



# COMPUTER

## 10<sup>TH</sup> STANDARD



\* ಅರ್ಪಣೆ \*

ಕ಼಼ ಷುಸ್ತುಕವನ್ನು ನನ್ನ ಅತ್ತಿಲೆಯಿ ಕಂಷ್ಯಾಟರ್ ಶಿಕ್ಷಕರು  
ಹಾಗೂ ನನ್ನ ಏಲ್ಲಾ ಹಿತ್ತೈಷಿಗತಿಗೆ ಹೃದಯಿ ಷೂವಕವಾಗಿ  
ಅಪಿ಼ಸುತ್ಲಿದ್ಲೆನೆ.

*What the elder person is followed by others;  
What he demonstrates by action that people follow"*

*-Bhagwad Gita*

1. INTRODUCTION TO MS-POWER POINT ..... 01

- About MS-Power Point
- Creating A New Presentation
  - Auto Content Wizard
  - Design Templates
  - Blank Presentation
- Creating New Slides
- Formatting Tool Bar
- View Presentation
  - Normal View
  - Slide Sorter View
  - Slide Show View
- Inserting Picture/Clip Art to Slide
- Animations
- Close/Exit Presentations

2. INTRODUCTION TO INTERNET ..... 07

- About Internet
- History
- Hardware Requirements
- Software Requirements
  - Web Browsers
- Internet Explorer
  - Tool Bar
  - Title Bar
  - Menu Bar
  - Address Bar
- Internet Usage
  - Web Site
  - E-Mail & Chatting
  - Search Engine
  - Social Area Networks

# Contents

**3. SYSTEM MAINTENANCE ..... 01**

- System Assembling
- Operating System Installation
- External Hardware Installation
  - Printer
  - Scanner
  - Mobile
  - Memory Card
  - Network Data Card
- Essential Software's
- Antivirus Installation and Updating

**4. ALGORITHM & FLOW CHARTS ..... 07**

- Introduction to Algorithms
- Advantages & Disadvantages of Algorithm
- Examples of Algorithm
- Introduction to Flowcharts
- Symbols of Flow Charts
- Advantages & Disadvantages of Flow Charts
- Examples of Flow Charts

# Contents

## CHAPTER - 1

# INTRODUCTION TO MS-POWERPOINT

## INTRODUCTION

Sometime during the course of your career you would have had to put across your ideas to an audience. Whether it is to outline a project, sell an idea you have or to demonstrate a product, the aim would have to be convincing and effective. When you speak before a group of people, it is just as important to communicate well as it is to have a good idea. Even the best suggestions go unheard because the person making them does not know how to communicate. The success of a presentation lies in the delivery.

With the introduction of presentation packages like PowerPoint, making audio-visual presentation has come within the scope of everybody. A student can make it for a class seminar, a teacher can use it for being more interesting and persons working in a company can use it for routine meetings or to talk with regular clients. Audio-visual presentations are no longer expensive and time consuming. Nor does their production require great skill and intelligence.

PowerPoint has given the opportunity to almost everybody to be effective communicators. Graphics, charts, animation and movies can be introduced in presentations with the click of a button.

PowerPoint integrates so well with other MS Office applications that text, tables and graphics can be imported from MS Word on to a slid with almost no effort. Similarly, it is possible to import figures, charts and tables form MS Excel. PowerPoint can also be used for corporate communications, boardroom discussions and on other business meets. With Microsoft PowerPoint you can communicate effectively. It is a presentation package that you can use to produce with ease a series of slides or overhead transparencies to make your presentation interesting and effective.

**Microsoft PowerPoint gives you many different ways to deliver a presentation.**

- i. **On- screen presentations:** With your computer, you can use the special effects features of PowerPoint. You can use sounds, animation and movies.
- ii. **Overhead transparencies:** You can print your slides as black – and white or color transparencies

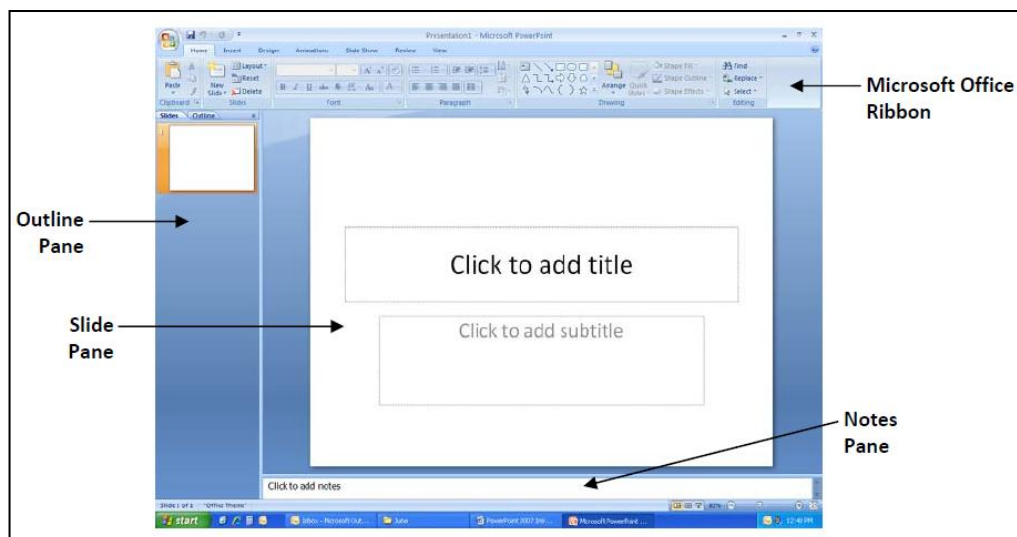


- iii. **35 mm slides:** Can be used for presenting our presentations with other types of display devices.
- iv. **Paper printouts:** You can print your slides on paper in black-and white or color
- v. **Notes, handouts and outlines:** You can give the audience notes or speaker notes of your presentations.
- vi. **Presentation on the Web:** Power point allow you to design presentations specifically for the World Wide Web

Depending on your audience, you can choose any of the delivery methods to support your presentation to make it effective. Here we will learn how to plan and build content wizards. You will create a slide presentation using the help of the auto content wizards. You will learn about how slides can be viewed and which view should be used for what purpose. You will also learn about inserting text in slides and how to set different levels.

Creating and delivering a presentation requires some amount of planning and preparation, especially in terms of content. This will depend to some extent on the audience and their knowledge of the topic. The purpose of your talk will determine the focus of your presentation. Depending on whether you intend to persuade or teach your audience, you will select your language. You will achieve better impact if you use figures and pictures in your presentation. People like to see concrete evidence for any argument. And graphics speak louder than words. Fortunately, PowerPoint comes with many aids to create your presentation. It offers assistance for every kind of user-beginner, intermediate and advanced users.

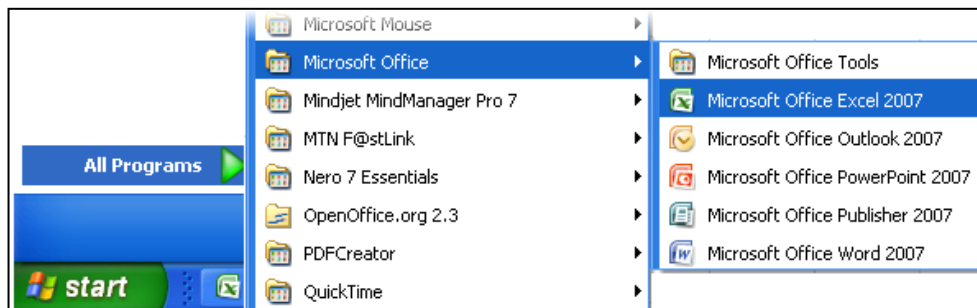
### The Power Point Window



- The **slide pane** is in the center. This is where you click to add and edit content in each slide.
- The **outline pane** allows you to move easily between slides in your slideshow by clicking on the slide that you want to view or edit.
- The **notes pane** is below the slide pane. You can type presentation notes associated with the slide in this area. Later you can print the notes pages to assist during a presentation. The notes pane is not visible to slide show viewers.
- The **Microsoft Office Ribbon** is above the main work area. The content and choices shown on the ribbon change depending on which tab is active and what tasks you are performing.

### Starting PowerPoint

- If you have an icon on the desktop for Power Point, then all you have to do is double-click it to open Power Point.
- Alternatively, click the **Start** button and then select **All Programs**, **Microsoft Office**, and **Microsoft PowerPoint**.



### CREATING A PRESENTATION SLIDE


Every PowerPoint presentation involves the creation of a series of slides with text or objects displayed on them. You can create a new presentation using several options offered by PowerPoint. A dialog box that appears when you start power points offers four options:

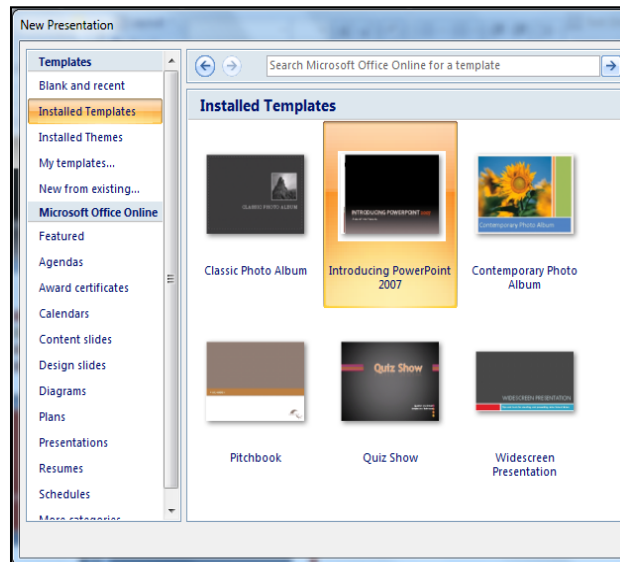
1. Using the **Auto Content Wizard**
2. Using a **Design Template**
3. Using a **Blank Presentation**
4. Open an **Existing Presentation**



## The Auto Content Wizard

The Auto Content Wizard provides templates and ideas for a variety of presentation types. You will be walked through a series of questions about the presentation you are making, including a category for the type of information being presented and the method of delivery. The Wizard then applies a background and text as well as an outline of text you may use as a guide. This is the preferred method for creating a presentation in the least of amount of time.

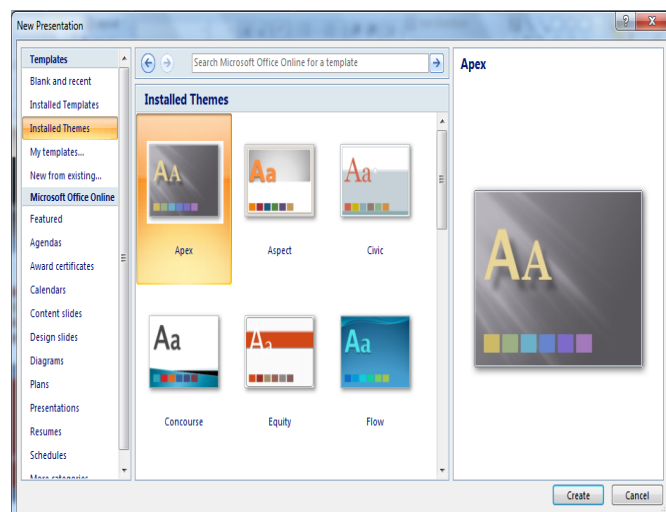
1. Click on the Microsoft Office Button  and click **new**.
2. A new window will appear with several categories of templates to choose from. Click on the Installed templates style that you wish to use and click the **Create** button. This will allow us to easily a consistent background and style to our presentation.
3. Slides will be added automatically to your slide presentation. Instructions will be included on each slide explaining how to add content to your slideshow.



