Operating System: Windows XP, Basic Internet Concepts and MS Office Suite

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OPERATING SYSTEM:

MS DOS  (Microsoft Disk Operating System)
Windows 95
Windows 98
Windows 2000
Windows Me (Millennium Edition)

Windows XP  (The letters "XP" stand for "eXPerience," meaning the operating system is meant to be a new type of user experience.)
Windows XP Vista
Windows 7
Windows 8
& Windows 10
INPUT:- Keyboard
       Mouse

Processing: - C.P.U. (Central Processing Unit)

OUTPUT:- Monitor
        Printer
<table>
<thead>
<tr>
<th>Units</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 (or) 1</td>
<td>1 Binary Digit</td>
</tr>
<tr>
<td>8 Binary digits</td>
<td>1 Bit</td>
</tr>
<tr>
<td>8 Bits</td>
<td>1 Byte</td>
</tr>
<tr>
<td>1024 Bytes</td>
<td>1 Kilo Bytes (KB)</td>
</tr>
<tr>
<td>1024 KB</td>
<td>1 Mega Bytes (MB)</td>
</tr>
<tr>
<td>1024 MB</td>
<td>1 Giga Bytes (GB)</td>
</tr>
<tr>
<td>1024 GB</td>
<td>1 Terra Bytes (TB)</td>
</tr>
<tr>
<td>1024 TB</td>
<td>1 Zeta Bytes (ZB)</td>
</tr>
</tbody>
</table>
INTRANET
LAN—Local Area Network (Local Area)

INTERNET
MAN—Metropolitan Area Network (City)

WAN—Wide Area Network (Globe)
http - hyper text transfer Protocol
www - World Wide Web
IP Address – Internet Protocol
.co/.com---Commercial
gov---Government
.net---Network
.ac---Academic
.in—India
Internet Browsers
<table>
<thead>
<tr>
<th>Search Engine</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Google</td>
<td><a href="http://www.google.com">www.google.com</a></td>
</tr>
<tr>
<td>Yahoo</td>
<td><a href="http://www.yahoo.com">www.yahoo.com</a></td>
</tr>
<tr>
<td>Rediff</td>
<td><a href="http://www.rediff.com">www.rediff.com</a></td>
</tr>
<tr>
<td>Ask</td>
<td><a href="http://www.ask.com">www.ask.com</a></td>
</tr>
<tr>
<td>In</td>
<td><a href="http://www.in.com">www.in.com</a></td>
</tr>
</tbody>
</table>

etc....
MS Office (Microsoft Office) Suite:
1. MS Word
2. MS Excel
3. MS Power Point
4. MS Access
5. MS Publisher
6. MS Outlook
7. MS InfoPath
8. MS OneNote
9. MS Groove

MS Office 95
MS Office 97
MS Office 2000
MS Office 2003
MS Office 2007
MS Office 2010
<table>
<thead>
<tr>
<th>S.No</th>
<th>Ms-Office Application</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ms-Word</td>
<td>Letters, Notes, Simple Table, Picture Insertion, etc.</td>
</tr>
<tr>
<td>2</td>
<td>Ms-Excel</td>
<td>Simple/Complicated Tables with Calculations, Creation of Graph</td>
</tr>
<tr>
<td>3</td>
<td>Ms-PowerPoint</td>
<td>Preparation of Slides, Presentations, Animations etc.</td>
</tr>
<tr>
<td>4</td>
<td>Ms-Access</td>
<td>Creation of Database, Database Management</td>
</tr>
</tbody>
</table>
Temp File Cleaner

1. Start → Run → temp (type & Click “OK”)
2. Start → Run → %temp% (type & Click “OK”)
3. Start → Run → recent (type & Click “OK”)
4. Start → Run → Cookies (type & Click “OK”)