COMPUTER

7TH STANDARD

KEERTHI KUMAR H M B.E

ಈ ಪುಸ್ತಕವನ್ನು ನನ್ನ ಅತ್ಮೀಯ ಕಂಪ್ಯೂಟರ್ ಶಿಕ್ಷಕರು ಹಾಗೂ ನನ್ನ ಎಲ್ಲಾ ಹಿತೈಷಿಗಳಿಗೆ ಹೃದಯ ಪೂರ್ವಕವಾಗಿ ಅರ್ಪಿಸುತ್ತಿದ್ದೇನೆ.

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

-Bhagwad Gita

SEMESTER I

SEMESTER II

Contents

CHAPTER - 1

SYSTEM ORGANIZATION

BASIC COMPONENTS

A computer is nothing more than various individual hardware components connected to each through cables and the motherboard. These devices are then given electricity by the power supply unit so that they can function. In this section we will discuss the individual components and the function that each performs.

INPUT DEVICE

The process of accepting the information or data given by the user is called Input. The devices through which the information is accepted is called Input devices.

The common Input Devices are Keyboard, Mouse, Light Pen, Joystick, Touch Panel, Microphone, Scanner, Digital Camera etc.

Keyboard

Most common and very popular input device is keyboard. The keyboard helps in inputting the data to the computer. The layout of the keyboard is like that of traditional typewriter, although there are some additional keys provided for performing some additional functions.

Keyboards are of two sizes 84 keys or 101/102 keys, but now 104 keys or 108 keys keyboard is also available for Windows and Internet.

Mouse

Mouse is most popular Pointing device. It is a very famous cursor-control device. It is a small palm size box with a round ball at its base which senses the movement of mouse and sends corresponding signals to CPU on pressing the buttons.

Generally, it has two buttons called left and right button and scroll bar is present at the mid. Mouse can be used to control the position of cursor on screen, but it cannot be used to enter text into the computer.

OUTPUT DEVICE

The process of executing the information or data after processing is called Output.

The device through which the information is executed is called Output Device.

The common Output Devices are Monitor, Printer, Speaker, Plotter, Projector etc.

Monitors

Monitor commonly called as Visual Display Unit (VDU) is the main output device of a computer. It forms images from tiny dots, called pixels that are arranged in a rectangular form. The sharpness of the image depends upon the number of the pixels.

There are two kinds of viewing screen used for monitors:
- Cathode-Ray Tube (CRT)
- Flat-Panel Display

Printers

Printer is the most important output device, which is used to print information on paper.

There are two types of printers:
- Impact Printers
- Non-Impact Printers

Impact Printers

The printers that print the characters by striking against the ribbon and onto the paper are called impact printers.

These printers are of two types:
- Character printers
- Line printers

Non-impact Printers

The printers that print the characters without striking against the ribbon and onto the paper are called Non-impact Printers. These printers print a complete page at a time, also called as Page Printers.

These printers are of two types:
- Laser Printers
- Inkjet Printers

COMPONENTS OF THE CPU

Computer Case

The computer case also called a cabinet, houses and protects other core parts of the computer. Computer cases come in different sizes and shapes in order to accommodate the various environments that they will be stored in. These shapes are:

- Tower
- Desktop
- Rack mount

Tower Case   **Rack Mount**

Motherboard

The motherboard, or mobo for short, is perhaps the most critical piece of the computer. It is a relatively large, rectangular board filled with various circuits, chips, and slots that you plug things into the motherboard serves two functions. First, the motherboard is home to a number of chips that dictate how the various components of the computer will talk to each other. Secondly, and perhaps most importantly, the motherboard is the connecting point for all of the other pieces of the computer. Without the motherboard, the different parts cannot communicate with each other, and the computer cannot function.

Central Processing Unit

The central processing unit, or CPU, is at the core of every computer. Functioning as the "brain" of the computer, the CPU performs basic mathematical and logical functions as instructed by a computer program. The CPU is located on the motherboard and is connected to it through a special port called the CPU socket. When the CPU is in use it generates heats, which must be transferred away from CPU chip so that it is not damaged. This is accomplished through the use of a heat-sink and fan which draws the heat out of the CPU chip and transfers it into the case instead.

Cooling Devices

As a computer runs, it generates a lot of heat. One or more cooling devices are part of any modern computer in order to keep the machine from overheating. The two types of cooling devices that are in almost every modern computer are heat sinks and cooling fans.

Heat sinks are small metal structures that conduct heat well. They function by absorbing the heat produced by a component and efficiently releasing it into the air, or a liquid in certain special situations, similarly to how the radiator in your car works.

Cooling fans work by removing warm air from components or heat sinks and pulling in cool air to replace it.

Power Supply Unit

All parts of a computer require electricity in order to operate. The part of the computer that provides this electricity is called the Switch Mode power supply unit, or SMPS. The SMPS receives electricity from an external source, which is usually a wall outlet, and changes it into power that the other parts of the computer can use.

Hard Disk Drive

The hard disk drive, or HDD, is the primary source of secondary storage in modern computers. An HDD uses magnetism to record information on a rotating disk of magnetic material. It uses a moveable arm containing a device called a drive head to read from and write to different portions of the disk.

Optical Disk Drives

An optical disk drive is a component that uses a laser to read from or write to an optical disk. Examples of optical disks include CDs, DVDs, and Blu-Rays.

Memory

Random Access Memory, or RAM, is the part of the computer where information is stored while it is being used by the computer's processor, operating system, programs, and other devices on your computer.

FRONT VIEW OF COMPUTER

On the front of the computer you will commonly find a CD or DVD drive that can be opened by pressing a small button near the door of the drive. This will eject the drive tray where you can place a CD or DVD disk. When you press the button again, the tray will slide back into your computer so that you can access it from within your operating system.

On the front of the computer case, you will see a Power Button and Restart Button which is used switch on the CPU.
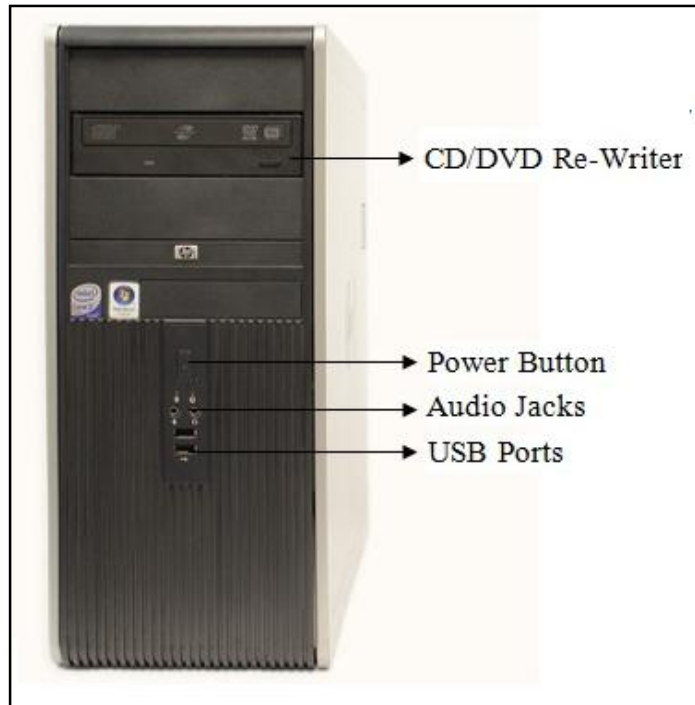
On the front of the case, you will also typically find USB ports and media readers. A USB port is a small opening on the front of your computer that allows you to plug a USB device or cable into it.

REAR VIEW OF COMPUTER

On the back of the case are connectors that are typically only used when you assemble your computer for the first time. These connectors allow you to connect external devices such as your printer, monitor, mouse, keyboard, and speakers.

