

# **BIJAPNI MANWI**

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## **BWCHAP-1 COMPUTER NI CHENGMUNG**

### **1.0: PUILANI CHENG SAMUNG ROK WNGKHA (INTRODUCTION)**

Electronics ni manwi bai swamjak Computer tabuk ni salo swithani ni simi malkhung ni nanglah swamni ari rogo samung phwnang jagwi tongo. Computer ni kwbangma bedek manwi akorok wngkha Keyboard, mouse, Processor, Memory, Monitor tei printer akorok. Computer o samung khwlaina hwnkhe nwnng bono dagina nangnai. O dagijakma nanwi rokno hwno program. Computer no chwnng hardware tei software bai dalokjak manwi bo hwnwi mano. Computer chwnng no phunuk gui mano ,tang gwi tei uansugwi bo mano. Omtwi manwi rokno no hwno hardware. Phunukmung rok wngkha: Monitor CPU, Printer, Processor, Keyboard, Mouse akorok.

Computerni kwbangma program rokno no hwno Software. Phunukmung rok wngkha: Compiler, Interpreter, tei Operating System akorok.

### **1.1: KHWLAIJAKNAI (OBJECTIVES):**

Oh bwchapni bising twi nwnng computer ni juda juda tongmung sawi mannai: OMOROK WNGKH 1. Computer ni juda juda nangsukmani manwi, TEI i2. Computer ni juda juda bedek, OMONI YAGOLO NO TONG O3. Hardware bai Software ni pherlaimung.

### **1.2: COMPUTER TEI BINI SAMUNG NANGMANI ARI:**

Computer kokthai phaima wngkha "*compute*" kokthai ni .Omoni kokmung wngkha "*lekham*". Oro o kokthai kaisa sathai kwla o lekha nini bagwi no computer swamjago. Computer bai chwnng kotor kotor samung rokno kisisa jora bai no pairwimano. Kaisa computer ni kwbangma manwi rok tongwi mano. Computer wngkha dalsa program bai swamjak electronics manwi, bo phatharni phainai manwi (INPUT) rokno yachagwi samung khwlawi khati o tei nangsukmani samung khwlawi manwirokno chini bwskango phunugo.

### **HAPRIMA MANWI (INPUT):**

Computer bai lekhamani samung khwlaina hwnkhe nwnng nangkuk mani input manwi naharna nangnai. O input rok jotono keyboard eba Mouse bai computer ni bisingo hapnai.

### **TANGMUNG NI BOKHOK (PROCESSING UNIT):**

Instruction kwrwi khe Computer mungsa phano samung khwlai manya. O instuction rokno no hwno Program.

### **PHUNUKRIMA MANWI (OUTPUT):**

Computer samung khwlai mani ulo poriji mano omtwi bwthai phunugo. O bwthai rok sapogwi phunukjak wngwi bo mano.

### **MUITUPHAN (MEMORY):**

Computer samung khwlaimani ulo bini bwthai rokno kaisa jaga o khatiowi tono. O khatijaknai manwi no hwno muituphan (memory).

### **1.2.1: COMPUTER NI TOMUNG (CHARACTERISTICS OF COMPUTER SYSTEM):**

#### **DAKTI KHWLAIMA (SPEED):**

Computer jesa samung yakni swlai taibo dorwoui khwlawi mano. Romdi, calculator chini swlai phano dakti lekhamano. Computer bai chwng Mathematics eba Physics akorok belai dorwoui chwng khw lai mannai.

#### **SWRAISWRAI TEI KHAPIJAK (ACCURACY AND CONSISTENCY)**

Computer chaya samung khw lai se manya. Chwng data type khw lai mani chaya hwnkhe bo bo chaya bwthai no no rwnai, Bo saksak chaya bwthai rwwi se manya. Nwng computer o data rwm mani naisigwi no bobo nono bwthai rwnai.

#### **KHUUAR (DILIGENCE):**

Computer no no selerkha hwnwi sa glak. Kwbang samung rok khw lai mani bagwi selerkha hwnwi bo no no chaya bwthai rw glak. Bini thani selerma, omtwi kwsekw rwi.

#### **KHOROPSA KHATIMANI :**

Kwbangma information rokno computer khatiwi mano. Romdi, encyclopedia ni kok no. Encyclopedia ni kwbangma information rok no khatiwi tonwi mano.

#### **UANSUGWI MANYA**

Borok munisu hai computer saksak uansugwi manya. Nangmani instruction rw khese, bo samung khw lai mannai.

#### **KHA NANG JAGWI MANYA:**

Computer ni thani lachimani manwi kwrwi.

### **1.2.2: COMPUTER NO SAMUNG O PHWNANGMANI ARI :**

Tabuk ni sal o computer no chwng kwbangma ario o samung khw lai mano. Romdi: Phwrwngma ario, rangkhar, bijapnok, Lenanok, akorok.

#### **SWRWNGMUNG AU:**

Tabuk ni salo computer ni samung kwrwi hwnkhe joto samung no norjaknai. Phwrwngma nok rogo computer ni belai khe samung nang sukmani kok .Kotor kotor phwrwng ma nok rogo ,,Puilani simi no porinai rokno phwrwng jagwi tongo. Porinai rokno Multimedia tei animation akorok phwrwnjagwi tonggo.

#### **BIJAPNOK TAI MUKUMUNO KHATINONIMA NOK:**

Computer rok tabuk ni salo belai khe bijapnok tai mukumu nok no khati tonima rogo samung nangwi tongo. Joto porinai rokni mung, bwswk bijap nakha,,, bophuru nakha aborok jotono computer bai samung khwlawi khatiwi tonwi mano. Abo simi ya, chwng puilani ha bubagra rokni joto tongmung chamung akorok jotono computer o swwi tonwi mannai.

#### **SOI SIMUNG O AMJOKNAITUK:**

Soisimung rogo computer ni samung bwthakma kwrwi. Kotor kotor swnamkhor rogo, juda juda kok buthuma rogo amjoknani bagwi computer no chwng samung nangwi tongo.

**PAIPHAL NI ARIO:**

Computer no tabuk ni salo paiphal rogo bo nangwi tongo. Bithi phalma nok rogo, habnok rogo chwng computer bai samung khwlaimano.

**TANGKHOR ARI O:**

Computer rokno chwng tangkhor nogo nangmani samung khwlainani bagwi belaikhe nangwi tonggo .Tangkhor nogo tangnai rokni tangrang jotono computer bai se khw lai si o.

**WORD PROCESSING**

Word Processor bai chwng document, file, reports akorok swnamnani bagwi computer nangwi tonggo. Word bai chwng porinai rokni joto swikhak swimano. Word bai chwng rigwi bo mano, sapogwi bo mano tei nini swimani rokno sapogwi mano.

**DESKTOP PUBLISHING:**

Desktop publishing wngkha kaisa ari, o ari o chwng naithokjak mani rikjak rokno eba webpage rokno naithok khe phunugwi mannai. Kokthum, koklai, bijap, kobokma bwlaih, calender akorok joto no computer bai khw lai mano.

**RANGNOK:**

Bwskang ni salo rangnok rogo computer ni samung thopsa phano nangya. Tamokhe, tabuk ni salo computer kwrwi khe mungsa phano samung khw lai mangw lak rangnogo. Draft ,cheque akorok khw laina hwnkhe computer nangwi tongo. ATM (Automatic Teller Machine) bai rang twisama rok joto no computer ni chubachu bai se khw lai jago.

**KHATINANI ARI O:**

Tabuk ni salo relmalkhung tai birmung o bo computer kwrwikhe samung kisisa phano chaya. Nwng nanglai (ticket) tanna rok joto computer tanwi mannai. Nini nanglai chonsugwi da mankha, aborok nainani bagwi nwng computer bai no nai mannai.

**AIR TRAFFIC CONTROL:**

Birmung eab maikhung rogo nobar kaham hamya rok chwng computer bai bo sai mano. Aboni bagwi computer no tangkhor nok rogo samung khw lainani bagwi najago.

**FLIGHT SIMULATION:**

Birkhung chalikhnai rok computer bai se joto manwi rokno kasowi tono. Birmung bwswk kuchu saka o tong eba bwswk tola o tong aborok joto computer bai nawi mannai.

**1.3: COMPUTER SYSTEM NI BIPHURING:**

Computer System no kwbangma biphring rokbai se swnamjago. O borok wngkha Input device, Output Device, juda juda memory tai Centra Processing Unit. Rikjak 2 au computer ni juda juda biphring rokno phunuk jak kha:

**1.3.1: CENTRAL PROCESSING UNIT:**

Central Processing Unit wngkha computer ni brain .Central Processing Unit no chwng bara khe CPU bo hwno.O jaga o no computer ni juda juda samung khwlaijak mani.CPU ni kaitham nangsukmani manwi rok wnhkha:

**(A) ARITHMETIC LOGIC UNIT (ALU):**

Control Unit bai dagijak kha hwnkhe,CPU ni o bwkhak Lekhamani joto samung,romdi addition(+),multiplication(\*),subtraction(-),division(/) rokno khwlai bai nai. Au unit logic ni joto samung bo khwlai tongo tai uansugwi bo nayo borok baksa da eba wngya.Logical Operation rok wngkha:less than(<),greater than(>),equal to(=),not equal to(!=) akorok.

**(B): CONTROL UNIT:**

Control unit ni samung wngkha bo computer ni bising o joto samung rok no naikolnai tai samung o chubanai .Bo kaisa unit ni tai kaisa unit o data tai instruction akorok kaham khe da thangwi tong aborok no naikolnai.

**(B): MEMORY UNIT.**

Program khwlainani bagwi data tai instruction rokno swrapsani bagwi CPU ni Memory Unit o khatina nagnai.Data tai Instruction rokno haino hai chwng memory ni Control unit bai naharwi mano tai program khwlainani bagwi data tai instruction nang phuru abono ALU rohorwi bo mano.

**1.3.2: KEYBOARD, MOUSE TEI VDU:**

Kebengmung rokno kokpairwna hwnkhe computer o data tai Instruction akorok nago.Aborok no chwng samung khwlaina thangkha hwnkhe Input Device nango.

**KEYBOARD:**

Keyboard wngkha chini joto ni swlai samung nansukmani haprwjak nai manwi.Keyboard bai chwng data tei Instruction rokno yachagwi electronic signal o translate khwlai mano. Abono chwng nasik kha khe Type Writer hai no nuknai.Bini kwbangma Key rok tong o, o key rok bai no chwng data tei instruction akorokno computer bising o rohoru.Kaisa keyboard ni kwbangma key tong o.Aborokno chwng juda juda bedego swbaimano:

- Alphabetic keys
- Numeric Keys
- Function keys
- Arrow(Direction) Keys, tei
- Special Key.

**MOUSE:**

Mouse wngkha tei dalsa Haprwjaknai manwi.Obo no chwng Pointing Device hwnwi bo hwno .Mouse no bo chwng juda juda bedego swbai mano.Optical Mouse tei Scroll Mouse.

**VDU:**

VDU eba Visual Display Unit wngkha tei kaisa phunukma manwi.VDU no nasik khakhe nwnng TV ni screen hai no nuknai.Phiya VDU no tai dalsa technology bai se swnamjago.Oboni nanmani biphring rok wngkha Keyboard tei CRT (Cathode

Ray Tube).Screen o nwnng input tei output data rokno nuknai . Monitor ni juda juda bedek rok wngkha:

- MDA(Monochrome Display Adapter)
- CGA(Colour Graphics Adapter)
- EGA(Enhanced Graphics Adapter)
- VGA(Video Graphics Array)
- Super VGA tei
- 8514/1

### **1.3.3: KUBUN BISING O HAPNAI MANWI AKOROK:**

Computer ni joto data tei dagima akorok haprwma manwi ni bising twi se haprw jago .Haprwma manwi data tei dagima akorok no yachak sogo tei abo no electronic signal o translate khwla o.

#### **BUCHUK KWPLA MANWI**

Pointing manwi bai chwnng samung khwla na naimani manwi rok no click khwla o.Pointing manwi nini screen eba windows akorogo nukjagwi tong nai.Kwbangma pointing manwi rokni mung tola o rwjak kha:

#### **POHOR NI SWIKONG :**

Light pen wngkha kaisa pointing device, obo screen ni option no sainani bagwi samung o phwnanjago.Screen o riknani bagwi bo abono chwnng samung o nangya omtwi hwnwi maya. Light pen wngkha kaisa light sensor se, abo pen-shaped swnamjak ni paithak jaga o tongo.

#### **KOK KHORANG/NUKMANI KOKTHAI :**

Tabuk ni salo,nwnng kaisa ari o tongwi tai kaisa arini borok rok bai naisigwi kok sai mannai .O samung rok malaima(meeting) nok eba kokchop panda(conference) nok rogo kaisa company bai tai kaisa company ni borok rok nasigwi kok salai mannai.O bo wngkha output manwi ni tai dalsa phunukmung.Omtwi bai nwnng nini jora tai rang banchenai.

#### **NAISUKMA MANWI :**

Scanner bai chwnng chini nangmani text eba document rokno puilani hai no khwlawi phunugwi mano.Scanner wngkha output manwi ni phunukmung. Nwnng nini phutu rokno scan khwlawi kahtwi tonwi mano.

#### **YAPHANGNI DATA AUTOMATION:**

Chwnng kwbangma yaphangni data no type khwlaia bo sakphang bai thumwi mano. O bono hwno data automation. Data automation ni phunukmung rok wngkha:

**1. MAGNETIC INK CHARACTER RECOGNITION (MICR):** Cheque ni account number nai nani bagwi o manwi rok no chwnng rang nok rogo samung khwlaia nani bagwi najago.

**2. OPTICAL MARK RECOGNITION (OMR):** O bo wngkha kaisa input manwi ni phunukmung.Porinai rokni answer sheet nainani bagwi o manwi no chwnng samung o phwnangwi mano.Batailaima amjokmung rog ni multiple choice ni bwlaia no nai nani bagwi bo obo bai chwnng samung khwlaia mano.

**3. OPTICAL BAR CODE READER (OBR):** Vertical bar ni juda juda uarjak no naisuk nani bagwi o manwi no chwing samung o thepawi mannai.

**1.3.4: KUBAN PATHARO THANGNAI MANWI AKOROK:**

Patharo thangnai manwi rok wngkha computer system ni kaisa bokcho. Patharo thangnai manwi rok information no electronic ni form o swbawi computer o samung phwnang o.

**PHUNUKMA MANWI (DISPLAY DEVICE):**

Phunukma manwi wngkha computer system ni nangsuk mani manwi ni ksaisa bokcho. Graphic Display kwbangma thop bai swnamjak se. Display screen technology o kaitham bedek tong o. O borok wngkha :

**A. CRT DISPLAY:**

CRT (Cathode Ray Tube) monitor computer ni video signal no yachago tai video information rokno electronic form o phunugo. CRT monitor ni nangsukmani manwi wngkha CRT saksak no. O bono chwing Picture tube bo hwno.

**LCD:**

Tabuk ni salo LCD monitor no chwing khwbangma ari o nukjago. Joto ni swlai chamung wngkha, LCD monitor kisisa pohor sotonma. CRT monitor no swlawi no LCD monitor no chwing tabuk ni salo samung khwlawi tong o.

**PROJECTION DISPLAY:**

Projection Display manwi bai chwing kotor kotor text eba rikjak rok no screen o phunugwi mannai. O borok Presentation ni ari rogo kwbangma samung nag o.

**TERMINALS:**

Terminal wngkha haprwma tei phunukma bai dalokjak manwi, romdi VDU tai keyboard. Terminal ni chubachu bai no chwing computer o data tai instruction akorok no bising o rohorwi mano.

**PRINTERS:**

Printer wngkha dalsa electronic bai swnamjak manwi, bo swijak bwlai (Hard Copy) no swijak haino sapogwi mano. Printer wngkha chini phunukma manwi ni tai kaisa phunukmung. Tabuk ni salo Printer no chwing kosom tai kuphur (Black & White) eba gap (clour) gwnang nukjago.

**PRINTER NI JUDA JUDA BEDEK:**

Printer no chwing kainwi bedego phunugwi mano. aborok wngkha:

**A. IMPACT PRINTER:**

Impact Printer rok wngkha: Line Printer tei Dot Matrix Printer.

**DOT MATRIX PRINTER:**

O printer no chwing character printer bo hwno. Dot matrix printer bini kwbangma tokmanwi bai ribon saka o bu o. Joto tokmanwi rok no swilaih o chikon thop sapogo.

**LINE PRINTER**

O printer philsa bai kaisa line sapogo. O printer dok ni simi chinwi ra (600 - 1200 lines per minute) kaisa minute o sapogwi mano.

**NON-IMPACT PRINTER:**

Non-impact printer o tokmanwi rok ni samung kwrwi. Non-impact printer rok wngkha:

**A. INKJET PRINTER:**

Inkjet printer bai chwng bwlaini kainwi phaising o no text tai gap khwlawi sapogwi mano. O printer bini swithwi no bwlai o sarwi rw o, tei abo bai no character swnamjagwi thanai.

**B. LASER PRINTER:**

Laser printer LASER ni pohor bai photosensitive saka o sarwi rw o. O printer bai nwnng belai kodo khwlawi sapogwi mannai.

**1.3.5: COMPUTER MEMORY:**

Memory wngkha kaisa semiconductor bai swnamjak manwi, bo data tei dagima akorok no kisisa jora ni bagwi khatiwi tonon. Memory ni kainwi bedek tong o. O morok wngkha:

**A. PRIMARY MEMORY/INTERNAL MEMORY:**

Primary Memory wngkha internal Storage memory. RAM tei ROM kwnwi no hwno Primary Memory.

**RAM:**

Bini kolok mung wngkha **Random Access Memory**. O memory ni samung wngkha bo kisisa jora ni bagwi data tei dagima akorok no khatiwi tonnai. O memory ni data tei dagima akorok no nwnng poriwi tei swlawi bo mannai. Samung khwlawi tong phuru supply thangkha hwnkhe, o memory o swijak jotono hujagwi thangnai. O boni bagwi o memory no **"Volatile Memory"** hwnjago. O memory no chwng namgsukmani memory eba Main memory bo hwno.

**ROM:**

Bini kolok mung wngkha **Read Only Memory**. O memory ni samung wngkha bo hathiti (permanent) data tei dagima akorok no khatiwi tonnai. O memory ni data tei dagima akorok no nwnng poriwi mannai, phiya nwnng abono swlawi man gwla. Samung khwlawi tong phuru supply thangkha hwnkhe, o memory o swijak rok hujagwi thangya. O bo ni bagwi o memory no **"Non-Volatile Memory"** hwnjago.

**B. SECONDARY MEMORY:**

Secondary Memory bai chwng kwbangma data tei dagima akorok no khatiwi mano. Tola o secondary memory ni juda juda bedek rokno phunuk jak kha:

**FLOPPY DISK:**

Floppy Disk wngkha kaisa plastic bai swnamjak, magnetic iron oxide ni lepejak kiting manwi. O memory bai chwng kisisa data tai dagima rok no khatiwi tonwi mano. O bo no chwng jesa ario phano twlangwi mano. O boni bagwi no obo no twithok memory eba portable memory bo hwno. Kaisa floppy uarma wngkha 3.5 inches tei bini thani data 1.44MB khatiwi mano.

**HARD DISK:**

Hard Disk wngkha hathiti (permanent) data khatijak nai ari, abo bai chwng kwbangma data rokno khatiwi mano. Hard Disk ni bising o kiting sa plate tongo, abo

rok jotono magnetic manwi rok bai kainwi phaisingono lepejak. Hard Disk bai chwng 20 MB ni simi 40GB jora data khatiwi mano.

#### **MAGNETIC TAPE:**

Magnetic tape wngkha kaisa riduk bai swamjak data khatina ari. O memory bai chwng kwbangma data rokno khatiwi mano. O memory kwlai khe no manthogo. O memory bai chwng data rokno backup ni bagwi bo samung phwnagwi mano.

#### **CD-ROM:**

CD-ROM ni kolok mung wngkha Compact Disk-Read Only Memory. CD-ROM bai chwng digital data rokno hathiti ni bagwi khatiwi tonwi mano. CD-ROM ni kainwi phaising no transparent plastic coat bai lepejak.

#### **CACHE MEMORY:**

Cache Memory wngkha CPU bai twijak kaisa memory, o memory Main memory ni samung khwlainani jota no tola o nongkharw o. Cache memory belai khe chikon tain kodo memory. Abono chwng main memory (RAM) tai processor ni kwnwi kwchar o tonono.

### **1.4: HARDWARE TEI SOFTWARE NI UANSUKMUNG:**

**1.4.1: HARDWARE:** Computer ni nugwi mano, tangwi mano tai uansugwi mano omtwi manwi rokno no hwno Hardware. Hardware ni phunuk mung rok wngkha:

Monitor CPU, Processor, Keyboard, Mouse akorok.

#### **1.4.2: SOFTWARE:**

Program rokni motha no hwno Software. Software ni kwbangma bedek rok wngkha:

#### **A. SYSTEM SOFTWARE:**

User ni program no samung khwlainani bagwi nangmani Software wngkha System Software. System software ni phunukmung rok wngkha-monitor, operating system, compiler, interpreter akorok.

#### **B. APPLICATION SOFTWARE:**

User ni nangmani samung rokno khwlainani bagwi software nangmano hwno Application software. Application software ni phunukmung rok wngkha: Accounting Packages, Database management Packages, MS-Office akorok.

### **1.5: DATA TEI INFORMATION ROKNO PHUNUKMUNG:**

Juda juda samung khwlainani bagwi computer program kwlai mano. Data tei dagima kwrwi khe Computer samung tangwi manya. O dagima no hwno instruction.

#### **1.5.1: DATA TEI INFORMATION TAMO NO HWN?**

Computer o samung kwlanani bagwi nwing phatharni manwi (input) rokno rohorma no hwno data. Romdi, 19,4,9,2002 akorok wngkha data ni phunukmung. Chwng Delhi no data hwnwi mano, phiya obono information hwnwi manya. Tamoni bagwi hwnkhe, Information wngkha kaisa kuplung kokbwtang.

**1.5.2:** Computer ni nangma manwi rok ,romdi, CPU, RAM akorok wngkha transistor. O manwirok jotono integrated cicuit bai thumwi swamjak (ICs). O transistor switch ni dalnwi lama o samung kwlai mano, romdi On tei off. Transistor ni switch on wngkha

khe ,o bono hwno 1,Tei switch off wngkha khe ,o bono hwno 0. 0 tei 1 o kwnwi digit baino computer ni samung khwlaijago.

Omtwi kheno computer ni bisingo 0 tei 1 bai electrical ni voltage o samung khwlai jagwi tongo.Electrical voltage akorokno chwng dalnwi states bai phunugwi mano.,romdi kuchuk tei tola.

### **1.5.3: BITS TEI BYTES:**

Bit ni tai dalsa mung wngkha Binary digit.Bit wngkha information ni jotoni swlai chikon bokcho.0 tai 1 no bit hwno.Bit ni char bodol no hwno Byte.Computer bini memory o kaisa kaisa khe byte khatiwi tonwi mano tei ulo obono bo nahawri bo mano samung nagphuru.

8 bits	1 Byte
1024Bytes	1 Kilobyte
1024Kilobyte	1 Megabyte
1024Megabyte	1 Gigabyte.

## **Computer o data no phunukma**

### **1.6. IECT NI NANGNUMG**

#### **1.6.1 E-GOVERNANCE:**

E-governance ni model wngkha dalsa philsa-bwthakmung portal,romdi firstgov.gov.O arini juda juda kokmung rokno lukurok thumwi mannai.Kaisa sosoi portal khoroksa employment ni wngwi mano.O bo bai lukurok profile swnamwi mano tei obono employment ni opportunity ni bagwi federal ,state,local non-profit tei private sector o phunugwi mano.

E-Governance ni primary model no chwng kaibwrwi bedego phunugwi mano.

- Government-to-Citizen or Government –to-Customer(G2C)
- Government-to-Business(G2B)
- Government-to-Government(G2G)
- Government-to-Employees(G2E)

Saka o swijak joto ni thanino kaibwrwi samung wngwi tongo:

- Internet ni kokmung, romdi reguratory services,general holydays,public Hearing schedules, issue briefs, notification akorok.
- Agency tei citizen ni kwnwi kwcharo dalnwi lama o samung khwlai tongo.O model o chwng agency rok bai samung khwlai kokthai salai mannai.
- Transation ni smung khwlai mannai, romdi, tx kiphilrwna, samung khwlai nanai akorok.
- Governance, romdi online polling,voting and campaigning.

#### **1.6.2 MULTIMEDIA TEI ENTERTAINMENT**

Multimedia wngkha dalsa khorang tei picture bai swnamjak text tei graphics.O borok movie, animation usic, sound input akorok wngwi mano .

**KHORANG HAPRWIMUNG:**

Computer ni khorang no recording khwlai na hwnkhe nangmani manwi tong nannangnai. Nobarni khorang no khwnathok khwlaina hwnkhe chwnng microphone no samungo phwnagwi mano.

**VOICE INPUT:**

Yak tei mokol bai samung khwlai tongkha hwnkha khe khorang bai nwg data hapriwi mannai. Nwng computer o sawi bo mano swina naimani manwi, romdi file khatina naimani no. Phiya nwng computer o khorang bai data no haprina phuru nini kokthai sama chana nangnai.

