

# Basic Of Computer

ASHA LEARNOLOGY



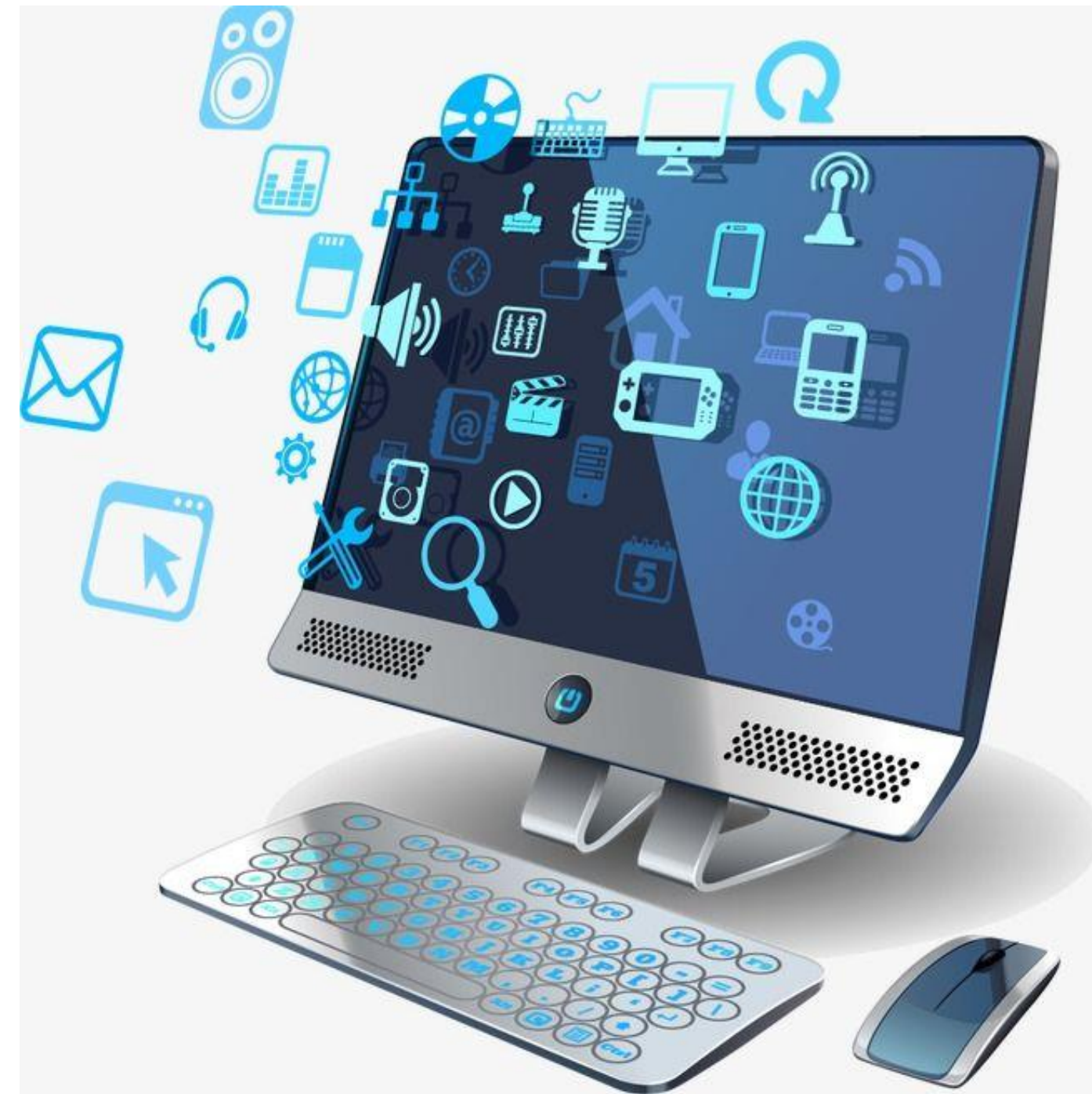
# INTRODUCTION

Microsoft Office offers three essential tools that revolutionize how we work with information: Excel, PowerPoint, and Word. Each serves a unique purpose, simplifying tasks from number crunching to creative presentations and professional document creation. Let's delve into what makes each of these applications indispensable in today's digital landscape."