## Design Template


Power point provides many templates or predefined options with different backgrounds and text formatting to begin your presentation.

Design templates contain color schemes, slide and title masters with custom formatting to give a particular look to a presentation. When you apply a design template replaces the slide master, title master, and color scheme of the original presentation. After you apply a design template, each slide has the some look. Since you will be






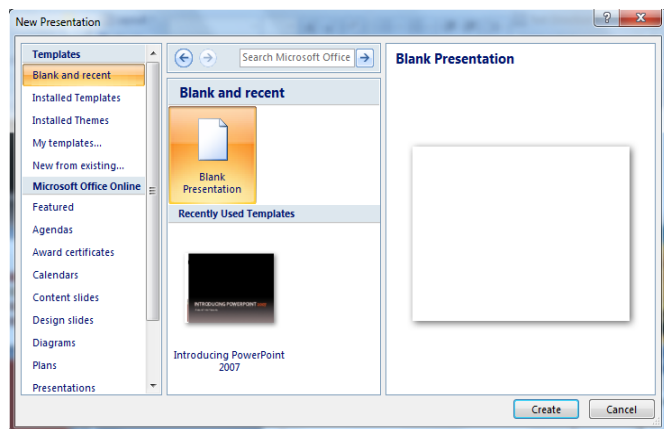
applying only the background using the design template, you can the design of a presentation at any time.

1. Click on the Microsoft Office Button  and click **new**.
2. A new window will appear with several categories of themes to choose from. Click on the Installed Themes that you wish to use and click the **Create** button. This will allow us to easily a consistent background and style to our presentation.
3. Slides will be added automatically to your slide presentation. Instructions will be included on each slide explaining how to add content to your slideshow.

### Blank Presentation

Select this option to open a PowerPoint presentation to build the presentation from scratch with no preset graphics or formatting. The user can use this option to develop a presentation using his imagination. This method gives you the most freedom, but also requires the most amount of time to complete.

1. Click on the Microsoft Office Button  and click **new**.
2. A new window will appear in that click on Blank and Recent option.
3. Select the Blank Presentation and then click on **Create** button.



### OPEN AN EXISTING PRESENTATION

Select this option to open a PowerPoint presentation that already exists. Select the folder where file is located in, form the **look in:** drop-down menu and highlight the file on the list. Click **open** to open the presentation.

### CREATING A NEW SLIDE

Once you have opened a new presentation, the next step is to add and format the content. PowerPoint provides a selection of pre-defined slide layouts based on different types of content that you can use to quickly add content to the slides. For each of the 9 Slide Layouts provided, PowerPoint combines the four types of placeholders in different combinations; each placeholder will be replaced with the following type of content:



Placeholder:	Replaced with:
Title	A title
Subtitle	A subtitle
Text	A bulleted list
Content	+ <i>Slide Layout Placeholders</i>

Using a Slide Layout ensures that the text and other elements you enter into the placeholders will have consistent spacing and be optimally arranged.

**Note:** Placeholders are boxes with dotted borders that are part of all slide layouts. These boxes hold title and body text or objects such as SmartArt graphics, charts, tables, and pictures.

#### How to Add Slides to a Presentation?

1. Click the New Slide button on the Home Ribbon Tab.
2. From the list of Slide Layouts, select the layout you want to apply to the new slide.
3. You may now begin adding content using the placeholders in the layout.



#### How to Change the Layout for any Slide?

PowerPoint will try to guess what layout you want to use for new slides that are added to the presentation. If you want a different layout for the slide you can quickly change the layout for any slide.

1. Display the slide that you want to change in the Slide Pane (work area in the center of the window).
2. Click on the Home Ribbon Tab and Select the layout you want to apply to the slide.
3. PowerPoint will attempt to fit existing content into the new layout, but you will probably have to make additional changes.

#### Text Box

Text boxes are the basic slide elements necessary for creating a professional looking presentation. Your template has provided you with these basic design elements



for each slide, but you will need to change them or add more of them to create your presentation.

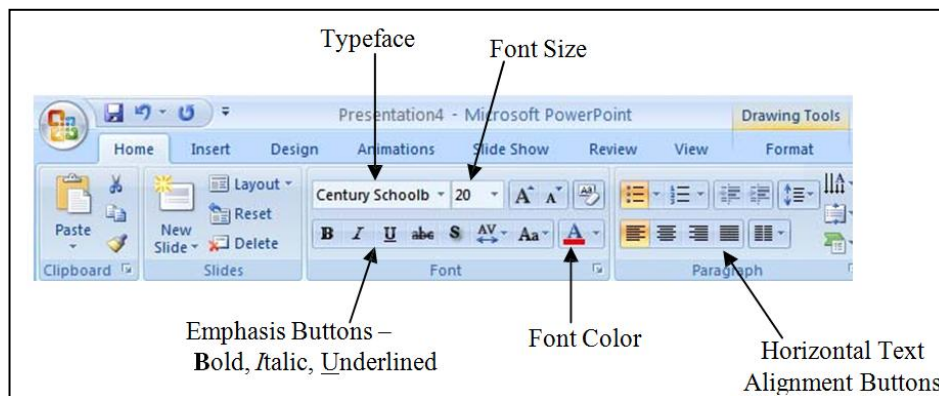
### Adding and editing text

1. Click on the text area of the slide.
2. Start typing.
3. When typing in a bulleted list area, press the **Enter** key on your keyboard to create another bulleted line.

### Inserting additional text boxes

1. On the **Insert** tab, in the **Text** group click on **Text Box**.
2. The cursor will turn into what looks like an upside down. Click on the slide and drag the mouse diagonally on the slide to create a new text box of whatever size and shape you need and release the mouse button.
3. Click on the new text box to begin typing text into it.

## FORMATTING TOOL BAR



### Format Text

You can change the appearance of text by changing its font, size, style, and color. You can format text in the Outline tab or the Slide pane. To format text:

1. Select the text you want to format.
2. To change the **font**, select a new **font** from the **Font** drop-down list on the **Home** Ribbon Tab.
3. To change the **size**, select a new **size** from the **Size** drop-down list on the **Home** Ribbon Tab.
4. To change the **style**, click the **Bold**, **Italic**, or **Underline** button on the **Home** Ribbon Tab.



- To change the **color**, select a new **color** from the **Font Color** button's drop-down palette. (The Font Color button is on the Drawing toolbar).

### Align Text

Alignment determines the position of the text within its text object box on a slide. Text can be left-aligned, right-aligned, centered, or justified, as follows:

- Select the text you want to align.
- Click on **Home** Ribbon Tab
- Select the alignment option you want:
  - Align Left** - Aligns text at the left edge of the text object box.
  - Center** - Aligns text between the left and right edges of the text object box.
  - Align Right** - Aligns text at the right edge of the text object box.
  - Justify** - Begins text at the left edge and ends the text at the right edge of the text object box.

### VIEW PRESENTATION

A view is simply a way of managing and representing your slide. Since in presentation you are writing text, inserting objects and creating layouts for slides, you may want to look closely at specific aspects of a presentation to see the effect. MS-PowerPoint comes with different views to help you to create your presentation better. It offers different types of views.

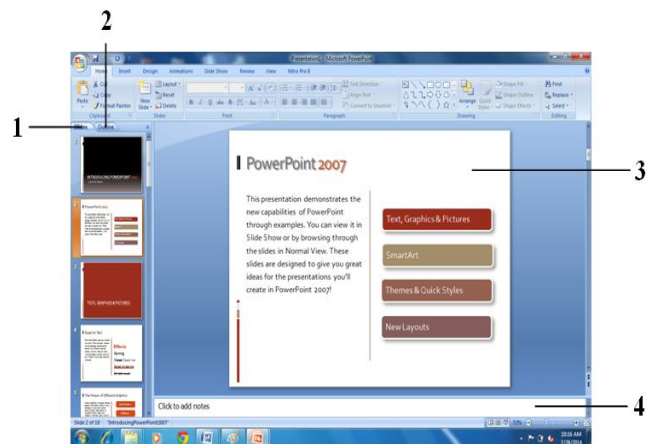
- Normal View**
- Slide Sorter View**
- Slide Show View**



### NORMAL VIEW

Normal view is the main editing view, where you write and design your presentation. This view has four working areas:

- Outline tab:** This is a great place to start writing your content — to capture your ideas, plan how you want to present them, and move slides and text around.

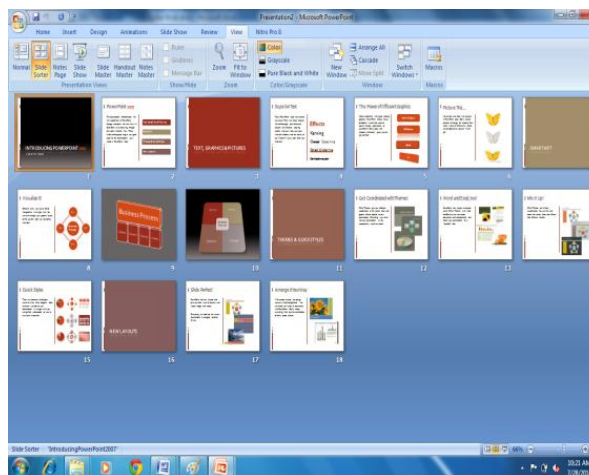


The Outline tab shows your slide text in outline form.

2. **Slides tab:** This is a great place to view the slides in your presentation as thumbnail-sized images while you edit. The thumbnails make it easy for you to navigate through your presentation and to see the effects of any design changes. You can also easily rearrange, add, or delete slides here.
3. **Slide pane:** In the upper-right section of the PowerPoint window, the Slide pane displays a large view of the current slide. With the current slide shown in this view, you can add text and insert pictures, tables, SmartArt graphics, charts, drawing objects, text boxes, movies, sounds, hyperlinks, and animations.
4. **Notes pane:** In the Notes pane below the Slide pane, you can type notes that apply to the current slide. Later, you can print your notes and refer to them when you give your presentation. You can also print notes to hand out to your audience or include the notes in a presentation that you send to the audience or post on a Web page.

## SLIDE SORTER VIEW

A small image of each slide is displayed in Slide Sorter View. In Slide Sorter view, you see the thumbnail representations of the slides comprising your slide show. This is a great way to see the whole presentation at once, in the order in which they will appear in the slide show. After you are finished creating and editing your presentation, you can come to Slide Sorter view to shuffle slides around, and copy, delete, or hide slides, until you've got it right. Slide Sorter view also allows you to set up special effects to the slides in the presentation.



As you look through your slides in Slide Sorter view, and find a slide that you need to further edit, just double-click on that slide and it will be displayed in Normal view.

### Rearranging Slides in Slide Sorter View

You can often make a presentation better by playing with the order in which the



slides appear. Sometimes, you may wish to entirely hide a slide that doesn't apply to your audience. All of this happens in Slide Sorter view. To rearrange slides in Slide Sorter view:

1. Click on the **Slide Sorter** view button (or choose View/Slide Sorter).
2. Click on the slide you wish to move, copy, delete, or hide to select it.
3. Now move, copy, delete, or hide the slide:
  - To **move** a slide, press and hold the mouse button, drag the slide to where you want it to go, and release the mouse button.
  - To **copy** a slide, press and hold the [Ctrl] key and drag the slide to where you want it to go.
  - To **delete** a slide, press [Delete] or [Backspace].
  - To **hide** a slide, right-click in the slide thumbnail and choose Hide Slide.

