NIRMAL BABA COMPUTER EDUCATION

FUNDAMENTAL OF COMPUTER

User Guidelines ≅

☛You can use this note for any Institute, College, Competitive exam or Personal. Apart from this, you can use it in computer courses like DCA, ADCA, PGDCA, DADTP Etc...

☛If you have any problem anywhere within this note, or if you want to give me some advice, you can contact us on WhatsApp.

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COMPUTER

Computer is an electronic machine which accept data and instruction Store data and instruction and manipulate result according to user.

OR,

A computer is an electronic device that manipulates information, or "data." It has the ability to store, retrieve, and process data. You can use a computer to type documents, send email, and browse the internet. You can also use it to handle spreadsheets, accounting, database management, presentations, games, and more.

Generation of Computers

1st Generation	-1946-1956 (vacuum tube)
2nd Generation	-1957-1963 (Transistor)
3rd Generation	-1964- 1981 (I.C)
4th Generation	-1982-1989(V.L.S.I)
5th Generation	-1990- onwards (Arch 3D-I.C)

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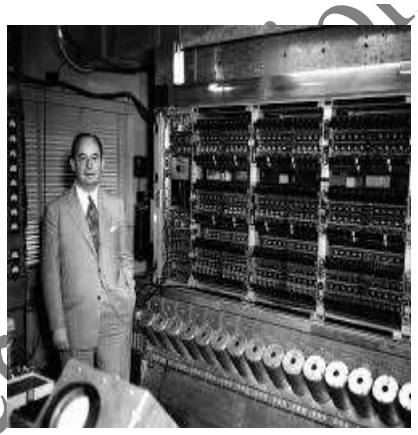
First Generation Computers

The first generation (1946-1956) computers were slow, huge and expensive. In these computers, vacuum tubes were used as the basic components of CPU and memory. These computers were mainly depended on batch operating system and punch cards. Magnetic tape and paper tape were used as output and input devices in this generation;

Some of the popular first-generation computers are;



- **ENIAC** (Electronic Numerical Integrator and Computer)
- **EDVAC** (Electronic Discrete Variable Automatic Computer)
- **UNIVACI** (Universal Automatic Computer)
- **IBM-701**
- **IBM-650**

Second Generation Computers

The second generation (1957-1963) was the era of the transistor computers. These computers used transistors which were cheap, compact and consuming less power; it made transistor computers faster than the first-generation computers.

In this generation, magnetic cores were used as the primary memory and magnetic disc and tapes were used as the secondary storage. Assembly language and programming languages like COBOL and FORTRAN, and Batch processing and multiprogramming operating systems were used in these computers.

Some of the popular second-generation computers are;

- **IBM 1620**
- **IBM 7094**
- **CDC 1604**
- **CDC 3600**
- **UNIVAC 1108**

Third Generation Computers

The third-generation (1964-1981) computers used integrated circuits (ICs) instead of transistors. A single IC can pack huge number of transistors which increased the power of a computer and reduced the cost. The computers also became more reliable, efficient and smaller in size. These generation computers used remote processing, time-sharing, multi programming as operating system. Also, the high-level programming languages like FORTRON-II TO IV, COBOL, PASCAL PL/1, ALGOL-68 were used in this generation.

Some of the popular third generation computers are;

- **IBM-360 series**
- **Honeywell-6000 series**
- **PDP (Personal Data Processor)**
- **IBM-370/168**
- **TDC-316**

Fourth Generation Computers

The fourth generation (1982-1989) computers used very large scale integrated (VLSI) circuits; a chip containing millions of transistors and other circuit elements. These chips made this generation computers more compact, powerful, fast and affordable. These generation computers used real time, time sharing and distributed operating system. The programming languages like C, C++, DBASE were also used in this generation.