**VIDEO HAPRIMUNG**

Digital mamera photo twisamano, phiya computer disk eba memory chip o photo no recods khwlawi bo mano. carmera o twisajak Kokmung rokno nainani bagwi computer o upload khwlai mano.

Video camera eba Recorder (VCR) bai tisajak kokmung eba data no record khwlaywi nangma hardware bai computer upload khwlai mano.

## **BWCHAP-2**

### **WINDOWS NI CHENG SAMUNG**

#### **2.0: CHENG SAMUNG:**

Puilani bwchap ni bising twi chwnng computer o nang sukmani manwi rokno siniwi tei swrwngwi mankha. Tabuk chwnng computer ni kwbangma operating system rokno porinai. Microsoft Company computer ni kwbangma operating system swnam kha, o borok wngkha Windows 95/98/Me, tei Windows NT, Windows 2000 Professional/Advanced Server akorok. Chwnng o bwchap ni bising twi Windows Professional 2000 no sukhrubwi porinai. Operating system wngkha dalsa program, bo computer o samung khwlainai tei computer ni hardware ni kwnai kwchar o tongwi samungno naithok khwlainai.

Operating system: -

- \* Computer no comthingwi samung naithok khwlawo.
  - Kwlaikhe computer o samung khwlainai tei computer bai samung tanglai mano.
- \* Power ni buttam no sinwi rwkhakha bo sak sak komthingwi rwnai.
  - Haprima tei phunukma no bo naikolnai.
- \* Program swnamano bo konthingnai.
  - Nang sukma memory no komthingnai.
- \* File no naikolwi samung khwlainai.

#### **2.1: KHWLAI JAKNAI (objective):**

Oh bwchapni bising twi saimanjak manwi rok wngkha:

- Operating System tamo no hwn.  
Windows Operating system ni juda juda tongmung.
- Windows 2000 operating System bai sinilaimung.
- File tei Folder rokno Windows Operating System mo manage khwlaimung.
- Kwbangma Operating System bahaikhe samung khwlai.
- Windows Accessories o samung khwlaimani, romdi, Notepad, Paint akorok.

#### **2.2: Operating System tei Windows ni Yaphang:**

Operating system kwrwi khe chwnng computer o mungsa phano samung khwlai manya. Operating System wngkha computer ni user tei hardware ni kwnwi kwcharni dalsa program. Ah bono computer system ni brain hwnwi bo hwnjago.

**2.2.1: LINUX:** Linux wngkha dalsa multitasking, multiuser operating system, o boni kokthai wngkha kaisa computer o tongwi kwbangma borok kaisa jorao kwbangma samung khw lai mannai. Linux operating system haino Unix bo dalsa generic operating system. Linux tei Unix operating system kwnwi no nwg magna manwi mannai. Linux wngkha server ni bagwi swnamjak operating system. Phiya tabuk ni salo kwbanagma borok windows operating system haino installed khw lawo.

Linux operating system no chwng dektop tei laptop computer rogo bo installed khw lai mano.

### **2.2.2: MICROSOFT WINDOW**

Computer ni operating system wngkha system software ni nang sukmani biphring. Disk ni joto file rokno naikol nani, tei computer no peripheral bai manjuna rok ,joto no operating system ni samung.

#### **Title Bar:**

Title bar bai Windows o program run wngnai, omtwi rokni mung nugwi mannai. Khrangjiji Title Bar o nwnw wainwi click khw lawi title Bar no kotor eba chikon khw lai mannai. Title bar o **minimize**, **Maximize** tei **Close** swijak rok tong o. Ah borok no Control menu button hwnwi hwnjag o. **Minimize** button bai nwnw window no task bar bai kwpharwi mannai tai **Maximize** bai joto desk top no kholobwi mannai.

#### **Menu Bar:**

Menu bar bai Joto menu tongmani rokno nwnw kaisa kaisa khe nukbai nai. Menu bar o tonmani menu rok wngkha-File, Edit, View, Format, Help akorok.

#### **Tool Bar:**

Tool Bar bai nwnw nangmani samung rokno khw lai nani bagwi icon rokni shortcut nugwi mannai. Tool Bar o ah borok no, juda juda bodol khe ton jago.

#### **Scroll Bar:**

Window o nwnw **Horizontal** tai **Vertical Scroll Bar** hwnwi kainwi scroll Bar nuknai. Jora jora o, window kotor wngyani bagwi nwnw joto information rokno poriwi manya wngnai. Omtwi jorao nwnw scroll bar no sakao eba tolao twlangui poriwi mannai.

#### **Status Bar:**

Windows ni joto message, alert tai status message akorok no phunugo.

#### **Desktop:**

Computer o puila nukjak mani screen no hwno dektop. Operating system installed khwai mani ulo o bono puilani screen. Chwng omtwi kaisa windows XP ni dektop phunuk jak kha.

### **2.3. USER INTERFACE:**

#### **2.3.1:**

Taskbar wngkha computer dektop ni kolok kosong kaisa bar. O Taskbar no nwnng computer ni dektop tolao nuknai. bini kaibwrwi bedek tongo. O borog wngkha: -

**Start Button:** Start menu no kiyogrwnanai bagwi Start button samung nango.

**Quick Launch Toolbar:** O kol bar bai nwnng waisa sinwi no program kiyogrwi mannai.

**Middle Section:** Kwchar ni bedek bai nwnng bo program tei document no kiyokrwi bo sai mannai.

**Notification Area:** Notification area o nwnng gori tei chikon iconrok nuknai.

#### **2.3.2: Juda juda mouse operator rok no twwi samung khwlaimung:**

##### **Click:**

Icon bai program no activate khwai nani bagwi mouse ni debra button o sindi.

##### **Wainwi thikthik khwlaimung (Double Click):**

Jeba dalsa Program eba Application no kodo khwai nani bagwi wainwi click khwlaimano.

##### **Drag tei Drop:**

Nangmani text eba rikjak rokno kaisa ari ni tai kaisa ario o twlang nani bagwi nwnng **Drag tai drop** no samung o phwnangwi mannai. Romdi, nwnng kaisa rikjak no dektop ni My document o twlangna hwnkhe, ah rikjak no nwnng puila sindi tai sotonwi My document ni icon o yakarwi rwdi.

#### **2.3.3: Morphi (Icon)**

Computer ni icon wngkha dalsa graphical symbol. Computer application o icon rokno chwng program eba document akorokno dakti kiyokrwnanani bagwi samungo phwnangwi mano. Nwnng ducoment eba program akorokno kiyokrwna hwnkhe mouse ni poiter no icon no twlangwi yagrani mouse button no click khwai bo mano.

### **2.3.4; START MENU:**

Status bar ni jotoni swlai tolao tongnai no hwno Start button. Mouse no Start buttono twlangwi yaksi button no sinkhakhe juda juda option akorok nwnugwo mannai. Start button sinkha khe nwnugwo kwbangma option, romdi Programs, Internet Explorer, Shutdown akorok nwnugwo mannai. Nwnugwo computer no shutdown khwlaina hwnhkhe Start menu o thangwi Shutdown eba Logoff option o sindi.

### **2.3.5: Samung khwlaimaung( Application):**

Jesa program eba application akorokno samung khwlaina hwnkhe, tolao swijak no kaham khe nasikdi: -

1. Start menu o sinwi Run swijak no saidi.
2. Tabuk nini bws kango kaisa dialog box nukjagwi phainai. O dialog box ni open swijak ario o nwnugwo kiyokrwna naimani file eba program no swidi tei Enter no sindi. Eba nwnugwo Browse o thangwi nini nagmani file eba program no naitugwi mannai.
3. Nwnugwo o arini bisingtwi intranet eba Internet ni website no bo kiyokrwi mannai. Romdi nwnugwo Microsoft ni website o sogwina hwnkhe Open box o thangwi swidi [www.microsoft.com](http://www.microsoft.com)

### **2.4: Operating system ni gotherwung tei utility**

Control Panel wngkha computer o nagnsukma samungni kaisa kol. Control panel ni chubachu bai chwnugwo computer ni Windows naimung tei bini tongmung chamung akorokno swlai mano. Control panel no kiyokrwna hwnkhe: -

1. Start o sinwi rwdi.
2. Settings swijak no sinwi rwdi.
3. Control Panel o thangwi yaksini butam no sinwi rwdi.

Control Panel no kiyokrwkha hwnkhe nwnugwo juda juda icon nuknai. O morphi akorokno kiyokrwna hwnkhe nwnugwo yaksini butam no wainwi sinna nagnai eba yagra phaisingni butam no sinwi open swijakno sinna nang nai.

#### **2.4.1: SYSTEM NI JORA TEI SAL NO SWLAIMUNG:**

Control Panel ni Date/Time swijak icon no wainwi sinndi. O icon bai nwnugwo system ni sal, jora tei tonma arini kokmung akorok sawi mannai. System ni jora eba sal chaya wngwi tonkha khe nwnugwo swlai bo mannai.

#### **2.2.4: Nukjakma ni tongmung no swlaima:**

Windows 2000 Professional chwno juda juda samung no yapharwi tongo. O bo bai chwnugwo desktop ni tongmung akorokno swlai mannai.

Control Panle ni Display icon swijak no wainwi sinwi rwkha hwnkhe nwnugwo tolao nukjakma haino nuknai.

#### 2.2.4: Kwbangma Windows bai Samung khwlaimung:

Joto Khulokjak Windows rokno minimize khwlaina hwnkhe:

1. Task Bar ni swijakya omtwi ari (**Blank Area**) o mouse ni yagra button o sinwi rwdi.
2. "**Minimize All Window**" swijak no sinwi rwdi.

#### Samung khwlawi tongnai Program no Switch khwlaina hwnkhe:

Task Bar ni **Program** button o click khwlaidi eba application rok no switch khwlainani bagwi **Alt+Tab** no sindi.

#### Magnification Windowni tongthak no swlaina hwnkhe:

1. Window ni bising o mouse pointer no tondi.
2. Desktop ni hamjakma ario nwing title Bar no drag khwlawi Window no twlangwi mano.

#### Window uarmani no swlaina hwnkhe:

1. Window ni khuk (edge) o mouse pointer no tondi. Cursor ah phuru double-pointed arrow wngwi thangnai.
2. Window no kuwar khwlainani bagwi window ni border no drag khwlaidi.

#### Khulok jak joto Window no phunuk na hwnkhe:

1. Task Bar ni swijakya ari o thangwi mouse ni yagra button o sinwi rwdi.
2. **Cascade Windows, Title Windows horizontally**, eba **Title Windows Vertically** swijak no sinwi rwdi.

#### 2.2.5: Windows 2000 professional:

Windows 2000 Professional ni kwtal chasama interface tongma rok belai khe no kwlai tai nagnsukmani samung.

- Kwlai interface
- Program khulok nani bagwi **start** button o waisa sinwi rwdi, document rokno karedi, tei system tools rok no samung khwlainani ah korok.
- Program rokno kwlai khe switching khw lai nani bagwi Task Bar no chwing samung o phwnangwi mano.
- Joto windows o no Additional Browse button tongo.
- Online website no chubamung
- Internet Explorer no swnamnani
- Internal Memory tai System file rokno sabrumbrum test khwlamung
- Joto file rokno desktop ni My document o khatinani akorok.

#### 2.4: Windows settings:

Windows operating system ni phan gwnang saimung kaisa Control panel. Control panel bai chwnng software tei hardware ni tangbwtang akorok no swlai mano.

2.4.1: Tangdal ni sal tai Jora rokno Swlaimung:

Control Panel ni Date/Time swijak morphi o wainwi sinwi rwdi. Tolani hai rikjak nwnng nugwi mannai. O icon bai nwnng tangdal ni sal, jora tai jora ni ari rokno swlai mannai.

**2.4.2: Phunukmung ni tongmung no Swlaimung:**

Windows 2000 professional chwnng kwbangma saimung rok rwkha. Ah saimung rok bai chwnng desktop ni rikjak akorok no swlai mannai. Control panel ni display icon swijak no sinwi rwdi.

Background ni rikjak no swlaina hwnkhe:

Chwnng Desktop ni background no kwbangma saimung rok bai swlai mannai. Desktop ni background swlaina hwnkhe:

1. Swijakya omtwi desktop o mouse ni yagra button no sinwi rwdi.
2. Properties swijak no sinwi rwdi.
3. Desktop swijak no sinwi rwdi.
4. Background o thangwi hamjak mani background no saidi.
5. Muthupnani bagwi Apply tei OK swijag o sinwi rwdi.

**Screen Saver no swlaina hwnkhe:**

Screen Saver Tab ni chubachu bai chwnng hamjakma screen saver no swlai mano. Aboni bagwi chwnng jora set khwlainangnai tei File no katirwnani bagwi password rwwi mano.

**Windows Nukjakmani Style no Swlaimung:**

Appearance Tab bai chwnng Windows ni joto (saksak default) thepamani no swlai mano. Tola o kaisa box phunukjak kha:

**Desktop ni wngmung noswlaina hwnkhe:**

Effect tab bai chwnng desktop ni icon rokno juda juda khwlai mano. Effect no chwnng animation tei window ni phunukma nao bo hwno. Tolani swijak raida rok bai chwnng desktop ni icon rokno swlai mannai.

1. Effect tab ni hamjakma desktop icon o sinwi rwdi.
2. Change icon button swjak no click khwlaidi. Morphi swlainamani dialog box nini bws kang o nukjagwi phainai. File gwnang text box ni rikjak nukjagwiphainai. Hamjakmani icon o click khwlaidi tai OK swijag o bo sinwi rwdi.
3. Nwnng jesa jagani phano morphi nahana muchungkha hwnkhe, Browse button o click khwlaidi tei morphi tong o omtwi kubun file rokno naitukdi.

### **2.4.3: Windows ni biphiring no thumsa khwlaimung eba kwmarwmung:**

Add/Remove program bai chwng hardware eba software ni settings akorokno swlai mannai. O samung nokhwlaina hwnkhe:

Start, Settings, Control Panel tei Add/ Remove icon o sinwi rwdi. Biphiring o nwnng tamono Add eba Remove khwlainai ah bono saidi.

### **2.4.4: Mouse ni tongmung no Swlaimung:**

1. Control Panel o thangwi Mouseni morphi o sinwi rwdi. Tola ni dialog box nini bwskang o nukjak phainai.

2. Mouse Pointer o sinwi rwdi.

3. Customize swijak arini hamjakmani Mouse pointer no saidi.

4. OK button o sinwi rwdi.

### **Button tab:**

Mouse Icon ni window o thangwi Button tab no saidi. O tab o nwnng nini mouse no kodo eba twrwktwrwk khwlainani bagwi pointer no jeba kaisa phaising o nordi.

### **Pointer Tab:**

Mouse tab bai chwng mouse ni saksak tongmung no swlawi mano. Nwnng hamjakmani mouse pointer no saidi tai browse button o sinwi rwdi. Abo nono kwbangma pointer saimung phunuknai. Tabuk nwnngjeba kaisa pointer option no sinwi rwdi. Aboni ulu **Apply** tei **OK** swijag o sinwi rwdi.

### **Motion Tab:**

Mouse properties ni motion tab dialog box o thangwi nwnng mouse no kodo eba twrwktwrwk khwlainani bagwi pointer no nordi.

**2.4.5: Printer no thansa khwlaimung eba normung:** Printer ni samung khwlaina hwnkhe tolani swijak raida no kaisa kaisa Khe sinwi rwdi:

1. Start

2. Settings

3. Control Panel

4. Printer and Faxes.

Printer Settings no Swlaina hwnkhe:

1. Printer ni icon o thangwi yagrani mouse button no sinwi rwdi.

2. Properties o sinwi rwdi.

3. Tabuk nwnng printer ni saimung rokno swlai mano.

Printer no set-up khwlaina hwnkhe:

1. Add Printer swijak icon click khwlaidi.

2. Rikjak jaga ni dagima rokno nahadi.

## **2.5. File tei Folder o samung:**

File eba Folder no naina hwnkhe:

1. File tongmani drive no wainwi sinwi rwdi.
2. Naina naimani File eba folder no wainwi sinwi rwdi.

**File no swiswrwng eba normung:**

Folder o click khwlawi nwnng file khulogwi mano. File no nwnng swiswrwng khwlai na hwnkhe, nwnng puila file no saidi tei abono drag khwlawi tei kaisa folder o tonwi mano.

Eba,

1. Nwnng swiswrwng eba norna naimani file ni tongthak karedi.
2. File rokno saidi.
3. Edit menu ni Copy eba Cut swijak saimung no saidi. Context menu no sinwi rwdi.
4. Nwnng swiswrwng eba norna naimani file no bo ario tonnai, abono saidi.
5. Tool bar ni Paste swijak no sinwi rwdi.

**Kwtal folder swnamna hwnkhe:**

1. Kwtal folder swnamna hwnkhe, Windows Explorer ni File menu o thangwi **New** swijag o sinwi rwdi.
2. Sub-menu ni Folder option no sinwi rwdi.
3. Kwtal folder ni mung swidi tai Enter no sinwi rwdi.

**File eba Folder no huna hwnkhe:**

1. Windows Explorer o thangwi huna naimani folder no click khwlaidi.
2. File eba folder no sinwi khwlaidi.
3. File menu ni Delete swijak no sinwi rwdi.

**Huijak file no nwnng kare na hwnkh:**

1. Puila o Recycle Bin o wainwi sinwi rwdi.
2. Aboni ulo mouse ni yagra button sinwi rwdi.
3. Restore swijak no sinwi rwdi.

**File eba Folder no mung swlaina hwnkhe:**

1. Mung swlaina naimani file eba folder no saidi.
2. Yagrani mouse button no sinwi rwdi.
3. Rename swijak saimung no saidi.
4. Hamjakmani mung swidi.

**Kwbangma File eba Folder rokno saina hwnkhe:**

1. Folder window o thangwi **Ctrl key** no sindi, tei kaisa kaisakhe saidi.
2. Joto file eba folder rokno saina hwnkhe, Window ni **Edit menu** no sinwi khwlaidi tei **Select All** swijak no sinwi rwdi.

**Folder ni juda juda phunukmung no swlaina hwnkhe:**

My Computer eba explorer ni **View** menu no click khwlai khe nwnng **Large icons, Small icons, List, Details** swijak rokno nuknai. Tabuk nwnng hamjakmani no sinwi khwlaidi. Nwnng mungtwi, warmatwi, saltwi bo nai mannai.

#### **Document no sapokna hwnkhe:**

1. Document khulokjak hwnkhe, File menu ni **Print** swijak no sinwi rwdi.

2. Nini joto document no sapokna hwnkhe, "**All**" swijak no sinwi rwdi.

3. Nukjaknai no simi sapokna hwnkhe, "**Current Page**" swijak no sinwi rwdi.

#### **File no tai kaisa ari o rohorna hwnkhe:**

1. Explorer ni file no saidi tai "**Send To**" saimung no saidi.

2. Yagra ni mouse button no sinwi rwdi tei "**Send To**" saimung no saidi.

3. Sub menu ni "**Send To**" saimung bai nwnng sokna jaga o sokrwi mannai. File no share khwlaina hwnkhe:

1. Share khwlaina naimani file no saidi.

2. Yagra ni mouse button o sinwi rwdi.

3. Properties no sinwi rwdi.

4. "**Sharing**" swijak no sinwi rwdi.

5. "**Share this folder on the network**" swijak no sinwi rwdi.

#### **File tei Folder ni tongmung swlaina hwnkhe:**

Windows Explorer no khulogwi file eba folder ni "**properties**" no sinwi rwdi.

#### **2.5.1.2: Swkadrop (Shortcut) Swnammung:**

Dagima (command) karenani bagwi chwnng Standard menu o thang yawi file eba folder ni saka o mouse ni yagra button no sinwi rwi mano.

#### **Folder no Swkadrop khwlaina hwnkhe:**

1. Swkadrop khwlaina naimani folder no khulokdi.

2. File menu ni New o thangwi Shortcut swijak no sinwi rwdi.

#### **2.5.2: Windows Accessories:**

1. Share khwlaina naimani folder no sinwi rwdi.

2. File menu ni "**Share**" swijak saimung no sinwi rwdi.

3. Dialog Box ni Sharing tab no saidi, Shared as option swijak no saidi.

4. Nwnng Disk Drive no bo share khwlai mannai.

#### **2.5.2.1: NOTEPAD:**

Dockchibrwi(64) ni swlai kisa hwnkhe nwnng Note Pad bai text file no swnamwi eba Edit khwlai mannai. Text khulo nani tai khati nani joto no Note

Pad o ASCII(Text simi) format bai se khw lai jago. Note Pad bai samung khw laina hwnkhe:

1. **Start** Menu o sinwi rwdi.
2. **Program** menu o sinwi rwdi.
3. **Accessories** o sinwi rwdi.
4. **Note Pad** o sinwi rwdi.

**Document khulokna hwnkhe:**

1. File Menu ni Open swijak no sinwi rwdi.
2. Kaisa dialog box nukjak nai.
3. Khulok na naima folder ni mung swidi eba bo Drive o tong abono karedi.

**Text no huna hwnkhe:**

1. Huna naima text no saidi.
2. **Edit** Menu **Cut** swimung o sinwi rwdi.
3. Document ni joto no huna hwnkhe, **DELETE** no sinwi rwdi.

**Nangmani Character eba kokthai no karena hwnkhe:**

1. Edit menu ni Find swijak no sinwi rwdi.
2. Find what box swijago, nwing karena naimani character eba kokthai no swidi.
3. **"Find Next"** no sinwi rwdi.

**Huna, tanna, swiswrwng, tei swraprwnani hwnkhe:**

1. Yagra ni simi character no huna hwnkhe, **BACKSPACE** key no sindi.
2. Debra ni simi character no huna hwnkhe, **DELETE** key no sindi.
3. Kokthai no huna hwnkhe, abono puila saidi, tei **BACKSPACE** eba **DELETE** key no sindi.
4. Text no tanwi tei kaisa ari o tonna hwnkhe, puila text no saidi. Aboni ulo Edit menu ni **CUT** no sinwi rwdi.
5. Swiswrwng khw lainani bagwi nwing yagra ni mouse button no click khw laidi tai Copy swijak no click khw laidi. Eba Edit menu ni Copy swijak no sinwi rwdi.
6. Nwing Swiswrwng mani file no swraprwna hwnkhe, yagrani mouse button no click khw laidi tai Paste swijak no sinwi rwdi .

**7. Text no Window bai thepana hwnkhe:**

1. Edit Menu ni Word Wrap o click khw laidi.
2. Wrapping bai nwing joto text no kaisa rem o nuknai.

**Document o jora tai Sal the thepana hwnkhe:**

1. Jora tai Sal no thepana naima jagao insert Point no tonwirwdi.
2. Edit Menu ni Time/Date no click khw laidi.

NotePad bai Log tonna hwnkhe:

1. Notepad document ni puilani rem o debrani margin o LOG swidi.
2. Document no khatidi.
3. Joto jorao nwnng o document no khulok kha hwnkhe,Notepad nono tabuk ni jora tai sal no phunuknai.

#### **2.5.2.2: Gap Phulma (Paint):**

Rigjak no swnamnani, thepanani tai nainani bagwi Gap phulwi mano.Gap ni samung khwlaina hwnkhe:

1. Puilao Start o click khwlaidi.
2. Program o click khwlaidi.
3. Accessories o click khwlaidi.
4. Paint swijak no saidi.

Nwnng Start menu ni Run o thangwi Paint swibo khwlai Mano.Tolani rigjak ninibwskango nukjak nai.User koktun bo swimano eba rigwi bo mano.

Fig:

#### **Kepleng sotonna hwnkhe(To draw a straight Line):**

1. Tool box ni nangmani button o click khwlaidi.
2. Kepleng khwlainani bagwi mouse pointer no drag khwlaidi.

#### **Khulogwi rem swina hwnkhe:**

Fig:

1. 1. Tool box ni nangmani button o click khwlaidi.
2. Kepleng khwlainani bagwi mouse pointer no drag khwlaidi.

#### **Kokoi swnamna hwnkhe:**

Fig:

1. Tool Bar ni kokoi tool no click khwlaidi.
2. Kokoi no gap phulnani hwnkhe,hamjakmani gap o click khwlaidi.
3. Gap no saina hwnkhe, hamjak =mao click khwlaidi.
4. Mouse pointer no sotonwi kaisa kepleng rem rigdi.
5. Rigna naima ario nwnng click khwlaidi taimouse no drag khwlai twlangwi thani.
6. Joto kokoi nino kaisa kiting tongnai, phiya kainwi wngwi maya.O raida rokno haino hai khwlaiphidi.

#### **Air bus ni samung khwlaina hwnkhe:**

1. Tool box o click khwlaidi.
2. Sarjaknai ari ni swlaina hwnkhe,tool bar tolani "size" swijakno click khwlaidi.
3. Gap o sarna hwnkhe,color swijak o click khwlaidi.

4. Sarna hwnkhe, mouse Pointer no drag khwlaidi.

#### **Custom Gap Swnamna hwnkhe:**

1. Gap Box o thangwi hamjakma Gap no click khwlaidi.
2. Saimung menu ni Edit color o click khwlaidi.
3. **"Define Custom color"** swijago click khwlaidi tai kwtal RGB no enter khwlaidi.