## SLIDE SHOW VIEW

Use the Slide Show view to see the slide show on your computer screen one slide at a time, using the full screen, as you will when actually presenting the show. You can move the subsequent slides by either clicking your mouse button, clicking the [Page Up] and [Page Down] buttons, or by using the left and right arrow keys on your keyboard.

To view the Slide Show:

1. When you use the Slide Show view button, PowerPoint starts the show at the currently selected slide. So, go to the first slide in your presentation.
2. Click the Slide Show view button.
3. To move to the next slide, click the mouse button or push the right arrow key. At the end of the show, PowerPoint will display, "End of slide show, click to exit".
4. You can exit a slide show at any point by pressing the [Esc] key.
5. When you exit a slide show, PowerPoint returns to Normal view.

## Inserting Picture/ Clip Art to a Slide

Effective visuals emphasize the key content points in a presentation. Power Point provides a selection of professionally designed pictures, or clip art, that you can use in your presentations. These clip art images include many different themes such as animals, people, buildings, food, holidays, business, and more.

How to Insert a Picture/Clip Art Image

1. Move to the slide on which you want to place clip art.



2. Apply a Slide Layout that includes content or clip art placeholder.
3. Open the Select a Picture dialog box by:
  - Clicking on the Clip Art button on the content placeholder OR
  - Double-clicking on the clip art placeholder
4. In the Search box, type a word or phrase that describes the clip you want.
5. Click Search. Power Point displays the search results in the Select Picture List.
6. Click on the clip art image you want and click OK.

### How to Resize a Clip Art Image

Once you have added a clip art object to your slide, you can resize it to make it fit better into your presentation.

1. Click on the Clip Art object to select it.
2. Put the arrow on one of the resize handles at the corner of the picture until the cursor changes to a double-headed arrow.
3. Depress the mouse button and drag the handle toward or away from the center to make the image larger or smaller. The corner handles resize the image proportionally and the handles on the sides of the image increase or decrease the height or width of the image. When you release the mouse button, the object appears in its new size.

## ANIMATING PRESENTATION

### Adding Transitions to a Slide Show

One way to add a nice touch of professionalism to a slide show is to add transitions to the slides. Transitions affect the way one slide goes to the next slide. Transitions add interest to your slide show, but care should be taken to be sure they do not become a distraction from the show itself. It is often best to choose one transition you like and use it for the entire slide show.



To change the default transition style for your slide presentation:

1. Click on the **Animations** tab.
2. In the **Transition to This Slide** group you will notice several predefined options



available. It also allows you to change other transitional effects individually. Hovering your mouse over an option to show a preview of that option on your slide.

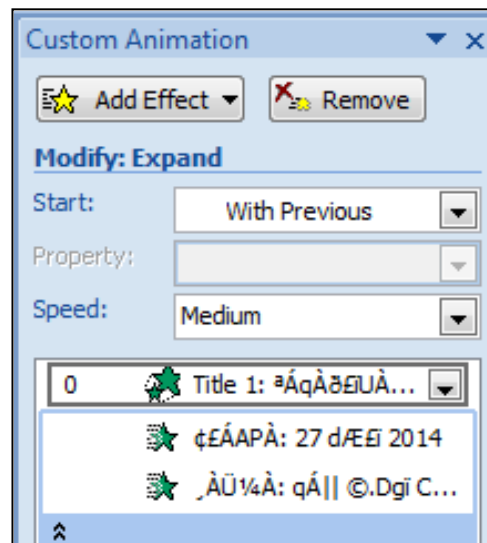
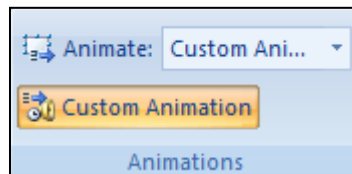
3. Click an option to apply it to the current slide.
4. Click **Apply to All** to apply the transition to all of the slides in your presentation. It is recommended that you use the same transition throughout your presentation, as this will give your presentation a uniform appearance.

### Animating Text

Normally, when you have a slide with multiple bullets, PowerPoint will display all the text bullets at once when you go to that slide during a slide show. One nice effect, however, is having the different bullets appear as you speak about them, one at a time. This can be accomplished by using PowerPoint's animate text feature.

Animation of text in PowerPoint refers to the manner in which individual text or other objects appear as they enter or exit a slide. Normally, all objects on a slide appear at the same time when you display the slide. However, you can have different objects appear and exit at different times under your control as the show proceeds. To add animation to text in a presentation:

1. Select the Text.
2. Click on the **Animation** Tab and Select the **Custom Animation**.
3. A Custom Animation dialog box will appear, in that Click on **Add Effect** drop down list.
4. Choose the animation effect of your choice.
5. In the **Modify** section, set the direction and speed.
6. Close the Custom Animation task pane.





**CLOSE/EXIT PRESENTATION**

1. Click on the **Office Button**, then click “**Exit.**”  
OR
2. Click on the **X** in the top right corner of the PowerPoint screen.
3. Shortcut Key **ALT + F4**

It's that easy! If you don't save before attempting to close the program, PowerPoint will prompt you to save the file. Make sure you save if you don't want to lose any changes!!



## CHAPTER - 2

# INTRODUCTION TO INTERNET

## INTERNET

The internet has revolutionized the world of computing. But the ‘network of network’ did not emerge overnight. The story of its evolution began almost 50 years.

### History of Internet

The foundation of the internet was laid in the year 1957 when the cold war started between US and Soviet Union. After much research, a distributed network called **ARPANET** was built in the year 1969. This connected computer at University research centers. Plans for a new technique called **TCP/IP** (Transmission Control Protocol/Internet Protocol)

The term ‘**Internet**’, was coined in the year 1982. In the year 1991 NSF (National Science Foundation) lifted the restricted imposed on the commercial use of the net. Advertisements were allowed. It became a beautiful cosmos of Text, Graphics, Sounds and Videos.

- The 1<sup>st</sup> Graphical browser was Mosaic
- Tim Berners-Lee produced the WWW (world Wide Web)

### What is Internet?

Internet stands for **International Network**. It connects computer networks (LANs WANs and MANs) and PCs all over the world together by means of wires, telephone lines, cables.

### Applications of Internet

- It helps to search information globally
- It helps the users all around the world to communicate with each other.
- It is used for On-line marketing, On-line Banking, On-line Learning etc.
- It helps in promoting business.
- It helps in downloading information, Pictures, Software, Sounds, and Movies etc.
- It acts as the biggest source of news and advertisements.



## Hardware Requirements to get Internet Connection

- A Well configured System
- A Modem
- Telephone Line
- ISP

### A Well configured System

Normally we required a basic configured computer to establish internet. But today we are finding highly configured system in place of old ones. Revolutionary changes are taking in system configurations. If we have a well configured system with recent operating system means it's easy to access internet service. (System with Dual Core series with Win 7 Operating System)

### A Modem

Modem stands for **Modulator-Demodulator**. This device converts digital signals to analog signals and that can be transmitted over a telephone line.

### Telephone Line

To get internet service we need a telephone line or cable network or a satellite link. Now a day's even **CDMA's**, **Cell Phones** and **Network Data Cards** are also using to get internet service.

### ISP (*Internet Service Provider*)

An ISP is a company or organization that provides Internet access to individuals and institutions, usually for a fee. The service provider gives you a software package, user name, password, and access phone number. With a modem, a user can log on, browse the World Wide Web, and communicate with others through Usenet and e-mail.

## SOFTWARE REQUIREMENTS

### *What is a Web Browser?*

A Web browser contains the basic software you need in order to find, retrieve, view, and send information over the Internet. This includes software that lets you:

- Send and receive electronic-mail (or e-mail) messages worldwide nearly instantaneously.



- Read messages from newsgroups (or forums) about thousands of topics in which users share information and opinions.
- Browse the World Wide Web (or Web) where you can find a rich variety of text, graphics, and interactive information.

The most popular browsers are

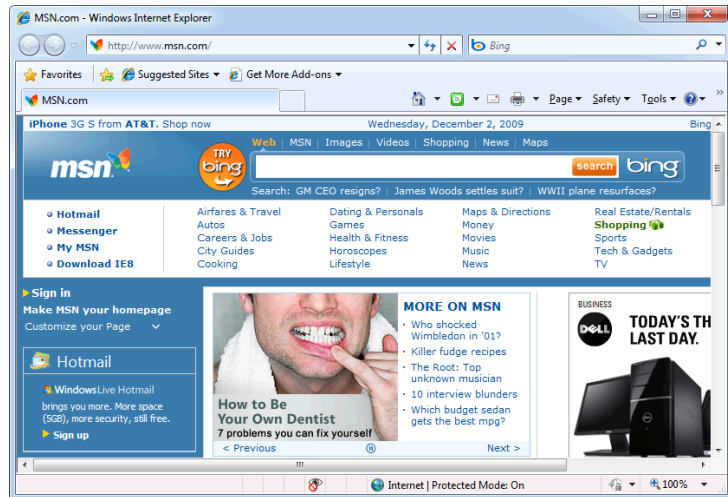
Microsoft Internet Explorer 

Netscape Navigator 

Google Chrome 

Mozilla Firefox 

The appearance of a particular Web site may vary slightly depending on the browser you use.

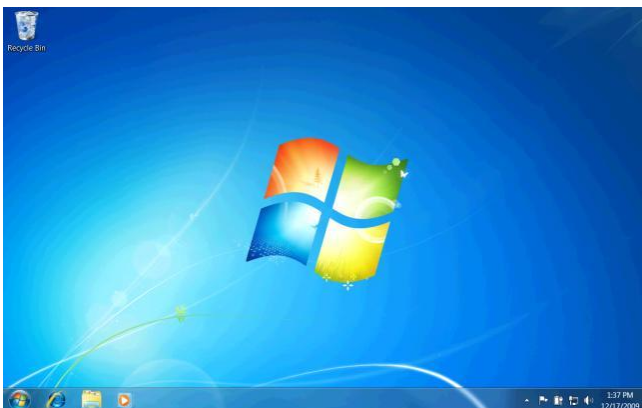


## INTERNET EXPLORER

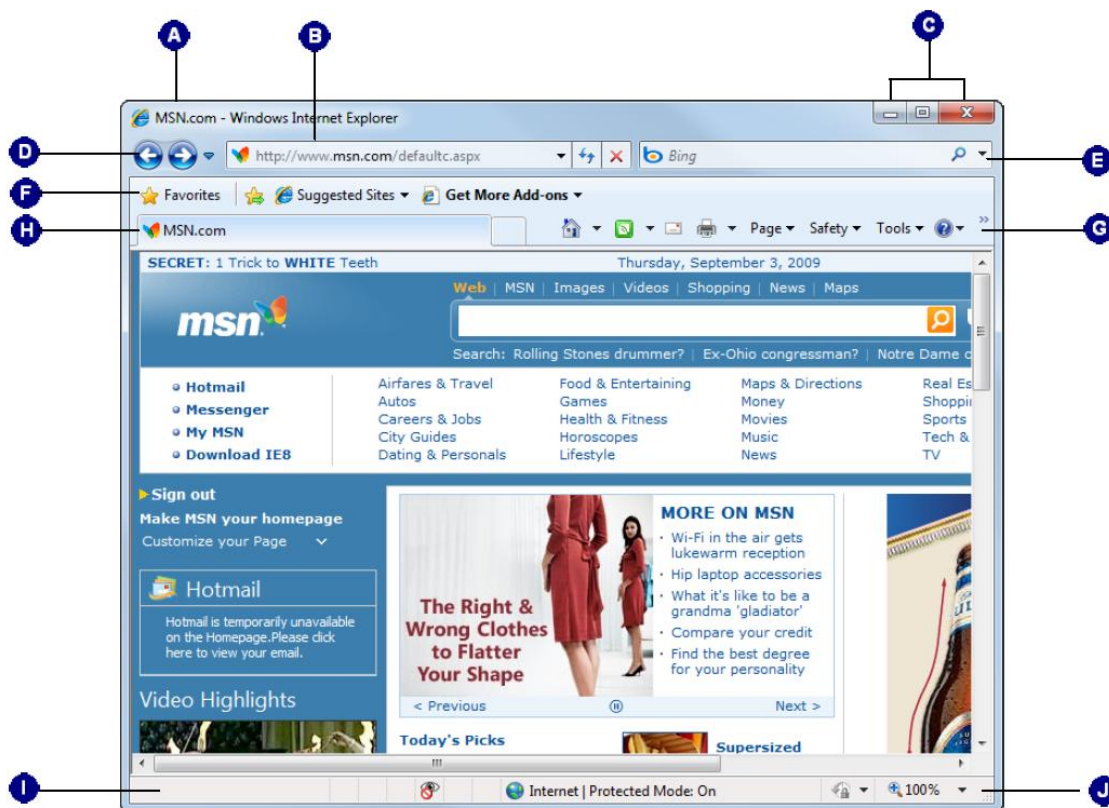
### Starting Internet Explorer

In order to use Internet Explorer, you must start—or launch—it first.