Some of the popular fourth generation computers are;

- **DEC 10**
- **STAR 1000**
- **PDP 11**
- **CRAY-1(Super Computer)**
- **CRAY-X-MP (Super Computer)**

Fifth Generation Computers

In fifth generation (1990-Onwards) computers, the VLSI technology was replaced with ULSI (Ultra Large-Scale Integration). It made possible the production of microprocessor chips with ten million electronic components. This generation computers used parallel processing hardware and AI (Artificial Intelligence) software. The programming languages used in this generation were C, C++, Java, .Net, etc.

Some of the popular fifth generation computers are;

- **Desktop**
- **Laptop**
- **NoteBook**
- **UltraBook**
- **ChromeBook**

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COMPUTER

Hardware **Software** **User ware**

HARDWARE: Those parts of computer system which we can see or touch is called hardware.

Ex - Keyboard, Mouse, Monitor, RAM, MOTHERBOARD etc.

SOFTWARE: Software is a series of programs that control all functions of the computer system and show you the output results on your monitor.

Ex – Tally, Photoshop, PageMaker etc.

USARWARE: Those Types of people who operate the computer system is called user ware or live ware.

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NPUTDEVICE: Such types of devices through which we can feed the Input (data and instruction) into computer System is called input device. Ex – Keyboard, Mouse, Scanner, Mic, Camera, etc.

KEYBOARD: Keyboard is a primary input device, through Which we can insert input like latter (A – Z, a – z) Numbers (0 – 9, +, -, *), system etc. into computer System. The Keyboard has 104 to 112 keys.

There are five types of keyboards,

1.) SERIAL KEYBOARD
2.) PS/2 KEYBOARD
3.) USB KEYBOARD
4.) CODELESS KEYBOARD
5.) LASER KEYBOARD

The keyboard keys divided into six sections,

1.) Alpha numeric. (A – Z, a – z, 0 – 9, +, *, -) etc.
2.) Functional key. (F – F12)
3.) Cursor movement key.
4.) Special key. (Ctrl, Alt, enter, shift, delete) etc.
5.) Conditional key. (< ,>)
6.) Multimedia key.

MOUSE: Mouse is an also input device through which we can Insert the input into computer system by using Click double click or right click.

The mouse has two or three buttons.

Left Button: If you click the left button of the mouse once, it selects one of the objects appearing on the screen and if you double click, the program is opened. Also, with the help of this button you can drag & drop any one or more objects.

Right Button: If you click the right button of the mouse, you can access the properties of a chosen object.

Scroll Button: This button is used to scroll through a large document.

Note: The "left button" of the mouse can be changed to the "right button" and the "right button" to the "left button"

There are four type of mouse.

1.) Optical mouse.
2.) Ps/2 mouse.
3.) USB mouse.
4.) Codeless mouse.

NOTE:-

- TO press left button one time is called click.
- To press left button two times is called double click.
- To press Right Button is one time is called right click.

MIC: This input device is used to insert the sound Input into computer system.

SCANNER: Scanner is input device, through which Scan the any object and send into computer System as a picture format. The scanner scans the any object by using light sensor.

OUTPUT DEVICE: Such types of devices through which we get the Output result as hardcopy or softcopy is Called output device. Ex – Monitor, Printer, Speaker.

MONITOR: Monitor is a output device through which we get the Output result as softcopy. The monitor looks like a television Screen so it is called VDU (visual Display Unit) The monitor screen divided into Horizontal and Vertical line. The horizontal line is called Row. The vertical line is called column.

On the basic of technology monitor are Five types of.

1.) CRT Monitor (cathode Ray Tube)
2.) LCD Monitor (Liquid Crystal Display)
3.) Plasma Monitor.
4.) LED (Light Emitted Diode)
5.) OLED (Organic Light Emitted Diode)

PRINTER: Printer is an output device through which we get the Output result as hardcopy on the paper sheet.

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There are two type of Printer.

1.) Impact printer.
2.) Non-impact printer.

Impact Printer: The printer prints one letter each and when it prints, the printer produces a very large amount of output sound. Such a printer has small pins to print the letter and the pin has letters and the pin has ink that is printed on a paper.
E.X: - Dot Matrix printer, Line Printer, Drum printer etc.

