DOMANDE PROVA ORALE

	COMPETENZE TECNICHE e PSICO-ATTITUDINALI		INFORMATICA e INGLESE
	Domande Gruppo 1	**Domande Gruppo 2**	
1	In seguito all'assenza di un collega, ti trovi a dover convocare il Consiglio di Dipartimento. Come procedi?	Se lei avesse la possibilità di porre una domanda all'Università di Trieste prima di firmare il contratto, cosa chiederebbe?	Leggere il testo allegato in inglese e commentarlo in italiano.
2	Sei responsabile della convocazione del Consiglio di Dipartimento e, a ridosso della convocazione, ti ammali. Come procedi?	Che cosa si augura di trovare nel posto di lavoro?	Leggere il testo allegato in inglese e commentarlo in italiano.
3	In seguito all'assenza di un collega, ti trovi a dover convocare il Senato accademico. Come procedi?	Che cosa si augura di non trovare nel posto di lavoro?	Leggere il testo allegato in inglese e commentarlo in italiano.
4	In seguito all'assenza di un collega, ti trovi a dover convocare il Consiglio di Amministrazione Come procedi?	Per quale motivo ha partecipato a questo concorso?	Leggere il testo allegato in inglese e commentarlo in italiano.
5	In seguito all'assenza di un collega, ti trovi a dover convocare il Nucleo di Valutazione. Come procedi?	Quali caratteristiche ritiene necessarie per lavorare in una Pubblica amministrazione? E perché?	Leggere il testo allegato in inglese e commentarlo in italiano.
6	In seguito all'assenza di un collega, ti trovi a dover convocare il Consiglio di Corso di Studi. Come procedi?	Per quale motivo dovrebbe essere scelto?	Leggere il testo allegato in inglese e commentarlo in italiano.
7	In seguito all'assenza di un collega, ti trovi a dover convocare il Consiglio degli studenti. Come procedi?	Quali sono gli aspetti per lei più gratificanti in un lavoro?	Leggere il testo allegato in inglese e commentarlo in italiano.
8	Sei assegnato all'Ufficio Relazioni con il Pubblico (URP). Nell'arco di una giornata, ti hanno fatto la stessa domanda sulle modalità di accesso agli atti cinque volte. Come ti comporti?	Quali sono gli aspetti per lei meno gratificanti in un lavoro?	Leggere il testo allegato in inglese e commentarlo in italiano.
9	Sei assegnato all'Ufficio Relazioni con il Pubblico (URP). Nell'arco di una giornata, ti hanno fatto la stessa domanda sulle modalità di immatricolazione cinque volte. Come ti comporti?	Quale contributo pensa di portare all'interno di UniTS?	Leggere il testo allegato in inglese e commentarlo in italiano.
10	Sei assegnato alla Segreteria didattica. Nell'arco di una giornata, ti hanno fatto la stessa domanda cinque volte sul piano di studi. Come ti comporti?	Perché vuole lavorare in UniTS?	Leggere il testo allegato in inglese e commentarlo in italiano.
11	Sei assegnato alla Segreteria didattica. Nell'arco di una giornata, ti hanno fatto la stessa domanda cinque volte sull'ammissione al dottorato di ricerca. Come ti comporti?	Cosa è importante per lei nel lavoro?	Leggere il testo allegato in inglese e commentarlo in italiano.

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	COMPETENZE TECNICHE e PSICO-ATTITUDINALI		INFORMATICA e INGLESE
	Domande Gruppo 1	**Domande Gruppo 2**	
12	Sei assegnato alla Segreteria didattica. Nell'arco di una giornata, ti hanno fatto la stessa domanda cinque volte sull'ammissione ad un Master di I livello. Come ti comporti?	Qual è stato il lavoro più gratificante che abbia mai fatto.	Leggere il testo allegato in inglese e commentarlo in italiano.
13	Sei assegnato alla Segreteria didattica. Nell'arco di una giornata, ti hanno fatto la stessa domanda cinque volte sull'ammissione ad un Master di II livello. Come ti comporti?	Cosa NON sopporta in ambito lavorativo?	Leggere il testo allegato in inglese e commentarlo in italiano.
14	Sei assegnato alla Segreteria didattica. Nell'arco di una giornata, ti hanno fatto la stessa domanda cinque volte sull'ammissione ad una Scuola di Specializzazione. Come ti comporti?	Qual è stato il lavoro più noioso che abbia mai fatto.	Leggere il testo allegato in inglese e commentarlo in italiano.
15	Sei assegnato alla Segreteria didattica. Nell'arco di una giornata, ti hanno fatto la stessa domanda cinque volte sulla tesi di laurea. Come ti comporti?	Descriva la sua organizzazione ideale.	Leggere il testo allegato in inglese e commentarlo in italiano.
16	Sei inserito in un progetto che ha l'obiettivo di standardizzare la procedura di immatricolazione degli studenti. Come procedi?	Ci sono informazioni che desidera fornire prima di concludere?	Leggere il testo allegato in inglese e commentarlo in italiano.
17	Sei inserito in un progetto che ha l'obiettivo di standardizzare la procedura di immatricolazione degli studenti stranieri. Come procedi?	Se lei avesse la possibilità di porre una domanda all'Università di Trieste prima di firmare il contratto, cosa chiederebbe?	Leggere il testo allegato in inglese e commentarlo in italiano.
18	Sei inserito in un progetto che ha l'obiettivo di standardizzare la procedura di immatricolazione alla Laurea Magistrale. Come procedi?	Che cosa si augura di trovare nel posto di lavoro?	Leggere il testo allegato in inglese e commentarlo in italiano.
19	Sei inserito in un progetto che ha l'obiettivo di standardizzare la procedura di immatricolazione alla Laurea di I livello. Come procedi?	Che cosa si augura di non trovare nel posto di lavoro?	Leggere il testo allegato in inglese e commentarlo in italiano.
20	Sei inserito in un progetto che ha l'obiettivo di standardizzare la procedura di accesso civico generalizzato (FOIA). Come procedi?	Quale contributo pensa di portare all'interno di UniTS?	Leggere il testo allegato in inglese e commentarlo in italiano.
21	Sei inserito in un progetto che ha l'obiettivo di standardizzare la procedura di iscrizione al Dottorato di Ricerca. Come procedi?	Per quale motivo ha partecipato a questo concorso?	Leggere il testo allegato in inglese e commentarlo in italiano.
22	Sei inserito in un progetto che ha l'obiettivo di standardizzare la procedura di iscrizione ad un Master di I livello. Come procedi?	Quali caratteristiche ritiene necessarie per lavorare in una Pubblica amministrazione? E perché?	Leggere il testo allegato in inglese e commentarlo in italiano.