# Course Outline

- 1 Paint
- 2 Word
- 3 PowerPoint
- 4 Excel
- 5 Internet
- 6 Email



Ms. Nidhi: 7290934405

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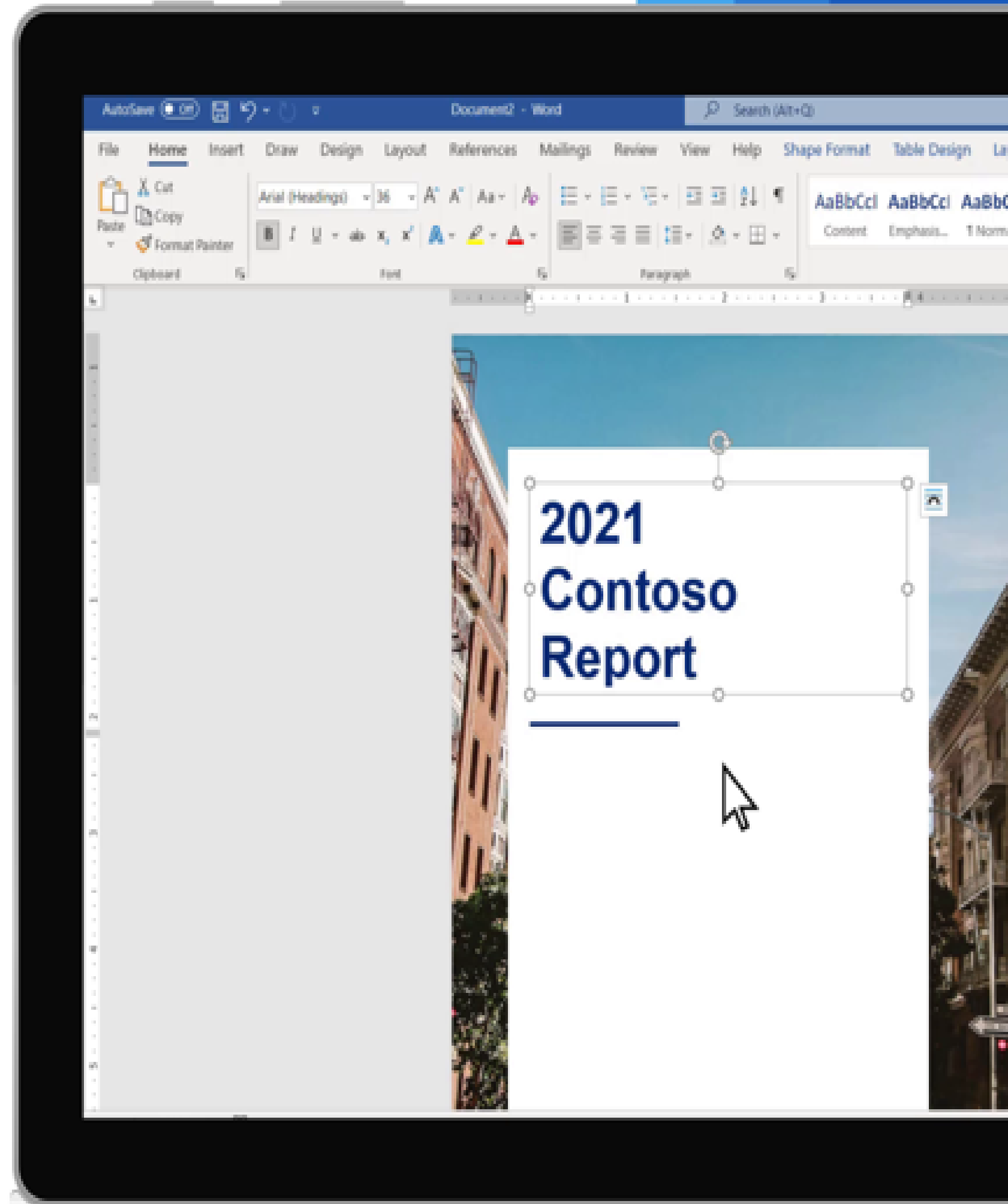
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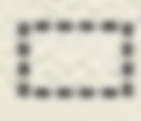
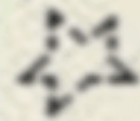
# Ms Paint

