

**D.N.R. COLLEGE (AUTONOMOUS): BHIMAVARAM**  
**DEPARTMENT OF COMPUTER SCIENCE**



**SKILL COURSE**  
**DIGITAL LITERACY**  
**II SEMESTER**

## UNIT-I

### **POWER CORD.**

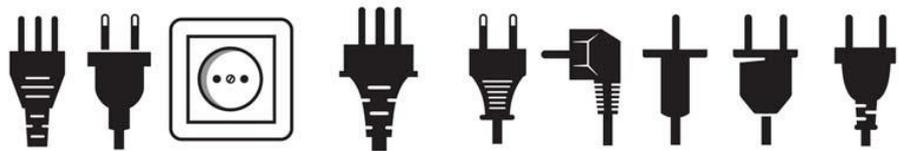
A power cord is an electrical cable that temporarily helps relay electrical signals from a power source to an electric appliance.

A power cord, also known as an AC cord or mains cable, is a type of electrical cable used to connect electronic devices to a power source. It is designed to transmit electric current from a wall outlet to the device, providing the necessary power for its operation.



### **POWER CORD**

your best supplier of power cables



#### **Different types of power cords:**

Power cords could be of many types designed to match the functionality of an electrical device. Listed below are a few cords that are most commonly used by users:

- **Nema power cords:** These heavy-duty power cords are known for their durability and usability. They come with long extensions that are capable of handling heavy-duty work such as gardening, assembly motors and minor construction works. In addition to this, Nema power cords are water-resistant and coupled with sturdy prongs that are tough to bend or break.



- **Basic power cords:** These power cords are suitable for all types of electric use. They are cheap and flexible to use with all major electronic operations. Basic power cords are sturdy enough to use them for any outdoor operations or small projects.



- **Small extension cords:** For certain tasks, you only require smaller extension power cords. These cords are handy and used for a number of indoor and outdoor operations. Small extension power cords encourage a convenience that is ideal for your home, garden, office or any place else where you require a little more cord.



- **Long power cords:** Generally, all the power cords come in full length. The essential factor to consider is that it must feature a lit plug so that even from a distance you know when it's switched on. For more protection and rugged use, you can use double insulated conductors encased in a sheath or jacket. These do not wear off or crack even in extreme temperatures.



## POWER SWITCH

A Power Switch provides an electrical connection from a voltage source or ground to a load. It saves power across multiple voltage rails and protects subsystems from damage.

### Types of Power Switches

An electric switch will typically fall into one of two categories:

1. **Human-operated**
2. **Machine-operated**

In either case, there are several variations on the normal. To narrow things down a little, we'll focus on the types you'll find in your home.

## **Power Switches in Your Home**

### **Single-Pole:**

This single location switch consisting of two terminals is one of the most common types. Its simplistic design makes it popular for controlling lights or other devices. It is a simple "On/Off" switch and may display markings accordingly.



### **Double-Pole:**

The double-pole is another single location switch used in high traffic areas. It is typically found in industrial settings but can be a helpful addition to the home as well. The controls are generally 30 amp rated, which is about double that of standard switches.

This makes them useful when connected to high-demand appliances and machinery. Therefore, you might find them useful in your home workshop or garage if you use several power tools.



### Three-Way:

The three-way switch is similar to the single-pole switch, except that you can control your lights from two different spots. You may, for example, have one switch at the bottom of the staircase and another at the top. This is a type of “On/Off” switch; however, it seldom has marks as these switches work opposite to another fixture.



### Four-Way:

Four-way switches control your device or light from at least three areas. These are useful in large rooms with multiple entrances or long hallways. If you require more control from a set of three-way switches, you could place a four-way switch in between them.



## NETWORK CONNECTING CABLE

Networking cable is a piece of networking hardware used to connect one network device to other network devices or to connect two or more computers to share devices such as printers or scanners. Different types of network cables, such as coaxial cable, optical fiber cable, and twisted pair cables, are used depending on the network's topology, protocol, and size.

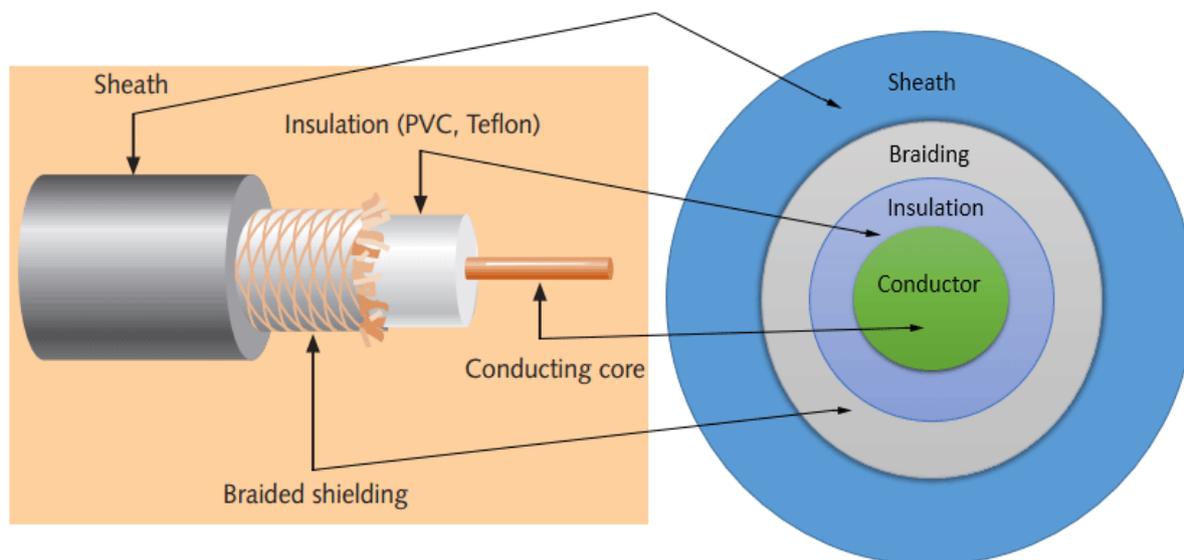
The devices can be separated by a few meters or nearly unlimited distances (e.g. via the interconnections of the Internet).

1. Coaxial cable
2. Optical Fiber cable
3. Twisted pair cable

## 1. Coaxial cable

This cable contains a conductor, insulator, braiding, and sheath. The sheath covers the braiding, the braiding covers the insulation, and the insulation covers the conductor.

The following image shows these components.



### **Sheath**

This is the outer layer of the coaxial cable. It protects the cable from physical damage.

### **Braided shield**

This shield protects signals from external interference and noise. This shield is built from the same metal that is used to build the core.

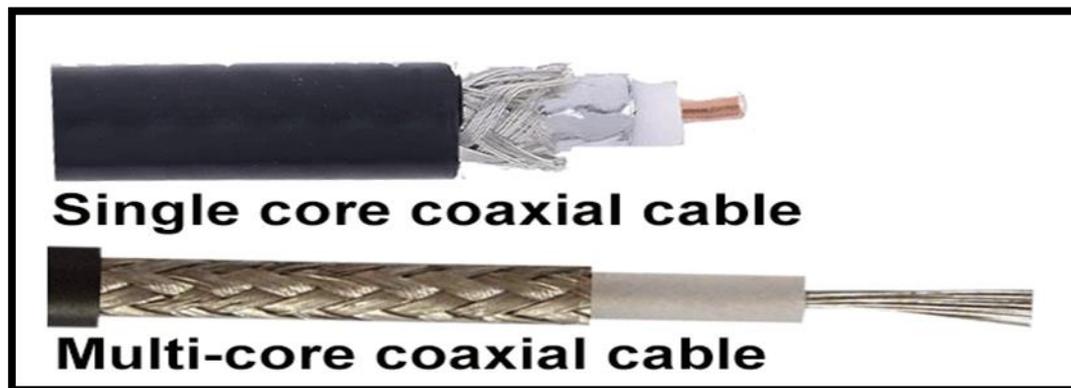
### **Insulation**

Insulation protects the core. It also keeps the core separate from the braided shield. Since both the core and the braided shield use the same metal, without this layer, they will touch each other and create a short-circuit in the wire.

### Conductor

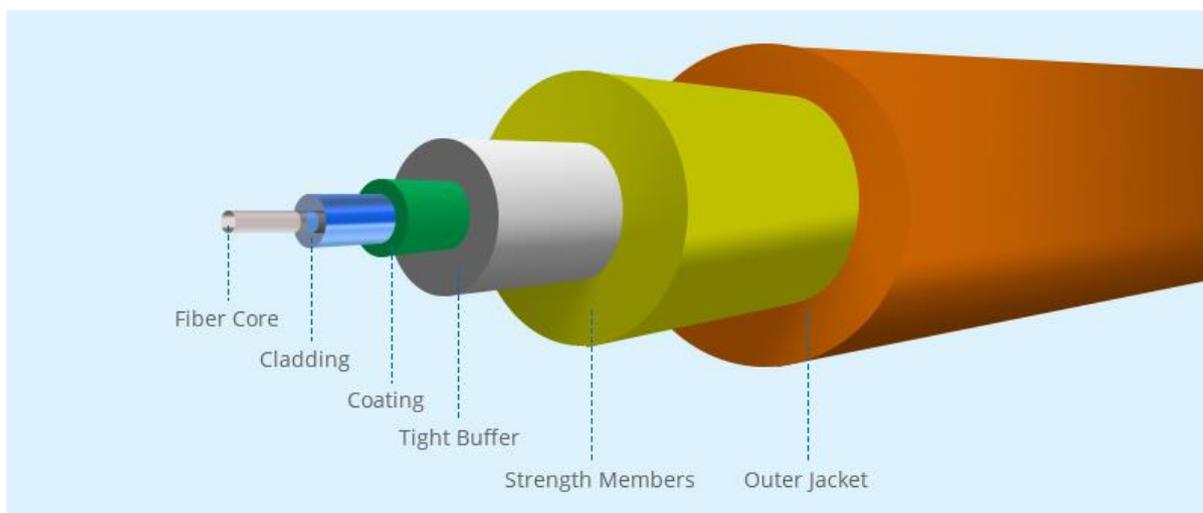
The conductor carries electromagnetic signals. Based on conductor a coaxial cable can be categorized into two types; single-core coaxial cable and multi-core coaxial cable.

A **single-core** coaxial cable uses a single central metal (usually copper) conductor, while a **multi-core** coaxial cable uses multiple thin strands of metal wires. The following image shows both types of cable.



