

What is Computer?

A computer is a machine or device that performs processes, calculations and operations based on instructions provided by a software or hardware program. It is designed to execute applications and provides a variety of solutions by combining integrated hardware and software components.

Characteristics of Computer

Computer may be defined as a device that receives some kind of data, analyses it, and then applies a pre- defined set of instructions to it to produce some kind of output.

The following are Characteristics of a computer.

- 1. Speed :** Computers operate at very high speed. A computer can perform several million instructions in one second. For example it can add or multiply 2,000,000 numbers in a second. There are several different types of computers and they all have different speeds ranging from high to very-very high.
- 2. Accuracy:** computers perform with very high degree of consistent accuracy. If you ask a computer to perform a particular calculation say, division of two numbers a thousand division operations with the same accuracy.
- 3. Diligence :** When human beings required to work continuously for a few hours, they become tired and start losing concentration. On the other hand, a computer can work continuously at the same speed and accuracy. It does not show signs of tiredness or lack of concentration when made to work continuously, unlike human beings. It does not

complain or show laziness when made to do the same task repeatedly.

4. Versatility : Computers are very versatile. The same computer can be used for various applications for instance you can use a personal computer to prepare a letter, prepare the balance sheet of a company, store a database of employees, produce a professional looking advertisement, send or receive fax messages etc. for a computer to perform a new job all it needs is a program.

5. It can store data : A computer can store a huge amount of data in its memory you can store almost any type of data, such as a letter, picture, sound etc. in a computer you can recall the store data from the computer whenever you need it. For instance if you type a letter you can save it then if you want to send a similar letter to another person, you can recall that letter from the computer's memory. The information can be stored in a computer's memory. For several years and it will be 100% accurate and complete,

6. It is Dumb : A computer is a dumb. It has no intelligence of its own. It cannot think or apply its judgment. It is set its power from the program that it runs. It will do only what it is asked to do. It has to be told what to do. And in what sequence so, a computer does not take its own decisions. It simply follows the instructions of the programmer or the user.

7. It has no emotions: computers are not living beings. Hence, they do not have any emotions they do not have any heart or soul. Human beings often take some decision based on emotions, taste, feelings etc. in their daily life on the other hand computers always take decision based on the program that they run.

What is Input Device? Explain Keyboard in brief.

Computer need to receive data and instruction in order to solve any problem. So with the help of input device user can enter data and instruction into the computer. Input devices like keyboard, Mouse, Floppy drive, Hard disk, scanner, track ball, joy-stick, light pen etc.

Key-board

key-board is most commonly used input device of the computer. It is quite similar to the typical typewriter. The computer keyboard may have 84 or 101 or 104 keys. The computer keyboard is arranged in the same order as on keyboard of an ordinary typewriter. However, there a few additional keys on the computer keyboard.

Ctrl : The ctrl (control) key is normally located on the bottom corner of the keyboard. This key is also called the super-shift key. It's function is if you press and hold ctrl key and then press another key, your computer may perform special function. E.g. pressing ctrl with A it will select all the items in the window.

Alt : The Alt key is normally located on the left side of the spacebar key or the shift key. As its name suggests, it is an alternated shift key. This key is used in combination with other keys to perform a specific function. Alt key also be used to reset the pc if it is press with combination of Ctrl and Del.

Tab : The Tab key found on the keyboard of the pc is similar to the Tab key used on the ordinary typewriter, and is used for the same purpose. When you press this key, it moves the cursor in the forward direction to the next tab stop position.

Function Keys : There are 10 or 12 function keys located on the top of the keyboard. There are numbered as F1 through F12. The function keys are programmable keys and each application can use these keys for a specific purpose. For e.g. in word F7 is used to spell check.

Caps Lock : The caps lock key is used to automatically type all alphabets in upper case without pressing the shift key.

Enter : The Enter key has the same function like typewriter it is used to take the cursor to the next line. It creates a new paragraph.

Del and Backspace : The Del and Backspace key are used to delete keystrokes.

Ins and Esc : The Ins key is used to select the overtype mode in the keyboard. The esc key is a special key that may have different functions in different programs.

Numeric Keypad: The computer keyboard has an extra numeric keypad located on the right hand side.

There are also direction key, windows key, page up key, page down key, home key, end key all these have the special functions.

Explain Hardware and Software.

Hardware : Hardware is known as the physical devices of the pc. The hardware does all operations in your pc, such as accepting and storing data, performing calculations and displaying or printing results. Monitor, floppy disk drive, hard disk drive, keyboard, printer etc are called hardware.

Software : The various physical devices or the hardware in a pc cannot work on their own. To make the hardware work, you require a set of programs, a set of program associated with the operation of computer is called software.

Software can be classified into the following categories:

- 1 Operating system: e.g. Dos, windows, UNIX, etc.
- 2 Programming Languages: Basic, Cobol, C++,etc.
- 3 Application programs: such as word processors, spreadsheet, data base management systems (DBMS) etc,
- 4 Other application programs doing a specific job: e.g. accounting, whether forecasting, ticket reservation, etc.

Explain Features of MS Word

The word processor has many unique features as follows: -

1) Typing easy: In MS WORD typing is so easy because

- a. We need not click enter button after end of the line as the type writer. The word processor itself takes matter to the next line of the document. This facility is called word wrapping
- b. There is no limit for typing the matter
- c. You can easily correct mistakes as the typing matter appears on the screen

2) Saving: The document type can be stored for future use. We can reserve the document for any number of years in word processing

3) Adding, removing and applying text: Documents can be modified easily in MS office we can easily place a new word in place of existing one. The new words will automatically be adjusted in the place of deleted or modified text. We can also copy a part or whole of the matter from one document to another document

4) Spell check of words: The spelling of the words in the document can be rectified automatically we can also find alternative words to our typed words. The grammatical errors can also be corrected in word processor.

