

# CHRIST THE KING BOYS MATRIC HR. SEC. SCHOOL, KUMBAKONAM – 612 001.

## 11<sup>TH</sup> STANDARD NEW SYLLABUS

### SUBJECT: COMPUTER APPLICATION

### VOLUME – I ALL THE LESSONS [GLOSSARY]

S. NO	WORD	MEANING
1.	<b>Computer</b>	It is an electronic device that processes the input according to the set of instructions provided to it and gives the desired output at a very fast rate.
2.	<b>Vacuum tube</b>	Vacuum tubes contain electrodes for controlling electron flow and were used in early computers as a switch or an amplifier.
3.	<b>Transistors</b>	The transistor ("transfer resistance") is made up of semi-conductors. It is a component used to control the amount of current or voltage used for amplification/modulation of an electronic signal.
4.	<b>Punched cards</b>	Punch cards also known as Hollerith cards are paper cards containing several punched or perforated holes that were punched by hand or machine to represent data.
5.	<b>Machine Language</b>	Machine language is a collection of binary digits or bits that the computer reads and interprets.
6.	<b>Assembly language</b>	An assembly language is a low-level programming language.
7.	<b>Integrated Circuits</b>	The IC is a package containing many circuits, pathways, transistors, and other electronic components all working together to perform a particular function or a series of functions.
8.	<b>Microcomputer</b>	Micro computer is used to describe a standard personal computer.
9.	<b>High-level languages</b>	A high-level language is a computer programming language that isn't limited by the computer, designed for a specific job, and is easier to understand.
10.	<b>NLP</b>	Natural Language Processing is a method used in artificial intelligence to process and derive meaning from the human language.
11.	<b>Robotics</b>	Robot is a term coined by Karel Capek in the 1921 to play RUR (Rossum's Universal Robots). It is used to describe a computerized machine designed to respond to input received manually or from its surroundings.
12.	<b>Nanotechnology</b>	Nanotechnology is an engineering, science, and technology that develops machines or works with one atom or one molecule that is 100 nanometers or smaller.
13.	<b>Bioengineering</b>	A discipline that applies engineering principles of design and analysis to biological systems and biomedical technologies

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S. NO	WORD	MEANING
14.	<b>Computer hardware</b>	The physical parts or components of a computer, such as the CPU, mother board, monitor, keyboard, etc.
15.	<b>Intel</b>	Intel Corporation is an American multinational corporation and technology company involving in hardware manufacturing, especially mother board and processors
16.	<b>Silicon chip</b>	Silicon chip is an integrated, set of electronic circuits on one small flat piece of semiconductor material, silicon.
17.	<b>Multipurpose</b>	Multipurpose is several purpose
18.	<b>Address bus</b>	Address bus is a collection of wires that carry the address as bits
19.	<b>Data bus</b>	Data bus is a collection of wires to carry data in bits
20.	<b>Control bus</b>	Control bus is a control line/collection of wires to control the operations/functions
21.	<b>Arithmetic operations</b>	Arithmetic operations are the mathematical operations on data like add, subtract etc
22.	<b>Data Transfer</b>	Data Transfer means moving data from one component to another
23.	<b>Logical Operations</b>	Logical operations are the operations on binary/Boolean data like AND, OR , NOT
24.	<b>Bidirectional</b>	Bidirectional means both the directions/ways
25.	<b>Unidirectional</b>	Unidirectional means only one direction
26.	<b>Access time</b>	Access time is the time delay or latency between a request to an electronic system, and the access being completed or the requested data returned
27.	<b>OS</b>	System software that enables the hardware to communicate and operate with other software.
28.	<b>Mouse</b>	Handheld hardware input device that control a cursor in a GUI and can move and select text, icons, files, and folders.
29.	<b>Windows</b>	Familiar operating system developed by Microsoft corporation.
30.	<b>Desktop</b>	Opening screen of windows operating system.
31.	<b>Icon</b>	Tiny image represent a command.
32.	<b>Folder</b>	Container of files
33.	<b>Linux</b>	An operating system.
34.	<b>Ubuntu</b>	A flavor of Linux operating System.
35.	<b>Firefox</b>	One of the familiar web browser.
36.	<b>Libre Office</b>	Office automation tool available with Ubuntu by default.
37.	<b>Trash</b>	A special folder contains deleted files.