The back connections will also include an Ethernet port that will allow you to connect your computer to your network. Last, but not least, there will also be more USB ports available in the event that you need more USB connections than are available on the front of your computer.
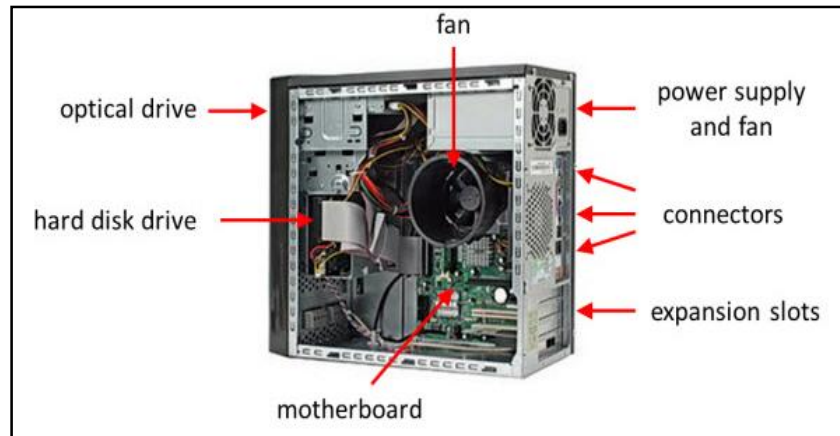
INSIDE VIEW OF COMPUTER CASE

Once you open up a computer case, it can initially be difficult to recognize the various components, in particular due to all the different wires; however, if you look closely, you will probably start to recognize a number of components. The figure below labels some of major ones.

LIMITATIONS OF COMPUTER

Computer has done this and that. Actually this is not the computer which has done this but the user. Despite its various features, a computer does have the following limitations:

I.   No Self Intelligence

Today, computer is able to do a work which is impossible for man. Computers are used to do risky and dangerous work and where sharp actually is needed. But it does not have any intelligence of its own. It works according to the instruction only.

II.   No Decision-Making Power

Computer cannot take any decision of its own. It does only those tasks which are already instructed to it.

III. No Learning Power

Computer has no learning power. Once you give instructions to a computer how to perform a task, the very task is cannot perform if you do not give it any instructions for the next time. For example, when you are taught how to solve a problem and it same type of problem is given to you to solve, then you can do it because you have learned how to solve the problem.

CHAPTER - 2

INTRODUCTION TO MS-WORD

INTRODUCTION

A word processor is application software, developed for the purpose of text processing. A word processor package helps the user to create, edit and perform various operations on documents. Creating document involves typing in it the internet memory of the computer and transferring it by saving it on the storage disk. Editing a document involves the operation of correcting the spelling mistakes, indenting paragraph, deleting or moving words, sentences or paragraphs and so on. The use of the word processing system has many advantages over a manual system. Some of the advantages are:

1. Since the character is created on the screen, correcting of mistakes can be done easily.
2. The number of copies of outputs of the document, which can be taken, is unlimited.
3. Formatting of a document can be performed automatically.
4. Special functions such as spell checking find and replace, indexing and table of contents can be easily performed.
5. Mail merge is the most important feature of word processing system.

STARTING MS-WORD

This will show you how to start Microsoft Word:

1. Click the **Start** button - the Start menu appears
2. Point to the entry for **All Programs**
3. Click on the entry for **Microsoft Office – Word 2007**
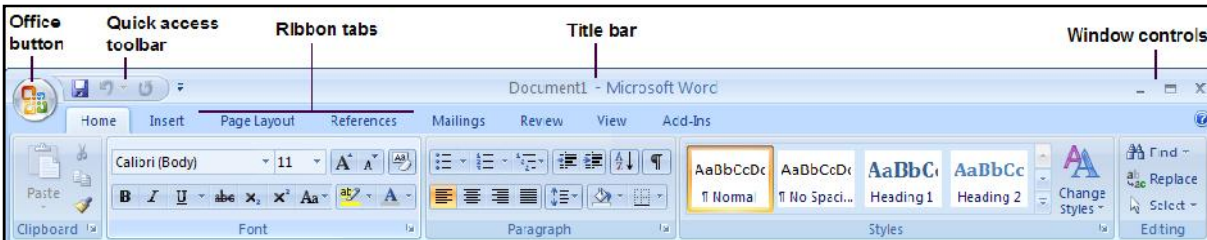

The Microsoft Word program will load, and a blank document will appear on your screen.

AN OVERVIEW OF MS-WORD

The MS Word window

If you've used previous versions of Word, you'll notice that the old menu system has been replaced by the Ribbon and the Office button.

- The Office button contains a menu of file-related commands. Click the Office Button to see the available commands. Select a command by clicking on it.
- The Quick access toolbar provides a set of frequently used commands. The default options are to save a file, to undo the last action, and to repeat your most recent action.
- The Ribbon tabs provide you with a set of tools that are relevant to what you are currently doing. In the example above, the **Home** tab contains formatting and editing options.
- The Title bar displays the name of the program and the name of the current document. If you haven't named the document yet, then it will be called something like Document1.
- Window controls are used to change the size of a window, or to close it.
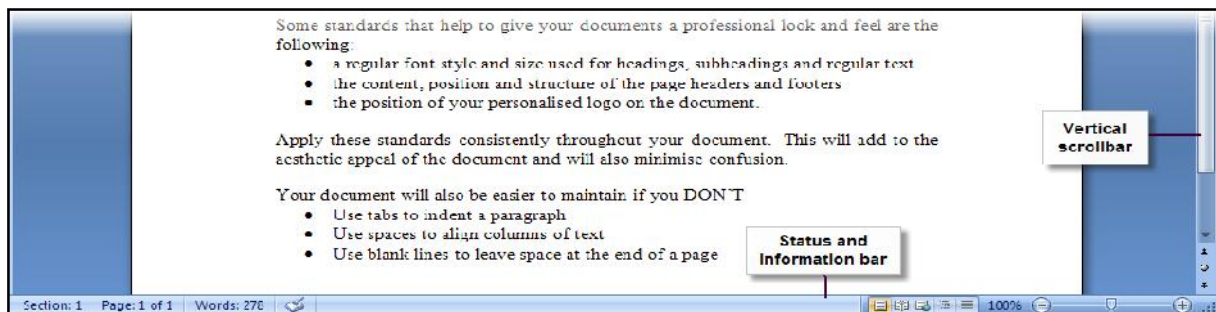
- The Vertical scrollbar is used to scroll up and down the page. You can also click on the little down arrow below the scrollbar to move down the page.
- The Status and information bar displays useful information about your document, such as the page count and number of words.

CREATING AND OPENING DOCUMENT

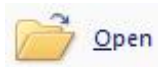There are several ways to create new document, open existing documents and save documents in MS-Word

Creating a New Document

The steps involved in creating a new document are

1. Click the Office button
2. Select the **New** option, followed by **Blank Document**.
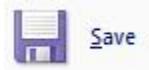3. OR Press Ctrl + N (Press the Ctrl key while pressing "N") on the keyboard.

Open an Existing Document

The steps involved in creating a new document are

1. Click the Office button
2. Select the **Open** option.
3. OR Press Ctrl + O on the keyboard
4. Each method will show the Open dialog box. Choose the file and click the Open button.

Saving a Document

The steps involved in creating a new document are

1. Click the Office button
2. Select the **Save** option
3. OR you can use the keyboard shortcut: Press Ctrl + S.

Closing a Document

The steps involved in creating a new document are

1. Click the Office button
2. Select the **Close** option
3. OR you can use the keyboard shortcut: Press Alt + F4.
4. Click the Close icon if it's visible on the Standard Toolbar.

TYPING AND INSERTING TEXT

To enter text, just start typing. The text will appear where the blinking cursor is located. Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button. The keyboard shortcuts listed below are also helpful when moving through the text of the document.

MOVE ACTION	KEYSTROKE
Beginning of the Line	Home
End of the Line	End
Top of the Document	Ctrl + Home
End of the Document	Ctrl + End

Selecting Text

To change any attributes of text it must be highlighted first. Select the text by dragging the mouse over the desired text while keeping the left mouse button depressed, or hold down the Shift key on the keyboard while using the arrow buttons to highlight the text. The following table contains shortcuts for selecting a portion of the text.

Deselect the text by clicking anywhere outside of the selection on the page or press an arrow key on the keyboard.

SELECTION	TECHNIQUE
Whole Word	Double Click within the word
Whole Paragraph	Triple click within the Paragraph
Several words or Lines	Drag the mouse over the words or hold down Shift while using the arrow keys.
Entire Document	Choose Select option followed by Select All in menu bar OR Press Ctrl + A

Deleting a Text

Use the Backspace and Delete Keys on the keyboard to delete text. Backspace will delete text to the left of the cursor and Delete will erase the text to the right. Delete a large selection of text, highlight it using any of the methods outlined above and press the Delete.

Cut, Copy & Paste:

Cut, Copy and Paste are some of the most practical features of a word processor.

Cut and Paste

1. Select the relevant text or object.
2. Click the **Cut** button on the Home ribbon – its icon is a pair of scissors.
3. Place the cursor at the point where you'd like to add the text.
4. Now click the **Paste** button – its icon is a picture of a clipboard.
5. If necessary, add an extra space at the end of the pasted text.