5) Change the style and shape of characters and paragraph:

The documents in word processor can be made attractive because the shape and style of characters in the documents can be changed according to our requirement

6) Bullets and Numbering:

Bullets are special symbols which can be put for different points, paragraphs and documents whereas numbers are ascending figure while 1,2,3 etc.

7) Headers and footers: A header is the text appearing above the documents and footer is the text appearing below the documents

8) Creation of tables: If you give directions for required number of rows and columns word provides a ready-made table to work

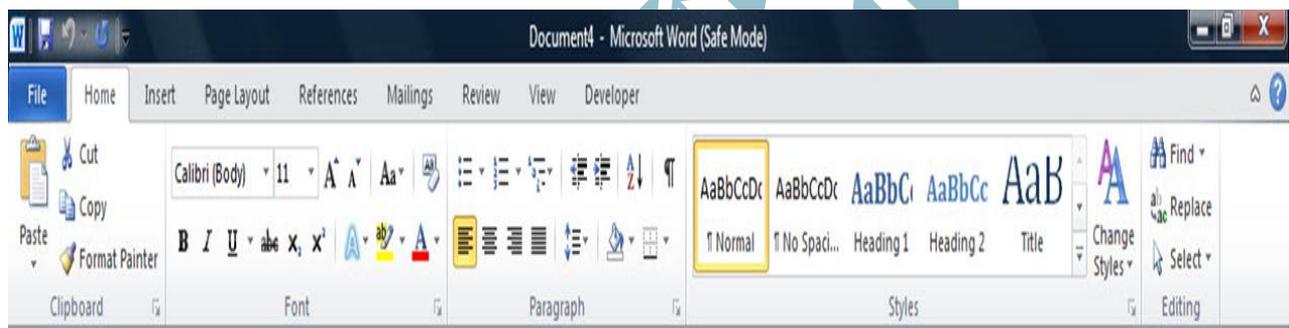
9) Inserting pictures and objects: In the word processor we can insert the pictures in the document to make it more attractive. These pictures can be obtain from clip art which is available in word processor

10) Preview facility: Before getting a print out of our document we can get a preview of document if mistakes are there we can change the document

11) Mail merge facility: If you want to send information to different persons there is a facility in word processor known as mail merge the main body of the letters can be typed once and we can send the same to different addresses.

Explain any ten command from MS Word Home Tab

The Home Tab is about the basics of how text looks when it is printed or displayed online. It gives access to both direct and Style-based formatting.



- 1. Copy:** Copy command generates the same image or copy of selected text picture or any objects. Shortcut key of Copy is (Ctrl + C)
- 2. Cut:** Cut Command moves to the selected text, picture or any objects from one location to another. Shortcut key of Cut is (Ctrl + X)
- 3. Paste:** There are several ways to use the Paste command that are universal to all versions of Microsoft Word. First, you must either use the Cut or Copy command to save an item to the Clipboard. Then, to paste the last item you cut or copied:

↳ Click on the **Home** tab and then click **Paste**.

↳ Click where you'd like to move or copy the data to (to insert your cursor), right-click there, and choose **Paste**.

↪ Use the key combinations **Ctrl + V** to paste.

4. **Font face:** These have been a part of Word since at least Word 97. You can click on them to give a list to select from or you can type in them. In the size window you can type a size that is not on the dropdown list. In the Font window you can start typing the name of a font and it will fill in the first font name that fits as you type.
5. **Grow Font:** with the help of this command we can Increase Font Size.
6. **Shrink Font:** with the help of this command we can Decrease Font Size.
7. **Bold:** with this command, you can do bold (dark, **Strong**) your selected text.
8. **Italic:** with this command, you can do italic your selected text.
9. **Underline (Ctrl+U):** Clicking on the Underline button will underscore your text. Clicking the little triangle on the right will give you options for the type of underline you want. Once you select an option, that option is active during your Word session.
10. **Strikethrough:** The Strikethrough button gives you a single line through selected text.
11. **Subscript:** These decrease the font size proportionally from the baseline. Example: **H₂O**
12. **Superscript:** These increase the font size proportionally from the baseline. Example: **X²Y²**
13. **Text Effects:** Text Effects lets you apply WordArt type appearance to text in the body of your document. Unlike WordArt, Text Effects can be applied using style.
14. **Font Color:** If you simply click on the font color button, it will give you the color shown.

15. **Text highlight color:** Highlight the selected item (the arrow will give you color options)
16. **Clear formatting:** Clear formatting from the selected item.
17. **Bullets:** Clicking on the bullet button will give you a bullet, the type of bullet will be the last type used by you. You can also define some different bullets by click on *define new bullets*.
18. **Numbering:** The second bullet is for simple numbered lists. Clicking on the button will give you a single-level numbered list of the type last used.
19. **Align Text:** Using the align text you can set four type of alignment like left, right, center or justify. Example: if you want to give center align for your text, then select your text and click on CENTER ALIGN BUTTON.
20. **Line spacing:** Using this command you can set line spacing between two or more lines.

What is Mail Merge? Explain Mail-merge step by step.

Mail merge is used to create multiple documents at once. These documents have identical layout, formatting, text, and graphics. Only specific sections of each document vary and are personalized. The documents Word can create with mail merge include bulk labels, letters, envelopes, and emails.

- ↳ Open Microsoft Word: click the Start button, click Programs> Microsoft Office> Microsoft Office Word 2007
- ↳ Beginning the Merge Click the Mailings tab, click Start Mail Merge, and click Step by Step Mail Merge Wizard.