#### **Kosom tai Kuphur Gap bai samung khwlaina hwnkhe:**

1. Image menu ni Attributes no click khwlaidi.
2. Black & White swijak no click khwlaidi.

#### **Rikjak ni Gap no swlaina hwnkhe:**

1. Image menu ni Invert color swijak no click khwlaidi.

#### **Khwlai tongmani remni gap swlaina hwnkhe:**

1. Tool Bar o click khwlaidi.
2. Color box ni gap saidi.
3. Paint cursor no position o tonwi click khwlaidi.

#### **Rigjak no swiswrwng khwlaina hwnkhe:**

1. Swiswrwng khlainani bagwi ari saidi.
2. Edit Menu ni Copy no click khwlaidi.
3. Edit menu ni Paste swijak no click khwlaidi.
4. Swiswrwng khwlainani ario thangwi saimung o drag khwlaidi.
5. Saimung box no huna hwnkhe, aboni patharo click khwlaidi.

#### **Rigjak no tai kaisa bitmap o khatina hwnkhe:**

1. Khatina naimani ari no saina hwnkhe tool bar ni athukiri eba thekakbrwi mario click khwlaidi.
2. Edit Menu ni Copy To swijak no click khwlaidi.
3. File ni mung tai tongthak no swidi.

#### **2.5.2.3: Character map:**

Document o nangsukmani character danani bagwi nwnng character map bai samung khw lai mannai. Character Map o samung khwlaina hwnkhe: Start, program, Accessories, character map o kaisa kaisa khe click khw lai thani.

Document o nangsukmani character no thumna hwnkhe:

1. Character Map o click khwlaidi.
2. Font o click khwlaidi.
3. Haprwana naima jagao Character Map no click khwlaidi.
4. Copy swijago click khwlaidi.
5. Document ni bo ario character map tonnai abono saidi.
6. Edit Menu ni Paste o click khwlaidi.

7. Character no saidi tai OK o click khwlaidi.

#### **2.5.2.4: Lekhamani Manwi (Calculator):**

Calculator bai lekhamani samung belai khe kwlai khe khwlai mano tai kisisa jorao no pairwi mano. Calculator bai samung khwlaina hwnkhe:

1. Task Bar ni Start button no click khwlaidi.
2. Program no click khwlaidi.
3. Accessories o click khwlaidi.
4. Calculator no click khwlaidi. Aboni ulo nwing kaisa calculator nuknai.

#### **Kw lai khe lekhanani bagwi:**

1. Calculator o pulani rem achukrwdi.
2. Thumnani bagwi "+" o click khwlaidi. Khibinani bagwi "-" o click khwlaidi. Kw bang khwlainani bagwi "\*" (asterisk) o click khwlaidi, tai bakmung ni bagwi "/" o click khwlaidi.
3. Calculator o tai kaisa rem achukrwdi.
4. Samung khwlainani bagwi kubun operator rokno click khwlaidi.
5. "=" (baksa) o click khwlaidi.

#### **Statistical Lekhana hwnkhe:**

1. View menu ni Scientific o click khwlaidi.
2. Pulani data achukrwdi.
3. "Sta" swijago click khwlaidi.
4. Kubun data rok no achukrwdi tei "Dat" swijago click khwlaidi.
5. "Sta" o click khwlaidi.

Samung khwlainani bagwi Statistics function o click khwlaidi.

#### **Scientific Lekhana hwnkhe:**

1. View menu ni Scientific o click khwlaidi.
2. Rem system o click khwlaidi.
3. Pulani data achukrwdi.
4. Operator o click khwlaidi.
5. Tai kaisa rem achukrwdi.
6. Nangmani operator o click khwlaidi.
7. "=" (baksa) o click khwlaidi.

Kaisa data no tai kaisa rem system o swlaina hwnkhe:

1. View menu ni Scientific o click khwlaidi.
2. Swlaina naimani data no achukrwdi.
3. Swlaina naimani rem system o click khwlaidi.

#### **2.5.2.5: System ni Kol (System Tools) rok:**

Computer ni samung no kaham khwlainani bagwi System kol rok najagwi tongo. System kol wnkh dalsa software, o bo bai system ni joto

kebengmung rok no chwng kwmarwi mannai.Nini files rokno nwng Floppy,tape drive eba pen drive rogo backup nai mannai.Disk

**Defragmenter bai Hard Disk no kodo khwlaimung:**

Nwng File tai samung phwnang jakya omtwi jaga rokno chapnani bagwi disk Defragmenter no computer samung phwnang jago.Defragmenter khwlai khe, nini program kodo wngnai.

**Drive Space bai Disk ni Space no bangrwmung:**

Hard Disk tai Floppy disk rokni jaga rokno cherepsa khwlainani bagwi chwng Drive space no samung phwnangwi mano.Disk drive no configure khwlainani bagwi bo chwng disk space bai samung khwlai mano.

**Scandisk bai Disk error no huna tai swnamphirma:**

Hard disk ni logical tai physical error ni bagwi chwng Scandisk bai samung khwlai mano,tai hama ari no swnamwi mano.

**2.5.2.6: Koksalaimung:**

Kok salainani bagwi nangmani utilities rok wngkha:  
Computer ni simi phone Dial khwlaina hwnkhe:

1. Start menu ni Program o click khwlaidi.
2. Accessories o thangwi communication swijak no saidi.
3. Sub menu ni Phone Dialer no saidi.
4. Telephone ni bagwi chini Modem kaisa nangnai.

**Dial-Up Networking bai Computer eba Netwok ni koksalaimung:**

1. Start menu ni Program o click khwlaidi.
2. Accessories o thangwi Communication saimung no saidi.
3. Submenu ni Dial-up Networking no click khwlaidi.

Dial-up networking bai, nwng kaisa computer o tongwi tei kaisa computer bai sharing khwlai mannai.Dial-up Network setup Wizard no samung khwlaina hwnkhe, My Computer Icon o wainwi click khwlaidi, dial-up networking bo wainwi click khwlaidi tai saimung rokno naidi.

## **BWCHAP-3**

### **WORD PROCESSING NI BIPHRING**

#### **3.0: CHENG SAMUNG (INTRODUCTION):**

MS Word wngkha dalsa software bai swnamjak package, o software bai nwnng data tei documents rokno bwkhak khwlai mannai. MS Word ni chubachu bai nwnng kochtun, chamung rem, kokrigma akorok swimannai. Abo simiya, o software nono kwbangma lukurokni thani document rohornani bo samung khwla o.

#### **3.1: KHWLAIJAKNAI:**

O bwchapni bising twi nwnng tolao swijak akorokno swrwngwi mannai:

- MS Word ni dalbidal **bar** tai **icon** rokni saimanmung
- Bahaikhe file kiyokrwnai, sapoknai tei muthupnai akorok no saimanmung
- Document rokno bahai khe scroll khwlaina saimanmung
- Font uarma, alignment rokno swlaimanmung
- Document rokno format khwlaimung
- Sakmang tei mungrem rokno bahaikhe swnamnai.

#### **3.2: WORD PROCESSOR NI YAPHANG:**

MS Word wngkha dalsa software ni kol se. Abo bai nwnng document swnamwi mannai. MS word ni kwbangma tomung tongo, romdi text swnamnani akorok. Bini kwbangma kol bar tongo.

#### **3.2.1: Word Processing package no Khuloknani hwnkhe:**

1. **Start** Button o click khwlaidi.
2. **Program** o click khwlaidi.
3. **Microsoft Word** o click khwlaidi.

#### **Title Bar:**

Title Bar nono Program ni mung, tabuk samung khwlaimani word document, Control menu icon, Maximize button, Minimize button, Restore tai muthupma button akorok phunugo. Word Window no kuwar khwlaina hwnkhe title bar o wainwi sindi khwlaidi.

#### **Ruler Bar:**

Ruler Bar bai nwnng bwlai no kuwar tei kuchuk khwlai mannai tai margin, tab, clip art, sakmang (image), mungrem (table) akorok no samung khwlai mannai.

#### **STATUS BAR:**

Status Bar nono document ni bo ari o nini cursor tong abono sanai.

#### **VIEW BUTTONS:**

Word document o window ni kaibrwi **View Button** tong o. Ah borok wngkha:

- Normal View
- Outline Layout View
- Page Lay out View tei
- Outline View.

#### **INSERTION POINT:**

Obo wngkha kaisa mukse-mukse (blinking) wngnai vertical cursor. Nwnng insert khwlai phuru obo text eba graphics ni ari no naitugo. kl....p

**INTER:**

O pointer bai nwing icon, menu tai text akorok no sinwi rwi mannai.

**OFFICE ASSISTANT:**

Office Assiatant bai nwing koimung rokno tangkrak khwlai mannai tei list o wngwi mano omtwi kokphiroma (response) rokno sanai. Office Assistant khwlaina hwnkhe **F1** no press khwlaidi. Office assistant no waisa bai muthupna (close) hwnkhe office assistant no thangwi yagrani mouse button no click khwlaidi tai shortcut menu ni **Hide Assistant** no saidi.

**Scroll Bar:**

Word Window o kainwi Scroll Bar tongo. Mungrok wngkha:

**A. Vertical Scroll Bar:** Document no keplengari (vertically) o nornani bagwi obo samung khwlaijago.

**B. Horizontal Scroll Bar:** Document no kosong (horizontally) o nornani bagwi obo samung khwlaijago.

**3.2.2: Menu Bar:** Tool Bar ni tola o Menu Bar tongo. O bar o nwing kaichuk (Nine) saimung (option) rok mannai. Ah bobrok wngkha:

- a. File
- b. Edit
- c. View
- d. Insert
- e. Format
- f. Tools
- g. Table
- h. Window
- i. Help.

Joto menu bar item rokni drop-down menu tongbai o.

**3.2.3: Help Menu bai Bahai khe Samung Tangnai:**

Word ni online Help rok wngkha:

- Office Assistant
- Topic Specific Help tai
- Point and Shoot Help.

**OFFICE ASSISTANT:** Office Assistant dialog box khulok na hwnkhe:

1. Rikjak o phunukjak saimung (Option) o Click khwlaidi. Office Assistant dialog box nini bws kang o nukjagwi tongphainai.

2. **Gallery Tab** o click khwlaidi.

3. **“Next”** tai **“Back button to scroll”** swijak no joto tongmung ni ari o samung phwnangdi.

4. Nangmani saimung (Opion) no saidi, tai **OK** button no sinwi rwdi.

Nangmani Kokthai tai Phrase akorok no bahai khe naituknai:

1. Office Assistant o click khwlaidi eba Help menu ni Microsoft Word ni **Help** saimung (option) no saidi. Office Assistant ni rikjak screen o nukjak phainai.

2. Naitukjagnai kokthai eba phrase no type khwlaidi.

3. Nangmani kok-khak (topics) no naituk nani bagwi naitukmani (search) button no sinwi rwdi.

4. Nwng uansukma o sinwi rwdi.

#### **TOPIC-SPECIFIC HELP:**

1. Help menu ni **“contents and Index option”** swijak no saidi.Help ni saimung (topics) window rikjak nini bws kang o nukjagwi phainai.

2. Sub-topics ni list nainani bagwi icon o wainwi sinwi rwdi.

3. Hamjakma saimung (topic) o wainwi sinwi rwdi.

#### **POINT TAI SHOOT HELP:**

Online o Help mannani bagwi:

1. **“What’s this?”** saimung (option) no saidi.Help menu ni saimung rokno Office Assistant o phunukjak nai.Haiyakhe **Shift+F1** no phano sinwi mano.Ah phuru Mouse Pointer question (?) mark o nukjagwi tongnai.

2. Nangmani item o click khwlaidi.Kaisa Pop-up window nini bws kang o nukjagwi phainai.Tai kaisa item manna hwnkhe **Shift+F1** tai philsa sindi.

#### **3.2.4:Menu Bar ni tolani Icon rok bai Bahaikhe samung tangnai:**

Samung no kodo\ khwlainani bagwi menu bar ni tola o kwbangma icon tongo. O icon rok Tool Bar o bodol khwlawi tongo.Jotoni swlai samung nangmani tool Bar rok wngkha **Standard** tai **Formatting Tool Bar**.

#### **Standard Tool Bar ni Icon rok:**

Standard tool bar wngkha jotoni swlai kuchuk Window ni gana o tongnai **Tool bar** tai **menu bar** ni tola o tongnai.Standard tool bar joto command rokni shortcut swnam o.Debra phaising ni tool bar Window-based program rokni samung tankrak khwla o, romdi kwtal eba kwlaajak file no khulok nani bagwi, file no khatina tai sapok nani bagwi, Text tai object rokno tanwi (cutting) tai swrap rwnani (paste) bagwi akorok .

#### **Formatting tool bar ni Icon rok:**

Formatting Tool bar ni icon rok kwbangma Window ni program o tongo.Ah borok wngkha document ni style,font,font style,type style,paragraph alignment,listing format,indenting level tai border akorok.

#### **Kubun icon rokno phunukmung:**

Tool bar no phunugwi eba khologwi tonna hwnkhe, **View Menu** ni **Tool Bar** saimung (option) no saidi, ah bono tola ni rikjag o phunuk jak kha.

#### **3.3Document rokno bahaikhe khuloknai tai muthub nai:**

Khwlaajak document no khulok na hwnkhe tolani swijak rokno poridi:

1. File menu ni **Open** saimung no saidi.Kaisa khulokjak (open) dialog box nini bws kang o nukjagwi tongphai nai.

2. Nangmani drive tei folder no saidi.

3. Muchungmani file no khulok na hwnkhe ah file o wainwi click khwlaidi.Haiyakheba Standard button ni khuloknani(Open) **button** no click khwlaidi eba **Ctrl+O** no sindi.

4. Windows menu no saidi.

5. Window menu no kwmarwnani eab muthupnani bagwi **ESC** no sindi.

### **WORD DOCUMENT WNGYA, OMTWI ROKNO LOAD KHWLAINA HWNKHE:**

1. File menu ni khulokjak (Open) saimung no saidi.
2. Document no tonnani bagwi drive kaisa saidi.
3. Kwbangma file list ni hamjakma file no saidi.
4. Document load khwlai nani bagwi hamjakmani file no wainwi click

khwlaidi.

### **Document rok no khulokna hwnkhe tolani swijak rokno kaham khe poridi:**

1. File menu ni khulokjak(Open) saimung no saidi.Khulokjak dialog box nini bwskang o nukjagwi phainai.
2. Document drive ni bo folder o tong ah bo no saidi.
3. Kwbangma file box list ni nangmani file no saidi.
4. Khulojak button ni tolani arrow no sinwi rwdi tai ah bono tola o twlangwi

**“Open-Read Only”** no saidi.

### **3.3.2:SAVE TEI SAVE AS:**

#### **Nini document eba file rokno type khwlawi khatina hwnkhe:**

1. File menu ni **“Save”** swijak no saidi.Save As dialog box nini bwskang o nukjagwi phainai.

2. **File name box** o File ni mung swidi tai **Save** button o click khwlaidi.Nini ah file saksak word document ni bagwi **.doc extension** mungtwi khatijagwi thangnai.

Haiyakhe tai kaisa raida tongo, Standard tool bar ni **Save** button no click khwlaimano eba **Ctrl+S** bo sinwi mano.

#### **File no drive o bahaikhe khatinai:**

Text eba document swimani ulio nwnng jeba kaisa drive no hamjakdi,tai ah bono wainwi sinwi rwdi.Tabuk nwnng yagra button o click khwlawi **Paste** swijak no sinwi rwdi.

#### **AUTO Save ni tomung:**

Word ni Autosave hwnwi dalsa tomung tongo,o tomung bai chisa(10) minute thwngwi bo saksak khatijagwi thangnai.Chisa(10) minute ni kwbang khwlaina hwnkhe tolani swijak rokno poridi:

1. **Save As** dialog box ni saimung (Option) button no sinwi rwdi.Saimung (Option) dialog box kaisa nukjagwi phainai:
2. **“Save”** tab no saidi tai **“Save Auto Recover into every option”**.
3. Jora no tai kisa onghor rwnanani bagwi **decrement/increment** button no eba swwi phano kisa khwlaidi.

### **3.3.3:Page Setup:**

Page setup bai page orientation,set left,right,top,botton margin,page size akorok no nwnng swlai mannai.Page no kuwar khwlai nani tai orientation swlaina hwnkhe:

1. File menu ni **“Page setup”** no saidi.Page Setup dialog box nukjaknai.
2. Page size tab no saidi.

3. Orientation ari o thangwi **Portrait** eba **Landscape** swijakono saidi. Khlaimani ulo nwing **Preview** o thangwi text kaham khe da naitbok kha naidi. Sakani rikjak Portrait bai phunukjak.

4. Page set up dialog box no muthup nani bagwi **OK** button o sinwi rwdi.

#### **Setting Margins:**

1. File menu ni **Page Setup** saimung no saidi. Page setup dialog box nukjak nai.

2. **Margin** tab no saidi.

3. Top, Bottom, left tei right ni box o measurement achukrwdi.

4. Dialog box muthupnani bagwi **OK** button o sinwi rwdi.

#### **3.3.4: Print preview:**

Print view ni kokmung wngkha document no sapok nani bagwi puila o naimani no hwno. Document no sapoknani bagwi preview khwlaina hwnkhe, tolani swijak rokno kahamkhe poridi:

1. File menu ni **Print Preview** no saidi. Haiyakhe, Standard tool bar ni **Print Preview button** o sinwi rwdi.

2. Margin button bai document no kuwar khwlainani bagwi View menu ni **Zoom** no saidi.

Print Preview saksak ruler bar o nukjakgwla. Ruler bar bai Margin tai indents rokno gothorwna hwnkhe aborok wngkha.

1. View menu ni Print Preview o thangwi **Ruler** saimung no saidi.

2. Ah bono turn-off khwlainani bagwi Tool bar ni **Magnifier button** o sinwi rwdi.

3. Nwing text format khwlaina naimani ari o thangwi insertion point no tondi.

4. Kosom kainwi bokhrok (Black double headed) gwnang arrow wngyasak nwing mouse pointer no norwi tondi.

5. Debra ni simi yagra phaising nini mouse no click khwlawi drag khwlaidi.

6. Print Preview button no muthupnani bagwi Print Preview ni **Close** button no sinwi rwdi.

#### **3.3.5 Document rokno bahaikhe Sapoknai:**

Document no sapokna hwnkhe:

1. File menu ni **Print** saimung no sinwi rwdi. Haiyakhe nwing **Ctrl+P** no sinwi mano.

2. Nwing kaisa ni swlai kwbang sapokna hwnkhe "**Number of copies**" swijak ari o thangwi rem (number) achukrwdi tai **OK** no click khwlaidi. Nini swimani joto document no sapokna hwnkhe puila o joto swijak no tei ulo **Ok** button o bo click khwlaidi.

#### **Document ni tai paithak bwkhak ni simi bahaikhe sapoknai:**

1. Tool menu ni **Options** swijak no saidi.

2. saimung dialog box ni **Print Tab** no saidi.

3. Printing saimung ari ni **“Reverse Radio Button”** no sinwi rwdi .Word nini document rokno paithak bwkhak ni simi sapoknai.Envelop o sapoknani bagwi nwngh ah bono ta saidi.
4. Document no draft o sapoknani bagwi saimung dialog box ni **“Draft output check box”** no saidi.

### **3.4. Text bahaikhe swnamwi samung khwlainai:**

Word document khulok nani kwbangma raida tongo,romdi blank document,Web page tei templates.Sapokjaknai omtwi manwi no swina hwnkhe nwngh blank document no samungni bagwi nadi.Nwngh samung khwlaiphirwi mano omtwi rokni bagwi ,macros,shortcut keys,styles,tei Autotext entries akorokni bagwi templates no nawi mano.

#### **3.4.1: Document Bahaikhe Swnamnai:**

MS-Word o nwngh keyboard bai bo document swnamwi mannai tei abono khatiwi tonwi mannai.Document swnamna hwnkhe tolani swijak rokno kahamkhe poridi:

1. Menu bar ni File menu o thangwi **New Option** no saidi.Tolani rikjak hai kaisa kwtal dialog box nukjak nai.
2. **New dialog box** ni **General Tab** no saidi.
3. Blank Document icon no saidi.
4. Create New Box ni Document Radio button no sinwi rwdi.Kwtal Template swnamna hwnkhe, Create New box ni Template radio no sinwi rwdi.
5. Ok button no sinwi rwdi.Kaisa kwtal blank document nukjak phainai.

Haiyakhe, Standard toolbar ni New button no sinwi bo nwngh kwtal document swnamwi mannai eba **Ctrl+N** sinwi bo document swnamwi mannai.

#### **3.3.2: EDITING TEXT:**

O bwkhak bai chwngh bahaikhe insert,delete,modify tei copy text khwlainai aborok sai mannai.Nwngh document o samung khwlawi tong phuru nini swijak rok kwmai phano mano.Phiya nwngh abono **Undo(Ctrl+Z)** sinwi haino hai tubui mano.Tolani rikjak o kwbangma arrow phunuk jak kha tei aboni samung rokbo swijak kha.

#### **Word-Wrap Ni Tonmung:**

Tolani swijak poridi:

Nwngh kaisa document swi tong Mani bwlai pai khe, word saksak no tai kaisa bwlai o thangnai.Nwngh aboni bagwi Enter sinna nangya.

#### **Inserting Text:**

Word document insert mode o no tongo.Insertion point joto jora o no text area bai tongo.Nwngh type khwlai kha hwnkhe no, ah bo yagra tei tola o dagarjagwi thangnai.Insert Mode ni kiphilwi word o phaina hwnkhe Keyboard o sinna nangnai.**Backspace** eba Del Key sinma bai text rohorjagwi thango.**Del key** bai character no debra ni simi rosawi mannai.**Backspace** bai character no yagrani simi rosawi mannai.Nwngh tei kaisa line swnamna hwnkhe, pulani line paima ari o click khwlawi **Enter** sindi.

**UNDOING EDITS:**

Undo command bai nwnng ukolok ni samung khwlai mannai. Romdi nwnng brwi (4)cm radius ni kaisa kiting(circle) soton kha tei nwnng uansuk kha abono rosanai. Edit menu ni Undo saimung no saidi ,eba Standard toolbar ni **Undo** saimung no sinwi rwdi. Haiyakhe nwnng **Ctrl+Z** eba **Alt+Backspace** jeba kaisa no sinwi mano.

**Redoing Edits:**

Paithak Undo no uklok bwkhak tubu nani bagwi no **Redo** saimung no chwnng samung o phwnang o. Redo ni samung khwlaina hwnkhe:

Edit menu ni Redo option no sinwi rwdi eba Standard toolbar ni Redo saimung no saidi. Haiyakhe, **Ctrl+Y**, eba **Alt+shift+Backspace** no sindi.

**3.4.3: Text Saimung:**

Mouse, keyboard eba kwnwi bai no nwnng text no sai, mannai.

**Kaisa kokthai no saina hwnkhe:**

Insertion Point no Word ni saka o tondi tei wainwi sinwi rwdi.

**Kaisa kokbwtang no saina hwnkhe:**

Kokbwtang ni jesao phano click khwlai phuru **Ctrl** key no sindi.

**Kaisa swikhak no saina khe:**

Saimung(Selection) bar o thangwi Mouse pointer no tondi tei ah boni saka o wainwi sinwi rwdi.

**Nangmani Text no saina hwnkhe:**

Kaisa character, kaisa kokthai eba joto screen saka o I-beam pointer no drag tei sinwi rwdi.

**3.4.4: CUT, COPY tai Paste**

Word ni o tools rok bai nwnng kaisa file eba folder akorok no kaisa arini (Computer) tei kaisa ario(Computer) eba nini comuter o tonwi mannai. Omtwi samung khwlai na thangkhe, nwnng ah file eba folder rok no saina nagnai.

**Text no huna tei norna ni samung :**

Document ni text no huna(delete) hwnkhe:

1. Huna naimani text no sai di. Edit menu ni **Cut** saimung no sai di, eba Standard tool bar ni **Cut** saimung o click khwlaidi.

Haiyakheba, Puila text no saidi tai **Ctrl+X** no sindi.

**Text no norna (Move) hwnkhe:**

Text no kaisa ari ni tai kaisa ari o norna hwnkhe:

1. Norna naimani no saidi.
2. Edit menu ni **Cut** saimung no sai di.
3. Nini muchungma ari o insertion point no tondi.

4. Paste khwlai nani bagwi Edit menu ni **Paste** saimung no sinwi rwdi, eba Standatd button ni **paste** saimung o sinwi rwdi.

Haiyakheba, nini nangmani ari o insertion pointer no tonwi **Ctrl+V** no sinwi mano.

**Text no swiswrwnng (copy) khwlaina hwnkhe:**

Nini text no kaisa ari ni tai kaisa ari o swiswrwng (copy) Khwlaina hwnkhe:

1. Swiswrwng (Copy) khwlaina naimano puila sai di.
  2. Phunukma (Highlight) wngmani ari o yag rani mouse button no click khwlaidi. Shortcut menu ni rikjak nini bws kango nukjak nai.
  3. Shortcut menu ni swiswrwng (Copy) saimung no saidi. Swraprwnani (Paste) bagwi hamjakma ari o insertion point no twlangdi.
- Paste khwlainani bagwi Edit menu ni Swraprwnani (Paste) saimung o sinwi rwdi.

#### **3.4.5: Font tai Size saima:**

Font size wngkha kaisa raida eba tongdal, ah bo bai nwnng text no naithok naithok khe swnamwi mannai. Kwbangma character tai symbol rokno thumwi kwnabangma font rok wng o. Font tai bini uarmani (size) swlaina hwnkhe:

1. Format tool bar ni Drop-down font list rokno nini muchung matwi saidi.
2. Fomat toolbar ni Bold (B), Italic (I), Underline (U) button no samung phwnangdi.