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	Domande Gruppo 1	**Domande Gruppo 2**	
23	Sei inserito in un progetto che ha l'obiettivo di standardizzare la procedura di iscrizione ad un Master di II livello. Come procedi?	Per quale motivo dovrebbe essere scelto?	Leggere il testo allegato in inglese e commentarlo in italiano.
24	Sei inserito in un progetto che ha l'obiettivo di standardizzare la procedura di accesso agli atti (241/90). Come procedi?	Quali sono gli aspetti per lei più gratificanti in un lavoro?	Leggere il testo allegato in inglese e commentarlo in italiano.
25	Sei inserito in un progetto che ha l'obiettivo di standardizzare la procedura di accesso civico semplice (33/2013). Come procedi?	Quali sono gli aspetti per lei meno gratificanti in un lavoro?	Leggere il testo allegato in inglese e commentarlo in italiano.
26	L'ufficio cui sei assegnato ha pubblicato un documento contenente dati personali del partecipante a un concorso. Come procedi?	Perché vuole lavorare in UniTS?	Leggere il testo allegato in inglese e commentarlo in italiano.
27	Devi pubblicare gli esiti di un esame sulla pagina del Corso di Studi. Come procedi?	Cosa è importante per lei nel lavoro?	Leggere il testo allegato in inglese e commentarlo in italiano.
28	Devi pubblicare gli esiti del bando di ammissione al Dottorato di Ricerca. Come procedi?	Descriva la sua organizzazione ideale.	Leggere il testo allegato in inglese e commentarlo in italiano.
29	Devi pubblicare gli esiti del bando di ammissione ad una Scuola di Specializzazione. Come procedi?	Cosa NON sopporta in ambito lavorativo?	Leggere il testo allegato in inglese e commentarlo in italiano.
30	Ti accorgi che un tuo collega ha fatto un errore nella delibera del Consiglio di Amministrazione. Come ti comporti?	Che cosa si augura di non trovare nel posto di lavoro?	Leggere il testo allegato in inglese e commentarlo in italiano.
31	Un tuo collega ti segnala che hai fatto un errore nell'emanazione di un Provvedimento. Come ti comporti?	Per quale motivo ha partecipato a questo concorso?	Leggere il testo allegato in inglese e commentarlo in italiano.
32	Ti accorgi che un tuo collega ha fatto un errore nell'emanazione di un Provvedimento. Come ti comporti?	Quali caratteristiche ritiene necessarie per lavorare in una Pubblica amministrazione? E perché?	Leggere il testo allegato in inglese e commentarlo in italiano.
33	Un tuo collega ti segnala che negli atti di un procedimento non è stato indicato il Responsabile del Procedimento. Come procedi?	Per quale motivo dovrebbe essere scelto?	Leggere il testo allegato in inglese e commentarlo in italiano.
34	Ti accorgi che negli atti di un procedimento in capo ad un altro ufficio non è stato indicato il Responsabile del Procedimento. Come procedi?	Quali sono gli aspetti per lei più gratificanti in un lavoro?	Leggere il testo allegato in inglese e commentarlo in italiano.

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	Domande Gruppo 1	**Domande Gruppo 2**	
35	Hai ricevuto una richiesta di accesso agli atti da 25 giorni. Come ti comporti?	Quali sono gli aspetti per lei meno gratificanti in un lavoro?	Leggere il testo allegato in inglese e commentarlo in italiano.
36	Hai ricevuto una richiesta di accesso civico generalizzato da 25 giorni. Come ti comporti?	Quale contributo pensa di portare all'interno di UniTS?	Leggere il testo allegato in inglese e commentarlo in italiano.
37	Hai individuato dei controinteressati ad una richiesta di accesso agli atti. Come procedi?	Perché vuole lavorare in UniTS?	Leggere il testo allegato in inglese e commentarlo in italiano.
38	Hai individuato dei controinteressati ad una richiesta di accesso civico generalizzato. Come procedi?	Cosa è importante per lei nel lavoro?	Leggere il testo allegato in inglese e commentarlo in italiano.
39	Hai ricevuto una richiesta di accesso civico generalizzato incompleta. Come procedi	Descriva la sua organizzazione ideale.	Leggere il testo allegato in inglese e commentarlo in italiano.
40	Hai ricevuto una richiesta di accesso agli atti incompleta. Come procedi	Cosa NON sopporta in ambito lavorativo?	Leggere il testo allegato in inglese e commentarlo in italiano.
41	Ti viene chiesto di reperire il Bilancio unico di Ateneo. Cosa fai?	Qual è stato il lavoro più noioso che abbia mai fatto.	Leggere il testo allegato in inglese e commentarlo in italiano.
42	Ti viene chiesto di reperire il Bilancio sociale di Ateneo. Cosa fai?	Qual è stato il lavoro più gratificante che abbia mai fatto.	Leggere il testo allegato in inglese e commentarlo in italiano.
43	Ti viene chiesto di reperire il Piano della Performance di Ateneo. Cosa fai?	Ci sono informazioni che desidera fornire prima di concludere?	Leggere il testo allegato in inglese e commentarlo in italiano.
44	Sei assegnato all'Ufficio Relazioni con il Pubblico (URP). Hai più di 100 e-mail non lette nella casella di posta. Hai a disposizione solo un'ora. Cosa fai?	Se lei avesse la possibilità di porre una domanda all'Università di Trieste prima di firmare il contratto, cosa chiederebbe?	Leggere il testo allegato in inglese e commentarlo in italiano.
45	Ti vengono costantemente assegnate mansioni inferiori. Come ti comporti?	Che cosa si augura di trovare nel posto di lavoro?	Leggere il testo allegato in inglese e commentarlo in italiano.
46	Ti vengono costantemente assegnate mansioni superiori. Come ti comporti?	Che cosa si augura di non trovare nel posto di lavoro?	Leggere il testo allegato in inglese e commentarlo in italiano.

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	COMPETENZE TECNICHE e PSICO-ATTITUDINALI		INFORMATICA e INGLESE
	Domande Gruppo 1	**Domande Gruppo 2**	
47	In seguito all'assenza di un collega, ti trovi a dover predisporre in urgenza un bando per il reclutamento di un RTD A. Come procedi?	Per quale motivo ha partecipato a questo concorso?	Leggere il testo allegato in inglese e commentarlo in italiano.
48	In seguito all'assenza di un collega, ti trovi a dover predisporre in urgenza un bando per il reclutamento di un RTD B. Come procedi?	Quali caratteristiche ritiene necessarie per lavorare in una Pubblica amministrazione? E perché?	Leggere il testo allegato in inglese e commentarlo in italiano.
49	In seguito all'assenza di un collega, ti trovi a dover predisporre in urgenza il bando per l'ammissione al dottorato di ricerca. Come procedi?	Per quale motivo dovrebbe essere scelto?	Leggere il testo allegato in inglese e commentarlo in italiano.
50	Il tuo superiore ti incarica di impostare l'istruttoria per una modifica al Regolamento per l'Amministrazione, la Finanza e la Contabilità. Come procedi?	Quali sono gli aspetti per lei più gratificanti in un lavoro?	Leggere il testo allegato in inglese e commentarlo in italiano.
51	Il tuo superiore ti incarica di impostare l'istruttoria per una modifica al Regolamento Generale di Ateneo. Come procedi?	Quali sono gli aspetti per lei meno gratificanti in un lavoro?	Leggere il testo allegato in inglese e commentarlo in italiano.
52	Ritieni di subire discriminazioni sul luogo di lavoro. Come ti comporti?	Quale contributo pensa di portare all'interno di UniTS?	Leggere il testo allegato in inglese e commentarlo in italiano.
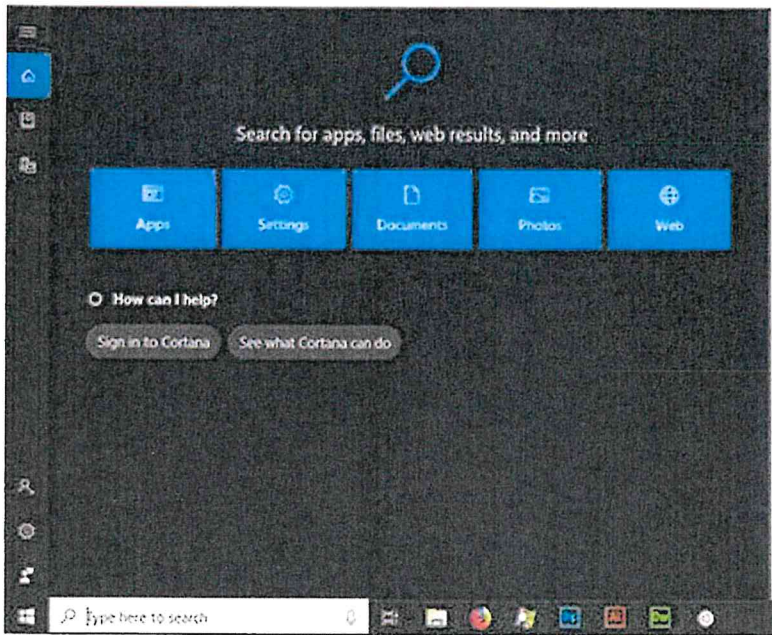
To access Cortana in Windows 10, press Win+S.