↪ You will now see a Mail Merge task pane appear on the right side of your screen.

Step 1: Select Document Type Since this handout is for doing a mail merge with a **letter**, make sure that the circle next to Letters is filled in. Then click Next: Starting document.

Step 2: Select Starting Document, we are going to use a current blank document, so make sure that the circle next to **Use the current document** is filled in. Then click Next: Select recipients. Please note that in the image below that, as you proceed through the Mail Merge Task Panes, you can go back and forth at any time you desire by using the Next and Previous buttons.

Step 3: Select Recipients you are now in Task Pane 3. In this task pane you will select the source list for your mail merge. Make sure that the circle next to Use an existing list is filled in. Then click Browse. Please note that you can also use an Access database, Outlook Mail Contacts, or several other sources. we will create a new list, so select **Type a new list** and then click **Create**.

Step 4 : Create a list by adding data in the New Address List dialog box and clicking OK. Save the list. Note that now that a list has been created, the Mail Merge Wizard reverts to Use an existing list and you have the option to edit the recipient list.

Selecting **Edit recipient list** opens up the **Mail Merge Recipients** dialog box, where you can edit the list and select or unselect records. Click **OK** to accept the list as is. Click **Next: Write your letter**.

Step 5: Write the letter and add custom fields. Click **Address block** to add the recipients' addresses at the top of the document.

In the **Insert Address Block** dialog box, check or uncheck boxes and select options on the left until the address appears the way you want it to.

Step 6: Click **Print** to print your letters or **Edit individual letters** to further personalize some or all of the letters.

Explain slides command of MS Power point 2007

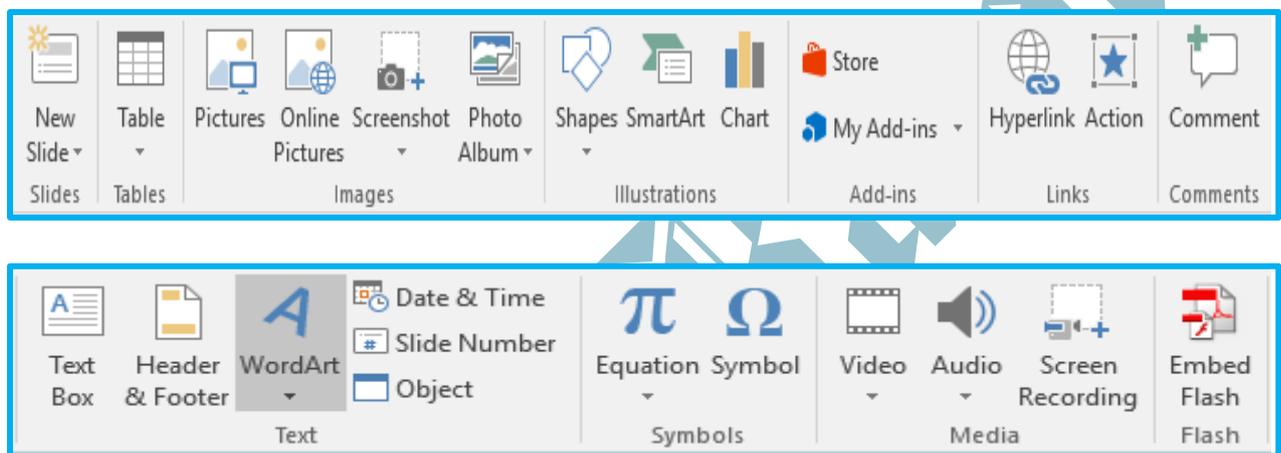
New Slide: New Slide Click this button to insert a new slide into the presentation. The slide will be inserted after the current slide with the same format as the current slide. Clicking the arrow will display a gallery of different slide layouts. Click any of the slide layouts to insert a new slide into the presentation.

Layout: When this button is clicked, a gallery of different slide layouts will appear. Click one of the layouts to apply it to the current slide; the slide where the insertion point is located.

Reset: This button is used to reset the slide position, size, and formatting to its default value.

Explain Insert tab of MS Power Point

The Insert Tab is used to insert different features such as tables, pictures, clip art, shapes, charts, page numbers, word art, or headers, and footers into a presentation. The table below describes each of the groups and buttons available on this tab.



New Slide: This button is used to insert a new slide into the presentation. The slide will be inserted after the one where the insertion point is located. To insert a slide with a different layout, click the arrow at the bottom of the button.

Tables: This button is used to insert a table into a slide. A list will appear with a grid that can be used to create the table. Additional options for creating a table, such as drawing a table, are also listed.

Pictures: To insert a picture from a file into the document, click this button. The Insert Picture dialog box will appear. This dialog box is used to select the picture.

Screenshot: This button is used to insert a picture of any program that is not minimized to the Task Bar. To insert any part of the screen, click the Screen Clipping link.

Shapes: This button is used to insert different shapes into a slide. A gallery of different kinds of shapes will appear when the button is clicked. To insert a shape, click the desired shape and then draw the shape in the slide.

Smart Art: To insert a Smart Art graphic into a slide, click this button. Smart Art graphics are objects such as Venn diagrams and organizational charts. When the button is clicked, a gallery of different categories and shapes will be displayed.

Chart: Click this button to display the Insert Chart dialog box. This will display a gallery of different types of charts that can be created in a Word document.

Hyperlink: To insert a link to items such as a Web page, another document, or an email address, click this button. The Hyperlink dialog box will display where the link can be specified. It is also possible to create a new document, worksheet, or presentation while creating a link to the item.