## 2. Optical fiber cable

Optical fiber cabling is an excellent transmission medium for its high data capacity and supported long distances. It has a fiber/glass core within a rubber outer coating and uses beams of light rather than electrical signals to relay data. The fiber optic cables can run for distances measured in kilometers with transmission speeds from 10 Mbps up to 100 Gbps or higher due to the fact that light doesn't diminish over distance the way electrical signals do.



## 3. Twisted-pair cables

The twisted-pair cable was primarily developed for computer networks. This cable is also known as **Ethernet cable**. Almost all modern LAN computer networks use this cable.

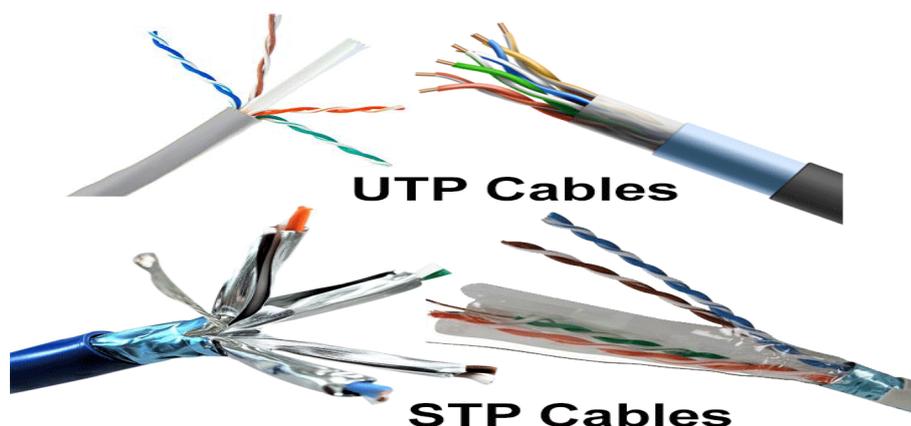
This cable consists of color-coded pairs of insulated copper wires. Every two wires are twisted around each other to form pair. Usually, there are four pairs.

Each pair has one solid color and one stripped color wire. Solid colors are blue, brown, green, and orange. In stripped color, the solid color is mixed with the white color.

Based on how pairs are stripped in the plastic sheath, there are two types of twisted-pair cable; UTP and STP.

In the **UTP (Unshielded twisted-pair)** cable, all pairs are wrapped in a single plastic sheath.

In the **STP (Shielded twisted-pair)** cable, each pair is wrapped with an additional metal shield, then all pairs are wrapped in a single outer plastic sheath.



## USB PORT

A **USB port** is a standard cable connection interface for smart phones, computers, and other consumer electronics devices. USB stands for Universal Serial Bus, an industry standard for short-distance digital data communications.

USB ports allow USB devices to be connected to each other with and transfer digital data over USB cables. They can also supply electric power across the cable to devices that need it.

Both wired and wireless versions of the USB standard exist, although only the wired version involves USB ports and cables.





TechTerms.com

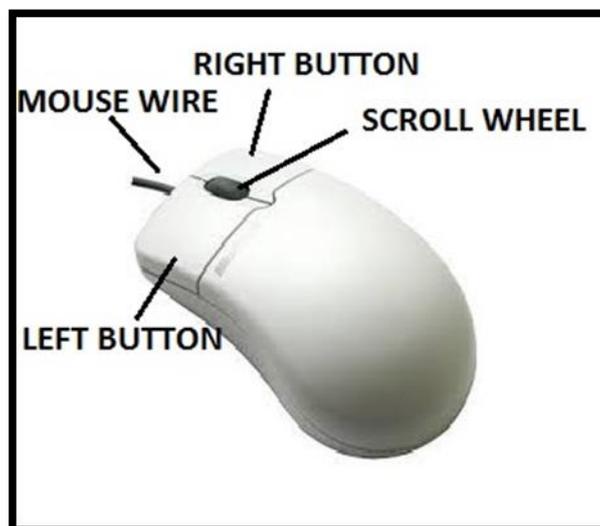
Many types of consumer electronics support USB interfaces. These types of equipment are most commonly used for computer networking:

- USB network adapters.
- USB broadband and cellular modems for Internet access.
- USB printers to be shared on a home network.

For computer-to-computer file transfers without a network, *USB drives* are also sometimes used to copy files between devices.

## MOUSE OPERATIONS

A Mouse can have several buttons, but when using a standard software application, you will only be using the two standard mouse buttons: left and right. The buttons on the mouse allow you to start programs, move objects from one place to another and change various settings without typing in complex text command.



## Single Click

A **single click** or "click" is the act of pressing a computer mouse button once without moving the mouse. Single clicking is usually a primary action of the mouse. Single clicking, by default in many operating systems, selects (or highlights) an object

## Right Clicking

Right clicking refers to single clicking the right mouse button. In different applications, the right button will offer different options and functionality.

Right click on the desktop and select **New**.

From the choices that appear, select the **Folder** option by moving the pointer over the word folder in the menu and clicking the left button.

A new folder that you can rename will appear on your desktop. You might create a new folder if you would like to have a location to put all of your backup files.

## Dragging and Dropping

To drag an object, select it by clicking your left mouse button on the picture, or icon, and holding it down. While still holding the mouse down, drag the icon to the new location. Release the button.

## KEYBOARD OPERATIONS

The keys on your keyboard can be divided into several groups based on function:

- **Typing (alphanumeric) keys.** These keys include the same letter, number, punctuation, and symbol keys found on a traditional typewriter.
- **Control keys.** These keys are used alone or in combination with other keys to perform certain actions. The most frequently used control keys are Ctrl, Alt, the Windows logo key , and Esc.
- **Function keys.** The function keys are used to perform specific tasks. They are labeled as F1, F2, F3, and so on, up to F12. The functionality of these keys differs from program to program.
- **Navigation keys.** These keys are used for moving around in documents or webpages and editing text. They include the arrow keys, Home, End, Page Up, Page Down, Delete, and Insert.
- **Numeric keypad.** The numeric keypad is handy for entering numbers quickly. The keys are grouped together in a block like a conventional calculator or adding machine.



### (Very) Basic Keyboard Shortcuts

Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + B	Bold
Ctrl + I	Italics
Ctrl + S	Save
F12	Save As

## ICONS

Icon is a small graphical representation of a program or file. When we double-click an icon, the associated file or program will be opened. For example, if we were to double-click on the My Computer icon, it would open Windows Explorer. Icons are a component of GUI. Icons help users quickly identify the type of file represented by the icon.

### Types of Icons

#### ➤ System Icons:

System Icons are displayed along left edge of screen. These icons are created automatically by windows during its installation. Example of some system icons are My Computer, Recycle Bin, My Documents, Internet Explorer etc.

#### ➤ Shortcut Icons:

These are the icons with small arrows in the lower left corner. A shortcut icons provides easy access to some objects on our systems, such as a program, a document or a printer. The shortcut icons only contain information about the location of the object but not the object itself.

### ➤ **Program folder and Document Icons:**

These are non-system icons without arrows and they represent the actual objects they describe. So if we delete such an icon we are deleting the object itself, from the hard disk.

### ➤ **My Computer icon:**

My Computer is a Microsoft Windows feature first found in Windows 95 and included with all later versions that allows we to explore and manage the contents of our computer drives. The name My Computer icon in Microsoft Windows XP, Vista and Windows 7, as well as the "This PC" icon in Windows 8 and in Windows 10. Although the name has changed, "This PC" still has the same functionality as "My Computer." This icon lets we browse through all the resources attached to our PC.



### **Recycle Bin**



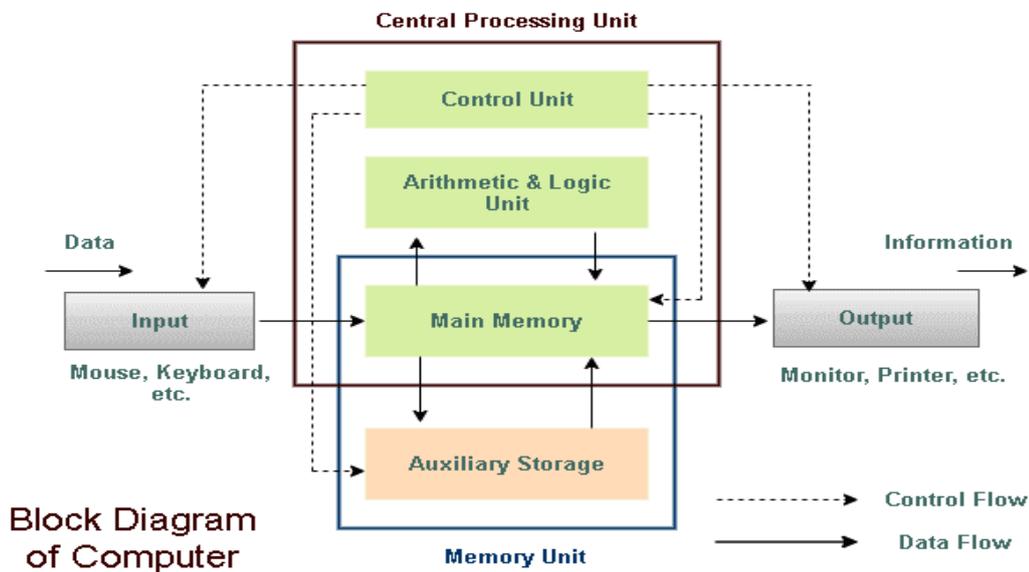
Windows Recycle Bin is a special folder that stores deleted files from our computer or device, they are not permanently removed; they are first moved to this folder. The Recycle Bin Icon appears on the Desktop and looks like a waste paper basket. Windows does this as a precaution in case we deleted something by mistake.

### **GUI**

GUI stands for Graphical User Interface. It refers to an interface that allows one to interact with electronic devices like computers and tablets through graphic elements. It uses icons, menus and other graphical representations to display information, as opposed to text-based commands. The graphic elements enable users to give commands to the computer and select functions by using mouse or other input devices.



- Accept data
- Store data
- Process data as desired
- Retrieve the stored data as and when required
- Print the result in desired format.



**1. Input:** This is the process of entering data and programs in to the computer system. You should know that computer is an electronic machine like any other machine which takes as inputs raw data and performs some processing giving out processed data. Therefore, the input unit takes data from us to the computer in an organized manner for processing.

**2. Storage:** The process of saving data and instructions permanently is known as storage. Data has to be fed into the system before the actual processing starts. It is because the processing speed of Central Processing Unit (CPU) is so fast that the data has to be provided to CPU with the same speed.

Therefore the data is first stored in the storage unit for faster Access and processing.

This storage unit or the primary storage of the computer system is designed to do the above functionality. It provides space for storing data and instructions.