- What is Cortana?

- How to enable voice activation for Cortana.

- How do I turn off Cortana?

Desktop
The desktop is a fundamental part of the default GUI (graphical user interface) in Windows. It is a space where you can organize applications, folders, and documents, which appear as icons. Your desktop is always in the background, behind any other applications you're running.

When you power on your computer and log in to Windows, the first thing you see is your desktop background, icons, and the taskbar. From here, you can access the installed programs on your computer from the Start menu, or by double-clicking any application shortcuts you may have on your desktop.

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- How to regain computer hard drive space.

Event Viewer

The Event Viewer is an administrator tool displays errors and important events that happen on your computer. It helps troubleshoot advanced problems in your Windows system.

Event Viewer can be accessed from the Power User Tasks Menu (press Win+X, then press V).

- What is the Event Viewer?

- How to fix Windows blue screen errors.

File Explorer

The File Explorer, also called Windows Explorer, provides you with a view of the files and folders on the computer. You can browse the contents of your SSD, hard drive, and attached removable disks. You can search for files and folders, and open, rename, or delete them from the File Explorer.

Windows search box

The Windows search box is a convenient way to search for documents, pictures, videos, applications, and more. In Windows 10, the search box is also integrated with Cortana. The feature first appeared in Windows Vista.

Windows Search Box

The search box is on your taskbar by default. In Windows 10, if you don't see the search box, right-click the taskbar and select Taskbar settings. Make sure Use small taskbar buttons is Off. Then, right-click the taskbar again, and select Cortana, Show search box.

Windows

Windows is a collection of programs known as an *operating system* (OS) that controls a PC (personal computer). First produced by Microsoft in November 1985, it has been frequently updated since, as computer memory has got bigger, as processing chips have got faster and, of course, when the internet was invented. Prior to Windows, PCs were operated by a series of text commands.

Windows' key benefits and features

- Allows the user to interact with the computer (through the keyboard, mouse, microphone, etc.).

- Controls the storage of data (images, files, music).

- Controls hardware attached to the computer such as webcams, scanners and printers.

- Helps to open and close programs (word processors, games, photo editors, etc.), and gives them part of the computer's memory to allow them to work.

- Controls what access to a computer different users have and the computer's security.

- Deals with errors and user instructions, and issues simple error messages.

- Promotes multitasking by allowing the user to do several things on the computer at once – for example, watch a video while writing a letter.

Other operating systems are available, notably the Apple OS X used in Mac computers. In addition, with the increased use of smartphones, notepads and tablets, there are systems aimed directly at mobile devices. However, most people who learn to use computers do so on a system running Windows.

- Windows Server components
- File systems
- Core components
- Services
- DirectX
- Networking
- Scripting and command-line
- Kernel
- NET Framework
- Security
- Deprecated components and apps
- APIs

Source Link: https://en.wikipedia.org/wiki/List_of_Microsoft_Windows_components

Application

Introduction:

The term Application refers to Software which is a set of instructions or code written in a program for executing a task or an operation in a Computer. Applications play a vital role in a Computer as it is an end-user program that enables the users to do many things in a system. The application programs are designed and developed to run in a System Software which is an Operating system. An Operating System is system software that enables al the applications programs to run and execute various tasks in a Computer system. The GUI based applications carries out various tasks in a Computer like creating documents, playing games, browsing and many more.

Application Software Overview:

Application software's are the end-user programs designed to enhance the productivity in various fields of work. The applications are used for creating documents, spreadsheets, databases, and publications, doing online research, sending email, designing graphics, running businesses, and also playing games. Application software's are designed to perform a specific task and can be as simple as a calculator application or as complex as a word processing application. The applications are designed with built-in functions and properties so to easily carry out all the operations. One of the most popular and widely used applications is Microsoft word processor where you can do calculations, copy, paste, delete, and add colors and pictures, change the appearance by using its built-in properties. Not only Word processor applications but there are several other productivity programs like Graphical software, Photo studio, Antivirus and many more that are packed as an Application software.

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hen installed on a computer that can be used. But there are several applications like Microsoft Office which is a complete suite of programs that includes Excel, Power point, Access etc, Graphic suites like Adobe Creative suite with various applications for creating and editing images, Audio master suite for sound production, Video editing applications, Security software's and most importantly Web-browser which is also application software.

Application Software can be divided into two broad categories are System Software and Applications Software.

- **System Software** is a program designed to manage all the hardware resources and also runs the applications programs in a Computer. It is mainly of two types are the Operating system and utility software that is installed with the Operating system. The Operating system and utility programs are written in such a way to function independently because they are not user oriented. It always runs in the background and executes all the operations in a Computer. But there are some system software's that are used by the end-users like a Device manager which is found on Control panel.

Operating systems like Windows, Mac, Linux, and UNIX are the best examples that manage all the programs in a Computer. Since there are other systems software's that help the OS to perform all the tasks like BIOS (Basic Input/output system) that manages data flow between OS and other attached devices such as keyboard, mouse, hard drives etc. Boot program loads the Operating system to RAM, an Assembler takes basic instructions and converts them to machine language to perform operations and a Device manager controls all the devices attached to Computer. The utility software's like disk derangement, system restore, compilers and debuggers are also installed on the Operating system software.

- **Application Software** is a program or a group of program designed for the end-user to perform a specific task in a Computer. The user directly interacts with the application programs for performing a task in a system. Some of the applications software's are browsers, e-mail clients, word processors, spreadsheet, database programs and many more that has various built-in functions to be used. Furthermore the Applications Software's are also broadly categorized for better productivity. Some of them are:-

Application suites are packed with multiple programs with user interfaces, features and functions to interact with the users. Some of them are Microsoft Office, Adobe Creativity suite, Security suite, Gaming apps and many more.

Enterprise Software labels the organization requirements and also manages data flow in a huge environment. It may be an automated billing system, e-mail marketing, business intelligence and Content management.

