What is a con	nputer?	c1010, p	AIC OTE CH USION
A Computer is	s an electronic o	device which c	an perform Arithmetic and Logical
Operations at h	alt	VISCION	MICH OTECH USIC
Arithmetic O	perations	VIS.O	NIN ICRUTEC VI
Addition	-001	H USIV	NI RO CON IP
Subtraction	ICT TE	N. N. A	OF ALL OT A
Division	·	ch up	/ (Slash)
Multiplication	all all	e all a	* (Astrik)
Logical Oper	ations	LECI VI	ON ALCONTEN
Less than	N1-20		ALSIN AL NI CRU CCM
Greater than	12/10 9	1000	N. JOIN MILL OTE M
Equal to	NIN		NBI ON IN CRU SECT
Not Equal to	OL WIN.	alt	!= or <>
N VIS	10 90.	RUTEN	VILON MICH OTE
Example:	SID NO.	120'10	CH USI NIN CRU
4 < 9	True	10-010	100° MI 101
7>10	False	NCR 5	ECI, VIS, ON MICE
8=4	False	N11- a0'	CH JISIC NIN CRU
0-4	N	altr	TEC , VI CION MIC.
5<>9	True		ROTECH VISION MICROT

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	0.1
Example:	SION
4 < 9	True
7>10	False
8=4	False
5<>9	True

	4 < 9	True	10 -	6			
1.1	-M	True	MICROTE	NO3	1151-	alla.	1080 1
TE	7>10	False	all' o		121	0, 1	1001
0.	8=4	False	1. 660	"YEC"	113	100	n1Ch
-07	5<>9	True	, MIL .O	010	11. 14	510 .1	Nr. E
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-0	F2 •	<i>f</i> <sub>x</sub> =F14 < 9	Ou.	00'	cn .	1/2,	101 -1
	A B	C D	E F C	3	-u	110 "	10,00
1 2	4 < 9	=4 < 9	TRUE	Ru	EU.	101	all -C
3	7>10	=7>10	FALSE	200	1 1	12 al	NICROTE NICROTE NICROT NICROT
				- C.S.*		-101	NI
5	5<>9	=5<>9	TRUE	18	0.	VIP .C	Nº al
5				-0°	173	1510	al Mr.
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#### ON MILL IICROTEL Functionalities of a Computer 1 MI

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There are three basic functionalities of a Computer System and they are

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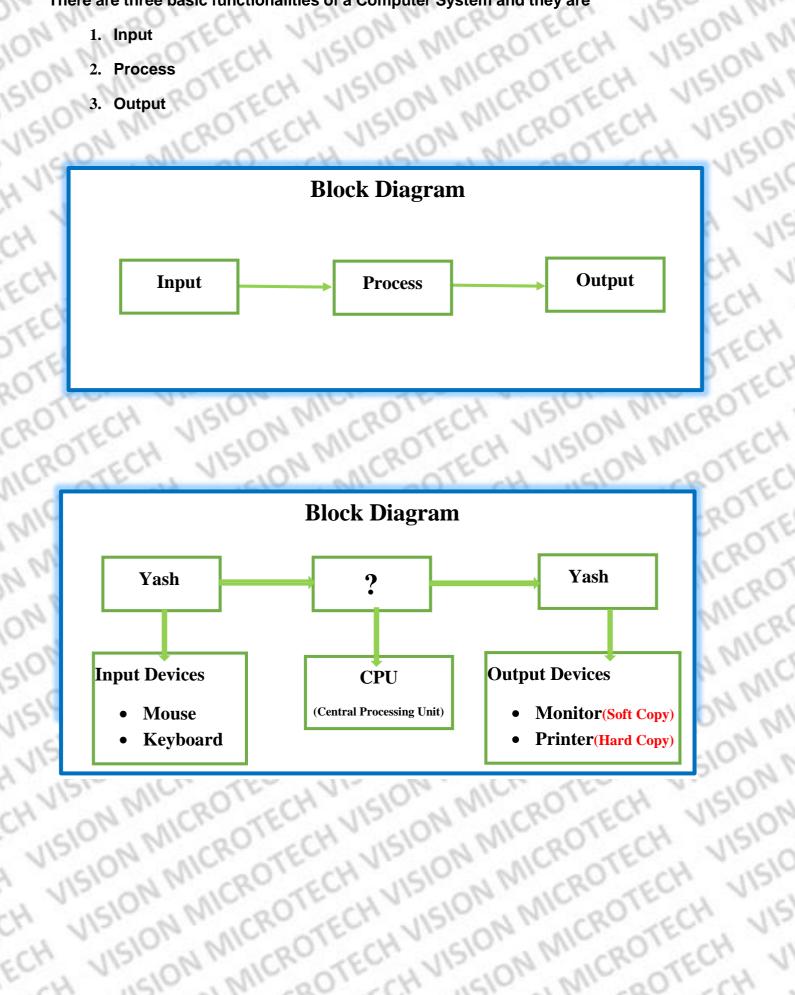
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# Keyboard Characters