1. Click the **Internet Explorer** icon on the taskbar. The browser window appears.
- OR
2. Click the **Start** button and select **All Programs** → **Internet Explorer** from the menu.



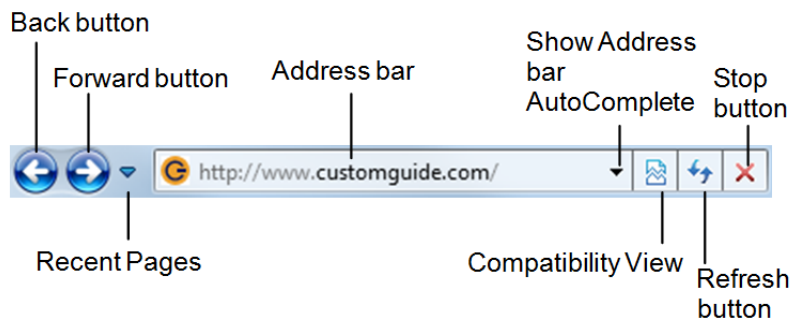
## Overview of Internet Explorer



<p><b>A</b> <b>Title bar:</b> Displays the name of the active Web page and program.</p>	<p><b>F</b> <b>Favorites Bar:</b> Gives you one-click access to your favorite Web pages.</p>
<p><b>B</b> <b>Address bar:</b> Displays the Uniform Resource Locator (URL), better known as a Web address. Type an address to visit a Web site.</p>	<p><b>G</b> <b>Command Bar:</b> Quick access to tools to customize Internet Explorer.</p>
<p><b>C</b> <b>Minimize, Maximize, and Close buttons:</b> Use these buttons to minimize, resize, or close and exit Internet Explorer.</p>	<p><b>H</b> <b>Tabbed browsing:</b> Open up Web pages in separate tabs for faster, more convenient browsing.</p>
<p><b>D</b> <b>Navigation buttons:</b> Move back/forward among Web pages you have browsed.</p>	<p><b>I</b> <b>Status bar:</b> Tells you if you're connected to the Internet and displays the progress the Web site is making in loading. Also displays the security level of the Web site.</p>
<p><b>E</b> <b>Search box:</b> Type a word or phrase and use a search engine to look for related Web sites.</p>	<p><b>J</b> <b>Zoom:</b> Zoom in to increase the size of the Web page being viewed, or zoom out to display more items in the window.</p>



## Tool Bar



1. **Back** button: The page you previously viewed appears.
2. **Forward** button: The page you viewed before clicking the Back button appears.
3. **Recent Pages**: To see the last ten pages you have viewed on a particular tab, select a page to view it.
4. **Show Address bar AutoComplete**: List arrow to see a list of URLs recently typed into the address bar.
5. **Refresh** button: The data for the Web page is automatically reset, and the page loads again.
6. **Stop** button: The data stops transferring and you can continue browsing the Internet.

## Address Bar

Every page on the Internet has its own Web address called a **Uniform Resource Locator (URL)**. Whenever you hear `www.kreis.kar.nic.in`, people are referring to a specific Web page's URL. Once you know the URL, getting to the Web page is a piece of cake!

### Enter a URL in the address bar

When you know a Web site's URL, enter it in the address bar and the browser will open to that page.

1. Click the **address bar**. Type the URL in the address bar and press **<Enter>**.

The Web page appears in the browser window. If the Web page does not appear or you get a warning message, Reasons a Page Cannot Be Displayed for possible solutions.

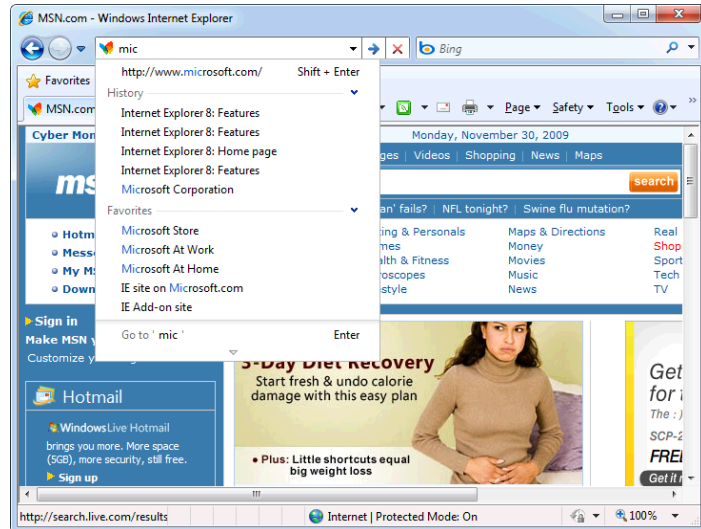
### Use AutoComplete in the address bar

If you can't quite remember a URL, you can start typing it in the address bar and AutoComplete will automatically recall sites you've visited based on your entry. It searches History, Favorites, and RSS Feeds for matches in the Web site address or any



part of the URL to what you type.

1. Click the **address bar** and begin typing.
2. Internet Explorer begins searching through your History, Favorites, and RSS Feeds for matches based on what you've typed.
3. Click the result that you want to view.



## INTERNET SERVICES

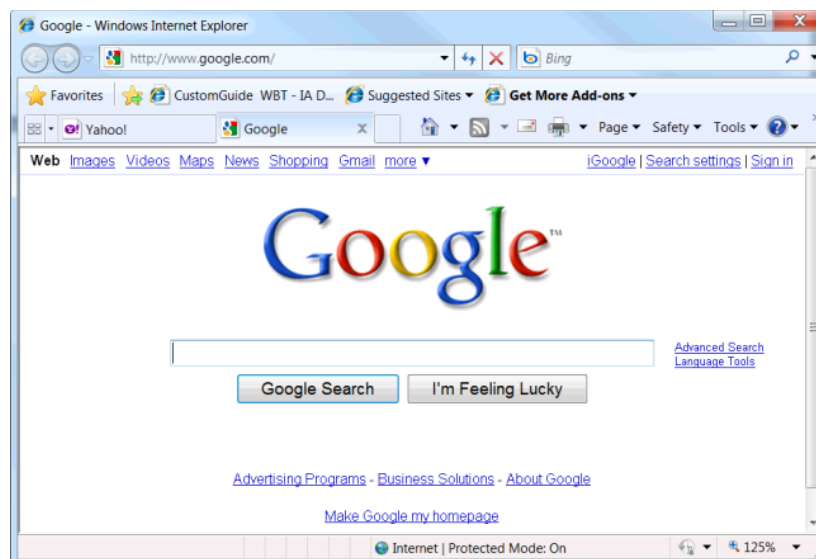
### WEBSITE:

#### Browsing the Web

Searching information using a Web Browser is called **Browsing**. To browse any information using a website mainly we need browsing software like Internet Explorer, Netscape Navigator, Google Chrome, Opera etc.

Type any website addresses in the address bar and Press Enter key or Click Go command button using mouse. The main page of the related web site is opens in web browser.

For Example if you open a web site of Google (www. Google.com) then you will get as



**E-MAIL:**

It is the most-used feature on the internet and all service providers give you an e-mail account as soon as you sign up. E-mail is becoming very popular because, unlike in regular mail, there is no delay. Postage is not required. Printing e-mail address on business cards is becoming as common as printing the telephone number.

E-mail stands for "Electronic Mail". Email is the primary method for users of the internet to communicate with one another. Like the services offered by the postal service (often called snap mail), email allows you to send message to specific recipient. You can send message when it is convenient for you even at 2Am. Your recipient responds at the convenience.

- E-mail can be sent anywhere in the world using your computer and a modem
- E-mail is almost instant in its delivery.
- It is very cheap to use especially for international messages.

E-mail basically requires an account at an ISP server and an e-mail program. It works very much like postal mail. You receive mail at your own address, and you send mail to others at their addresses. All e-mail addresses have the same elements i.e. [username@server.domain](#)

Ex: [kreismdrs155@gmail.com](mailto:kreismdrs155@gmail.com)

**Creating E-Mail**

There are plenty of websites providing e-mail services in free. If the user wishes to secure his e-mail then he needed to pay some money. To create an e-mail is select any website then create. Select the Sign Up now option to create new E-Mail ID. Fill the registration form which is available in this site finally you will get the own E-mail ID. Once the ID is created you can issue you r e-mail ID to friend.

After creating Id to check the message or the information in your Id give your E-mail Id in Google and password to read. Once you entered to your account you can send mail to other ID's, you can reply to other message that exists in your inbox.

**Some Useful sites to create a free E-Mail ID's**

- [www.Gmail.com](http://www.Gmail.com)
- [www.yahoomail.com](http://www.yahoomail.com)
- [www.rediffmail.com](http://www.rediffmail.com)
- [www.hotmail.com](http://www.hotmail.com)
- [www.msn.com](http://www.msn.com)
- [www.indiatimes.com](http://www.indiatimes.com)





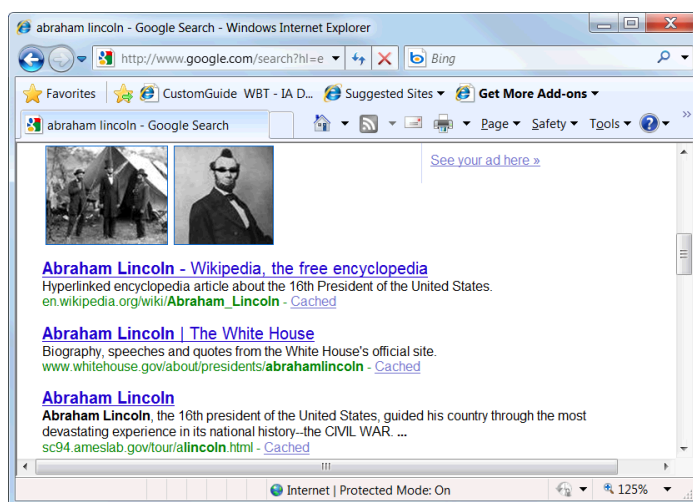
## SEARCH ENGINE

There are millions of Web pages on the Internet, and they're not kept in any particular order. Fortunately, Web sites called **search engines** catalog and index the Web pages on the Internet so you can find information on the topics that interest you.

This teaches you how to search the Web to find the pages you are looking for.