Text no bold khwlai na hwnkhe:

Puila o text no saidi tai Bold button o click khwlaidi.

Haiyakheba, Bold Button o click khwlaidi tai text swidi.

#### **Font Size no swlaina hwnkhe:**

Font size no point bai se measure khwlai o. Point tei Pica rokno jaga (Space) bws wktong nainani, line thickness khwlainani tai kwbangma akorok no bagwi se najag o.

Kaisa pica o chinwi (12) point tei inch kaisa o kaidok (6) pica tongo. Ah boni bagwi no inch kaisa o snichinwi (72) points tongo. Font size swlaina hwnkhe:

1. Formatting tool bar ni saka o drop-down font size no samungo phwnangdi, font size type khwlaidi tai Enter key no sindi.
2. Font size no kotor eba chikon khwlainani bagwi keyboard ni shortcut key rok no samung khwlaidi.
3. Font size dialog box no samungo phwnangdi.

Font size dialog box o thumjak formatting ni saimung tongo. Font dialog box kiyokrwna hwnkhe:

1. Format menu ni Font option o sinwi rwdi.
2. Font style scroll list ni jeba kaisa option saidi.

#### **3.4.6: Text no Alignment khwlaina:**

Alignment wngkha text no organize khwlainani lama. Alignment no chwnng juda juda bedek o phungwi mano:

##### **1. LEFT ALIGNMENT:**

Bwlai ni debra phaising text no twlang man mano hwno left alignment. Obo saksak no bini ari o tongnai. Nini swikhak no debra phaising twilana hwnkhe ,nwnng left alignment no click khwlaimano. Formatting tool bar o nwnng o alignment no nuknai.

##### **2. Center Alignment:**

Text debra tai yagrani kwnwi kwchar o tongkha hwnkhe ah bonono Center alignment hwno. Text no nwnng kwnwi kwchar tonna hwnkhe o alignment no sinwi rwi mano.

### **3. Right Alignment:**

Text yagra margin ni kisa gana o tong kha hwnkhe ah bonono hwno right alignment. Nini swikhak yagra phaising twlangna hwnkhe ,nwnng right alignment no click khw lai mano. Formatting tool bar o nwnng o alignment no nuknai.

### **4. Justified Alignment:**

Justified alignment bai nwnng nini text no debra tai yagra phaising o margin baksa khw lai mannai. Text no omtwi tonnani hwnkhe, nwnng Formatting tool bar ni o alignment no sinwi rwi mano.

### **3.5:Text no Format khw laina:**

Text swijak no nwnng Formatting ni chubachu bai kaham khe nai mannai.

#### **3.5.1.Paragraph indenting:**

Word o ,nwnng Enter sinkha hwnkhe no swikhak swnam jagwi thangnai. Word ni swikhak joto jora o no swikhak(**paragraph**) mark bai pai thango. Kwtal Line swnam nani bagwi nwnng **Shift+Enter** no sinwi mano.

#### **Line Spacing:**

Nini document no naithok tai porithoknai khw lai nani bagwi no line spacing no samungo phwnang o. Bini saksak spacing wngkha kaisa no. Word nono text ni line spacing khw lai nani rw o. Nwnng spacing no waisa(single), wainwi(double) eba kaisa tai khaksa line bai bo swnamwi mano. Line spacing khw laina hwnkhe:

1. Format Menu ni Paragraph Option no sinwi rwdi. Swikhak(Paragraph) dialog box nukjak phaisina.
2. Indents tai Spacing tab no saidi.
3. Line spacing drop down list ni saimung(option) menu no saidi.
4. Box bising o nangmani no saidi.

Fig:

5. Dialog box muthup nani bagwi OK button no sinwi rwdi.

#### **Paragraph Spacing:**

Nwnng paragraph rok ni kwnwi kwchar ni space rokno gothokrwi mannai. Paragraph ni kwnwi kwchar o space rwnani bagwi Enter key sinna nangw lak.

#### **Indent text:**

Nini text no mokol bai tai bo kwchwnng khe naithok rwnanai bagwi indent text no samung o phwnango. Indents bai nwnng margin khw lai mannai, ah boni bagwi no white space barenai tai text ni ari tei kisa chikon nai. Indent text bai samung khw laina hwnkhe:

1. Left, right tai/eba pulani line ni indents no Enter khw lai di.
2. Special drop-down list ni option menu no saidi.
3. Ok button o sinwi rwdi.

#### **Hanging Indents:**

Nwng swikhak (Paragraph) swiphuru pulani line no aboni tola o tongmani swijak line rokni slai kisisa yagra phaising norojago. omtwi khe swijak pulani line no hwno **Hanging Indent** tai aboni tolani line rokno hwno **Turn over line**.

#### **Ruler bai Hanging Indent swnamna hwnkhe:**

1. Format khwlai na muchungmani omtwi swikhak o insertion point no tondi, eba dalbidal swikhak no saidi.

2. Yagra phaising o debrani indent no kisisa sotonwi tubukhe no swikhakni pulani line kisisa yagra phaising norjagwi phainai tai tolani line rok khe sakani line ni swlai kisisa debra phaising thangnai.

#### **Keyboard bai shortcut khwlawi hanging swnamna hwnkhe:**

Debrani indent no nornani bagwi keyboard o kwbangma shortcut key tong o. Nini swikhak no yagra phaising twlang na hwnkhe **Ctrl+M** no sinwi thani tai debra phaising twlang na hwnkhe **Ctrl+Shift+N** no sinwi twlangdi.

#### **3.5.2: Bullet tai Number akorok:**

Nini document rokno bwkha bai sotonnani tai kwlaikhe porinani bagwi nwng bullet tai number rokno samung o phwnagwi mano. Formatting toolbar ni bullet tai number ni option no click khwlawi nwng o samung no khwlai mannai.

Bullet tai number ni samung khwlaina hwnkhe :

1. **Asterik (\*)** type khwlaidi tai spacebar no sindi eba Tab no sindi.
2. Text no enter khwlaidi tai **Enter key** no sindi. Word asterisk(\*) no bullet tai space swnamwi rwnai. Hainihai nwng number ni bagwi bo omtwi no khwlimano. Swikhak no bo nwng bullet button o click khwlawi Swimannai.

#### **Bullet ni style swlaina hwnkhe:**

1. Nini hamjakma kokchapnai (author) rokni mung swidi.
2. Format Menu ni Bullet tai Numbering button no saidi. Bullet tai Numbering dialog box nini bwskango nukjagwi phainai.

Fig:

3. **Bullet tai Numbering dialog** box ni **Bullet tab** no click khwlaidi.
4. Nini hamjakma style no saidi.
5. Ok button no sinwi rwdi.

#### **Custom bullet o samung khwlaina hwnkhe:**

1. Bullet tai Numbering dialog box ni Customize button no click khwlaidi. Customize Bullet list nini bwskango nukjak phainai.

Fig:

2. Nini nangmatwi Bullet tai Text ni position no swlaidi.
3. Bullet Character list ni Bullet no saidi. Dialog box nini bwskang o nukjak phaisinai.
4. Bullet Character Box o kwrwi omtwi Bullet nangwi tong kha hwnkhe, Bullet button o sinwi rwdi.
5. Font Button o thangwi nini text o font thepana muchung mani no saidi.

6. Customize Bullet list Dialog box no muthupnani bagwi **OK** button o sinwi rwdi.

7. Bullet tai numbering dialog box no muthupnani bagwi OK button o sinwi rwdi.

### **3.5.3: CASE swlaimung:**

#### **Nini text swijak no nwnng case swlaina hwnkhe:**

1. Swlaina muchungmani no saidi.
2. Format menu ni Change **Case Option** o sinwi rwdi.

Change Case dialog box nini bws kang o nukjak phinai.

Change Case Dialog box ni kwbangma option rok wngkha:

**Sentence case:** Saijak sentence ni pulani kokte(letter) simi kotor wngnai.

**Lower case:** Saijak sentence ni jotono chikon kokte o wngnai.

**UPPER CASE:** Sajak sentence ni jotono kotor kokte o wngnai.

**Title Case:** Saijak sentence ni joto kokthaini puila kokte kotor bai wngnai.

**tOGGLE cASE:** Saijak sentence no chikon ni simi kotor tai kotor ni simi chikon kokte o swlaimano.

### **3.6: Table Swnamna:**

Table bai nwnng nini biodata,financial report,television script,document tai form akorok swamwi mannai. Row tai column bai no nwnng table swnamwi mannai.Row wngkha horizontal ni line tei column wngkha vertical ni line.Row tai column kwnwi no kok thaisa bai cell bo hwno.

#### **3.6.1: Table sotonna:**

##### **Table sotonna hwnkhe:**

1. Nwnng table sotonna naimani ario **insertion point** no tondi.
2. Table menu ni Insert Table option o sinwi rwdi.

Haiyakhe,Standard toolbar ni Table option o sinwi rwdi.

Insertion Table dialog box nini bws kango nukjak phainai.

3. Insertion Table Dialog box o thangwi:

\* **Number of Column text box** o kaibwswk column nang type khwlaidi.

\* **Number of Row text box** o kaibwswk row nang type khwlaidi.

Auto Format Button o sinwi rwdi.

Kaisa Auto Format Button nini bws kango nukjak nai.O dialog box bai nwnng table ni juda juda style rokno hamjagwi nai mannai.

Haiyakheba nwnng tolani swijak raida rokbai phano khwlai mannai:

1. Table o insertion point no beradi.
2. Table menu ni Table Auto Format option no saidi.Table Auto Format dialog box nini bws kang o nukjak phainai.
3. Dialog box ni jeba kaisa no scroll saka eba tola o twlangwi saidi.
4. **Format to Apply** Ari o thangwi table ni size adjust khwlainani bagwi **Auto Fit Check box** o sinwi rwdi.

5. **Format to Apply** ari o thangwi Border, Shading, font eba color adjust khwlainani bagwi Check Box o thani.

### **3.6.2: Cell Width tai height no Slaimung:**

Cell Width tai height no juda juda lama bai swlaimano.

#### **Table ni Colum/row width/heght rokno swlaina hwnkhe:**

Column/row boundary o nini pointer no tonwi nangmani measurement no karewi sinwi rwdi.

#### **Nangmani measurement o column/row no swlaina hwnkhe:**

1. Column/row ni cell no sinwi rwdi.
2. Table menu ni Table Properties no click khwlaidi tai aboni ulo column/row tab no sinwi rwdi.
3. Nini hamjakmani option no sinwi rwdi.

#### **Tongbwlai(Contents) bai saksak khropsa khwlainani bagwi table o bahaikhe column/row swnamna hwnkhe:**

1. Table o sinwi rwdi.
2. Table Menu ni AutoFit o sinwi rwdi.
3. AutoFit to Contents swijak o sinwi rwdi.

### **3.6.3 Cell o Text ni Alignment:**

Cell ni text no nwnng normal text hai no align khwlaimannai. Jotoni swlai puila o Table ni text no saidi tai nangmani alignment icon o click khwlaidi. Table ni text saima tai document ni text saima bai solai no. Text saka o nwnng I-beam pointer no drag khwlaidi, eba Joto row no sainani bagwi Selection Bar o sinwi rwdi.

Tola ni kisisa raida rok bai table ni text no sawi mannai.

1. Kaisa Cell sainani bagwi, a cell o philtham click khwlaidi, eba Cell ni debra phaising sinwi rwdi.
2. Joto row no sainani bagwi Table ni debra phaising o tongnai Selection bar o sinwi rwdi. Kaisa ni swlai kwbang row saina hwnkhe mouse no drag khwlawi saka eba tola o twisadi.
3. Joto column no saina hwnkhe column ni saka o mouse no tonwidi. Pointer black down arrow o swlajagwi thangnai. Column sainani bagwi a jaga o sinwi rwdi.
4. Joto table no sainani bagwi, mouse ni pointer no table o beradi tai Table menu ni Table option o sinwi rwdi.

### **3.6.4: Row tai Column no hunani tai sitoknani:**

Nini swnam jak table ni format no nwnng swlaibo mano. Nwnng column eba row rokno taibo kwbang khwlai mano eba hugwi bo mano.

#### **Cell huna hwnkhe:**

1. Huna naimani cell no saidi.
  2. Table menu ni **Delete Cell option** no sinwi rwdi.
  3. Hunani bagwi **Delete Cell dialog box** ni jeba kaisa option o sinwi rwdi.
- \* Shift Cell Left (Nini saima Cell no huna hwnkhe, obono sinwi rwdi).  
 \* Shift Cell Up (Nini saima cell no saka phaising twlangna hwnkhe, obo no sinwi rwdi).

\* Delete Entire Row (Nini saima jagani joto row no huna hwnkhe, obono sinwi rwdi).

\*Delete entire Column (Nini saima jagani joto column no huna hwnkhe, obono sinwi rwdi).

**Row no huna hwnkhe:**

1. Huna naimani row no saidi.
2. Table menu ni Delete Row option o sinwi rwdi.

**Column no huna hwnkhe:**

1. Huna naimani column no saidi.
2. Table menu ni Delete column option o sinwi rwdi.

**Row tai Column no damung:** Table o row eba column dana hwnkhe: nwnng bo jaga o row eba column no dana nai ,abono saidi puila.Aboni ulo mouse ni yagra button no sinwi rwdi. Khwlaimani ulo nwnng tolani swijak rok hai nuknai:

1. Insert Column to the Left (Debra phaising column kaisa dajaknai)
2. Insert Column to the Right (Yagra phaising column kaisa dajaknai)
3. Insert Rows Above (Saka phaising row kaisa dajaknai)
4. Insert Rows Below (Tola phaising row kaisa dajaknai)

**3.6.5: Border tai Shading:**

Table soton phuru no saksak table ni border swnamjagwi thango.Document no sapok phuru abo nukjago.Saksak swnamjak border hujagwi thankha hwnkhe a phuru sapokmani loge o gridline (non-printing character) nukjagwi phainai.

Border ni type swlaina hwnkhe:

1. Column/row ni cell o sinwi rwdi.
2. Table menu o thangwi Table Properties o click khwlaid, tai Border tai shading tab no sinwi rwdi.

Nwnng hamjakmani option rokno saidi.

## **BWCHAP-4 WARRWMA SWIMUNG**

### **4.0: CHENGSA MUNG:**

MS-EXCEL wngkha kaisa electronic Spreadsheet(bwlai no uarrwma).Spreadsheet wngkha software package ni dopha .Kwbangma spreadsheet hard copy ni electronic kokswlai.Spreadsheet ni kwbangma tongmung rok tongo.Romdi,lekham rokno kodo khwlaima,swrwngnai rokni marksheet akorok.Spreadsheet no kebenbg( simple row )tei kosong(column) o swbawi bo mano.

MS-EXCEL ni samung kwbangma ari o no nagma hwnmani kwrwi.Graph ni samung rok jotono MS-EXCEL bai no khwlai jago.

### **4.1: SAIMANMUNG:**

Oh bwchapni bising twi chwng sawi mannai omtwi rok wngkha:

- \* Excel ni tongmung rokno saimanmung.
- \* Samung khwlaijaknai bwlai no khwlaimung.
- \* Samung khwlaijaknai bwlai ni juda juda hapmung.
- \*Text,rem,eba sal rokno Samung khwlaijaknai bwlai o thepamung.
- \* chikon bajet eba swbaimung akorok.

### **4.2: ELECTRONIC SPREADSHEET NI BOKHWR:**

Excel o nwnng samung khwlai phuru,samung ni bwlai nini bws kang o nukjagwi tongnai.O ari o excel joto data rokno khatiwi tonnai tei samung khwlai nai.Excel ni samung khwlaima ari o 65536 kebeng tei 256 kosong tong o.

#### **4.2.1: SPREADSHEET KHULOKMUNG:**

Microsoft Excel tola o swijak raida rok bai se samung khwla o.

1. Windows ni Start button o sinwi rwdi.
2. Start menu ni Program no saidi.
3. Program sub-menu ni Microsoft saimung no saidi.Tolani hai rigjak nwnng nugwi mannai.

Joto samng khwlai mani jaga no Cell bai swnamjago.Ah cell wngkha data khatinani yaphang ni swnamkhok.

#### **SHEET NO MUNG RWMMA:**

Excel ni samung khwlaima bwlai tongo,aborok no sheet1,sheet2,sheet3 akorok mung rwjago.Sheet ni mung no nwnng swlawi jesa phano mung swimano.Romdi,swrwngnai rokni Marksheets, Attendance akorok nochwng kodo khe karenani bagwi juda juda mung bai swimano.

#### **SHEET NI MUNG SWINA HWNKHE:**

Mung rwna naimani sheet tab no wainwi sinwi rwdi.Rename dialog box ni kaisa rigjak nukjak phainai.

1. Eba,nwnng Sheet tab o thangwi mouse ni yagra button no Sinwi rwdi.

2. Rename khwlaina naima no saidi.

Philsa dialog box phaikhe,kwtal mung swidi tei OK button

o Sinwi rwdi.

#### 4.2.2: CELL NI THONGTHAK RWMUNG:

Joto samung bwlai(worksheet0 no cell bai swnamjak,tai cell no kebeng tai kosong tongo.ah borok wngkha data khatmung ni dopha.Kebebg paising cell ni tongthak no Column A tai kosong ni rem no brwi(4) wngkhe abono cell A4 swijago.Cell ni bodol rokno range hwnjago.Kaisa cell range ni phunukmung wngkha G1:G3 hairok.

Cell A1,A2 label o tongo Chandan,Yashpal

Cell B4 tai C4 ro tongo rem brwi ra(4000 tai charra(800) akorok.

Cell G4 o tongo kokbwrwng(formula)=C4-B4.

Enter key no sinwi nwnng bini bwthai mannai.

Joto kokbwrwng baksa(=) mari bai maswi nai.

#### Menu bar bai samung bwlai no norna hwnkhe:

1. Edit menu ni Go To option no saidi,eba F5 function key no sindi Go To ni dialog box tai E2 khulok nani bagwi.
2. Cell ni reference swidi,tai OK button o sinwi rwdi. Cell pointer cell E2 ni phaising norjagwi thangnai.

#### MOUSE BAI SAMUNG BWLAI NO NORNA HWNKHE:

Puila nwnng activate khwlainan naimani cell no saidi.Mouse pointer no aboni saka o tondi.Activate swijak no Sinwi rwdi.Kisisa cell kuthumwi cell range swnamjago.Lekhanani bagwi no cell ni bwtrangnango.Cell no chwnng keyboard tai mouse bai bo sai mano.Cell range saina hwnkhe,nwnng tolani no nasigwi khwlai mano:

#### KEYBOARD NI CHUBACHU BAI:

1. Nwnng saina naimani cell ni kwcharo mouse pointer no Twlangdi.
2. **"Starting Cell of the range"** swijak no Sinwi rwdi.
3. Shift Key no sinwi tondi tai range saina ni bagwi arrow key no Sinwi rwdi.

#### MOUSE NI CHUBACHU BAI:

1. Bwtrang ni beser o Sinwi rwdi.
2. Bwtrang saka o mouse no drag khwlawi tubudi.
3. Bwtrang o sogwikha hwnkhe nini mouse drag khwlaima no sarogwi rwdi.

#### 4.2.3: SPREADSHEET NO SAPOKMUNG:

Nini swijak Excel sheet akorok no sapogwi bo mano.Sapok nani swkang nini swijak rok chawi da tong nainani bagwi File menu o thangwi **Preview** no sinwi mano.

#### ARI NO SAPOKMUNG:

File menu ni **Print** swijak no click khwlai khe,Excell saksak nini bwskango tongnai sheet no sapogwi rnai.Tamokhe nwnng kisisa ari no bo sapogwi mannai.O samung no khwlai na hwnkhe:

1. Sapokna naimani range no saidi.
2. File Menu ni Print option no saidi.  
Print Dialog box nukjagwi phainai.

Fig: 4.5

3. Saijak (selection) samung no sinwi rwdi.
4. Samung pairwnani bagwi OK button o sinwi rwdi.

#### **Sapokmung Ari no humung:**

Tabuk nwnng puilani hai no baksa range o sapokna hwnkhe, nwnng range o thangwi hai no hai rem swlai na nangnai. Omtwi kebengmungno swkwmana hwnkhe:

1. Sapok na naimani ari no saidi.
2. File menu ni **Print Area** saimung no saidi.
3. Print Area menu ni **Set Print Area** no saidi. Tola o nwnng sub menu ni saimung nuknai.

Fig: 4.6

4. File menu ni **Print** saimung no sinwi rwdi.
5. OK button o sinwi rwdi.
6. Karejak Print Ari no swkwma nani bagwi "**Clear Print Area**" no

saidi.

#### **Samung bwlai no sapokmung:**

Samung bwlai no chwnng Print command bai sapogwi mano.

Samung bwlai (Worksheet) no sapokna hwnkhe:

1. File menu ni Print saimung no saidi. Print dialog box kaisa nukjak nai nini bwsjango.

O dialog box MS-Word ni dialog box bai sollai. Tamo hwnkhe, o Dialog box o kaitham simi perjak. Aborok wngkha:

- **Selection (saimung)**: Saijak cell no simi sapoknai.
- **Active sheets (samung khwlai jagwi tongmani bwlai)**: Saijak Samung bwlai no simi sapoknai.
- **Entire Worksheet (Joto samung bwlai)**: Khulok jak joto no sapokdi.

**Device Options:** O saimung bai sapokmung no naikolwi mano.

#### **4.2.4: SAMUNG BWLAI NO KHATIMUNG:**

Samung Bwlai swnam kha hwnkhe no, saksak Worksheet1, Worksheet 2, Worksheet 3 omtwi kheno phai thangani. Worksheet akorok no Workbook o hathiti ni bagwi khatiwi mano.

Samung no Worksheet okhatina hwnkhe:

1. File menu ni Save saimung no sinwi rwdi.
2. Nwnng **Standard Tool bar** ni Save saimung no bo sinwi mano.
3. Khatina nai mani file no mung rwdi tai bo ari o khatinai abono saidi.

#### **KWBANGMA FILE NO KHATIMUNG:**

Kwbangma file khulok jak file rokno khatina hwnkhe, File menu ni **Exit** saimung no saidi tai dialog box ni "**Yes To All**" button swijak no sinwi rwdi.

#### **HTML File Swnamwi Khatimung:**

Excel bai swamjak worksheet rokno nwing HTML swamwi Web o khatiwi tonwi mannai. O samung no khwlainani bagwi **Save AS HTML** saimung no saina nangnai.

#### **4.3: Cell no Kahamkhe samung phwnagmung:**

Samung khwlaijagwi tongnai cell no chwing rectangular ari bai se phunukjago. A1 wngkha saksak joto jora o no kwtal worksheet. Tamo khe nwing tai kaisa cell data swinani bagwi norna naikhe, au cell no nwing active khwlaina nangnai.

Nwing Cell no active khwlaina hwnkhe, mouse pointer no norwi cell o sinwi rwdi.

Tola o Formula Bar phunuk jak kha.

Formula bar tai Name Box ni kwnwi kwchar o kaitham box tongo. Pulani box cross(X) mari bai chwing cell no muthubwimano. Aboni ulni bai chwing data man mano (acceptance) saimano. Paithakni box(=) bai chwing baksa hwnwi romwi mano.

#### **4.3.1: Text, Rem tai Sal no haprwmung:**

##### **Text no Haprwmung:**

Text haprwmung no rem, koktun eba mari hwnwi mano. Tamo khe lekhamung no Text hwnwi manya. Phunukmung rok wngkha; telephone number, rem ni record, zip code, roll number akorok.

##### **Rem no Haprwmung:**

Rem rok wngkha constant tai Integer, decimal fraction tai scientific mari akorok. Romdi, (9.99E+0.05).

##### **Sal tai Jora Haprwmung:**

Excel Worksheet o sal tai jora bo nwing swi mannai. Sal tai jora ni tongmung wngkha:

6/10/, 6-CT-612: 30, 12: 30: 20, 2: 30 AM hairok.

#### **4.3.2: TEXT, REM TAI JORA SWNAMMUNG:**

Nwing jorajorao nukna Text, rem tai jora rokno Excell sheet swamjak. Jora ni bwtang rok sal, hathi eba tal wngwi mano. Jora ni Kisisa bwtang rok tolao phunukjak kha:

Initial Selection	Extended Series
1,2	10:00, 11:00, 12:00
Mon	Tue, Wed, Thursday
Jan	Feb, Mar, Apr

Nwing linear series tai growth series nobo swamwi mannai. Romdi,

Initial Solution	Extended Linear Series
1,2	3,4,5
100,95	90,85
1,3	5,7,9

##### **Text series Swnammung:**

Cell ni range no chwing text (romdi sal, tal akorok) bai kuplung khwli mano. AutoFill bai text kuplung khwlaina hwnkhe:

1. Pulani bwtang rem no cell o achukrwdi tai cell no saidi

2. Text bai kuplung khwlaina naimani Cell phaising o AutoFill no drag khwlaidi.

3. Mouse button no phiyogwi rwdi.

4. Nangmani text rokno cell bising dabaidi.

O samung no khwlainani bagwi tolani raida rok kaham khe poridi:

1. Puilani rem no swidi tai range no saidi.

2. Edit menu ni File saimung no saidi.

3. File sub-menu ni **Series** saimung no click khwlaidi.

Fig: 4.9

4. Kebeng eba kosong o nwing series bai kuplung khwlaina da,abono swidi.

5. Bahaikhe series swamnai,romdi Linear,Growth,date,eba AutoFill akorokno swidi.

6. Nwing tabuk raida rokno swwi tai muthubwi mano.

7. Nwing tolani hai khe series swimano.

4:00, 5:00, 6:00, 7:00

Redg 100, Redg 101, redg102

Jan,Feb,Mar

Sun,Mon,Tue

North,South,Esat,West

Sal tai renm rokno series o swamna hwnkhe,sakani swijak raida bai no khwlaina nangnai.