Reyboard Cr	laracters
Alphabets	→ A,B, CZ
Digits	<b>→</b> 0, 1, 29
Special Characters	$\rightarrow$ #. @, \$, % etc.

Keyboard Chai	acters
Alphabets	A,B, CZ
Digits -	0, 1, 29
Special Characters	#, @, \$, % etc.
Keyboard Character	Binary Code
Keyboard Character	Binary Code 01000001
Keyboard Character A B	Binary Code 01000001 01000010
Keyboard Character	Binary Code 01000001
Keyboard Character A B C	Binary Code 01000001 01000010 01000011
Keyboard Character A B C 1	Binary Code           01000001           01000010           01000011           0000001

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MB	$c \leftrightarrow \rightarrow$	1024 KB	CRU TECH	Als, WICK
	$\rightarrow$	1024 MB	ROVECH	ON MAICR
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3 Bits	10,00	15 VISION	MILCRO'SE	ch VISION
B Bits	MICE	8 Bits	8 Bits 1 Byte	8 Bits
1010	001	8 Bits 1 Byte 32 (8x4) 4 (4x1)	MIC 20	CH USI
Byte	NICE	1 Byte	1 Byte	1 Byte
1011	MICHE	32 (8x4) 4 (4x1)	on 1 Byte Ston Mich	STELL VI
Bits	$\rightarrow$ ? $\rightarrow$	32 (8x4)	SINNIN	RUTECO V
Bytes	$\rightarrow$ ? $\rightarrow$	4 (4x1)	VISION NIC	ROLECH
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## ON MILL ICROTE **Computer Keyboard Keys and Their Functions** The computer keyboard has a variety of keys that are dedicated to specific functions. Functional Key

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## ICROTECH VISION MICROT יס Key Numeric & Logical Key Special Key TECH VISION MICROTECH VISION MICROTECH ION MICROTECH

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Function Keys on Keyboard: The Functional Key is typically located across the top of a keyboard today. Current 

 ... wiS-Excel, F2 edits the active cell.

 Ctrl + F2 display a print preview in MS-Word.

 Shift+F3 change the active cell.

 keyboards have 12 functional keys (F1 - F12).

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#### F1:

#### F2:

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every word.

#### F4:

Alt+F4 closes the program which is currently active in Microsoft Windows.

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- Ctrl+F4 is a shortcut key most often used to close a tab or window within a program.
- Repeat the last action

#### F5:

- It reloads or refreshes the document window or page.

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#### F6:

- Ctrl+Shift+F6 switch between Microsoft Word documents. Go to the next pane or frame (This PC Window)

#### F7:

F7 is mainly used to spell check and grammar check a document in MS Word. VISION

#### **F8**:

Extend a selection

#### F9:

F9 key refresh a document in Microsoft Word.

#### F10:

- Ctrl + F10 used to maximize the window in MS-Word
- Shift + F10 Display a shortcut menu for a selected item such as a folder or file.

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Show KeyTips (Like Home Tab)

#### -11:

Enter and exit full screen mode in all modern Internet browsers

#### F12:

- Ctrl+F12 open a document in MS-Word.
- Display the Save As dialog box.
- Shift+F12 save the MS-Word document.
- Ctrl+Shift+F12 print a document in MS-Word.

#### Alphabetic key

The alphabetic keys along with the row numbers and special characters. The alphabet Keys include All English Alphabet letters (A – Z).

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#### Number Key

This Number Key embedded on the alphabetic key. These keys are located on the top of the alphabetic keys. The Number Keys include of punctuation and special characters, such as

116,	(backslash)	0
	(vertical bar)	5
Ta	(forward slash)	1
?	(question mark)	1

-5	(period/dot)
>	(greater than)
,	(comma)
<	(less than)
1	(semi-colon)
1	(colon)
y,	(single quote/apostrophe)
<b>"</b> S	(double-quote)
1	(open/left bracket)
{	(open/left brace)
ð.	(close/right bracket)
25	(close/right bracket)

#### Aero Key:

These keys are located to the right of the alphabetic keys. This group of keys has four smaller groups of keys, such as Left Arrow, Right Arrow, Top Arrow & down Arrow Key.