Text Box: Text boxes are used to highlight text within a presentation. Click this button to display a gallery of different types of text boxes. Move the mouse pointer over the items for a description of each style.

Header & Footer: This button is used to insert a header or footer into the presentation or for handouts. When the button is clicked, the header and footer dialog box will display.

WordArt: Use this button to insert decorative text into a slide. When the button is clicked, a gallery of Word Art styles will be displayed. Click one of the styles to apply it to the slide.

Date and Time: To insert the date and time into the current presentation, click this button. The Header and Footer dialog box will display. This dialog box is used to insert the Date and Time into the presentation.

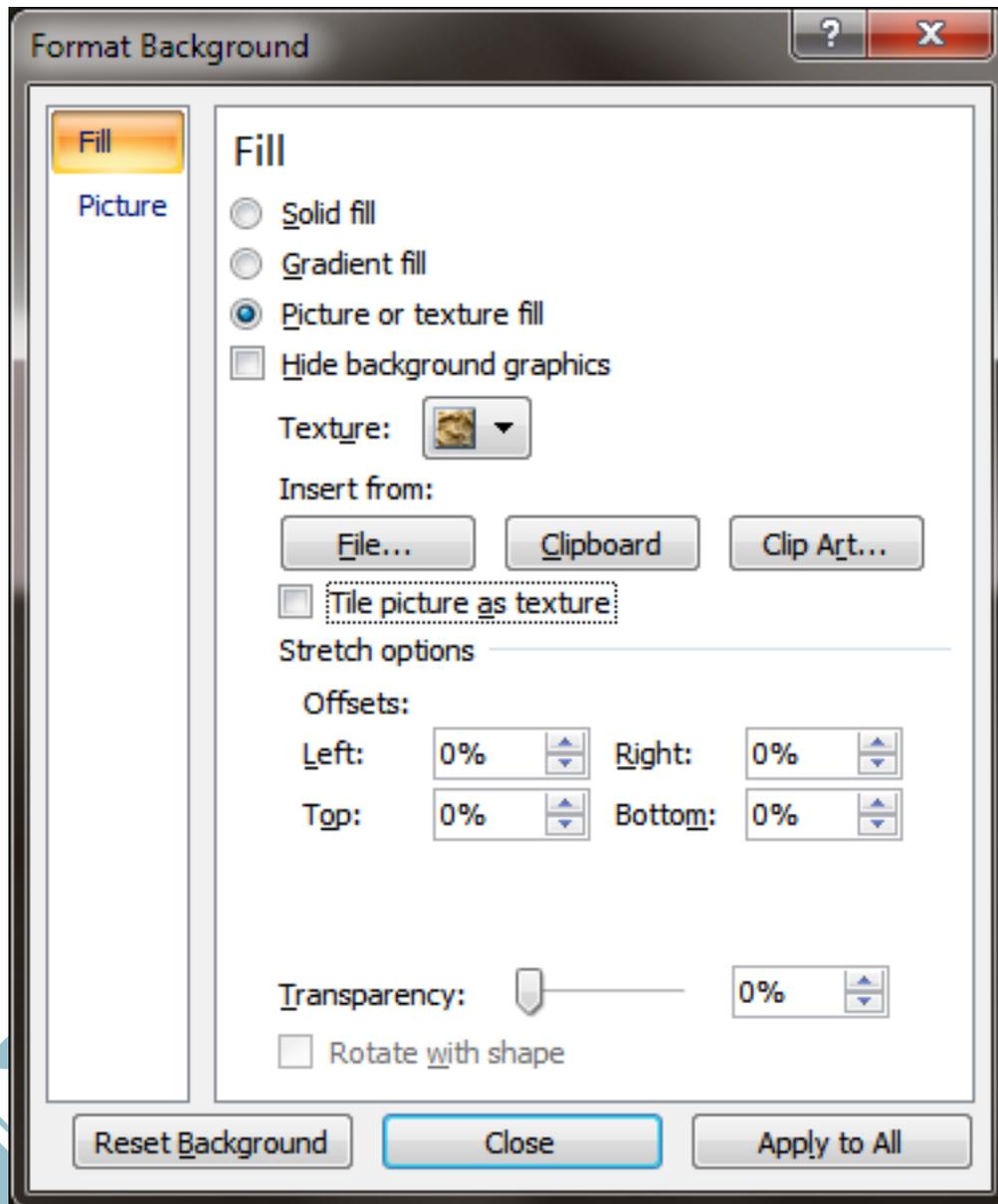
Slide Number: Click this button to insert the slide number into the slide. The slide number reflects the position of the slide within the presentation.

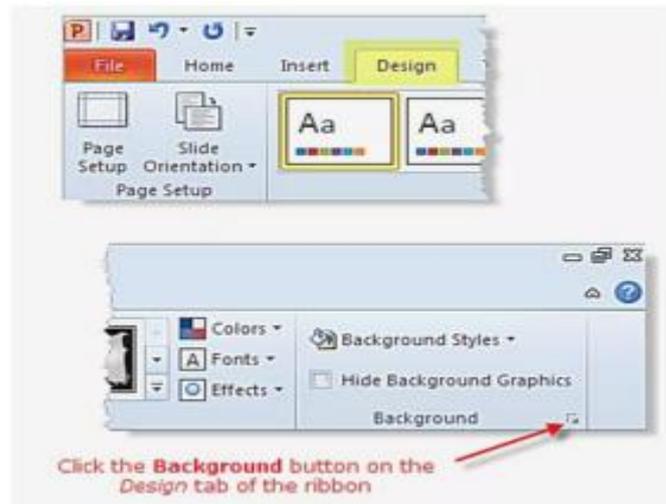
Object: Use this button to insert an object such as an Excel Worksheet or an Excel Chart into the presentation

Video: This button is used to insert a video clip into a presentation slide. Videos can be inserted from the Web, Facebook, or from a file that is stored in a folder on the computer.