**3. Processing:** The task of performing operations like arithmetic and logical operations is called processing. The Central Processing Unit (CPU) takes data and instructions from the storage unit and makes all sorts of calculations based on the instructions given and the type of data provided. It is then sent back to the storage unit.

**4. Output:** This is the process of producing results from the data for getting useful information.

Similarly the output produced by the computer after processing must also be kept somewhere inside the computer before being given to you in human readable form. Again the output is also stored inside the computer for further processing

**5. Control:** The manner how instructions are executed and the above operations are performed.

Controlling of all operations like input, processing and output are performed by control unit. It takes care of step by step processing of all operations in side the computer.

## **FILES:**

**Definition of a File:** A file is a container in a computer system that stores data, information, settings, or commands, which are used with a computer program.

There are several types of files available such as directory files, data files, text files, binary and graphic files, and these several kinds of files contain different types of information. In the computer system, files are stored on hard drives, optical drives, discs, or other storage devices.

## **LOCATING A FILE:**

### **How do you locate a file:**

Click the Start button, type the file name or keywords with your keyboard, and press Enter. The search results will appear. Simply click a file or folder to open it.

## **OPENING A FILE:**

### **To open a file:**

1. Find the file on your computer and double-click it. This will open the file in its default application.
2. Open the application, and then use the application to open the file. Once the application is open, you can go to the File menu at the top of the window and select Open.

## **FILE EXTENSION:**

A file extension is an identifier that helps identify the type of file in operating systems, such as Microsoft Windows. It can be classified as a type of metadata, and it helps the operating systems to understand the intended use of a file and the characteristics. The filename extension may be contained one to four characters and used as a suffix to the file name. For example, in Microsoft Windows, the file extension is often followed by three characters.



A dot (.) symbol is used to separate the file extension from the filename. The filename is considered incomplete without file extension; therefore, to complete a filename, it must be included in the file extension. Generally, file extensions are hidden from the users in Windows operating system. Although file extensions can be renamed, it is not necessarily by renaming a file extension will convert one file format to another. File extensions are helpful for both users and the file system in two ways:

1. It helps in identifying the type of data that a file hold.
2. It allows the operating system to select the proper program or application with which to open a file.

Below is a table that contains common file formats you are most likely to see while working on a computer.

File type	File extension
Image	.bmp .eps .gif .jpg .pict .png .psd .tif
Text	.asc .doc .docx .rtf .msg .txt .wpd .wps
Video	.avi .mp4 .mpg .mov .wmv
Compressed	.arc .arj .gz .hqx .rar .sit .tar .z .zip
Program	.bat .com .exe
Sound	aac .au .mid .mp3 .ra .snd .wma .wav

### PRINTING A DOCUMENT:

1. Select File > Print.
2. Choose the number of copies, and any other options you want, and select the Print button.

## Preview your document

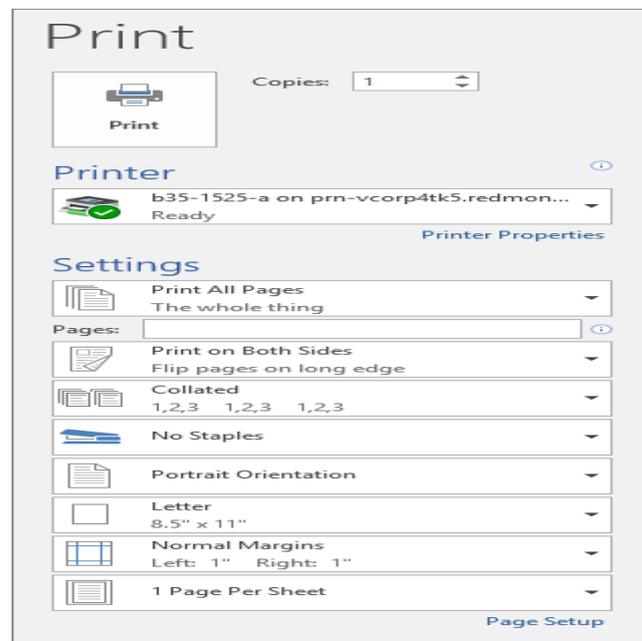
1. Select **File > Print**.

To preview each page, select the forward and backward arrows at the bottom of the page.



If the text is too small to read, use the zoom slider at the bottom of the page to enlarge it.

2. Choose the number of copies, and any other options you want, and select the **Print** button.



## CREATING A FOLDER/SUB FOLDERS IN A VOLUME ON HARD DISK AND DESKTOP:

You can create a new folder at any location on your hard drive or within another folder (creating a subfolder) in File Explorer. You can also create a new folder on your desktop with this method. 2. Hold down the Ctrl, Shift, and N keys at the same time.

### Create a folder directly on the desktop

**Step 1:** Right-click a blank spot on your desktop.

**Step 2:** Move your cursor to New in the menu and pick Folder in the pop-out menu.

**Step 3:** When you see the folder appear, the default name “New folder” is automatically selected so that you can just enter a name of your own.

### **Create a subfolder**

- Click Folder > New Folder. You can also right-click any folder in the Folder Pane and click New Folder.
- Type your folder name in the Name text box. ...
- In the Select where to place the folder box, click the folder under which you want to place your new subfolder.
- Click OK.

## **SHIFTING FILES FROM ONE FOLDER TO ANOTHER:**

### **Move a file in windows**

In Windows, files can be moved by using different methods such as cut and paste, drag-and-drop, or using the move to folder option. Below all methods are described through which you can move the files easily. You can choose any method accordingly.

### **Cut and paste method**

To use the cut and paste method, first, you are required to select the file that you want to move. Then, right-click on the selected file and choose the cut option from the opened list. Now, open the destination folder where you want to move the file and right-click on the empty space in the folder and select the paste option from the list that appeared.

On the other hand, select the file and click on the Edit option from the file menu and select the **Cut** option. Then, browse the folder where you want to move the files and click on the Edit option from the file menu and select the **Paste** option to move the file.

Alternatively, you can also use shortcut keys to move the files. For that, you are required to highlight the file that you want to move, then press the shortcut key **Ctrl+X**. Now, browse the folder where you want to move the files and press the shortcut key **Ctrl+V** to paste the files.

### **Drag-and-drop method**

First, you are required to select the files that you want to move, then hold down the right mouse button on the file, and drag the files while continuing to hold down the right mouse button, and release the mouse button on the location where you want to move the files.

### **'Move to folder' method**

Highlight the file by clicking on the file name, then click on the Edit from the file menu and click the Move to Folder option. In the new window, browse the folder in which you want to move the files, then you only need to click on the move button to move the file to the browsed folder.

## **SHUTTING OFF A COMPUTER:**

To turn off your PC in Windows 10, select the Start button, select the Power button, and then select Shut down.

### **Steps to shutdown a computer.**

- Press the Start button.
- When the start menu opens, select shut down.
- Click OK when the shutdown box displays.
- Turn the Monitor Off.
- Turn the computer's CPU off.
- Turn the main power button OFF.

## UNIT-II

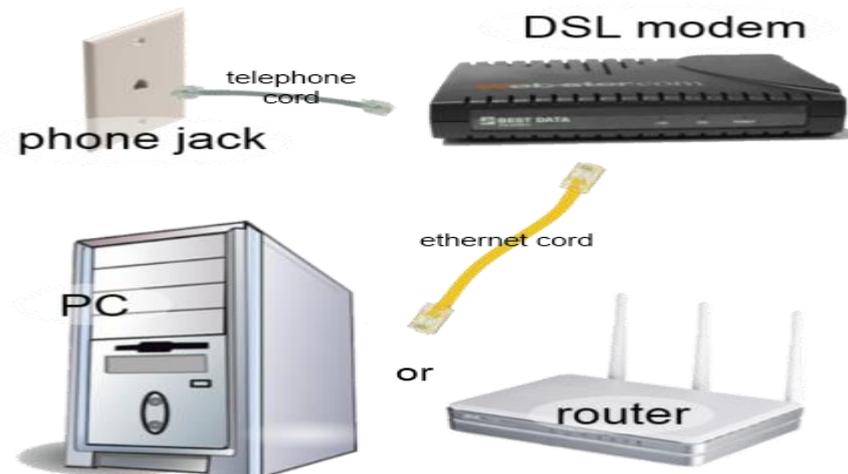
**Internet:** The Internet is a vast network that connects computers all over the world. Through the Internet, people can share information and communicate from anywhere with an Internet connection

### **Internet can be accessed using following methods**

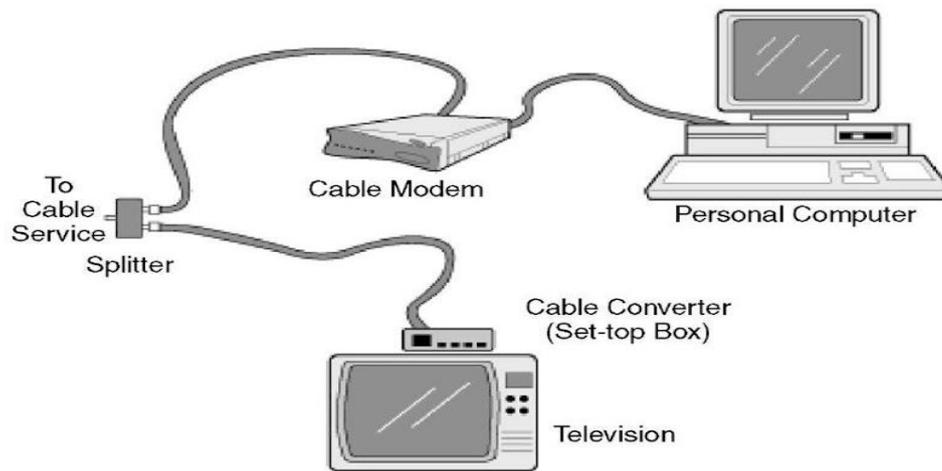
- **Dial-up:** This is generally the slowest type of Internet connection, and you should probably avoid it unless it is the only service available in your area. Dial-up Internet uses your **phone line**, so unless you have multiple phone lines you will not be able to use your landline and the Internet at the same time.