Copy and Paste

1. Select the relevant text or object.
2. Click the **Copy** button on the Home ribbon – its icon is a pictured of a clipboard.
3. Place the cursor at the point where you'd like to add the text.
4. Now click the **Paste** button – its icon is a picture of a clipboard.

CHAPTER - 3

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.

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.

Requirements to get Internet Connection

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

Applications of Internet

- Access a wealth of information, news and research material.
- Communicate with others around the world.

- Bank and invest.
- Shop for goods and services.
- Download and listen to music or download and watch movies.
- Take a course or access other educational material.
- Access sources of entertainment and leisure such as online games, magazines and holidays planning guides.
- Access other computers, mobile phones or PDA and exchange files.
- Share and edit documents with others in real time.
- Provide information, photographs, audio clips or video clips.

INTERNET SERVICES

To support these and other activities, the Internet provides a variety of services that include:

- WWW (World Wide Web)
- E-mail
- Instant messaging
- Chat rooms
- Newsgroups

1. **WWW:** The WWW is just one of the many services available on the Internet (the Internet developed in the late 1960s, the WWW in the early 1990s). However it became the most widely used service on the Internet. It consists of a worldwide collection of electronic documents (*web pages*).

2. **E-Mail** *(electronic mail)***:** The transmission of messages electronically. E-mail can be limited to a single computer system or network, or can allow much broader connectivity. Most e-mail systems allow you to send the same message to one or many people.

3. **Instant messaging (IM):** It is a real-time Internet communications service that notifies you when one or more people are *online* and then allows you to exchange messages or files or join a private chat room with them. To use IM you install software from an instant messaging service, sometimes called an *instant messenger* (ICQ, Skype, AIM, and MSN). Instant messaging is by far the most common form of communication in recent times; it can exchange text, voice, and video.

4. **Chat room** is an online forum where people can chat online talk by broadcasting messages to people on the same forum in real time.

5. **Newsgroups:** A newsgroup is an online area in which users conduct written discussion about a particular subject. To participate in a discussion, a user sends a message to the news group, and other users in the newsgroup read and reply to the message.

BASIC INTERNET TERMS

Browser -Contains the basic software you need in order to find, retrieve, view, and send information over the Internet.

Download- To copy data from a remote computer to a local computer.

Upload- To send data from a local computer to a remote computer.

Home Page - The beginning "page" of any site.

HTML (HyperText Markup Language) - The coding language used to create documents for use on the World Wide Web. There are three-letter suffixes used in coding that help to identify the type location one is viewing

HTTP (HyperText Transport Protocol) - The set of rules for exchanging files (text, graphic images, sound, video, and other multimedia files) on the World Wide Web. Relative to the TCP/IP suite of protocols (which are the basis for information exchange on the Internet), HTTP is an application protocol.

Search Engine - A web server that collects data from other web servers and puts it into a database (much like an index), it provides links to pages that contain the object of your search.

TCP/IP -- TCP/IP (Transmission Control Protocol/Internet Protocol) is the basic communication language or protocol of the Internet. It can also be used as a communications protocol in a private network (either an intranet or an extranet).

URL (Uniform Resource Locator) - The Internet address. The prefix of a URL indicates which area of the Internet will be accessed. URLs look differently depending on the Internet resource you are seeking.

## CHAPTER - 4

FORMATTING IN MS-WORD

Word provides an amazing range of tools to help you create professional-looking documents! Characteristics that affect the appearance of one or more characters are called character formats.

CHANGING THE FONT

The style of typeface that you use is called the font, and there are literally hundreds to choose from!

To change your font:

1. Select the relevant text. This can be anything from a single character to the entire document.
2. Find the Font field on the Home ribbon.
3. Click the drop-down arrow next to the Font field.
4. Select the font you want by clicking its name.
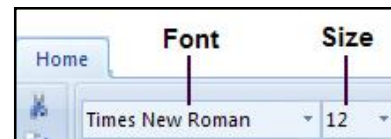
To Change your font size:

You can change the size of the font to suit your needs:

1. Once again, first select the relevant text.
2. Find the Point Size field on the Home ribbon, and click the drop-down arrow next to it.
3. On the list, find the font size that suits you and click it.

You can also specify your own font size. Just click in the Point Size field and type in the size that you'd like, then press [ENTER]. The size must be between 1 and 1638, and can include "half sizes" such as 12.5.

Bold, italic, and underline

The steps involved for changing the selected text to Bold, Italic and Underline are.

1. Select the relevant portion of your text.
2. Click the appropriate character formatting button on the Home ribbon.

   B   for Bold

   I   for Italic

   U   for Underline !

   The arrow next to the underline button offers you a choice of underlining styles.
3. To turn a character format off, click the same button again.

> Note: You can select multiple formatting characteristics at the same time, for example by clicking Bold and then Italic.

Change the text color

You can apply a format to selected text, or you can quickly and easily format an entire document to give it a professional and modern look by applying to a document.

1. Select the text that you want to change,
2. Move your pointer to the toolbar that appears with your text selection.
3. Click Font Color, and then select the color that you want.

ALIGNMENT:

By default, texts are usually left-aligned. The left margin is straight, but the right margin is jagged (like in this manual). Word provides you with a number of other options though. Just position your cursor anywhere in the paragraph, and click one of the text alignment buttons on the Home ribbon.

- Align left: Text is aligned at the left margin but jagged on the right.
- Center: Text is centered within each line, with jagged margins on both left and right.
- Align right: Text is aligned at the right margin but jagged on the left.
- Justify: Text is aligned at both the left and right margins.

PARAGRAPH

Paragraph formatting applies to a complete paragraph - that is, all the text between two occurrences of [ENTER]. And you don't even need to select the text first, unless you want to format more than one paragraph. Just position your cursor anywhere inside the paragraph that you want to format. It's as simple as that!
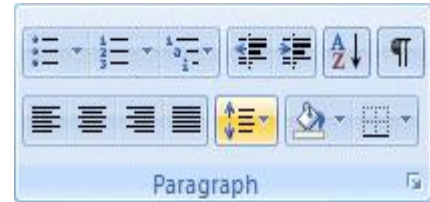
Working with indents

If you are working with a long document, you might want to consider setting off certain sections of text by using indents. Indents allow you to set text within a paragraph at different margins.

There are 4 different types of indents:

First Line	Use this option to move the first line of your paragraph to the right
Hanging	Use this option to control the left margin of every line in your paragraph except the first one
Left	Use this option to move the left margin of your paragraph to the right.
Right	Use this option to move the right margin of your paragraph to the left.

First Line Indent

1. Click in front of the line that you want to indent.
2. On the Page Layout tab, click Paragraph, and then Indents and Spacing
3. In the Special list under Indentation, click First line, and then in the By box, set the amount of space that you want the first line to be indented.
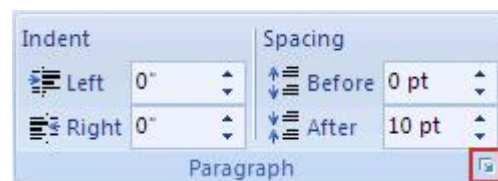
Hanging Indent

1. Select the paragraph in which you want to indent all but the first line of the paragraph
2. On the Page Layout tab, click Paragraph, and then Indents and Spacing
3. In the Special list under Indentation, click Hanging, and then in the By box, set the

amount of space that you want for the hanging indent.

Setting left and right indents

1. Select the paragraph that you want to change.
2. On the Page Layout tab, click Paragraph, and then Indents and Spacing
3. Click the arrows next to Indent Left / Right to increase / decrease the left / right indentation of the paragraph.

Working with line spacing

Change the spacing before and after selected paragraphs. By default, paragraphs are followed by a blank line, and headings have extra space above them.

1. Select the paragraph before or after which you want to change the spacing.
2. On the Page Layout tab, in Paragraph, click arrow next to Spacing Before or Spacing After and enter the amount of space required.
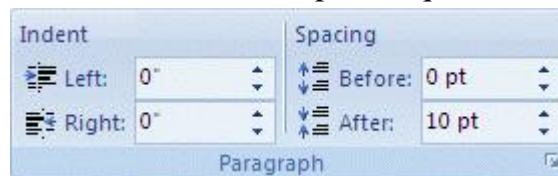
Line spacing options

Single	Default option - sets line spacing to one line
1.5 lines	This option is one-and-one-half times that of single line spacing.
Double	This option is twice that of single line spacing.
At least	This option sets at minimum amount of space between lines
Exactly	This option sets fixed line spacing, expressed in points.
Multiple	Sets the line spacing to accommodate multiple lines

Change the line spacing for paragraphs

1. Select the paragraphs for which you want to change the line spacing.
2. On the Home tab, in Paragraph, click Line Spacing
3. Click on Line Spacing Options, and select options you want under Spacing.

