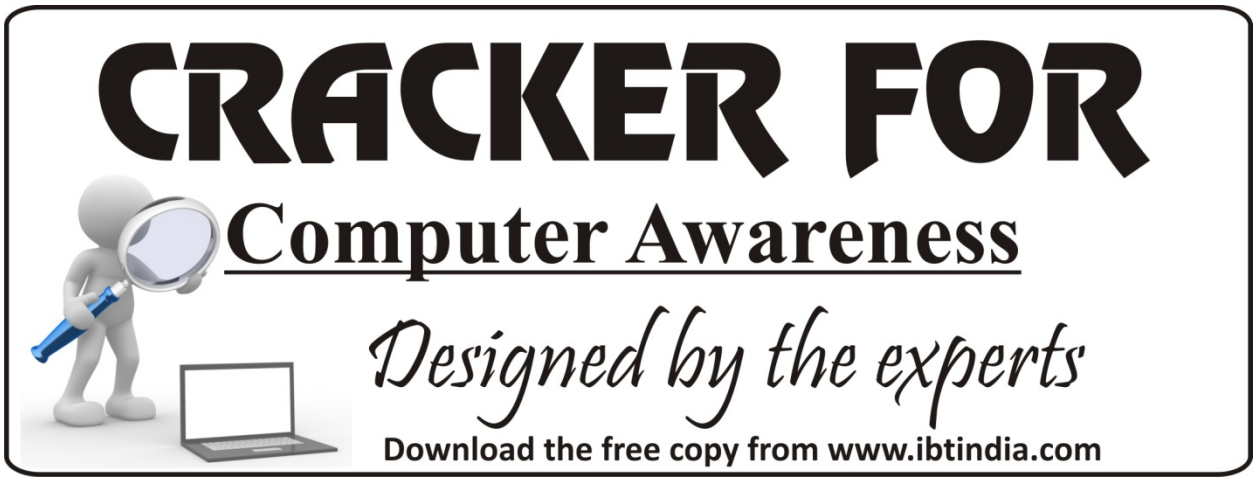


Important Inventions and Discoveries: -

- Father of Computer– Charles Babbage
- First Modern Computer in the World- ENIAC
- ENIAC was developed by – John Mauchly and J. Presper Eckert
- First Commercial Computer – Univac
- UNIVAC was developed by – John Mauchly and J. Presper Eckert
- Inventor of Punch Cards in Computer – Hollerith
- Computer Graphics was developed by – William Fetter
- ARPANET was developed by – DARPA
- First Compiler was developed by – Dr. Grace Murray Hopper
- Father of Computer Animations- John Whitney
- Computer Keyboard was invented by- Christopher Latham Sholes
- Laptop Computer was invented by – Adam Osborne
- First Graphical Computer Game was invented by- A.S. Douglas
- Computer BIOS was invented by – Gary Kildall
- Inventors of Computer Chip (IC) – Jack Kilby and Robert Noyce
- Father of Computer Hard Disk- Reynold Johnson
- Inventor of First Data Base – Dr. Edgar Frank Codd
- Inventor of Computer Scanner – Ray Kurzweil
- Inventor of Computer Speakers- Abinawan Puracchidas
- Inventor of MS-DOS Operating Systems- Microsoft
- Founder of Apple Computers – Steve Jobs
- Founder of Artificial Intelligence – John McCarthy
- Founder of Bluetooth – Ericsson
- Father of C Language – Dennis Ritchie
- Father of C++ language – Bjarne Stroustrup
- Founder of Email – Shiva Ayyadurai
- Founder of Google – Larry Page and Sergey Brin
- Founder of Internet – Vint Cerf
- Father of Java - James Gosling
- Founder of Linux – Linus Torvalds

- Founder of Microsoft – Bill Gates and Paul Allen
- Founder of Mobile Phones – Martin Cooper
- Founder of Mouse – Douglas Engelbart
- Founders of Oracle – Ed Oates, Larry Ellison, Bob Miner
- Founder of Php – Rasmus Lerdorf
- Founder of USB – Ajay V.Bhatt
- Founder of WWW – Tim Berners-Lee
- Founder of Yahoo – Jurry Yang and David Filo

- **Microsoft Office-:**
  Microsoft Office is an office suite of desktop applications, servers and services for the Microsoft Windows and OS X operating systems. It was first announced by **Bill Gates of Microsoft** on August 1, 1988 at COMDEX in Las Vegas.
- **MS Word :** It is the word processing application that allows user to create documents and reposts. Microsoft Word is a word processor developed by Microsoft. It is used for creating, editing, formatting, storing, retrieving and printing of a text document. Microsoft Word's native file formats are denoted either by a .doc or .docx file extension
- **MS Excel :** It is a spreadsheet Application that allows users to develop spreadsheets and display data in various tabular and visual formats.
- **MS Power Point :** This is a presentation application that allows users to create multimedia presentations for displaying information in a graphical format.
- **MS Access :** It is a database application that stores information that can be manipulated, stored, and filtered to meet users specific needs.
- **MS Outlook :** It is a desktop information management application that includes tools like e-mail, document management and calender scheduling.
- **Front Page :** It is a web page editor application that allows users to create professional looking web pages for the Internet.