1. Enter the URL of the search engine that you want to use in the **address bar** and press **<Enter>**. The search engine appears in the browser window.
2. Type the word or phrase you want to search for in the search engine's search box and press **<Enter>**. A list of search results appears in the browser window.
3. Click the hyperlink pertaining to the search results that you want to view. The Web page appears in the browser window.

Most search engines also provide links to images, videos, and other resources that are relevant to your search terms. Just click the link in the search engine home page or the results page.



Search Engines	Description
<b>www.google.com</b>	Google is consistently ranked as having the most relevant search results and has become the largest name in search engines.
<b>www.yahoo.com</b>	Yahoo supplies a number of other services from its search page, including broad topics that can be narrowed down and browsed like a telephone directory.
<b>www.bing.com</b>	Bing is Microsoft's search engine which offers several services along with their search engine.



## CHATTING

On the Internet, chatting is talking to other people who are using the Internet at the same time you are. Usually, this "talking" is the exchange of typed-in messages requiring one site as the repository for the messages (or "chat site") and a group of users who take part from anywhere on the Internet.



In some cases, a private chat can be arranged between two parties who meet initially in a group chat. Chats can be ongoing or scheduled for a particular time and duration. Most chats are focused on a particular topic of interest and some involve guest experts or famous people who "talk" to anyone joining the chat.

Chats are conducted on online services (especially America Online), by bulletin board services, and by Web sites. Several Web sites, notably Talk City, exist solely for the purpose of conducting chats. Some chat sites such as Worlds Chat allow participants to assume the role or appearance of an avatar in a simulated or *virtual reality* environment. Talk City and many other chat sites use a protocol called Internet Relay Chat. A chat can also be conducted using sound or sound and video, assuming you have the bandwidth access and the appropriate programming.

## SOCIAL NETWORK GROUPS

A **Social Networking Service** is a platform to build social networks or social relations among people who, share interests, activities, backgrounds or real-life connections. A social network service consists of a representation of each user (often a profile), his social links, and a variety of additional services.



Social networking is web-based services that allow individuals to create a public profile, to create a list of users with whom to share connection, and view and cross the connections within the system. Most social network services are web-based and provide means for users to interact over the Internet, such as e-mail and instant messaging.

Social network sites are varied and they incorporate new information and communication tools such as, mobile connectivity, photo/video/sharing and blogging.



Social networking sites allow users to share ideas, pictures, posts, activities, events, interests with people in their network.

The main types of social networking services are those that contain category places (such as former school year or classmates), means to connect with friends (usually with self-description pages), and a recommendation system linked to trust. Popular methods now combine many of these, with American-based services such as Face book, Google+, YouTube, LinkedIn, Orkut, and Twitter widely used worldwide.

There have been attempts to standardize these services to avoid the need to duplicate entries of friends and interests. According to experts, the largest social networking users are Asian-Pacific regions with 6,159 million people. A study reveals that India has recorded world's largest growth in terms of Social Media users in 2013. A 2013 survey found that 73% U.S adults use social networking sites.

The following top social networking websites that the listed number of unique visitors:

Worldwide	Unique Visitors
<b>Face book</b>	792,999,000
<b>Twitter</b>	167,903,000
<b>LinkedIn</b>	94,823,000
<b>Google+</b>	66,756,000
<b>MySpace</b>	61,037,000
<b>Others</b>	255,539,000



## CHAPTER - 3

# SYSTEM MAINTENANCE

### SYSTEM ASSEMBLING

#### Open the Case

- Computer assembly is a large part of a technician's job.
- Prepare the workspace before opening the computer case.
- There are different methods for opening cases.



#### Install the Power Supply

Power supply installation steps include the following:

1. Insert the power supply into the case
2. Align the holes in the power supply with the holes in the case
3. Secure the power supply to the case using the proper screws



#### Attach Components to the Motherboard

##### CPU on Motherboard

- The CPU and **motherboard** are sensitive to electrostatic discharge.
- The CPU is secured to the **socket** on the motherboard with a **locking assembly**.
- **CAUTION:** When handling a CPU, do not touch the CPU contacts.



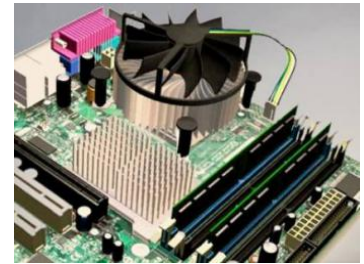
##### Thermal compound

- It helps to keep the CPU cool.
- To install a used CPU, clean it and the base of the heat sink with isopropyl alcohol to remove the old thermal compound.



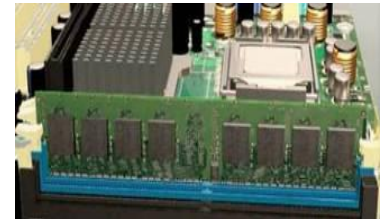
### Heat Sink/Fan Assembly

- The **Heat Sink/Fan Assembly** is a two-part cooling device.
- The heat sink draws heat away from the CPU.



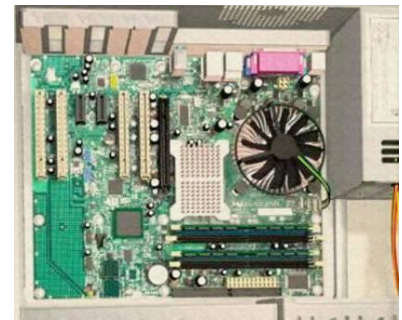
### Install RAM

- **RAM** provides temporary data storage for the CPU and should be installed in the motherboard before the motherboard is placed in the computer case.



### The Motherboard

- After installing the previous components the motherboard is now ready to install in the computer case.
- Plastic and metal **standoffs** are used to mount the motherboard and to prevent it from touching the metal portions of the case.



### Install Internal Drives

- Drives that are installed in internal bays are called **internal drives**.
- A hard disk drive (**HDD**) is an example of an internal drive.
- HDD installation steps:
  1. Position the HDD so that it aligns with the 3.5-inch drive bay.
  2. Insert the HDD into the drive bay so that the screw holes in the drive line up with the screw holes in the case.
  3. Secure the HDD to the case using the proper screws.



### Install Drives in External Bays

- Drives in **external bays** allow access to the media without opening the case.
- Some devices that are installed in this type of drives are:
  1. An **optical drive** is a storage device that reads and writes information to CDs or DVDs.
  2. A floppy disk drive (**FDD**) is a storage device that reads and writes information to a floppy disk.



### Install Adapter Cards

- Adapter cards are installed to add functionality to a computer.
- Some examples of these adapters are:
  - A **NIC** which enables a computer to connect to a network. It uses **PCI** and **PCIe** expansion slots on the motherboard.
  - A **wireless NIC** which enables a computer to connect to a wireless network. Wireless NICs use **PCI** and **PCIe** expansion slots on the motherboard. Some wireless NICs are installed externally with a **USB** connector.
  - A **video adapter card** is the interface between a computer and a display monitor. An upgraded video adapter card can provide better graphic capabilities for games and graphic programs. Video adapter cards use **PCI**, **AGP**, and **PCIe** expansion slots on the motherboard.

### Connect Internal Cables

**Power cables** are used to distribute electricity from the power supply to the motherboard and other components.



ATX



AUX



SATA



Molex



Berg

### Connect Internal Cables

- **Data cables** transmit data between the motherboard and storage devices, such as hard drives. Some of examples of this type of cables are:
  1. PATAcable



2. SATA cable
  3. Floppy drive data cable
- Additional cables connect the buttons and link lights on the front of the computer case to the motherboard.

### Complete Physical Installation

Now that all the internal components and the power supply have been installed and connected to the motherboard, the following tasks should be completed:

- **Re-Attach the side panels:**  
Most computer cases have two panels, one on each side. Some computer cases have one three-sided cover that slides down over the case frame.
- **Connect External Cables:**  
These cables are normally connected to the back of the computer. Here are some common external cable connections: Monitor, Keyboard, Mouse, USB, and Ethernet Power.

### Boot Computer for the First Time

- When the computer is booted, the basic input/output system (**BIOS**) will perform a power-on self test (**POST**) to check on all of the internal components.
- The **BIOS** contains a setup program used to configure settings for hardware devices. The configuration data is saved to a special memory chip called a complementary metal-oxide semiconductor (**CMOS**).
- **POST** checks to see that all of the hardware in the computer is operating correctly. If a device is malfunctioning, an error or a beep code alerts the technician that there is a problem.

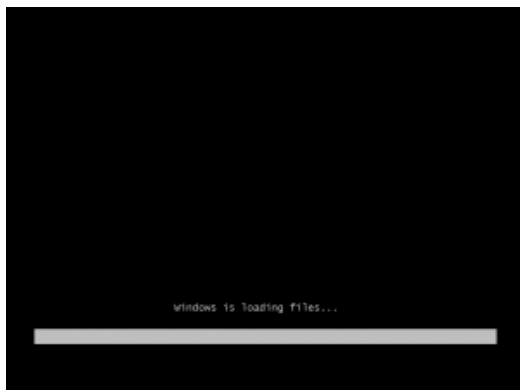


## OPERATING SYSTEM INSTALLATION

### Steps for Windows 7 Operating System installation

#### 1. OS Installation:

After configuring the system for booting from a DVD, the Windows Setup screen appears. At this point, Setup is loading the driver files it needs to continue with installation.



#### 2. Progress Bar:

The next screen is a more graphical progress bar indicating Windows 7 is still working in the background.



#### 3. Option Selections:

The first options you will come across are selections for Language, Time and currency format, and Keyboard layout. Make your selections by using the pull down menus and press the Next button.



#### 4. Install Now:

Here we have the option of repairing a previous installation or “Install Now.” Since this is a clean installation of Windows 7 and not a repair, Install Now is the proper choice. Highlight the “Install Now” button to continue to the next screen.





## 5. Please Wait:

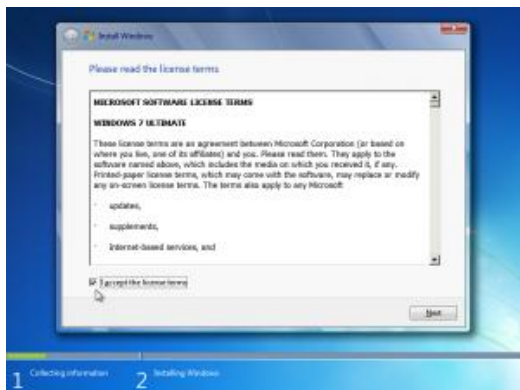
Windows 7 is working in the background. This may take several minutes depending on the system.



## 6. License Agreement:

Here we see the License Agreement you must accept before continuing.

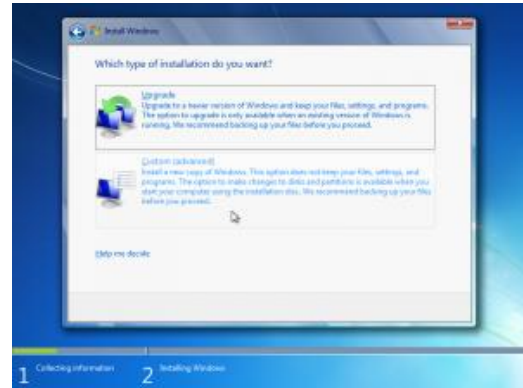
After reading the agreement, check the box next to “I accept the license terms” and select Next button.



## 7. Option Selections:

Here we would be able to choose an “Upgrade” install (if running setup from a previous version of Windows, such as Vista) or a “Custom” (clean) install.

