

MARUTHI SCHOOL OF BANKING

No Formula Only Shortcuts

Computer

A computer is an electronic device which receives data, in a typical form and then performs a sequence of operations according to the received information. Charles Babbage invented the computer, is also called as the Father of computer. The word computer was coined in 1613.

Given below are some inventions which were made to develop computers:

- 1) The **First Programmable Computer Z1** was developed by **Konrad Zuse in 1936**.
- 2) **First electronic programmable computer called Colossus** was developed by Tommy Flowers in 1943.
- 3) First digital computer **Atanasoff-Berry Computer (ABC)** was developed by **John Vincent Atanasoff** in 1937.
- 4) First **Stored Program Computer** called as 'EDSAC' developed by **Maurice Wilkes** in Britain in 1949.
- 5) **First Computer with RAM** was compiled by **Whirlwind Machines in 1959**.
- 6) First **Mini Computer** was called **PDP-1** was innovated by **Digital Equipment Corporation in 1959**.
- 7) **First Microprocessor** was **Intel 4004** (4 Bit central processing unit) compiled by **Intel in 1971**.
- 8) The first **PC Computer** was compiled by **IBM in 1975**.
- 9) First Apple Computer was called as **Apple I** and was founded in **1976**.
- 10) First Computer Company was called as the **Electronic Controls Company**.

Generations of Computers

- **First Generation (1940 to 1956)** – Using Vacuum Tubes
- **Second Generation (1956 to 1963)** – Using Transistors
- **Third Generation (1964 to 1971)** – Using Integrated Circuits (Chips)

First Generation

The First generation of computers was started with usage of vacuum tubes as the basic components for memory and circuitry for CPU (Central Processing Unit). These tubes are like electric bulbs which produced a lot of heat and were prone to frequent fusing of the installations, therefore, were very expensive and hence only very large organizations could afford it.

This generation mainly saw batch processing operating systems to be used. In this generation, paper tapes, punched cards, magnetic tapes, Input & Output device were being used.

In this generation machine codes and wired languages were used.

The main characteristics of First Generation Computers are:

- | | |
|-----------------------------------|-------------------------------------|
| • Vacuum tube technology | Unreliability |
| • Supported Machine language only | Very costly |
| • Generated lot of heat | Slow signals by Input/output device |
| • Huge size | Non-portable |
| • Consumed lot of electricity | |

Some examples of computers of this generation were:

- ENIAC
- EDVAC
- UNIVAC
- IBM-701
- IBM-650

Second Generation

The period in which second generation computers were innovated was 1959-1965.

This generation was using the transistors which were cheaper, consumed less power and were more compact in size. These computers were more reliable and faster than the first generation machines which were made of vacuum tubes. In this generation, magnetic core was used as primary memory and magnetic tape and magnetic disks as secondary storage devices.

In this generation, assembly languages and high-level programming languages like COBOL, FORTRAN were used.

There were mainly Batch processing and Multiprogramming Operating systems which were used.

The main important points of Second Generation are:

- Frequent use of transistors.
- Steadier than the First generation computers.
- The size was smaller as compared to First generation computers.
- The generation of heat was less as compared to First generation computers.
- Consumption of electricity was less as compared to First generation computers.
- These were faster than the first generation computers.
- Very expensive
- C. needed
- These computers supported only machine and assembly languages.

Computers of this generation were:

- IBM 1620
- IBM 7094
- CDC 1604
- CDC 3600
- UNIVAC 1108

Third Generation

The period of third generation was from 1965-1971.

This generation of computers used Integrated Circuits (IC's) in place of transistors. A single IC has many resistors, transistors and capacitors all along the associated circuitry. The invention of IC was done by Jack Kilby. This development was made in order to make computers smaller in size, reliable and more efficient. Remote processing, Time-sharing, Real-time, Multi-programming Operating System were used by this generation.

High-level languages (FORTRAN-II TO IV, COBOL, ALGOL-68, PASCAL PL/1, BASIC etc.) were used during this generation.