M.S.Word Shortcuts with CTRL from A-Z Alphabetically -:

CTRL + A = Select text
CTRL + B = Bold text
CTRL + C = Copy text
CTRL + D = Open font formatting window
CTRL + E = Center text
CTRL + F = Find a phrase
CTRL + G = Go To a specific page or bookmark
CTRL + H = Replace text with another text or replace text with different formatting
CTRL + I = Italic *text*
CTRL + J = Justify text
CTRL + K = Open Insert Hyperlink window
CTRL + L = Left align text
CTRL + M = Indent a paragraph from the left
CTRL + N = Open new Word document
CTRL + O = Open an existing Word document
CTRL + P = Print Word document
CTRL + Q = Remove paragraph formatting
CTRL + R = Right align text
CTRL + S = Save Word document
CTRL + T = Create a hanging indent
CTRL + U = Underline text

CTRL + V = Paste text
CTRL + W = Close Word document
CTRL + X = Cut text
CTRL + Y = Redo an action previously undone OR repeat an action
CTRL + Z = Undo a previous action

M.S Excel shortcut keys-

F2 – edit the selected cell

F5- go to the specific cell

F7 – spell check of the selected text

F11- create the chart

CTRL+SHIFT+; – enter the current time

CTRL+; – enter the current date

ALT+SHIFT+F1- insert the new worksheet

SHIFT + F3- open the formula window

SHIFT + F5- open the search box

CTRL+D- fill the cell

CTRL+G- open the go to option

CTRL+O – open option

CTRL+P- open the print dialogue box

CTRL+F9- minimize the current window

CTRL+F10- maximize the current selected window

CTRL+F6- Switch between the open worksheets

SHIFT+SPACE- select entire row

CTRL + SPACE- select entire column

CTRL+W- close the window

CTRL+TAB- move between two or more open excel files

Operating System

- An Operating System, or OS, is a software program that enables the computer hardware to communicate and operate with the computer software. Without a computer Operating System, a computer would be useless.

Basic functions of an operating system-

- Operating system controls and coordinates the use of the hardware among the various applications programs for various uses.

- Operating system acts as **resource allocator** and manager. Since there are many possibly conflicting requests for resources the operating system must decide which requests are allocated resources to operating the computer system efficiently and fairly.

- Operating system is control program which controls the user programs to prevent errors and improper use of the computer. It is especially concerned with the operation and **control of I/O devices**.

- **Multiprogramming –** In multiprogramming more than one program reside in the main memory. When one job is unable to execute because of I/O operation to complete , it switches to other program and allow that program to run .The main motive of multiprogramming is to utilize the CPU efficiently.

- **Multitasking-**In multitasking operating system more than one program is assigned to the CPU or switches between the program occurs so fast that it seems like more than one program is running . The main motive of multitasking is to utilize the CPU efficiently and reduce the response time.

- **Multiprocessing-**In multiprocessing operating system a task is divided between more than one processor(CPU) so that parallelism can be achieved.

- **Multithreading -**Sometime a program need to do multiple task at the same time. It is an extension of multiprogramming. In multithreading the program is divided into multiple task .

Throughput, Turnaround time, waiting time and Response time-

- Throughput – number of processes that complete their execution per time unit.
- Turnaround time – amount of time to execute a particular process.
- Waiting time – amount of time a process has been waiting in the ready queue.
- Response time – amount of time it takes from when a request was submitted until the first response is produced, not output (for time-sharing environment).

Difference between Hard and Soft real-time systems-

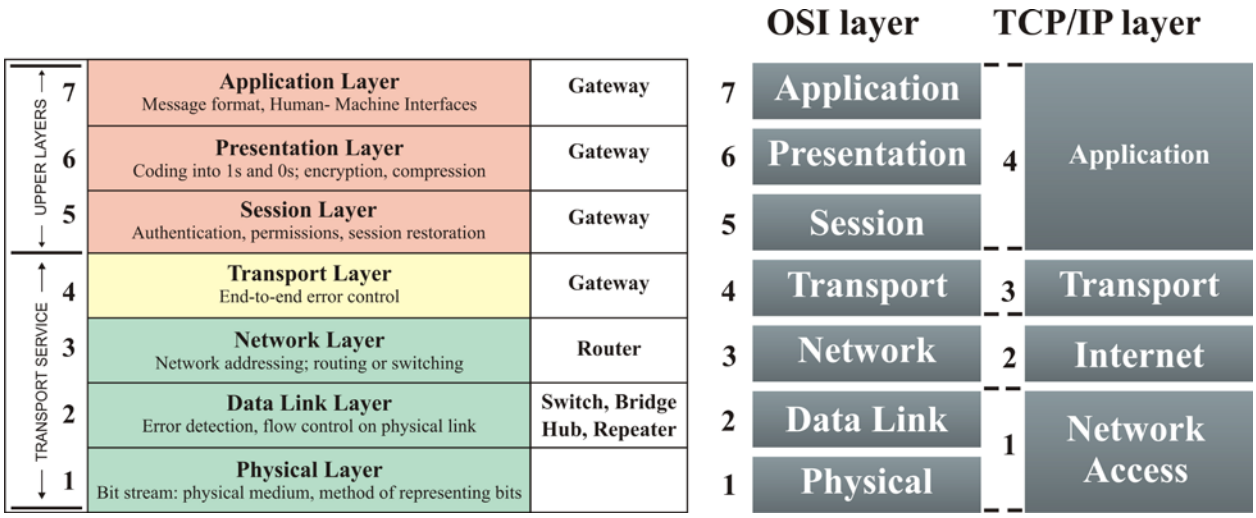
- **A hard real** time system guarantees that critical tasks complete on time. This goal requires that all delays in the system be bounded from the retrieval of the stored data to the time that it takes the operating system to finish any request made of it.
- **A soft real** time system where a critical real-time task gets priority over other tasks and retains that priority until it completes. As in hard real time systems kernel delays need to be bounded