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S. NO	WORD	MEANING
38.	<b>Word processor</b>	Software used to create, edit, view, manipulate, transmit, store, print and retrieve a text document.
39.	<b>Open Office Writer</b>	A word processor component of open office.
40.	<b>Proprietary</b>	Owner or ownership.
41.	<b>Embedding</b>	To surround tightly or firmly.
42.	<b>Highlighting</b>	Highlighting is used to draw attention to important information in a text.
43.	<b>Indents</b>	Indents are the distance from the margin that is used to improve the efficiency and readability of the paragraph.
44.	<b>DDE</b>	Dynamic Data Exchange – a mechanism where source data can be pasted into a destination with a link of the original.
45.	<b>Paste Special</b>	This option is used when only some aspects of the data, like only it's formatting or only value is send while moving or copying.
46.	<b>Headers</b>	This is the section at the top of the page where any references like title, chapter name; author name can be given which gets repeated on all pages.
47.	<b>Footers</b>	This is the section at the bottom of the page where any references like page number can be given which gets repeated on all pages.
48.	<b>AutoText</b>	This helps to assign shortcuts to some text which is frequently used.
49.	<b>Auto spell check</b>	This feature automatically checks the spelling while typing and underlines the misspelled words with wavy lines which can be corrected later.
50.	<b>Automatic Correction</b>	This feature automatically corrects the common misspellings and typing errors automatically.
51.	<b>Spreadsheet</b>	Sheet of paper that shows accounting or other data in rows and columns
52.	<b>What-if analysis</b>	It is a process of changing the values in a cell to see how those changes will affect output.
53.	<b>VisiCalc</b>	The first electronic spreadsheet application
54.	<b>GUI</b>	Graphical User Interface
55.	<b>Excel</b>	Familiar spreadsheet application developed by Microsoft Corporation.
56.	<b>Cell</b>	Intersection of rows and column
57.	<b>Cell Pointer</b>	A rectangular box, highlighting the cell in a spreadsheet.
58.	<b>Active cell</b>	A cell in which the cell pointer is presently locating
59.	<b>Formula</b>	A formula is an expression telling the computer what mathematical operation to perform upon a specific value.
60.	<b>Operator</b>	A symbol that usually represents an action or process
61.	<b>Range</b>	Group / Collection of cells

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<b>S. NO</b>	<b>WORD</b>	<b>MEANING</b>
62.	<b>BODMAS Rule</b>	Order of mathematical calculation: <b>B</b> rackets - <b>O</b> rders (powers or square roots) - <b>D</b> ivision – <b>M</b> ultiplication – <b>A</b> ddition - <b>S</b> ubtraction
63.	<b>Drag fill handle</b>	A small black box at the bottom right corner of the cell pointer.
64.	<b>Function</b>	Predefined formula / A group of instructions to return a single result or a set of results.
65.	<b>Chart</b>	Graphical representation of data.
66.	<b>Database</b>	A large quantity of indexed digital information.
67.	<b>Flat file database</b>	Single table, non relative database



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## LIST OF FUNCTIONS

S. NO	FUNCTION	DESCRIPTION	SYNTAX
1.	<b>Averageif</b>	Averages the arguments that meet the condition	Average (range; criteria; average_range)
2.	<b>Celling</b>	Rounds a number up to the nearest multiple of significance	Celling (number; significance; [mode])
3.	<b>Countif</b>	Count the argument which meet the set conditions	Countif (range; criteria)
4.	<b>Fact</b>	Calculates the factorial of a number.	Fact (number)
5.	<b>Floor</b>	Rounds number down to the nearest multiple of significance	Floor (number1; number2)
6.	<b>Product</b>	Multiplies the arguments	Product (number1; number2)
7.	<b>Quotient</b>	Returns the integers portion of a division	Quotient (numerator; denominator)
8.	<b>Round</b>	Rounds a number to a predefined accuracy	Round (number; count)
9.	<b>SQRT</b>	Returns the square root of a number	SQRT (number)
10.	<b>Sum</b>	Returns the sum of all arguments	Sum (number1; number2;...)
11.	<b>Sumif</b>	Totals the arguments that meet the condition	Sumif (range; criteria; sum-range)
12.	<b>Sumsq</b>	Returns the sum of the squares of the arguments	Sumsq (number1; number2;...)
13.	<b>DB</b>	Returns the real depreciation of an asset for a specified period using the fixed-declining balance method	Db (cost; salvage; life; period;[month])
14.	<b>N</b>	Converts a value to a number	N (value)
15.	<b>Date</b>	Provides an internal for the date given	Date (year; month; day)
16.	<b>Days</b>	Calculates the number of days between two dates	Days (date2; date1)
17.	<b>Days360</b>	Calculate the number of days between two dates based on a 360 days year	Days360 (date1; date;[type])
18.	<b>Average</b>	Returns the average of a sample	Average (number1; number2;...)
19.	<b>Count</b>	Counts how many numbers are in the list of arguments	Count (value1; value2;...)
20.	<b>Concatenate</b>	Combines several text items into one	Concatenate (text1; text2;...)
21.	<b>Len</b>	Calculates length of a text string	Len (text)
22.	<b>Lower</b>	Converts text to lower case	Lower (text)
23.	<b>Mid</b>	Returns a partial text strings of a text	Mid (text; start; number)
24.	<b>Proper</b>	Capitalizes the first letters in all words	Proper (text)
25.	<b>Upper</b>	Converts text to upper case	Upper (text)