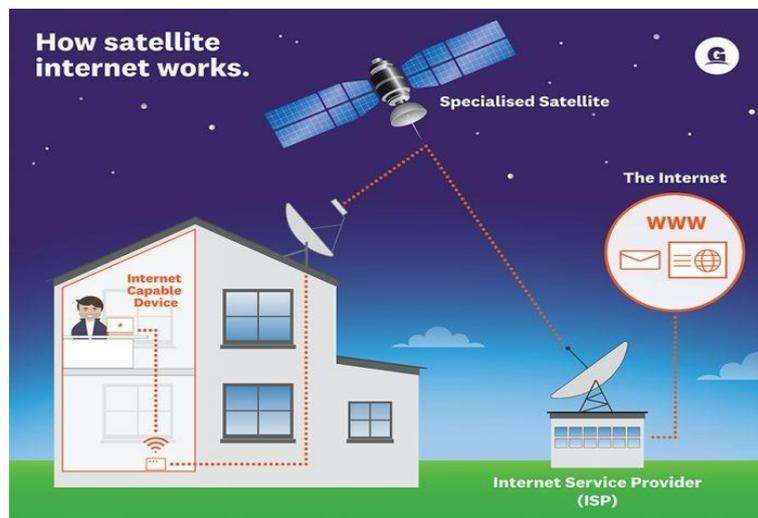
- **DSL:** DSL service uses a **broadband connection**, which makes it much faster than dial-up. DSL connects to the Internet **via a phone line** but does not require you to have a landline at home. And unlike dial-up, you'll be able to use the Internet and your phone line at the same time.



- **Cable:** Cable service connects to the Internet **via cable TV**, although you do not necessarily need to have cable TV in order to get it. It uses a broadband connection and can be faster than both dial-up and DSL service; however, it is only available where cable TV is available.



- **Satellite:** A satellite connection uses broadband but does not require cable or phone lines; it connects to the Internet **through satellites orbiting the Earth**. As a result, it can be used almost anywhere in the world, but the connection may be affected by weather patterns. Satellite connections are also usually slower than DSL or cable.



- **3G and 4G:** 3G and 4G service is most commonly used with mobile phones, and it connects **wirelessly** through your ISP's network. However, these types of connections aren't always as fast as DSL or cable. They will also **limit the amount of data** you can use each month, which isn't the case with most broadband plans.



## Perform a Search Using a Web Search Engine

Search engine – a web-based tool that is designed to search the content of web pages and find particular information on the Internet.

### Some popular search engines

- Google
- Bing
- Baidu
- Yahoo!
- Yandex
- Ask.com
- DuckDuckGo

### Search the Internet using a Web Search Engine

- Open a search engine in a web browser (such as Internet Explorer).
- Type a few specific keywords or phrases in the search box to describe whatever you wish to search. Search engines look for the keywords in your query.
- Press **Enter**. The search engine will display a list of websites (page after page) that include information related to your query.
- Repeat above steps (type different keywords or phrases) if necessary.

### Browsers

Browser – a software program that allows users to access and display websites or web pages (documents, images, videos, music, etc.) on the Internet.

Some popular web browsers:

- ❖  Google Chrome
- ❖  Mozilla Firefox
- ❖  Internet Explorer
- ❖  Safari
- ❖  Opera

## **Google Chrome**

Google Chrome is a cross-platform web browser developed by Google. It was first released in September 2008 for Microsoft Windows. It has soon become the fourth-most widely used web browser in the present market share. The browser is also the main component of Chrome OS, where it serves as the platform for web applications. The browser options are very similar to that of Safari, the settings locations are similar to Internet Explorer 7, and the window design is based on Windows. Vista.

## **Firefox**

Firefox is a new browser derived from Mozilla. It was released in 2004 and has grown to be the second most popular browser on the Internet. Mozilla Firefox or simply Firefox is a cross-platform, free and open-source web browser developed by the Mozilla Foundation. Firefox is available for Windows 7 or Windows 10, macOS, and Linux

## **Internet Explorer**

Internet Explorer (IE) is a product from software giant Microsoft. This is the most commonly used browser in the universe. This was introduced in 1995 along with Windows 95 launch and it has passed Netscape popularity in 1998.

## **Safari**

Safari is a web browser developed by Apple Inc. and included in Mac OS X. It was first released as a public beta in January 2003. Safari has very good support for latest technologies like XHTML, CSS2 etc.

## **Opera**

Opera is smaller and faster than most other browsers, yet it is full- featured. Fast, user-friendly, with keyboard interface, multiple windows zoom functions, and more. Ideal for new comers to the Internet, school children, handicap and as a front-end for CD-Rom and kiosks.

## **How to Searching on the Internet.**

Now a days, a lot of information on the Internet. Search engines make this information easier to find. Let's look at the basics of using a search engine, as well as some techniques you can use to get better search results.

After you run a search, you'll see a list of relevant websites that match your search terms. These are commonly known as search results. If you see a site that looks interesting, you can click a link to open it. If the site doesn't have what you need, you can simply return to the results page to look for more options.

Search engines are good at finding things online, but they're not perfect. You'll often need to try different search terms to find what you're looking for. These will usually appear as you're typing, and

they're a great way to find new keywords you might not have tried otherwise. To use a search suggestion, you can click it with your mouse, or select it with the arrow keys on your keyboard.

### **How to register for a web-based E-mail account**

#### **EMAIL:**

Email stands for electronic mail, e-mail or email is information stored on a computer that is exchanged between two users over telecommunications. More plainly, e-mail is a message that may contain text, files, images, or other attachments sent through a network to a specified individual or group of individuals.

Email operates across computer networks, primarily the Internet. Today's email systems are based on a store-and-forward model. Email servers accept, forward, deliver, and store messages.

**Gmail is free and simple to use.** You can [sign up for Gmail](#) and use it in any web browser, or download the Gmail app for your iPhone, Android phone, or tablet. To create a Gmail account, visit <https://accounts.google.com/signup>.

From there:

1. Enter your first and last name.
2. Type in your chosen username. This will be the first part of your email address (the part that comes before @gmail.com).
3. Enter your password, then type it again in the **Confirm** box.
4. Your password must be at least 8 characters long and contain a mixture of letters, numbers, and other symbols.
5. Click **Next**.
6. If you like, enter a recovery email address and phone number in case you get locked out of your new email address. These steps are optional.
7. Enter your birthdate and gender.
8. Click **Next** again.
9. Review the terms and services and click **I Agree**.
10. Enjoy your new free Gmail account!
  - **Subject.** Subject is a description of the topic of the message and displays in most email systems that list email messages individually. A subject line could be something like "2010 company mission statement" or, if your spam filtering application is too lenient, "Lose weight fast!!! Ask me how."
  - **Sender (From).** This is the sender's Internet email address. It is usually presumed to be the same as the Reply-to address, unless a different one is provided.

- **Date and time received (On).** The date and time the message was received.
- **Reply-to.** This is the Internet email address that will become the recipient of your reply if you click the Reply button.
- **Recipient (To:).** First/last name of email recipient, as configured by the sender.
- **Recipient email address.** The Internet mail address of the recipient, or where the message was actually sent.
- **Attachments.** Files that are attached to the message

## Replying to an Email:

### 1. Replying to an Email:

Replying to emails has now become even easier, especially with the development of mobile applications, to make it more convenient to reply to emails. Here are the steps to follow to reply to an email using the application on your mobile device:

- Click on the application icon on your device.
- Scroll through messages and select the email to send a response.
- Open the email and find the reply icon at the top or bottom of the page.
- Click on 'Reply' and type in your email.
- Send

### 2. Using the web version:

When using the web version, either on your phone or computer, the options to reply may differ. Review the steps to learn how to reply using this version:

- Login to your account through your browser.
- Click on your inbox and scroll to get to the email.
- Open the email and find the 'Reply' icon on the page.
- Click on 'Reply' and type in your email.
- Send.

## To forward an email message:

1. While viewing the message, click **Forward** at the bottom of the message. You can also select **Forward** from the More drop-down menu next to the Reply arrow.
2. Type the recipient's email address in the **To: field**, or click **To** to choose a recipient from your contacts. If the person is in your contacts, you can start typing his or her name and that contact's email address should appear.
3. Type your message in the **Body** field, and then click **Send**.

## How to Attach Files to Your Gmail Emails?

The different types of attachments you could send inside the email are:

**Document or DOCX:** For sending text documents with snapshots. For instance, use Microsoft Word and Google Docs.

**PDF:** Sending a formatted text with photos that the recipient can easily get access to, irrespective of the operating system, application software, and hardware.

**PPT or PPTX:** Send slideshows and presentations in this format.

**XLS:** For sending a database in a row and column format. For instance, Excel sheets or Google Sheets files

**PNG, JPEG, or GIF:** Use this format to send static and animated pictures.

The **steps to writing an email** and attaching files are similar among email clients, with few differences. Below, we will go over how to write and send email with attachments in Gmail.

### Send a File Attachment With Gmail

To attach a file to an email sent from Gmail, follow these steps:

**Step 1:** Select “Compose” to write a new email message or reply to a message you received.

**Step 2:** On the message window, click the Attach Files paperclip icon. An open dialog box opens.

**Step 3:** Select the document(s) you need to send and choose Open. The file(s) will be attached to the email message.

**Step 4:** Select the Attach Files paperclip once more if you need to add more files from another place. Send the email when you’re ready.

### Adding Attachments Quickly by Dragging and Dropping.

To add a file to a Gmail message as an attachment, use dragging and dropping. Here check for **drag and drop files to send email with attachments in Gmail** through steps:

**Step 1:** Start with a new message.

**Step 2:** Locate the file you want to attach in your file browser (for example, File Explorer).

**Step 3:** Click the file with the left mouse button, and, keeping the button pressed, drag over the browser window with the email you are composing.

**Step 4:** Drag the file to the section that lights up with the message.

**Step 5:** If you don’t see such an area, your browser does not support drag-and-drop attachments. For more information on attaching files in Gmail, see the instructions above.

**Step 6:** Release the mouse button to drop them here. The file is connected to the message. Click on the send button to send the email when you’re ready.

## Send Google Drive Attachments in Gmail.

If the file(s) you want to send in a Gmail message are saved on Google Drive, you have the choice of sending them as an attachment or sending a link.

**Step 1:** Select Compose to write a new email message or reply to a message you received.

**Step 2:** Choose the Google Drive icon in the message window to insert documents using Google Drive. A new window opens.

**Step 3:** Select the file(s) you need to send and choose the way you want to attach them by deciding on Drive Link or Attachment at the bottom of the window.

**Step 4:** Any documents stored in Google Drive can be sent as links. Only documents that were not created using Google Docs, Sheets, Slides, or Forms can be dispatched as attachments.

