Wed - 3 July - Computer

1. Virus
2. Special name Virus
3. Internet
4. Network types
5. Power point
6. Ms Word
7. Ms Excel

Microsoft Word So-Key

Refresh F5 Align text R, Ctrl+R
Help F1 Justify Ctrl+J
Bold Ctrl+B Format Painter Ctrl+Shift+C
Italic Ctrl+I Show end Ctrl+`
Underline Ctrl+U Hide I
Subscript Ctrl+- Equation Alt+-
Superscript Ctrl+Shift++ Page Break Ctrl+Enter
Change Case Shift+F3 / Return
Select All Ctrl+A Page up
Print Ctrl+P Page down
Copy Ctrl+C at end of file Ctrl+end
Paste Ctrl+V at the st. of file Ctrl+home
Cut Ctrl+X Large font size Ctrl+]
Align text L Ctrl+L in sequence
Center Ctrl+E
Small font size in sequence Ctrl + 

Large font size with gape Ctrl + >

Small font size with gape Ctrl + <

\[
\{ a \rightarrow 5 \rightarrow 8 \}
\]

Move cursor at the end of line End

Move cursor at the start of line Home

Remove single left character Back space

Remove single right character Delete

One line up ↑

One line down ↓

Microsoft Excel

Adding formula

\[ \text{Sum (Da + Fa)} \]

\[ \text{First Cl \quad Last Cl} \]

or \[ Da + Fa + Fa \]

Subtract formula

\[ \text{Sub (Da - Fa)} \]

\[ \text{First Cl \quad Last Cl} \]
Sample

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Roll No</td>
<td>Name</td>
<td>Test</td>
<td>Assi</td>
<td>Paper</td>
</tr>
<tr>
<td>2</td>
<td>1639</td>
<td>Tejoa</td>
<td>39</td>
<td>4</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Anam</td>
<td>38</td>
<td>4</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

To add values from left to right, we will write:

\[
\text{Sum } (D_2 \cdot F_2)
\]

To add values downward, we will write:

\[
= B_2 + 1
\]

and drag it downward.

Average

To find average of Column D or others, we will be:

\[
\text{Average } (D_2 \cdot D_7)
\]

Write this under Column D and drag right to find average of other columns.

For average write:

\[
\text{Column No/Total Marks } \times 100
\]

For that CI.

After writing a formula drag it left, right, or down.