Nwing sal eba rem rokno increment eba decrement ni simi bo swimannai.Tolani swijak raida rok bai o samung no khwlaidi:

#### **AUTIFILL NI CHUBACHUBAI:**

1. Puilani cell o Rem nwi(2) eba kaisa sal swidi tai ulni cell o rem brwi(4) eba Kaisa sal swidi.

2. Cell Kwnwi no saidi.

3. Nwing swinan naimani cell AutoFill no drag khwlaidi.

4. Mouse button no phiyogwi rwdi.

#### **4.3.3: WORKSHEET ni DATA no Komthingma:**

Cell o data tongnai rokno kisisa komthing khebelai khe naithk nai.romdi data no kaisa tongthakni tai kaisa tongthak go twlangmani,Cell bijapni no kwchwnng khwlainani akorok.Nwing cell bijap no formula bar bai komthingwi mano.O samung no khwlaina hwnkhe:

#### **Formula Bar ni Raida:**

1. Komthingna naimani cell no saidi.

2. Formula Bar o sinwi rwdi,eba F2 function key no sinwi rwdi.Cell ni bijap rok komthing jagwi Formula bar o nukjagwi phaisinai.

#### **CELL NO KOMTHINGMUNG:**

Cell ni bijap no komthingna hwnkhe:

Insertion point cell ni paithak o nukjagwi tongnai.Ah bobai nwing cell no komthingwi mannai.

**CELL NO KWCHWNG KHWLAIMUNG:**

Cell ni bijap no kwchwnng khwlainani kwbangma rama tongo. Aborok wngkha:

**(I). SHORTCUT O KWCHWNG KHWLAINA HWNKHE:**

1. Kwchwnng khwlaina naimani cell no highlight khwlaidi.
2. Mouse ni yagra button click khwlaidi.
3. Shortcut Menu ni **Clear Contents** swijak saimung no sinwi rwdi.

Fig: 4.10

**(II). Huma Key bai bo Cell ni bijap no Kwchwnng khwlaina hwnkhe:**

1. Kwchwnng khwlaina naimani cell o click khwlaiwi **Delete key** no sinwirwrdi.

Excel cell ni joto data tongman rokno khwchwnng khwlawi rwnai.

**(III). Bar menu bai cell ni bijapno kwchwnng khwlaina hwnkhe:**

1. Cell eba range no saidi.
2. Edit menu ni **Clear option** o click khwlaidi.

Sub menu ni kwbangma saimung tongo:

- **Contents:** Bijap no kwchwnng khwlainani bagwi.
- **Comments:** File no kwchwnng khwlainani bagwi.
- **All:** Cell ni joto no kwchwnng khwlainani bagwi.
- **Formats:** Formatting cell no kwchwnng khwlainani bagwi.

**Data no swiswrwnng khwlaimung:**

Kwbangma worksheet ni data rokno swiswrwnng khwlainani bagwi kwbangma lama tongo:

**(I). Menu Bar bai:**

1. Swiswrwnng khwlaina naimani Worksheet ni Cell eba range rokno saidi
2. Edit menu ni Copy saimung no saidi.
3. Nwng bo ari o swraprwnai abono saidi.
4. Edit Menu ni Paste saimung no saidi, eba Ctrl+V no sindi.

Fig: 5.11

**(II). Shortcut menu bai Swiswrwnng tai swraprwmung:**

1. Data ni range no saidi.
2. Mouse ni yagra button o sinwi rwdi.
3. Shortcut menu ni Copy no saidi.
4. Swraprwna naima jaga ni cell no saidi.

Mouse ni yagra button no sinwi rwdi tei Shortcut menu ni Paste saimung no saidi.

Drag tei Drop Raida:

**(III). Drag tei drop raida no khwlaina hwnkhe:**

1. Norna naima arini Cell no saidi.
2. Mouse bai phatharni range saidi.
3. Selection swijago click khwlaidi, cell no sindi tai drag khwlaidi hamjakma jagao. Tabuk mouse no sarogwi rwsidi.

(III).Gana nicell bijap no Swiswrwng khwlainani bagwi,AutoFill command no chwng samung phwnangwi mano.O samung khwlaina hwnkhe:

1. Cell eba cell range no saidi.
2. Fill handle swijago mouse pointer no tonwirwdi.
3. Gana ni cell oFill handle swijak no drag khwlaidi.  
Ganani cell o tai kaisa cell ni bijap Swiswrwngwi thanai.
4. Mouse butam no sarogwi rwdi.

#### **Tanmani tei Swraprwma(Cut and Paste):**

Data no nornaphuru nwnng Cut command no saikhe,data windows o Swiswrwngwi thanai.Ulo nwnng Paste command bai samung khwlaikhe,Data worksheet ni tai kaisa jaga o thanai.Cut tai paste rokni raida Copy hai no sollai.Tamo hwnkheMenu ni cut no saijago.

#### **4.3.4: Berem tai thong rokno haprwmani tai humani:**

Nwnng nangkha hwnkhe thong, berem,tai cell ni range akorok no swraprwi mannai.Cell no hunani/rem tai thong rokno swraprwnani raida rok swraprwmani/humani bai sollai,phiya kwtal cell saijagwi thango.

(a) Main Menu bai thong no haprwna hwnkhe:

- Thong o cell pointer no tonwirwdi.Insert Menu ni Column swijak no sinwi rwdi.
- Excel kwtal thong haprwnai tai puilani thong yagra phaisingo norjagwi thanai.

#### **1b) Shortcut bai thong rokno haprwmani tai humani**

- Thong tongma jagao cell pointer no tonirwdi.
- Column header swijago mouse ni yagra button sinwi rwdi tei rigjago phunukjak shortcut menu ni insertion saimung no saidi.  
(Rigjak 5.10)

#### **2a) Main Menu bai thong(column) no huna hwnkhe:**

- Huna naimani koktun ni kosong no sinwi rwdi.Edit Menu ni Delete saimung no saidi.

#### **2b) Shortcut Menu bai thong (column)no huna hwnkhe:**

- Huna naimani koktun ni kebeng no click khwlaidi.Mouse ni yagra button o sinwi rwdi tei shortcut menu ni delete saimung no saidi.

#### **3a) Main Menu bai kaisa Berem no haprwna hwnkhe:**

- Kwtal Berem ni tolao thangwi cell no saidi.Insert Menu ni Roe saimung no sinwi rwdi.

#### **3b) Shortcut Menu bai kaisa Berem (Row) no haprwna hwnkhe:**

Kwtal Berem ni tolao thangwi cell no saidi.Header Row sakao mouse ni yagra button sinwi rwdi tei shortcut menu ni Insert saimung no saidi.

#### **4a) Main Menu bai thong no huna hwnkhe:**

- Huna naimani thong no saidi.Edit menu ni Delete saimung no saidi.

#### **4b) Shortcut Menu bai thong no huna hwnkhe:**

- Huna naimani koktun ni kebeng no sinwi rwdi. Mouse ni Yagra button o sinwi rwdi tei shortcut menu ni delete saimung no saidi.

#### **4.3.5: Cell ni huchuk tai uarjak swlaimung:**

Nwng cell o data haprwana naimani thong jorajorao belai kotor wng o. Nwng thong ni hachuk tei berem no tei bo chukrwi mannai.

#### **Thong ni hachuk swlaimung:**

Mouse eba Menu commands bai nwng thong ni hachuk no Swlai mannai.

1. Yagra ni nar phasingo nini mouse pointer no tonwidi.
2. Mouse button o click khwlawi yagra phasing drag khwlawi twlangdi.
3. Philsa yagra ni hachuk saimani ulo mouse button o sarogwi rwdi.

#### **(II). Main Menu bai thong (column) n hachuk swlaina hwnkhe:**

1. Thong ni heading o sinwi rwdi.
2. Format Menu ni Column saimung no saidi.
3. Column submenu ni uarjma (Width) saimung no saidi.

Fig: 4.12

4. "Column width text box" swijak ario thong no uarmano swidi.
5. OK button o sinwi rwdi.

#### **Berem ni hachuk swlaimung:**

Mouse tai menu bar bai berem ni hachuk noswlaidi.

#### **(I). Mouse bai berem ni hachuk swlainan hwnkhe:**

1. Berem ni heading o mouse ni pointer no tondi.
2. Mouse button o click khwlaidi. Kaisa kainwi headed arrow nukjaknai.
3. Berem ni hachuk no swlainani bagwi arrow no saka eba tola o drag khwlaidi
4. Nangmani hachuk mankha hwnkhe, mouse no sarogwi rwdi.

#### **(II). Menu Bar bai berem ni hachuk swlainan hwnkhe:**

1. Berem ni heading o mouse ni pointer no tondi.
2. Row sub menu ni Row saimung no saidi.
3. Row sub menu ni hachuk saimung no saidi.
4. **Row height Text box** swijak ni berem ni hachuk no saidi.
5. Ok saimung no sinwi rwdi.

Fig: 4.13

Rigjak 4.13 (Fig 4.13) o kaisa phunukmung bai thong ni uarma tai hachuk no phunuk jak kha.

#### **4.4: Samung tai Mungrem (Function tai Chart) akorok:**

Lekhamani samung khwlainani bagwi, Excel kaisa raida o twwi samung khwlawi jago. Raida rok kwlawi eba kutuk wngwi mano. Sukhrubwi kwlawi khe samung khwlawi nani bagwi mungrem no samung khwlainani najago. Mungrem chini worksheet no naithok simi khwlawiyo, tamo hwnkhe chwng obo bai kisisa jorao kwbangma information akorok no thumwi mano.

#### **4.4.1: Raida bai Saamung khwlaimung:**

### Raida haprwna hwnkhe:

Raida bai chwng Excel o expression rokno nangmani ario swwi karei mano. Romdi, =B4+C5 wngkha kaisa raida, ah bo bai chwng cell B4 ni simi C5 bijap rok no thumwi mano. Raida no nwnng baksa(=) mari bai maswi nai.

=35\*44

=23^2

=C5-C3

=C1+C2+C3+C4+C5

=S3-D6\*44/3

Raida no chwng cell ni mung bai eba range ni mung bai bo swi mano. Raida swijak joto no Formula Bar o nukjagwi tong bai nai. Nwnng lekhamani bwthai naina hwnkhe, Enter key no sindi. O jagao sathai kwlaio, Cell chini lekhamani bwthai no phunugo tai Formula Bar khe Raida no phunugo.

#### 4.4.2: Function Key bai samung khwlaimung:

Function key rok wngkha puilao karejak raida, abo bai chwng kaisa order o lekhamani samung khwai mano. Abo hwno Sysntax, Romdi, SUM function cell ni rem no thumnani samung khwlaio.

Function tongo omtwi raida no haprwna hwnkhe:

1. Raida swina naimani cell o sinwi rwdi.
2. Function bai raida chengna hwnkhe, Formula Tool bar ni Edit Menu no click khwlaidi.
3. Down arrow head no click khwlaikhe kwbangma function rok mannai, romdi: SUM, AVERAGE, MAX akorok.
4. Raida thumnani jagao function key no click khwlaidi. Function list o nukjakya hwnkhe, more Function o sinwi rwdi.
5. Function ni argument no sinwi rwdi. Argument wngkha kaisa nangsukmani rangmari (Specific Value).
6. Raida paimani ulo, **Enter** Key no sindi.

Paste function bai Function key no sainani tai kaisa lama wngkha Standard Toolbar ni fx mari.

Excel function sainani bagwi nwnng Insert menu ni Function saimung no saidi. Tolao kaisa Paste function key ni dialog box phunukjak kha.

Function category list nono Excel ni bisingo tongnai function rokno phunuknai. List ni nangnmani function o click khwlaidi. Nwnng function no sasugwi manya hwnkhe, Office Assistant o swijak Help button no sinwi rwdi.

#### 4.4.3: Mungrem (Chart)

Tormung no swbaima eba tal o phalma manwi rok no nwnng lekhanani belai no samung kutuk. Abo simi ya, jora bo belaikhe thango. O samung rokno chwng computer ni mungrem bai kwlai khe swnamwi mannai. Mungrem swnamna hwnkhe, nwnng cell ni range tai rem rok saina nangnai. Nwnng aboni bagwi Standard toolbar ni Chart Wizard button o click khwlaina nangnai. Chart wizard bai mungrem swnamna hwnkhe:

1. Range ni data rem tai label no saidi.

2. Standard Tool bar ni Chart Wizard tool no sinwi rwdi. Mouse button no sarogwi rwkhe, Chart Wizard dialog box nini bwskango nukjagwi phainai. Chart Wizard bai nwnng bahai khe mungrem swnamnai aborok saimannai.

3. Mungrem swnamnai phaikhe Finish button o click khwlaidi. Default format bai nwnng kaisa munrem swidi.

4. Nwnng bwskango thangna hwnkhe, Next button o click khwlaidi. Aborok no sakani swijak brwi(4) ni nwi(2) dialog box phunuk jak kha. Nwnng swijak tham(3) ni simi brwi(4) tai brwi(4) i 4 dialog box o thangwi mannai.

Brwi (4) ni dialog box o tongnai rem nwi(2) bai chwnng mungrem ni range no sawi mannai. Data range tab nono mungrem ni range akorokno phunuknai. Nwnng mungrem ni data range no swlaina muchungkhe, kw tai range no saidi.

Brwi (4) ni dialog box o tongnai rem tham(3) tab tongo. Joto tab ni bagwi no juda juda samung tongbao.

- Title Tab: Mungrem ni title no thumwi eba skwmai mannai.
- Axes: Axis on/off rem no ligilaga khwlainai.
- Gridlines Tab: Gridline no X tai Y ni keplengrem(parallel) khwlai phunuknai.
- Legend Tab: Legend ni on/off no ligilaga khwlawi busup o phunuknai.
- Data labels Tab: Label tai rem ni bwtang no thumnai eba skwmanai.
- Data Tables Tab: Mungrem ni achainai data no manjunai eba skwmanai.

Fig: 4.19

O mungrem ni wizard bai nwnng worksheet o mungrem ni tongthak karewi mannai.

1. As Object In saimung no saidi tai Finish o sinwi rwdi. Nini nangmani mungrem worksheet o phaisinai. Oboni sample mungrem no 5.20 ni rigjak o phunuk jak kha.

## BWCHAP-5

### (Computer bai Kokmanjulaima tei Internet)

#### 5.1 Chengsamung:

Kokmung no sokorma tei thansa khwlainani bagwi no computer organization no phwnang jagwi tongo. Resource sharing, Puitu chajaknai tei manjuma rokno chwng manwi mano computer thepawi. Computer Network bai chawng rangnok ni account, railway ticket tai Airway ticket rog tanwi mano. World Wide Web bo juda juda information tongo. Tei kaisa jotoni swlai nangmani wngkha abo bai borok no manjuwi mano. Email wngkha tei kaisa manwi abono rawjag(million) borok samungo phwnangwi tongo. Internet tabukni salo kwbangma samung ni bagwi najago,romdi accessing World Wide Web, email akorok.

#### 5.2: KHWLAIJAKNAI:

Oh bwchapni bising twi chwng saimannai omtwi rok wngkha:

- ➔ Local Area Network ni juda juda uansukmung.
- ➔ WAN terminology bai sinilaimung.
- ➔ WAN ni juda juda bwkhak rokno saimanmung.
- ➔ Ethernet card no configure khwlaimung.
- ➔ Dial up ni bagwi Modem card no configure khwlaimung.
- ➔ Internet ni juda juda protocol akorok saimanmung.

#### 5.2 Computer Network ni Yaphang:

Computer organization o computer tei koksalaimung rokni tongmung belai khuthuk. Single mainframe computer ni kwcham model bai joto organization o Samsung khwlai jagwi tongo.Tamo khe aborok jotono kaisa tei kaisa ni bising twi manjujak. Omtwi tangdal nono hwno computer network.

##### 5.2.1 Local Area Network:

Local Area Network wngkha chikansa arini network. Ah bo wngkha computer rokni network tai bini ari rok wngkha chikansa nog, kaisa building eba campus. Local Area Network ni kaitham tongmung tongo, aborok bai no bo juda juda network siniwi mano –

- (i) Size
- (ii) Transmission Technology
- (iii) Topology

**Size** – LAN rok chikonsa ario no khajak tai sa(1)km ni bisingo phologwi mano.

**Transmission Technology** –Kaisa jagani simi tai kaisa jagao data rohor mani no hwno transmission technology. Dalsa raida bai data kaisa jagani simi tai kaisa jagao sejago abono no hwno transmission technology.

LAN wngkha yaphang rwkjak kaisa broadcasting channel,abo bai network o tongnai joto computer no share khwlao. Tabukni salo LAN ni data doma wngkha **10mbps – 1000 mbps** eba aboni swlai kwbang bo wngwi mano.

**Topology**–Networkni bwsak chapmanu hwno topology. Network o kwbangma topology tongo. Jotoni slwai samung phwnang jak wngkha BUS topology.BUS network waisa bai kaisa computer no thang nani bagwi yaphar jago.Phiya kubun

rok naisingwi maton nai. Phiya kaisa jorao kainwi eba aboni swlai kwbang data rohorna hwnkhe kaisa arbitration raida nangwi tongo conflict no kwmarw nani bagwi.

**Bus Topology**– Bus topology wngkha network topology, o jaga joto computer rok kaisa cable bai no thepajagwi tongo.

**Ring topology**– Ring topology wngkha kaisa network topology,o jaga joto computer rok Kitingwi (Ring) tongo.

**Star topology** – Star topology wngkha kaisa network topology, o jagao joto computer rok athukiri hai khe tongo.

LAN ni jotoni swlai nangmani standard wngkha **IEEE 802.3**, abono lukurok **Ethernet** hwnwi sinio. Bini bising twi data doma wngkha 10mbps. Coaxial cable bai Ethernet samung khw lai manino hwno thick Ethernet tai abono LAN ni 500 meter jora twlangwi mano.

### 5.2.2 WWW:

O network ni kolok mung wngkha Wide Area Network .Wide Area Network kotor ari romwi tongo. Internet hai no WAN bo hayungni(world) kwbangma ario kwsarwi tongo. WAN wngkha kaisa hasakani saharjak. WAN wngkha LAN tai MAN kwnwini manchujak.

#### **Buchukkubhuk sordukkong:**

Point-to-Point link wngkha kaisa sakyapharma link,bo kainwi computer no kokmanju layo. Link wngkha carrier ni kaisa tolani se, aboni bagwi no bono jora jorao (tolanni) based line hwnjago. Nwng bswwk hachwgo tong abono nasigwi se abono samungo phwnangjago. Nini tongmani hachal hwnkhe rang kwbang nangnai tai gana kwnkhe kisa nangnai.Talayo WAN bai bahai-point-to-point thepajak abo rigwi phunuk jak kha.

#### **Circuit Switching:**

Circuit switching wngkha kaisa circuit, ah ario transmission ni kwnwi manwi khulok jagwi tongnai tei kok-salaima paiyasa abo khulok jagwi no tongnai.ISDN wngkha aboni phunukmung.

#### **Packet Switching:**

Packet switching wngkha kaisa data rwhorma ni tangsep, ah jaga kolok message rok swbai jagwi chikon chikon motha wngwi thango. A chikon chikon motha no packet bo hwno. Joto packet o kaisa header tei packet number tongo. Header o sogwina jagani tongthak ari tai bo jagani phai ah bo jotono swijak tong nai. Airline Reservation System wngkha abono kaisa phunukmung.

### 5.3 Internet:

Internet wngkha huyungni jotoni swlai kotor computer network. Internet no kwbangma network ni network hwnjago. Internet no puila samung phwnang mani bisi wngkha 1982.

#### 5.3.1 Internet ni Uansukmung:

Internet ni achaiphang wngkha US ni ARPANET, 1957 bisio. Joto computer internet o tongkha hwnkhe, chwng bono kaisa IP address marwnai. O IP address wngkha address bo abobai kaisa kaisa khe siniwi mano. Kaisa IP addresses omtwi wngwi mano.

216.27.61.137

Kaisa computer network tongkha hwnkhe abono node eba host hwnwi humjago. IP address wngkha 32 bit lekha?????

11011000.00011111.00111101.10001001

Abono chwng kaibwrwi bedego swbai mano. 32 bit IP address no chwng kainwi bedego haino hai shaimano. Puilani bedek no hwno network address tai kaisa bedek no hwno node address.

IP address ni kaiba bedek tongo –

Class A Network

Class B Network

Class C Network

Class D Network

Class E Network

### 5.3.2 Internet Architecture:

Internet architecture no chwng kaitham polao swbaimano: puilni pola internet ni phikung bekreng(backbone) tai belai doma bai snamjak. **National Science Foundation (NSF)** puila belai kodo backbone no snamo 1987 bisio, obono **NSFNET** hwno. Bini T1 mari 170ni swlai chikon network bai manjuk tai 1.54 Mbps o samung khwlaio. IBM, MCI tai MERIT jotono NSF bai samung tangwi tongo. Phikung bekreng rok wnhkha fiber optic trunk line rok bai swnamjak. Fiber Optic Cables no chwng OC bai swnamjago, romdi: OC-3, OC-12 EBA OC-48. Kaisa AC-3 line 155Mbps o data tai kaisa jago rohorwi mano. Tamokhe, OC-48 bai 2,488 Mbps data rohorwi mano. Joto computer network o tongnai no hwno node eba host. Nodes rokno hwno Network Access Point. Internet ni tai kaisa polano hwno Internet service Provider (ISP).

### 5.4: Internet bai samung khwlaimung:

Internet o kwbangma service tongo. Aborok wngkha: File Transfer Protocol, CHAT, E-Mail, Telnet, New Groups, Gopher tai World Wide Area.

#### 5.4.1: World Wide Web:

O network ni kolok mung wngkha Wide Area Network. Wide Area Network kotor ari romwi tongo. Internet hai no WAN bo hayungni(world) kwbangma ario kwsarwi tongo. WAN wngkha kaisa hasakani saharjak. WAN wngkha LAN tai MAN kwnwini manchujuk. Internet ni server o kwbangma information rok khatijak tongo. Internet o joto machine tongnai rokno hwno **server** eba **client**. Server bai chwng kwbangma manwi rokno samungo phwnangwi mao. Server bai manjuknai manwi no hwno client. Internet ni samung chubanai omtwi server rok wngkha E-Mail server, FTP server akorok.

### 5.4.2: Internet bai koksalamung:

#### E-mail:

E-Mail (Electronic Mail bo hwno) wnkha kwnbangma service rokni bisingo tongnai kaisa lukurokni chajakmani service. A bono chnwnng baithangni bagwi tai business khwlainani bagwi belaikhe nangsukmani manwi.Computer network bai manjajagwi tongkha hwnkhe E-Mail nono kaisa arini simi tai kaisa ario message akorok rohor nani samung o chubao.

#### CHAT:

Chat wngkha kaisa jora o(Same time) internet ni bising twi lukurok bai koktun rohornani lama.Nwnng kaisa computer o tongwi tai o hayungni jesa ario phano tongthwng abo bai nasiklawi kok bo sawi mannai.Nwnng message keyboard o type khwlawi enter Press khwlaimani kisisa jora o no tai kaisa lukuni aro sogwi nai.Omtwi khe khoroksa borok lukurok bai koktun rohorwi tongmanino hwno **Chat**.

#### NEWSGROUP:

Newsgroup wngkha on-line ni kaisa ari,o ario tongwi lukurok kaisa subject no twwi swijak no sala o.Newsgroup ni bodol wngna hwnkhe, khoroksa user newsgroup no message rohornai tai aboni kisisa tongkheno nwnng kokphirokma mannai.

Internet ni bisingtwi kwbangma newsgroup rokno thummano hwno

#### USERNET.

### 5.4.3: Internet Service ni kubun service rok:

#### TELNET:

TELNET wngkha omtwi kaisa service,o service ni bisingtwi nwnng kaisa ario tongwi tai kaisa arini computer(Remote Computer bo hwno) no khulogwi mannai tai a arini computer no nwnng samung bo khwlaimannai. Oboni kuplung mung wngkha **Terminal Network** eba **Telecommucation Network**.

#### GOPHER:

Gopher wngkha kaisa menu no twwi information rokno banchirwma tool.Keyword rokno naituknani bagwi no obono samung o twijago.Obo information rokno banchirwnani bagwi Telnet o samung phwnagjakmani.WWW phainani bws kang jora obo belai khe lukurokbai hamjakmung tongma.

#### FTP:

FTP wngkha kaisa service,o service ni bisingtwi nwnng khoroksa userni file no tai khoroksa user ni thani o rohorwi mannai.Dalsa FTP server tongo,bo nono FTP ni bisingtwi file upload tai download khwlainani samung rwnai. Oboni kuplung mung wngkha **File Transfer Protocol**.

### 5.5: Internet ni bagwi Computer swnamung:

Computer no chwnng internet tai LAN ni bagwi samung khwlaina hwnkhe Network Administrator ni kisisa information rok nangnai.Ethernet card no configure khwlaina hwnkhe tolani swijak raida rokno kisisa muitu khwlaina nangnai:

1. **Control Panel** o thangwi nwnng Network no click khwlaide eba

Desktop ni **My Network Place** o thangwi yagrani Mouse button no click khwlawi Properties no saidi.

