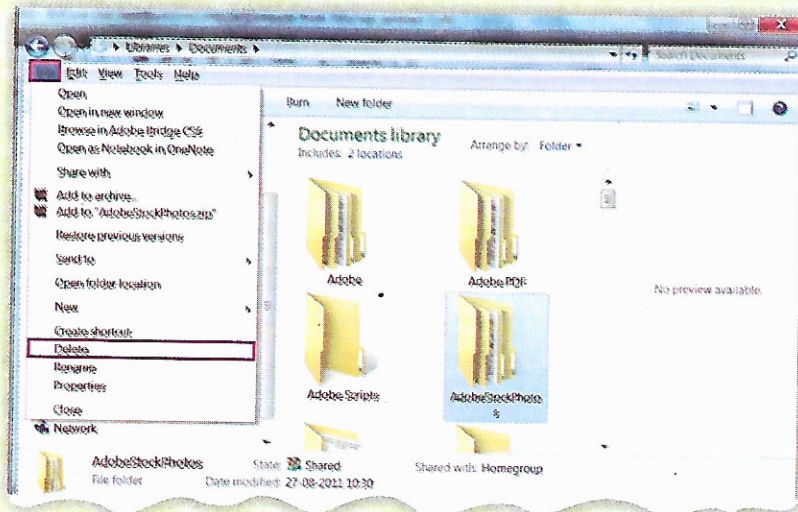
You can delete a folder any time.

Here are 3 methods to delete a folder.

First, click on the folder you want to delete.

Method 1 – File Menu (Alt Key)

Select the source item and go to **File>Delete**

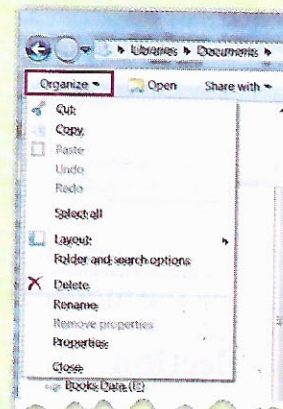


Extra Point

When you delete a folder, all subfolder and files in the folder will also be deleted.

Method 2 – Organize Menu

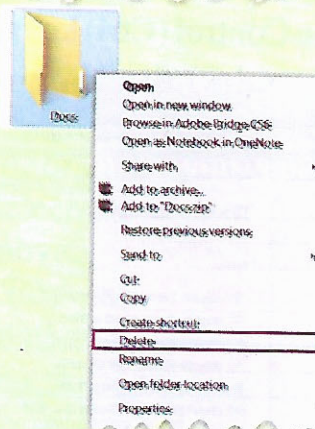
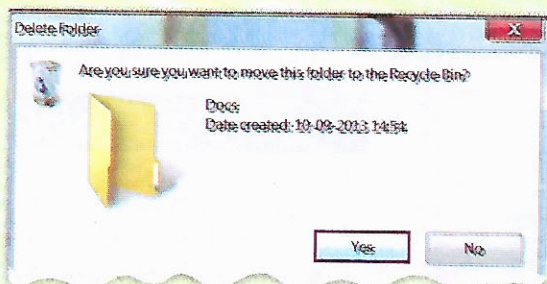
Select the source item and go to **Organize>Delete**



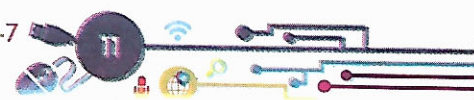
Method 3 – Right-Click

Right click on the selected item and select **Delete**.

In all methods when you choose the Delete option the following Delete Folder dialog box appears.



Choose **Yes** option to delete folder.