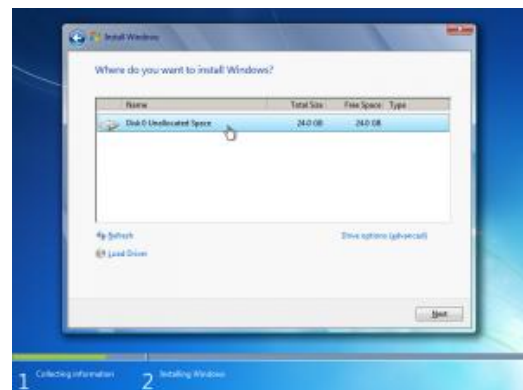
Select the whole box containing “Custom (advanced)” to continue to the next screen.



## 8. Hard Drives:

This is where you can select which hard drive/partition to install Windows 7 on. Since this system only has one hard drive, only one place Windows 7 can go. Advanced options are shown in the next screen shot.

If no additional drivers are needed, select the Next button.

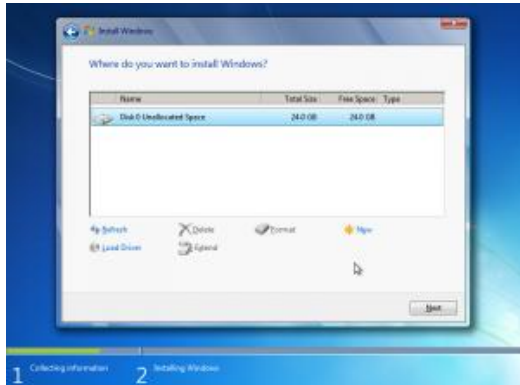


## 9. Advanced Options:

The advanced options allow creation of multiple partitions and the option of formatting existing partitions.

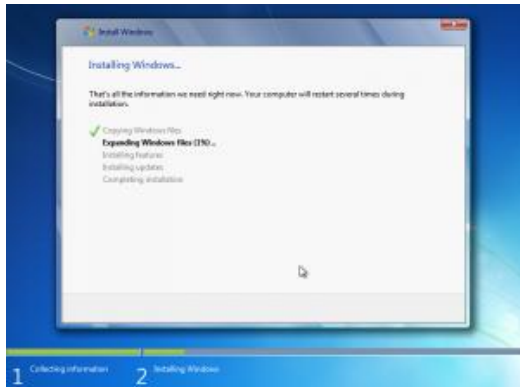


After finishing your particular partition configuration that you desire, select the Next button.



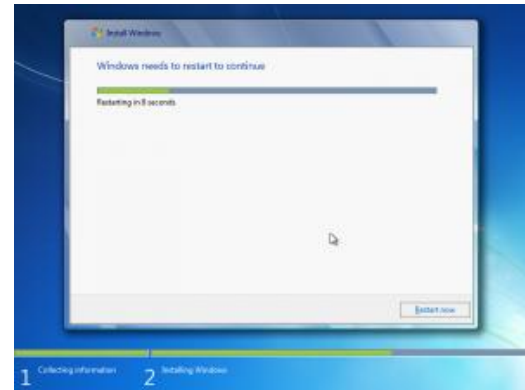
#### 10. Installing:

Here is where Windows 7 installs major components of the OS. This process can take 10 to 60 minutes depending on the system.



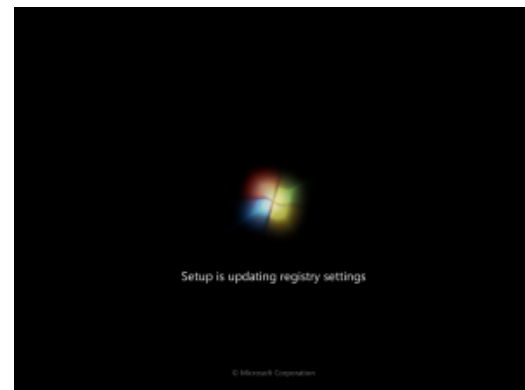
#### 11. Reboot:

Here we see the system needing to reboot to continue installation tasks. You can hit the Restart Now button or just allow the reboot to happen automatically after several seconds.



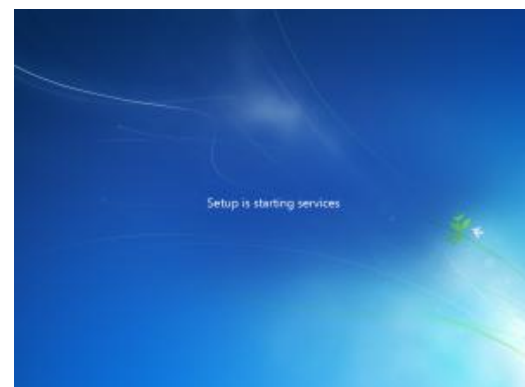
#### 12. Setup Registry Entries:

Here we see progress as Windows 7 updates the registry settings. This process may take several minutes before going to the next screen.

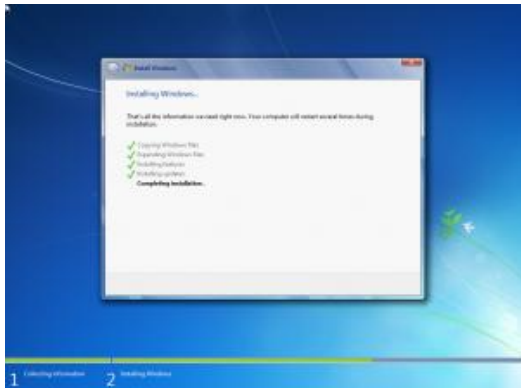


#### 13. Starting Services:

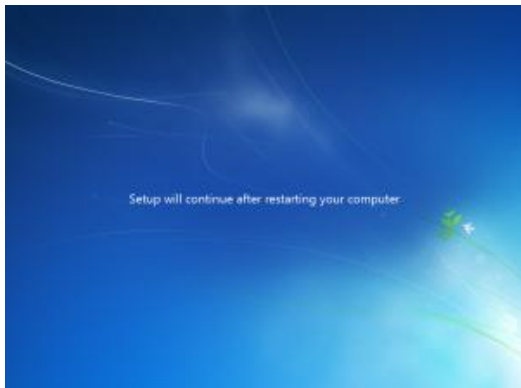
Windows 7 starts up required services at this point in the setup process.



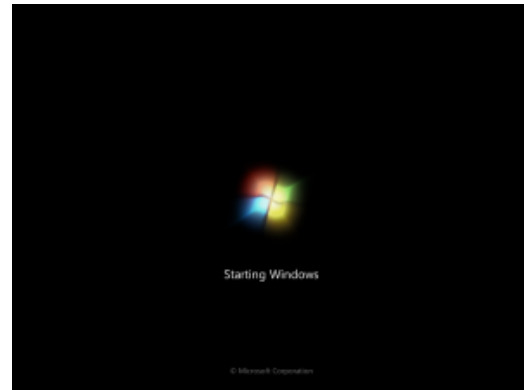
14. Installation Continues:  
Windows 7 continues to install at this screen.



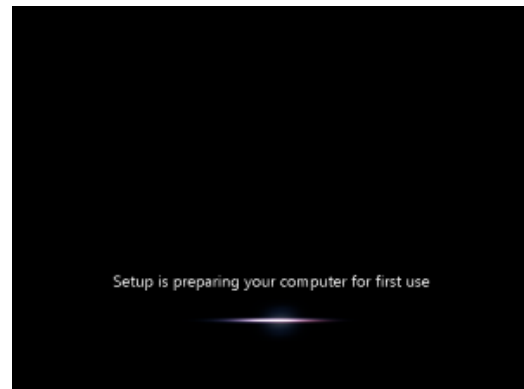
15. Another Reboot:  
After initial setup is complete, another reboot is required with no user input.



16. Starting Windows:  
This is the screen you will be greeted with upon each boot. Windows 7 is starting up!

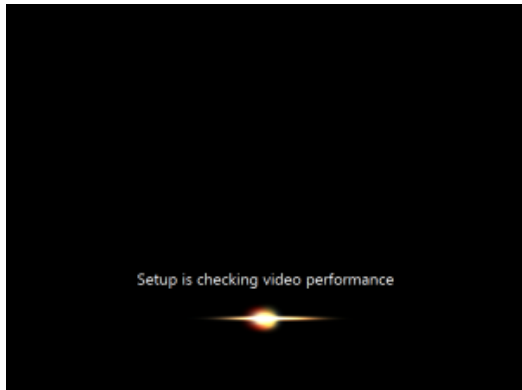


17. First Use:  
Setup is now preparing the system for initial booting. Unlike the previous screen capture, you will not see this on each boot.



18. Video Test:  
Here is where Windows 7 tests the systems video performance to see if Aero will be enabled or not. This test will only last a few minutes.





### 19. Account Creation:

Here is where the initial account creation happens. This user will have full administrator privileges and automatically be logged in after setup is completed.

Enter in your user name and computer name as you would like it to be identified on the network and then select the Next button.

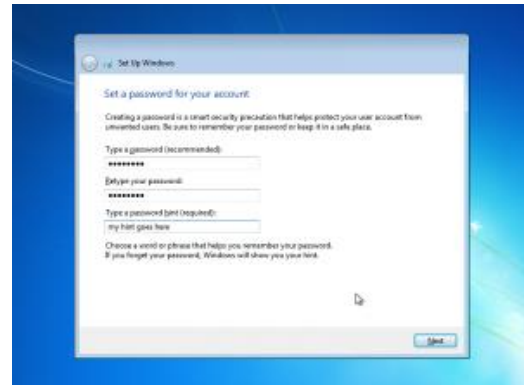


### 20. User Password:

This screen prompts you to enter a password for the account that you just created. I highly recommend that you password your account. Enter it twice, then include a "password hint" to help remind you of what it is if you misplace

or forget it. You, of course, should not enter in your actual password in this field, but a subtle reminder to jog your memory.

After this information is entered, select the Next button.



### 21. Use Recommended Settings:

This is where Automatic Updates and problems and reports solutions are offered as an option. I recommend to most users to "Use Recommended Settings" here. These options can always be changed later.

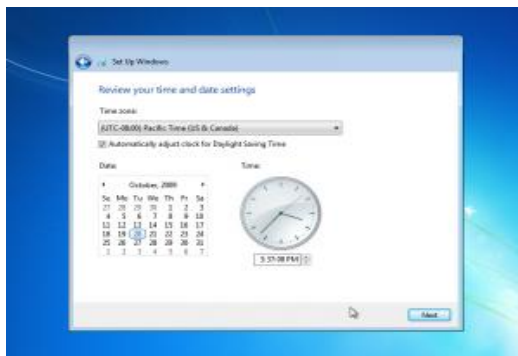
Make your selection to continue to the next screen.



**22. Time and Date:**

Ensure that your time zone is entered correctly and make adjustments as necessary. Also ensure the proper time is set. This information is extracted from the BIOS settings, so if the time was set correctly in a previous installation of Windows (or most any other OS), it should still be correct here.

After this information is verified, select the Next button.

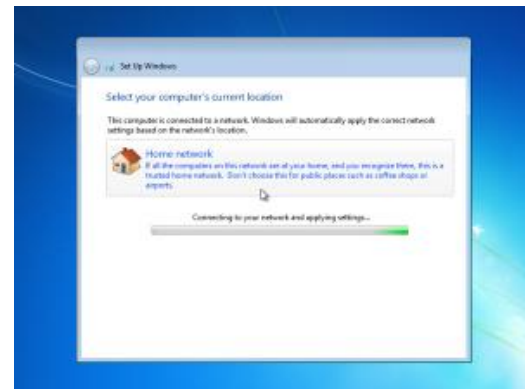
**23. Network Profile:**

Here, you can select the “general” security measures put in place for your particular network. Most people will want to use “Home network” for desktop installations or “Public network” for a portable system, like a laptop.