The main important points of Third Generation are:

- Integrated circuits
- Increased reliability
- Smaller size
- Generated less heat
- Faster
- Lesser maintenance
- Cost reduced
- Consumed lesser electricity
- Support high-level language

Computers of this generation were:

- IBM-360 series
- Honeywell-6000 series
- PDP(Personal Data Processor)
- IBM-370/168
- TDC-316

Introduction:

So what is a computer? A computer can be defined as an electronic device that can be used to carry out a specific set of arithmetic and logical operations. They can carry out multiple commands at a time and hence can be used to solve more than one problem at a time.

Every Computer comes with two ready components:

1. Hardware:

Hardware means the physical parts or the devices that come with computer, the hard disk, mouse, keyboard, screen for example.

2. Software:

Software can be defined as something that helps the users interact with the computers, or in other words they are sets of codes that enable the Hardware to perform specific tasks in the Computer

HOW DOES A COMPUTER WORK?

The hardware of the computer has devices like the monitor, printer, mouse and speakers. In the computer you will find more bits of hardware, like your motherboard, also main processing chips which build the CPU (Central Processing Unit). The software commands the hardware to perform the calculations and operations.

The programs that are installed on the computer to perform activities is called software. There are operating system (OS) software, such as the Apple OS for a Macintosh, or Windows 95 or Windows 98 for a computer. Application software is the software that we use to solve math problems, play games etc.

A computer has three main parts, which are covered in hardware :

- 1) The Arithmetic Logic Unit (ALU),
- 2) The Control Unit, the Memory, and the Input and Output devices (collectively termed I/O).
- 3) With the help of keyboard the data is fed into the processor, which is received by the computer, and is called Input.

HARDWARE:

Under hardware, the following devices are found:

1) INPUT DEVICES (I):

- | | |
|---|---|
| 1) Mouse | 2) Keyboard |
| 3) Scanner | 4) Light Pen |
| 5) Track Ball | 6) Touch Pad |
| 7) Microphone | 8) Web Camera |
| 9) Touch Screen | 10) Joystick |
| 11) OCR (Optical Character Recognition) | 12) BCR (Barcode Reader) |
| 13) OMR (Optical Mark Recognition) | 14) MIRC (The Magnetic Ink Character Recognition) |
| 15) Biometrics | 16) Digitizer |
| 17) Stylus | |

2) PROCESSING DEVICES (P)

- | | |
|----------------|---------|
| 1) PROCESSOR | 2) ROM |
| 3) RAM | 4) SMPS |
| 5) MOTHERBOARD | |

3) OUTPUT DEVICES (O)

- | | |
|------------|------------------|
| 1) Speaker | 2) Monitor (VDU) |
| 3) Printer | 4) Plotter |

4) STORAGE UNITS (S)

- | | |
|------------------|------------------|
| 1) Magnetic Tape | 2) Magnetic Disk |
| 3) Optical Disk | 4) Flash Memory |

SOFTWARE:

Software can be further divided into the following categories:

1) UTILITY SOFTWARE :

- | | |
|------------------|------------------------|
| 1) Utility tools | 2) Customized Software |
|------------------|------------------------|

2) APPLICATION SOFTWARE :

- | | |
|---------------|-------------|
| 1) TEXT | 2) GRAPHICS |
| 3) MULTIMEDIA | 4) LANGUAGE |
| 5) ACCOUNTING | |

3) OPERATING SYSTEM SOFTWARE:

- 1) Multi user OS (CLIENTS): DOS, MAC OS, WINDOWS (XP, VISTA, 7, 8, 8.1)
- 2) Single user OS (SERVERS): UNIX SERVER, LINUX SERVER, WINDOWS SERVER (2000, 2003, 2005, 2008, 2012)

That was the basic overview of What is a Computer and What are its parts and What they mean. Below you will find some important definitions or terminology related to Computers.