SELECTING FILES

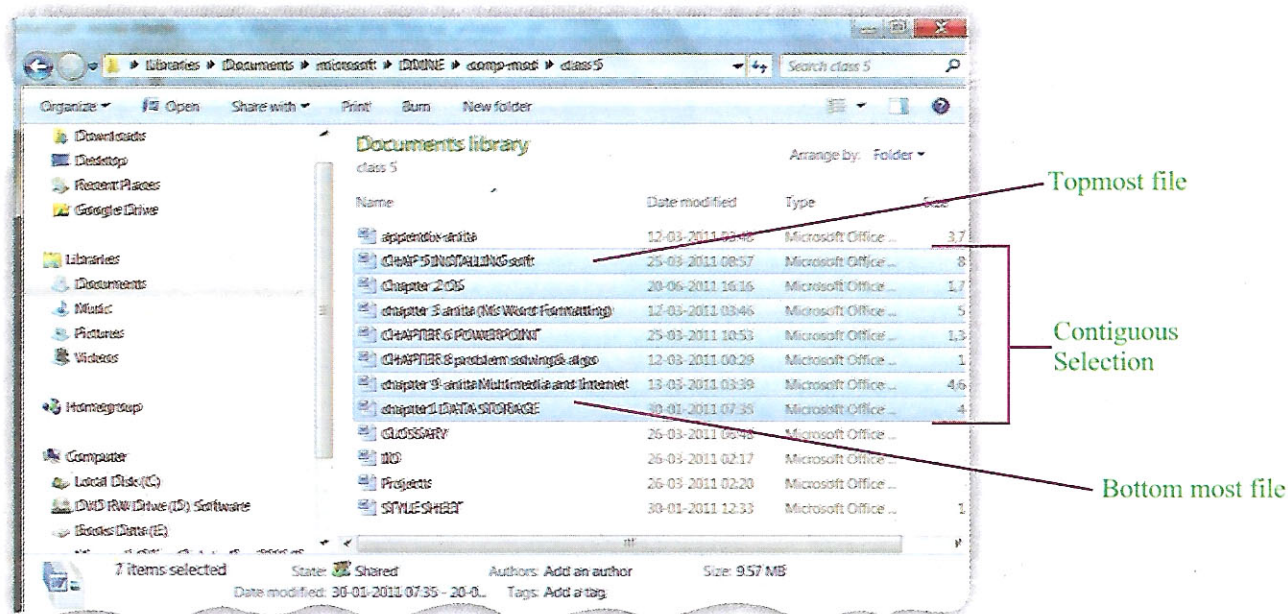
If you want to perform file management on more than one file or folder, you must master the skill of contiguous and non-contiguous file or folder selection.

Contiguous Selection

First select the **topmost file** on the list. The selected file will appear with a light blue background.

Hold the **Shift** key.

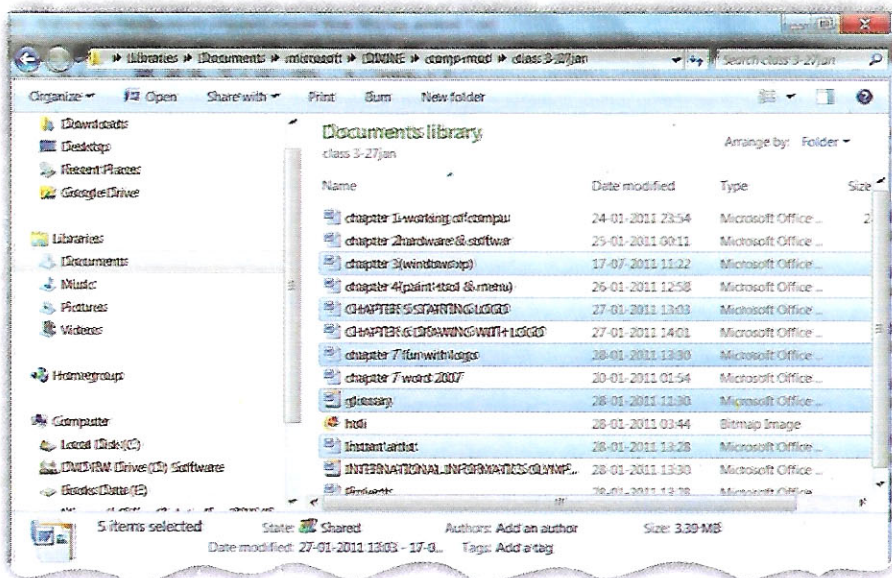
Immediately click on the **bottom-most** file. All of the files should now appear with a light blue background.



Once the block is selected, you can move, copy, delete or rename these files in a single step. Once selected, DO NOT click the mouse anywhere else, as it will deselect your selection.

Non-contiguous Selection

1. Select the first entry. It does not have to be the top most.
2. Hold down the Control (Ctrl) key while you click on other files that you want to select.