Audio: To insert a sound or recording into a presentation, click this button. Sound can be inserted from Office.com, or a file on the computer.

Explain power point Format Background dialog box.





Methods to Add a PowerPoint Slide Background

- Using the Design Tab on the Ribbon
- Click on the Design tab of the ribbon, which contains the features you will need to add or change a background in PowerPoint.
- Click on the **Background button** on the right end of the ribbon. This will open the Format Background dialog box.

(1) Solid Color:

Use the Solid Fill Option for a Background

Solid color choices are shown in the Fill section of the PowerPoint Format Background dialog box.

1. Click the Color drop down button to reveal theme colors, standard colors or the More Colors... option.
2. Choose one of these options.

(2) Gradient Fill

Use a Preset Gradient Background

PowerPoint has several preset gradient fills available for you to choose as a background for your slides. Gradient colors can be effective as a PowerPoint background if chosen wisely. Be sure to consider the audience clientele when you choose the preset gradient background colors for your presentation.

1. Click the option for Gradient fill.
2. Click the drop down Preset colors button.
3. Select a preset gradient fill.
4. Click the Close button to apply to this one slide, or the Apply to All button to apply to all slides in the presentation.

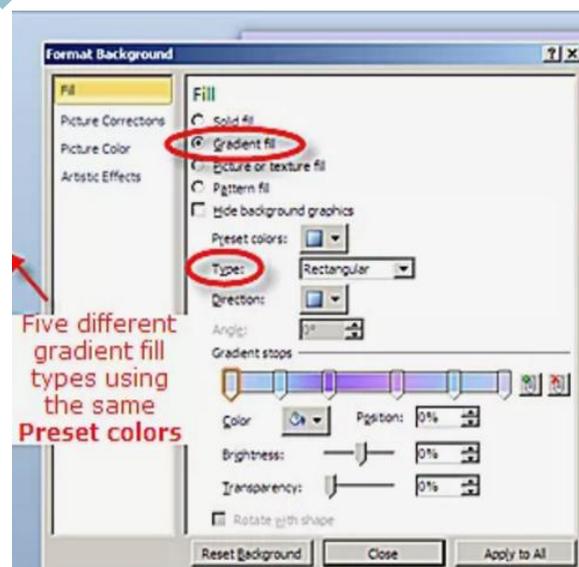


Gradient Fill Types

Five Different Gradient Fill Types For PowerPoint Background

Once you have chosen to apply a gradient fill to your PowerPoint background, you have five different options for the gradient fill type.

- ↪ *Linear*
- ↪ *Radial*
- ↪ *Rectangular*
- ↪ *Path*
- ↪ *shade from title*



(3) Pictures & Textured Background

When opting to choose a textured background for your PowerPoint presentation, choose a subtle design and make sure that there is good contrast between the background and the text.

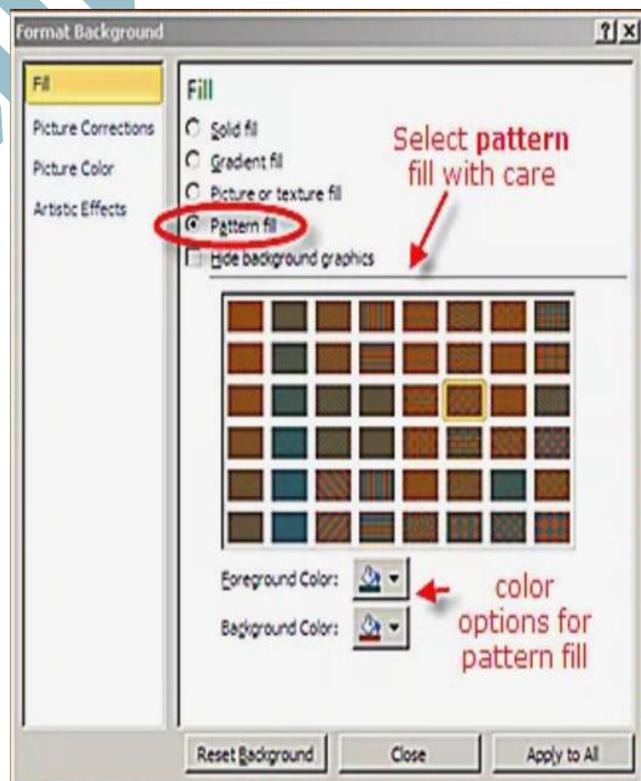


Photographs or clip art can be added as a background for your PowerPoint presentations. When you insert a picture or clip art as the background, PowerPoint will **stretch it** to cover the whole slide, if the object is small. This can often cause distortion to the graphic object and therefore some photos or graphics can be poor choices for backgrounds.

(4) Pattern Background

Add a Pattern Background to Your Slides

1. With the *Fill* section chosen, click on Pattern fill
2. Click on the Foreground Color: button to choose a color.
3. Click on the Background Color: button to choose a color.
4. Click on various pattern options to see the effect on your slide.
5. When you have made your final choice, click *Close* to apply to this one slide or click *Apply to All*.



Explain main facilities of MS excel and write detail note on MS Excel screen components

There are mainly three types of facilities. They are:

(i.) Worksheet/Spreadsheet

A worksheet or sheet is a single page in a file created with an electronic spreadsheet program such as Microsoft Excel. A workbook is the name given to an Excel file and contains one or more worksheets.