Some important terms and definitions related to Computers:

- 1) **Peripherals:** Devices that are used with computers to display or store the data.
- 2) **Data:** Unorganized raw information which will be organized by human or autonomous sources.
- 3) **Information:** Organizing the raw unorganized information so that it becomes easier for the human being to process it.
- 4) **Bit:** Smallest unit of information which can be understood by the computer is called bit.
- 5) **Processing:** The foremost goal of the computer is to process the information. While doing this, it needs to alter the information. This process of control and alter is called as Processing.
- 6) **Binary Number System** is the system used by the computer to perform calculation. Mainframe computers are used by the governments and large enterprises to perform larger operations, and are very expensive.
- 7) **ROM (Read Only Memory):** As the name suggests, it only allows reading and can be modified with a lot of effort. The contents are retained even after power is switched off. Types of ROM are EFROM, PROM, and EEPROM.
- 8) **RAM (Random Access Memory):** It is used to keep track of current processing and the information is lost after switching the power off.
When you open a program, it occurs from hard disk into RAM. This is because reading data from the RAM is faster at processing the data than hard disk. More the RAM, more the data that can be loaded from the hard drive. Also, it can effectively speed your computer.
RAM has two types:
Static Ram: Static Ram can be defined as the RAM that detains the data as long as the power is provided and doesn't need to be refreshed.
Dynamic Ram: Dynamic Ram is defined as the RAM that needs to be refreshed; also it continues to go in and out of the memory depending on the availability of the power.
- 9) **Primary Memory** can be defined as the memory that is accessed by the computer primarily. For example, RAM and Cache's Memory.
- 10) **Virtual Memory** is the memory that the CPU uses as extended RAM.
- 11) **Secondary Memory** is the cheapest and slowest form of memory, and cannot be directly processed by the CPU. For example, Floppy, CDs and magnetic tapes which were the first form of secondary memory.
- 12) **Installation:** Is the process by which software is copied from secondary storage to hard disk.
- 13) **Server:** It is the central computer which holds collections of data and programs for many PCs, workstations.
- 14) **Programmer:** is the person who writes programs in the programming language to carryout complex tasks in the computer that are easy to execute for a user.
- 15) **Examples of programming language:** are JAVA, SQL, C, and C++. These programming languages are written in order to train the computer to get the desired output.

Important Computer Abbreviations for IBPS Preparation

- AVI = Audio Video Interleave
- HTTP - Hyper Text Transfer Protocol.
- HTTPS - Hyper Text Transfer Protocol Secure.
- IP - Internet Protocol.
- URL - Uniform Resource Locator.
- USB - Universal Serial Bus.
- VIRUS - Vital Information Resource UnderSeized.
- 3G -3rd Generation.
- 4G -4th Generation.
- JPEG = Joint Photographic Expert Group
- GIF= Graphic Interchangeable Format
- MP4 = MPEG-4 video file
- GSM - Global System for Mobile Communication
- CDMA - Code Divison Multiple Access.
- SIM - Subscriber Identity Module .
- JAR = Java Archive
- BMP = Bitmap
- SWF = Shock Wave Flash
- WMV = Windows Media Video
- WAV = Waveform Audio
- PNG = Portable Network Graphics
- DOC = Document (Microsoft Corporation)
- PDF = Portable Document Format
- DVX = DivX Video
- HTML = Hyper Text Markup Language
- WML = Wireless Markup Language
- XML = Extensible leMarkup Language
- CRT - Cathode Ray Tube
- GPRS - General Packet Radio Service
- GUI -Graphical User Interface.
- CD -Compact Disk
- DVD - Digital Versatile Disk
- ARPANET - Advanced Research Project Agency Network.
- DOS - Disk Operating System.
- UPS - Uninterruptible Power Supply
- TCP - Transmission Control Protocol
- ISP - Internet Service Provider.
- HSDPA - High Speed Downlink Packet Access
- EDGE - Enhanced Data Rate for GSM [GlobalSystem for Mobile Communication] Evolution.
- WAP - Wireless Application Protocol.
- TCP - Transmission Control Protocol.
- VHF - Very High Frequency
- UHF - Ultra High Frequency
- IBM - International Business Machines.
- HP - Hewlett Packard.
- AM/FM - Amplitude/ Frequency Modulation.
- WLAN - Wireless Local Area Network