BORDERS AND SHADINGS

Borders can add interest and emphasis to various parts of your document. You can add borders to pages, text, tables and table cells, graphic objects, and pictures. You can also add a border to any or all sides of each page in a document, to pages in a section, to the first page only, or to all pages except the first. You can add page borders in many line styles and colors, as well as a variety of graphical borders.

You want to place a border around an entire paragraph:

1. Place the cursor anywhere in the paragraph that you'd like to frame.
2. Click the Outside Borders button in the Paragraph section of the Home Ribbon. (Note: if the Outside Border button doesn't show a "frame" icon, then Click the drop-down arrow to select it.)

For more borders and shading:

1. Select the Page Border option in the Page Layout ribbon tab.
2. This will open the Borders and Shading dialogue box.
3. Effects can be applied to the whole paragraph, or to selected words.

Using the Borders tab, you can select a border setting, style, color and width. The Apply To field lets you specify whether this should be applied to the whole paragraph or to selected text. Click OK to see the effect.
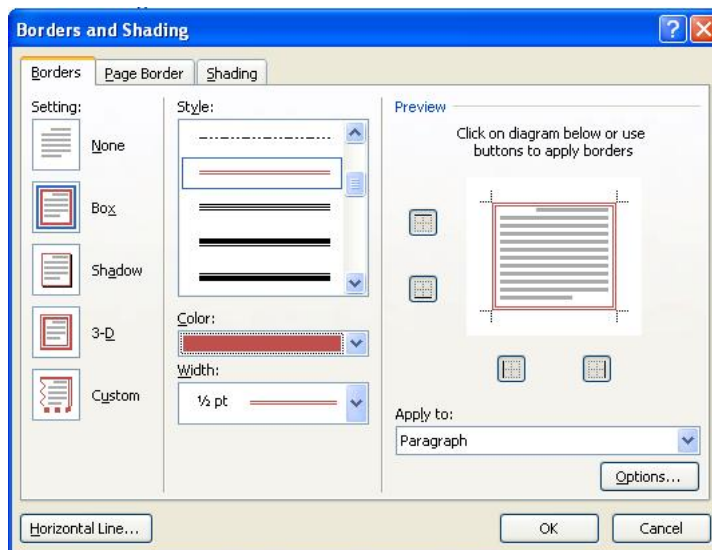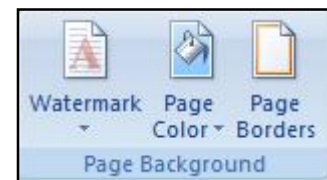
Using the Shading tab, you can select a background color and/or pattern. The Apply To field lets you specify whether this should be applied to the whole paragraph or to selected text. Click OK to see the effect.

BULLETS AND NUMBERING

This allows you to create lists within your document that can be organized with bullets or numbers. Lists are useful for presenting text that wouldn't make the most sense in paragraph form (for example, step-by-step instructions) or for emphasizing key points. Bullets are usually small circles at the beginning of item in a list, and numbers are used for lists that are arranged in sequential order.
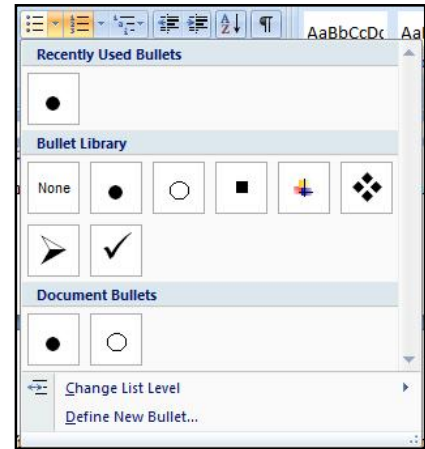
Here's an example of a bulleted list:

- Bananas
- Milk
- Eggs
- Ice Cream

To create a list:

1. On the Home tab, select either the Bullets or Numbering buttons from the Paragraph group.   If you want to choose a particular style for your bullets or numbers, click on the triangle next to the button and choose a style from the menu that appears.
2. You will see the first bullet or number appear on your document.   Type your first line of text and then hit Enter.
3. Another bullet or number will appear automatically.   Type your next line of text and hit Enter.
4. When you have finished your list, hit Enter twice to end the bullets or numbering.

PAGE SETUP

Page Margin
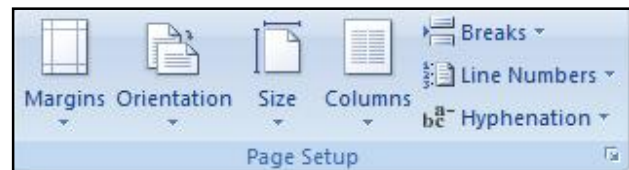
The Page Margins of the document can be changed using the rulers on the page and Page Layout Ribbon Tab.

The steps involved in change the Page Margin of your Document are

1. Select Page Layout, then Margins.
2. The most common margin width to use is the Normal Option. You are also welcome to select your own margin settings by selecting Margins, Custom Margins.

The steps involved in change the Page Margin of your Document using the ruler method is:

1. Move the pointer over the area where the white ruler.
2. When the cursor becomes a double-ended arrow, click the mouse and drag the margin indicator to the desired location.
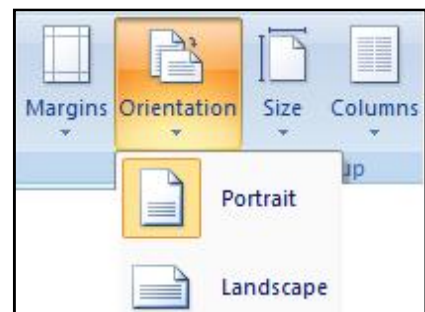3. Release the mouse when the margin is set.
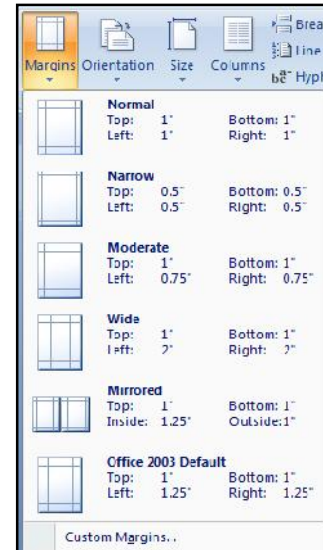
Page Orientation

You can change the Page Orientation of your document

Step:
1. Select the Page Layout ribbon tab
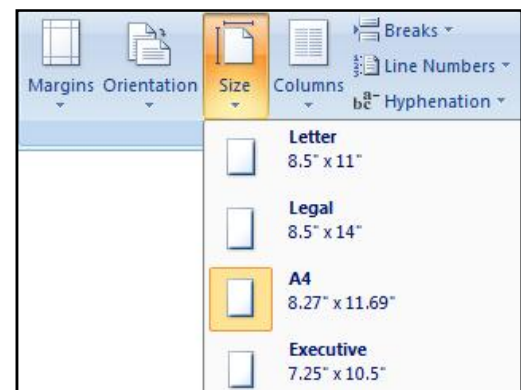2. Select the Orientation
3. Choose the Portrait or Landscape

Page Size

You can change the Page Size of your document

Step:
1. Select the Page Layout ribbon tab
2. Select the Size option
3. Choose the Paper size in the list or click More Paper size option.

HEADER AND FOOTERS

A header is text that is added to the top of the margin of every page such as document title or page number and Footer is text added to the bottom margin.

Follow these steps to add or edit the header and footer in the document.

1. On the Insert ribbon, click the Header/Footer button.
2. The Header/Footer menu will drop down, offering you a choice of built-in header layouts. Select a layout by clicking on it.
3. The header/footer area will appear above/below your document text (which will be grayed out).The Design ribbon will replace the Insert ribbon above the document window.
4. You'll see a text placeholder in the header/footer area. Click on it and then type the text that you want to appear in the header.
5. When you've finished creating your header/footer, click the Close Header and Footer button.

To edit an existing header, just double-click anywhere in the header area. To remove a header, Click the Header/Footer button and then select Remove Header/Footer from the bottom of the drop-down menu.