A worksheet is used to store, manipulate, and display data.

The basic storage unit for data in a worksheet is a rectangular-shaped cell arranged in a grid pattern in every worksheet.

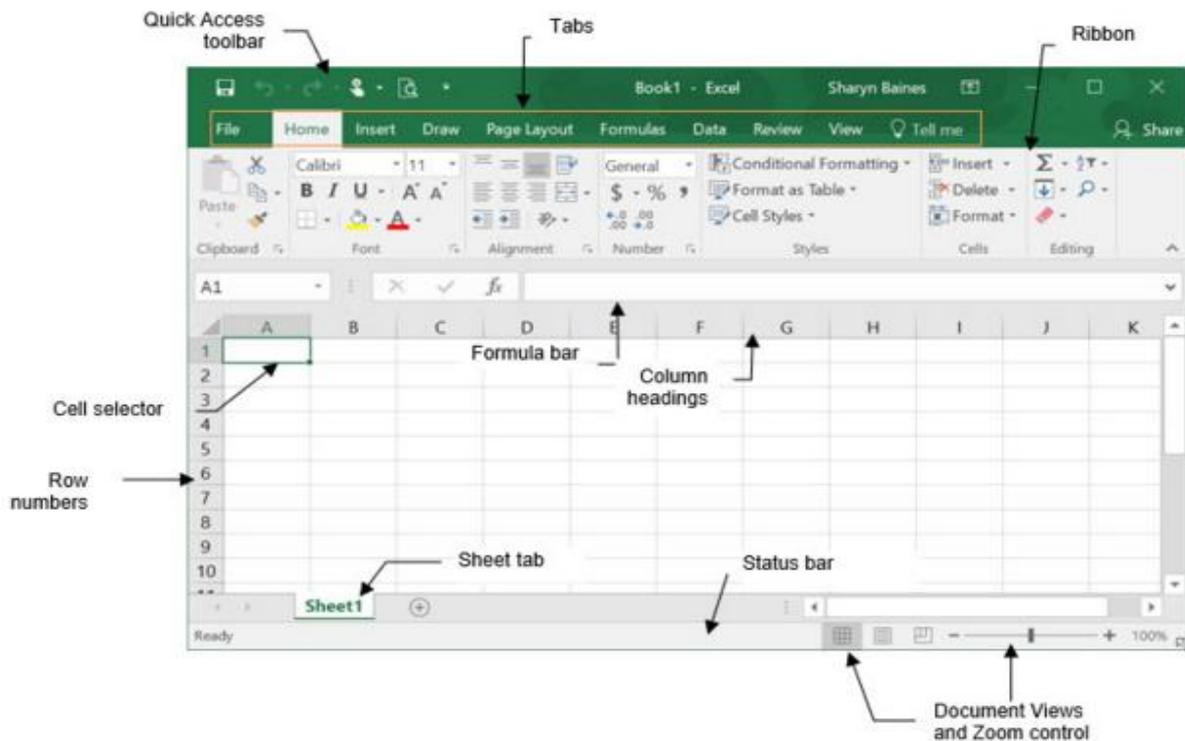
(ii.) Database

In MS Excel manage the data very easily. We can find the data means search facility are provided by MS excel. We can also sort data and even if we can separate selected data.

(iii.) graphics

In MS Excel we can represent the data as graph using Graph facility.

Screen components



1) Title bar:

The title bar displays both the name of the application and the name of the spreadsheet.

2) Ribbon

The Ribbon is the area on each tab that houses all of the command buttons. You may not need all of the commands on a Ribbon. You will come to find that you use only what you need.

3) Status Bar

The **Status Bar**, which runs horizontally along the bottom of the screen, can be customized to display a number of options, most of which give the user information about the current worksheet, data the worksheet contains, and the user's keyboard.

- ↪ Information includes whether the **Caps Lock**, **Scroll Lock**, and **Num Lock** keys are turned on or off.
- ↪ The status bar also contains the **Zoom slider**, which allows users to alter the magnification of a worksheet.

4) Column and Rows

Columns run vertically on a worksheet, and each one is identified by a letter in the column heading.

Rows run horizontally in a worksheet and are identified by a number in the row heading.

Together a **column** letter and a **row** number create a cell reference. Each cell in the worksheet can be identified by this combination of letters and numbers such as A1, F456, or AA34.

5) Worksheet

A worksheet or sheet is a single page in a file created with an electronic spreadsheet program such as Microsoft Excel. A workbook is the name given to an Excel file and contains one or more worksheets. A worksheet is used to store, manipulate, and display data. The basic storage unit for data in a worksheet is a rectangular-shaped cell arranged in a grid pattern in every worksheet.

6) Cells

Cell is the rectangular boxes located in the central area of a worksheet. Some important notes to know about cells include:

- ↪ Data entered into a worksheet is stored in a cell. Each cell can hold only one piece of data at a time.

- ↪ A cell is the intersection point of a vertical column and a horizontal row.
- ↪ Each cell in the worksheet can be identified by a cell reference, which is a combination of letters and numbers such as A1, F456, or AA34.

7) **Formula bar**

The formula bar displays the content of the selected cell. If the cell holds a calculation the formula bar will show the formula while the actual cell in the grid area will show the result. You can click into the formula bar to update the cell content.

Explain MS Excel Insert Command

If you need to add new data within an existing Excel worksheet, you can insert new cells, columns, or rows in the worksheet.