Windows-:

- In 1983 **Bill Gates** announces Microsoft Window November 10 ,1983,
- Microsoft Windows 1.0 is introduced in November 20,1985 and initially sold for $100.00

Networking-

- **Hub**- Broadcasts data from one port to all other ports in the network.
- **Repeater-** Regenerates the input data which is subjected to attenuation.
- **Switch-** Intelligent device which sends data to particular port.
- **Bridge-**Same function as switch but much more primitive and has lesser ports.
- **Router**-Connects all computers from a LAN to internet using same IP.
- **IEEE 802.11-** WiFi standard- 802.11 b has speed of 11 Mbps, 802.11 g has a speed of 54 Mbps and 802.11 N uses multiple wireless signals and antennas and has speeds of over 100Mbps.
- **Gateway-**Needed when 2 different network technologies are being used. Acts as translator.
- **Connecting Cables**- RJ 11(Telephone Cable), RJ 45 (LAN Cable), Twisted pair cables(used in connecting 2 computers), Null Modem Cable(RS232) , Optial Fibre Cable(Gigabit Ethernet).
- **OSI Model** - : OSI (Open Systems Interconnection) is reference model for how messages should be transmitted between any two points in a telecommunication network. The purpose of the OSI reference model is to guide vendors and developers so that the digital communication products and software programs they create will interoperate.
- **TCP/IP Model -:**The Transmission Control Protocol / Internet Protocol (TCP/IP) was created by the Department of Defense (DoD) to make sure and protect data integrity, and also maintained communications in the time of disastrous war. However, if designed and deployed properly according to standard, a TCP/IP network can be a truly reliable and flexible one. Essentially, the Department of Defense (DoD) Model is a reduced version of the OSI Reference Model. The DoD model based on four layers:



MAC address -: The address for a device as it is identified at the Media Access Control (MAC) layer in the network architecture. MAC address is usually stored in ROM on the network adapter card and is unique.
Bandwidth -: Every line has an upper limit and a lower limit on the frequency of signals it can carry. This limited range is called the bandwidth.
IP Address –: A unique string of numbers separated by dot that identifies each computer using the Internet Protocol to communicate over a network. The class range of IP address is given below-

Class A - 0.0.0.0 - 127.255.255.255
Class B - 128.0.0.0 - 191.255.255.255
Class C - 192.0.0.0 - 223.255.255.255
Class D - 224.0.0.0 - 239.255.255.255
Class E - 240.0.0.0 - 247.255.255.255

Protocol -

A protocol is a set of rules that govern all aspects of information communication. Commonly protocol list are given below:

SMTP - Simple Mail Transfer Protocol
HTTP - Hyper Text Transfer Protocol
SFTP - Secure File Transfer Protocol
TLS - Transport Layer Security
E6 - Ethernet globalization protocols
PPP - Point to Point Protocol
IMAP - Internet Message Access Protocol
IP- Internet Protocol
Telnet - Telephone Network
HTTPs - Secure Hyper Text Transfer Protocol
SSL - Secure Socket Layer
POP - post office protocol
NTP- Network time protocol
NNTP - Network News Transfer Protocol
TCP – Transmission Control Protocol
FTP - File Transfer Protocol

ARPANET- Advanced Research Projects Agency Network, **ARPANET** or **ARPAnet** began development in 1966 by the United States ARPA. ARPANET was a Wide Area Network linking many Universities and research centers, was first to use packet switching, and was the beginning of what we consider the Internet today. Some of the reasons for creating ARPANET include making it easier for people to access computers, to improve computer equipment, and to have a more effective communication method for the military.

Bookmark - When referring to the Internet or a browser, a bookmark or electronic bookmark is a method of saving a web page's address. For example, with most browsers pressing Ctrl + D will bookmark the page you are viewing.

Bounce -A description of what occurs when an e-mail message returns back to the sender as undeliverable. Some e-mail programs also have a **bounce** or **bounce back** feature built into them, which allows the user to bounce messages back to the sender causing the e-mail address to appear invalid.

Buffer-When referring to memory, a buffer is a temporary storage in memory that stores information while processing other information.

Cloud computing -A term used to describe services over a network by a collection of servers. These computers or cloud of computers enable the users visiting to have access to much faster computers or servers, be able to access programs and services from anywhere with Internet access often without having to install other software, and get access to the services from any device capable of reaching the network or Internet

Cyber Law- Cyber law is the part of the overall legal system that deals with the Internet, cyberspace, and their respective legal issues. Cyber law covers a fairly broad area, encompassing several subtopics including freedom of expression, access to and usage of the Internet, and online privacy. Generically, cyber law has been referred to as the Law of the Internet.

DNS- Domain Name System or Domain Name Service, a DNS is an Internet or other network server that helps to point domain names or the hostname to their associated IP address that was introduced by **Paul Mockapetris** and **Jon Postel** in1984. If a domain name is not found within the local database, the server may query other domain servers to obtain the address of a domain name. For example, when a user is accessing the Computer Hope domain a user would enter the easy to remember domain: computerhope.com. When entered that domain name is looked up on a Domain Name System to translate that name into an IP address that can be better understood by computer, e.g. 69.72.169.241. Using that IP address the computers can then find the computer containing the Computer Hope web page and forward that information to your computer.

E-learning-Stands for electronic learning, E-learning (or eLearning) is a term used to describe the process of acquiring knowledge via the use of a computer and the Internet, intranet, or extranet, using various types of media. The multimedia may include streaming video, audio recordings, videoconferencing using a webcam, and even virtual worlds, such as Second Life. It is commonly self-paced but can be led by an instructor as well.