Non-impact printer: - Ink is now used to print any letter or picture in such printers. Let me tell you that with such a printer, when you print any letter or picture, the quality is very good, and when the printer runs, the output sound is very low, but it will be much more expensive than the impact printer. happens.
E.X: -Inkjet Printer, Laser Printer, Electro Magnetic Printer etc.

On the basic of speed printer are three type of.

1.) **CPS printer (Character Per sound):** This printer prints in one second 10 – 15 character.
2.) **LPM printer (Line Per Minute):** This printer prints in one minute 10 – 15 line.
3.) **PPM printer (Page Per Minute):** This printer prints in one minute 10 – 15 pages.

SPEAKER: Speaker is an output device through which we get the sound output of the computer.

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MEMORY: The space of computer system in Which store the data and Instruction is called memory. Computer memory is a generic term for all of the different types of data storage technology that a computer may use, including RAM, ROM, and flash memory.

There are two type of memory.

1.) Primary memory.
2.) Secondary memory.

Primary memory: Such type of memory in which we can store the data and instruction at first time is called Primary memory. The primary memory stores the data and instruction till computer is on, if computer is off than lost all Data and instruction.

The primary memory is the costly memory.

There are three types of primary memory.

1.) RAM (Random Access Memory).
2.) ROM (Read Only Memory).
3.) C mouse.

RAM: RAM stands for Random Access Memory. This primary memory is used to store the Data and instruction again and again into computer system. The most important things to understand about RAM are that RAM memory is very fast, it can be written to as well as read, it is volatile (so all data stored in RAM memory is lost when it loses power) and, finally, it is very expensive compared to all types of secondary memory in terms of cost per gigabyte.

There are two type of RAM.

1.) SRAM: (Static Random-Access Memory)
2.) DRAM: (Dynamic Random-Access Memory)

ROM: ROM stands for Read Only Memory. It is known that it is a memory that will be used to read any data. Let me tell you that it is a permanent memory, so when the power is lost or the program we are working on, these data remains permanently protected and no data is destroyed. There are also some examples of this memory such as**: PROM, EPROM, EEPROM,** etc.

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Secondary memory: Such types of memory in which store the large amount of data and instruction for feature is called secondary memory.

Ex – Hard disk, CD, Pen drive, Memory Card etc.

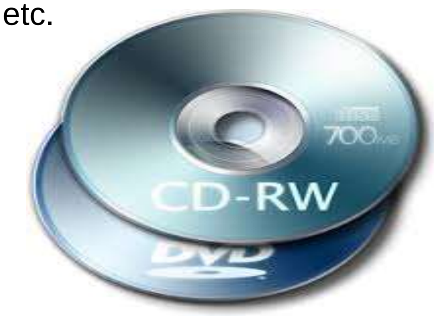
Hard Disk:- Hard disk is a storage device that is used to store all computer data now, whether it's a document, video song, audio song, software or any other file, it stores that data permanently, but yes, you can view or delete or rework any data whenever you want...

Floppy Disk: - It is an external memory disk in which you can keep a very small amount of data. Let me tell you that it was used in the earlier jamme, but with the arrival of CDs, pen drives and other external drives, its excess is now over.

The floppy disk has a spherical magnetic plate with all the data stored and all the data is read from there.

If you look in between, it will look like a spherical CD and Let me tell you that it is a plastic called myler with a magnetic layer mounted on both sides....

CD (Compact Disk): - It is also an external disk that can also contain a variety of data and can be viewed or read. Inside it you can store a variety of things like: fins, video song, audio song, software, etc.



Memory Card: - It's also a kind of external disk in which you can store a variety of things like: audio song, video song, film, etc.

DVD (Digital Versa Tile disk):- It's also a kind of external disk that looks similar to "Compact Disk" and the work is almost the same, but it has more potential to "Compact Disk" in which you can keep any data in maximum quantities...

Pen Drive/Flash Drive: - It is also an external drive in which a large amount of data can be saved. The point is that it is small and very convenient as well as you can take it wherever you want and use it...