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Enterprise Infrastructure Software provides the capabilities required to support enterprise software systems. It is mainly used for businesses, society or Organization for network security, surveillance system, transportation, sewage, communication, electricity and water that need high investment for the systems.

Educational Software includes all the contents of different subjects that can be **used by a student** or any individuals. There are several websites providing educational software about various topics and vast database makes it an easy to use application.

Multimedia Software is used for development of media in our day to day life. There are various audio, video and image editing tools, printing media that can be used to maximize the growth of a business.

Content Access Software is used to access the contents in a website for publishing digital contents and entertainment.

Information Software is used for addressing the needs of an individual by creating and managing information for individual projects within the department. It may be the word processors, spreadsheets, e-mail or blog clients etc.

Conclusion:

Application software is the lifeline for a user as it creates an interface to communicate with the Computer by using various application programs. Each and Every application program is run by the system software which is the Operating system. You can run loads of applications in your Computer and can perform various tasks from creating documents to playing games. I hope you like this article about the **Computer Application** and its types, if you have any issues kindly write into my mail.

Icons

An icon is a small graphical representation of a program or file. When you double-click an icon, the associated file or program will be opened. For example, if you were to double-click My Computer icon, it would open Windows Explorer. Icons are a component of GUI operating systems, including Apple macOS X and Microsoft Windows. Icons help users quickly identify the type of file represented by the icon. The image is an example of "My Computer" icons in different versions of Microsoft Windows.

How to create a desktop icon

1. Press Windows key+D or navigate to the Windows desktop.

2. Right-click any blank space on the desktop. If you're on a laptop, tap the trackpad with two fingers at the same time.

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How to create a desktop icon

1. Press Windows key+D or navigate to the Windows desktop.

2. Right-click any blank space on the desktop. If you're on a laptop, tap the trackpad with two fingers at the same time.

3. In the *Personalize appearance and sounds* window, click the Change desktop icons link on the left side.

4. Uncheck the box next to the icon(s) you want to remove, click Apply, and then OK.
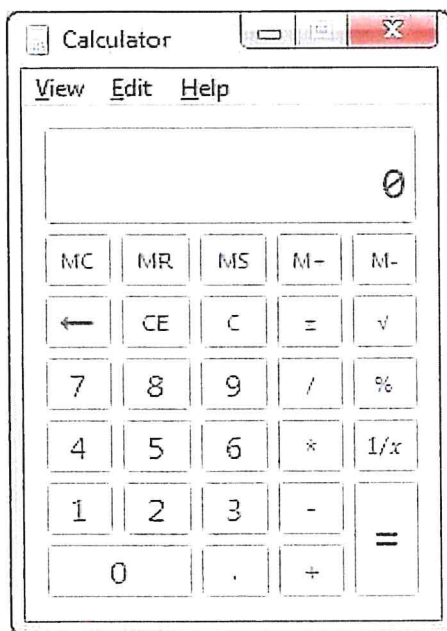
Windows Accessories

Windows operating system ships with some handy applications known as Windows accessories. Calculator, Notepad, Paint, Explorer, WordPad are some of the most frequently used accessories.

Apart from above mentioned applications, Windows has a few tools for Ease of Access and some System Tools. We'll be briefly talking about them here.

Calculator

Windows Calculator is a calculating application included in all the versions of Windows. It can be used to perform simple calculation, scientific calculation and Programming calculation.

- Choose Start >> Programs >> Accessories >> Calculator to start Calculator application, or

- Alternately you can open Run dialog box (Start >> Run) dialog box then type *calc* and hit enter.

Paint

Ribbon

Paint button

Home and View tabs   Brushes

Tools panel   Shapes   Color palette

Untitled - Paint

Canvas (drawing area)
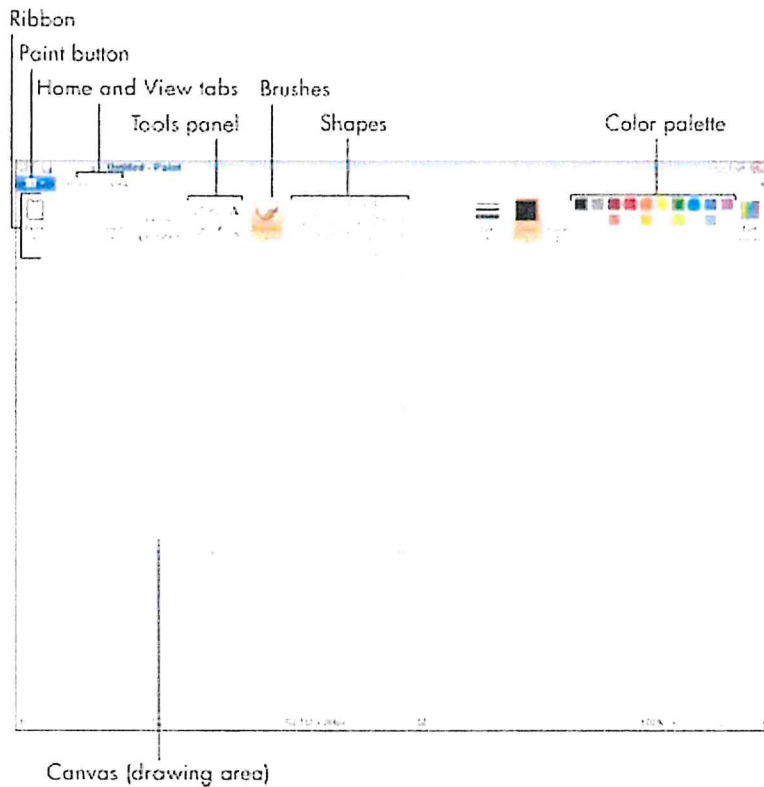
Image Source: Wikipedia

Paint (formerly Paintbrush for Windows) is a simple graphics painting program that has been included with all versions of Microsoft Windows. It is often referred to as MS Paint or Microsoft Paint. The program opens and saves files as Windows bitmap (24-bit, 256 color, 16 color, and monochrome) .BMP, JPEG, GIF. Paintbrush supports GIF without animation or transparency. Since Windows 98 Paint supports GIF with transparency. It also supports PNG (without alpha channel), and TIFF (without multiple page support).