**Step 5:** Select Insert and send your message.

## How to Delete an Email message

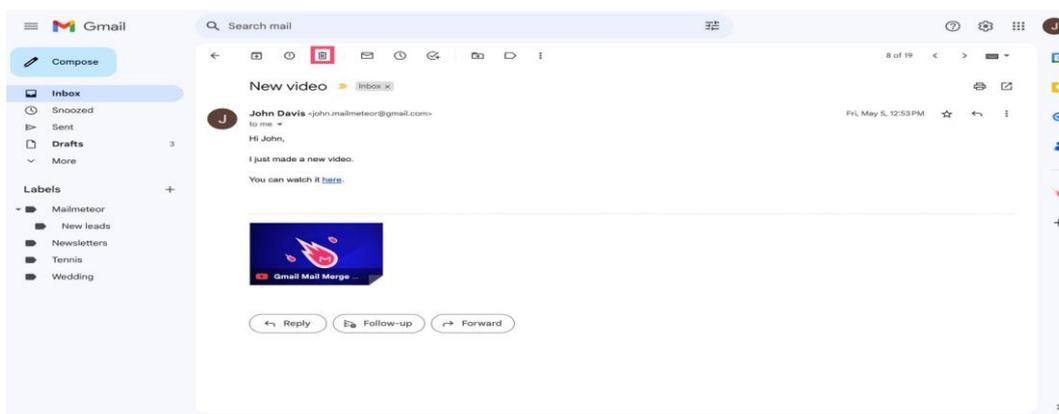
### I. Single message in Gmail

#### On Desktop

**Step 1:** Sign in to your [Gmail](#) account on your computer.

**Step 2:** Open the email you want to delete.

**Step 3:** Click on the bin icon to dispose of this message.



#### On Mobile

**Step 1:** Open the Gmail app on your Android or iOS device.

**Step 2:** Tap on the email you want to delete to open it.

**Step 3:** Tap the trash icon to remove this email from your Gmail account.

## II. Multiple emails in Gmail

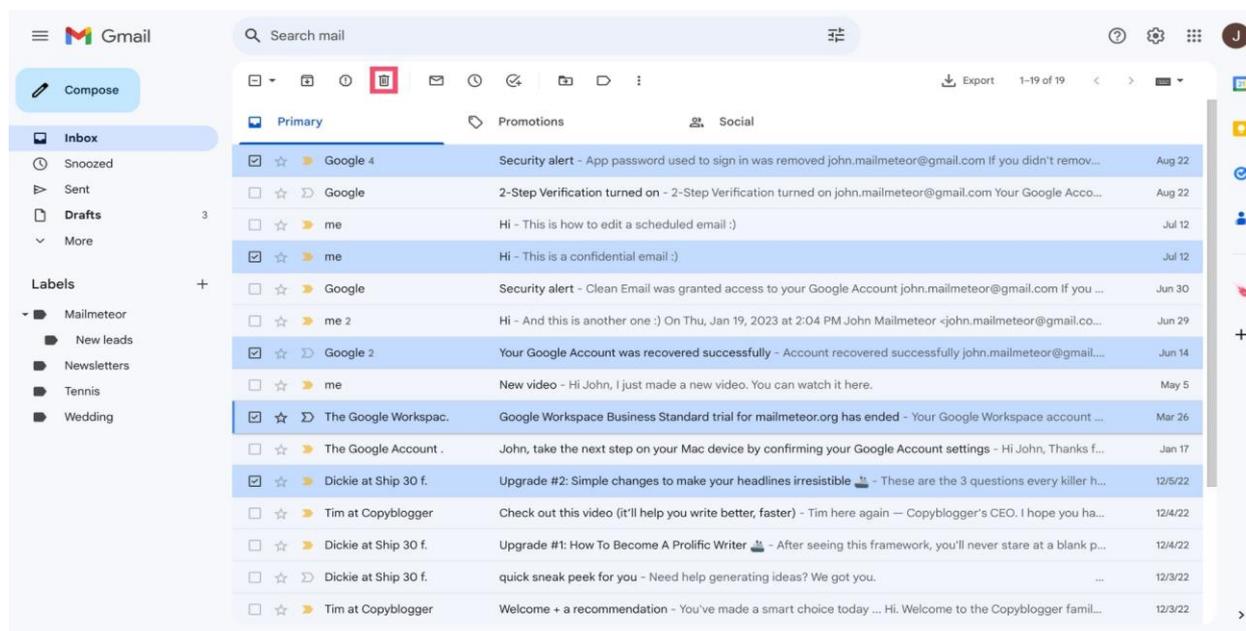
But let's be honest. If you have dozens of old emails, deleting them one at a time ends up being very time-consuming. So, how about we speed things up a bit? Here's how you can delete multiple emails at once in Gmail.

### On Desktop

**Step 1:** Go to [Gmail](#).

**Step 2:** Select multiple emails.

**Step 3:** Then press “Delete” to remove them.



### On Mobile

**Step 1:** Open Gmail on your phone.

**Step 2:** Select multiple emails by tapping on the sender's profile picture or the first letter of their username.

**Step 3:** Once you've selected the emails you want to get rid of, tap on the bin icon to delete them from your Gmail account.

## **UNIT-III**

### **What is utility bill.**

A utility bill is paid at the end or start of a month in exchange of a utility used. The bill is technically an invoice issued by authority providing the utility.

Here's a list of utility bills for you to understand.

#### **Electricity Bill**

One of the most important utilities is electricity. You require electricity for lighting, cooling, heating and refrigeration, computers, electronics, machinery, and public transportation systems. The electricity usage is tracked by a meter that records the rate of the electricity consumed. Every month the calculated rate gets reflected in your electricity bill that you have to pay it consistently. Negligence of light bill payment will lead to severe consequences. Firstly, you will be provided a notice period of 15 days to pay your dues, or it might result in termination of your electricity connection.

#### **Water and Sewage Bill**

Most homes get water supplied from the town, piped into their homes, and drained into public sewer lines. The water is usually pumped from lakes, larger wells, and reservoirs which get treated by a filtration system for consumption. So, the water and sewage bill covers the cost of the complete process from start to end. For an uninterrupted water supply, you must pay your utility bill on time.

#### **Gas Cylinder Bill**

Gas cylinder is used in almost every house in India. Numerous natural gas suppliers provide home delivery of gas cylinders for domestic purposes. These cylinders are hazardous and need to be handled with proper care and maintenance. Nowadays, gas services have become convenient due to the online payment feature. You can swiftly make gas cylinder online payment via Airtel Payments Bank on the Airtel Thanks App.

#### **Internet and Phone Services**

To use your phone, you need to get your mobile services started. You can choose from various telecom companies that offer great deals on phone plans. If you want a want to avail exciting recharge offers, you can get Airtel prepaid or postpaid plan for your mobile. By recharging via the Airtel Payments Bank, you can avail cashback and discount coupons on your online transactions.

Now that you have learnt what comes under utility bills, learn how to pay utility bills in India online.

## How to Pay Utility Bills Online.

Mentioned below are the steps to make online bill payment with the Airtel Payments Bank.

### Light Bill Payment

- On the Airtel Thanks App, visit the Payments Bank Section.
- Click on 'Electricity Bill' and select your state.
- Select your operator and fill in your CA number.
- Click on 'Pay Now' and select the preferred payment method.
- Proceed ahead to complete your light bill

### Gas Cylinder Online Bill

- Login to the Airtel Thanks App
- Select the 'Pay Bills' option and tap on the 'Gas' option
- Choose the gas service operator and fill in the BP number mentioned in the bill
- Complete the bill payment process by clicking on 'Pay Now'.

### Mobile Bill Payment

- Login to the Airtel Thanks App and tap on 'Recharge'.
- Select the 'Mobile Recharge' option and enter the number you want to recharge.
- Choose your respective operator and click on 'Pay Now'.
- Pick the mode of payment to complete the transaction.
- Verify the OTP sent to your mobile and proceed.

## How To Book Bus Tickets

Bus booking can be done through various options both online and offline

### How To Book A Bus Ticket Online.

#### 1. Through State Road Transport Corporations

**Step 1:** Go to the official website of the Road Transport Corporation

**Step 2:** Enter the source and destination cities, departure date, and round trip date

**Step 3:** Check for available buses.

**Step 4:** After viewing the details of the buses such as dropping points and boarding points, number of seats, price of a ticket, duration of the journey, etc. select the appropriate bus

**Step 5:** Proceed with the rest of the instructions to book the tickets

#### 2. Through the E-Ticketing Platform

**Step 1:** Go to the official website of the online bus ticket booking service. Users can visit any e-ticket booking platform, such as AbhiBus, redBus, Paytm, Make My Trip, etc.

**Step 2:** Enter the city you are going to leave from, destination city, departure date, and other required preferences.

**Step 3:** Search for the buses available

**Step 4:** After viewing the details of the buses available, such as departure time, arrival time, total duration of the journey, boarding points and dropping points along the route, price per ticket, number of seats left, and other relevant information, select the appropriate bus.

**Step 5:** Proceed with the rest of the instructions to book the tickets.

### **3. Through the Mobile App of the E-Ticketing Platform**

**Step 1:** Download the preferred mobile app from Google Play Store or App Store.

**Step 2:** Create an account by entering your mobile number

**Step 3:** Authenticate your account by entering the OTP sent to your mobile

**Step 4:** You will be redirected to the home page of the e-ticketing app

**Step 5:** Enter the city from which you are leaving, the destination city, the departure date, and other required preferences.

**Step 6:** Search for the buses available.

**Step 7:** You can now view the details about the buses, such as departure time, arrival time, duration of the journey, and the bus fares will be displayed.

**Step 8:** Select the bus and proceed with the rest of the instructions to complete the ticket booking.

### **How To Book A Bus Ticket Through Other Options**

- **Through bus ticket counters:** Visit the bus station or authorised booking counter to purchase tickets in person. This is a reliable option, especially if you prefer paying in cash.
- **Authorised agents:** Many travel agencies and agents offer bus ticket booking services. You can approach them to book your tickets and get information about available routes and schedules

### **Benefits of Online Bus Ticket Booking**

- Online bus ticket booking is convenient and hassle-free.
- It keeps you away from the long queues of offline ticket counters
- No more hassle of contacting travel agents.
- 24/7 customer support
- You can view plenty of buses and pick out an appropriate bus travelling by reviewing the amenities, boarding and dropping points, reviews, ratings, and bus images available.
- You can book both private and SRTC bus tickets online.
- You can choose the preferred bus type (Volvo Bus, AC or Non AC), timings, and also pick up and drop points

- Your tickets can be booked at an economical price with the existing bank and e-wallet discounts.
- Access to discounts from payment partners and cashback offers.

**Here are the steps you need to follow to get a train ticket from the Indian Railways booking counter:**

For booking a train ticket through Indian Railways booking counter, you have to visit the nearest railway station and ask for the reservation form.

- Fill the passenger details (Like: Name/s, age, gender, berth preference)
- Once you are done with form return it to the booking counter with payment
- And you will get your tickets with the unique PNR number!