Measurement unit of Memory: -

1 Bit	=	Binary Digit
8 Bits	=	1 Byte
1024 Bytes	=	1 Kilobyte (KB)
1024 Kilobytes	=	1 Megabyte (MB)
1024 Megabytes	=	1 Gigabyte (GB)
1024 Gigabytes	=	1 Terabyte (TB)
1024 Terabytes	=	1 Petabyte (PB)
1024 Petabytes	=	1 Exabyte (EB)
1024 Exabytes	=	1 Zettabyte (ZB)
1024 Zettabytes	=	1 Yottabyte (YB)

What is computer software?

Software is a series of programs that control all functions of the computer system and show you the output results on your monitor. And yes, the kind of software you use on your computer will show you the kind of results on your screen. One more thing I would like to tell you is that the software does not run on its own but it has to be run.... At the same time, let me tell you that the software cannot be touched but can be seen....

Example: Microsoft Office, Photoshop, Microsoft Paint, WordPad etc........

Types of Software

(1) System Software

(2) Application Software

(3) Utility Software

System Software: - System software is a set of programs that are used to control the operation of the computer system. they are specialised programs that help you to use input and output devices, save your data and maintain the information on your computer. they also help you execute programs written in other languages.

Application Software: - Application software are a set of program that are put together for specific purpose or task. for example, Ms-word is a package that is used for documentation purposed or Desktop Publishing Packages are used specifically for aiding publishing work

Utility Software: -Utility software is a small program that provides additional capabilities to the operating system. Now-a-days many of the utility program come a part of the operating system itself. Ex: - Disk defragmenter, Registry Cleaners, Network Managers.

VIRUS

Virus: - Virus is a define as program which automatically insert into computer program and remove their file. virus can be spread by opening an email attachment, clicking on an executable file, visiting an infected website or viewing an infected website advertisement. It can also be spread through infected removable storage devices, such USB drives. Once a virus has infected the host, it can infect other system software or resources, modify or disable core functions or applications, as well as copy, delete or encrypt data. Some viruses begin replicating as soon as they infect the host, while other viruses will lie dormant until a specific trigger causes malicious code to be executed by the device or system.

DISADVANTAGE OF VIRUS.

1. Slow processing
2. Display the massage box again and again.
3. Encryption.
4. Data Stealing.
5. Hang & crash the computer system etc.

How to insert the virus into computer system.

1. Movie, Game, CD or DVD.
2. Pirate software.
3. Unusual Link
4. Virus effected pen drive/Memory Card
5. Data Sharing
6. Internet etc.

ANTI VIRUS

Antivirus: - Antivirus is a program through which control the Virus into computer system and repair or delete the virus effected file. **Antivirus** software is a program or set of programs that are designed to prevent, search for, detect, and remove software viruses, and other malicious software like worms, trojans, adware, and more.

Ex – Quick heal, Aversa, Kaspersky etc.

Computer Hardware And their Inventors

1. Key board — Herman Hollerith, first keypunch device in 1930's
2. Transistor — John Bardeen, Walter Brattain &Wiliam Shockley (1947 - 1948)
3. RAM — An Wang and Jay Forrester (1951)
4. Trackball — Tom Cranston and Fred Long staff (1952
5. Hard Disk — IBM , The IBM Model 350 Disk File (1956)
6. Integrated Circuit — Jack Kilby& Robert Noyce (1958)
7. Computer Mouse — Douglas Engelbart (1964)
8. Laser printer — Gary Stark weather at XEROX in 1969.
9. Floppy Disk — Alan Shugart&IBM(1970)
10. Microprocessor — Faggin, Hoff &Mazor - Intel 4004
11. Father of computer scince - AlanTurin
12. Father of super computer is - Seymour cray
13. The First Super Computer in The World is:-The CDC 6600 was a mainframe computer Manufactured by "Control Data Corporation in 1994"
14. Internet controlling in India by- Videsh Sanchar Nigam Ltd.
15. First cyber Police Station established in india -Bangalore
16. Computer Programming language 'c' introduced by- Dennis Ritchie

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Lets Know Few Full Forms .....