PRINT PREVIEW

Preview is a option which helps the user to see the document on the screen in a representation of one or more pages of the document before printing them. The view provided is similar to the output which may appear on the sheet of paper which a print of the document is taken

The steps required to Print Preview a document are:

1. Click the Microsoft Office Button
2. Point to the arrow next to Print
3. Then click Print Preview.
4. The print preview window as show in the figure below is displayed.
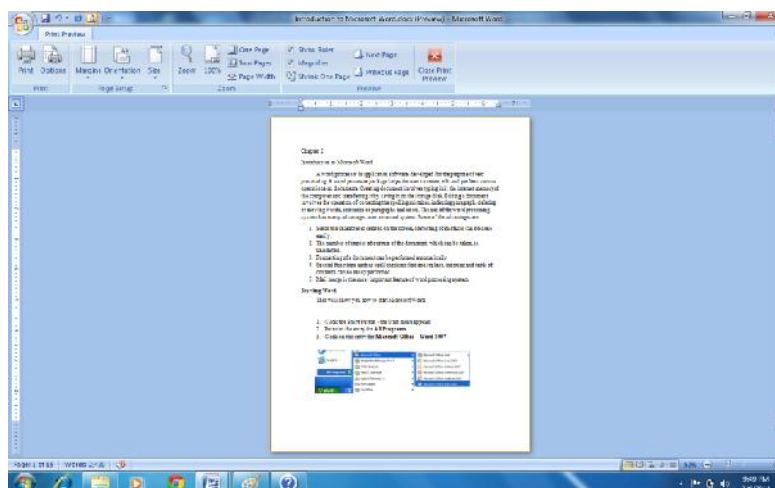
PRINT WINDOWS OPTION

The steps to print a document are:

1. Click the Microsoft Office Button [icon] , and Point to the arrow next to Print
2. Then click Print option or Press Ctrl + P shortcut Key

The Print dialog box is displayed

1. Select the Printer on which you want to print the document in the Name text box.
2. Select one or more options, which are highlighted below.
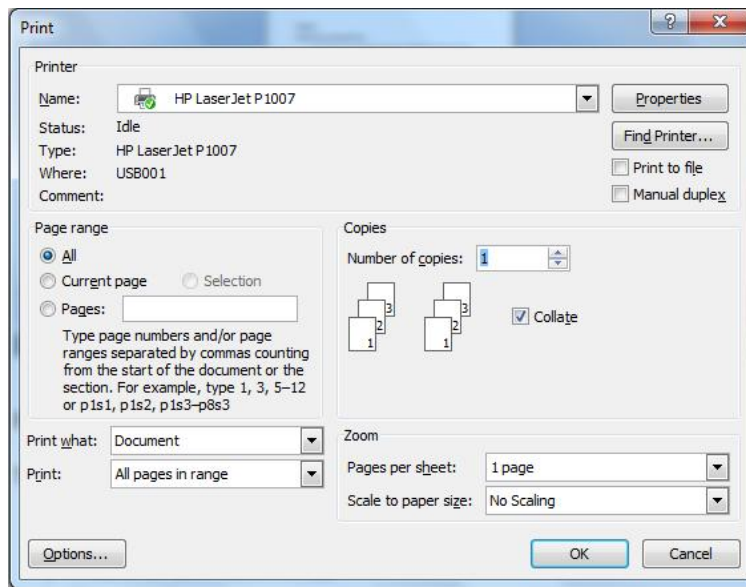
Print to File:	Prints the document to file on the disk
All:	Prints all the pages of the document
Current Page:	Prints only the current page of the document
Pages:	Prints the range specified.
Number of copies:	Prints as many copies of the document as specified.

1. Select an option from the Scale to Paper size drop down list and select the Paper size.
2. Click on the OK button to send copies to the Printer.

CHAPTER - 5

ELECTRONIC MAIL

WHAT IS EMAIL?

Email is a shortened **term** for "electronic mail." Email is a **system** of world-wide electronic communication where a computer user can compose a message at one terminal and that message can then be read at the recipient's terminal when the recipient logs in.

WHY USE EMAIL?

- **Communication**: Email allows for the sending, receiving, and storing of electronic messages.
- **Speed**: Email gives us the ability to contact any person in the world in a matter of minutes.
- **Convenience**: Email allows for the attachment of documents, such as a resume or a photograph.

HOW EMAIL WORKS

To use email, you will need a computer with an **Internet connection**, an **email account** with your own **email address**, and the email address of the recipient.

Email accounts are on the web, so you can access your email from any computer with an Internet connection. There are several free email services on the web. Two of the most popular include:

- Yahoo: mail.yahoo.com
- Gmail (Google mail): gmail.com

EMAIL ADDRESSES

An email address is what identifies an electronic post office box on a network where email can be sent. **Example: kreis@yahoo.com**

Every email address has **three parts**: kreis@yahoo.com breaks down like this:
- A user name or user ID: kreis
- An "at" sign: @

- The domain name or the address of the email service where the user's email account is located: yahoo.com
- The domain name could also be .org, .edu, .gov, etc.

EMAIL MESSAGES

Every email message has a **header** and a **body**:

The **header** of a message contains blank fields for you to fill in:

- **To:** The e-mail address of recipient. Be sure to type the address exactly— any typo will cause the message not to be sent. You can put more than one email address in the "to" field by separating the addresses with commas.
- **CC (carbon copy):** the e-mail address of anyone who is being carbon copied— that is, if there are multiple recipients who should be aware of the email's contents but are not the addressees. Does not need to be filled in to send.
- **BCC (Blind Carbon Copy):** Bcc addresses are hidden from messages sent to people on the To: and Cc: lists. Does not need to be filled in to send.
- **Subject**: indicates the message topic. Try to be brief and to the point. Does not need to be filled in to send, but it's a common practice to do so because it alerts the recipient as to the content of the message.

The **body** of the message is the text of the message itself.

RECEIVING, REPLYING, AND SENDING:

- **Inbox:** is the "mail box." New messages appear at the top of the inbox and are in bold print. When you want to **check your mail**:
  o Click on the message to read it.
  o You can keep messages in your inbox, move them to a folder, or delete them.
- **Send:** is the command to deliver your message once it's composed.
- **Reply:** is responding to a message you've received. The address of the person who sent the message to you will automatically appear in the "To" field.
- **Reply All:** If there is more than one recipient and you only hit "reply," then only the sender will receive your response. If you want to reply to everyone, choose "reply all."
- **Forward:** Send the text of the email to a different person(s).
- **New**: Choose this when you want to **compose** a new message. Fill in the fields,

type your message, and press send.

When you go into a Yahoo inbox, it will look something like this:

ATTACHMENTS

- **Sending:** Can attach photos or text documents to an email message
    - From a PC: can attach files from hard drive (or c: drive)
- **Receiving:** Can view an attached item someone sent you
    - Click on attachment. Choose open or save.
    - Beware of opening attachments because this is how viruses can be transmitted. These days, most PCs are set up with virus scan, but it's still better not to open an attachment unless you know who sent it.

Folders: How your mail is organized

- **Inbox:** Incoming messages are stored here until deleted or moved to a sub-folder. You can create sub-folders in your inbox in a section called "my folders." (School, family, etc.) As you see fit.
- **Sent:** Similar to an "out box," messages you have sent are stored here.
- **Spam:** Junk mail. If you receive junk mail in your inbox, mark it as spam and any other correspondence from that sender will be directed there.
- **Trash:** Messages that have been deleted stay here until the trash is emptied.

How to Create Your E-mail Account

1. Go to mail.yahoo.com
2. On the right-hand side of the page, you will see

> **Don't have a Yahoo! ID?**
> Signing up is easy.
> Sign Up

3. Click "Sign Up." for setting up your Yahoo account.
4. You will need to fill out three sections and enter a security code:
   - "Tell us about yourself" (name, etc.)
   - "Select your User ID and password "(You will need to create these; it's a good idea to have a couple of choices for User ID because your first choice might not be available).
   - "In case you forget your User ID and password" (security questions)
   - "Just a Couple More Details: Enter the Security Code and Check the box to agree to Yahoo Terms of Service.

3. In case you forget your ID or password...

Can leave blank → *Alternate Email*

1. Security Question - Select One -

Yahoo will use this to verify that you're the account holder if you ever need to change your passwords, etc.