MS Word Short Cut Keys

Here is some important short cut for Microsoft Word, Microsoft Word comes with Microsoft Office pack, these are some common Shortcut key generally used with MS Word,

Using Ctrl Key:

Ctrl + A	Select all contents of the page
Ctrl + B	Bolds the Selection
Ctrl + C	Copy the selected text
Ctrl + E	Aligns the line or selected text to the center of the screen
Ctrl + F	Opens find box
Ctrl + H	Opens Replace box
Ctrl + I	Makes Italic the Selection
Ctrl + J	Aligns the selected text
Ctrl + K	Insert link
Ctrl + L	Makes aligns to left
Ctrl + M	Indent the paragraph.
Ctrl + P	Open the print window
Ctrl + R	Makes aligns to right
Ctrl + U	Underline selection.
Ctrl + V	for Pasting the selected text from clipboard
Ctrl + X	Cuts the selected text
Ctrl + Y	Redo the last action performed
Ctrl +]	Increase selected font +1pts.
Ctrl + [Decrease selected font -1pts
Ctrl + End	Moves the cursor to the end of the document.
Ctrl + Home	Moves the cursor to the beginning of the document.
Ctrl + =	Makes Subscript
Ctrl + shift + +	Superscript

Using Shift Key

Shift + F3	Change the text in Microsoft Word from <i>uppercase</i> to <i>lowercase</i> or a capital letter at the beginning of every word.
Shift + F7	Runs a Thesaurus check on the word highlighted.
Shift + F12	Save
Shift + Enter	Create a soft break instead of a new paragraph.
Shift + Insert	Paste.
Shift + Alt + D	Insert the current date.
Shift + Alt + T	Insert the current time

Using Ctrl+ Shift Key

Ctrl + Shift + L	Creates a Bullet Point
Ctrl + Shift + F	Change the font.

Using Ctrl+ Alt Key

Ctrl + Alt + 1	Changes text to heading 1.
Ctrl + Alt + 2	Changes text to heading 2.
Ctrl + Alt + 3	Changes text to heading 3

Others

F1	Open Help
F5	Open the find, replace, and go to window in Microsoft Word.
F7	Spellcheck and grammar check selected text or document.
F12	Save as.
Alt + F8	Makes Macros

100 Keyboard Shortcuts must Know

Keyboard Shortcuts (Microsoft Windows)

1. CTRL+C (Copy)
 2. CTRL+X (Cut)
 3. CTRL+V (Paste)
 4. CTRL+Z (Undo)
 5. DELETE (Delete)
 6. SHIFT+DELETE (Delete the selected item permanently without placing the item in the Recycle Bin)
 7. CTRL while dragging an item (Copy the selected item)
 8. CTRL+SHIFT while dragging an item (Create a shortcut to the selected item)
 9. F2 key (Rename the selected item)
 10. CTRL+RIGHT ARROW (Move the insertion point to the beginning of the next word)
 11. CTRL+LEFT ARROW (Move the insertion point to the beginning of the previous word)
 12. CTRL+DOWN ARROW (Move the insertion point to the beginning of the next paragraph)
 13. CTRL+UP ARROW (Move the insertion point to the beginning of the previous paragraph)
 14. CTRL+SHIFT with any of the arrow keys (Highlight a block of text)
- SHIFT with any of the arrow keys (Select more than one item in a window or on the desktop, or select text in a document)
15. CTRL+A (Select all)
 16. F3 key (Search for a file or a folder)
 17. ALT+ENTER (View the properties for the selected item)
 18. ALT+F4 (Close the active item, or quit the active program)
 19. ALT+ENTER (Display the properties of the selected object)
 20. ALT+SPACEBAR (Open the shortcut menu for the active window)
 21. CTRL+F4 (Close the active document in programs that enable you to have multiple documents
opensimultaneously)
 22. ALT+TAB (Switch between the open items)
 23. ALT+ESC (Cycle through items in the order that they had been opened)
 24. F6 key (Cycle through the screen elements in a window or on the desktop)
 25. F4 key (Display the Address bar list in My Computer or Windows Explorer)
 26. SHIFT+F10 (Display the shortcut menu for the selected item)
 27. ALT+SPACEBAR (Display the System menu for the active window)
 28. CTRL+ESC (Display the Start menu)
 29. ALT+Underlined letter in a menu name (Display the corresponding menu) Underlined letter in a command name on an open menu (Perform the corresponding command)
 30. F10 key (Activate the menu bar in the active program)
 31. RIGHT ARROW (Open the next menu to the right, or open a submenu)
 32. LEFT ARROW (Open the next menu to the left, or close a submenu)
 33. F5 key (Update the active window)
 34. BACKSPACE (View the folder onelevel up in My Computer or Windows Explorer)
 35. ESC (Cancel the current task)
 36. SHIFT when you insert a CD-ROM into the CD-ROM drive (Prevent the CD-ROM from automatically playing)

