

STD: XI**COMPUTER APPLICATIONS****ABBREVIATIONS**

1. COMPUTER	-	Commonly Operating Machine Purposely Used for Technological and Educational Research
2. AE	-	Analytical Engine
3. ENIAC	-	Electronic Numerical Integrator and Calculator
4. EDVAC	-	Electronic Discrete Variable Automatic Computer
5. UNIVAC	-	Universal Automatic Computer
6. IBM	-	International Business Machines
7. IC	-	Integrated Circuits
8. VLSI	-	Very Large Scale Integrated Circuits
9. ULSI	-	Ultra Large Scale Integration
10. NLP	-	Natural Language Processing
11. AI	-	Artificial Intelligence
12. OCR	-	Optical Character Recognition / Reader
13. OGR	-	Optical Grapheme Recognition
14. IPO Cycle	-	Input Process Output Cycle
15. CU	-	Control Unit
16. ALU	-	Arithmetic and Logic Unit
17. MU	-	Memory Unit
18. QR	-	Quick Response
19. CCD	-	Charge Coupled Device
20. GUI	-	Graphical User Interface
21. LCD	-	Liquid Crystal Display
22. LED	-	Light Emitting Diodes
23. CRT	-	Cathode Ray Tube
24. VGA	-	Video Graphics Array
25. CPS	-	Character Per Second
26. DPI	-	Dots per Second
27. PPM	-	Page per Minute
28. OS	-	Operating System
29. POST	-	Power On Self-Test
30. BIOS	-	Basic Input Output System
31. RUR	-	Rossum's Universal Robots.
32. BIT	-	Binary Digit
33. ASCII	-	American Standard Code for Information Interchange
34. KB ; MB	-	Kilo Byte ; Mega Byte
35. GB ; TB	-	Giga Byte ; Tera Byte
36. PB ; EB	-	Peta Byte ; Exa Bye
37. ZB ; YB	-	Zetta Byte ; Yotta Byte
38. MSB	-	Most Significant Bit
39. LSB	-	Least Significant Bit
40. BCD	-	Binary Coded Decimal
41. EBCDIC	-	Extended Binary Coded Decimal Interchange Code
42. ISCII	-	Indian Standard Code for Information Interchange.
43. X-OR	-	Exclusive-OR
44. X-NOR	-	Exclusive-NOR
45. MHz & GHz	-	Mega Hertz & Giga Hertz
46. CPU	-	Central Processing Unit
47. MDR	-	Memory Data Register
48. MAR	-	Memory Address Register
49. PC	-	Program Counter / Personal Computer
50. RISC	-	Reduced Instruction Set Computers
51. CISC	-	Complex Instruction Set Computers
52. RAM	-	Random Access Memory
53. ROM	-	Read Only Memory
54. PROM	-	Programmable Read Only Memory

55. EPROM	-	Erasable Programmable Read Only Memory
56. EEPROM	-	Electrically Erasable Programmable Read Only Memory
57. CD	-	Compact Disc
58. DVD	-	Digital Versatile Disc or Digital Video Disc
59. HD	-	High-Definition
60. PDA	-	Personal Digital Assistance
61. USB	-	Universal Serial Bus
62. HDMI	-	High Definition Multimedia Interface
63. VGA	-	Video Graphics Array
64. SCSI	-	Small Computer System Interface
65. MS-Word	-	Micro Soft Word
66. UI	-	User Interface
67. FIFO	-	First In First Out
68. SJF	-	Shortest Job First
69. RRS	-	Round Robin Scheduling
70. FAT	-	File Allocation Table
71. NTFS	-	Next Generation File System
72. ios	-	iPhone Operating System
73. DOS	-	Disk Operating System
74. SSD	-	Solid State Drives
75. CD-ROM	-	Compact Disc Read Only Memory
76. I/O Operator	-	Input and Output Operator
77. DDE	-	Dynamic Data Exchange
78. TCP/IP	-	Transmission Control Protocol / Internet Protocol
79. DNS	-	Domain Name System
80. URL	-	Uniform Resource Locator
81. W3C	-	World Wide Web Consortium
82. MITM	-	Man-in-the-middle attack
83. EDI	-	Electronic Data Interchange
84. LAN	-	Local Area Network
85. MAN	-	Metropolitan Area Network
86. WAN	-	Wide Area Network
87. PAN	-	Personal Area Network
88. CAN	-	Campus Area Network
89. WLAN	-	Wireless Local Area Network
90. WWW	-	World Wide Web
91. VSNL	-	Videsh Sanchar Nigam Ltd
92. VOIP	-	Voice Over Internet Protocol
93. EC	-	Electronic Commerce
94. SERP	-	Search Engine Result Page
95. ICT	-	Information and Communication Technology
96. DSL	-	Digital Subscriber Line
97. ASL	-	Asymmetric Digital Subscriber Line
98. ISDN	-	Integrated Services Digital Network
99. CL or CSL	-	Cyber Law / Cyber Space Law
100.E-mail	-	Electronic Mail
101.CC	-	Carbon Copy
102.BCC	-	Blind Carbon Copy
103.SID	-	Safer Internet Day (2018)
104.WLAN	-	Wireless Local Area Network
105.HTML	-	Hyper Text Markup Language
106.SGML	-	Standard Generalized Markup Language
107. Sub / Sup	-	Sub Script / Super Script
108. OL / UL	-	Ordered List / Un-ordered List
109.DL / DT/ DD	-	Definition List / Definition Term / Definition Description
110.ITL or IL	-	Information Technology Law / Internet Law
111.GIF	-	Graphical Interchange Format