Make your selection to continue to the next screen.

**24. Network Connecting:**

Windows 7 is now connecting to the network. This is where your initial IP address is acquired and internet connectivity is verified.

**25. Finalizing Settings:**

Windows 7 is finally... finalizing settings. This should only take a few moments to complete.





### 26. Welcome:

Not much to say here. Just wait some more.



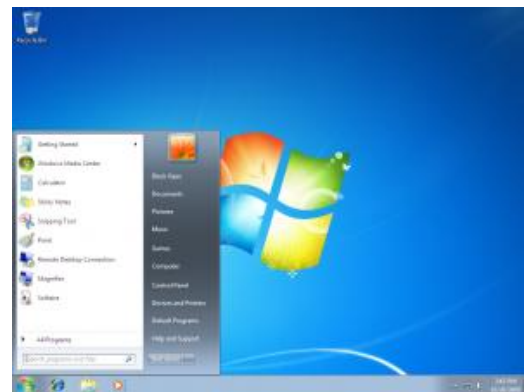
### 27. Desktop Setup:

Your initial desktop is setup here. This process will take a few moments, but only happen once.



### 28. The Desktop:

Windows 7 is now finished being installed and are greeted with the desktop. It is worth noting that you did not need to log in this time, but after rebooting (or logging off), you will see the login screen and you must enter the user name and password created earlier to return to this point.



## External Hardware Installation

### PRINTER

Printer is the most important output device, which is used to print information on paper. A computer printer does not work until you install the included drivers and software. If you have lost the CD for your printer, you can download the drivers for your printer and use the drivers to install your printer.



#### Steps for Installing Printer:

##### 1. Connecting the printer to the computer

Connect the printer to the computer either using a USB cable, parallel port cable or SCSI cable and then connect the power plug to a power outlet. Today, most all home computer printers are using a USB cable similar to the example picture.



##### 2. Every printer should come with the software used to install a printer in Windows or your operating system.

1. After everything has been plugged in turn the computer on.
2. Insert the CD that came with the printer. If the CD does not automatically start, open My Computer, double-click on the CD drive, and then click the Setup or Install file. If you have downloaded the drivers, run the downloaded setup file.
3. Follow the installation wizard and once completed your software is installed.
4. Test the printer to make sure it is working.

### SCANNER:

Scanner is an input device, which works more like a photocopy machine. It is used when some information is available on a paper and it is to be transferred to the hard disc of the computer for further manipulation.



#### Steps for Installing Scanner:

1. Connect the AC adapter to the scanner. Turn on the computer if you have not already done so. Do not connect the USB cable to the scanner or the computer yet.
2. Insert the installation disc for the scanner into the optical drive of the computer. Wait a few seconds for the Installation or Setup wizard screen to appear.



3. Click "Install Driver" or "Setup Windows Driver" link in the wizard window. Accept the License Agreement. Select the model of your scanner if prompted, then click "Continue" or "Next." The installation utility copies files to your computer.
4. Power on the scanner. Connect the USB cable to the scanner and a free port on your computer when prompted. Click "Continue" or "OK" in the wizard screen. The installation utility finalizes the installation of the scanner in Windows.
5. Launch the scanner application or utility on your computer. Place a document or photo in the scanner, and then click "Scan" on the program toolbar. Follow the prompts to save the scanned image on your computer.

## MOBILE:

### Steps for Installing Mobile Phone:

1. Use a data cable to connect your phone to your computer's USB port.
2. Make sure your memory card is in your phone.
3. Touch the USB Connected notification on your phone's screen.
4. Select Mount.
5. Find the removable storage drive on your computer. On PC, check My Computer.
6. Drag and drop the files you want from your phone to your computer.
7. When you're finished, go to Notifications and select Turn Off USB Storage.
8. Disconnect the data cable from your phone and your computer.



## NETWORK DATA CARD:

To surf on your Desktop/Laptop with a USB modem, a Wi-Fi router or a data card you must carry out some updates.



### Steps for Installing USB Modem, a Wi-Fi Router or a Data Card:

1. You have bought a USB modem or a data card because your Desktop/Laptop has no built-in 3G modem. The data SIM card that you have received must be inserted in the USB modem or in the data card. When that is done:
  - Insert the Mobile Broadband USB modem in your computer: the installation begins automatically.





- Or insert the Mobile Broadband data card in your computer and install it with the enclosed CD-ROM.
2. We advise you to update the Mobile Broadband connection software.
  3. Apart from the connection software update, you also have to update your device:
    - You have a USB modem
    - You have a Wi-Fi router
    - You have a data card
  4. Click your browser (Internet Explorer, Firefox, Chrome etc.) and you can surf.

### Essential Software's

#### 1. Install Drivers:



After installing operating system, we have to install different types of drivers. Drivers needed to make a pool between hardware devices and operating system. We have to Install drivers for e.g. graphic card driver, sound card driver etc. All these drivers are available in motherboard's C/D. Install all these drivers in your system.

#### 2. Install Good Antivirus :



After installing drivers in your PC, you have to install a good antivirus at first step. If you are using internet on your PC it's recommended that you have an antivirus with internet security. Reason behind installing antivirus first is that other programs files do not get infected if you install them later.

**Now, your PC is ready to use but it's recommended to install some more programs which helps us in our daily activities. This software's are listed below:**

#### 3. CD/DVD Burning software :



Burning software is a basic requirement for a PC. Burning software helps you to burn your files in CD/DVD disc. The most recommended and easy to use burning software is Nero Burning Essentials (which generally included in CD package of Writer).

#### 4. Installing Office management software :



Microsoft office contains 9 different software viz. MS word, MS PowerPoint, MS Excel, MS Access, MS grove, MS one note, MS Info-



path MS outlook and MS Publisher which helps us in daily tasks. It is also essential software for basic computing like, MS word helps us in creating documents, MS PowerPoint helps us in making slides.

#### 5. Install Adobe Reader:



E books are the most reliable way of reading on computer. Thousands of eBooks are available on internet. Most of eBooks are available in PDF format and can be opened by Adobe Reader.

#### 6. Install External device software's:



Now, it's time to install software's for external devices such as Printer, Modem, Mobile, Net Setter Software etc. You need these software's while performing daily tasks.

#### 7. Install Internet Browser:



Many people think that they don't need a separate browser as internet explorer already gets installed while we install Windows in PC But we recommend you to install a separate browser because Internet Explorer is too slow. So you have to install Google Chrome or Mozilla Firefox which provides you best surfing speed among all browsers.

#### 8. Internet Download Manager:



If you want to experience a really high download speed, you have to install Internet Download Manager. It helps you to download videos on YouTube and other video websites. Internet download manager is paid software.

### Antivirus Installation and Updating

#### VIRUS

Virus is a program that has been coded to cause problems on someone else computer. Viruses may cause data to be lost or corrupted. A virus is usually passed from computer on floppy disk or pen drive or internet.

Virus is defined as the program inserted into another program. It gets activated by its host program. It replicates itself and spread to other.



### Some of the common virus activities are as follows:

- The computer may not boot
- The window may crash
- Data may automatically delete.
- The size & format of the file may change
- The computer becomes slow
- Computer perform wrong data & instructions

### How to save computer from Viruses?

- Computer must t be kept in safe & clean place with optimum temperature
- Floppy disk or pen drive must be carefully used.
- A strong antivirus must be installed & update regularly using internet.
- Don't use others pen drive until you are sure that there is no virus.

### Antivirus Utilities:

There are many ant viruses like Avira, Norton, Kaspersky, K7, Panda, Avast, etc.

### Steps for Installing Anti-Virus:

**Install the antivirus program:** Make sure that no other programs are running while you install the antivirus. You will most likely need to be connected to the internet to download additional files and updates.



### Steps:

1. Once download is finished this screen will come up, click on Next.
2. Uncheck participation and check custom installation & click Next to continue
3. Choose the drive where you want to install and Click on Next
4. Program will install itself and finally Set up will finish

**Update the program:** After the installation is complete, reboot your computer and update the program. The file that you downloaded is likely not the most up to date version so you will need to connect to your antivirus program's servers and download the latest updates. Most antivirus programs allow you to right-click on the icon in the System Tray while it is running and click Update.

**Scan your computer:** Once you have the program installed and updated, it's time to scan your computer. This could take several hours, depending on the number of files being scanned and your computer's speed.



**CHAPTER - 4****ALGORITHM & FLOW CHARTS****ALGORITHM**

An Algorithm is a step-by-step procedure to solve a given problem. The word algorithm is derived from the name of a 9<sup>th</sup> century Arab Mathematician, **Al-Khwarizmi**, who developed methods for solving problems which used specific step-by-step instructions.

**The essential characteristics of an algorithm are**

1. Every step of an algorithm performs a single task.
2. Ambiguity (Confusion) should not be included at any stage in an algorithm.
3. An algorithm should involve a finite number of steps to arrive at a solution.
4. Simple statement and structures should be used in the development of the algorithm.
5. Every algorithm should lead to a unique solution of the problem.
6. An algorithm should have the capability to handle some unexpected situations, which may arise during the solution of a problem ( For example, division by zero)

**Example: An algorithm to find the area of a triangle can be expressed as follows:**

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**Step 1:** Input “Enter Height and Base”

**Step 2:** [Compute Area]

$$\text{Area} = \frac{1}{2} * \text{base} * \text{height}$$

**Step 3:** [Output Height, Base and Area]

Print Height, Base, Area

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---

This algorithm is specific enough to be translated into computer language such as C. Note that there is an order to the steps created i.e., Step 1 is performed first, followed by Step 2, and finally Step 3. Once the computer program is written, the computer can execute these instructions in order.

To show you a comparison between algorithm instructions and C language, the following table lists the three steps of the triangle area algorithm and the corresponding statements.



Steps	Algorithm	C Statements
Step 1	Input height and base	scanf(“%f%f”, &h,&b);
Step 2	Compute area= (height)(base)	area=(h*b)/2;
Step 3	Output area	Printf(“area=%f”,area);

Algorithms may be developed for any type of problems, mathematical or scientific or business. Normally, algorithms for mathematical and scientific problems involve mathematical formula, but algorithms for business problems are generally description and have little use of formula.

### Steps involved in developing an algorithm

1. Clearly understand the problem statement so that a proper algorithm can be evolved.
2. Study the outputs to be generated so that the input can be specified.
3. Design the process, which will produce the desired result after taking the input.
4. Refine the process.
5. Test the algorithm by giving the test data and see if the desired output is generated. If not, make appropriate changes in the process and repeat the process.

### Advantage of Algorithm

1. It is a step-by-step representation of a solution to a given problem, which is very easy to understand.
2. It has got a definite procedure, which can be executed within a set period of time.
3. It is easy to first develop an algorithm, and then convert it into a flowchart and then into a computer program.
4. It is independent of programming language.
5. It is easy to debug as every step has got its own logical sequence.

### Disadvantage of Algorithm

It is time consuming and cumbersome as an algorithm is developed first which is converted into flowchart and then into a computer program.