Extra Point

If you wish to select all files in the current folder, hold down the ctrl key and press the letter "A".

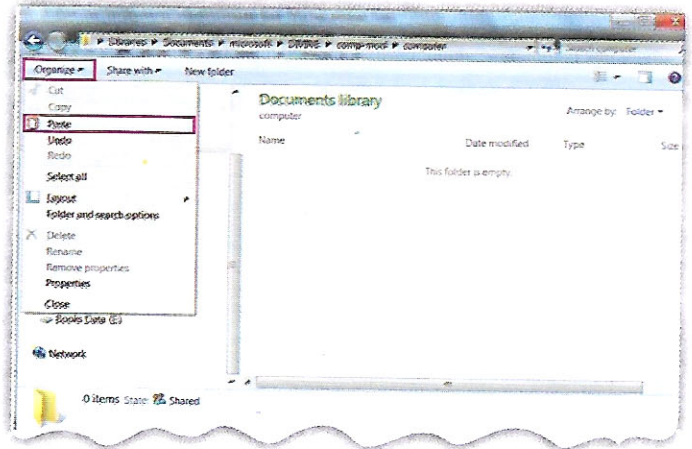
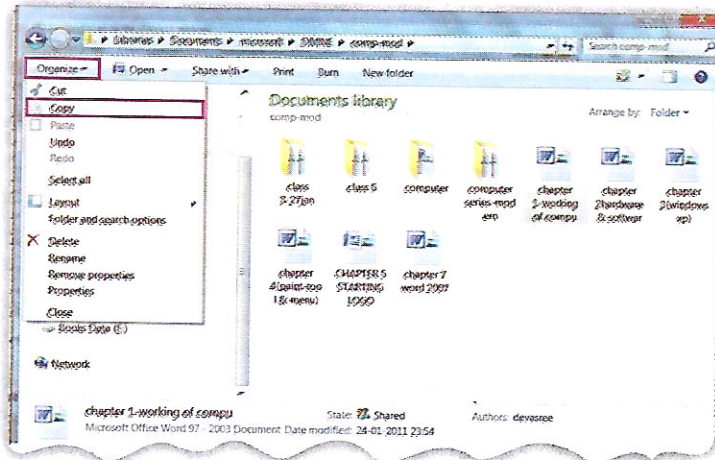


COPYING AND MOVING FILES AND FOLDERS

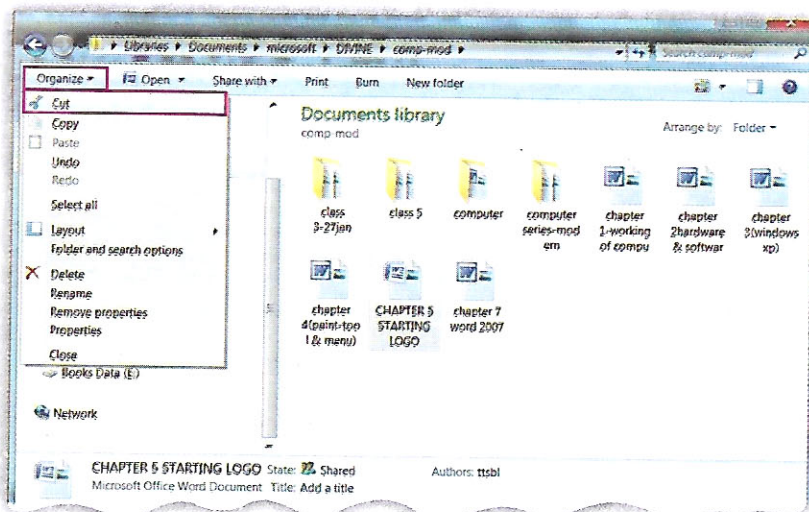
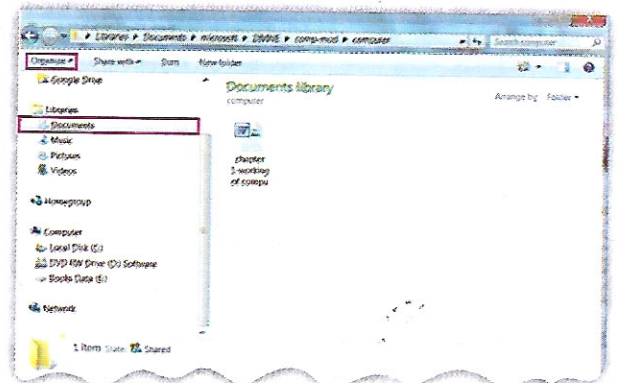
Sometimes you will need to move a file from one folder to another, or copy a file from one folder to another, leaving the file in the first location and placing a copy of it in the second. You can move or copy a file or folder using a variety of methods.