→ Your Answer

2. Security Question - Select One -

Your Answer

Select One
What is the first name of your favorite uncle?
Where did you meet your spouse?
What is your oldest cousin's name?
What is your youngest child's nickname?
What is your oldest child's nickname?
What is the first name of your oldest niece?
What is the first name of your oldest nephew?
What is the first name of your favorite aunt?
Where did you spend your honeymoon?
- Type your question here -

Select One
Where did you spend your childhood summers?
What was the last name of your favorite teacher?
What was the last name of your best childhood friend?
What was your favorite food as a child?
What was the last name of your first boss?
What is the name of the hospital where you were born?
What is your main frequent flier number?
What is the name of the street on which you grew up?
What is the name of your favorite sports team?
What was your first pet's name?
What is the last name of your best man at your wedding?
What is the last name of your maid of honor at your wedding?
What is the name of your favorite book?
What is the last name of your favorite musician?
Who is your all-time favorite movie character?
What was the make of your first car?
What was the make of your first motorcycle?
Who is your favorite author?
- Type your question here -

Just a couple more details...

Type the code shown

This code will be different every time and you may have to go through this step more than once to get it right.

2ApMdVBT

Try a new code

Do you agree? ☐ I have read and agree to the Yahoo! Terms of Service and Yahoo! Privacy Policy , and to receive important communications from Yahoo! electronically.

Left click inside this box so a check mark appears, and then left click on "create my account."

Create My Account

CHAPTER - 6

NUDI 4.0

ನುಡಿ ಆರಂಭ

- 'ನುಡಿ'ಯ ಅನುಸ್ಥಾಪನೆ ಆದ ಕೂಡಲೆ ಪ್ರದರ್ಶಕತೆರೆ (ಮಾನಿಟರ್) ಮೇಲೆ **Nudi 4.0** ಎಂಬ ಲಾಂಛನವು **(Icon)** ಮೂಡಿರುತ್ತದೆ.

- 'ನುಡಿ'ಯನ್ನು ಎಂಎಸ್ ವರ್ಡ್ ಅಥವಾ ಇತರ ತಂತ್ರಾಂಶಗಳಲ್ಲಿ ಬಳಸಲು **'Nudi 4.0'** ಮೇಲೆ ಜೋಡಿ ಕ್ಲಿಕ್ ಮಾಡಿ.

- 'ನುಡಿ' ಲಾಂಛನವು ಪ್ರದರ್ಶಕದ ಕೆಳ ಅಂಚಿನ ಬಲ ಮೂಲೆಯಲ್ಲಿ ಕಾಣಿಸಿಕೊಳ್ಳುತ್ತದೆ.

- 'ನುಡಿ ಪದಸಂಸ್ಕಾರಕ' ಬಳಸಲು ಪ್ರದರ್ಶಕದ ಕೆಳ ಅಂಚಿನ ಬಲಮೂಲೆಯಲ್ಲಿ ಕಾಣಿಸಿಕೊಳ್ಳುತ್ತಿರುವ 'ನುಡಿ' ಲಾಂಛನದ ಒಮ್ಮೆ ಕ್ಲಿಕ್ಕಿಸಿ.

- 'ನುಡಿ' ಬಳಕೆಗೆ ಸಿದ್ಧವಾದಾಗ ಕೀಲಿಮಣೆಯ ಮೇಲಿನ **SCROLL LOCK** ಸಂಕೇತ ದೀಪ ಹೊತ್ತಿರುತ್ತದೆ. ಇದನ್ನು ಹೊತ್ತಿಸಲು/ಆರಿಸಲು **SCROLL LOCK** ಕೀಲಿಯನ್ನು ಒತ್ತಿರಿ. ನುಡಿಯ 4.0 ನೆಯ ಆವೃತ್ತಿಯಲ್ಲಿ **SCROLL LOCK** ಕೀ ಬದಲು **F12** ಕೀಯನ್ನು ಬಳಸಬಹುದು. ಈಗ ನುಡಿ ತಂತ್ರಾಂಶವು ಬಳಕೆಗೆ ಸಿದ್ಧ.

ಕೀಲಿಮಣೆ ವಿನ್ಯಾಸ

ಈ ಕೀಲಿಮಣೆ ವಿನ್ಯಾಸ ಕರ್ನಾಟಕ ಸರ್ಕಾರ ನಿಗದಿಪಡಿಸಿರುವ ಶಿಷ್ಟತೆಗೆ ಅನುಗುಣವಾಗಿದೆ.

ಪದಸಂಸ್ಕಾರಕದ ಬಳಕೆ

ಈ ಪದ ಸಂಸ್ಕಾರಕವು **WORDPAD** ಪದ ಸಂಸ್ಕಾರಕವನ್ನು ಬಹುವಾಗಿ ಹೋಲುತ್ತದೆ. ಈ ಸಂಪಾದಕವನ್ನು ಬಳಸಿ ನಾವು ಯಾವ ರೀತಿಯ ಕಡತವನ್ನು ಸಿದ್ಧಪಡಿಸುತ್ತೇವೆ ಎಂಬುದನ್ನು ನಿರ್ಧರಿಸಲುಸಹಾಯಕವಾದ ಆಯ್ಕೆ ಕಿಟಕಿ ತೆರೆಯ ಮೇಲೆ ಮೂಡುತ್ತದೆ. ಇದರಲ್ಲಿ ನಾಲ್ಕು ಆಯ್ಕೆಗಳಿರುತ್ತವೆ.

- ನುಡಿ ಹೊಸ ದಸ್ತಾವೇಜು (Nudi New Document)
- ಎಚ್.ಟಿ.ಎಂ.ಎಲ್ ಕಡತ (HTML File)
- ಇಸ್ಕಿ ಪಠ್ಯ ಕಡತ (ISCII Text File)
- ಅಕ್ಷರ ಭಾಗ ಪಠ್ಯ ಕಡತ (Glyph Text File)

ಇವುಗಳಲ್ಲಿ ನಿಮಗೆ ಬೇಕಾದುದನ್ನು ಆಯ್ಕೆ ಮಾಡಿಕೊಂಡು Ok ಗುಂಡಿಯನ್ನು ಒತ್ತಿದೊಡನೆ Nudi1 ಎಂಬ ಹೊಸ ಕಡತದ ಪರದೆ ಮೂಡುತ್ತದೆ.
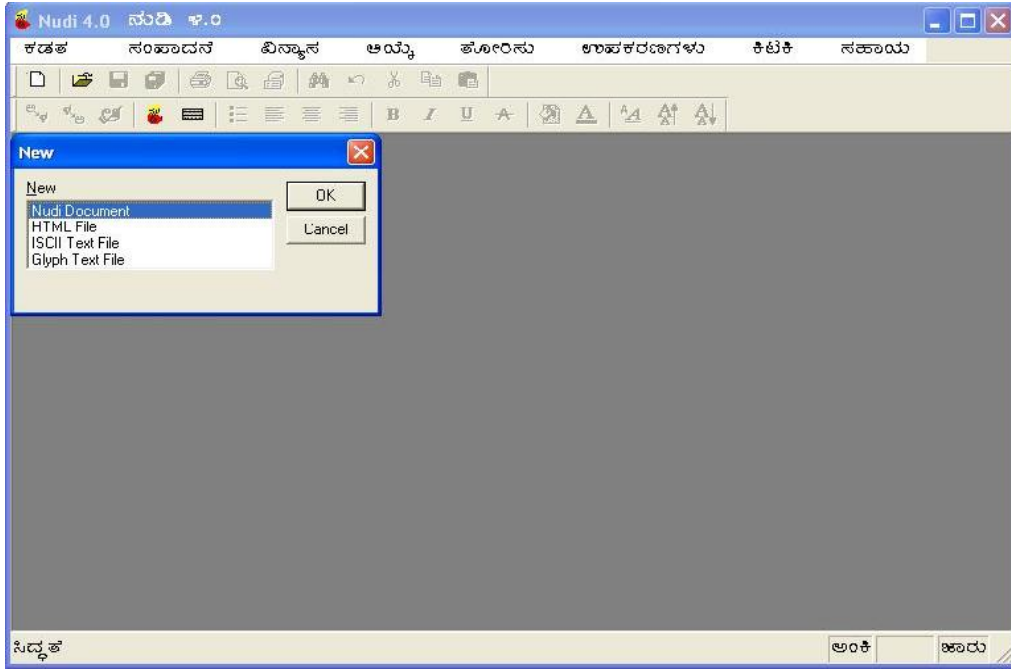
ಪರಿವಿಡಿ ಪಟ್ಟಿ :
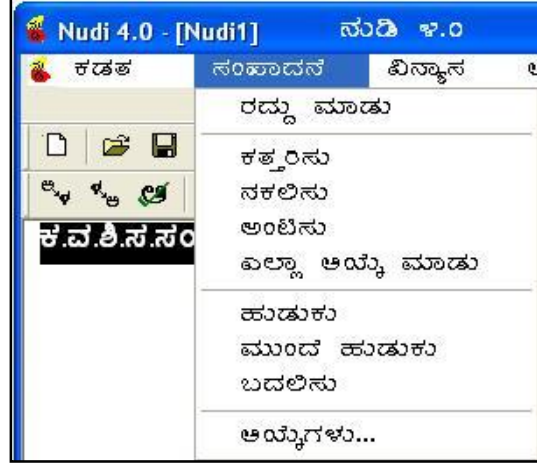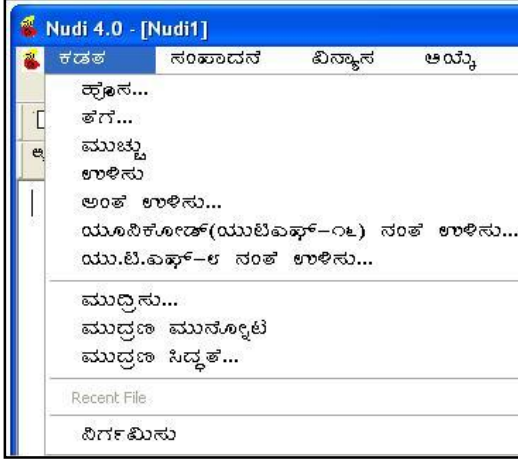
ಕಡತ ಸಂಪಾದನೆ ವಿನ್ಯಾಸ ಆಯ್ಕೆ ತೋರಿಸು ಉಪಕರಣಗಳು ಕಿಟಕಿ ಸಹಾಯ