To insert new cells, rows, or columns in an Excel worksheet, follow these steps:

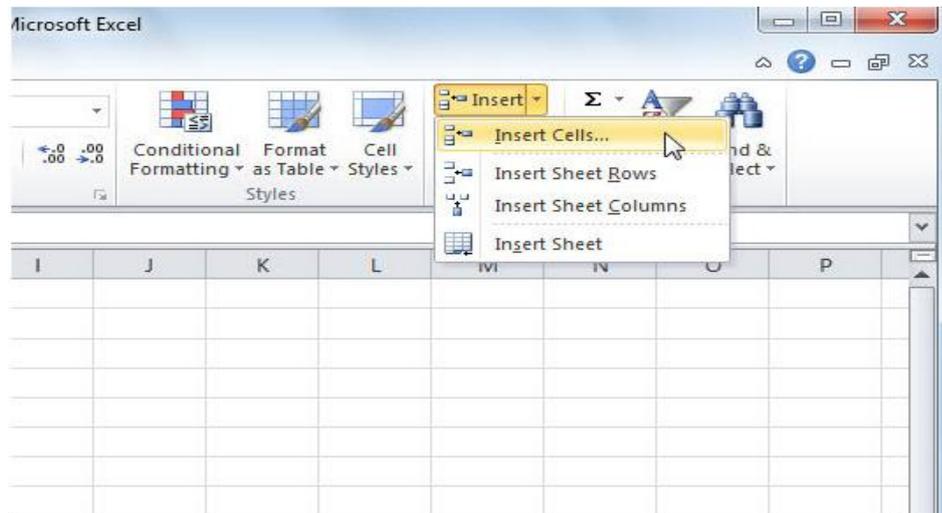
1. Select the cells, rows, or columns where you want the new, blank cells to appear.
2. Click the drop-down arrow attached to the Insert button in the Cells group of the Home tab.
3. Click Insert Cells on the drop-down menu.

[1] Insert Cell:

The Insert dialog box opens with the following options:

- **Shift Cells Right** shifts existing cells to the right to make room for the blank cells you want to insert.
- **Shift Cells Down** instructs Excel to shift existing cells down. This is the default option.

- **Entire Row** inserts complete rows in the cell range. You can also select the row number on the frame before you choose the Insert command.
- **Entire Column** inserts complete columns in the cell range. You can also select the column letter on the frame before you choose the Insert command.



[2] INSERT SHEET ROWS

Select the heading of the row above where you want to insert additional rows. Select the same number of rows as you want to insert. For example, to insert five blank rows, select five rows. It's okay if the rows contain data, because it will insert the rows above these rows. Click the selected rows, and then on the pop-up menu (dialog box), click **Insert**.

[3] INSERT SHEET COLUMNS

Select the heading of the column to the right of which you want to insert additional columns. Select the same number of columns as you want to insert. For example, to insert five blank columns, select five columns. It's okay if the columns contain data, because it will insert the columns to the left of these rows. Click the selected columns, and then on the pop-up menu, click **Insert**.

[4] INSERT SHEET

To insert a new worksheet in front of an existing worksheet, select that worksheet and then, on the Home tab, in the Cells group, click Insert, and then click Insert Sheet.

You can also right-click the tab of an existing worksheet, and then click Insert. On the General tab, click Worksheet, and then click OK.

Explain MS Excel Delete Command

When you delete a cell (or an entire row or column), follow these steps:

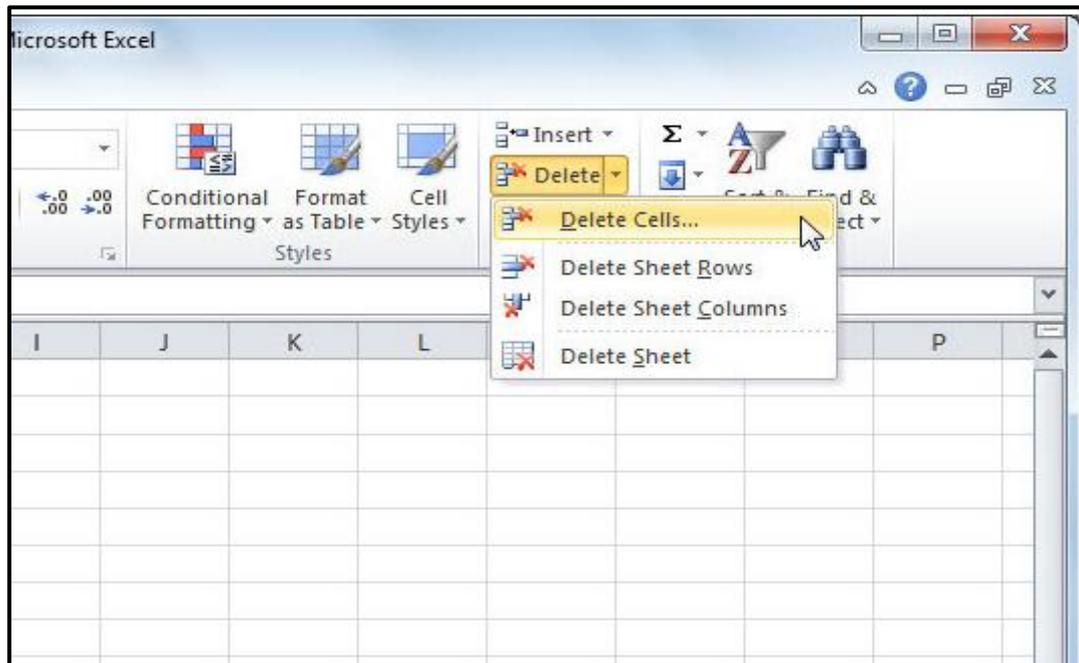
1. Select the cells, rows, or columns you want to delete.
2. Click the drop-down button attached to the Delete button in the Cells group of the Home tab.
3. Click Delete Cells on the drop-down menu.