The program can be in color mode or two-color black-and-white, but there is no grayscale mode. For its simplicity, it rapidly became one of the most used applications in the early versions of Windows—introducing many to painting on a computer for the first time—and still has strong associations with the immediate usability of the old Windows workspace.
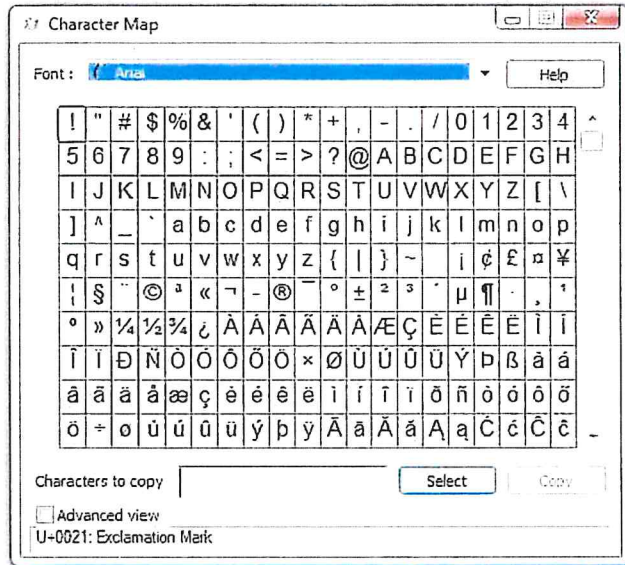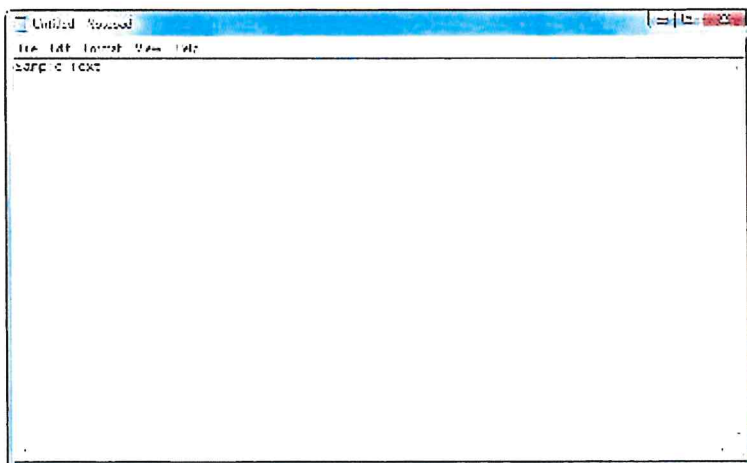
Character Map

Character Map is a utility included with Microsoft Windows operating systems and is used to view the characters in any installed font, to check what keyboard input (Alt code) is used to enter those characters, and to copy characters to the clipboard in lieu of typing them.

The tool is usually useful for entering special characters. It can be opened via the command line or Run Command dialog using the 'charmap' command.
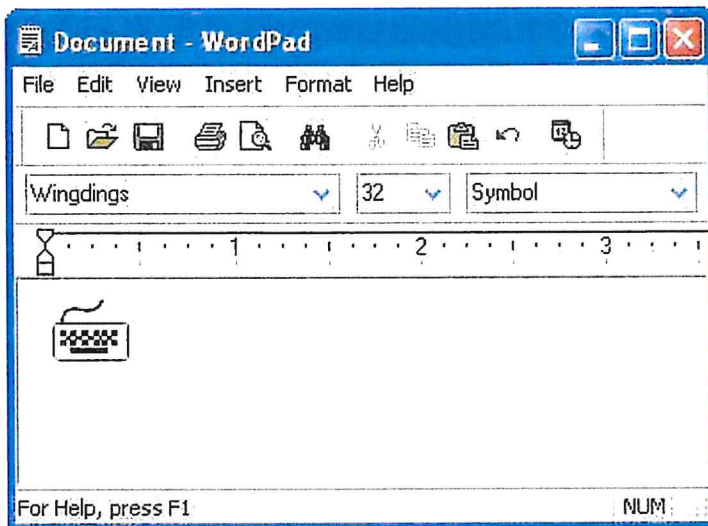
Notepad

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Notepad is a common text-only (plain text) editor. The resulting files—typically saved with the .txt extension—have no format tags or styles, making the program suitable for editing system files that are to be used in a DOS environment.

Notepad supports both left-to-right and right-to-left based languages, and one can alternate between these viewing formats by using the right or left Ctrl+Shift keys to go to right-to-left format or left-to-right format, respectively.

WordPad

Microsoft WordPad is a free rich text editor included with Microsoft Windows 95 and the later. Earlier to Windows 95 there used to be an application called Write for the same task. Although capable of doing much more than Notepad, WordPad is not as advanced as Microsoft Word.

WordPad can format and print text, but lacks intermediate features such as a spell checker, thesaurus, and support for tables. As such, it is suitable for writing letters or short pieces, but underpowered for work that relies heavily on graphics or typesetting.
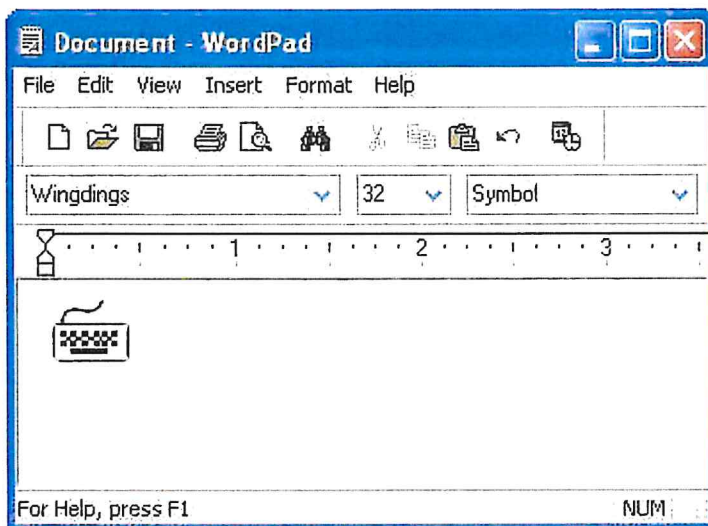
System Tools

For a smooth performance of a system, periodic maintenance is necessary. Tools like Disk Check, Disk Derangement, etc., helps in system maintenance. Windows includes some of the system utilities such as Disk Cleanup, Disk Defragment, System Restore, Control Panel and so on.

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return processed data back to the user, The generic term device refers to any piece of hardware.

The function of an output device is to present processed data to the user. The most common output devices are the display screen, known as the monitor and the printer. The computer sends output to the monitor when the user needs only to see the output. It sends output to the printer when the user needs a paper or bard, copy. In addition, just as computers can accept sound as input they can include stereo speakers as output devices to produce sound.

Input Devices

Input devices accept data and instructions from the user, and output devices return processed data back to the user. The generic term device refers to any piece of hardware.

The most common input device is the keyboard, which accepts letters, numbers, and commands from the user. In addition, people often use a mouse, which lets them draw on the screen and give commands by moving the mouse on a flat surface and pressing its buttons. Some other input devices are trackballs, joysticks, scanners, digital cameras, and microphones.

The mouse and trackball allow you to draw or point on the screen. For playing quick-moving video games, the joystick is especially well suited. A scanner can copy a printed page into the computer's memory, eliminating the time-consuming step of keying input manually. Digital cameras record live images that can be viewed and edited on the computer. Similarly, attaching a microphone or CD player to the computer allows you to add the sound of a voice or a piece of music.

Key Board

The keyboard resembles that of a typewriter with additional keys to handle control functions. The computer keyboard has three categories of keys:

- Alphanumeric keys
- Special keys
- Function keys

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1024 bytes	=	1 Kilo Byte(KB)
1024 KB	=	1 Mega Byte(MB)
1024 MB	=	1 Giga Byte(GB)
1024 GB	=	1 Tera Byte (TB)

Hardware:

When programs run, they need to use the computer's memory, monitor, disk drives, and other devices, such as a printer, a modem, or a CD-ROM drive. The operating system is the intermediary between programs and hardware. In a computer network, the operating system also mediates between your computer and other devices on the network.