Phishing- Pronounced like *fishing*, phishing is a term used to describe a malicious individual or group of individuals scamming users by sending e-mails or creating web pages that are designed to collect an individual's online bank, credit card, or other login information. Because these e-mails and web pages look like legitimate companies users trust them and enter their personal information.
Pop-up-Term used to describe a Window that appears on top of all other Windows. This term became a well-known term with the advent of intrusive and non-intrusive Internet pop-up ads. These ads became increasingly annoying as this form of advertising started to become more popular with many web pages.

Search engine-A search engine is a software program or script available through the Internet that searches documents and files for keywords and returns the results of any files containing those keywords. Today, there are thousands of different search engines available on the Internet, each with their own abilities and features. The first search engine ever developed is considered Archie, which was used to search for FTP files and the first text-based search engine is considered Veronica. Today, the most popular and well known search engine is **Google.**

Server side scripting- Server-side scripting is a method of designing Websites so that the process or user request is run on the originating server. These scripts provide an interface to the user and are used to limit access to proprietary data. These scripts also work with reusability and allow the webmaster to control access to the source code of the script to limit any attempts at reverse engineering; additionally some of the coding used in these scripts may even be valuable or proprietary.

ASP- Active Server Pages, an ASP page is a dynamically created web page that commonly ends with a .ASP extension that utilizes ActiveX scripting, usually VBScript or JScript code. The .aspx extension is used for Web pages that use Microsoft's ASP.NET. These pages are called "Web Forms", and can contain (X)HTML code as well as ASP.NET code.

Web page-A web page or webpage is a document commonly written in Hyper Text Markup Language (HTML) that is accessible through the Internet or other network using a browser. A web page is accessed by entering a URL addresses and may contain text, graphics, and hyperlinks to other web pages and files.

WWW- Short for World Wide Web, WWW sometimes also abbreviated as W3 or Web is a graphical interface for the Internet that was first introduced to the public on August 6, 1991 by Tim Berners-Lee. The World Wide Web consists of billions of pages linked to each other that contain text, graphics, multimedia files, and other interactive software. Unlike other services available through the Internet, the World Wide Web provides a rich medium and helps brings all people together. The first web site was built at CERN by **Tim Berners-Lee** and put online August 6, 1991.

Firewall-:
A firewall is a software utility or hardware device that limits outside network access to a computer or local network by blocking or restricting network ports. Firewalls are a great step for helping prevent un-authorized access to a company or home network. The picture is an example of a hardware firewall, the ZyXEL ZyWALL a Unified Security Gateway with a Firewall and other security features.
In addition to hardware firewalls like that shown above, basic hardware firewalls are also commonly found in most network routers and can be configured and setup through the router setup. Software firewalls are designed to protect the computer they are installed onto by blocking any unrestricted programs from sending and receiving information from the network or Internet. A good example of a software Firewall is the Windows Firewall that is included with Microsoft Windows.

NIC-: Short for Network Interface Card, a NIC is also commonly referred to as an Ethernet card andnetwork adapter and is an expansion card that enables a computer to connect to a network such as a home network or the Internet using an Ethernet cable with a RJ-45 connector. The picture is an example of aSMC EZ Card 10/100 PCI network card, a network card commonly found in most desktop computers today that do not already have an onboard network on their motherboard.

Packet switching- A method of distributing data over a network first developed by Leonard leinrock between 1959 and 1962 and first widely used on ARPANET. In packet switching, information is broken into small segments of data known as packets and then reassembled when received at the destination. This helps prevent any small information sent after larger information from having to wait until the larger information has been sent. When information is broken into packets, the information size and speed of the line is what determines how fast it takes to send information over a network and not the order in which it was sent.

Proxy server- A proxy is a computer server or software program that is part of the gateway server or another computer that separates a local network from outside networks. A proxy server will cache all pages accessed through the network allowing users who may want to visit that same page to load it faster and reduce the networks bandwidth. When a page is accessed that is not in the proxy server's cache, the proxy server will access the page using its own IP address, cache the page, and forward it to the user accessing that page.

client-server architecture-

Technology that separates computers and application software into two categories clients, and servers to better employ available computing resources and share data processing loads. A client computer provides the user interaction-facility (interface) and some or all application processing, while the a server computer might provide high-volume storage capacity, heavy data crunching, and/or high resolution graphics. Typically, several client computers are connected through a network (or networks) to a server which could be a large PC, minicomputer, or a mainframe computer. Every computer connected to a website acts as a client while the website's computer acts as a server. Also called client-server environment.

Web server-

A Web server is a program that, using the client/server model and the World Wide Web's Hypertext Transfer Protocol (HTTP), serves the files that form Web pages to Web users (whose computers contain HTTP clients that

forward their requests). Every computer on the Internet that contains a Web site must have a Web server program. Two leading Web servers are Apache , the most widely-installed Web server, and Microsoft's Internet Information Server (IIS). Other Web servers include Novell's Web Server for users of its NetWare operating system and IBM's family of Lotus Domino servers, primarily for IBM's OS/390 and AS/400 customers. Web servers often come as part of a larger package of Internet- and intranet-related programs for serving e-mail, downloading requests for File Transfer Protocol (FTP) files, and building and publishing Web pages. Considerations in choosing a Web server include how well it works with the operating system and other servers, its ability to handle server-side programming, security characteristics, and publishing, search engine, and site building tools that may come with it.