- Simple Interface
- Drawing Tools
- Selection Tools
- Cut, Copy, and Paste
- Resize and Crop
- Text Tool
- Fill and Erase
- Fill and Erase
- Undo and Redo
- Save and Export



# Paint Tools

**Free - Form  
select tool**



**Select tool**

**Eraser tool**



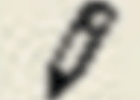
**Fill with color tool**

**Pick tool**



**Magnifier tool**

**Pencil tool**



**Brush tool**

**Air brush tool**



**Text tool**

**Line tool**



**Curve tool**

**Rectangle tool**



**Polygon tool**

**Ellipse tool**



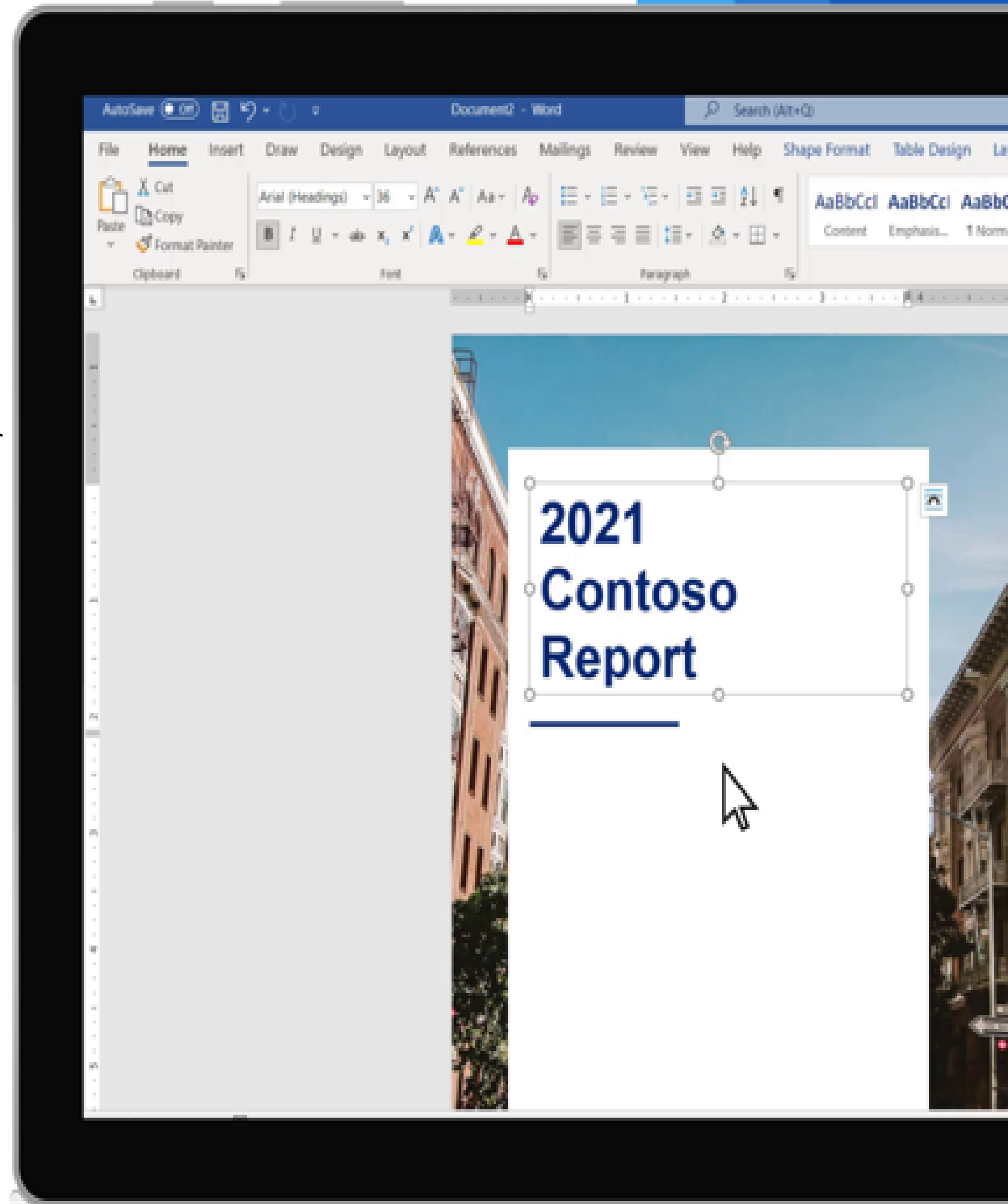
**Rounded rectangle  
tool**



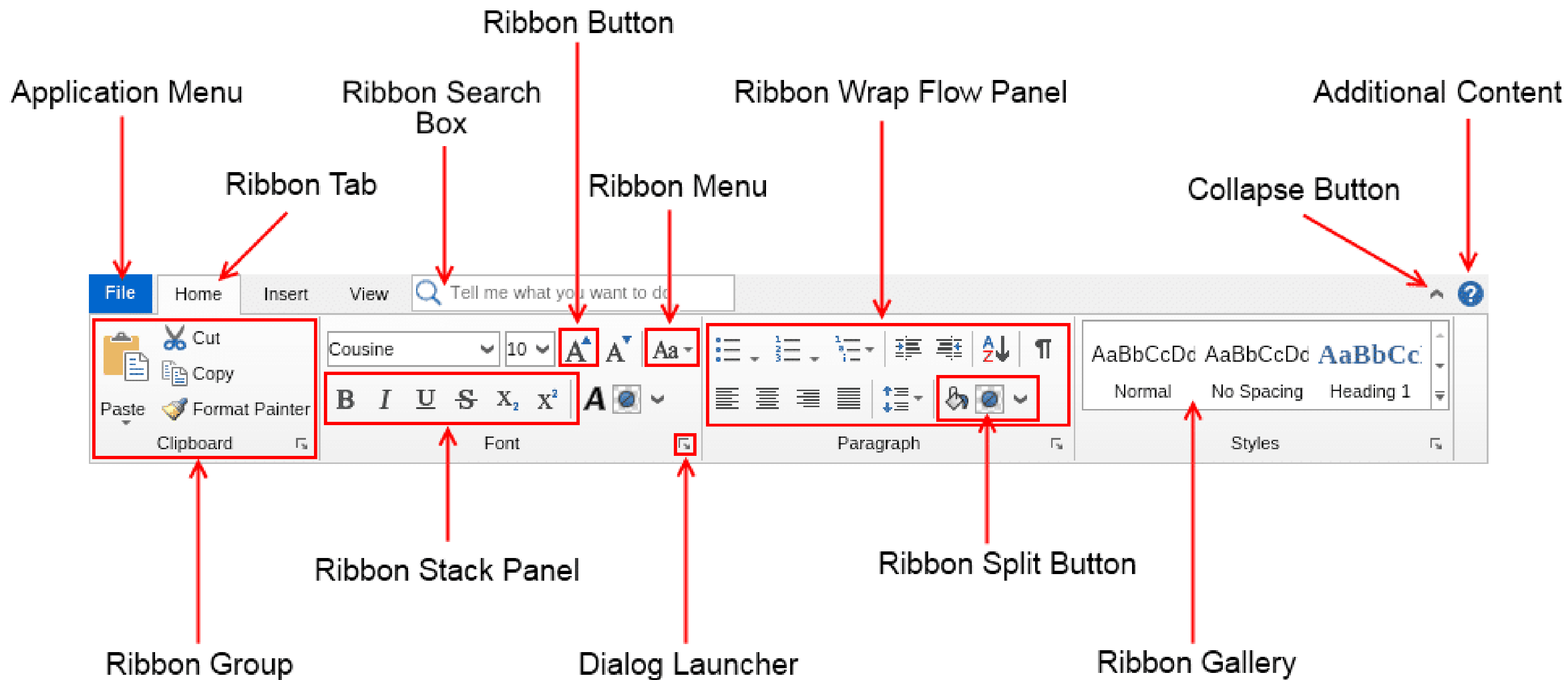


# WORD

- User Interface
- Document Creation
- Formatting Tools
- Editing Tools
- Templates
- Inserting Objects
- Page Layout
- Track Change