You can do online train tickets booking by logging into the IRCTC (a subsidiary of the Indian Railways) website directly or by seeking help from licensed IRCTC agents

- After that, you have to select the source and destination stations
- Select your preferred train
- Check for train ticket availability
- You have to fill the passenger details (Like: Name/s, age, gender, berth preference and meal preference)
- After completing all the personal details, proceed towards payment
- Fill the details required at the time of payment
- Your online train ticket booking is finalised once the payment is made

A message or email will be sent to the passenger's registered details

Other than it the government has taken many measures to strengthen the online ticket reservation system, including the Tatkal scheme.

Passengers do not have to input any ID card details during the train ticket booking session. However, the passenger(s) needs to carry and show one of following identity card during their journey. The original ID card is required for validation purposes.

**Following ID cards are considered valid by Indian Railway:**

- Aadhar card
- Voter photo identity card
- Passport

- Driving License
- Pan Card
- The central/state government issued Photo Identity card
- Student Identity Card with photograph
- Nationalized Bank Pass Book with photographs
- Credit Cards with laminated photograph
- Photo identity cards having serial number

## Definition of bank transaction

A bank transaction is any money that moves in or out of your bank account. Types of bank transactions include cash withdrawals or deposits, checks, online payments, debit card charges, wire transfers and loan payments.

### Three main types of bank transactions:

The three main types of bank transactions are deposits, withdrawals, and transfers. Deposits put money into an account, withdrawals take money out, and transfers move money between accounts.

**ATM and Debit Card Transactions:** When cash is withdrawn from the bank's ATM, then the cash withdrawal transaction is recorded in the customer's account as a debit transaction on a real-time basis.

**Branch Transactions:** These transactions include payments and withdrawals. Branches pay for overheads and other miscellaneous payments through bank accounts.

**Check Clearing Transactions:** A customer may deposit a check in their bank, which is first lodged for clearing and then credited to the relevant customer's account after completing the necessary clearing process.

**Fund Transfers:** This includes transferring funds from one account to another. This transaction may be between two individuals, an individual and a company, or between two companies or entities. Funds may be transferred outside the country to another bank's account, or the funds may be received from another country as a home remittance.

**Online Bill Payments:** Residents make payments through their personal accounts to settle their monthly or periodic bills.

#### How to withdraw money from ATM?

- Step 1: Insert ATM Card:
- Step 2: Select Language
- Step 3: Enter 4-Digit ATM Pin:
- Step 4: Select the type of Transaction:
- Step 5: Select the Type of Account:
- Step 6: Enter the withdrawal amount

- Step 7: Collect the Cash:
- Step 8: Take a printed receipt , if needed:
- Step 9: Another Transaction:

## Personal transactions

Personal transactions occur when employees or businesses spend money for personal reasons. For example, a department throwing a birthday party for one of their employees is a personal transaction. Some companies require employees to pay for their own personal transactions, while others offer a certain amount of money for personal use.

- receiving cash or credit from a customer for selling them a product or service
- borrowing funds from a creditor
- purchasing products from a supplier
- investing in another business
- paying off borrowed funds
- paying employees their salary

## Job search through employment portals

### LinkedIn:

#### **To search for jobs: On Desktop**

1. Click the Jobs icon at the top of your LinkedIn homepage.
2. Click into the Search bar on the top of the page and search by keywords, title, skill, or a company name.
  - You can also select from the job roles suggested by LinkedIn based on your qualification and experience. Please make sure that you've updated your LinkedIn profile with your experience, education, and other information.
  - You'll be directed to the search results page where you'll see a list of job postings that suit your job role and location preference.
3. Use the filters options at the top of the search results page to filter the results.  
**Note:** Once you've applied all the filters, you can switch on the Set Alert toggle and set job alerts.
4. Click the job posting to view the job description and apply for the job if the job suits your requirement.

### **To search for jobs: On Mobile**

1. Tap the Jobs icon.
2. Type the keywords in the Search jobs field and preferred job location in the Location field.
3. Tap Search.
4. Use the filters at the top of the search results to refine the results.
5. Tap the job posting to view the job description and apply for job if the job suits your requirement.
6. To apply for a job through your mobile device, tap Easy Apply or Apply (options may vary) at the top of the job post and follow the prompts.
7. Tap Save to save a job post.

To view your saved jobs and manage your job search most effectively, we recommend downloading the LinkedIn mobile app or accessing it via desktop. You may find it easier to complete your application on your computer.

### **Naukari:**

#### **To search for jobs: On Desktop:**

1. Go to **Naukri.com** and click on the search bar at the top
2. In the search bar, type a keyskill, job designation or company name. You can also use Boolean search to refine your search query.
3. You can type multiple terms in the search bar. An example would be search as “java, javascript, software engineer” which combines both keyskills such as ‘java’ and ‘javascript’ with the designation ‘software engineer’. This would look for all three terms to display job listings.
4. Type the location where you would like to get a job in the location field. Select the work experience in years for which you want to see jobs in the work experience field. Select the minimum salary for which you would like to see jobs.
5. Click Search
6. Use filters such as Top Companies, Industry, Salary range, Location, Education, Employer type (posted by company or hiring consultancy), Job Type (International, Premium, Walk-in)
7. And Freshness (how long ago the job was posted) to get more accurate results. These are found on the left side of the search results.
8. You can click the Sort by dropdown at the top of the search results to sort either by relevance or by the date when the job was posted.
9. Click a job listing to view more details about the job
10. Click Apply or Apply on Company Website to apply for the job.

## **To search for jobs: On Mobile**

1. Tap the search icon in My Naukri Home page to go to Search Jobs page
2. In the search bar, type a keyskill, job designation or company name.
3. Type the location where you would like to get a job in the location field. Select the work experience in years for which you want to see jobs in the work experience field. Select the minimum salary for which you would like to see jobs.
4. Tap Search Jobs
5. Tap the filter icon at the bottom corner to filter and sort the results. You can sort by relevance or job posted date. You can use filters such as employer type, location, education, industry, salary and job type.

Tap a job posting and click Apply or Apply on Company website button to apply to the job. Applying on company website will take you outside Naukri to the company's website.

## **DTH recharge**

A lot of recharge platforms provide the service of DTH recharge online including Paytm. Here are the steps that you need to follow-

### **On Paytm Mobile Application**

- Open Paytm mobile application on your mobile phone
- Click on 'Recharge & Pay Bills'
- Click on 'DTH'
- Click on 'New DTH Recharge'
- Select your DTH operator
- Enter your details such as Customer ID, Registered Mobile Number, Smart Card Number etc.
- Enter your recharge amount
- Click on 'Proceed to Recharge'
- Select your preferred mode of payment such as Debit Card, Credit Card, Paytm Wallet, Paytm Postpaid and Net Banking
- Complete your payment and you will be done!

### **On Paytm Web**

- Go to the '[DTH Recharge](#)' page on Paytm's official website
- Select your DTH operator
- Enter your details such as Customer ID, Registered Mobile Number, Smart Card Number etc.
- Enter your recharge amount
- Click on 'Proceed to Recharge'

- Select your preferred mode of payment such as Debit Card, Credit Card, Paytm Wallet, Paytm Postpaid and Net Banking
- Complete your payment and you will be done!

You get a notification on your registered mobile number and email address as soon as you make the payment to confirm your order.

### **Benefits of Making DTH Recharge Online on Paytm**

Here are some of the most common benefits of recharging DTH online on Paytm-

- Paytm saves your details so that you don't have to enter the DTH details every time you want to make a DTH recharge on Paytm
- Paytm offers a safe and fast mode of DTH recharge
- You can get cashbacks and vouchers to save money on your DTH recharge on Paytm
- Paytm sends you reminders for your next DTH recharge so that you don't forget about it and you can enjoy your DTH connection without interruption

### **Online Mobile Recharge from Paytm Website**

Paytm is an Indian financial technology and e-commerce company that offers a wide range of services, including online mobile recharge. To recharge a mobile phone from the Paytm website, the user needs to follow these steps:

1. Go to the Paytm website ( <https://paytm.com/>) and log in to their account. If the user does not have an account, they can create one by clicking on the "Sign Up" button and following the on-screen instructions.
2. Then, next navigate to 'Recharge and Pay Bills.'
3. On the next page, the user needs to enter their mobile number, select their mobile phone operator, and choose the amount of credit or data they want to add to their balance.
4. After selecting the recharge amount, the user can review the details and choose a payment method. Paytm accepts various payment methods, including credit and debit cards, net banking, and Paytm Wallet.
5. Once the payment is processed, the credit or data will be added to the user's mobile phone balance, and a confirmation message will be sent to their registered email address and mobile number.

## Online Mobile Recharge from Paytm Application

Paytm also offers an application for mobile devices that allows users to recharge their mobile phones from their smartphones or tablets. To recharge a mobile phone from the Paytm app, the user needs to follow these steps:

1. Open the Paytm app and log in to their account.
2. Go to 'Recharge & Bill Payments' and select 'Mobile Recharge.'
3. On the next page, the user needs to enter their mobile number, select their mobile phone operator, and choose the amount of credit or data they want to add to their balance.
4. After selecting the recharge amount, the user can review the details and choose a payment method. Paytm accepts various payment methods, including credit and debit cards, net banking, and Paytm Wallet.
5. Once the payment is processed, the credit or data will be added to the user's mobile phone balance, and a confirmation message will be sent to their registered email address and mobile number.

## Advantages of Paytm Online Mobile Recharge

Paytm offers several advantages for users who want to recharge their mobile phones online, including

- **Convenience:** Paytm allows users to recharge their mobile phones from the comfort of their own homes or anywhere else with an internet connection. This eliminates the need to visit a physical store or use a scratch card to top up their balance.
- **Speed:** Paytm's online recharge process is quick and easy, allowing users to add credit or data to their mobile phone balance in just a few minutes.
- **Payment options:** Paytm accepts a wide range of payment methods, including credit and debit cards, net banking, and Paytm Wallet. This gives users the flexibility to choose the payment method that suits them best.
- **Promotions and discounts:** Paytm often offers promotions and discounts on mobile phone recharges, allowing users to save money on their mobile phone expenses.
- **Security:** Paytm uses secure encryption technology to protect users' personal and financial information. This ensures that the online recharge process is safe and secure.

## Word processing

The use of a program (software application) running on a computer that allows users to create, edit, format and documents.