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## VOLUME – II ALL THE LESSONS [GLOSSARY]

NO.	ACRONYM	DESCRIPTION
1.	LAN	Local Area Network
2.	MAN	Metropolitan Area Network
3.	WAN	Wide Area Network
4.	PAN	Personal Area Network
5.	CAN	Campus Area Network
6.	WLAN	Wireless Local Area Network
7.	VSNL	Videsh Sanchar Nigam Ltd
8.	TCP	Transmission Control Protocol
9.	IP	Internet Protocol
10.	Host	A host is a computer connected to a computer network
11.	ICANN	Internet Corporation for Assigned Names and Numbers
12.	W3C	World Wide Web Consortium
13.	WWW	World Wide Web
14.	Tim Berners-Lee	Creator of WWW
15.	DSL	Digital Subscriber Line
16.	ISDN	Integrated Services Digital Network
17.	URL	Uniform Resource Locator
18.	Dongle	It is able to be connected to and used with a computer, allowing access to wireless broadband or use of protected software.
19.	HTML	Hyper Text Markup Language used to create web pages.
20.	Tag	A coded HTML command. It is also called as element.
21.	Attribute	Special word, carrying special meaning used inside on HTML tag.
22.	Heading Section	Refers title bar of a browser.
23.	Body Section	Refers main client area of a browser.
24.	Browser	An application to view web pages or web sites.
25.	Web Page	An Online page contains hypertext.
26.	Hypertext	Text which contains links to other texts.
27.	Text Editor	An application used to type and modifies text contents, but it is not a word processor.

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NO.	ACRONYM	DESCRIPTION
28.	<b>Word Processor</b>	An application used to create and manipulate text documents.
29.	<b>Notepad</b>	A default text editor available with Windows.
30.	<b>Getit</b>	A default text editor available with Linux.
31.	<b>Windows</b>	Familiar GUI Operating system developed by Microsoft.
32.	<b>Linux</b>	Familiar Open Source operating system.
33.	<b>Internet Explorer</b>	A browser available with Windows.
34.	<b>Mozilla Firefox</b>	A default browser available with Linux. Open Source Third party browser can be installed in windows.
35.	<b>Chrome</b>	A familiar web browser developed by Google.
36.	<b>Text Formatting</b>	Showing text with different style and colour.
37.	<b>Font</b>	Named set of certain style of character and numbers.
38.	<b>Table</b>	A Structure of rows and columns or grid of cells.
39.	<b>Cell</b>	An individual box in a table.
40.	<b>Border</b>	A line surrounded by cells.
41.	<b>Column</b>	Vertical structure of a table.
42.	<b>Row</b>	Horizontal structure of a table.
43.	<b>Ordered List</b>	Indents lists having numbers or letters in front of every list item.
44.	<b>Unordered List</b>	Indents lists having a bullet symbol in front of every list item.
45.	<b>Definition List</b>	Lists showing definition terms and definition descriptions.
46.	<b>Link</b>	Make connection with a part of content of same document or an external document.
47.	<b>Hyperlink</b>	A link from a hypertext document.
48.	<b>Internal Link</b>	Connecting with another part of the same document.
49.	<b>Local Link</b>	Internal Link
50.	<b>External Link</b>	Connection with another hypertext document.
51.	<b>GIF</b>	Graphical Interchange Format.
52.	<b>JPEG</b>	Joint Photographic Experts Group.
53.	<b>PNG</b>	Portable Network Graphics.
54.	<b>SVG</b>	Scalable Vector Graphics.
55.	<b>Photoshop</b>	Familiar Photo editing tool developed by adobe.
56.	<b>Picasa</b>	Free image organizer and editing tool developed by Lifescape.