2. Sakani rikjak network tai dial-up connection rokno sirw o.Nwng install khwlaina muchung mano kaisa saidi.

Fig: 5.6

3. Local Area Network no install khwlaina hwnkhe Icon no saidi.Ethernet Card ni joto information sukhrubwi nini bwskango kaisa rikjak nukjak phainai.

4. Install khwlaina hwnkhe **"Install button and add the components"** no click khwलाई,romdi Microsoft Network ni bagwi Client,File tai Printer sharing abobo Microsoft ni bagwi,NetBEUI protocol.Internet no access khwlaina hwnkhe TCP/Ip protocol bai manjuna nagnai.

Fig: 5.7

5. TCP/IP no configure khwlaina hwnkhe puila abono saidi tai Properties o click khwलाई.

Fig: 5.8.

6. Nini computer DHCP o configure khwलाईjak hwnkhe **"Obtain an IP automatically"** no click khwलाई.Hayakhe nwng IP address tai Subnet rokno manually swina nangnai.DNS network o configure khwलाईjak hwnkhe IP address achukrwna nangnai. Mung no IP address bai golirwnani bagwi DNS no samung o phwnang jago.

7. **Advanced** no click khwलाई tai **WINS configuration Tab** no saidi. Nini computer mung bai sinijagwi thangmani bagwi,jesa computer phano network bai manjujagna hwnkhe IP address nangwi thanai.Aboni bagwi no WINS ni samung nagwi thang o. Network o WINS install khwलाईjak hwnkhe bini bagwi bo kaisa IP address nangnai.Sakani sukhrubwi swijak rokno waisa rwjak tonkha hwnkhe,computer LAN bai samung tangwi mannnai.

#### **Dial-UP Congifuration khwlainung:**

8. Nwng nogo tongwi telephone ni chubachubai Internet manna muchungkha hwnkhe, Dial-up ni manjuma nagsuknai.Dial-Up connection no nwng saidi."**Network connection wizard"** nono dial-up connection manrwnani bagwi chubani.

Fig: 5.10

Tolani samung khwlainani bagwi dagijak rokno kaham khe naidi tai nangmani information rokno swidi. 10. Tabuk wizard saimann nainai kahamkhe da manjujak kha.Type no saidi tai **Next** o click khwलाई.

- 11.Dial-Up manjunani bagwi mung rwdi tai pairwnani bagwi **Finish** o click khwलाई.

~~FINISH~~  
**CHAPMUNG-6**  
**WORLD WIDE WAVE TAI BROWSER**

**6.0: CHENGSAUNG:**

Computer wngkha kwbangma network bai thumjak,bo hayung ni rarwjag(millions)computer rok no manjugwi mano.WWW o belaike samung khwla o. Nwng document rok no haino hai karewi mannai,sakmang,animation tei video rok no nugwi mannai,music tai music file rok no khwnawi bo mannai,practical ni program rok run wngma rok joto no nwng hardware tei software ni samung bai manwi mano.

Internet browser wngkha kaisa omtwi manwi,bo nono internet bai manjugwi rwnai tai kwbangma information rok no thumnani bawi bo samung khwlawi tongo.

**6.1: KHWLAIJAKNAI (OBJECTIVES):**

Oh bwchapni bising twi saimanjak manwi rok wngkha:

- World Wide Web no sukhrubo.
- Juda juda Browser ni saimanmung.
- Browse no bahai khe configure khwlainai.
- Website eba Web page no naitukna.
- Internet Explorer bai download khelaina tai nutukna akorok.

**6.2 Web Browsing Software:**

Web page wngkha dalsa electronic ni document,bono HTML hwnwi dalsa language bai swamjag o.Text,graphics,video,animation,sound tai aboni loge data entry form akorok jotono Web page o se tongo.Web site wngkha kaisa eba aboni slai kwbang we page bai swamjak.Web page akorok jotono kokbwkhak wngwi mano romdi person,business,organisation, eba subject rok wngwi mano.Puilani bwlai no hwno **Home page**,aborok romdi index eba site phunukma site rok wngwi mano.

Browser wngkha computer ni dalsa program ,abo computer ni bising twi nwng WWW documents tai Internet rokno samung khwlai manai.Netscape tai Internet Explorer kwnwi wngkha tabukni jora hayungni **“Graphical Browser”**.Aborok bai image tai video akorok nai manai.Tai bo browser tongo romdi **Macweb,Opera**.

Nwng jeba kaisa Browser no click khwlaikha wnkhe nwng World Wide Web(WWW) ni joto document rok nugwi manai.HTML tai kubun programming rok tonmani bagwi no omtwi documents rokno nugwi mano.Hypertext Web page swam mano.Joto document,file,site,movie,sound file eba jesaphano nwng web page o manmano aborok jotono kaisa unique address o tongo.Abono Uniform Resource Locator(URL) hwnjago.

**Tokey Riso rok(The Screens):**

Tabuk ni salo kwbangma browser tongo tamo khe bo browser ni kwbang feature rok rwjak tong abono nasigwi se browser ni samung khwlai na. Netscape tai Internet Explorer kwnwini e-mail e-mail documents, diskette o download khwlainani,abono print khwlainani, nangasukama site rokno nwng Bookmark o

khatiwi tonwi manai. IE ati Netscape kwnwi wngkha kahamkuk browser. A browser kwnwi ni lay out tolani simi saka rokno tola o phunuk jakha:

- **Menu Bar** (Sakani Row, IE tai Netscape kwnwi o File ni simi chengsa o).
- **Toolbar Menu rok** (nwirem row, IE tai Netscape o Back tai Forward ni sini chengsa o).
- **Tongma jaga** (Kaisa Kuphur bokhk URL ni tabukni document phunugo tai a jaga o nwing URL ni document no karena bagwi type khwlaimano).
- **Document ni tailam** (Kwchar ni kotor ari)
- Document ni Yagra phasing **Scroll Bar** tongo abobai document no saka eba tola o norwi mano.
- Progress eba Status Bar nukjago tai abo click khwlainani swkang no Link ni URL nukjagwi ton nai.

### **6.2.1: IE eba Netscape ni chubachu bai Web no samung Khwlaina:**

1. Document in link eba button rokno click khwlaidi. Links wngkha hypertext ni phunukma ari se. Aborok kubun documents rok no kiphil rwi manai. Link o click khwlaina hwnkhe phunukma ario o mouse no uaisa click khwlaidi.

2. Puilani document o kiphildi. Tabuk puilani document o kiphilna hwnkhe nwing Tool bar ni Back no click khwlaidi.

3. Netscape o thani tai IE ni History puilani site naijak rokno phunugo. Omtwi khe khwai khe dati samung khwai mano.

#### **URL no rwwi:**

Nini thani URL ni specific document tongnai no nwing naina hwnkhe ,URL ni White Location eba Address Box o type khwlaidi, tai **Enter key** no press khwlaidi. (Kwtal URL type khwlainani puila o nwing box ni text no highlight tai delete khwlaina nangnai).

#### **IE eba Netscape ni chubachu twi document o thanai:**

Yagrani jotoni slai tola o thangwi nwing scroll bar no click khwlaidi. Document no nainani bagwi nwing nini mouse ni debrani button no sinwi saka eba tola o nordi. Keyboard ni **Space Bar** bai nwing document ni tola o thangwi manai tai **Backspace Bar** bai hwnkhe nwing document ni saka o thangwi manai.

#### **6.2.2: Internet Explorer:**

Computer o kwbangma khatijak information rokno access khwlainani bagwi Microsoft Internet Explorer nono Internet bai manju o. Internet Explorer bai tanbukni salo belai khe nangmani samung khwai manai. Nwing kaisa web site karewi nangmani samung wngwi tongkha hwnkhe abono nwing **Favourites** hwnwi menu kaisa tongo aro khatiwi manai. Nwing nini nangmani driver (software) eba notes phano internet explorer bai download khwai manai. Internet Explorer bai sukhrubwi samung khwai manai.

#### **6.2.3 Newtscap no twlangnai:**

Netscape browser bai bo nwing internet explorer hai no samung khwai manai. Netscape chengnani hwnkhe browser ni Navigator no nwing puilan nasik di

.Netscape o puila samung khwlaina thankha hwnkhe saksak kaisa **“What’s New”** bwlai nini bwskang o nukjak phainai.

Netscape o nwing puilano bini Home Page nuknai.Haiyakhe nwing saisung no Home Page Karen a nang nai.Nini Home page Network ena Internet Service bai no kare jagwi thanai.Chini thani o Home page rwjak tongo [www.doeacc.org.in](http://www.doeacc.org.in)<<http://www.doeacc.org.in>>.

#### **URL o sakphangwi thana:**

1. File o click khwladi page phiyoknani bagwi.Kuphur box o URL enter khwlaidi.Nwing abono CTRL key+O key bai bo phiyogwi mano.
2. URL/Location/Go to box o lama bai bo nwing URL o thangwi manai.
  - A.**URL ni text saka o click khwlaidi.
  - B.**Kuphur khe phunuk jagwi tongnai,Kwtal URL o type khwlaidi tai Press khwlaidi.
  - c.**URL/Location box o samung khwlainani chamung wngkha ,abo bai URL ni History rok no wagra phaising tongnai URL/Location Box ni gray pop-down arrow no press khwlawi.

#### **Dowi Naituknani:**

Dowi naituk nani bagwi kaitham lamam tongo.Aborok wnkha:

- A.Location Bar ni simi(From the location).
- B.My sidebar ni simi(From My sidebar) tai
- C.Net search page ni simi(From the net search page).

#### **Location Bar ni simi Naitukna:**

Particular topic no web page o naituknani belai khe kwlai.Phunukmung wnkha,nwing Doeacc ni bagwi sai manna muchung khe:

1. Current text no select khwlaina hwnkhe Location Bar o uainwi sinwi rwdi.
2. DOEACC kokthai no type khwlaidi.Nini typini current text no bodwlawi rw o.  
Fig:
3. O raida ni jeba kaisa no nawi samung khwlaidi.
  - a.Search button no sinwi rwdi.
  - B.Location bar ni tolao tongnai drop down list bai DOEACC ni bagwi search Netscape no sinwi rwdi.DOEACC ni joto information nini bwskango nukjagwi tong phai nai.

#### **DOWNLOAD MANAGER:**

Nini download khwlaijak no file rok no track swnamwi tonna khwnkhe nwing Download Manager no samungo twi mannai.Download manager tolani information rokno phunuk nai:

- Filename
- Time remaining before download is complete
- Transfer speed
- Percent Complete

- Time elapsed
- Web Location

Download Manager no khulok na hwnkhe Tool Bar o thangwi

Download Manager o sinwi rwdi.

**Tolani swijak menu option rok Download Manager o kwbangma tong o.**

**Properties:** Bo file no nwnng download khwlainai abono saidi. Progress Dialog box no phunuk nanai bagwi Properties no click khwlaidi.

**Cancel:** Bo File no download khwlainai abono select khwlaidi tei download no mwthak na hwnkhe Cancel o Click khwlaidi.

**Remove File list:** Nini download paikha hwnkhe abono Remove o click khwlaidi.

**Launch File:** File khulok nanai bagwi select khwlaidi.

**Show in Explorer:** Selected file ni tongthai saimana bagwi o option no click khwlaidi.

**Documents tei kubun File rok no download khwlaiani:**

Download wngkha kaisa raida ,o raida bai nwnng remote computer ni joto digital information rok no access khwlai mannai.Document rok no download khwlai no hwnkhe tolani rok no samung khwlaidi:

1. File o sinwi rwdi tai abono Save As no saidi.
2. Save As window no complete khwlaidi.File no bo disk o tonnai abono saidi tei File ni mung swidi (Nwnng extension mung “.htm” narwk kha hwnkhe document “reply” khwlainai Netscape o tai kubun brower rok,tamo khe kubun word processor rogo wngya.Nwnng extention”.txt” narwk kha hwnkhe document plain text o se(ASCII) wngwi thanai tai abono nwnng word processor o poriwi bo mannai.Aboni ulo Ok no saidi.

**Sakmang, Khorang tai dalbidal File akorok:**

Sakani swijak raida rok bai obo rok no nwnng download khwlai manglak.Nwnng nayo hwnkhe joto file no swkagwi Save khwlaimano.

1. Image o thangwi right sinwi rwdi.
2. **SAVE IMAGE AS** dialog box eba aboni baksabaksa kubun file rok no sinwi rwdi.
3. Sakani SAVE AS dialog box no complete khwlaidi,tai extension mung rwdi jotoni bagwi(phunukmung,.jpg,.jpeg,gif,.wav).

Nwnng tamo no save khwlai kha abono URL/Location box o thangwi verify khwlai mano Netscape o .Diskette o save khwlaijak document,image tai tai kubun file rok no nwnng karei mannai Netscape 7.x o.

1. File o click khwlaidi (Sakani) aboni ulo page no khulogwi rwdi.
2. Browse button o sinwi rwdi.
3. File tongmani ari sinidi (standard Windows 98 eba 2k dialog box).
4. OK no sinwi rwdi.
- 5.Nini thani Plug-in kwrwi hwnkhe Netscape nono swngnai Plug-in(software) da nang hwnwi.Netscape ni kwcham version bagwi File o sinwi rwdi,File no khulokdi,drive tai tongmani ari naitukdi.

**Document Load khwlainani kwbang jora na o?**

1. STOP button no sinnani bagwi chaitukdi,tei RELOAD khwlaidi.  
 2. Document karenani jora o Automatic image loading no close khwlaidi.Netscape ni 7.x version no nwnng Edit Preference no sinwi rwdi. Bwskango thangwi "Automatically Load Images" no uncheck khwlaidi.Omtwi option rok Netscape ni kwtal version kwrwi.

3.Nini computer o Java downloading wngya phano wngwi mano.Omtwi wngwi tonkha hwnkhe,nwnng EDIT(Preferences) Advance o thangwi mano tai "Enable java" no uncheck khwla rwdi(Java Srcipt no disable khwlainanai bagwi nini thani kwrwi phano wngwi mano,abo nini computer o phunuk jakya).

### **Netscape Preference rokno snamphima:**

Netscape 7.x ni **EDIT Preference** no saidi.Window ni debra panel o abo kiyogwi tongnai.Kwbangma option rokno nwnng phunuknani bagwi tai aborok no snamwi man o omtwi jeba laisa item list o thangwi sinwi rwdi.

- **APPEARANCE** nono tool bar appearance no swlaiwi.
- **FONTS & CLORS:** Obo bai nwnng font tai color rok slaimanai.
- **Navigator:**
  - #URL page ni bgwi box swnamo.Netscape saksak no o page no khulogwi rwnai haiyakhe nwnng kwbangma option specify khwlaina nangnai.
  - # Nini History ni bagwi sal no gonidi(365 jora).
  - #Nwnng nini history nangya khwnkhe eba URL no nwnng Location bar o tonma rok haino hai tongwi thanai hwnkhe nwnng CLEAR eba kwnwi no NAVIGATOR o tongwi button rok no sinna nangnai.
- **NEWS 7 MAIL,IDENTITY:**Obo wngkha kaisa ari,o ario nwnng ninie-mail address no swina nangnai eba Netscape o samung khwlainani bagwi MAIL SERVER swnamo.Nwnng nini mung tai tongthai ario ni mung bo swimano.
- **ADVANCED:** Obo wngkha Netscape ni kwcham version.Saksak Image loading wngman o bo turn off khwla o.

CACHE muituphany wngkha omtwi dalsa memory,bo information rok no temporary nini computer o khatiwi tono.Kotor cache muituphan Netscape ni performance rok no kaham khwla mano.

### **Yagrani Mouse Button:**

Yagrani mouse button bai nwnng kwbangma manwi rok no shortcut o khwlaيمانai.Yagrani mouse button no sinwi rwkha khe pop up menu kwbangma command bai nukjak ohainai.Menu ni item rok nukjak nai nwnng Windows ni tamo rok no khwla tong abono nasigwi se. Frame no select khwla mano ulo nwnng tolani item rok manai:

- **BACK(eba FRAME ni oklogo):**  
O menu bai nwnng swkangni page no naharwi manai.
- **FORWARD(eba Frame ni bwskango):**  
O menu bai nwnng bwskangni page o thangwi manai.
- **OPEN this Link(File name):**  
Nangsukmani file no phunugo.

- **Add Bookmark for this Link:**  
Nangsukmani file ni tola o Bookmark swnamo.
- **New Window with this Link:**Tabukni window no khulokyawi kwta window no khulok nai.
- **Savw this Link as:**Screen o phunukyawi disk o nangsukmani page rokno khatiwi tonnai.
- **Copy this link location:**Nangsukmani page no copy khwlawi(URL) Clipboard o tonnai.
- **View This Image(Filename):**Kubun window o nangsukmani image rokno phunugo.
- **Savw this image as:**Nangsukmani image rokno kaisa disk o khatiwi tono.
- **Copy Image Location:**Nangsukmani image no (URL) clipboard o copy khwlaidi.

### 6.3: Internet Explorer no Configuration Khwlaimung:

Internet connection tai Microsoft Internet Explorer rokni chubachu bai nwing web ni jesa information rokno karewi tai nugwi mannai. LAN administrator bai nwing Internet Explorer no nini computer o thepawi mannai eba nwing Internet Service Provider ni installation program bai bo nwing Internet mannai.Tola o rwjak Internet Service Provider eba Local Area Network ni information rok nini saimanna nangnai:

- Internet Service Provider bai nwing Internet manjuna muchunkhe nwing nini account ni mung tai password rok nang ai.
- Local Area Network bai manjuna hwkhe,proxy server ni mung tai port ni rem(number) nangnai.Abono ulo,nini Local Area Network ni Adminisatrtor bono nangmani settings khwlainai.

Chwng Internet Explorer no tolani hai khe configure khwlainai:

1. Desktop ni Internet Explorer o thangwi wagrani(Right) mouse button no click khwlaidi tai aboni ulo properties no sinwi rwdi eba nwing control panel bai bo khwla mannai.
2. Screen o **Internet Properties** nukjak ohaisinai. **General Tab** no saidi.Home page o nini website ni address no nwing swimannai.
3. Nangsuk mani File rokno settings khwlaidi.
4. Connections tab no sinwi rwdi Dial-up connection mannani bagwi.

### LAN bai Connection no Setting khwlaima:

1. LAN bai Internet thepana hwnkhe Sakani rikjak 7.8 o Thangwi Settings o click khwlaidi.
2. Radio button no saidi LAN connection khwlainani bagwi tai Next o sinwi rwdi.Tola o phunukjak hai rikjak phainai.
3. Proxy Server no sukhrubwi nwing sai maya hwnkhe Automatic discovery no select khwlaidi.Proxy server wnkha dalsa software,bo Interner bai kwbangma computer no kaisa computer bai thepha o.

4. **Manual Proxy Server** no select khwlaidi tai Next no sinwi rwdi .Aboni ulo nwnng tolani hai no rikjak nuknai.
5. Kwbangma Internet Protocol ni bagwi Server ni address rwdi tai joto protocol ni bagwi **"Use same proxy server"** no saidi.Aboni ulo Next no click khwlaidi.
6. Kisisa exception rok screen o nukjagwi nono swngnai.Nangwi no tongsukmani hwnkhe address swidi tai **Next** o sinwi rwdi.
7. Internet dati manna hwnkhe **Finish** swijago sinwi rwdi.

#### **DIAL-UP bai Settins Thepamung:**

1. Tola o rikjak bai dial –up ni raida rokno khwlaimannai.
2. **Dial up Settings Area** ni **Add** no click khwlaidi.
3. Screen nini tongma ari no sai manna nangnai.Bo nono **Phone System** ni bagwi bo swngnai.Hakotor(Country) no select khwlainani bagwi **scroll down** khwlaidi.
- 4.Tola rikjak nini tongthai tai aboni Code bo sannai.Sainani(select) bagwi OK no click khwlaidi.

- 5.Nini tongthai screen o tongwi phano mano.

#### **WEB NO SURFING KHWLAIMUMUNG:**

##### **6.4.1. Internet Explorer bai Samung tangmung:**

World Wide Web bai samung khwlainani bagwi chwnng oro Internet Explorer no najak kha.Client Software bai samung khwlainani bagwi tolani swijak rok no kaham khe naidi:

1. Desktop ni Internet Explorer icon no uainwi click khwlaidi.
2. Tabuk nwnng Address Bar o thangwi nwnng jeba kaisa saimanmani web site no click khwlaidi taiEnter ena bwskango thanai omtwi mukumu(→) o click khwlaidi.
3. Nini hamjakma web site no nwnng Home page o tonna hwnkhe,pula o

**Tools, Internet Option** tai **use current** option no click khwlaidi.

5. Nangmani web site no manna hwnkhe (web site ni mung,www.doeacc.org.in) Address Bar o thangwi URL ni site no type khwlaidi.

##### **6.4.2 Favorite Folder Bai Samung khwlaimumung:**

Address Bar ni nangsukamani website eba ulo porinai omtwi website rokno nwnng kaisa menu o tonwi mano.A menu ni mung wngkha Favourite Menu.

Samung khwlaidi tongma Website no nwnng favorite o tonna hwnkhe tolani no poridi:

1. Menu Bar ni **Favorite** no puila click khwlaidi tai **Add to Favorite** no aboni ulo click khwlaidi.
2. Favorite o nwnng website tonmanino karena hwnkhe ,Favorite o click khwlaikheno nukjagwi phainai.

### 6.4.3: Nangmani nanwi naitukmung:

Nwng nini samungni bagwi nangma notes eba jesa phano Google Rearch Engine ni chubachu bai karei mannai.Nangsukmani manwi karenani bagwi tolani swijak no poridi:

1. Internet Explorer no click khwlaidi tai Address Bar o thangwi [www.google.com](http://www.google.com)<<http://www.google.com>> type khwlaidi.Google ni Home Page nini bws kang o nukjak Nini nangmani topic romdi "**doeacc**" no type khwlaidi tai **Google Search** o click khwlaidi.

2. Nini nangmani topics nini bws kang o nukjagwi tongphai Sinai.Aboni ulo jeba kaisa no click khwlaidi.

### 6.4.4. Web page no Download khwlaimung:

Nwng Internet o tongwi nangmani computer ni drivers (software), document eba graphics akorok download khwlaimannai.Download khwlainani raida rok no kaham khe poridi:

1. Internet Explorer eba Netscape ni File Menu o thangwi Save As no click khwlaidi.Aboni ulo tolani hai dialog box nini bws kang nukjak phainai.

2. **Save this to disk radio button** no select khwlaidi tai **OK** o click khwlaidi.Folder ni bagwi nono swngnai bo webpage no khatinai tai File ni mung tamo rwnai.File tai folder ni mung swwi **Save** o click khwlaidi.

### 6.4.5: WEB page no Sapokma:

Web page no print khwlainani bagwi Kwbangma browserni Tool Bar o Print button tong o.

Menu Bar ni file o thangwi print o click khwlaidi..Nangsukmani option no saidi.Haino hai Menu bar o thangwi page set up rok khwlai naidi kaham khe da page wngkha.Wgkha hwn khe Print o click khwlai rwsidi.

## **BWCHAP-7**

### **KOKTUN RWHORMA**

#### **7.0: CHENSAMUNG (INTRODUCTION):**

E-Mail eba Electronic Mail chwno dalbidal kokthum eba information rokno kaisa arini tai kaisa ario rohorwi mano. Joto userni no kaisa mail box address tongo. Ah jagani address nawi no nwnng jesano phano information rok rohorwi mannai. Nwnng kokthum eba information rohorma rok hachalo phano wngthwng kisisa jora bai no rohorwi manai. Microsoft Word o nwnng document rok snamwi mano tai email bai jesano phano nwnng rohorwi mannai.

#### **7.1: KHWLAIJAKNAI (OBJECTIVES):**

Oh bwchapni bising twi saimanjak manwi rok wngkha:

- E-mail ni juda juda samung nangmani manwi.
- E-Mail address ni juda juda samung nangnai manwi.
- E-Mail no Client eba Outlook Express bai samung khwlmung.
- E-Mail no bahai khe swinani, bahai khe rohornai tai bahai khe yachak soknani akorok.
- E-Mail bai kokphirokmung(Reply) tei lukurokno bwskango(Forward) rohormung akorok.
- Bahai khe E-Mail o documents rokno thepanani.
- Address Book o bahai khe khatijaknai tai samung khwlainai.

#### **Computerni Yaphang:**

Nini thani juda juda Internet service providerni(ISP) mail accounts tongkha hwnkhenwng aborokno samungon phwnangwi mannai kaisa windowso tongwi. Internet Connection Wizard nono chubao kaisa eba kwbangma mail server bai manjuimao. Mail Server wngkha kaisa computerno bo joto userni email rokno naikani khwlao. Joto mailrok yachakmani tai rohormanirok o mail server bai no samung khwlaijago. Fiya nwnng Internet service provider eba Local Area Network(LAN) administrator aborokni dagimung nangnai. Nwnng mail account snamnani hwnkhw nini mail account tai password nangnai tai incoming tai kaisa outgoingni mail serverni mungbo nangnai. Incoming mail ni bagwi nwnng IMAPno ISPo samung phwnangkha hwnkhesse nwnnini messengerokno poriji mannai, khatiwi mannai.