Hardware is nothing but physical apparatus or the machinery part of the computer, i.e. hard disk, floppy disk, etc…

Software:

Software is the part of the computer system, which enables the hardware to operate. Computer software can be divided into system software and application software. System software includes all the computer programs that run the computer, it also includes he documentation of how these programs operate. Application software includes the programs and related documentation that accomplish end-user data processing tasks.

Operating System:

When you turn on a computer, it goes through several steps to prepare itself for Use. The first step is a self-test .The computer identifies the devices that are attached to it counts the amount of memory available and does a quick check to see whether the memory is functioning properly. This routine is initiated by apart of the system software located in read –only memory a chip that contains brief permanent instructions for getting the computer started.

Operating system is a set of software that provides an interface between the machine and the user. An Operating System not only provides an interface between the user and the hardware, but also manages the memory, CPU, disks,

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again one more sub menu will appear. It will have all the applications such as Microsoft Visual Studio, Accessories, etc., These applications may also have sub menus. If you click on these options, then the corresponding applications will run.
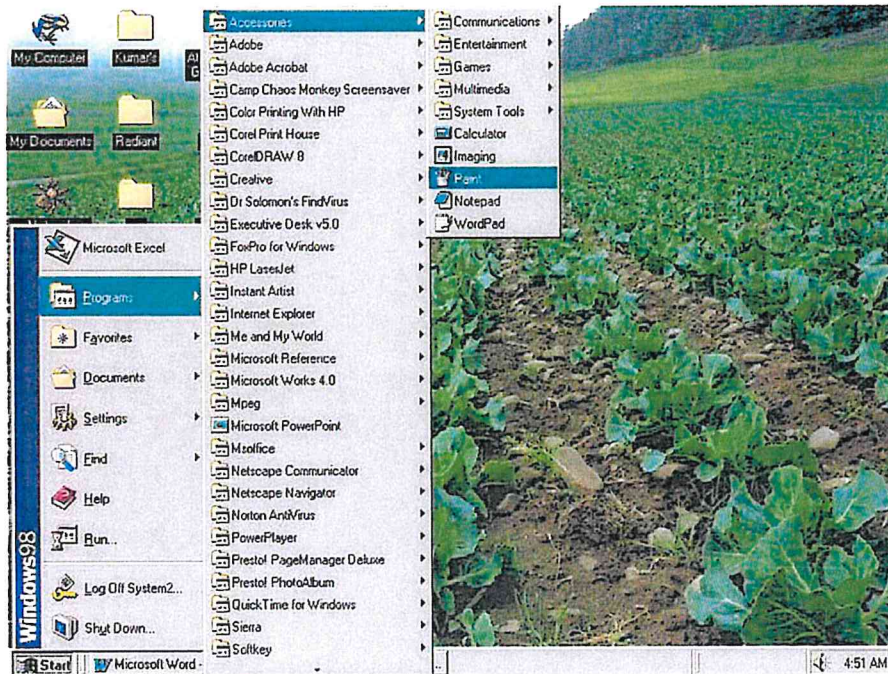

Fig above Represent the Run Paint Application.

3.4 Documents

Document is an option when you invoke Start button, which contain the latest documents such as word, html files, asp etc. If you click the menu, the corresponding application will be executed. If you want to clear the document, select the task bar properties by placing the mouse in the status bar and right click your mouse in which you open the Start Menu Programs and Click the Clear Button, it will clear all the documents.
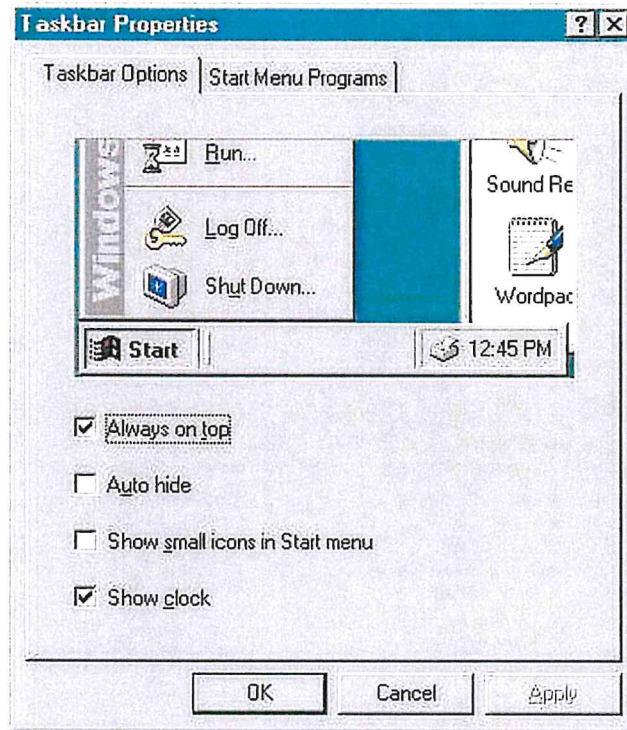
3.5 Settings

Settings is another option in the Start button, if you click this option three sub menu's will appear as follows:

- Control Panel

If you click this options then the Printers dialog box appears, where you can add a new printer and customize your printer setup.

Task Bar

If you click the Task bar menu then the following Fig will appear, where you can customize your task bar according to your view.

3.6 Find

Find is yet another option in the Start button from which you can find the Files or Folders. Windows usually have a lot of Files as well as Folders. If you want to search a particular Folder or File, it is very difficult to find them out. To overcome this, Windows is having the Find menu option. Searching for Files and Folders are based on three criteria.

- Name & Locations
- Date Modified
- Advanced

Name & Locations

4.1 Snap Shot

In this lecture you will learn about Windows Folders, How to install Hardware and Software in OS and the benefits of Windows System Tools.

4.2 Files & Folders

In Windows all kind of files are stored in Folder. Folder is nothing but collection of files.

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In order to work with Windows Environment, it is necessary to understand about Folders.

In windows Explorer you can see many folders in the left side with the +sign. If you click the + sign, it will be enlarged and all the sub folders inside the main folder will be shown.

The + sign becomes – sign. If you click the sub folder, then the files inside the folder will be shown in the right pan.

Create a New Folder

- To Create a New Folder you have to select the Windows Explorer as shown in Fig.
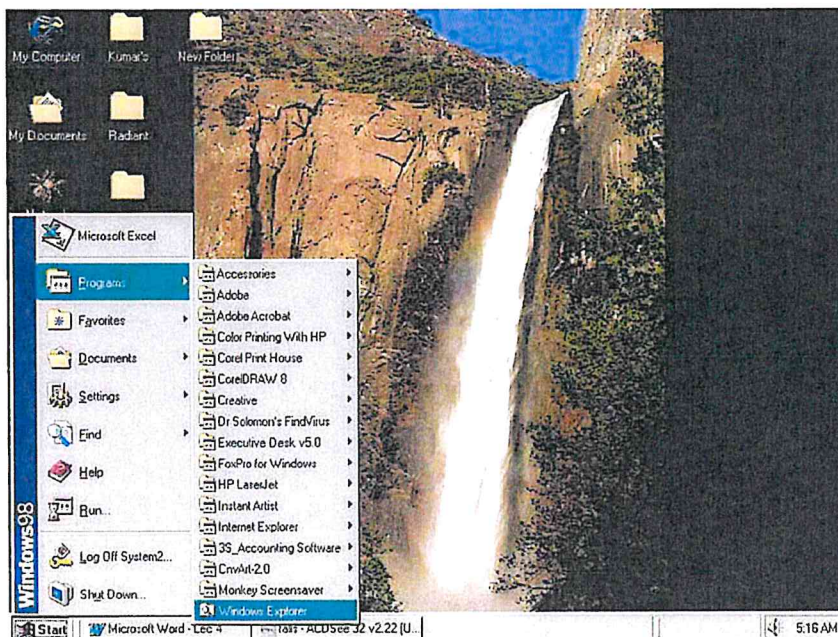
5.2 REQUISITE EXCEL: ESSENTIAL FEATURES