#### Numeric & Logical Key:

The Numeric keypad which is located on the extreme right side of keyboards. It contains keys for ten numbers (0 - 9), as well as the four arithmetic functions that says Logical Key. The Numeric keypad can also be used as a cursor control pad by toggling the NUM LOCK key.

#### Special keys on keyboard and Their Functions: Scroll Lock:

In MS Excel When Scroll Lock selected, pressing the arrow keys resulted in scrolling through a page of text.

#### Caps Lock:

The CAPS LOCK key locks the alphabetic keys into uppercase characters.

#### Num Lock:

When the Num Lock key pressed, the numbers on the number pad of the keyboard activated. When the Num Lock key is not pressed, it's the arrows and special keys on the number pad which are active. The number pad is a block of numbers that looks like an upside-down numeric keypad.

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### Shift:

The SHIFT key is used to toggle a key between its lowercase and uppercase characters and also use to type special characters. Like #, \$, @ etc.

#### Enter:

This Enter key is the most used key on the keyboard. In word processors, the ENTER key is used to move next line of the paragraph.

#### Space:

The SPACEBAR key commonly referred to as the white space keys. The SPACEBAR produces one character of blank space.

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#### **Backspace:**

The BACKSPACE key erases a character to left side.

#### **Delete:**

The Delete key deletes a character to right side.

#### Ctrl:

The Ctrl key is mainly used in many keyboard shortcuts. like Ctrl+C (Copy), Ctrl+V(Paste)

#### Alt:

The Alt key is also used in many keyboard shortcuts.

### Tab:

Tab key used to move between items or move forward 5 characters. The TAB key produces JTECH VISION N defaults to half an inch of blank space. VISION MICRO FION MICROTECH IICROTECH VISI

### Print Screen SysRq:

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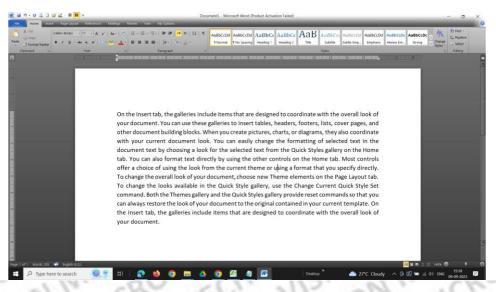
When pressing the Print Screen key, it captures an image of your entire screen. Print Screen SysRq key mainly used to take screenshots of the entire screen.

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**Pause Break:** 

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In its default mode (PAUSE), this key will if enabled by software, pause the display or the action of an application program. Using the CTRL and BREAK keys together is to break an action.

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Open Command Prompt (Run as administrator)  $\rightarrow$  type Tree/f  $\rightarrow$  Press Enter

Administrator: Command Prompt

licrosoft Windows [Version 10.0.19045.3324] (c) Microsoft Corporation. All rights reserved.

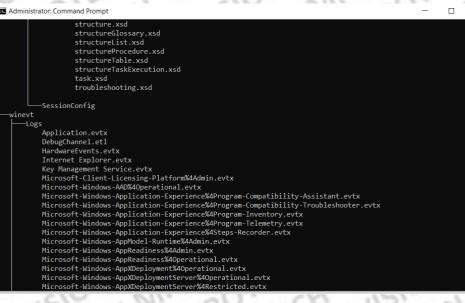
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:\Windows\system32>tree/f\_



#### ESC:

The Escape key is typically enabled as an exit key by most software applications. For example, in Windows, the ESC key used to close a context menu.

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#### Insert:

When pressing this insert key switches between two modes when you are typing. In the first mode, what you type appears before the cursor and pushes any text that comes after it to the right. In the second mode, any text that you type successively replaces any text that is to the right of the cursor.

#### Home:

The Home key move the cursor to the beginning of a line.

#### End:

The End key uses for moving the cursor to the end of the line.

#### Page Up:

If you are currently being worked has more than one page in a document, then this Page Up key is used to move or scroll up one page.

#### Page Down:

If you are currently being worked has more than one page in a document, then this Page Down key is used to scroll down one page. ION MI

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