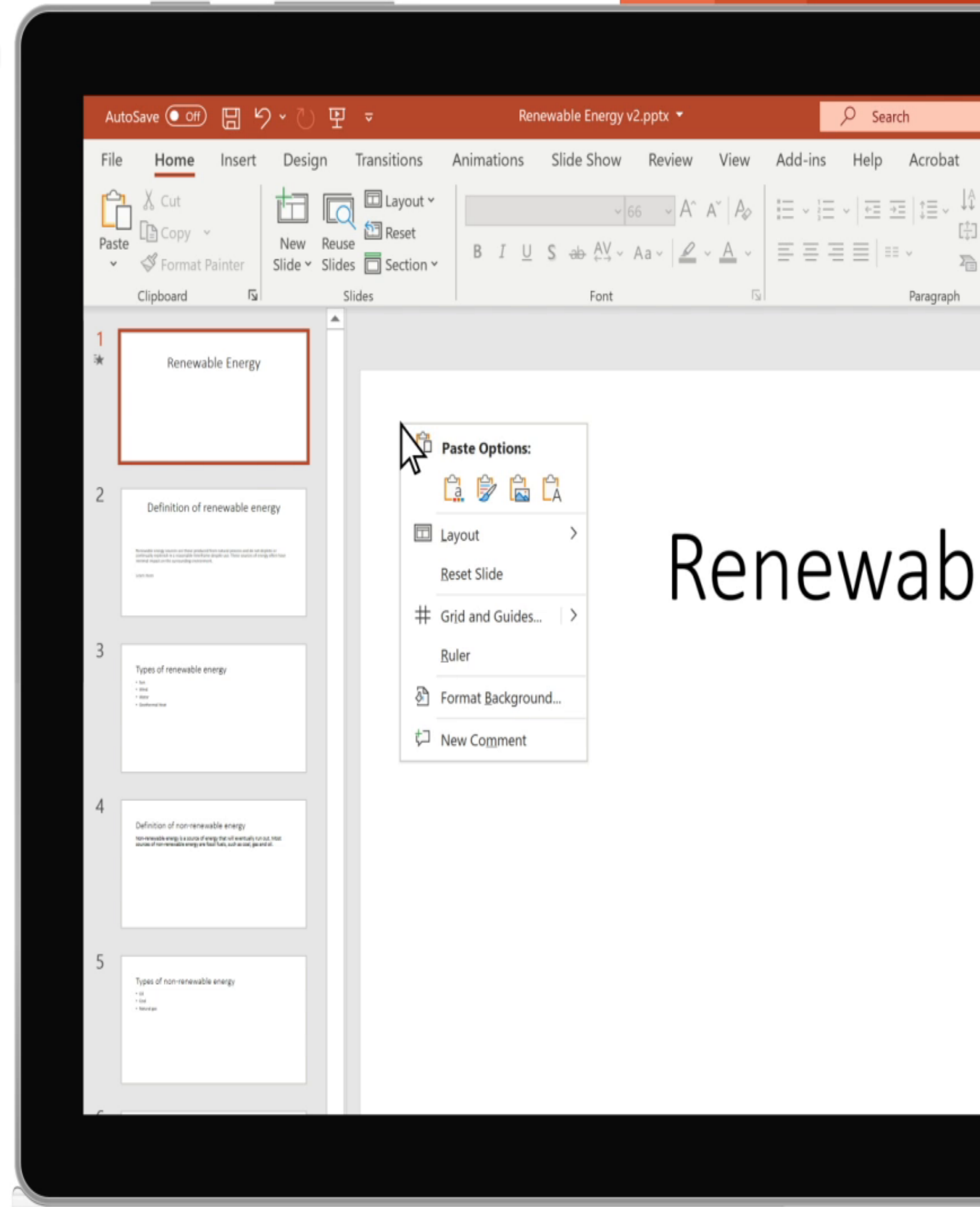


# Word Tools



# PowerPoint

- ❑ Slide Creation
- ❑ Templates
- ❑ Slide Layouts
- ❑ Design Tools
- ❑ Transitions
- ❑ Animations
- ❑ Speaker Notes