Microsoft Excel is used for storing the data in the form of table. It is used by several organizations to perform complex calculations, statistical analysis and tracking income and expenses. It uses pie charts, slicers, sparklines to easily analyze the data. Excel 2010 provides very interactive features which help in analyzing and visualizing the data in productive and innovative ways. In this unit, you will learn about the essential features of MS Excel, various ways of building Worksheets, methods of formatting and filtering data, management of Excel worksheets and various shortcut commands to perform the task easily.

5.2.1 Shortcuts and Tips

Keyboard Shortcuts	
Action	**Keystrokes**
Moves between the Excel sheet from left to right	CTRL+PageUp
Moves between the Excel sheet from right to left	CTRL+PageDown
Unhides the hidden part of the Excel sheet	CTRL+SHIFT+(
Makes the border around the selected cell	CTRL+SHIFT+&
Removes the border around the cell	CTRL+SHIFT_
Apply the current symbol having two decimal places	CTRL+SHIFT+$
Apply percentage without any decimal	CTRL+SHIFT+%
Apply scientific number with two decimal places	CTRL+SHIFT+^
Put date, month and year in the data	CTRL+SHIFT+#
Puts the time according to 12 hour clock	CTRL+SHIFT+@
Enter the correct time	CTRL+;
Display the format cells box	CTRL+1
Remove or put the bold formatting	CTRL+2
Remove or put the italic formatting	CTRL+3
Remove or apply underline	CTRL+4
Remove or put strikethrough	CTRL+5
Apply alteration between hide and displaying objects	CTRL+6
Select the whole Excel sheet	CTRL+A
Removes the particular data from the sheet either for pasting somewhere else or permanently	CTRL+X
Hide the selected rows	CTRL+9
Hide the selected columns	CTRL+0
Copies the particular content	CTRL+C
Displays the find and replace dialog box	CTRL+F
Helps in inserting the hyperlink in the document	CTRL+K
Creates the new Excel sheet	CTRL+N
Creates the table at the selected place	CTRL+T
Close the selected Excel sheet	CTRL+W
Repeats the last command	CTRL+Y
Redo the last command	CTRL+Z
Displays the Excel help box	F1
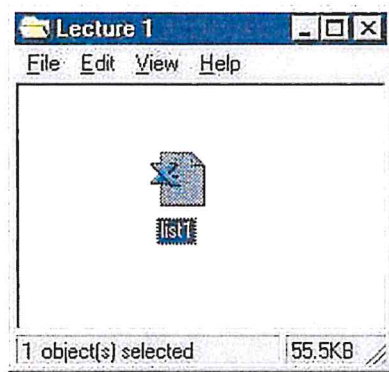
The Figure shows copied list1 Excel File.

Delete a File or Folder

- Suppose if you want to Delete a File or Folder, then Select the File or Folder, right click the Mouse and it will open a pop up menu where you can select the Delete Option.

- Then the particular File will be deleted and sent to the Recycle Bin.

- If you want to reuse the particular file, open the Recycle Bin and Select the Restore option.

- By confirming the deletion of the file in Recycle Bin, the file will be deleted permanently.

4.3 Configuring Printers

Windows 95 offers significant improvements to printing in particular, to the way you set up a printer to print from Windows.

Setting Up a Printer

Setting a printer is easy and fast, with the Add Printer Wizard, step-by-step printers setup Program. Before you begin to setup printer make sure your printer is connected to your system and that you know the make and model of your printer connected. If you want your printer to be shared over the network,

Ignoring Errors

Do not entirely depend upon the Spelling and Grammar check as it may not be correct always. Essentially while checking errors in grammar, it is possible that MS Word may not notice various grammatical errors. It is also possible that at times the Spelling and Grammar check option may mark any spelling as incorrect while actually it is correct, for example name of people or place which is not included in the MS Word predefined dictionary. Use the following options for checking a spelling or grammatical error.

Checking 'Spelling Errors'

- **Ignore:** When you click on **'Ignore' option** then the MS Word will **skip checking the marked word,** i.e., it will not be changed.
- **Ignore All:** When you click on **'Ignore All' option** then the MS Word will not only **skip checking the marked word,** i.e., it will not be changed, but it will also **skip checking all other occurrences or instances** of the **similar word** in the current MS Word document.
- **Add:** When you click on **'Add' option** then MS Word will **add the marked word** to the **existing predefined dictionary** so that it will **not be marked as error** again. Before clicking on the **Add option** check the **spelling of the word** to ensure that the **marked word** is **spelled** accurately.

Checking 'Grammar Errors'

MS Word provides detailed explanation for each marked 'Grammar Error' that why it is incorrect. It also displays some related example sentences or phrases to explain the concept, as shown in the given Illustration. These examples will help you in determining whether to change the marked sentence or phrase by clicking on the Change option or to ignore it by clicking on the Ignore option.

Change: When you click on the Change option then MS Word will modify or change the marked sentence or phrase in the document with the suggestion that you have selected.

Ignore: When you click on the Ignore option then MS Word will skip checking the word or phrase in the document without making any change or modification to it.

In the following **example**, MS Word has marked the Grammar error and is suggesting to 'Capitalize the first word of a sentence.' because the first word is typed wrong with small letter.

Automatic Spelling and Grammar Checking

By default, MS Word will automatically check the Spelling and Grammar errors in the document. Hence, there is no need to perform a separate checking in the document for spelling and grammar. MS Word indicates these errors by distinct colored and wavy lines.

button   on the Standard toolbar, then choosing an appropriate template. The New dialog gives you a choice of many different document templates to choose from. Besides the templates provided with Office 2000, you may find additional templates at a Microsoft web site. Choose a template that is most consistent with the ultimate objective of your document. A Blank Document template has no specific format, although it does have default settings for such document attributes as font type and font size, which you can change to suit your needs.