#### **7.2.1. Electronic Mail kaisa tamo?**

Electronic mail(Email) wngkha computero khatwijak messengerokno telecommunicationni raida twi kaisa arini simi tai kaisa ario rohornainino hwno. Email messengerokno tamo hwnkhe ASCII code bai se snamjago. Fiya nwnng non-text fileroknobo rohorwi mannai. Romdi graphics image tai sound file akorok. Email wnkha internetni puila samung khwlaijag tai abo tabukjora joto lukurokno hamjagwi tongbao.

Internetni nangsukmani kaitham manwirok wngkha-

1. Header

2. Message body tai
3. Signature.

**Header:** Kaisa email Headerni manwirokno tolao phunukjakkha:

- a) TO:Nwng o ario sabono message rohorna aboni email Id swidi.
- b) Cc:Obo wngkha kaisa Carbon Copy.Nwng kwbangma borokrokno message rohorna hwnkhe, o ario rohorjaknai borokrokni email Id rokno swidi.
- c) Subject:Emailni subjectrokno swidi.

**Message Body:**Obo wnkha kaisa ari,o ario nwng namgsukmani textrokno swinanangnai.

**Signature:**Obo wngkha kaisa rohorna sinimung.O ario nwng rohorna rokni mung,Phone-Fax No. tai address akokorok swina nangnai.

This area is for Fig. 7.1

### EMAIL ADDRESSING:

Kaisa Computer Internetni IP address nawi tonkha hwnkhese bo emailni samung khwlaimannai tai aborok jotono Domain Name Servicero go nwng manwi mannai.IP address networkni address tai bo networkni addresso tong aborokno twwise swnamjago.Internet address kaisa raidao samung khwlaio abo wnkha Internet Protocol .Protocol wnkha kaisa raidani motha abobai bo kwnwi devicerokno gosiruo.Kwnwi device gosia hwnkhe nwng samungse khwlaio manglag.Kaisa web site ni phunukmungno omtwi wngwi mano-<http://www.doeacc.edu>. Aborog talao omtwi information phunugwi mano:

http:	O web server http: protocolno samungo twii khwlaio.
www	O site wngkha World Wide Webni.
doeacc	Web server DOEACC o tongo.
.edu	Obo wngkha kaisa rwngmungni nok

Nangthani,Commercial siterokni address paiphuru .com rwna nango tai government site roknino hwnkhe .gov bai mwthak jago,non prpfit organisation rokno hwnkhe .org bai mwthak jago.O mung snammarok jotono USAni swrwngwi se swnamo.Kubun countryrok kainwi letter bai mwthago.Romdi <http://www.doeacc.org.in> .O addresso .in wnkha India .

### 7.2.3. CONFIGURING OUTLOOK EXPRESS:

Microsoft Outlook Express wngkha software, abo e-mail rohorna/yachakma,swinani tai porinani bagwi samungo phwnang jago.Message list tai preview pane bai nwng kwbangma message rokno nugwi mannai tai kaisa kaisa khwlawi poriwo mannai.

Outlook Expresso nwng kwtal Internetni e-mail account swnamna hwnkhe Talani yaprirokno kaham khe naina nangnai:

1. **Outlook Express no** start khwlaidi.
2. **Tool menu ni Accounts** no sinwi rwdi.
3. **Internet Accounts dialog box** ni **Add** swijago click khwlaidi,tai aboni ulo **Mail** o bo sinwi rwdi.

4. **Display Name box** o, Nwng message rohor phuru omtwi borok bai nasiklai mano aboni mung swidi, aboni ulo Next hwnmani o sinwi rwdi.

5. **E-mail Address box** o nwnng bo account no twwi samung khwlaina nai aboni web site type khwlaidi(Phunukmung, [ramu@doeacc.org.in](mailto:ramu@doeacc.org.in)) ,tei Next o sinwi rwdi.

6. E-mail Server Name ni tolao gothokma incoming e-mail server type khwlaidi(Post Office Protocol version 3 wnkha aboni saksak protocol).

**Muitunarwkd:** Nini ISP se o information snwnamo. Romdi nwnng sai maya hwnkhe ISP bai malaidi.

7. Logon type no nasigwi, nwnng nini POP account tei password swidi hayakhe **Log on using Secure Password Authentication (SAP)** no sinwi rwdi.

**Nagmani:** Logon type saimannai bagwi ISP bai koksalaidi.

8. **Internet Mail Account Name box** o mail account configure khwlai manino sininani bagwi mung type khwlaidi. Obonono hwnoaccount ni "Friendly". Sinwi rwdi Next o.

9. Internet ni bagwi Connection Type o sinwi rwdi tei aboni ulo **Next** o sinwi rwdi. Obo outlook Express 5 bo samung khwlai jakya.

10. **Use my phone line to connect** o nwnng sinwi rwna hwnkhe **Dial-Up Networking** connection mannai. ISP ni bagwi **Dial-Up networking configuration** khwlaijak hwnkhe, List ni **Dial-Up Networking connection** no sinwi rwdi tei **Next** o sinwi rwdi.

Nwnng **"Connect using my Local Area Network eba I will establish my Internet Connection manually"** o sinwi rwkha khwlai kha hwnkhe nwnng tei kubun samung khwlaina nagliya.

11. Finish o click khwlaidi.

Offline o Outlook Express configure khwlai na hwnkhe tolani swijakrokno kahamkhe poridi:

1. Outlook Express o nwnng Tool menu ni **Option** o sinwi rwdi.

2. **General Tab** o sinwi rwdi.

3. Swraiswrai khwlainani bagwi Check box ni **"Send and receive messages at startup"** no sinwi rwdi.

4. **Connection Tab** no sinwi rwdi.

5. Swraiswrai khwlainani bagwi Check box ni **"Hang up after send and receive"** no click khwlaidi. Aboni ulo **Ok** no sinwi rwdi.

**Hotmail Account o Outlook Express configures khwlaidi:**

Nini pullani simi Hot Mail Account tongkha hwnkhe ,tolani swijak rok nono Hot mail account configure khwlainani samungo chubai manwi mano.

1. **Outlook Express** Start khwlaidi, tei Tools menu ni **Accounts** o click khwlaidi. Tolani rikjak nwnng nugwi mannai. Mail Tab o sinwi rwdi.

2. Puila o **Add** tei aboni ulo **Mail** o sinwi rwdi. Internet connection wizard nukjagnai aboni ulo tai Hotmail Server o mail account swnamma paithanai. Joto raida rok rikjak 7.5 ni simi 7.9 rogo swijak tongo.

3. Internet accounts dialog box ni Mail tab o nini kwtal account swnamjak Sinai.

### 7.3 USING EMAILS:

Nini message rok electronic form o email client bai rohorwi mannai romdi Outlook Express hai. Samungrok romdi Composing, sending, replying tai forwarding akorok belai kwlai kheno khwlaimannai.

#### 7.3.1

1. Win2k Professional desktop ni debrani tolao nwnng Start button o sinwi rwdi.

2. Start Menu ni Program saimung no saidi.

3. Program sub menu ni Microsoft Outlook Express saimung no saidi. khwlaidi (Rikjak 7.2 o naisikdi).

Nwnng Outlook Express ni Icon o click khwlaikhe tolani Window nukjaknai. MS Office software haino outlook Express o nwnng Menu Bar, Tool Bar, Status Bar, Scrolling Button tei title Bar akokrok mannai.

Saka o phunukjak mail window no laptham o swbai mano. Left Pane o kisa message folder rok tongo. Phunukmung, Inbox o joto mail yachak jago. Outlook o joto outgoing mail rok khatijago, Sent item o joto mail rohorjag rok tongo. Draft o joto draft mail rok tongo. Yagrani pane o kainwi pane tongo. Pane kaisa o e-mail ni , newsgroup, contact akorok . Tai kaisa wnkhya Preview Pane.

#### 7.3.2 KOKTUN BOKHOK (MAILBOXES):

**Inbox:** Inbox folder wnkhya omtwi kaisa folder, a ario patharni phaijak message rok tonjago. Nini Inbox no kyog rwana hwnkhe nwnng Inbox icon o click khwlaina nangnai. Inbox folder o message tongnai rokno chwnng ulo porina hwnkhe poriwi mannai. Chikonsa preview pane bai bo chwnng message poriwi mannai.

Preview Pane ni message rokno naina hwnkhe tolani swijak rokno kaham khe porina nagnai:

Message list ni **subject line of the message** no click khwalidi porinani bagwi. Text message rok preview pane ni tola o nukjak baisinai.

Message no nwnng swkakjak window o naina hwnkhe:

1. Message porina hwnkhe message list o nwnng philnwi click khwlaidi. Rikjak (Fig. 7.15) o phunukma haino Kaisa swkakjak Message window kiyogwi phainai.

Nwnng nini message poribaikha hwnkhe yagrani Close button o click khwlaidi.

#### **Kwtal Message rok no kasomung:**

Nwnng kwatal message rog no kasona hwnkhe , Outlook Bar ni **Send tai Receive** button no click khwlaidi. Outlook Express nini e-mail no download khwlainai tai nini subject title rokno Inbox o phunukjaknai.

**OUTBOX:** Message no compose khwlainani bagwi nwnng Internet bai manjuna nango omtwi kok kwrwi. Nwn message offline tongphuru bo swi mano tai abono save khwlaikhe tonna nangnai, fiyaba nwnng abono Online wng phuru se rohorwi mannai. Offline nwnng omtwi khe message swikha hwnkhe nini jora tei rang katinai.

1. Nini e-mail message no compose khwlaidi.

2. File menu ni Send Later no click khwlaidi.

3. Nini message rok outbox o khatiwi tonjak nai.

### 7.3.3 (KWTAL MAIL SWNAM NA TAI ROHORNA):

Outlook ni chubachubai nwnng kwatal message tolani raida swijak bai snamwi mannai:

1. File menu ni **"Mail Message of New Option"** no click khwlaidi.
  2. Sakani tool box o nwn email id, subject tei swinani ari rok nuknai.
  3. Sakani rikjabai nwnng saimannai bo ario nwnng rohorjagnai ni email id swinai, tai bo ario Subject tei content rok swinai. Phunukmung, ccc@doeacc.org.in <mailto:chandan@doeacc.org.in>.
  4. Kwbangma borok no kaisa message rohorna hwnkhe nwnng Cc box o aborok rokni email id kaisa kaisa khwlawi tai semi-colon (;) swina nangnai. Phunukmung, courses@doeacc.org.in <mailto:courses@doeacc.org.in>; sjasola@doeacc.org.in <mailto:sjasola@doeacc.org.in>.
- Nwnng blind cabon copy rohorkha hwnkhe, lukurokni email address nukjakya wngwi tongnai.
5. Message ario nwnng message type khwlaidi.
  6. Tool bar ni **Send button** no

### (KWTAL MAIL SWNAM NA TAI ROHORNA):

.Outbox ni message rohorna hwnkhe, Send and Receive button o sindi.

Aboni ulo kaisa message nukjaknai **"Your message has beeb sent"**.

### ULO PAIRWNAI OMTWI KOKMUNG NO KHATINAI:

Paijak eba paisukyakho omtwi Message no nwnng ulo phano samungo phwnagwi mannai, phiya nwnng abono khatina nang nang nai.

1. Khatijak ario Samung no kaham khe twina hwnkhe nwnng **File menu** o thani tai **Save** swijak no saidi.
2. Kaisa message box nini bwskango nukjagwi tonphainai tei abo nono sanai message no Draft o khatiwi tondi hwnwi.

### Katijak message no karina:

Nini message pairwnani jora phai tonkha hwnkhe, abono nwnng haino hai tolao swijak raidarok no naharwi karewi bo mannai.

1. **Outlook Bar ni Draft Icon** no click khwlaidi. Kaisa message ni list tolao phunukjak hai nwnng nuknai.
2. Bo message no nwnng samung khwlaina nai abono karedi tai philnwi sinwi redo.
3. Nini Meassage no pairwi rwsidi , tei Send button no sinwi rwdi.

### 7.3.4 E-mail message ni kokphirokma:

Outlook Express bai nwnng message phiroknani belai kheno kwlai. Nwnng abobo nasik na nangnai sabo nini message rok no phirok. Nwnng bahai khe message phiroknai tolao swijak raida rokno kaham khe naidi:

1. Message list o thangwi nwnng sabono kokphirokna nai abono uansukdi puila tai reply o philsa sinwi rwdi.
2. Tabuk nwnng swidi message swijaknai ario .

3. **Send** swijago click khwlaidi.

#### **Khobor no Jotono thani rohornani:**

Jotono message swijak phirokna hwnkhe tolani swijak no kaham khe poridi:

1. Komung ni mungrem o thangwi nwnge message phirokna muchungmano karedi.
2. Tool Bar ni **Reply to All Button** no sinwi rwdi. Kaisa E-mail message ni Window nini bwskango nukjak phaisi nai.
3. Nini phirokmung no type khwlaidi, tei Send Button o sinwi rwdi. Tabuk Nini kubui khobor yachaknai rok nono kok phiroknai.

#### **7.3.5 KAISA E-MAIL KHOBOR NO BWSKANGO ROHORNA:**

Nini message swijak kahma rok wngwi tongkha hwnkhe, abo jotoni thanino kahamni bagwi bwskango rohorjago. Bahai khe message no bwskango rohornai amorok jotono tolao kaham khe swijak kha:

1. Bwsakango rohorjaknai Message rokno nwnge sinwi rwdi.
2. Tool bar ni Forward Button no sinwi rwdi. Abono chwnge rigwi phunuk kha 7.20. o.
3. Kaisa Forward Message Window nini bwskango nukjagwi tong phainai.
4. Tool Box o recipient ni e-mail id type khwlaidi.
5. Nwnge nini kokchir (comments) message box o swimano. Tool Bar ni Send Button no sinwi rwdi. E-Mail phirsa rohorke abo muthup jagwi thanai.

#### **7.4. E-Mail ni swkangko lok tongmung (Advance Email Feature):**

Tabuk nwnge sai manwi thangkha bahai khe plain e-mail rohornana nang. Nwnge multimedia bo nini kiching songno outlook bai rohorwi mannai. E-mail message hai khwlawi nwnge nini documents rok rohorwi mannai. Nini thanio kiching songni e-mail Id kwrwi phano wngo. Outlook Express bo saisung no o samung no khwlawi nai. Outlook o bini address book hwnwi no kaisa tongo. Outlook Express bai nwnge spelling tai Grammar rok jotono kasowi mano.

##### **7.4.1 E-MAIL BAI ROHORJAKNAI DOCUMENT: (SENDING DOCUMENT BY EMAIL):**

1. Nini rohornana naimani laih o thani.
2. File menu o thangwi nwnge Send no Point khwlaidi. Aboni ulo "Page By Email or Link By Email" no sinwi rwdi.
3. Webpage ni address no type khwlaidi tai tool Bar ni Send Button no sinwi rwdi.
4. Nini account bo web site o tong abonono nwnge type khwlawina nagnai.

##### **7.4.2 SPELL CHECKER NO KWSRANG KHWLAIMA: (ACTIVATING THE SPELL CHECKER):**

Outlook Express saksak no message ni spelling kasow. Nini computer Microsoft Office 97/XP program install kwrwi wngya hwnkhe dalbidal command mangwla (romdi Microsoft Word, Microsoft Excel, eba Microsoft Power Point).

1. Outlook o thangwi **Tool menu** no click khwlaidi tai **Option** nobo sinwi rwdi. Rikjak. 7.21.

2. Option dialog Box tolani hai nini bwskango nukjagwi tong phainai.

3. Spell Tab no select khwlaidi tai sinwi rwdi next to **“Always check spelling before sending”**, **“suggest replacements for misspelled word”** akorokno bo .Aboni ulo Ok no click khwlaidi.

### **7.4.3 Address BOOK no samung phwnangma: (Using Address Book):**

Nini kiching songni address rok no **Address Book** o bo tonwi mano.O address book wngkha kaisa ario,a ario nwnng nini muchungtwi e-mail address rok no tonwi mannai.Nwnng nini address book o taibo juda juda borok ni email address rok no bo tonwi mano.

1. **Tool Bar** ni **Address Book Button** no click khwlaidi.Address Book tolani hai nukjagwi phainai.

2. **Address Book Tool Bar** o thangwi **New Contact button** o click khwlaidi.Properties dialog box tolani hai nukjag nai.

3. Personal Tab no select khwlaidi tai contact ni First tai last name no type khwlaidi. Nini mung saksak Display dialog box o thumsa khwlawi tongwi nai.Nwnng kubun mung dialog box o naikhe,type khwlaidi bising o.

4. Add new box o thangwi contact ni e-mail address no type khwlaidi tai OK o sinwi rwdi.

### **CONTACT NO MESSAGE NI SAKPHANG BAI THUMNAI:**

(Adding a Contact Directly from a Message):

Nwnng message bai bo contact rok no tolani raida bai thumwi mannai.

1. Message window o thangwi **contact name** o click khwlaidi.

2. Tool menu no sinwi rwdi,Add to Address Book no point khwlaidi, tai Sender o sinwi rwdi.

3. Properties Dialog Box nini bwskango phainai.E-mail address akorok jotono kupulwng wngwi thanai(Rikjak 7.24 no naidi).

4. Kwtal information tongkha hwnkhe add khwlaidi,tai OK o sinwi rwdi.

### **MUNG KASOMUNG (CHECK NAME):**

Information no nasikyai phano nwnng To: box o thangwi jeba kaisani mung phano swimannai.Outlook Express saksak no address book o mung nutuk nai .

1. To: Address Book o thangwi puila nini mungi kisisa letter type khwlaidi.Outlook Express type khwlawi mani twi mung tongkha hwnkhe abo tola o nukjagwi tongnai,phiyaba kwrwi hwnkhe jotono mung type khwlawina nangnai.

2. Message window o thangwi Tool menu no click khwlaidi tai Check name no click khwlaidi.Check Name no click khwlaidi.Kaisa Check Names dialog box phainai.Dialog box phaiya khe nwnng Next no cleck khwlawi na nangnai bwskango thanani bagwi.Nini naima mung phai khe,abno select khwlaidi tai Ok o sinwi rwdi.

### **NINI ADDRESS BOOK NO DISK O KHATINA:**

**(SAVING YOUR ADDRESS BOOK TO DISK):**

Nini Address Book no nwing kagos o khatimani slai Floppy disk o khati khe belai kaham wngnai.Omtwi samung khwlai na hwnkhe tolani no poridi:

1. Address Book no Open khwlaidi.
2. Address Book ni bo mung rok no nwing disk o khatinai,aborok no select khwlaidi.
3. Tabuk File Menu no click khwlaidi,Export no point khwlaidi,tai Address Book no bo click khwlaidi.Nini bwsakango Address Book Export Tool nukjagwi phainai.
4. Export Tool Window o thangwi **Text File** no select khwlaidi.
5. Address Book o thangwi **Export** no sinwi rwdi.
6. Save As dialog box no open khwlainani bagwi Browse button no click khwlaidi.
7. Tolani information rokno supundi:
  - a) Box o khatinani bagwi scroll nordi saka eba tola o Floppy drive [A:] mayasak.Aboni ulo abono sinwi rwdi.
  - b) File name box o file ni mung type khwlaidi(romdi Address Book).Aboni ulo Save As type box o thangwi "Text Files" no select khwlaidi.
  - c) Save Button no sinwi rwdi. Save dialog box close wngwi thanai tei CSV Export dialog box kipilwi phainai.
8. CSV dialog box ni **Next button** no click khwlaidi,aboni ulo Finish swijak no click khwlaidi.CSV dialog box close wngwi thanai. Kaisa message box nini thani o nukjagwi phainai tai bo Address Book kaham khwlaida Export wngkha abobo nainai. Flopp disk ni Address Book File nwing kare phuru,bo saksak open wngwi thanai Notepad program ni chubachu bai.

## Bwchap -8

### Chikonsa Presentation swnammung

#### 9.0: Chengsamung:

Power point kaisa graphics ni package. Kwbangma graphrokno phunuk na bagwi au package najagwi tongo. Windows o au naithothok khwai jak design rokno samung o phwnang na bagwi chwnng au powerpoint no najagwi tongo. Text ni patharo thangnai rem(outlining) no naithok khwai tisana bagwi drawing, graphics, clipart akorok no samung khwai na bagwi au package jotoni swlai kuchugo tongo.

#### 9.1: KHWLAIJAKNAI:

Oh bwchapni bising twi saimanjak manwi rok wngkha:

- Power Point Presentation no swnammung.
- Kwtal presentation o Slide no haprwung tai humung.
- Presentation no naimung.
- Header tai Footer no thummung.

#### 9.2: Yaphang:

O bwchap ni bising twi chwnng kwbangma samung khwlainai, romdi file khuloknani, file khatinani tai Power point ni juda juda dialog box akorok.

#### 9.2.1: Power Point Bai Samung khwlaimung:

Power point bai samung khwlaina hwnkhe:

1. Start button o click khwlaidi.
2. Start menu ni Program saimung no click khwlaidi.
3. Microsoft Power Point ni saimung no saidi.
4. Kwbangma saimung bai Power Point ni kaisa dialog box nini

bwskango nukjagwi phainai.

#### Power Point Presentation ni Riso:

Power point ni dialog box o kaibrwi saimung tongo:

- **Auto content wizard:**

Nwng **Auto Content Wizard** saimungo click khwai khe, kwbagma Saimung mannai, tai nwng hamjakmani saimung rokno bo sai mannai.

- **Design Template:**

Presentaion template akorok design khwlaijak ni bisingo tongo, au Jagao kwbangma gap tai design ni biphring rok tongo. Abo bai chwnng background ni slide swnamwi mannai. Abo rokno power point ni design bo hwnjago.

- **Bukcha Presentation:**

Biphring tai background ni design kwrwi omtwi bukcha Presentation akorok no khulok jago.

- **Khwlaijak presentation no khulokmung:** Puilao khwlaijak

Power point ni file khulok nani bagwi browse ni dialog box no khulokdi.

#### 9.2.2: Power Point Ni Presentation no Khulokmung:

Puilao khwlaijak omtwi Presentation no khulok nani bagwi Power Point dialog box no click khwlaidi. Nwng File menu ni Open swijak saimungo click khwai bo khulogwi mannai.

### 9.2.3: Presentation no khatimung:

Kaisa Presentation no khatina hwnkhe, tamo tamo khwlaina nang, abono raida rokno chwnng talao sukhubwi sanai:

1. File Menu ni Save As swijak saimung no click khwlaidi. Kaisa Save As ni dialog box nukjagwi phainai.
2. File ni mung swidi.
3. Save button o click khwlaidi.

Khwlaijak file o nwnng khatina hwnkhe, File Menu ni Save swijak Saimung o click khwlaidi. Power Point ni kwtal version nono HTML bai Web Page swnamnani chubani.

### 9.3: PRESENTATION SWNAMMUNG:

Kwtal Presentation swnamnani bagwi Power Point no kwbangma lama yapharwi tongo. Wizard eba Template akorok bai bo nwnng Presentaion no kaham khe swnamwi mannai. Nwnng bukcha presentation bo swnamwi mannai, phiya au jagao gap, style eba naithokma manwi rok kwrwigrak.

#### 9.3.1: TEMPLATE BAI PRESENTATION SWNAMUNG:

Puilao khwlaijak slide tai title master, gap tai graphics ni biphring akorok no chwnng presentation file o khatiwi mannai. Au bono Presentation template bo hwnjago. Presentation template o Font tai style bai swnamjak Title Master tongo.

Power Point dialog box ni Template saimung no saikha hwnkhe, kaisa kwtal presentation dialog box nukjagwi phainai.

#### General:

Bukcha Presentaion swnamnani eba Template folder o khatijak template file rokno sainani bagwi samung khwlao.

#### Presentation Design:

Presentation Design tab ni bisingo tongo Professional design Template, abo bai nwnng saksaisung samung khwlainani presentation akorok swnamwi mannai.

Presentation Tab o Auto Content Wizard Template tongo, abo bai nwnng prsentation akorokno naikolwi mannai.

#### Presentation:

Puilao khwlaijak omtwi kwbangma template Presentation Tab tongo, romdi: color scheme, font formattin tai slide ni layout akorok. Abo simiya, nwnng AutoContent Wizard aborokno bo nugwi mannai.

#### Web page:

Web page bai nwnng presentation swnamwi mannai tai Web Document o bo khatiwi mannai.

Nwnng Presentation Tab ni Presentation template no saikha Hwnkhe tai OK button o click khwlaikha hwnkhe, kaisa kwtal Presentation riso (screen) o nukjagwi phainai. Nwnng general tab eba Presentation Design template ni bukcha presentaion saikha hwnkhe, kwtal slide ni dialog box nukjagwi phainai.

Auto Layout no nwnng saidi tai OK button o click khwlaidi. Au bo bai nwnng nini jora no khatiwi mannai tai kwtal presentation swnamnani kebengmung rokno kwmarwi mannai. Joto Auto Layouy o juda juda manwi tongo, romdi: text, clipart, organisation chart akorok. Kwtal slide ni bagwi hamjakma layout no saidi tai OK button o click khwlaidi.

**9.3.2: Bukcha presentation Khwlaimung:** Nwnng bukcha presentation swnam khe, default template gap tai style akorok no samungo phwnanglak. Nwnng kaisa bukcha presentation swnam khe, kwbangma gap, layout tai style eba nini slide akorok no nugwi mannai. Menu eba toolbar bai nwnng templt, gap tai juda juda saimung rok mannai.