* VIRUS - Vital Information Resource UnderSeized
.* 3G -3rd Generation.
* GSM - Global System for Mobile Communication.
* CDMA - Code Divison Multiple Access.
* UMTS - Universal Mobile Telecommunication System.
* SIM - Subscriber Identity Module.
* AVI = Audio Video Interleave
* RTS = Real Time Streaming
*SIS = Symbian OS Installer File
*AMR = Adaptive Multi-Rate Codec
* JAD = Java Application Descriptor
* JAR = Java Archive
* JAD = Java Application Descriptor
*3GPP = 3rd Generation Partnership Project
* 3gp=3rd Generation Project
*MP3 = MPEG player
* MP4 = MPEG-4 video file
*AAC = Advanced Audio Coding
* GIF= Graphic Interchangeable Format
* JPEG = Joint Photographic Expert Group
* BMP = Bitmap* SWF = Shock Wave Flash
* WMV = Windows Media Video
* WMA = Windows Media Audio
* WAV = Waveform Audio
* PNG = Portable Network Graphics
* DOC = Document (Microsoft Corporation)
* PDF = Portable Document Format
* M3G = Mobile 3D Graphics
* M4A = MPEG-4 Audio File
* NTH = Nokia Theme (series 40)
* THM = Themes (Sony Ericsson)
* MMF = Synthetic Music Mobile Application File
* NRT = Nokia Ringtone
* XMF = Extensible Music File
* WBMP = Wireless Bitmap Image
* DVX = DivX Video
* HTML = Hyper Text Markup Language
*WML = Wireless Markup Language
* CD -Compact Disk.* DVD - Digital Versatile Disk.
*CRT - Cathode Ray Tube.
* DAT - Digital Audio Tape.
* DOS - Disk Operating System.
* GUI -Graphical User Interface.
* HTTP - Hyper Text Transfer Protocol.
* IP - Internet Protocol.
* ISP - Internet Service Provider.
* TCP - Transmission Control Protocol
* UPS - Uninterruptible Power Supply.
* HSDPA - High Speed Downlink Packet Access.
* EDGE - Enhanced Data Rate for *GSM -Global System for Mobile Communication] Evolution.
* VHF - Very High Frequency.*
* UHF - Ultra High Frequency.
* GPRS - General Packet Radio Service.
*WAP-Wireless Application Protocol.
*TCP - Transmission Control Protocol.
*ARPANET-Advanced Research Project Agency Network.
* IBM - International Business Machines.
* HP - Hewlett Packard.
*AM/FM - Amplitude/ Frequency Modulation.
* WLAN - Wireless Local Area Network

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Abbreviation of major IT Companies------!!!

1. ***Google*** *- Global Organization Of Oriented Group Language of Earth.*
2. ***Apple*** *- Ariane Passenger Pay Load Experiment.*
3. ***HCL*** *- Hindustan Computer Limited.*
4. ***IBM*** *- International Business Machines Corporation.*
5. ***HP*** *- Hewlett-Packard.*
6. ***WIPRO*** *- Western India Product Limited.*
7. ***GE*** *- General Electronics.*
8. ***Adidas*** *- All Day I Dream About Sports.*
9. ***Yahoo*** *- Yet Another Hierarchy of Officious Oracle.*
10. ***NASA*** *- National Aeronautics Space Administration.*
11. ***Infosys*** *- Information System.*
12. ***TCS*** *- Tata Consultancy Services.*
13. ***ISRO*** *- Indian Space Research Organization.*
14. ***BPL*** *- British Process Laboratory.*
15. ***LG*** *- Life's Good*
16. ***AOL*** *- American Online.*
17. ***CISCO*** *- Computer Information System Company.*
18. ***Sony*** *- Sound Of New York.*
19. ***Intel*** *- Integrated Electronics.*
20. ***DELL*** *- Michael DELL.*
21. ***AMD*** *- Advance Micro Devices.*
22. ***LENOVO*** *- LE(Legend), NOVO(New).*
23. ***COMPAQ*** *- Compatibility & Quality.*
24. ***ICICI*** *- Industrial Credit and Investment Corporation of India.*
25. ***HDFC*** *- Housing Development Finance Corporation*
26. ***Oracle*** *- Oak Ridge Automatic Computer and logicale*