ಕಡತ:

'ಕಡತ' ಮೇಲೆ ಸೂಚಕವನ್ನು ಒಯ್ದಾಗ ಒಂದು ಉಪಪರಿವಿಡಿ ಪಟ್ಟಿ ಮೂಡುತ್ತದೆ. ನಾಲ್ಕು ಗುಂಪುಗಳಲ್ಲಿ ಹತ್ತು ವಿವಿಧ ಆಯ್ಕೆಗಳು ಇದರಲ್ಲಿವೆ.

1. ಹೊಸ, ತೆಗೆ, ಮುಚ್ಚು, ಉಳಿಸು, ಅಂತೆಉಳಿಸು, ಯುಟಿಎಫ್–16ರಂತೆ ಉಳಿಸು, ಯುಟಿಎಫ್–16ರಂತೆ ಉಳಿಸು

2. ಮುದ್ರಿಸು, ಮುದ್ರಣ ಮುನ್ನೋಟ, ಮುದ್ರಣ ಸಿದ್ಧತೆ
3. ಇತ್ತೀಚಿನ ಕಡತಗಳು
4. ನಿರ್ಗಮಿಸು

ಸಂಪಾದನೆ:

'ಸಂಪಾದನೆ' ಪರಿವಿಡಿಯ ಮೇಲೆ ಸೂಚಕವನ್ನು ಒಯ್ದಾಗ ಮೂರು ಗುಂಪುಗಳಲ್ಲಿ ವಿಂಗಡಿಸಿರುವ ಎಂಟು ಆಯ್ಕೆಗಳು ದೊರೆಯುತ್ತವೆ.

1. ರದ್ದುಮಾಡು
2. ಕತ್ತರಿಸು, ನಕಲಿಸು, ಅಂಟಿಸು, ಎಲ್ಲಾಆಯ್ಕೆಮಾಡು
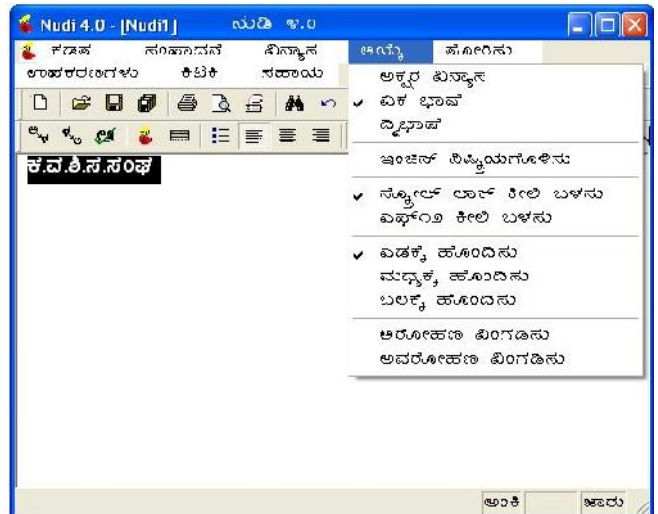3. ಹುಡುಕು, ಮುಂದೆಹುಡುಕು, ಬದಲಿಸು
4. ಆಯ್ಕೆಗಳು...

ವಿನ್ಯಾಸ:

'ವಿನ್ಯಾಸ' ಪರಿವಿಡಿಯ ಮೇಲೆ ಸೂಚಕವನ್ನು ಒಯ್ದಾಗ ಐದು ಗುಂಪುಗಳಲ್ಲಿ ಒಟ್ಟು ಒಂಬಗ್ನಿ ಆಯ್ಕೆಗಳು ದೊರೆಯುತ್ತವೆ.

1. ದಪ್ಪ ಅಕ್ಷರ, ಓರೆ ಅಕ್ಷರ, ಕೆಳಗೆರೆ
2. ಅಡ್ಡಗೆರೆ
3. ಗಾತ್ರ ಹಿಗ್ಗಿಸು, ಗಾತ್ರ ಕುಗ್ಗಿಸು
4. ಅಕ್ಷರದ ಬಣ್ಣ, ಹಿಂಭಾಗದ ಬಣ್ಣ
5. ಬುಲೆಟನ್ನು ಸೇರಿಸು

ಆಯ್ಕೆ:

'ಆಯ್ಕೆ' ಪರಿವಿಡಿಯ ಮೇಲೆ ಸೂಚಕವನ್ನು ಒಯ್ದಾಗ ಎಂಟು ಆಯ್ಕೆಗಳು ದೊರೆಯುತ್ತವೆ.

ತೋರಿಸು:

'ತೋರಿಸು' ಪರಿವಿಡಿಯ ಮೇಲೆ ಸೂಚಕವನ್ನು ಒಯ್ದಾಗ ಎರಡು ಆಯ್ಕೆಗಳು ದೊರೆಯುತ್ತವೆ.

1. **ಉಪಕರಣ ಪಟ್ಟಿ** – ಹೊಸಕಡತ, ತೆರೆ ಮುಂತಾದ ಆಯ್ಕೆ ಉಪಕರಣಗಳು ಹಾಗೂ ನುಡಿ ಲಾಂಛನ ಇರುವ ಉಪಕರಣ ಪಟ್ಟಿಯನ್ನು ಪ್ರದರ್ಶಿಸಿರಲು/ಮರೆಮಾಡಲು

2. **ಸ್ಥಿತಿ ಪಟ್ಟಿ** – ಪದ ಸಂಸ್ಕಾರಕ ಅಂಕಣದ ಕೆಳಗಿನ ಸ್ಥಿತಿ ಪಟ್ಟಿಯನ್ನು ಪ್ರದರ್ಶಿಸಲು/ಮರೆಮಾಡಲು ಉಪಕರಣಗಳು: ಪದ ಪರೀಕ್ಷಕ

ಕಿಟಕಿ:

'ಕಿಟಕಿ' ಪರಿವಿಡಿಯ ಮೇಲೆ ಸೂಚಕವನ್ನು ಒಯ್ದಾಗ ಎರಡು ಗುಂಪುಗಳಲ್ಲಿ ಐದು ಆಯ್ಕೆಗಳು ದೊರೆಯುತ್ತವೆ.

1. ನೇರ ನುಡಿ

2. ಹೊಸ ಕಿಟಕಿ, ಮೇಲೆ ಜೋಡಿಸು, ಸಮವಾಗಿ ಜೋಡಿಸು, ಲಾಂಛನ (Icon) ಜೋಡಿಸು

ಸಹಾಯ:

'ಸಹಾಯ' ಪರಿವಿಡಿಯ ಮೇಲೆ ಸೂಚಕವನ್ನು ಒಯ್ದಾಗ ಎರಡು ಗುಂಪುಗಳಲ್ಲಿ ಮೂರು ಆಯ್ಕೆಗಳು ದೊರೆಯುತ್ತವೆ.