1. File menu ni **New** saimungo click khwlaidi. Rigjago phunukjak hai no kaisa kwtal Presentation ni dialog box nini bws kango nukjagwi tongnai.

2. General Tab no saidi tai bukcha Presentation o wainwi click khwlaidi. Kaisa kwtal dialog box nukjagwi phainai.

3. Hamjakma layout no saidi tai OK button o click khwlaidi. Khulokjak Power Point dialog box ni nwnng kaisa bukcha Presentaion khulogwi mannai.

### **9.3.3: Text no haprimung tai Komthingmung:**

Presentaion ni joto slide no juda juda text bai swnamjak. Haprinani tai komthingnani akorok joto no office application ni haprimani tai komthingnani rok bai sollai.

#### **Silde ni bijap rokno sapokmung:**

Slide Presentation no nwnng text haprina hwnkhe sample placeholder oclick khwlaidi. Tolani phunukjak slide o kainwi palce holder tongo: aborok wngkha **Sample Title** tai **Bullet list**. Placebar no chwnng kwbangma thop (dot) bai phunukjak kha. Placeholder ni bisingo click khwlaidi nini heading swinani bagwi tai bullet list nangmani text no sukhrubwi swidi.

#### **Kwtal text object swnammung:**

Kwtal Text Object swnamna hwnkhe:

1. Dialog box ni Text Box no saidi.
2. Text Box no tonna muchungma jaga o nini Pointer no tonwi rwdi.
3. Mouse ni debra button o click khwlaidi. Kaisa text box insertion point bai nukjak nai.
4. Nangmani Text no text box o swidi. Nwnng kwtal rem swina hwnkhe, Enter no sinwi rwdi.

#### **Text swlaimung tai chaya no charwmung:**

Swnamjak no swlaina hwnkhe, text object o click khwlaidi. Kaisa Insertion point nukjagwi phainai tai nwnng swimano omtwi kaisa phunuknai. Text swinani bagwi nwnng Edit menu ni Cut, Copy, Paste, Clear tai Select All swijak saimung akorok mannai. Nini text swimani jagao nwnng yagrani mouse button click khe Cut, Copy tai Paste command akorok mannai.

Nini text haprimani paikha hwnkhe, slide ni bukcha ario click khwlai rwdi.

### 9.3.4: Presentation ni Slide no haprimung tei humung:

Presentation file swnammani ulo, nwnngjesa jago phano thumwi ,hapriwi tai hugwi mannai

#### Slide Thummung:

1. Insert menu ni Slide saimung o click khwlaidi.
2. New Slide dialog box ni Appropriate Auto Layout no saidi.
3. Ok button o click khwlaidi. Nwnng nini sak kaisani object, text eba rigjak rokno thumna hwnkhe, insert menu ni nangmani saimung no saidi.

#### Slide Haprimung:

Kaisa slide o chwnng kubun slide rokno puilao eba ulo hapriwi mannai. Nwnng Slide Sorter View ni slide no sai mannai tai Insert Menu ni New Slide saimung bai tai kaisa slide hapriwi mannai.

Kubun file ni slide rokno haprina hwnkhe, File saimung ni Slide swijak no click khwlaidi.

#### Slide akorok no humung:

Slide no huna hwnkhe, hujaknai slide no saidi puila tai Edit Menu ni Delete Slide saimung no saidi. Nwnng **Slide Shorter View** swijak ni bo slide sai mannai tai slide hunani bagwi **Delete** Key no sinwi rwdi.

### 9.4: Slide Tiyar Khwlaimung:

Kaisa data ni table o slide ni nangmani information rok tongwi mano. Power point ni text haprima jagao table no swnamjakya. Phiya table swnamnani bagwi nwnng Word eba Excel no nai mannai.

Kaisa Word Table eba Excel Worksheet haprina hwnkhe:

1. Standard Tool Bar ni **Insert Excel Worksheet** button eba **Insert Word Table** button no saidi.
2. Kebeng tai kosong sainani bagwi Cell bisingo mouse pointer no drag tai click khwlaidi.
3. Mouse button no sarogwi rrwdi. Power point nini slide o kaisa nangmani object hapriwi rwnai.

#### Worksheet eba Table ni bijap rok swnamna hwnkhe:

1. Text thumna naima jagao click khwlaidi, eba insertion point no debra ni simi yagra phasing twlangnani bagwi Tab no sinwi rwdi.
2. Kaisa thong ni tai kaisa thongo thanani bagwi UP tai Down arrow key no samungo phwnangdi.
3. Table o text haprina tai danani bagwi standard editing Convention o click khwlaidi.
4. Table eba Worksheet ni samung paikha hwnkhe, nwnng bukcha ario click khwlaidi.

**Insert the table** swijak jagao wainwi click khwlawi nwnng table swnamani no swlai mano.

### 9.4.2: Clipart rigjak rokno thummung:

KwBangma rigjak file rokni thummung no hwno Clipart. Clipart wngkha dalsa lama, au lama bai nwnng Slide Show no naithok khe twisawi mannai.

Clipart no thumna hwnkhe:

1. Clipart thumna naima jaga no saidi.
2. Insert menu ni rigjak saimung no saidi.
3. Rigjak submenu ni Clipart saimung no saidi. Nini slide Clipart

placeholder o tongkha hwnkhe, aboni saka o wainwi click khwlaidi. Rigjak 9.9 no Microsoft Work Gallery ni dialog box nini bws kang o nukjagwi phainai.

1. Clipart Tab saimani ulo, list ni kwBangma rigjak rokno saidi. Joto rigjak ni preview nainani bagwi joto saimung no saidi.
2. rigjak no saidi tai insert button o click khwlaidi eba rigjak item o wainwi click khwlaidi.

Nwnng Standard Tool bar ni Insert Clipart button bai Clipart rigjak thumui mannai.

#### **Auto Clipart:**

Microsoft ni bising o kwBangma tongmung tong nai rokno hwno Auto clipart. Auto clipart nini presentation ni text no kare o.

Auto clipart ni tongmung nainani bagwi Tool menu ni Auto clipart saimung no saidi.

#### **9.4.3: Kubun Object rokno haprimung:**

Kubun application ni kwtal file no haprina hwnkhe:

1. Nini hamjakma jaga o power point ni slide no phunukdi.
2. Insert Menu ni Object saimung o click khwlaidi. Tolani rigjak 9.11 hai Kaisa Insert Dialog box nukjagwi phainai.
3. Dialog box ni Create New saimung no saidi.
4. **"Display as icon"** swijak no phunuknani bagwi **"Display as icon"** saimung o click khwlaidi.
5. Object type list ni hamjakma object no saidi.
6. Object type list ni object type no saidi.
7. OK button o click khwlaidi. Nwnng OK o click khwla imani ulo

Insert Object Dialog box muthupjagwi thangnai tai nangma application ni power point ni window khulok jagwi thangnai.

8. Application no samungo phwnangnani bagwi, Power point kaisa
9. Slide ni Bukcha ario click khwlaidi.

Nwnng kubun file o khwlai tongmani file no hapri hwnkhe, power point au file no hapriwi rwnai.

Khwlai tongmani file o kubun application haprina hwnkhe:

1. Object haprina naima jaga o Power point ni slide no phunukdi.
2. Insert Menu ni Object saimung o click khwlaidi. Bws kango rigjak phunukma hai kaisa Insert Object dialog box nukjagwi phainai.

3. File saimung ni Create swijak no click khwlaidi. Kwtal Insert dialog box 9.12 ni hai nuk jagwi phainai.

4. Nwng file ni mung saimano hwnkhe, File box o paisugwi lamani mung(pathname) swidi. Phiya Nwng saimanya hwnkhe, Browse button o click khwlaidi.

5. Chajak file ni mung swidi tai OK button o click khwlaidi. File box o saijak file ni mung nukjak phainai.

6. Object icon no phunukna hwnkhe, **Display as icon** saimung o click khwlaidi.

7. OK button o click khwlaidi.

8. Slide ni jesa bukcha jagao click khwlaidi.

(ii) Add ni slide je jaga au tongnani ah jaga sebdi (click).

(iii) Nini nangmatwi drive, directory, sub-directory, folder gilama swlaimani bisingtwi nini nangmani file kaisa yak ulo nukjak nai.

(iv) Ah file au nwng wainwi (double click) sebdi.

#### **Clipart:-**

Powerpoint ni slide na teba naithok khaina bagwi nwng ah jaga au mangpili (picture) rio manu. Ah mangpili rinani raida –

(i) Presentation na slide view oh phunukdi.

(ii) Insert menu au thangwi picture option oh sebdi. Insert picture dialog box nukjaknai.

(iii) Picture submenu ni clipart option oh sebdi.

(iv) Nwng je mangpili na chajakgu abano sebdi. Insert option na sebdi.

#### **9.4.4: Object no chikon-kotor khwlaiphirmung tai scalling khwlaimung:**

Mouse ni chuba chubai sotonwi naharwi object no chikon-kotor khwaiphirwi mano. Aboni yak ulo scale ni chubachu bai kaisa map naharwi object no kotor khwai mano tai chikon rio mano. Scale ni chuba chubai kotor-chikon khwainani hwnkhe: –

1. Scalling khwlainani bagwi Object o click khwlaidi.

2. Format menu ni AutoShape saimung o click khwlaidi. Kaisa Format Auto shape ni dialog box nukjak nai.

3. Format Auto shape dialog box ni Size tab no click khwlaidi.

4. Kuchuk tai kuwar ni box o thangwi nwng ra(100) ni swlai kwbang eba kisisa khwlai re swidi.

5. Kuchuk eba kuwar ni ratio no kaham khwlainani bagwi Lock Aspect Ration box o click khwlaidi.

6. Object no preview khwlaina bagwi Preview button o click khwlaidi.

7. OK button o click khwlaidi

#### **9.5: Asthetic khwlaimung:**

##### **9.5.1: Text Presentaion no Chukrwmung:**

O bwkhak o chwng nini presentation no bakhai khe kaham khwlawi phunuknai, abono nono sanai.

**Text no Chukrwung:**

Chukrwung wngkha text ni tongthak no swlaima,font saima,text style no swlaima,gap,kuwar tai underline,sampli akorok bai samung naithok khwlaimung.Nwng text ni joto font style no samungo phwangwi mano eba MS Word,Excel hai no text settings bo khwlai mano.

**Rem tai Swikhak rokni jaga swlaimung:**

Powerpoint bai chwng rmnwi ni kwnwi kwcharni jaga tai saikhak ni bws kangni eba uklok ni jaga rokno swlawi mano.Joto template o saksak kaisa(1) rem tongo.Saikhak ni ulo rem budul(zero) jaga tongo tai bws kango 0.2 eba 0 tongo.

Rem tai Swikhak rokni jaga swlaina hwnkhe:

1. Rem tai Swikhak rokni jaga swlain nani bagwi Text no saidi.
2. Format menu ni **Line Spacing** swijak saimung no saidi.Line Spacing ni kaisa dialog box nukjagwi phainai.
3. Swikhak ni bws kang eba ulo phano wngthwng,line spacing ni bagwi nangma rem achukridi.

**Aligning Text(Text no bwtang khwaimung):**

Aligning wngkha dalsa lama,o lama bai chwng bwlai ni margin o text no hapriwi mannai.Presentaion Slide o text alignment debra phaising o tongo eba Kaisa kokthai eba rem swikhak bising o tongwi man gwla.

**Bullet Text no haprimung:**

Bullet list wngkha jotoni swlai nangsukmani slide tool.Aubo bai chwng nangmani kisisa point rokno hapriwi mannai.Bullet list format o nwng jesa text phano hapriwi mannai.

Bullet no haprina hwnkhe:

1. Text sakao insertion point no tonwi rwdi.
2. Format menu ni Bullet saimung no saidi.Kaisa bullet dialog box nukjagwi phainai.
3. Bullet from list swijak ni hamjakma bullet no saidi.
4. Color list box ni khwtal gap no saidi.
5. Size box ni percentage o thangwi bullet warma rokno swlaidi.
6. Saijaknai bullet no samung khwlainani bagwi OK button o click khwlaidi.

**9.5.2: Gap tai rem style bai samung khwlaimung:**

Kaisa rem no khibiwi,Power Point ni joto swijak object rok gap,line gap tai rem style akorok bai kuplung khwlaijak.Nini kebebgmung tongkha hwnkhe,nwng rem ni gap tai gap kuplung khwlaijak no muthubwi tonwi mannai.Kwbangma template okaisa object line bara ni bokobom khwlaijak.

**Fill, Line color tai Line style akorok no hamjakmung:**

Object o gap kuplung khwlaina hwnkhe:

1. Object no saidi.
2. Fromat menu ni Color tai Line swijak saimung no saidi.

3. Fill color box ni hamjakma gap no saidi.
4. Fill color drop-down list no muthupnani bagwi arrow no click khwlaidi. Drop-down list nono tolani saimung rokno phunuk nai.
  - \* No Fill color option to remove the fill color from the object.
  - \* More colors option to open another dialog box.
  - \* Fill Effects option to open a fill Effects dialog box which offers the Gradient, Texture, Pattern and Picture tab. O borok no nwnig rigjak 9.18 o nuknai.
5. Drop-down list ni jeba kaisa no saidi.
6. Format AutoShape dialog box ni OK button o click khwlaidi.
7. Bukcha ario o click khwlawi rwdi.

### **Shading tai Pattern bai samung khwlaimung:**

Gap bai Kuplung khwai nani kainwi nangsulmani variation rok wngkha gradient color tai two-color pattern. Gradient wngkha kaisa object gap ni andar ni simi kwchwnig eba kwchwnig ni simi andar. Variation keplengari, kosong eba thekamanjug o phano samung khwai mano. Nwnig gap ni intensity no gothokrina nangnai.

Gradient no thansa khwlaina hwnkhe:

1. Sampli khwlainani bagwi object no saidi.
2. Format menu ni gap tai rem saimung no saidi. Format Auto shape ni dalsa dialog box nukjaknai.
3. Tabuk gap silmani no naina hwnkhe, Fill color box ni gap tai rem tab no saidi. Fill color drop down list swijak no khuloknani bagwi tolani arrow no click khwlaidi.
4. Fill effect dialog box no khulok nani bagwi Fill Effect saimung no saidi.
5. General Tab no saidi.
6. Siljak gap no swlaina hwnkhe, Gap ni saimung rokno samungo Phwnagdi.

Gap nono tolani saimung rokno phunuknai:

- One color sub-option to blend one color for the gradient.
  - Two color sub-option to blend two colors for the gradient.
  - Preset su-option to display sets of predefined color grafients.
7. Sampli style ni kaisa saimung no saidi.
  8. Variat box o thangwi kaisa varient no phunukdi. Variat Sample box nono kwbangma hamjakma style rokno phunuknai.
  9. Format Autoshape dialog box o kiphilrwnani bagwi OK button o click khwlaidi.
  10. Format Auto Shape dialog box no muthupnani bagwi OK button o click khwlaidi.

### **9.5.3: Tokey tai khorang no thansa khwlaimung:**

Nini document rokno naithok tai kaham khwlainani bagwi nwnig khorang tai tokey rokno thumsa khwai mano. Document o nwnig khorang tai tokey no object

swnamwi hapriwi mannai tai nwnng abono thwngwi bo mannai. O samung rok tamu hwnkhe multimedia o kwbang khe nango.

Tokey tai Khorang rokno thumsa khwlaina hwnkhe:

1. Video clip khwlaina naimani slide no saidi.
2. Insert Menu ni Tokey tai khorang saimung no saidi.
3. Tokey tai khorang ni sub menu o thangwi tokey sainani bagwi

Gallery saimung no saidi. Kaisa Microsoft Clip Gallery dialog box khulok jagwi phainai. Motion Clip Tab no saidi.

4. Microsoft Clip Gallery ni Video tab no saidi.
5. Video clip no saidi tai tokey ni preview nainani bagwi Play

button o click khwlaidi.

6. Slide o tokey no haprinani bagwi Insert button o click khwlaidi.
7. Khorang haprinani bagwi Microsoft Clip Gallery ni Sound Tab

no saidi.

8. Khorang no haprinani bagwi insert button o click khwlaidi.

Clip Gallery o kwrwi omtwi tokey nini thanio tongkha hwnkhe, nwnng Impart Clips button o click khwlai saidi tai hapriwi rwdi.

#### **9.5.4: Header tai Footer thansa khwlaimung:**

Header wngkha document ni margin sakao tongnai dalsa biphring. Nwnng nini slide o header tai footer rokno thumsa khwlai mannai.

Header eba footer no thansa khwlaina hwnkhe:

1. Header tai Footer dialog box phunuknani bagwi View Menu ni

Header tai Footer saimung no saidi.

2. Sal tai jora, Slide ni rem, tai footer text no haprinani bagwi slide tab no saidi. Sal tai jora, bwlaini rem akorok no thumsa khwlainani bagwi Notes eba Handouts tab no saidi.

Nwnng slide tab no saikha hwnkhe, Don't show title o thangwi footer no thepayawi tonwi mano.

3. Tabuk ni slide o samung khwlaina hwnkhe Apply button o click khwlaidi.

View menu ni Master saimung o thangwi nwnng header no thansa khwlai mannai.

#### **9.6: Slide ni Presentaion:**

##### **9.6.1: Presentaion no naimung:**

**Presentaion no nainani bagwi** Power Point ni kisisa lama tongo. Joto naimung ni no kaisa nangsukmani naimung tai hammung tongo. Naimung no kodo khwlainani tai kaisa lama hwnkha debrani View button o click khwlaidi. Nang View menu ni View saimung no saidi.

##### **Bising tai phatharni Zooming:**

Power point slide rokno chikon–kotor khwlainani bagwi kwbangma saimung rwkha. Nwnng power point o tongnai percentage rokno hamjak matwi saidi. Power point ni slide no kotor khe nainani bagwi juda juda percentage rwjak tongo.

Zoom ni Percentage saina hwnkhe:

1. View Menu ni Zoom saimung no saidi.Kaisa Zoom dialog box nukjagwi phainai.
2. Percentage no saidi.
3. OK button o click khwlaidi.

Nwng Standard tool bar ni Zoom Control drop-down list o thangwi Zoom swijak saimung no click khwlaidi.

### **Slide Naimung:**

Slide swnamnani tai haprinani bagwi Slide View no chwng samungo phwnanh jago.O bo wngkha power point ni kaisa saksak nukjakmung.O slide view o nwng joto menu tai tool bar rok samung khwlainani mannai.Slide view no phunuk na hwnkhe,View menu ni Slide saimung no saidi.

### **Phatharni rem no phunukmung:**

Outline view nono kwbangma slide ni text rokno phatharni rem bai phunugo.Power point ni editing screen o thangwi outline view saimung no click khwlaidi.Kaisa rem ni slide icon title slide ni debra phaising nukjagwi tongnai.Slide o rigjak kwrwi hwnkhe,slide icon bukcha wngwi tongnai.Slide o rigjak tong khe,slide icon o graphics representation rok tongnai.

Kaisa floating window title color phathar phaising nukjagwi phainai.Power point ni Summary Slide tool saksak kaisa agenda slide swnamwi rwnai.Joto slide ni Title Bar n simi naina hwnkhe,Collapse All Icon o click khwlaidi.Title tai text naina hwnkhe,Expand All ico o click khwlaidi.Outlline View no phunukna hwnkhe,View Menu ni Outline saimung no saidi.

### **Slide sorter view:**

Slide Sorter wngkha joto slide ni dalsa swiswrrwng.Nwng salide no sainani tai drag khwlainani bagwi o view no samung khwlai mannai .Joto slide ni yagra phaising slide ni rem akorok nukjagwi phainai.

Slide Sorter View ni slide saina hwnkhe,slide no phunuk nani bagwi arrow key no samungo phwnangdi,eba kaisa slide sakao saidi.Kaisa rwja outline jotoni kitingwi tongnai.

### **Note bwlaino phunukmung:**

Power point ni editing screen au file menu ni Note page ni view option na click khai mani yak ulo presentation nukjaknai. Au slide nukjakmani yak ulo chwng bini kaisa raida naharwi au presentation no naharwi mano.Note Bwlai no saina hwnkhe View menu ni Note Page saimung no saidi.

### **Slide show view:**

Au slide show kotor khai nukjag tongo. Je phuru au slide nukjaknai aphura nini power point ni windows nukjak gwllak. View menu au thangwi slide show option click khaidi.

### **9.6.2: Presentaion ni bagwi Setup no hamjakmung:**

Slide show bai nwnng kwbangma presentation rokno phunugwi mannai.Nwnng kubun presentation ni tongmung rokno bo phunugwi mannai.

Slide, Note, hanfout tai outline khwlainan hwnkhe:

1. Setup khwlaina naimani Presentaion o click khwlaidi.
2. File menu ni Page set up saimung no saidi.Kaisa dialog box nukjagwi phainai.
3. Slide size ni nangasukma saimung no saidi.
4. Rem ni slide box o rem no saidi.Phiya kaisa(1) no tanadi.
5. Print Orientation slide, notes, handouts eba outline Portrait eba landscape no saidi. Portrait no saikha hwnkhe,nini slide kuwar wngyawu kuchuk wngnai.Landscape o click khwlaikhe,hasisa tai kuwar wngwi thangnai.

### **9.6.3: Slide rokno sapokmung tai Yakni phatharo rohormung:**

Presentation no sapokna hwnkhe:

1. Sapokna muchungmani no khulokdi.
2. File Menu ni Print saimung no saidi.Kaisa print dialog box nukjagwi phainai.
3. Juda juda saimung rokno saidi tai OK o click khwlaidi.

### **Sapokmung ni dialog box no thepamung:**

Nini Printer waisa set wngwi thangkha hwnkhe,Power Point nono Slide,Note,bwlai,handout,tai outline akorok no sapogwi rwnai.Sapokna hwnkhe,File ni Print saimung no saidi.Kaisa dialog box khulok jaknai.Tabuk nwnng kaibwswk bwlai nang uansugwi swidi tai OK button o click khwlaidi.

### **9.7: Slide Phunukmung:**

Presentation ni slide show phunukna hwnkhe,Screen ni joto ari o slide nukjak nai.Power Point ni joto title bar,Menu bar tai tool bar akorok jotono muthup jagwi thangnai.

On Screen no 35 slide no show khwlainani bagwi kisisa chamung tongo.

- O bo nono presentation ni bisingo kawlai khe norwi tonwi mano.
- Presentation ni jorao bo nono kwbangma information rok phunugwi tonnai.
- Bo multimedia ni samung, romdi video tai animation rokno khwlainani chubanai.
- Bo nono slide tomgmung rokno bo sukhrubwi sanai.

### **9.7.1: Slide phunukmano samung khwlaimung:**

Power point o slide show no samungo phwnagna hwnkhe:

1. Slide show phunukna naimani Presentation no click khwlaidi.
2. Slide, outline, slide shorter, notepage tai slide show view akorokno saidi.
3. Slide Show menu ni Set Up Show saimung no saidi.Kaisa Set up show ni dialog box nini bws kango nukjagwi phainai.
- 4.Slide Area Dialog box o thangwi slide ni range saidi eba joto no saidi.

5. Advanced slide Area o thangwi manually no saidi eba jora rwjak tongkhe, jora no saidi.

6. Presentation no bwthakyawi khwlai thangna hwnkhe, "ESC" check box no activate khwlaidi.

7. Nini Presentation no screen o phunukna hwnkhe, Presented by a Spaecker eba Browse no click khwlaidi.

8. Nini Presentation no nwnng khorang eba video bai phunukna muchungya hwnkhe, "show without narration eba show without animation" no click khwlaidi.

View button ni Slide Show saimung o click khwlaibo nwnng slide show phunugwi mannai.

### **9.7.2: Slide no jora bai norwi tonmung:**

Nwnng nini slide o kwbangma manmung manna muchungkhe, nwnng jora bai nornani bagwi bo samung khwlaina nangnai.

Norjakmani no naikolna hwnkhe:

1. Slide sorter view o Presentation no phunukdi.

2. Jora tai nornmung ni saimung slide no saidi.

3. Slide show menu ni Slide Transition saimung no saidi. Kaisa Slide Show Transition dialog box nukjagwi phainai.

4. Effect drop-down list ni nangmani transition style no click khwlaidi.

5. Kodo khwlainani bagwi saimung no saidi.

6. Kainwi slide ni jora no chapna bagwi Advance Area swijak ni kaisa saimung no saidi. Nwnng chapma jora paikhe tai kaisa slide saksak nukjagwi phainai.

7. Nwnng khorang haprina muchungkhe, khorang ni drop-down list ni nangmani saimung no saidi.

8. Nwnng nukjagwi tongnai slide no simi phunugwi tonna hwnkhe, Apply swijak no click khwlaidi.

### **9.7.3: Saksak slide phunukmung:**

Slide no nwnng saksak phunukna muchungkha hwnkhe, "Advance to successive slides automatically during Presentation" swijak no ckick khwlaidi.

Slide Show no saksak khwlaairwna hwnkhe:

1. Slide Show menu ni "Rehearse Timing" saimung no saidi. Kaisa "Rehearse Timing" ni dialog box nini bws kango nukjagwi phainai.

2. Nwnng tai kaisa slide o thangnani bagwi tiyar hwnkhe, "Rehearse Timing" dialog box ni arrow button o click khwlaidi.

3. Nwnng Enter eba Page down swijak ni jeba kaisa no sinwi rwdi.

4. Joto slide no phunuknanu bagwi raida kainwi(2) o thangna nangnai.

Joto Kwtal slide ni bagwi kaisa information nukjagwi phainai.