112.JPEG	-	Joint Photographic Experts Group
113.PNG	-	Portable Network Graphics
114.SVG	-	Scalable Vector Graphics
115.CGI	-	Common Gateway Interface
116.ASP	-	Active Server Pages
117.HTTP	-	Hyper Text Transfer Protocol
118.CSS	-	Cascading Style Sheets
119.DHTML	-	Dynamic Hyper Text Mark-up Language
120.XHTML	-	Extensible Hypertext Mark-up Language
121.E-Commerce	-	Electronic Commerce
122.IDS	-	Intrusion Detection Systems
123.IANA	-	Internet Assigned Numbers Authority
124.ICANN	-	Internet Corporation for Assigned Names and Numbers
125.TSCII	-	Tamil Script Code for Information Interchange

IMPORTANT SHORTCUT KEYS:

1. Cut	-	Ctrl+ X
2. Copy	-	Ctrl+ C
3. Paste	-	Ctrl+ V
4. Save	-	Ctrl+ S
5. Close	-	Ctrl+ W
6. Print	-	Ctrl+ P
7. Undo	-	Ctrl+ Z
8. Redo	-	Ctrl+ Y
9. Refresh	-	F5
10. Rename file	-	F2
11. Help	-	F1
12. Shutting Down	-	Alt+F4
13. Find and Replace	-	F5 (MS-Word)
14. Spelling mistake check	-	F7



IMPORTANT YEARS:

1. Analytical engine	-1837	24. Windows 10	- 2015
2. First generation	-1940-1956	25. Visicalc (Apple II)	-1979
3. Second „	- 1956-1964	26. Lotus 123	-1982
4. Third „	-1964-1971	27. Star office calc	-1985
5. Fourth „	-1971-1980	28. Ms excel	-1987
6. Fifth „	-1980 – till date	29. ICANN created	-1998 (SEP 18)
7. Optical mouse invented	-1988	30. Safer internet day	-2018
8. Mechanical mouse	- 1968	31. Java Script (Netscape)	-1995(DEC 4)
9. First computer monitor	-1973	32. Unicode first version intro	-1991
10. Mouse Patented	- 1970	33. Tamil virtual academy	-2001
11. Mouse introduced	- 1960	34. Tamil language council	-2001
12. Microprocessor first intro	-1970	35. Madurai project	- 1998
13. Windows 1.x	- 1985	36. Tamil Unicode started	-2004
14. Windows 2.x	-1987	37. 42% people using tamil Net	-2016
15. Windows 3.x	-1992	38. 72% people will access „	-2021
16. Windows 95	-1995		
17. Windows 98	-1998		
18. Windows Me	-2000		
19. Windows 2000	-2000		
20. Windows XP	- 2001		
21. Windows Vista	-2006		
22. Windows 7	- 2009		
23. Windows 8	- 2012		

AUTHOR NAMES / ETC:

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|----------------------------------|---|---|
| 1. Computer (AE Concept) | - | Charles Babbage (Father of computer) (1837) |
| 2. ENIAC | - | J.Presper Eckert / John Mauchly (1943-1946) |
| 3. Mouse | - | Douglas Engelbart (1960, Patented Nov 17, 1970) |
| 4. First computer Monitor | - | Xerox Alto computer system (March 1, 1973) |
| 5. First spread sheet (Visicalc) | - | Daniel Bricklin and Bob Frankston (1972) |
| 6. The Father of Spreadsheet | - | Daniel Bricklin |
| 7. WWW | - | Tim Berners Lee (1994) |
| 8. First mail send | - | Roy Tomlinson (1971) |
| 9. CSS | - | HakonWium Lie (1994) (OCT-10) |
| 10. Tamil Virtual University | - | 17 Feb 2001 (Established TN Govt)(Tamil Virtual Academy) |
| 11. Unicode (Tamil) | - | First version (Oct-1991) |
| 12. Tamil language council | - | Singapore (2001) "Valar Tamil Iyakkam" |
| 13. Madurai Project | - | launch – 1998 ; Release – 2004 |
| 14. Tamil Wikipedia | - | More than one lakh articles |

SHORT CUT KEYS WITH FUNCTION:

Shortcut Key	FUNCTION	KEY	ACTION
Ctrl+A	Select the whole document.	→	To move a character right
Ctrl+B	Makes text bold.	←	To move a character left
Ctrl+C	Copy the text.	↑	To move one line up
Ctrl+D	Double Underline text.	↓	To move one line down
Ctrl+E	Text is center aligned.	Ctrl + →	One word right
Ctrl+F	Find and Replace.	Ctrl + ←	One word left
Ctrl+I	Makes text Italics.	Ctrl + ↑	One paragraph up
Ctrl+J	Text is Justified.	Ctrl + ↓	One paragraph down
Ctrl+L	Text is left aligned.	Home	To the beginning of line
Ctrl+R	Text is right aligned.	End	To the end of line
Ctrl+U	Underlines text.	Ctrl + Home	To the beginning of document
Ctrl+V	Paste the text.	Ctrl + End	To the end of document
Ctrl+X	Move the text.	Tab	To move one cell to right
Ctrl+Y	Redo last action.	Shift + Tab	To move one cell to left
Ctrl+Z	Undo last action.	Pg up(Page Up)	To scroll one screen up
Left Arrow	Move cursor one character left.	Pg Down(Page Down)	To scroll one screen down
Right Arrow	Move cursor one character right.	Familiar File Type	EXTENSION
UpArrow	Move cursor one line up.	Text Files	.txt
DownArrow	Move cursor one line down.	Microsoft Word Documents	.doc / .docx
Shift+ LeftArrow	Move cursor with selection to the left.	OpenOffice Documents	.odt
Shift+ RightArrow	Move cursor with selection to the right.	Microsoft Excel	.xls / .xlsx
Ctrl+ LeftArrow	Go to beginning of word.	OpenOffice Calc	.ods
Ctrl+ RightArrow	Go to end of word.	Microsoft PowerPoint	.ppt / .pptx
Home	Go to beginning of line.	OpenOffice Impress	.odp
End	Go to end of line.	Executable Files / Applications	.exe
Ctrl+Home	Go to start of document.	Web Pages	.htm / .html
Ctrl+End	Go to end of document.	Portable Document Format	.pdf
Shift+Home	Go and select from the beginning of line.	Photos	.jpg / .jpeg
Shift+End	Go and select till end of line.	Animated Images	.gif (Graphical Image Format)
Insert	Insert mode on/off.	Audio	.mp3
Page Up	Move one screen up.	Audio / Video	.mp4
Page Down	Move one screen down.		
Ctrl+Shift+B	Subscript.		
Ctrl+Shift+P	Superscript.		

FONT FORMAT:

Formatting Option	Keyboard Shortcut	Description
Font style	--	Used to change Font style
Font size	--	Used to change Font size
Bold	Ctrl + B	Used to make the data as Bold
Italic	Ctrl + I	Used to italicize data
Underline	Ctrl + U	Used to underline the data
Left Align	Ctrl + L	Left Align data within a cell
Right Align	Ctrl + R	Right Align data within a cell
Center Align	Ctrl + E	Center the data within a cell
Justify	Ctrl + J	Align the data evenly both on left and right side of a cell
Merge cell	--	Makes selected cells as a single cell

DOMAIN NAMES:

Generic Domain Name	Description	Country Level Domain Name	Description
.com	Commercial Organisation	.in	India
.gov	Government institution	.au	Australia
.org	Non-profit Organisation	.us	United States of America
.net	Network Support Group	.jp	Japan
.edu	Educational Institution	.ru	Russia
		.sg	Singapore

HTML

Opening Tag	Closing Tag	Type	Function	Attributes	Contains	Used inside
<html>	</html>	Container	Delimits a complete HTML document	Dir, Lang	<head>, <body>	
<head>	</head>	Container	Defines the function header	--	<title>	<html>
<title>	</title>	Container	Defines the document title	--	Text	<head>
body>	</body>	Container	Defines the document body	Background, Bgcolor, Text, Leftmargin, Topmargin	All tags that controls the appearance of body of the web page	<html>
<h1>, <h2>.... <h6>	</h1>, </h2>,.... </h6>	Container	Defines one of six levels of headings	Align	Text	<body>
<p>	</p>	Container	Defines a paragraph of text	Align	Text	<body>
 	--	Empty	Insert a line break	---	---	Text

Opening Tag	Closing Tag	Description
		Text will be bold
<i>	</i>	Text will be italics
<u>	</u>	Text will be Underlined
<tt>	</tt>	Text will be old type writer style i.e. fixed width font

Tag	Usage	Tag	Usage	Final Output
	To show the text in bold		To show important text	Bold
<i>	To show the text as italics		To Call attention	Italics
<u>	To show the text as underlined	<ins>	To insert a text	Underline
<s>	To show the wrong text		To display text as striked through.	Strike through

TAGS TO CREATE TABLE ELEMENTS:

1. <table> tag is used to create a table.
2. <tr> tag defines table rows
3. <th> tag defined table columns
4. <td> tag is used to specify the data in a cell
5. <caption> tag defines title for the table