

# Personal Computer Software

## Unit 1

### SHORTCUT KEYS FOR MS WORD

No.	SHORTCUT KEYS	DESCRIPTION
1.	CTRL+N	TO OPEN A NEW FILE
2.	CTRL+S	TO SAVE
3.	CTRL+O	TO OPEN ALL SAVED WORD FILES
4.	CTRL+B	BOLD
5.	CTRL+U	UNDERLINE
6.	CTRL+I	ITALIC
7.	CTRL+Z	UNDO AND ACTION
8.	CTRL+Y	REDO AND ACTION
9.	CTRL+L	LEFT ALIGNMENT
10.	CTRL+E	CENTRE
11.	CTRL+R	RIGHT ALIGNMENT
12.	CTRL+SHIFT++	SUPER SCRIPT
13.	CTRL+=	SUBSCRIPT
14.	CTRL+F	SEARCH A DOCUMENT
15.	F7	RUN A SPELLING AND GRAMMAR CHECK
16.	CTRL+SHIFT+>	INCREASE FONT SIZE
17.	CTRL+SHIFT+<	DECREASE FONT SIZE
18.	HOME	TAKES THE USER TO THE BEGINNING OF THE LINE
19.	CTRL+HOME	GO TO THE BEGINNING OF THE DOCUMENT
20.	END	GO TO THE END OF THE CURRENT LINE
21.	CTRL+END	GO TO THE END OF THE DOCUMENT
22.	SHIFT+HOME	SELECT FROM CURRENT POSITION TO THE BEGINNING OF THE LINE

- |                      |   |
|----------------------|---|
| 23. SHIFT+END        | SELECT FROM THE CURRENT POSITION TO THE END OF THE LINE |
| 24. CTRL+ LEFT ARROW | MOVE ONE WORD LEFT TO THE LINE                          |
| 25. CTRL+RIGHT ARROW | MOVE ONE WORD RIGHT TO THE LINE                         |

UNIT	TOPICS / SUBTOPICS																																																	
<b>1</b>	<b>Introduction to word</b>																																																	
	1	All shortcut keys used for MS word.																																																
	2	Make your biodata in attractive format. (For fonts and formatting) <ul style="list-style-type: none"> <li>— Add name, father’s name, date of birth, nationality, gender, languages known, address, contact no, email id, educational qualification and hobbies.</li> <li>— At the end write date and place and do your signature.</li> </ul>																																																
	3	Make your resume. (For fonts and paragraph) <ul style="list-style-type: none"> <li>— Add name, address, objectives, educational qualifications, achievements, computer skills and personal details.</li> <li>— Line spacing should be 1.5.</li> </ul>																																																
	5	Create following table in word. <table border="1" style="margin-left: 20px; width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Type</th> <th style="text-align: center;">Size(byte)</th> <th style="text-align: center;">Symbol</th> <th style="text-align: center;">Range</th> </tr> </thead> <tbody> <tr> <td>char/signed char</td> <td style="text-align: center;">1</td> <td style="text-align: center;">%c</td> <td style="text-align: center;">-128 to 127</td> </tr> <tr> <td>unsigned char</td> <td style="text-align: center;">1</td> <td style="text-align: center;">%c</td> <td style="text-align: center;">0 to 255</td> </tr> <tr> <td>Short int /signed short int</td> <td style="text-align: center;">1</td> <td style="text-align: center;">%d</td> <td style="text-align: center;">-128 to 127</td> </tr> <tr> <td>unsigned int</td> <td style="text-align: center;">1</td> <td style="text-align: center;">%u</td> <td style="text-align: center;">0 to 255</td> </tr> <tr> <td>int /signed int</td> <td style="text-align: center;">2</td> <td style="text-align: center;">%d</td> <td style="text-align: center;">-32768 to 32767</td> </tr> <tr> <td>unsigned int</td> <td style="text-align: center;">2</td> <td style="text-align: center;">%u</td> <td style="text-align: center;">0 to 65535</td> </tr> <tr> <td>long int/signed long int</td> <td style="text-align: center;">4</td> <td style="text-align: center;">%ld</td> <td style="text-align: center;">-2147483648 to 214748647</td> </tr> <tr> <td>unsigned long int</td> <td style="text-align: center;">4</td> <td style="text-align: center;">%lu</td> <td style="text-align: center;">0 to 4294967295</td> </tr> <tr> <td>float</td> <td style="text-align: center;">4</td> <td style="text-align: center;">%f</td> <td style="text-align: center;">-3.4e38 to 3.4e38</td> </tr> <tr> <td>double</td> <td style="text-align: center;">8</td> <td style="text-align: center;">%lf</td> <td style="text-align: center;">-3.4e308 to 3.4e308</td> </tr> <tr> <td>long double</td> <td style="text-align: center;">10</td> <td style="text-align: center;">%lf</td> <td style="text-align: center;">-1.7e4982 to 1.7e4982</td> </tr> </tbody> </table>	Type	Size(byte)	Symbol	Range	char/signed char	1	%c	-128 to 127	unsigned char	1	%c	0 to 255	Short int /signed short int	1	%d	-128 to 127	unsigned int	1	%u	0 to 255	int /signed int	2	%d	-32768 to 32767	unsigned int	2	%u	0 to 65535	long int/signed long int	4	%ld	-2147483648 to 214748647	unsigned long int	4	%lu	0 to 4294967295	float	4	%f	-3.4e38 to 3.4e38	double	8	%lf	-3.4e308 to 3.4e308	long double	10	%lf	-1.7e4982 to 1.7e4982
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	4	Create your classroom time-table. (for tables) Use various background colors, splits and merge to make it attractive.																																																

		Give hyperlink on title (Indus University) – <a href="http://indusuni.ac.in">indusuni.ac.in</a> .
	5	Draw any two flowcharts using shapes. Add watermark of your name.
	6	Draw any innovative chart using smart-art graphics.
		<p>The header and footer options are useful in page formatting like inset page number and author names and other titles. Edit the header &amp; footer of the document. The content in the header appear at the top of each printed page.</p> <p>In <b>header</b>, include your enrolment number on left side and branch on right side. In <b>footer</b> include your subject name on left side, and page number on right side.</p>