### How to open MS Word in Windows?

In Windows 8/above:

**Step 1:** Press Windows + C to open the search bar



**Step 2:** Type MS Word & click on the MS Word version you are having in your system. MS Word window will pop up.

**In Windows 7 or below:**

**Step 1:** Go to the program section in the windows start menu.

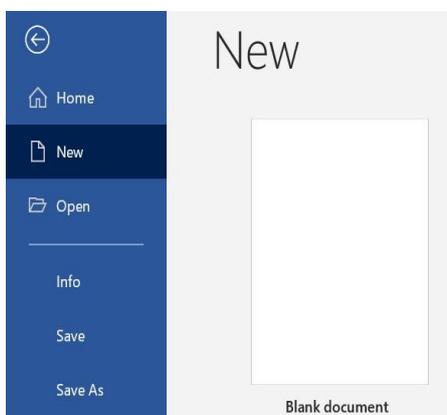
**Step 2:** Go to **MS Office** & click on it. A drop-down list is seen

**Step 3:** Click on **MS Word** & the MS Word window will pop up.

**Create a Document**

Steps to create a new word processing document (Word, Office 365):

1. Start **Microsoft Word**.
2. Click the **File** tab.
3. Click the **New** tab.
4. Click **Blank document**. (A new blank document appears.)
5. Type your text. The text you type will be inserted into the document.



## Edit a Document

[Editing a document](#) – making revisions to a document, focusing on correcting errors, improving the accuracy of language, rearranging, making words and sentences clearer and more effective, etc.

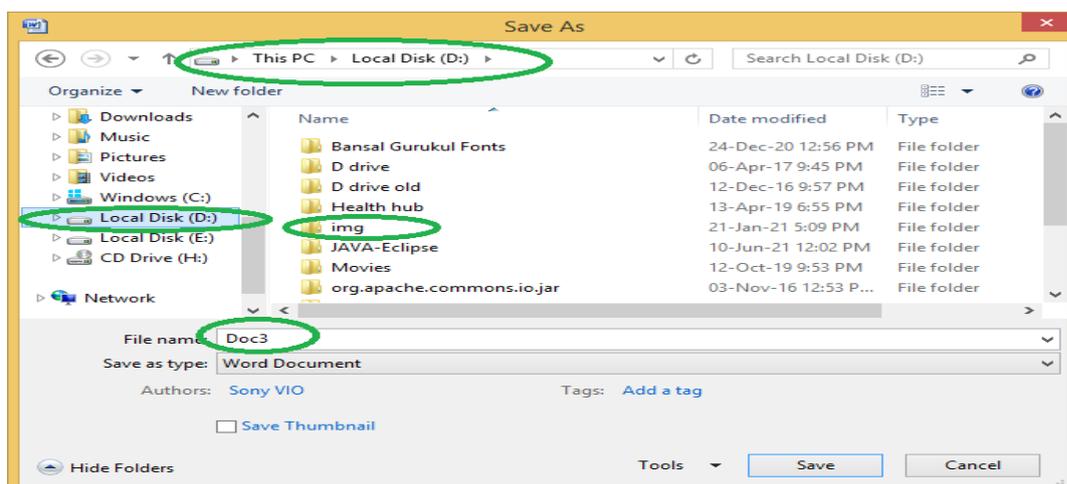
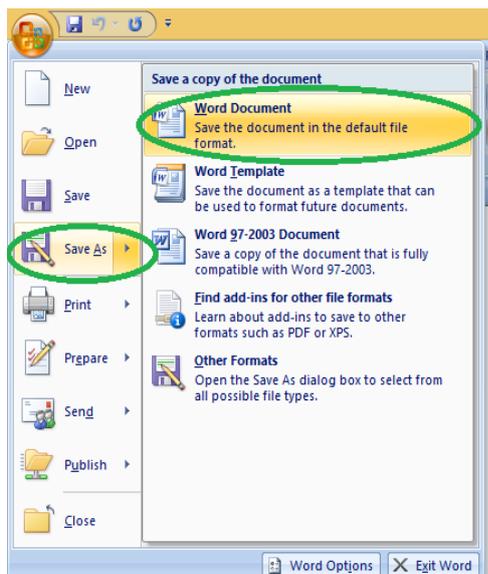
Editing in word processing may include the following tasks:

- Adding text (terms, phrases, paragraphs, etc.)
- Deleting a part of a text
- Copying text
- Moving text
- Pasting text
- Checking for grammar and spelling
- Formatting text

### How to Save a document or give a Name to a new document created?

**Step 1:** Click on the **Microsoft** icon

**Step 2:** Click On **SaveAs** button.



**Step 4:** Select the drive (by clicking on it: Example: Local Drive (D)) in which you want to save the document

Then your driver will open up, select the folder in which you want to save the document (Example: img folder here) & then give the required name to your document (Example: Doc3 here)

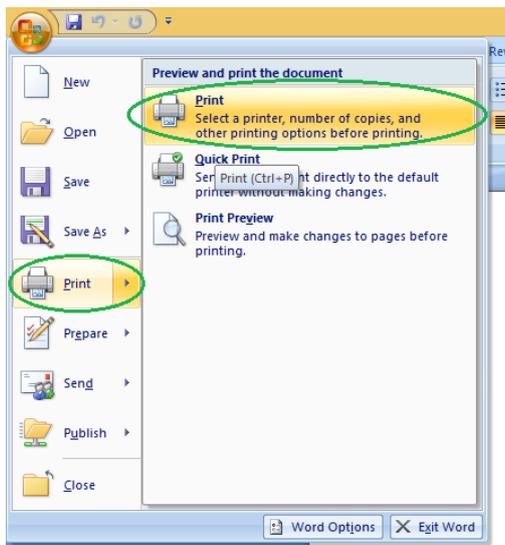
Your document is created & saved with the provided name.

**Note:** Shortcut for save: **Ctrl +s**

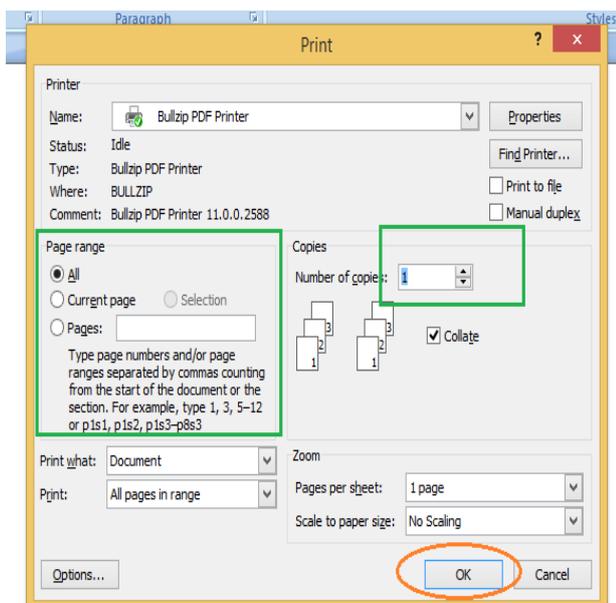
### How to print a document through an attached printer?

**Step 1:** Click on the **Microsoft** icon

**Step 2:** Click On **Print** & a window for **Print & Preview** the document will pop up.



**Step 3:** Click on **Print**. Then a window for Print will pop up.



**Step 4:** Select the printer by which you want to take out a print of the document. Select the page range (Print of all or some or current page) & the number of copies you want.

**Step 5:** Click on **OK**. You will get a print of your document.

## FORMATTING TEXT

In MS Word there are multiple types of formatting we can apply to a given text such as **Fonts, Font Styles, Font Colors, Font Sizes, Text Highlight Colors, Clearing Formats, Change Cases**, etc.

Let us apply these techniques to some texts in the Word Processor and see what result it produces.

### Font

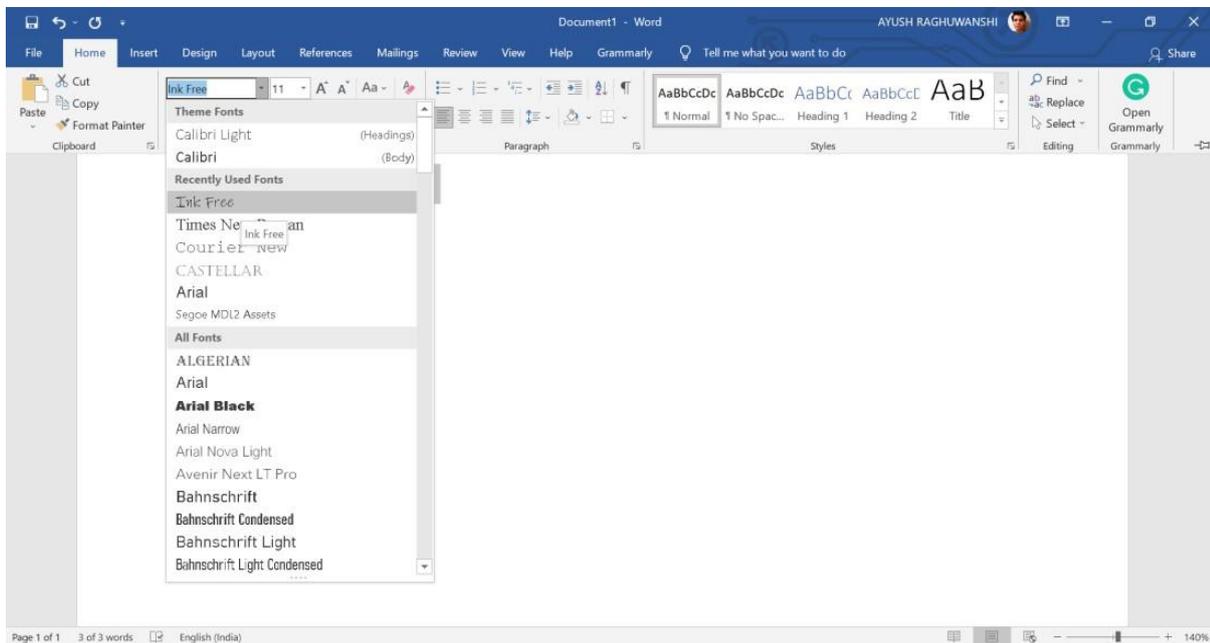
Fonts are used to change the display of the text or Word Document, look more appealing, and as per the requirement of the situation. There are multiple types of fonts available in MS Word-like: *Calibri, Times New Roman, Algerian, Arial, Century*, etc.

#### Steps to Apply:

**Step 1:** Select the text you want to change the font of.

Welcome to GeeksForGeeks

**Step 2:** Now, select the font of your choice from the **Home** menu bar in MS Word.



#### Result:

Welcome to GeeksForGeeks.