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NO.	ACRONYM	DESCRIPTION
57.	<b>GIMP</b>	Open source image editing tool.
58.	<b>HTML 5</b>	Latest version of HTML authorized by w3c
59.	<b>W3C</b>	World Wide Web Consortium – an International standards organization for the www.
60.	<b>Style Sheet</b>	A separate file contains the style of appearance.
61.	<b>Selector</b>	An HTML element
62.	<b>Property</b>	Attribute of an HTML tag
63.	<b>Link</b>	Connecting with another file
64.	<b>Vulnerability</b>	The possibility of being attacked or harmed.
65.	<b>Ethics</b>	Moral principles that govern a person's behavior or the conducting of an activity.
66.	<b>Cyber</b>	Characteristic of the culture of computers, information technology, and virtual reality.
67.	<b>Computer Crime</b>	Computer crime is an intellectual crime to manipulate computer system.
68.	<b>Authenticity</b>	The quality of being real or true.
69.	<b>Sabotage</b>	Deliberately destroy, damage, or obstruct.
70.	<b>Perpetrator</b>	A person who carries out a harmful, illegal, or immoral act.
71.	<b>Software Piracy</b>	Software Piracy is the copyright violation of software created originally by one person and illegally used by someone else.
72.	<b>Hacking</b>	It is gaining unauthorized access to computer system without the owner's permission.
73.	<b>Cracking</b>	It is gaining unauthorized access to computer systems to commit a crime, such as stealing the code to make a copy-protected program run thus denying service to legitimate users.
74.	<b>Malicious</b>	Intentionally doing harm.
75.	<b>Freeware</b>	Freeware is a software available free of charge.
76.	<b>Shareware</b>	Shareware is a software that is distributed free of charge on a trial basis for a limited time.
77.	<b>Phishing</b>	It is used to describe a malicious individual or group of individuals who scam 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.
78.	<b>Fraudulent</b>	Dishonest, cheating, swindling, corrupt, criminal, illegal, unlawful.
79.	<b>Anonymous</b>	Unnamed, nameless, unidentified, unspecified.
80.	<b>Cookies</b>	Cookies are messages that web servers pass to your web browser when you visit Internet sites
81.	<b>Tampering</b>	Interfere in order to cause damage.
82.	<b>Immune</b>	Resistant to a particular infection or toxin.
83.	<b>Firewall</b>	It is a network security system that monitors and controls incoming and outgoing network traffic based on predetermined security rules.



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<b>S. NO</b>	<b>ACRONYM</b>	<b>DESCRIPTION</b>
<b>84.</b>	<b>Proxy server</b>	A proxy server is a gateway between a local network and a larger-scale network such as the Internet. Proxy servers provide increased performance and security.
<b>85.</b>	<b>Encryption</b>	It is the process of encoding a message or information so that only authorized users can decrypt it.
<b>86.</b>	<b>Decryption</b>	It is the process of decoding the encrypted text by converting it back into normal text.

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## KEYBOARD SHORTCUT KEYS

S. NO	SHORTCUT KEY	FUNCTION	S. NO	SHORTCUT KEY	FUNCTION
1.	Ctrl+A	Select the whole document.	27.	Ctrl+End	Go to end of document.
2.	Ctrl+B	Makes text bold.	28.	Shift+Home	Go and select from the beginning of line.
3.	Ctrl+C	Copy the text.	29.	Shift+End	Go and select till end of line.
4.	Ctrl+D	Double Underline text.	30.	Insert	Insert mode on/off.
5.	Ctrl+E	Text is center aligned.	31.	Page Up	Move one screen up.
6.	Ctrl+F	Find and Replace.	32.	Page Down	Move one screen down.
7.	Ctrl+I	Makes text Italics.	33.	Ctrl+Shift+B	Subscript.
8.	Ctrl+J	Text is Justified.	34.	Ctrl+Shift+P	Superscript.
9.	Ctrl+L	Text is left aligned.			
10.	Ctrl+R	Text is right aligned.			
11.	Ctrl+U	Underlines text.			
12.	Ctrl+V	Paste the text.			
13.	Ctrl+X	Move the text.			
14.	Ctrl+Y	Redo last action.			
15.	Ctrl+Z	Undo last action.			
16.	Left Arrow	Move cursor one character left.			
17.	Right Arrow	Move cursor one character right.			
18.	UpArrow	Move cursor one line up.			
19.	DownArrow	Move cursor one line down.			
20.	Shift+ LeftArrow	Move cursor with selection to the left.			
21.	Shift+ RightArrow	Move cursor with selection to the right.			
22.	Ctrl+ LeftArrow	Go to beginning of word.			
23.	Ctrl+ RightArrow	Go to end of word.			
24.	Home	Go to beginning of line.			
25.	End	Go to end of line.			
26.	Ctrl+Home	Go to start of document.			

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## FILE EXTENSIONS

S. NO	FILE TYPES	EXTENSION
1.	Text Files	.txt
2.	Microsoft Word Documents	.doc / .docx
3.	Open Office Documents	.odt
4.	Microsoft Excel	.xls / .xlsx
5.	Open Office Calc	.ods
6.	Microsoft PowerPoint	.ppt / .pptx
7.	Open Office Impress	.odp
8.	Executable Files / Applications	.exe
9.	Web Pages	.htm / .html
10.	Portable Document Format	.pdf
11.	Photos	.jpg / .jpeg (Joint Photographic Experts Group)
12.	Animated Images	.gif (Graphical Image Format)
13.	Audio	.mp3
14.	Audio / Video	.mp4