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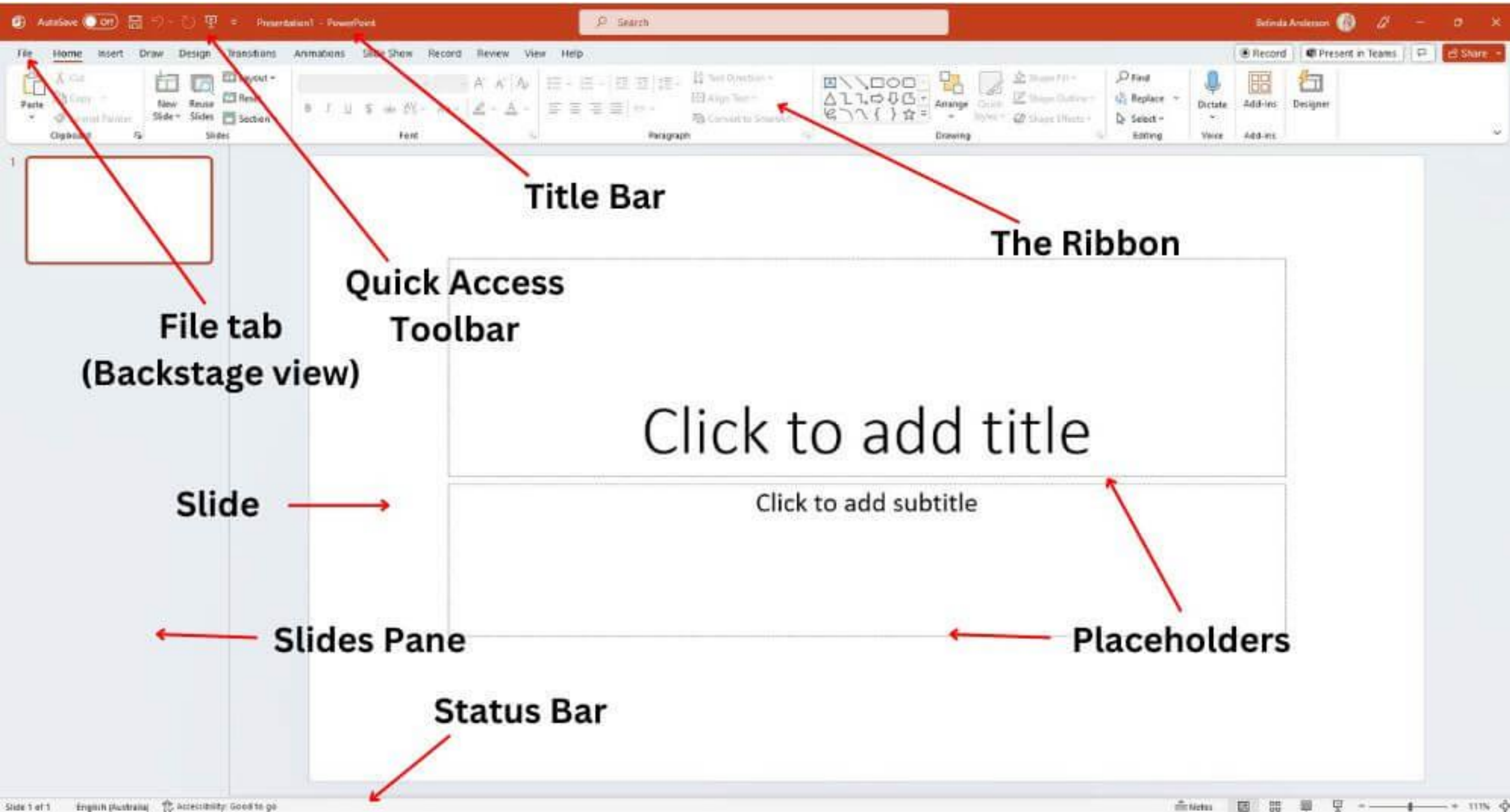