Database Management System-

Three levels of data abstraction (3-tier Architecture)-: They are three levels of abstraction are given below,

1. **Physical level**: The lowest level of abstraction describes how data are stored.
2. **Logical level**: The next higher level of abstraction, describes what data are stored in database and what relationship among those data.
3. **View level**: The highest level of abstraction describes only part of entire database.

Entity-: A real-world thing either animate or inanimate that can be easily identifiable and distinguishable.

Entity Set-: An entity set is a collection of similar types of entities. Entity set may contain entities with attribute sharing similar values.

Partial Key :-

It is a set of attributes that can uniquely identify weak entities and that are related to same owner entity. It is sometime called as Discriminator.

Alternate Key:-

All Candidate Keys excluding the Primary Key are known as Alternate Keys.

Artificial Key:-

If no obvious key, either stand alone or compound is available, then the last resort is to simply create a key, by assigning a unique number to each record or occurrence. Then this is known as developing an artificial key.

Compound Key:-

If no single data element uniquely identifies occurrences within a construct, then combining multiple elements to create a unique identifier for the construct is known as creating a compound key.

Natural Key:-

When one of the data elements stored within a construct is utilized as the primary key, then it is called the natural key.

DDL (Data Definition Language)-:

A data base schema is specifies by a set of definitions expressed by a special language called DDL.

VDL (View Definition Language) -:

It specifies user views and their mappings to the conceptual schema.

SDL (Storage Definition Language)-:

This language is to specify the internal schema. This language may specify the mapping between two schemas.

Data Storage - Definition Language-:

The storage structures and access methods used by database system are specified by a set of definition in a special type of DDL called data storage-definition language.

DML (Data Manipulation Language)-

This language that enable user to access or manipulate data as organized by appropriate data model. Procedural DML or Low level: DML requires a user to specify what data are needed and how to get those data. Non-Procedural DML or High level: DML requires a user to specify what data are needed without specifying how to get those data.

Durability in DBMS-

Once the DBMS informs the user that a transaction has successfully completed, its effects should persist even if the system crashes before all its changes are reflected on disk. This property is called durability.

OLAP-

On Line Analytical Processing (OLAP) is a Business Intelligence (BI) reporting system. OLAP provides the user with the capability to sum, count, average and do other simple arithmetic operations on groups of data. An OLAP report has measures and dimensions. Measures are the data values to be displayed. Dimensions are characteristics of the measures. OLAP reports are called OLAP cubes, although such reports are not limited to three dimensions.

ODBC-
ODBC is a standard that contains an interface that provides a common language for application programs to access and process SQL databases. In order to use ODBC, a driver, server name, database name, user id, and password are required. ODBC is important for Internet applications and has gained wide acceptance.

Data Warehouse-
A data warehouse is organized around specific subjects. The data is defined using consistent naming, format, and encoding structure standards. The data contains a time element, so that the data can be studied for trends. No data in a data warehouse can be updated by end users

New Technology -:

3G - 3G refers to the third generation of mobile telephony (that is, cellular) technology. The third generation, as the name suggests, follows two earlier generations. The first generation (1G) began in the early 80's with commercial deployment of Advanced Mobile Phone Service (AMPS) cellular networks. Early AMPS networks used Frequency Division Multiplexing Access (FDMA) to carry analog voice over channels in the 800 MHz frequency band. The second generation (2G) emerged in the 90's when mobile operators deployed two competing digital voice standards. In North America, some operators adopted IS-95, which used Code Division Multiple Access (CDMA) to multiplex up to 64 calls per channel in the 800 MHz band. Across the world, many operators adopted the Global System for Mobile communication (GSM) standard, which used Time Division Multiple Access (TDMA) to multiplex up to 8 calls per channel in the 900 and 1800 MHz bands. The International Telecommunications Union (ITU) defined the third generation (3G) of mobile telephony standards IMT-2000 to facilitate growth, increase bandwidth, and support more diverse applications. For example, GSM could deliver not only voice, but also circuit-switched data at speeds up to 14.4 Kbps. But to support mobile multimedia applications, 3G had to deliver packet-switched data with better spectral efficiency, at far greater speeds.

IPv6-
An IPv6 address is a 128-bit alphanumeric string that identifies an endpoint device in the Internet Protocol Version 6 (IPv6) addressing scheme.

TrueNorth-

TrueNorth redefines what is possible in the field of brain-inspired computers, in terms of size, architecture, efficiency, scalability, and design techniques.

Microsoft Windows 10-:

Microsoft has revealed that its latest operating system will be called Windows 10 – skipping 'Windows 9' in an apparent attempt to emphasise a shift in focus towards mobile devices and the Internet.

Supercomputer –

Every six months, the Top500 organization reveals its list of the world's fastest supercomputers. And for the past few lists, there's been a lot of movement. In June 2011, it was **Japan's "K" supercomputer**. In June 2012, it was **IBM 's Sequoia**. In November 2012, Cray took the lead with its **Titan supercomputer**. And now there's a new fastest supercomputer – the Chinese **Tianhe-2**. The Tianhe-2 was built by the **National University of Defense Technology in China**. It is the successor to the Tianhe-1A supercomputer, which topped the list of world's fastest

supercomputers in November of 2010. It will be deployed at the National Supercomputer Center in Guangzho – two years ahead of schedule. Tianhe-2 is built entirely with Intel processors. It contains 16,000 nodes, which each contain two Xeon Ivy Bridge processors and three Xeon Phi processors, for a total of 3,120,000 total processor cores. And those cores are doing the job. According to the benchmarks used by Top500, it performs a staggering 33.86 petaflop/s. That's nearly twice as fast as **Titan**, which has a performance benchmark of 17.59 petaflop/s.