Dialog Box - Keyboard Shortcuts

1. CTRL+TAB (Move forward through the tabs)
2. CTRL+SHIFT+TAB (Move backward through the tabs)
3. TAB (Move forward through the options)
4. SHIFT+TAB (Move backward through the options)
5. ALT+Underlined letter (Perform the corresponding command or select the corresponding option)
6. ENTER (Perform the command for the active option or button)
7. SPACEBAR (Select or clear the check box if the active option is a check box)
8. Arrow keys (Select a button if the active option is a group of option buttons)

9. F1 key (Display Help)
10. F4 key (Display the items in the active list)
11. BACKSPACE (Open a folder one level up if a folder is selected in the Save As or Open dialog box)

Microsoft Natural Keyboard Shortcuts

1. Windows Logo (Display or hide the Start menu)
2. Windows Logo+BREAK (Display the System Properties dialog box)
3. Windows Logo+D (Display the desktop)
4. Windows Logo+M (Minimize all of the windows)
5. Windows Logo+SHIFT+M (Restore the minimized windows)
6. Windows Logo+E (Open My Computer)
7. Windows Logo+F (Search for a file or a folder)
8. CTRL+Windows Logo+F (Search for computers)
9. Windows Logo+F1 (Display Windows Help)
10. Windows Logo+ L (Lock the keyboard)
11. Windows Logo+R (Open the Run dialog box)
12. Windows Logo+U (Open Utility Manager)
13. Accessibility Keyboard Shortcuts
14. Right SHIFT for eight seconds (Switch FilterKeys either on or off)
15. Left ALT+left SHIFT+PRINT SCREEN (Switch High Contrast either on or off)
16. Left ALT+left SHIFT+NUM LOCK (Switch the MouseKeys either on or off)
17. SHIFT five times (Switch the StickyKeys either on or off)
18. NUM LOCK for five seconds (Switch the ToggleKeys either on or off)
19. Windows Logo +U (Open Utility Manager)
20. Windows Explorer Keyboard Shortcuts
21. END (Display the bottom of the active window)
22. HOME (Display the top of the active window)
23. NUM LOCK+Asterisk sign (*) (Display all of the subfolders that are under the selected folder)
24. NUM LOCK+Plus sign (+) (Display the contents of the selected folder)
25. NUM LOCK+Minus sign (-) (Collapse the selected folder)
26. LEFT ARROW (Collapse the current selection if it is expanded, or select the parent folder)
27. RIGHT ARROW (Display the current selection if it is collapsed, or select the first subfolder)

Shortcut Keys for Character Map

After you double-click a character on the grid of characters, you can move through the grid by using the keyboard shortcuts:

1. RIGHT ARROW (Move to the right or to the beginning of the next line)
2. LEFT ARROW (Move to the left or to the end of the previous line)
3. UP ARROW (Move up one row)
4. DOWN ARROW (Move down one row)
5. PAGE UP (Move up one screen at a time)
6. PAGE DOWN (Move down one screen at a time)
7. HOME (Move to the beginning of the line)
8. END (Move to the end of the line)
9. CTRL+HOME (Move to the first character)
10. CTRL+END (Move to the last character)
11. SPACEBAR (Switch between Enlarged and Normal mode when a character is selected)

Microsoft Management Console (MMC)

Main Window Keyboard Shortcuts

1. CTRL+O (Open a saved console)
2. CTRL+N (Open a new console)
3. CTRL+S (Save the open console)

4. CTRL+M (Add or remove a console item)
5. CTRL+W (Open a new window)
6. F5 key (Update the content of all console windows)
7. ALT+SPACEBAR (Display the MMC window menu)
8. ALT+F4 (Close the console)
9. ALT+A (Display the Action menu)
10. ALT+V (Display the View menu)
11. ALT+F (Display the File menu)
12. ALT+O (Display the Favorites menu)

MMC Console Window Keyboard Shortcuts

1. CTRL+P (Print the current page or active pane)
2. ALT+Minus sign (-) (Display the window menu for the active console window)
3. SHIFT+F10 (Display the Action shortcut menu for the selected item)
4. F1 key (Open the Help topic, if any, for the selected item)
5. F5 key (Update the content of all console windows)
6. CTRL+F10 (Maximize the active console window)
7. CTRL+F5 (Restore the active console window)
8. ALT+ENTER (Display the Properties dialog box, if any, for the selected item)
9. F2 key (Rename the selected item)
10. CTRL+F4 (Close the active console window. When a console has only one console window, this shortcut closes the console)

Remote Desktop Connection Navigation

1. CTRL+ALT+END (Open the Microsoft Windows NT Security dialog box)
2. ALT+PAGE UP (Switch between programs from left to right)
3. ALT+PAGE DOWN (Switch between programs from right to left)
4. ALT+INSERT (Cycle through the programs in most recently used order)
5. ALT+HOME (Display the Start menu)
6. CTRL+ALT+BREAK (Switch the client computer between a window and a full screen)
7. ALT+DELETE (Display the Windows menu)
8. CTRL+ALT+Minus sign (-) (Place a snapshot of the active window in the client on the Terminal server clipboard and provide the same functionality as pressing PRINT SCREEN on a local computer.)
9. CTRL+ALT+Plus sign (+) (Place a snapshot of the entire client window area on the Terminal server clipboard and provide the same functionality as pressing ALT+PRINT SCREEN on a local computer.)

Microsoft Internet Explorer Keyboard Shortcuts

1. CTRL+B (Open the Organize Favorites dialog box)
2. CTRL+E (Open the Search bar)
3. CTRL+F (Start the Find utility)
4. CTRL+H (Open the History bar)
5. CTRL+I (Open the Favorites bar)
6. CTRL+L (Open the Open dialog box)
7. CTRL+N (Start another instance of the browser with the same Web address)
8. CTRL+O (Open the Open dialog box, the same as CTRL+L)
9. CTRL+P (Open the Print dialog box)
10. CTRL+R (Update the current Web)

DATA BASE MANAGEMENT SYSTEM

Database: A collection of programs that enables you to store, modify, and extract information from a database. A general-purpose database management system (DBMS) is a software system designed to allow the definition, creation, querying, update, and administration of databases. Well-known DBMSs include MySQL, MariaDB, PostgreSQL, SQLite, Microsoft SQL Server, Oracle, SAP, dBASE, FoxPro, IBM DB2, LibreOffice Base and FileMaker Pro. Data in a database can be accessed and manipulated using SQL Syntax

Types of keys in SQL:

- Primary key--Uniquely identifies a record in a table-
- Foreign key-Field in a table that is primary key in another table-
- Super key-Primary key, Alternate Key and Unique Key are subset of Super Keys-
- Candidate key-Set of one or more fields/columns that can identify a record uniquely in table. It can serve as primary key-
- Alternate key-a candidate key that currently is not primary key-
- Unique key-It is same as that of primary key but it can accept only null value and it cannot have duplicate values-
- Composite or compound key-Combination of one or more fields or columns of one or more fields or columns of a table. It can be a candidate key or primary key-

Types of SQL statements:

- DDL (Data definition language)--example.: create, drop, truncate, alter, rename-
- DML (Data manipulation language)--example.: select, delete, insert, update-
- TCL (Transaction control language- example.: commit, roll back-
- DCL (Data control language)-example.: grant, revoke-

Normalization: Database normalization is the process of organizing the fields and tables of a relational database to minimize redundancy and dependency.

Normal forms:

- 1NF: Attribute must include only simple indivisible values.
- 2NF: It should be 1NF and every nonprime attribute is fully functionally dependent on primary key.
- 3NF: It should be 2NF and if every nonprime attribute is non-transitively dependent on primary key.
- 4NF: If for every Multivalued dependency X Y that holds over R, if X=R or XY=R or if X is a super key.
- 5NF: If for every join dependency that holds R, if Ri = R or join dependency is implied by the set of functional dependency over R in which the left side is key of R.
- BCNF: If it is 3NF and for every functional dependency X A, X must be a candidate key.

MS Excel ShortCut Keys

Shortcut Keys	Description
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F2	To Edit the selected cell.
F5	Go to a specific cell. For example, C6.
F7	Spell check selected text or document.
F11	Create chart.
Ctrl + Shift + ;	Enter the current time.
Ctrl + ;	Enter the current date.
Alt + Shift + F1	Insert New Worksheet.
Shift + F3	Open the Excel formula window.
Shift + F5	Bring up search box.
Ctrl + A	Select all contents of the worksheet.
Ctrl + B	Bold highlighted selection.
Ctrl + I	Italic highlighted selection.
Ctrl + K	Insert link.
Ctrl + U	Underline highlighted selection.
Ctrl + 5	Strikethrough highlighted selection.
Ctrl + P	Bring up the print dialog box to begin printing.
Ctrl + Z	Undo last action.
Ctrl + F9	Minimize current window.
Ctrl + F10	Maximize currently selected window.

Ctrl + F6	Switch between open workbooks or windows.
Ctrl + Page up	Move between Excel work sheets in the same Excel document.
Ctrl + Page down	Move between Excel work sheets in the same Excel document.
Ctrl + Tab	Move between Two or more open Excel files.
Alt + =	Create a formula to sum all of the above cells
Ctrl + '	Insert the value of the above cell into cell currently selected.
Ctrl + Shift + !	Format number in comma format.
Ctrl + Shift + \$	Format number in currency format.
Ctrl + Shift + #	Format number in date format.
Ctrl + Shift + %	Format number in percentage format.
Ctrl + Shift + ^	Format number in scientific format.
Ctrl + Shift + @	Format number in time format.
Ctrl + Arrow key	Move to next section of text.
Ctrl + Space	Selects entire Column.
Shift + Space	Selects the entire Row.

Browsing shortcut keys

Ctrl + 9 ---	Switch to Last Tab
Ctrl + Tab---	Switch to Next Tab
Ctrl + Shift + Tab---	Switch to Previous Tab
Ctrl + W---	Close the Current Tab
Ctrl + F ---	Find on Page
Ctrl + T ---	Open New Tab
Ctrl + N ---	Open New Browser Window
Alt + F4 ---	Close the Current Window
Ctrl + H ---	Open History
Ctrl + B ---	Open Bookmarks
Ctrl + P ---	Print Page
Alt + Home---	Go to Home Page
Home ---	Go to Top of the Page
End ---	Go to Bottom of the Page
Ctrl + J ---	Open Download History
Ctrl + D ---	Bookmark the Current Website
Ctrl + S ---	Save the Current Page on your Computer
Ctrl + U ---	Open Source Code for Current Page
Ctrl + O ---	Open a file from your computer
F5 ---	Reload
Backspace , Alt + Left Arrow ---	Back
Shift + Backspace, Alt + Left Arrow ---	Forward