Copy a File or Folder

1. Open the drive or folder containing the file or folder you want to copy.
2. Select the files or folders you want to copy.
3. Click the **Organize** button on the toolbar, and then click **Copy**.



4. Open the destination folder where you want to copy the files.
5. Click the **Organize** button on the toolbar, and then click **Paste**.



Move a File or Folder

1. Open the drive or folder containing the file or folder you want to move.
2. Select the files or folders you want to move.
3. Click the **Organize** button on the toolbar, and then click **Cut**.

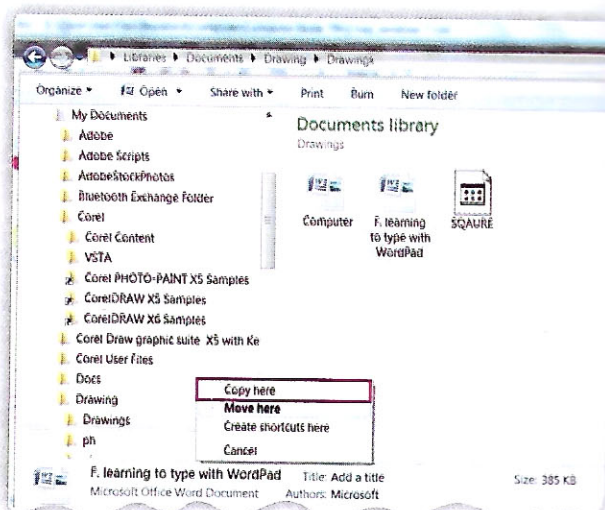
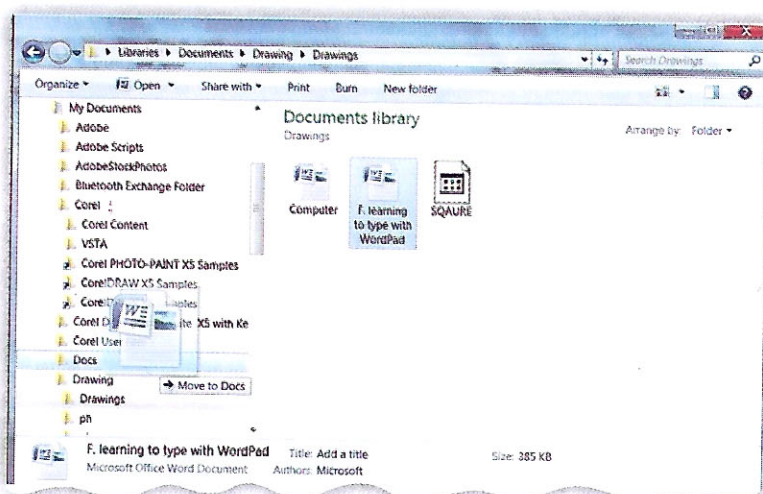
4. Open the destination folder where you want to move the files or folder.
5. Click the **Organize** button on the toolbar, and then click **Paste**.