### Example: Design an algorithm to find the average of four numbers

- |         |                                 |
|---------|---------------------------------|
| Step 1: | Start                           |
| Step 2: | Input values for A, B, C, and D |
| Step 3: | [Calculate]                     |



---



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$$\text{AVERAGE} \leftarrow (A+B+C+D)/4$$

**Step 4:** Output AVERAGE

**Step 5:** Stop

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**Example: Design an algorithm to calculate the Simple Interest, given the Principal (P), and Rate (R) and Time (T)**

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**Step 1:** Start

**Step 2:** Input P, T and R

**Step 3:** [Calculate]

$$\text{SI} \leftarrow (P * T * R) / 100$$

**Step 4:** Output SI

**Step 5:** Stop

---



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## FLOWCHART

A Flowchart is a pictorial or graphical representation of a solution to any problem. It indicates the process of solution, the relevant operations and computations, the point of decisions and other information as part of the solution. Flowcharts are constructed by using special geometrical symbols. Each symbol represents an activity. The activity could be either input or output of data, computation or processing of data, taking a decision or terminating the solution and so on. The symbols used in a flowchart are joined by arrows.

### Definition:

Flow chart: A pictorial representation that uses predefined symbols to describe either logic of a computer program (program flow charts) or the data flow and processing steps of a system (system flow charts)

Flowcharts are classified into two categories:

1. **Program Flowcharts**
2. **System Flowcharts**



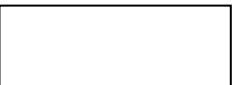
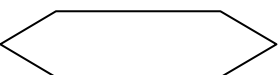
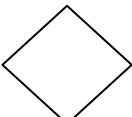
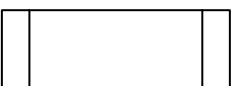
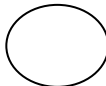
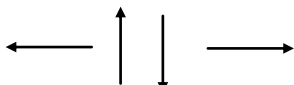
Program flowcharts present a diagrammatic representation of a sequence of instructions for solving a program. In contrast, System flowcharts indicate the flow of data throughout a data processing system, as well as the flow into and out of the system. Such flowcharts are widely used by designers, to explain a data processing system.



### Steps involved in developing Flowcharts

1. Clearly understand the problem statement so that a proper flowchart can be evolved.
2. Study the outputs to be generated so that the inputs can be specified.
3. Design the process, which will produce the desired result after taking the input.
4. Refine the process
5. Test the flowcharts by giving the test data and see if the desired output is generated. If not, make appropriate changes in the process and repeat the process.

### SYMBOLS USED IN FLOWCHARTS

SYMBOLS	PURPOSE
	<b>TERMINAL</b> The beginning, end, or point of interruption in a program
	<b>INPUT OR OUTPUT</b> Input or Output data or information
	<b>PROCESSING</b> An instruction or group of instructions which changes the program
	<b>PREPARATION</b> [Looping] An instruction or group of instructions which changes the program
	<b>DECISION</b> Represents a comparison, a question or a decision that determinates alternative paths to be followed
	<b>PREDEFINED PROCESS</b> A group of operation not detailed in the particular set of flowcharts
	<b>CONNECTOR</b> An entry form, or an exit to the another part of the program flowchart
	<b>FLOW DIRECTION</b> The direction of processing or data flow



### Advantage of Flowcharts

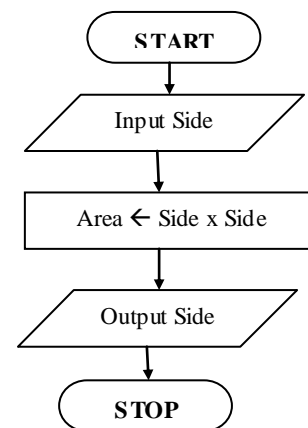
1. Flowcharts provide an excellent means of communication, which is very easy to understand.
2. It has got a definite procedure, which shows all the major parts of a program, It is easy to convert it into a program.
3. It is independent of programming language.
4. It is easy to debug as every step has got its own logical sequence.

### Disadvantages of Flowcharts

1. It is time consuming and cumbersome as it requires the uses of a number of symbols which are to be properly represented.
2. The represented of complex logic is difficult in a flowchart.
3. Alterations and modifications can be only made by redrawing the flowcharts.

**Example: Design a flow chart and an algorithm to find the area of a square.**

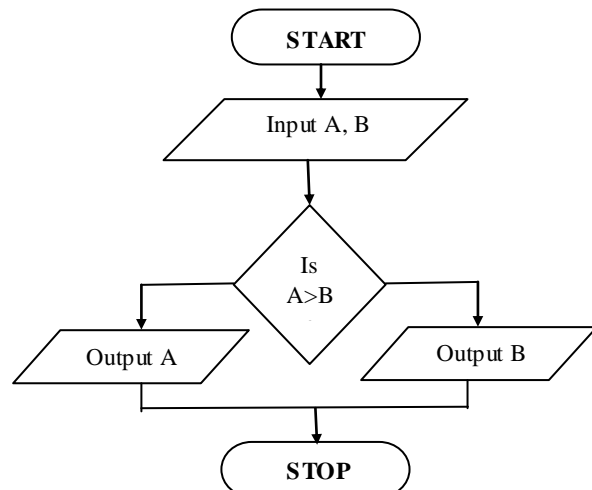
- Step 1:** Start  
**Step 2:** Input Side  
**Step 3:** [Calculate Area]  
 $\text{Area} \leftarrow \text{Side} * \text{Side}$   
**Step 4:** Output Area  
**Step 5:** Stop



### Simple Programs:

**1. Write a program, design a flow chart and an algorithm to find the largest of two numbers.**

- Step 1:** Start  
**Step 2:** Input A and B  
**Step 3:** If(A>B) then  
           Output A  
           Else  
           Output B  
           [End if]  
**Step 4:** Stop



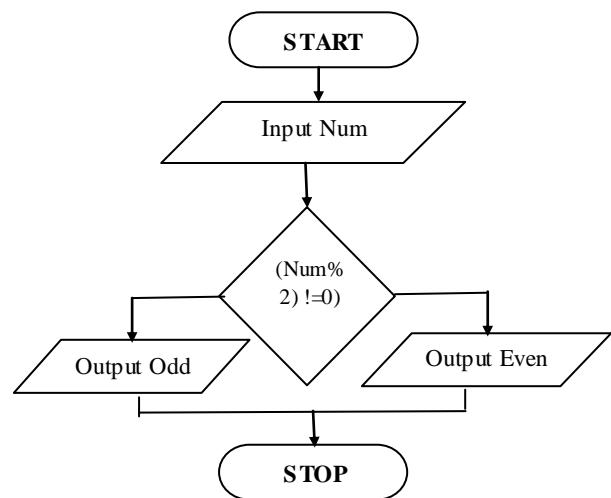


***/\* This program finds an largest of two numbers\*/***

```
#include<stdio.h>
#include<conio.h>
void main()
{
int a,b;
Printf("Enter the 1st number");
Scanf ("%d",&a);
Printf("Enter the 2nd number");
Scanf ("%d",&b);
If(a>b)
    printf("%d is the largest",a);
else
    printf ("%d is the largest",b);
getch();
}
```

**2. Write a program, design a flow chart and an algorithm to find given number is odd or even.**

**Step 1:** Start  
**Step 2:** Input Num  
**Step 3:** If((Num%2)!=0) then  
           Output Odd  
           Else  
           Output Even  
           [End if]  
**Step 4:** Stop



***/\* This program finds given number is Odd or even\*/***

```
#include<stdio.h>
#include<conio.h>
void main()
{
int num;
Printf("Enter the number");
```



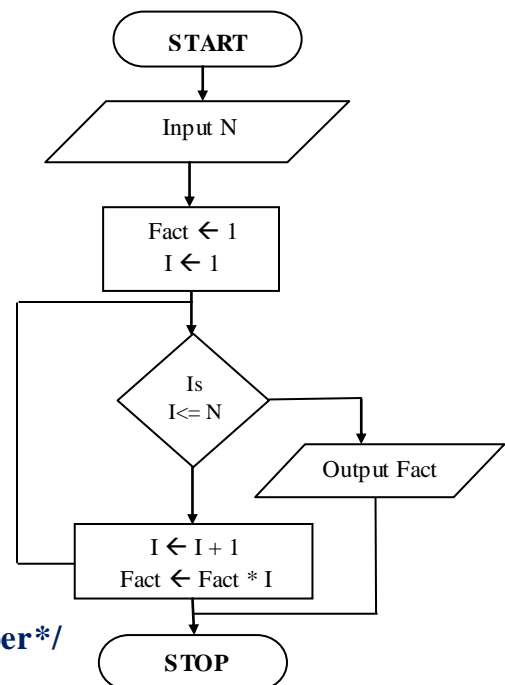
```

scanf("%d",&num);
if((num % 2)!=0)
    printf("%d is the Odd",num);
else
    printf("%d is the Even",num);
getch();
}

```

### 3. Write a program, design a flow chart and an algorithm for finding the factorial of a given Number.

- Step 1:** Start
- Step 2:** Input N
- Step 3:** [Initialize]  
Set Fact  $\leftarrow$  1, I  $\leftarrow$  1
- Step 4:** Repeat Step 4 and 6 Until I=N
- Step 5:** [Compute] Fact  $\leftarrow$  Fact \* I
- Step 6:** [Increment] I  $\leftarrow$  I + 1  
[End of Step 3 Loop]
- Step 7:** Output Fact
- Step 8:** Stop



**/\* This program for finding the factorial of a number\*/**

```

#include<stdio.h>
#include<conio.h>
void main()
{
int n, fact=1, i;
Printf("Enter the number");
Scanf("%d",&n);
for(i=1;i<=n;i++)
    fact=fact*i
    printf("Factorial Value of %d = %d",n,fact);
getch();
}

```



## “ ನನ್ನ ಆತ್ಮೀಯ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ನೀಡುತ್ತಿರುವ ಕಿರುಕಾಣಿಕೆ ”



ಆತ್ಮೀಯರೇ, ನನ್ನ ಜೀವನದ ಅಮೂಲ್ಯವಾದ ಸಂಪತ್ತೆಂದರೆ “ನನ್ನ ವಿದ್ಯಾರ್ಥಿ ಬಳಗ” ನನ್ನ ಶಾಲೆಯ ವಿದ್ಯಾರ್ಥಿ ಬಳಗ ನನ್ನನು ಜವಾಬ್ದಾರಿಯುತ ಶಿಕ್ಷಕನ್ನಾಗಿಸಿದ್ದಾರೆ. ನನ್ನನ್ನು ಬೆಳಸಿ ಸಂತೋಷಪಟ್ಟು ಹೆಮ್ಮೆಯಿಂದ ನನ್ನ ಬಗ್ಗೆ ಪ್ರಶಂಸಿಸಿದ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಅವರ ಪ್ರೀತಿಯ ಗುರುವಾಗಿ ಈ ಪುಸ್ತಕವನ್ನು ಕಿರುಕಾಣಿಕೆಯಾಗಿ ನಿಮ್ಮ ಕೈಗಿಡುತ್ತಿದ್ದೇನೆ.

ಈ ಪುಸ್ತಕವು ನನ್ನ ವಿದ್ಯಾರ್ಥಿಗಳ ಜ್ಞಾನವನ್ನು ಹೆಚ್ಚಿಸಲಿ, ಅವರು ಪರೀಕ್ಷೆಗಳಲ್ಲಿ ಯಶಸ್ಸು ಗಳಿಸುವಂತಾಗಲಿ, ಅವರ ಜೀವನ ಸುಖವಾಗಿರಲಿ ಎಂದು ಹಾರೈಸುವೆ.....

ಇಂತಿ ನಿಮ್ಮ

ಕೀರ್ತಿ ಕುಮಾರ್ ಹೆಚ್.ಎಂ

ಕಂಪ್ಯೂಟರ್ ಶಿಕ್ಷಕರು

ಮೊ.ದೆ.ವ.ಶಾಲೆ, ಬೇಲೂರು ಟೌನ್