Top 5 Antivirus –

1. Bitdefender Antivirus Plus
2. Kaspersky Anti-Virus
3. Norton AntiVirus
4. F-Secure Anti-Virus
5. AVG Anti-Virus

Most Expected Question for IBPS Bank PO and Clerk Exam-:

- The **Undo button** on the quick access Toolbar allows you to cancel your recent commands or actions.
- A gigabyte represents approximately **one billion** memory locations.
- **Merging cells** involves creating a single cell by combining two or more selected cells.
- The horizontal and vertical lines on a worksheet are called**— gridlines**
- To delete an incorrect character in a document delete key to erase to the **right of the insertion point**.
- During the boot process, the BIOS looks for the **system files**.
- **Multitasking** is the ability of an operating system to control the activities of multiple programs at the same time.
- The unique signal, generated by a device, that tells the operating system that it is in need of immediate attention is called an- **Interrupt**.
- The operating system controls access to the processor by assigning a slice of time to each task requiring **the processor's attention**.
- The blocks of code, included in the operating system, that software applications interact with are known as: **Application programming interfaces (APIs).**
- MS-DOS is a **command-driven operating system**.
- **SRAM** retains data as long as power is provided to the memory chip and need not be refreshed periodically. SRAM stands for **Static Random Access Memory.**
- The data on **DRAM** continues to move in and out of the memory as long as power is available and must be continually refreshed to maintain the data. DRAM stands for **Dynamic Random Access Memory.**
- **Impact printers** create an image by using some mechanism to physically press an inked ribbon against the page, causing the ink to be deposited on the page in the shape desired. **Examples of Impact Printers are** Character Printers and Dot Matrix Printers.
- **Non – Impact Printers** do not touch the paper when creating an image. **Examples of Non - Impact Printers are** Inkjet printers, Laser printers, Solid ink printers, Dye- sublimation, Thermal wax printers, Thermal auto chrome printers.
- An **Integrated Software** is a single application that combines major features of several types of application.
- A **Hyperlink** is a reference to data that the reader can directly follow either by clicking or by hovering or that is followed automatically
- The **Uniform Resource Locator**, abbreviated as URL is a specific character string that constitutes a reference to a resource. In most web browsers, the URL of a web page is displayed on top inside an address bar. An example of a typical URL would be

" http://www.ibtindia.com".

- An **interrupt handler** is a special numeric code that indicates the priority of a request.
- A **spooler** is a program that coordinates the print jobs that are waiting to print.
- **Virtual memory** is typically located on the hard drive.
- The purpose of **a swap (or page**) file is to hold a program's data or instructions in virtual memory when it can't fit in RAM.
- The definition of **thrashing** is swapping data between virtual memory and RAM too frequently.
- Verification of a login name and password is known as **authentication**.
- The correct sequence of actions that takes place during the **boot-up process**?
  Activate BIOS -> Perform POST -> Load operating system -> Check configuration settings
- The BIOS stored on a ROM chip, is responsible for loading the operating system from its permanent location on the hard drive into RAM.
- The memory resident portion of the operating system is called the— **kernel.**
- The **World Wide Web** (abbreviated as WWW or W3, commonly known as the Web) is a system of interlinked hypertext documents that are accessed via the Internet.
- **CC (Carbon Copy**) in e – mail indicates those who are to receive a copy of a message addressed primarily to another. The list of CCed recipients is visible to all other recipients of the message.
- An additional **BCC (blind carbon copy)** field is available for hidden notification; recipients listed in the BCC field receive a copy of the message, but are not shown on any other recipient's copy (including other BCC recipients)
- power-on self-test **(POST)**
- All of the following are TRUE regarding **virtual memory** -
  1. the setting for the amount of hard drive space to allocate to virtual memory can be manually changed.
  2. this temporary storage is called the swap file (or page file).
  3. virtual memory is physical space on the hard drive.
- Using Windows Explorer, a plus (+) sign in front of a folder indicates— the folder contains subfolders.
- In Windows XP, if you want to see the file size and modified dates of all files in a folder, the best viewing option is the **Details view**.
- The primary purpose of software is to turn **data** into Information.
- A directory within a directory is called-**Sub Directory**.
- A **compiler** translates a program written in a high-level language into Machine language.
- A programming language contains specific rules and words that express the **logical steps of an algorithm**.
- The simultaneous processing of two or more programs by multiple processors is Multiprocessing.
- The secret code that restricts entry to some programs-**Password**
- Computers use the **binary number** system to store data and perform calculations.
- **Executing** is the process of carrying out commands.
- Softcopy is the intangible output, so then what is hardcopy - **The printed output**
- An error in a computer program is called as- **Bug**
- **Backup** is - Protecting data by copying it from the original source to a different destination.
- In page preview mode-**You can see all pages of your document**
- A collection of interrelated records is called – **Database**
- To move to the beginning of a line of text, press the **Home** key.
- The term '**user interface'** refers to—What the user sees on the screen and how they can interact with it.
- Reusable optical storage will typically have the acronym-**RW**
- Text in a column is generally aligned – **Left**
- In Excel, Charts are created using which option **-Chart Wizard**
- The **Mouse pointer** becomes different shapes depending on the task you are performing.
- 'MICR' technology used for clearance of cheques by banks refers to—**Magnetic Ink Character Recognition**