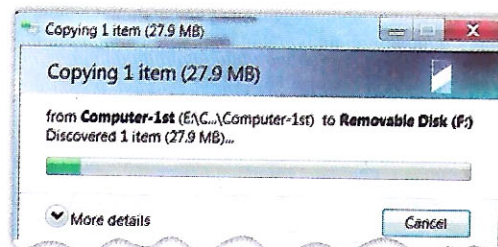
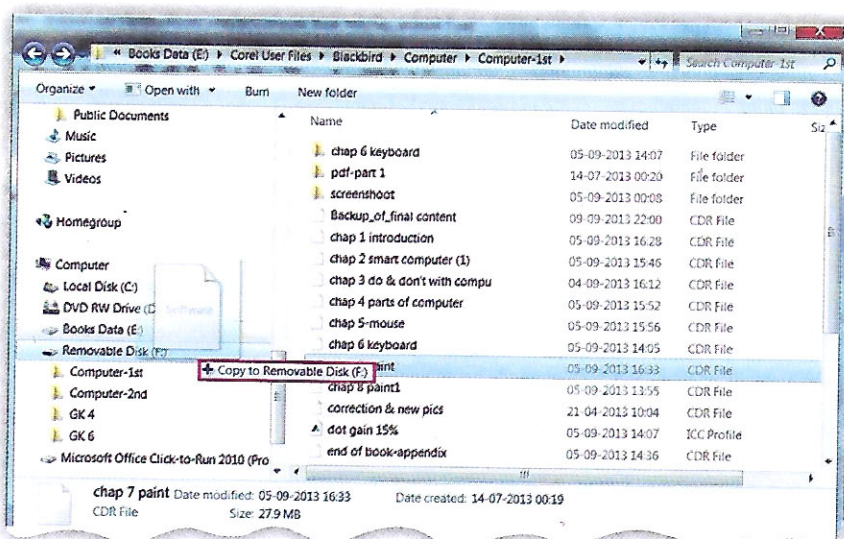
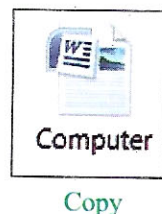
WE CAN COPY OR MOVE A FILE OR FOLDER BY USING DRAG AND DROP.

1. Open the drive or folder containing the file or folder you want to copy or move.
2. Select the files or folders you want to copy or move.
3. In the **Navigation** pane, point to a folder list to display the expand and collapse arrows.
4. Click the arrows to display the destination folder and then click the destination folder.
5. Right-click the selected files or folders and drag to the destination folder.
6. As you leave the mouse pointer, a menu appears with some options. Then click **Copy Here** or **Move Here** as required.



Copy (Different Drive)

If you drag and drop from different drive or device, the original file always remains in place, a copy is created in the destination folder.





Quick Recap

- The ability to locate your data when you need is an essential skill for anyone who used a computer.
- File Management is the most important task in Windows 7. File management will allow you to create, select, copy, move and rename files and folders on your computer.
- The Windows Explorer is an indispensable tool in an operating system. With it, we can organize and control the files and folders of the different storage systems at our disposal such as the hard drive, disk drive etc.
- Windows 7 uses the concept of Virtual Folders for Document, Music, Pictures, Video, Favorite etc.
- Folder and files can be copied, moved, renamed and deleted.
- You can move or copy a file or folder using a variety of methods.



Performance Time

A. Tick (✓) the correct answer.

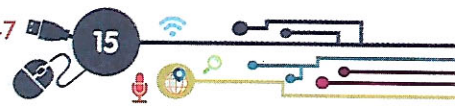
- What is the name of the application used to manage files and folders in Windows?

a. Internet Explorer	☐	b. Document Explorer	☐
c. Windows Explorer	☐	d. Antarctic Explorer	☐
- What is meant by the term folder?

a. A named storage area in which files are located.	☐
b. A storage area which only contains directories.	☐
c. A file management system.	☐
d. A list of files.	☐
- Windows Explorer can be accessed by:

a. Start button "All programs" Accessories "Windows explorer	☐
b. Start button "All programs" My Documents "Windows explorer	☐
c. Start button "All programs" Windows explorer	☐
d. All of them.	☐
- To create a new folder, first select the destination drive and/or folder, then:

a. Select File menu options: Edit > New > Folder	☐
b. Right click and select: Create Folder	☐
c. Click File menu (Alt): File > New > Folder	☐
d. Select File menu options: File > Create > Folder	☐





5. If you copy and paste a file:
 - a. The original file is deleted and a new file is created.
 - b. The original file remains unchanged and a new file is created.
 - c. The original file remains unchanged and a new file is not created.
 - d. The original file is removed and a new file is not created.
6. If you move a file:
 - a. The original file is deleted and a new file is created in a new location.
 - b. The original file remains unchanged and a new file is created in a new location.
 - c. The original file remains unchanged and a new file is not created.
 - d. The original file is removed and a new file is not created.