## Font Style

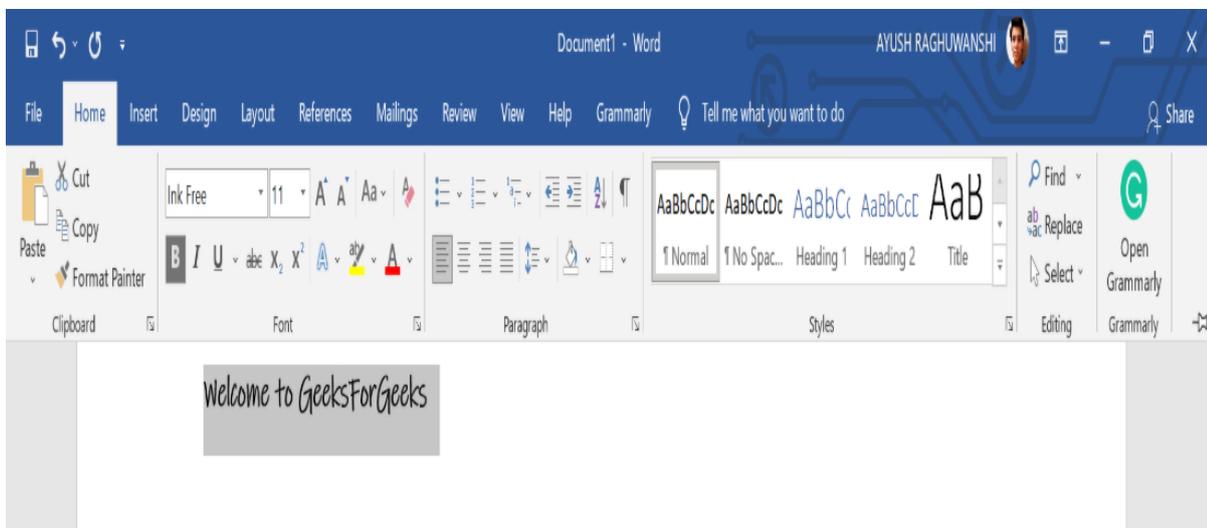
Font Styles are used to change the Look ability of the text or give more emphasis on some texts in the Word Document. There are three types of font styles in MS Word: **Bold**, *Italics*, and Underline.

### Steps to Apply Bold Font Style:

**Step 1:** Select the text you want to change the Font Style.



**Step 2:** Now, select the Font Style of your choice from the **Font Style** bar under the **Home** menu bar.

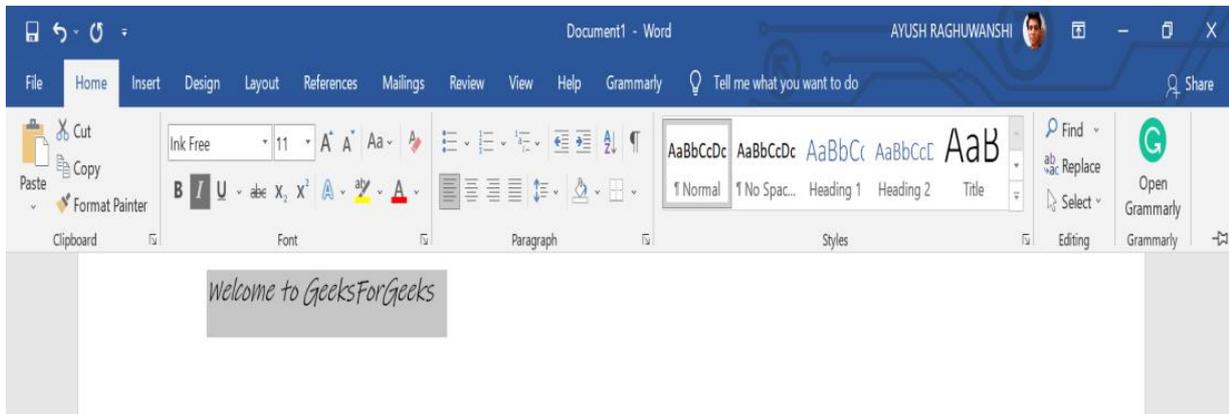


**Result:**



### Steps to Apply *Italics* Font Style:

**Step 1:** Now, select the Font Style of your choice from the **Font Style** bar under the **Home** menu bar.

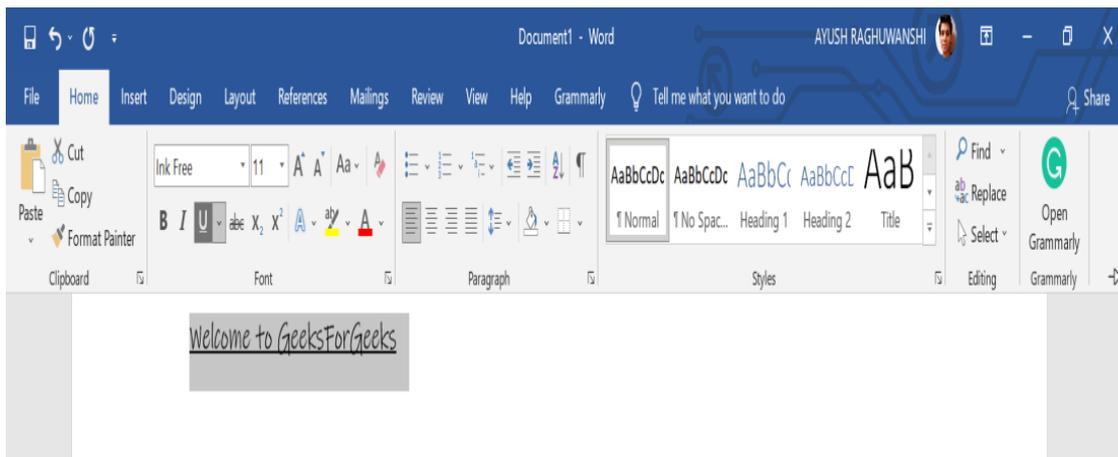


### Result:

*Welcome to GeeksForGeeks.*

### Steps to Apply Underline Font Style:

**Step 1:** Now, select the Font Style of your choice from the **Font Style** bar under the **Home** menu bar.



### Result:

Welcome to GeeksForGeeks.

You could also use the shortcuts like:

- CTRL+B for **Bold**
- CTRL+I for *Italics*
- CTRL+U for Underline

### Font Color

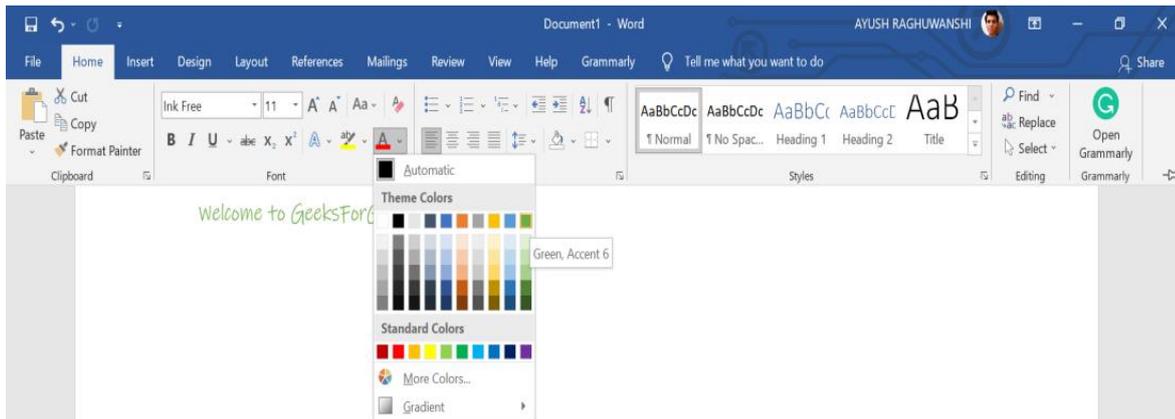
Font Colors have wide use in real life when using the Word Document. Be it highlighting the main points of the document or want to convey some important information. There are multiple types of Font Colors available in MS Word-like: *Red, Blue, Yellow, Orange, Light blue, etc.*

### Steps to Apply:

**Step 1:** Select the text you want to change the Font Color.

Welcome to GeeksForGeeks

**Step 2:** Now, select the Font Color of your choice from the **Font Color** bar under the **Home** menu bar.



**Result:**

Welcome to GeeksForGeeks.

## Font Size

Font Sizes are used to display the text in the Word Document larger or smaller according to our needs. We generally display a heading with a Font Size of 15, Subheadings with a Font Size of 14 or 13, and paragraphs with a Font Size of 12. Many Font Sizes are available in MS Word-like: 8, 9, 10, 11, 12, 14, 16, etc.

**Steps to Apply:**

**Step 1:** Select the text you want to change the Font Size.

Welcome to GeeksForGeeks

**Step 2:** Now, select the Font Size of your choice from the **Font Size** bar under the **Home** menu bar.



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## Result:

### Text Highlight Color

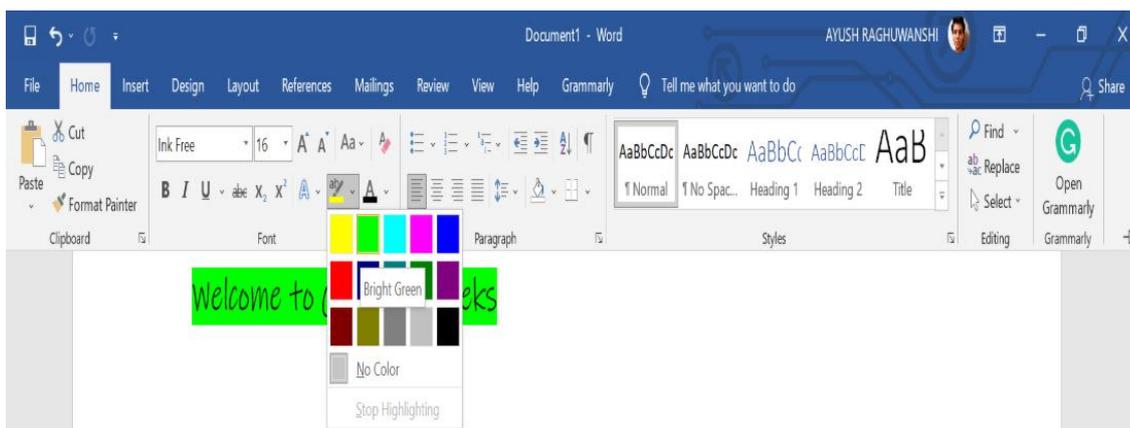
As the name itself suggests, the Text Highlight Color is used to highlight text in the Word Document. There are many Text Highlight Colors available in MS Word-like: *Yellow, Bright Green, Turquoise, Pink, Red*, etc.

### Steps to Apply:

**Step 1:** Select the text you want to change the Highlight Colors.

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**Step 2:** Now, select the Color of your choice from the **Text Highlight Color** bar under the **Home** menu bar.



**Result:**

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