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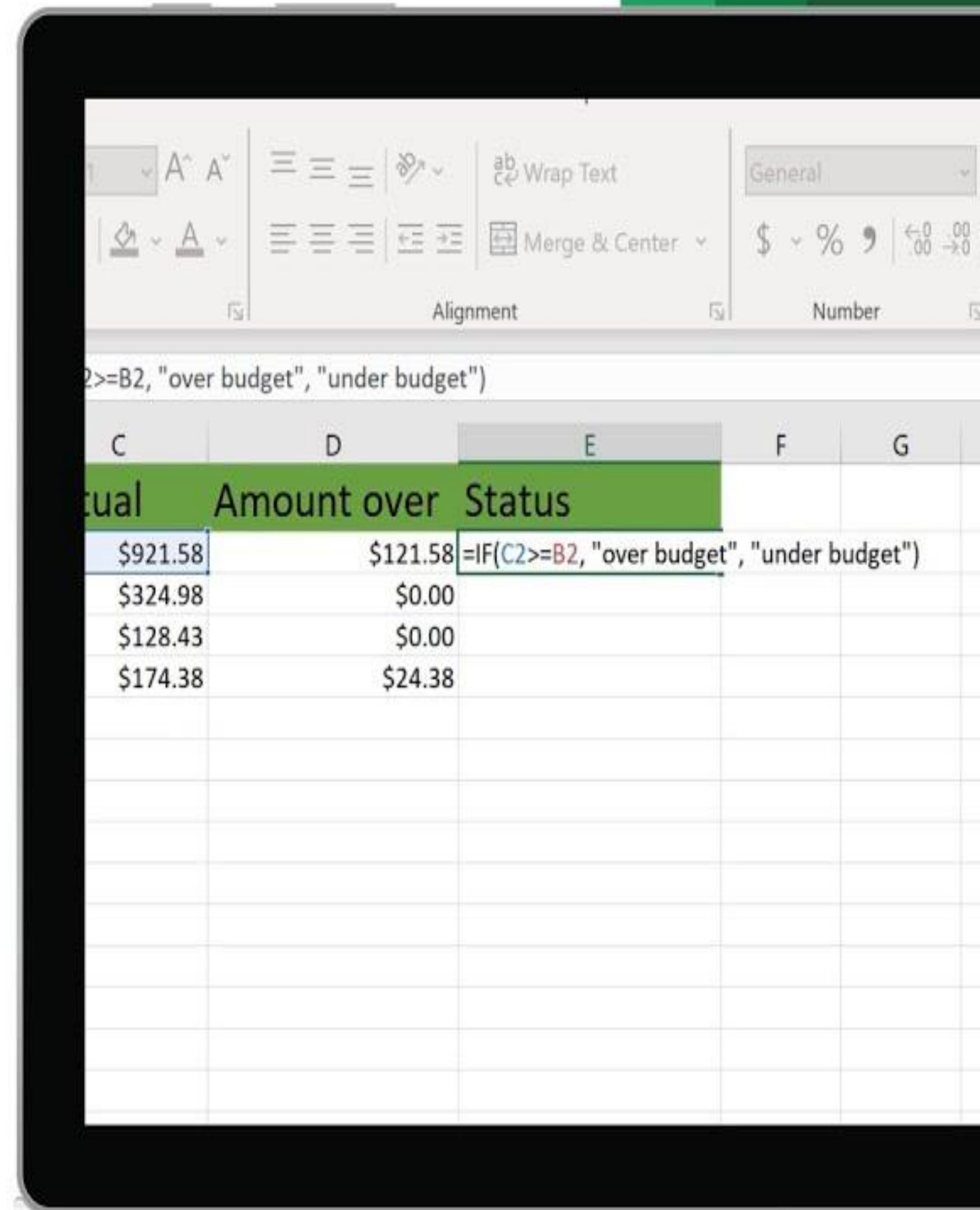