1. ಸಹಾಯ ಪರಿವಿಡಿ, ಕೀಲಿಮಣೆ ವಿನ್ಯಾಸ

2. ನುಡಿಯಬಗ್ಗೆ

ಇತರ ತಂತ್ರಾಂಶಗಳಲ್ಲಿ 'ನುಡಿ'ಯ ಬಳಕೆ

- ನುಡಿ ಪದಸಂಸ್ಕಾರಕದ ಕಿಟಕಿ ಆಯ್ಕೆಯ 'ನೇರನುಡಿ' ಯನ್ನು ಆಯ್ಕೆ ಮಾಡಿ.

- ನುಡಿ ಸದಸಂಸ್ಕಾರಕವು ಕಾಣದಾಗಿ ಲಾಂಛನವು ತೆರೆಯ ಕೆಳಗೆ ಬಲಮೂಲೆಯಲ್ಲಿ ಕೂರುತ್ತದೆ.

- MSWORD, EXCEL, POWER POINT, PAGEMAKER ಇತ್ಯಾದಿ ಎಲ್ಲಾ ತಂತ್ರಾಂಶಗಳಲ್ಲೂ ಕನ್ನಡವನ್ನು ಬಳಸಲು ಈಗ ಸಾಧ್ಯವಾಗುತ್ತದೆ.

ವಿಶೇಷತೆ ಹಾಗೂ ಉಪಯುಕ್ತತೆಗಳು

- ಸರ್ಕಾರವು ನಿಗದಿಪಡಿಸಿರುವ ಶಿಷ್ಟತೆ, ಏಕರೂಪತೆಗಳನ್ನು ಒಳಗೊಂಡಿದೆ.

- ಉಚಿತವಾಗಿ ದೊರಕುತ್ತದೆ.

- ಕನ್ನಡ ಮಾಹಿತಿಗಳ ಅಕಾರಾದಿ ವಿಂಗಡಣೆಯ ಸೌಲಭ್ಯವನ್ನು ಹೊಂದಿದೆ;

- ಹುಡುಕು, ಹುಡುಕು–ಬದಲಿಸು ಮುಂತಾದ ಸೌಲಭ್ಯಗಳನ್ನು ಕನ್ನಡದಲ್ಲೇ ನೀಡಲಾಗಿದೆ;

- ಬಹುಮುಖ್ಯವಾಗಿ ಅರ್ಕಾವೊತ್ತಿನ ಮತ್ತು ಇತರ ಸಮಸ್ಯೆಗಳಿಗೆ ಸಮರ್ಪಕವಾದ ಪರಿಹಾರಗಳನ್ನು ಒದಗಿಸಿದೆ;

- ದತ್ತ ಸಂಸ್ಕರಣೆಗೆ ಅಗತ್ಯವಾದ ಅನುಕೂಲತೆಗಳನ್ನು ಒದಗಿಸಿದೆ;

- ಅನೇಕ ಅಕ್ಷರಶೈಲಿಗಳನ್ನು ನೀಡಲಾಗಿದೆ;

- ಪದಸಂಸ್ಕರಣೆಗೆ ಮತ್ತಷ್ಟು ಸೌಲಭ್ಯಗಳನ್ನು ನೀಡಿದೆ;

- ಅಂತರಜಾಲ ಮತ್ತು ವಿದ್ಯುನ್ಮಾನ ಅಂಚೆ ಕ್ಷೇತ್ರಗಳಲ್ಲೂ ಕನ್ನಡವನ್ನು ಯಶಸ್ವಿಯಾಗಿ ಬಳಸಲು ಸಾಧ್ಯವಾಗಿಸಿದೆ;

- ದತ್ತ ಸಂಸ್ಕ ರಣೆಯ ಸಂದರ್ಭಗಳಲ್ಲಿ, ಒಂದೇ ಪದಗುಚ್ಛದಲ್ಲಿ ತೀರ ಅನಿವಾರ್ಯವಾಗಿ ಕನ್ನಡ ಹಾಗೂ ಇಂಗ್ಲಿಷ್ ಎರಡೂ ಭಾಷೆಗಳಲ್ಲಿ ಮಾಹಿತಿಗಳನ್ನು ದಾಖಲಿಸಿ ಬಳಸಬೇಕಾದರೆ ಅದಕ್ಕೆ ಅಗತ್ಯವಾದ ದ್ವಿಭಾಷಾತ್ಮಕ ಅಕ್ಷರ ಶೈಲಿಯನ್ನು ನೀಡಲಾಗಿದೆ ಹಾಗೂ ಇದಕ್ಕೆ ಅಗತ್ಯವಾದ ತಂತ್ರಾಂಶವನ್ನು ಅಭಿವೃದ್ಧಿಗೊಳಿಸಲಾಗಿದೆ;

- ನುಡಿಯಲ್ಲಿ ಕೀಲಿಸಿದ ಮಾಹಿತಿಗಳನ್ನು ಯೂನಿಕೋಡ್ ಹಾಗೂ ಯುಟಿಎಫ್8 ಸಂಕೇತಗಳ ಕಡತಗಳಾಗಿಯೂ ಕಾಪಿಡಬಹುದಾಗಿದೆ;

- ಪದಪರೀಕ್ಷೆ ಸೌಲಭ್ಯವನ್ನು ನೀಡಲಾಗಿದೆ; ಕನ್ನಡಕ್ಕೆ ಅಗತ್ಯವಾದ ಆನ್ವಯಿಕ ತಂತ್ರಾಂಶಗಳನ್ನು ಅಭಿವೃದ್ಧಿಗೊಳಿಸಲು ಅಗತ್ಯವಾದ ತಂತ್ರಾಂಶ ಅಭಿವೃದ್ಧಿ ಸಲಕರಣೆಗಳನ್ನು (Software Development Kit) ನೀಡಲಾಗಿದೆ.

ಬಳಕೆಯ ಕ್ಷೇತ್ರಗಳು

- ವಿಂಡೋಸ್ (95, 98, ಎನ್‌ಟಿ, 2000, ಎಕ್ಸ್‌ಪಿ) ಅಂಕಣದ ಎಲ್ಲ ಆನ್ವಯಿಕ (ಅಪ್ಲಿಕೇಶನ್) ತಂತ್ರಾಂಶಗಳು

- ಲೋಟಸ್ ಸ್ಮಾರ್ಟ್ ಸೂಟ್

- ಎಲ್ಲ ರೀತಿಯ ಪದ ಸಂಸ್ಕರಣೆ (ವರ್ಡ್ ಪ್ರಾಸೆಸಿಂಗ್) (ಎಂಎಸ್ ಆಫೀಸು, ಸ್ಟಾರ್ ಆಫೀಸು, ಪೇಜ್‌ಮೇಕರ್ ಇತ್ಯಾದಿ)

- ದತ್ತ ಸಂಸ್ಕರಣೆ (ಡೇಟಾ ಪ್ರಾಸೆಸಿಂಗ್) (ಎಂಎಸ್ ಆಕ್ಸೆಸ್, ವಿಷುಅಲ್ ಬೇಸಿಕ್, ಎಸ್‌ಕ್ಯೂಎಲ್, ಅರಾಕಲ್, ವಿಷುಅಲ್ ಫಾಕ್ಸ್‌ಪ್ರೊ ಇತ್ಯಾದಿ)

- ಆಂತರಿಕಜಾಲ (ಇಂಟ್ರಾನೆಟ್) ಹಾಗೂ ಅಂತರಜಾಲ (ವೆಬ್‌ಸೈಟ್) ಅನ್ವಯಗಳು, ವಿ–ಅಂಚೆ (ಇಂಟರ್‌ನೆಟ್) ಸೇವೆಗಳು.

" ನನ್ನ ಆತ್ಮೀಯ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ನೀಡುತ್ತೀರುವ ಕಿರುಕಾಣಿಕೆ "

ಆತ್ಮೀಯರೇ, ನನ್ನ ಜೀವನದ ಅಮೂಲ್ಯವಾದ ಸಂಪತ್ತೆಂದರೆ "ನನ್ನ ವಿದ್ಯಾರ್ಥಿ ಬಳಗ" ನನ್ನ ಶಾಲೆಯ ವಿದ್ಯಾರ್ಥಿ ಬಳಗ ನನ್ನನು ಜವಾಬ್ದಾರಿಯುತ ಶಿಕ್ಷಕನ್ನಾಗಿಸಿದ್ದಾರೆ. ನನ್ನನ್ನು ಬೆಳಸಿ ಸಂತೋಷಪಟ್ಟು ಹೆಮ್ಮೆಯಿಂದ ನನ್ನ ಬಗ್ಗೆ ಪ್ರಶಂಸಿದ 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