Shortcut Key of Windows and Ms-office

BASIC SHORTCUT KEYS	
Alt + F	File menu options in current program
Alt + E	Edit options in current program
F1	Universal help (for all programs)
Ctrl + A	Select all text
Ctrl + X	Cut selected item
Shift + Del	Cut selected item
Ctrl + C	Copy selected item
Ctrl + Ins	Copy selected item
Ctrl + V	Paste
Shift + Ins	Paste
Home	Go to beginning of current line
Ctrl + Home	Go to beginning of document
End	Go to end of current line
Ctrl + End	Go to end of document
Shift + Home	Highlight from current position to beginning of line
Shift + End	Highlight from current position to end of line
Ctrl + ←	Move one word to the left at a time
Ctrl + →	Move one word to the right at a time

MICROSOFT® WINDOWS® SHORTCUT KEYS	
Alt + Tab	Switch between open applications
Alt + Shift + Tab	Switch backwards between open applications
Alt + Print Screen	Create screen shot for current program
Ctrl + Alt + Del	Reboot/Windows® task manager
Ctrl + Esc	Bring up start menu
Alt + Esc	Switch between applications on taskbar
F2	Rename selected icon
F3	Start find from desktop
F4	Open the drive selection when browsing
F5	Refresh contents
Alt + F4	Close current open program
Ctrl + F4	Close window in program
Ctrl + Plus Key	Automatically adjust widths of all columns in Windows Explorer
Alt + Enter	Open properties window of selected icon or program
Shift + F10	Simulate right-click on selected item
Shift + Del	Delete programs/files permanently
Holding Shift During Bootup	Boot safe mode or bypass system files
Holding Shift During Bootup	When putting in an audio CD, will prevent CD Player from playing

WINKEY SHORTCUTS	
WINKEY + D	Bring desktop to the top of other windows
WINKEY + M	Minimize all windows
WINKEY + SHIFT + M	Undo the minimize done by WINKEY + M and WINKEY + D
WINKEY + E	Open Microsoft Explorer
WINKEY + Tab	Cycle through open programs on taskbar
WINKEY + F	Display the Windows® Search/Find feature
WINKEY + CTRL + F	Display the search for computers window
WINKEY + F1	Display the Microsoft® Windows® help
WINKEY + R	Open the run window
WINKEY + Pause /Break	Open the system properties window
WINKEY + U	Open utility manager
WINKEY + L	Lock the computer (Windows XP® & later)