- Modern Computers represent characters and numbers internally using one of the following number systems- **Binary**
- Smallest storage unit of a computer is-**Bit**
- A MODEM is connected in between a telephone line and a—**Computer**
- **E-governance-**Delivery of public services through internet
- **'Buy Now–Pay Now'** is commonly used for **-Visa Cards**
- Smart Card is **-Microprocessor Cards**
- Correcting errors in a program is referred to as- **debugging**
- An assembler is used to translate a program written in- **Assembly language**
- The capability of the operating system to enable two or more than two programs to execute simultaneously in a single computer system by using a single processor is-**Multitasking**
- Which keys can be used together with other keys for special tasks - **Ctrl, Shift**
- Which is the part of a computer that one can touch and feel-**Hardware**
- A device that reads the information contained on a disk and transfers it to the computer's memory- **disk drive**
- The different styles of lettering in a word processing program-**font**
- Any letter, number, or symbol found on the keyboard that you can type into the computer- **character**
- A symbol or question on the screen that prompts you to take action and tell the computer what to do next- **prompt and dialog box**
- A program which helps create written documents and lets you go back and make corrections as necessary- **word processor**
- A place that a user can create to store files- **folder**
- Start or restart the computer-**boot**
- A blinking indicator that shows you where your next action will happen-**cursor**
- Commands at the top of a screen such as : FILE-EDIT-FONT-TOOLS to operate and change things within programs- **menu bar**
- The command used to remove text or graphics from a document. The information is then stored on a clipboard so you can paste it- **cut**
- A removable magnetic disc that holds information-**hard drive**
- A command to get a file you worked on from the memory where it was stored-**open**
- To move down a page in a document-**scroll**
- A program that works like a calculator for keeping track of money and making budgets-**spreadsheet**
- All of the following are examples of real security and privacy risks EXCEPT**- spam.**
- A process known as **data mining** is used by large retailers to study trends.
- **Point-of-sale (POS)** terminals (formerly known as cash registers) are often connected to complex inventory and sales computer systems.
- The ability to recover and read deleted or damaged files from a criminal computer is an example of a law enforcement specialty called- **computer forensics**.
- Surgeons can perform delicate operations by manipulating devices through computers instead of manually. This technology is known as- **robotics.**
- Technology no longer protected by copyright, available to everyone, is considered to be-**proprietary.**
- **Nano science** is the study of molecules and structures whose size ranges from 1 to 100 nanometers.
- **Artificial intelligence (AI)** is the science that attempts to produce machines that display the same type of intelligence that humans do.
- The name for the way that computers manipulate data into information is called:-**processing.**
- In the binary language each letter of the alphabet, each number and each special character is made up of a unique combination of-**eight bits.**
- The term bit is short for- **binary digit.**
- The components that process data are located in the- **system unit**

- The CPU and memory are located on the- **motherboard.**
- Word processing, spreadsheet, and photo-editing are examples of-**application software.**
- Software is a set of computer programs used on a computer to help perform tasks.
- The PC (personal computer) and the Apple Macintosh are examples of two different-**platforms.**
- Servers are computers that provide resources to other computers connected to a-**network.**
- **Supercomputers** are specially designed computers that perform complex calculations extremely rapidly.
- DSL is an example of a broadband connection.
- The difference between people with access to computers and the Internet and those without this access is known as the-digital **divide.**
- Nanotechnology is the science revolving around the use of nanostructures to build devices on an extremely small scale.
- Which of the following is the correct order of the four major functions of a computer.
- A byte can hold one **character** of data.
- The operating system controls the way in which the computer system functions and provides a means by which users can interact with the computer.
- **Embedded computers** are specially designed computer chips that reside inside other devices, such as your car or your electronic thermostat.
- The steps and tasks needed to process data, such as responses to questions or clicking an icon, are called: A. instructions-**the operating system.**
- The metal or plastic case that holds all the physical parts of the computer is the-**system unit.**
  Input devices are used to provide the steps and tasks the computer needs to process data, and these steps and tasks are called **instructions**.
- When you connect to the Internet your computer is communicating with a server at your **Internet service provider (ISP)**
- The earlier computers, which were massive in size, were based on **vacuum tubes.**
- Early computing machines, like the **ENIAC**, were actually meant to assist the armed forces.
- An improvement on the ENIAC, which pioneered 'stored program', was made possible with the help of the mathematician **John von Neumann**.
- The B-programming language was developed by **Ken Thompson**.
- Famous people, associated with the ENIAC, EDVAC, UNIVAC computers are **Eckert & Mauchly.**
- The 1st commercially produced and sold computer (1951) was **UNIVAC.**
- IBM was provided software for PCs by **Microsoft**.
- The transformation from heavy computers to PCs was made possible using **microprocessors**.
- The first microprocessor was developed in **1971 by Intel**.
- The term 'micro' (extremely small) denotes **10-6m**.
- The Harvard student, who chose to write computer programs and dropped studies was **Bill Gates**.
- A pentium 4 (P-4) employs roughly **40 million transistors**.
- A program used to browse the web is called **Web browser**.
- An error in software designing which can even cause a computer to crash is called bug.
- The device which sends computer data using a phone line is called **MODEM**.
- The first home computer (1977), which was sold in millions of units was **Apple II.**
- **'PARAM'** is a First supercomputer in India.
- A website containing periodic posts is called **blog**.
- The unwanted or non-requested emails are called "spam".
- A computer framed to give various network services is called **server.**
- The first computers were programmed using **Machine language**.
- A filename is **a unique name** that you give to a file of information.
- A series of instructions that tells a computer what to do and how to do it is called a **program.**
- Super computers refers to the fastest, biggest and most expensive computers