[1] DELETE CELL

The Delete dialog box opens, showing these options for filling in the gaps:

- ↪ **Shift Cells Left** moves entries from neighboring columns on the right to the left to fill in gaps created when you delete the cell selection. This is the default option.
- ↪ **Shift Cells Up** moves entries up from neighboring rows below.
- ↪ **Entire Row** removes all the rows in the current cell selection.

↪ **Entire Column** deletes all the columns in the current cell selection.



[2] DELETE SHEET ROWS /COLUMNS

To quickly delete an entire column or row from the worksheet, you can right-click the column or row label and select Delete from the shortcut menu (or choose Delete Sheet Rows or Delete Sheet Columns from the Delete button's menu).

[3] DELETE SHEET

Click the tab of the worksheet that you want to delete.

Choose Home→Delete→Delete Sheet on the Ribbon, right-click the tab and choose Delete from its shortcut menu.

Click the Delete button or press Enter

Basic Application of Computer

Here are the list of uses or applications of computer:

- Scientific research
- Business application
- Education
- Entertainment
- Banks
- Communication
- Engineering
- Medicine
- Book Publishing
- Games
- Personal
- Accounting

Let's briefly describe about all the above 12 basic Applications of Computer one by one.

For Scientific Research

Scientific research was the first application of computer, as computer was first used to perform this job, that is scientific research. At that time to now, the speed and accuracy of computer enabled scientific analysis carried out too fast.

Computer controlled robots must be used in all those areas where there is danger to human being such as in nuclear research and deep sea investigation etc.

For Business Application

Computer can also be used for the purpose of business.

Through computer, companies can grow their business as fast as possible through quick analysis of their previous project on the computer screen (according to the data feeded inside) and deciding what to do next without any delay.

As from individual to multinational companies, all are using computer for business purpose like keeping account information, stocks, prices, items etc.

For Education

You can also use your computer system to educate yourself through audio, videos or images etc.

Now-a-days, there are thousands of websites available over Internet that are ready to deliver education for free in almost every subjects.

You can choose whether you want to learn online or offline. In online learning, you can open any website to read your desired topic while in offline learning you can learn through videos, PDFs photos etc., all these documents can be downloaded through internet.

For Entertainment

Most of the persons are using computer for entertainment purposes such as:

- watching movies
- watching videos
- listening songs
- photos
- animations etc.

Computer can be used to create these things in an attractive manner so that user loves to enjoy the things.

In Banks

Banks are the place where there is continuous uses of computer or we can says that banks are the major users of computers. For example, ATM (Automated teller machine) is used where we are free to either deposit or withdraw our cash in/from our Bank.

In banks, all information such as account holders detail, deposits, withdrawal, interest, etc. are managed by computers.

Banks are also using computer network to interconnect all of its branches so that their users feel always free to deposit his or her money in any branch of the same bank.

For Communication

Using your computer system for the purpose of communication gives you a lot of benefits. For example, if you will use email to send message or anything to your friends or any of your contacts, then you don't have to use pen and paper to write and take that paper to post office and then postman will deliver that later after some or few days that will not good if you want to send any urgent information to the same person.

Therefore, using email, you can also saves your time and cost to deliver any information very fast. You only need a computer and internet connectivity.

Now-a-days, peoples are using chat message, email, voice-mail etc. for communication purpose.

You can also use computer to communicate through direct video conference with your contacts/friends present at any place without any cost except internet connectivity.

Now you have got enough idea about communication through computer. It's time to move on another application of computer which is engineering.

For Engineering Purposes

Computer are also using for the purpose of Engineering, that is, to design any machine without actually making it through CAD (Computer aided design) softwares and once the design is accepted, and then using CAM (Computer aided manufacturing) process company can produce a large number of such products at very fast speed.

Architects are also using computers to draw and design individual houses to big buildings like Apartments. There are a lot more uses of computer for engineering purposes.

For Medicines Related

Computer plays an important role in medical field also. For example in ICU (Intensive Care Unit) chamber in hospital, computer keeps track of each and everything going inside the patient's body such as blood pressure and Heartbeat etc.

Keeping record of patients and medicines are also becomes easy through the use of Computer. Computer also plays an important role to perform CT (Computed tomography) scan and X-Ray of patients to give the scanned object of specified area of patient's body in the form of graphics like images.

For Book Publishing

Book publishing becomes an easy task with the use of computer.

Book publishers are now using DTP (Desktop publishing) software like MS-Word to publish their books.

For Games

Now-a-days, peoples are using computers most of the time to play games.

For online games to play, you must have the internet connectivity whereas for offline games, you can start without any internet connectivity.

There are a variety of games available in computer world. Here are some of the category available in the game field:

- action
- racing
- adventurous
- puzzle

- simulations
- combat etc.

Peoples are playing (mostly today's or new generation childs) games on computer for few to many hours.

Some popular games are listed here:

- Minecraft
- Counter Strike
- PubG
- WoW
- Grand Theft Auto
- Skyrim
- Angry Bird
- Call of Duty
- Halo
- Pokemon
- Super Mario Bros etc.

For Personal Use

Computer can also be used for personal purposes.

One can use computer system to keep all the day-to-day details that are essential to keep anywhere.

You can use it for personal things such as investments, incomes, expenditures, savings etc.

For Accounting Purposes

Computers are highly used for accounting purposes to handle company financial accounts and inventory management using some accounting software like Tally.

With the use of computer, the task of maintaining accounts become very easy. Later you can also retrieve the data on the basis of various pattern or requirement very easily.