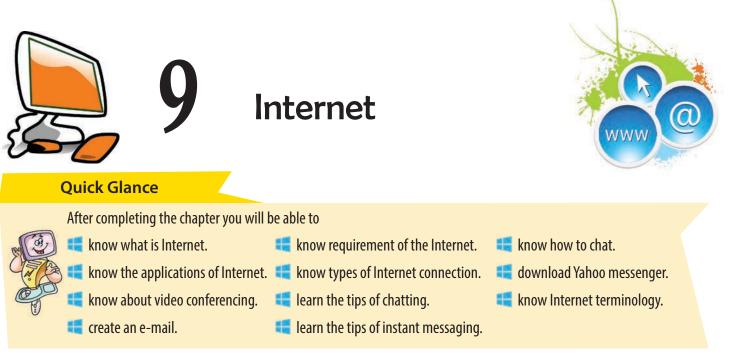
Contents

1.	Computer Languages and Software	7	
2.	Microsoft Windows Operating System	15	
3.	Mail Merge	25	
4.	More About Microsoft Word 2010	34	
5.	Microsoft PowerPoint 2010	54	
6.	Microsoft Excel 2010	70	
7.	Flash	82	
8.	QBASIC The First Step	93	
9.	Internet	102	
	Overview of Windows 10	112	
	Overview of Microsoft Word 2013	114	
	Overview of Microsoft Power Point 2013	115	
	Project Work	116	
	Worksheet – 1	118	
	Worksheet – 2	119	
	Worksheet – 3	120	
	Worksheet – 4	121	
	Sample Paper – 1	122	
	Sample Paper – 2	123	
	National Cyber Olympiad	124	





The Internet began way back in 1969 when it was called ARPANET (Advanced Research Project Agency Network) and was used exel usively for military purposes. It soon merged with non-government and academic network, which grew and was eventually termed as Internet in the ge ar 1979. Today, it is simply a "worldwide sgt em of computer network".

In the present age of Information Technology, the Internet is a medium for accessing information on any topic **y** u imagine, to buy ng products and services ONLINE. It also provides tremendous opportunities to students, researchers and professionals for accessing information related to academic and professional topics and lot more.



WHAT IS INTERNET?

The Internet or simply the Net is a worldwide network of millions of computers. It is an interconnection of large and small network around the globe.

APPLICATIONS OF INTERNET

By using Internet facility, **y** u can:

- Esch ange messages using e-mail (Electronic Mail).
- Transfer files as well as software (FTP).
- Browse through information on any topic on web (Internet Surfing).
- Communicate in real time with others connected to the Internet (Chatting over Internet).
- Search databases of government, individuals and organia tions (Information Search).
- Set up a site with information about your company's products and services (Internet Hosting).
- Read on-line news available from the leading newspapers.





Overview of Windows 10



Opening Applications

Use the Start menu to open programs in the computer, just like with previous versions of Windows. To do this, click the Start button in the bottom-left corner, then choose the desired application. If **y** u do not see the one **y** u want, select All Apps to view a full list of applications.



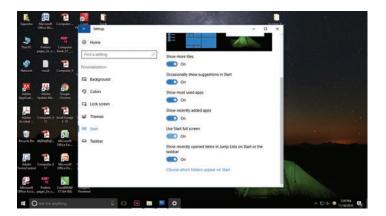
Making Start Full Screen

You can make Start full screen and see everty hing in one view.

Follow the steps given below to make start full screen:

- 1. Click on the Start button.
- 2. The Click on Settings.
- 3. Click on the **Start** and then turn on **Use Start Full screen.**





When Start is full screen, select **menu** in the top left corner of the screen to get to the account picture, the All Apps ad Most used list, and the power button.

If **y** u want to resize the Start menu a bit to make it taller or wider, select the top or side border and drag it.