- The rectangular area of the screen that displays a program, data, and or information is a **window**
- The process of a computer receiving information from a server on the internet is known as **downloading**
- You can use the tab key to move a cursor **across the screen, indent a paragraph**.
- A collection of related files is called **record.**
- Storage that retains its data after the power is turned off is referred to as **non-volatile storage.**
- **Testing** is the process of finding errors in software code.
- Syntax contains specific rules and words that express the logical steps of an algorithm.
- Changing an existing document is called the **editing documentation**
- The windows key will launch the **start buttons.**
- To move to the beginning of a line of text, press the **home key**.
- Information travels between components on the motherboard through **buses**.
- A tool bar contains **buttons and menus** that provide quick access to commonly used commands
- One advantage of **dial-up internet** access is it utilizes existing telephone security
- Protecting data by copying it from the original source is **backup**
- In a **relational database**, table is a data structure that organizes the information about a single topic into rows and columns .
- When the pointer is positioned on **a hyperlink** it is shaped like a hand .
- A **compiler** translates higher level programs into a machine language program, which is called object code
- The ability to find an individual item in a file immediately **Direct access** .
- Each box in a spread sheet is called a **cell.**
- Network components are connected to the same cable in the **bus topology.**
- **Scanner** will translate images of text, drawings and photos into digital form.
- **MS-DOS** is a single user operating system
- **Ethernet** is used for high speed telecommunications
- **FORTRAN** is a scientific computer language
- Connections to the internet using a phone line and a modem are called **dial-up connections**
- Restarting a computer that is already on is referred to as **warm booting**
- A cluster represents a group of **sectors**
- **Boot sector viruses** are often transmitted by a floppy disk left in the floppy drive
- A goal of normalization is to minimize the number of **redundancy**
- A **proxy server** is used to process client request for web pages
- When data changes in multiple list and list are not updated, this causes **data inconsistency**
- Granting an outside organization access to internet web pages is often implemented using a extranet
- The code that relational database management systems use to perform their database task is refer to as **SQL**
- **Data integrity** means that the data contained in the database is accurate and reliable
- The IBM made the first electronic computer in **1953**
- **Control panel** is used for increasing and decreasing the speed of the cursor of mouse
- The **.mpeg** is the format of a movie file
- The memory address sent from the CPU to the main memory over a set of wires is called **address bus**
- The enhanced keyboard contains 101 keys
- **Cache memory** is a part of main memory
- The central host computer or file server in a star network maintains control with its connecting devices through **polling**
- The integration of all kinds of media such as audio, video, voice, graphics and text into one coherent presentation combined is called **multimedia**
- A technique for searching special databases, called data warehouses, looking for related information and patterns is called **data mining**
- **Batch processing** is a technique in which a number of similar items or transactions are processed in groups or batches during a machine run

- **Browser** is a link between the computer and the internet. It's actually a program that provides a way to look in the hand interact with all information on the internet. A browser is a client program that uses the Hypertext Transfer Protocol (http)
- **Computer Crime:** The act of stealing, cheating or otherwise defrauding an organization with the use of a computer
- **Cryptography:** Method used to protect privacy and security on the internet
- **Digital signature**: Encrypted signature used for providing security for the messages/data transferred through the internet
- **E-commerce**: Business transactions conducted over extranets or the internet
- **Electronic data interchange (EDI)** : Electronic transmission or documents through point to point connections using a set of standard forms, message and data elements, this can be via leased lines private networks or the internet

Important Abbreviations:

ALU—Arithmetic and Logical Unit
ANSI—American National Standards Institute
ARPANET—Advanced Research Projects Agency Network
ASCII—American Standard Code for Information Interchange
ISCII— Indian Standard Code for Information Interchange
ASP—Active Server Pages
BASIC—Beginner's All-Purpose Symbolic Instruction Code
CDMA—Code Division Multiple Access
CD-R—CD-Recordable
CD-RW—CD-Rewritable
COBOL—Common Business-Oriented Language
DBMS—Database Management System
DVD—Digital Versatile Disc or Digital Video Disc
ENIAC—Electronic Numerical Integrator And Computer
EDSAC—Electronic Delay Storage Automatic Calculator
EDVAC—Electronic Discrete Variable Automatic Computer
EEPROM—Electronically Erasable Programmable Read-Only Memory
EPROM—Erasable Programmable Read-Only Memory
FDD—Floppy Disk Drive
GUI—Graphical User Interface
HD—High Density
HDD—Hard Disk Drive
HTML—Hypertext Markup Language
HTTP—Hypertext Transfer Protocol
HTTPs—Secure Hypertext Transport Protocol
ISO—International Organization for Standardization
ISP—Internet Service Provider
Kb—Kilobit
KB—Kilobyte
LCD—Liquid Crystal Display
LIFO—Last In First Out
MAC—Media Access Control
MAPI—Messaging Application Programming Interface

MOSFET—Metal-Oxide Semiconductor Field Effect Transistor
MS-DOS—Microsoft DOS
MTA—Mail Transfer Agent
MVS—Multiple Virtual Storage
MX—Mail exchange
MXF—Material Exchange Format
OSS—Open-Source Software
PAN—Personal Area Network
PERL—Practical Extraction and Reporting Language
PHP—PHP: Hypertext Preprocessor
RAID—Redundant Array of Independent Disks
RDBMS—Relational Database Management System
RISC—Reduced Instruction Set Computer
SQL—Structured Query Language
SRAM—Static Random Access Memory
TTL—Transistor-Transistor Logic
UML—Unified Modeling Language
USB—Universal Serial Bus
VLAN—Virtual Local Area Network

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