

First Day in Computer Class

Complete Introduction first day of the Computer

Basic Computer

Chapter - 1

- a) Paint**
- b) Notepad**
- c) WordPad**

Chapter – 2

Computer Fundamentals

Introduction to Computer

Chapter – 3

MS-Office (Microsoft)

- a) MS-Word**
- b) MS – Excel**
- c) MS - PowerPoint**

Chapter – 4

Internet

- a) Browser**
- b) Surfing**
- c) Email**
- d) Downloading**

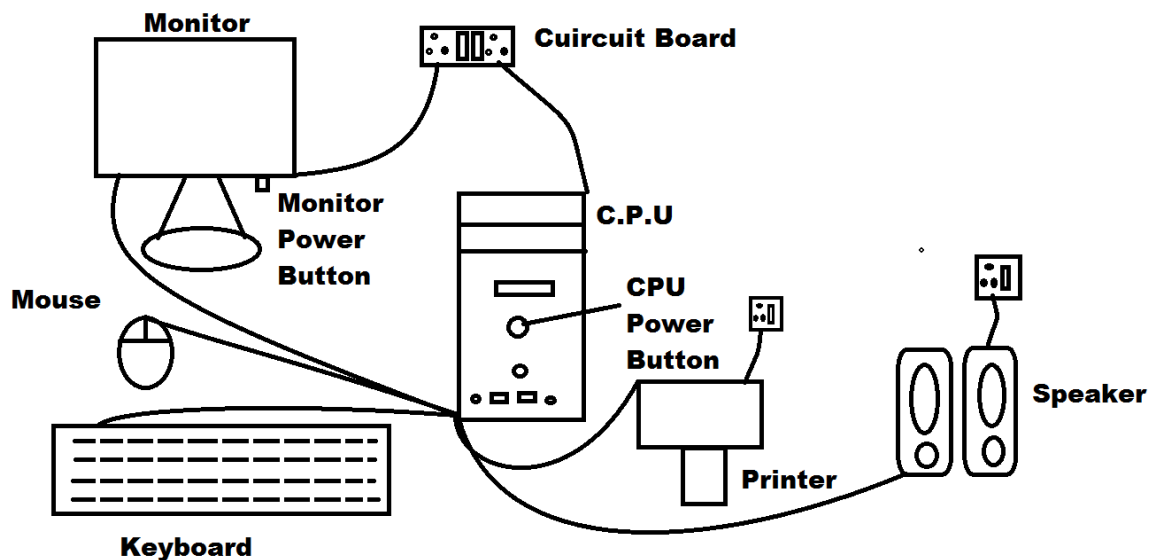
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Basic Computer

Full Form of Computer

C	:-	Common
O	:-	Operating
M	:-	Machine
P	:-	Particular
U	:-	Use for
T	:-	Technical
E	:-	Education and
R	:-	Research

Structure of Computer



Switch on the Computer

- Press Circuit Board
- Press Monitor Power – Button
- Press C.P.U Power Button
- Wait One Minute for Start Computer

Switch off the Computer

- Click on the Start Button
- Click Shut Down Button