☐
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B. Give answer in one word.

1. It allows you to access the different drives.
2. Here we can organize and control the files and folders of the different storage systems.
3. These folders such as Document, Music, Pictures, Video, Favorite etc are not manual creation.
4. Most file management functions can be performed using this Button.
5. This option gives you opportunity to keep files in the original folder as well as the destination folder.

C. Answer the following questions:

1. What do you mean by File management? Why is it important for a computer uses?

2. What is windows explorer?

3. What are virtual folders?

4. How can we rename a file?

5. Differentiate between

(i) Copying and moving a folder.

(ii) Contiguous selection and non-contiguous selection.

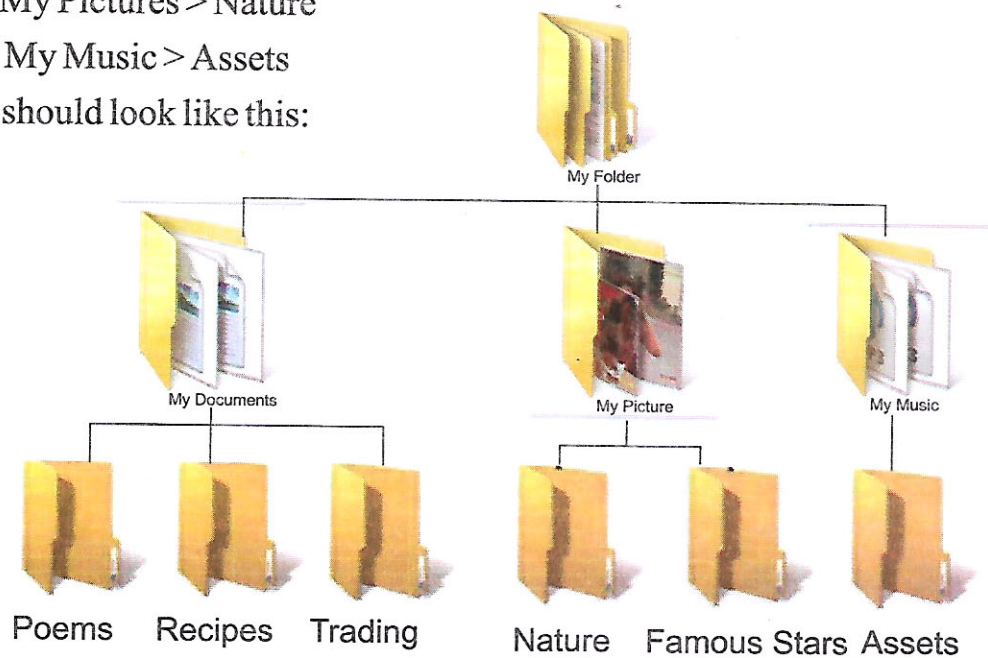


1. Creating Folders

Create the following folders structure under your personal folder (student?) in the proper subfolder:

- My Folder > My Document > Poems
- My Folder > My Document > Recipes
- My Folder > My Document > Trading
- My Folder > My Pictures > Famous Stars
- My Folder > My Pictures > Nature
- My Folder > My Music > Assets

Your folder structure should look like this:





2. Copying Documents

1. Open the Detail Pane in the Detail view.
2. Use Contiguous Selection to select all the recipes document files.
3. Use Non-contiguous Selection to de-select unwanted documents that are not recipes.
4. Copy selected recipes file to the My Folder>Document>Recipes

Hint: Drag and drop from Detail Pane to Navigation Pane, or use Copy and Paste.

3. Copy Flower Pictures

1. Go to the Picture Library.
2. Display the content of the Sample Pictures in the Detail Pane.
3. Use the Navigation pane to expand your folder.
4. Change View to Large Icons.
5. Use Contiguous Selection or Non-contiguous Selection to copy pictures to folder:
My Folder> My Pictures>Flowers

4. Group Rename

In this exercise you will rename all files which contain the name Pictures to Pictures(1), Pictures(2)....

1. Select all files.
2. Right-click on any file and select Rename..
3. Rename the file as 'Pictures'.

5. Make a group of 4-5 students and discuss the following topic:

Topic: Window Explorer is best place to manage files and folders.