WORD® SHORTCUT KEYS	
Ctrl + A	Select all contents of the page
Ctrl + B	Bold highlighted selection
Ctrl + C	Copy selected text
Ctrl + X	Cut selected text
Ctrl + N	Open new/blank document
Ctrl + O	Open options
Ctrl + P	Open the print window
Ctrl + F	Open find box
Ctrl + I	Italicize highlighted selection
Ctrl + K	Insert link
Ctrl + U	Underline highlighted selection
Ctrl + V	Paste
Ctrl + Y	Redo the last action performed
Ctrl + Z	Undo last action
Ctrl + G	Find and replace options
Ctrl + H	Find and replace options
Ctrl + J	Justify paragraph alignment
Ctrl + L	Align selected text or line to the left
Ctrl + Q	Align selected paragraph to the left
Ctrl + E	Align selected text or line to the center
Ctrl + R	Align selected text or line to the right
Ctrl + M	Indent the paragraph
Ctrl + T	Hanging indent
Ctrl + D	Font options
Ctrl + Shift + F	Change the font
Ctrl + Shift + >	Increase selected font +1
Ctrl +]	Increase selected font +1
Ctrl + Shift + <	Decrease selected font -1
Ctrl + [	Decrease selected font -1
Ctrl + Shift + *	View or hide non printing characters
Ctrl + ←	Move one word to the left
Ctrl + →	Move one word to the right
Ctrl + ↑	Move to beginning of the line or paragraph
Ctrl + ↓	Move to the end of the paragraph
Ctrl + Del	Delete word to right of cursor
Ctrl + Backspace	Delete word to left of cursor
Ctrl + End	Move cursor to end of document
Ctrl + Home	Move cursor to beginning of document
Ctrl + Space	Reset highlighted text to default font
Ctrl + 1	Single-space lines
Ctrl + 2	Double-space lines
Ctrl + 5	1.5-line spacing
Ctrl + Alt + 1	Change text to heading 1
Ctrl + Alt + 2	Change text to heading 2
Ctrl + Alt + 3	Change text to heading 3
F1	Open help
Shift + F3	Change case of selected text
Shift + Insert	Paste
F4	Repeat last action performed (Word 2000+)
F7	Spell check selected text and/or document
Shift + F7	Activate the thesaurus
F12	Save as
Ctrl + S	Save
Shift + F12	Save
Alt + Shift + D	Insert the current date
Alt + Shift + T	Insert the current time
Ctrl + W	Close document

EXCEL® SHORTCUT KEYS	
F2	Edit the selected cell
F5	Go to a specific cell
F7	Spell check selected text and/or document
F11	Create chart
Ctrl + Shift + ;	Enter the current time
Ctrl + ;	Enter the current date
Alt + Shift + F1	Insert new worksheet
Shift + F3	Open the Excel® formula window
Shift + F5	Bring up search box
Ctrl + A	Select all contents of worksheet
Ctrl + B	Bold highlighted selection
Ctrl + I	Italicize highlighted selection
Ctrl + C	Copy selected text
Ctrl + V	Paste
Ctrl + D	Fill
Ctrl + K	Insert link
Ctrl + F	Open find and replace options
Ctrl + G	Open go-to options
Ctrl + H	Open find and replace options
Ctrl + U	Underline highlighted selection
Ctrl + Y	Underline selected text
Ctrl + 5	Strikethrough highlighted selection
Ctrl + O	Open options
Ctrl + N	Open new document
Ctrl + P	Open print dialog box
Ctrl + S	Save
Ctrl + Z	Undo last action
Ctrl + F9	Minimize current window
Ctrl + F10	Maximize currently selected window
Ctrl + F6	Switch between open workbooks/windows
Ctrl + Page up & Page Down	Move between Excel® worksheets in the same document
Ctrl + Tab	Move between two or more open Excel® files
Alt + =	Create formula to sum all of above cells
Ctrl + '	Insert value of above cell into current cell
Ctrl + Shift + !	Format number in comma format
Ctrl + Shift + $	Format number in currency format
Ctrl + Shift + #	Format number in date format
Ctrl + Shift + %	Format number in percentage format
Ctrl + Shift + ^	Format number in scientific format
Ctrl + Shift + @	Format number in time format
Ctrl + →	Move to next section of text
Ctrl + Space	Select entire column
Shift + Space	Select entire row
Ctrl + W	Close document

OUTLOOK® SHORTCUT KEYS	
Alt + S	Send the email
Ctrl + C	Copy selected text
Ctrl + X	Cut selected text
Ctrl + P	Open print dialog box
Ctrl + K	Complete name/email typed in address bar
Ctrl + B	Bold highlighted selection
Ctrl + I	Italicize highlighted selection
Ctrl + U	Underline highlighted selection
Ctrl + R	Reply to an email
Ctrl + F	Forward an email
Ctrl + N	Create a new email
Ctrl + Shift + A	Create a new appointment to your calendar
Ctrl + Shift + O	Open the outbox
Ctrl + Shift + I	Open the inbox
Ctrl + Shift + K	Add a new task
Ctrl + Shift + C	Create a new contact
Ctrl + Shift+ J	Create a new journal entry

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