Computer Devices & their Inventors

Key board— Herman Hollerith first keypunch devices in 1930's

Transistor— John Bardeen, Walter Brattain & Wiliam Shockley (1947-48)

Integrated Circuit— Jack Kilby & Robert Noyce(1958)
Trackball— Tom Cranston and Fred Longstaff (1952)
Computer Mouse — Douglas Engelbart (1964)
Microprocessor – Intel 4004 Computer Microprocessor— Faggin, Hoff & Mazor(1971)
Floppy Disk— Alan Shugart &IBM
RAM— An Wang at Harvard University’s Computation Lab and Jay Forrester at MIT.1951
Laser printer— Gary Starkweather at XEROX in 1969.
Hard Disk— The IBM Model 350 Disk File by IBM in 1956 (was the first hard disk drive and was part of the IBM 305 RAMAC computer that IBM started delivering in)
First PC— The IBM 5100 Portable Computer by IBM
First laptop— Grid Compass 1100 (called the GRiD) and was designed in 1979 by a British industrial designer, Bill Moggridge.

Some of commonly used IT Related abbreviations with Full Form

here is some important abbreviations with full name

Network Related

LAN: Local Area Network
WAN: Wide area Network
MAN: Metropolitan Area Network
WLAN: Wireless Local Area Network
SMTP: Simple Mail Transfer Protocol
HTTP: Hyper text Transfer Protocol
TCP/IP: Transmission Control Protocol/Internet Protocol
IP: Internet Protocol
DHCP: Dynamic Host Configuration Protocol
DNS: Domain Name System
POP: Post Office Protocol
HTML: Hyper Text markup Language
URL: Universal Resource Locator
PING: Packet Internetwork Grouper
FTP: File Transfer Protocol
ICMP: Internet Computer message Protocol
WWW: World Wide Web

Computer Related

BIOS: Basic Input Output System
SCSI: Small Computer System Interface
FAT : File allocation Table
NTFS: New Technology File system
DVD: Digital Versatile Disc
RAM: Random access memory
USB: Universal Serial Bus
DVD: Digital Video Disk or Digital Versatile Disc

File Format/Extension

PNP: Plug And Paly
PDF: portable Document Format
Doc: Document File
ppt: Power Point Presentation
dll: Dynamic Link Library
JPEG or JPG: Joint Photographic Experts Group
GIF: Graphics Interchange Format
MPEG: Moving Picture Experts Group

Some Others

SQL - Structured Query Language
AJAX – Asynchronous JavaScript and XML
ASCII – American Standard Code for Information Interchange
DTP - Desk-Top Publishing
CCTV - Closed Circuit Television
OOPS - Object-Oriented Programming System
SIM - Subscriber Identity Module
GPRS - General Packet Radio Service
GSM - Global System for Mobile Communications
FAX - Facsimile
LCD - Liquid Crystal Display
LED - Light-Emitting Diode
GPS - Global Positioning System
CGI - Common Gateway Interface
ITES - Information Technology Enabled Services
OMR - Optical Mark Recognition
CRM - Customer Relationship Management
ERP - Enterprise Resource Planning
MIS - Management Information Systems

Computer knowledge Questions and Answers

- The code for a Web page is written using? Hypertext Markup language
- The first computers were programmed using Machine language
- A series of instructions that tells a computer what to do and how to do it is called A program
- An error is known as bug
- The primary purpose of software is to turn data into information
- Testing is the process of finding errors in software code
- Office Assistant is an animated character that gives help in MS Office
- Paint is not a program in MS Office
- One of the oldest calculating device was abacus
- MS Word allows creation of .DOC/.Docx type of documents by default
- MS Word is the word processor in MS Office
- A topology of computer network means cabling between Computers
- Charles Babbage is called the father of modern computers
- Junk e-mail is also called spam
- Checking that a email id is valid before it is entered into the system in an example of data validation