Also, from the new dialog, you may create a new template. This is a powerful tool that gives you the ability to capture and easily recall document formats used on a regular basis.
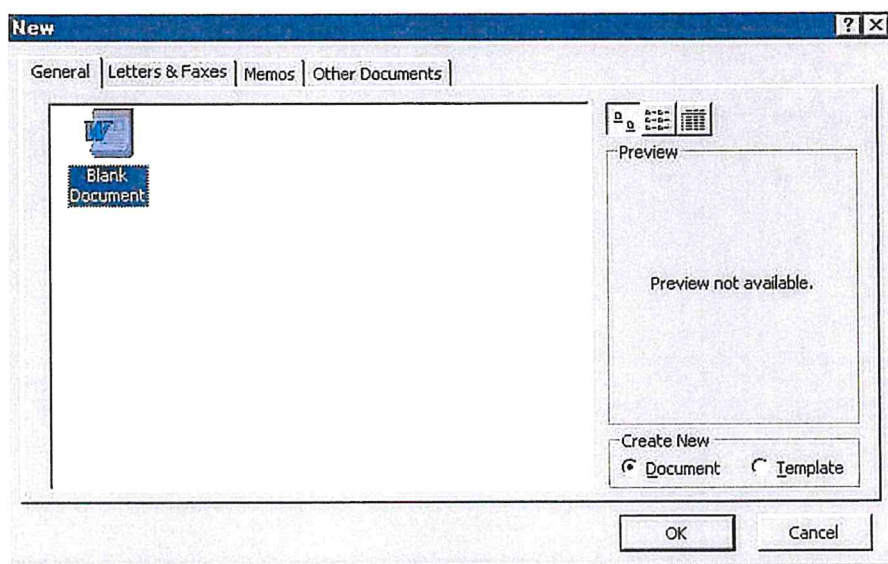
5.6 Typing Text, Saving and Closing the Document

Once the New Document opened you can enter the text in the Edit Window.

Saving a New File

To save a file (or template), select File / Save or press the Save button. The File / Save menu selection and Save button save the file with its current name and file type. The default name is Document X, where X is an integer whose value depends upon the number of new files already opened in the current work session. The default file type is the Word 2000 .doc type.

Saving a File under a New Name

The File / Save As choice allows you to save your document under a new name and/or document type. You can save the file with a new name by changing the filename in the File name text box. Also, you can change the file type by choosing a different type from the Save as type text box.
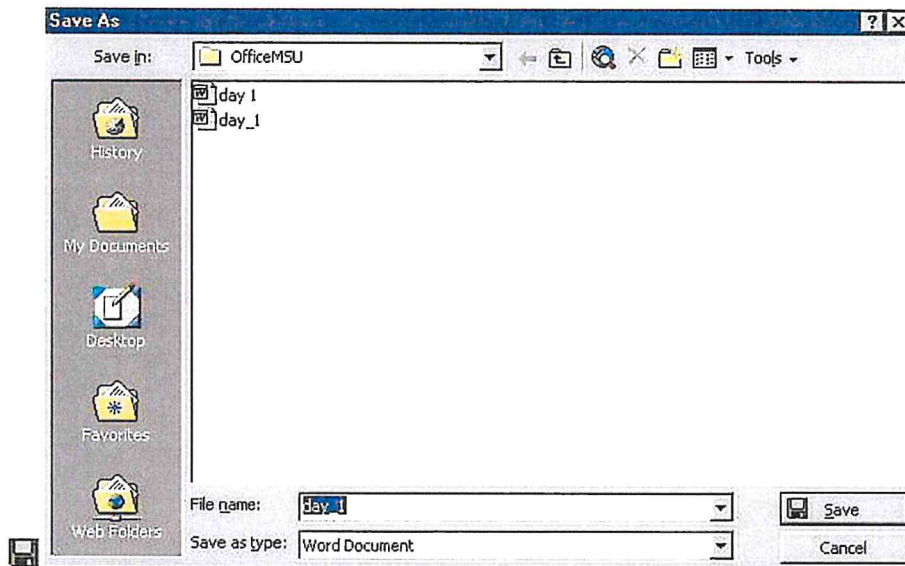
The Save As dialog includes the following elements: A menu box with options like save, cancel, options and save versions

The History icon displays the documents and subdirectories of recently saved documents. Selecting a subdirectory from here will save the document in that subdirectory.

The My-Documents icon saves the document in the C:\My Documents directory.

The Desktop icon saves the document to the Desktop directory.

The Favorites icon saves the document in whichever Favorites subdirectory you choose. A favorite subdirectory may be added to favorites by selecting tools located near the top right of the Save as dialog and choosing Add to Favorites.

Saving a File for Use with Another Word Processing Program

The Save as type: drop-down text box includes many different file types that the document can be saved as.

We need to just click on the box's down arrow and choose the document type desired. Documents can be saved as file types:

Word document	(*.doc)
web page	(*.htm;*.html)
rich text format	(*.rtf)
text (various types)	(*.txt)
Windows Write — various versions	(*.wri)
Word for Windows — various versions	(*.doc)
Word for Macintosh — various versions	(*.mcw)
Word for MS-DOS	(*.doc)
WordPerfect various versions	(*.doc)
Works for Windows various versions	(*.wps)

When you are ready to finally save the file, click on the Save button located on the bottom right side of the Save dialog. Or, if you change your mind, click on Cancel.

Closing Document

Once you finalize your task in document, you can close your word window either from the file menu or you can use the right most close button to close the document.

Hands-on Activities

This activity demonstrates the file handling procedures.

Creating and saving a New File

In this activity you create a small document file and save it with a name of your choice. Begin by starting Windows.

You may use the Properties selection of the File menu, i.e., **File / Properties**, to view information about the document. You may also add descriptive information here, which can later be viewed using the **File / Properties** menu selection. Descriptive information can help you determine what's in the document at some future date.
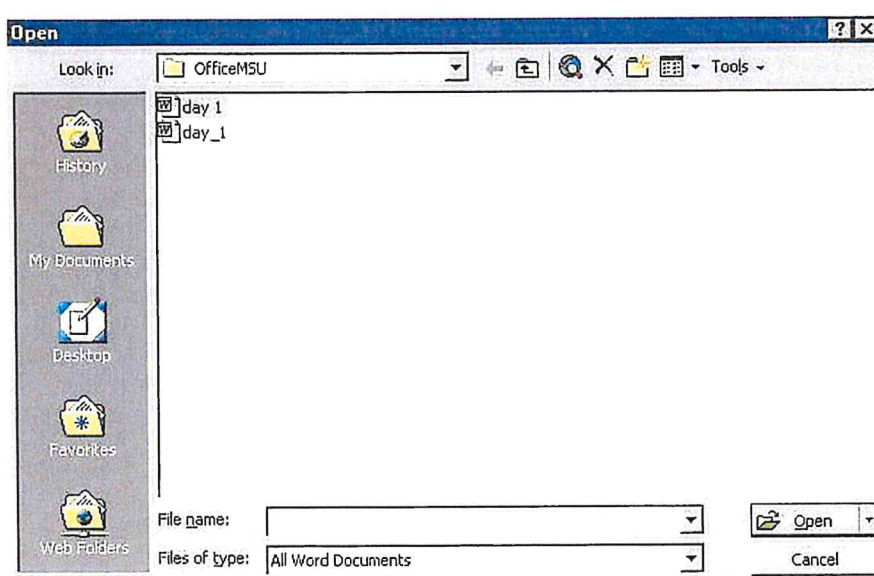
8. Type this is my first document in the Comments box. Then click **OK** to save the properties information.

5.7 Opening an Existing Document

To open an existing file, select the File / Open menu selection or press the Open button. Notice the shortcut icons on the left side of the Open dialog. At the top of the dialog, there is a directory drop-down box allowing you to choose files from directories / subdirectories other than where you are currently located. To go to another file location, just click on the down arrow and choose the next option.

The Favorites icon opens another dialog allowing you to select documents from directories / subdirectories far removed from where your current working directory may be. Of course, you must place your favorites in the Favorites location by going to the directory of interest, then clicking on Tools.