# Power Point Tools



# Excel

- ❑ Spreadsheet Interface
- ❑ Data Entry
- ❑ Formulas
- ❑ Functions
- ❑ Cell References
- ❑ Formatting & Charts
- ❑ Sorting & Filtering
- ❑ Copying & Moving Data
- ❑ Printing & Sharing



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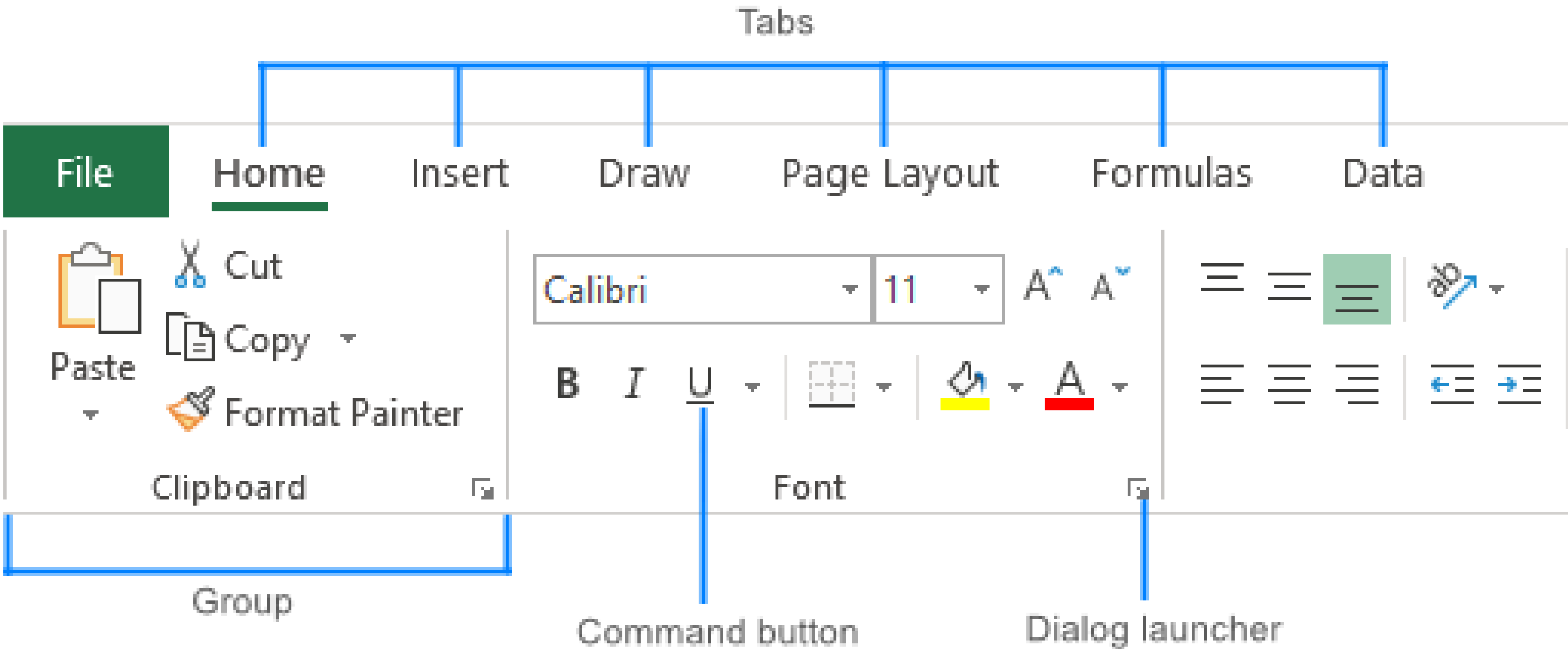


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# Excel Tools





# E-mail Tools

## ❖ Compose

- Creating a new email message.

## ❖ Send

- Transmitting the composed email to the recipients.

## ❖ Receive

- Incoming emails are delivered to the "Inbox."

## ❖ Forward

- Sending a received email to new recipients.

## ❖ Delete and Archive

- Removing emails from the inbox.
- Delete moved the email to the trash.

## ❖ Folders and Labels

- Organizing emails into categories.
- Labels allow for tagging emails with multiple categories.

Gmail interface showing an email from Nathan Drescher with the subject "This is a SUPER IMPORTANT email DO NOT SNOOZE - Don't snooze thi...". A red arrow points to the checkmark icon in the email header. The interface includes a search bar, navigation menu (Compose, Mail, Chat, Spaces, Meet), and a list of labels (Business, Later, Notes, Personal, Education, Family, Health, Home, Money, Receipts, Work, More). The bottom status bar shows storage usage (81.28 GB of 102 GB used) and account activity (Last account activity: 0 minutes ago).

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# Report Submission

 Ms. Nidhi: 7290934405

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# Our Training Connects



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