



**ShabdShakti**  
Educational and Social Welfare Trust

# LEARN BASIC COMPUTER ESSENTIALS

[www.shabdshakti.org](http://www.shabdshakti.org)

**ShabdShakti Educational and Social Welfare Trust (Reg.)**



# **ShabdShakti Basic Computer Essentials**



**Shabdshakti**  
**Educational and Social**  
**Welfare Trust**



## **ABOUT** ShabdShakti Educational and Social Welfare Trust:

*“Education is the manifestation of perfection already existing in man.” – Swami Vivekananda*

Inspired by Swami Vivekananda's philosophy, a group of young people came together to set up ShabdShakti Educational and Social Welfare Trust to work with grassroots initiatives for effecting positive changes in the education of underprivileged children, their families and communities.

## **OUR VISION**

ShabdShakti Educational and Social Welfare Trust aims to ensure equal access to quality education for India's disadvantaged youth. The work of ShabdShakti Educational and Social Welfare includes computer labs, theory programs, and learning support centres. ShabdShakti Educational and Social Welfare lists career opportunities on their Jobs and Internships. ShabdShakti Educational and Social Welfare hires students and professionals as interns to help with assessment of programs, research and capacity-building of volunteers.

ShabdShakti Educational and Social Welfare Trust also takes effective initiative in Beti Bachao, Beti Padhao program, which is a Government of India scheme that aims to generate awareness and improve the efficiency of welfare services meant for women.

## **OUR MISSION**

Currently over 1 million children do not have access to education in India. The lack of schooling can mean a lifetime of poverty, poor health, and limited opportunity. To counteract these inequalities, ShabdShakti Educational and Social Welfare Trust is working to implement new education programs for these children.

Intense mission of ShabdShakti Educational and Social Welfare Trust is to deploy best methodology and technology for achieving ideal practice and promote



## **ABOUT THE SHABDSHAKTI COMPUTER ESSENTIALS:**

This Computer Essentials of ShabdShakti Educational and Social Welfare Trust covers a foundational understanding of computer hardware, software, operating systems, computer graphics, MS office, tally etc. along with how to get the most value and impact from computer technology.

## **AUDIENCE:**

This course has been prepared for the beginners, who want to deal with computers. This course is also very useful for the undergraduate students of computer science, engineering, business administration, management, science, commerce and arts where an introductory course on computers is a part of curriculum. After completing this whole course, you will find yourself at a moderate level of expertise in knowledge of computer basics from where you can take yourself to next levels Prerequisites Knowledge of computers is not a prerequisite to follow the contents of this course.

This course assumes no background in computers or computer programming.

## **ACKNOWLEDGEMENTS:**

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We are obliged to our technical and editorial consultants for devoting their precious time to improve the quality of the book.

We are grateful to our research and development team who have put in their earnest efforts and relentless perseverance to bring out a high-quality book.

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**Tarun Choudhary**

Founder and Managing Trustee

ShabdShakti Educational and Social Welfare Trust

## Message from Managing Trustee

Education is like sea, vast and endless. As an educationist, almost two decades back, I looked at all that could be corrected in the educational system. Shabdshakti Educational and Social Welfare Trust is our humble effort to bring education to more needy people. Education that they need. Education that they desire for. Education that is now within their reach.

Shabdshakti Educational and Social Welfare Trust, which has earned a distinct reputation in the field of free computer and IT education to underprivileged students and girl's education in India. With the help of *Shabdshakti Basic Computer Essentials*, we try to provide quality holistic education of basic or standard and equip all the related information with knowledge & skills required to thrive in the IT world of 21st century.

Each and every student has rights of education as per our government policy under "Sarva Shiksha Abhiyan". ShabdShakti Educational and Social Welfare Trust also takes effective initiative in Beti Bachao, Beti Padhao program, which is a Government of India scheme that aims to generate awareness and improve the efficiency of welfare services meant for women.

Shabdshakti Educational and Social Welfare Trust is pleased to continue the support of education and other helpful needs to underprivileged students and girls of India.





**Amit Rathi**

Director, Pushp Engg Works Pvt. Ltd.

## Message

It is wonderful initiative materialization of a great thought needs a lot of energy, heartfelt service, selfless social service leads to better society.

Really good work is being done by Shabdshakti Educational & Social Welfare Trust.

Happy to see it. Keep it up team Shabdshakti.

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**Vivek Bandhu**

Vice President - Enterprise Solutions, Digital at Max Life Insurance

## Message

Education & Employment are the two main aspects usually for anyone. But gaining knowledge and taking a bold decision to setup an Non-Governmental Organization (NGO) with limited resources, and with a genuine purpose of improving the living standards of the less privileged children by giving them free education and its resources.

Very nice to know that Shabdshakti Educational & Social Welfare Trust is delivering such kind of free education service for under-privileged children.





**Dayanand Gehlot**

Chairman & Founder, Anubhav Gehlot Memorial Trust

## Message

Providing free education to underprivileged students is a big task. But yes, ShabdShakti Educational and Social Welfare Trust have done an outstanding efforts to accomplish this work.

Thank you ShabdShakti.

We feel your work is very useful that makes many NGOs become strong in their work and ethics.

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**Kulbhushan Sharma**

Chartered Accountant (FCA, CITP, MBF)

## Message

I visited to Shabdshakti Education center and I thought I'd write to you about the experience.

Here are a few things that I walked away with:

I was stunned to find such approach and free facility of digital education given to the students. I loved how you took an important factor of education for underprivileged children that is real, that may or may not be talked about. My good wishes are with you guys.





**Anand Jain**  
Social Worker

## Message

The work Shabdshakti does is inspiring. To bring free digital education for underprivileged children is such a noble cause. If by my small efforts I was able to make such an impact then I would urge more people to come out and lend a hand.

The work that they do is amazing.

I feel it's a brilliant effort and everyone should help Shabdshakti Educational & Social Welfare.

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**Birender Mishra**  
Foreign Subsidiaries Coordination Specia, ENI SpA (Major Oil & Gas Company)

## Message

Best way to make digital India is to provide free education for underprivileged children, and also give an ideal environment to learn about basics or important aspects of computer knowledge. Yes. Shabdshakti Educational & Social Welfare Trust is doing the same thing.

I am very much impressed with the work & goal done by Shabdshakti team. My good wishes are with you guys.





**Monika Choudhary**  
Teacher & Social Worker

## Message

Everybody is constantly striving to achieve a goal with a noble cause at the root. The work place are fully available with computer & internet equipment's to make all the students easy & comfortable to learn.

Shabdshakti Educational & Social Welfare Trust has been such a beautiful experience that I continue to work with them.

The work that they are doing is just awesome.

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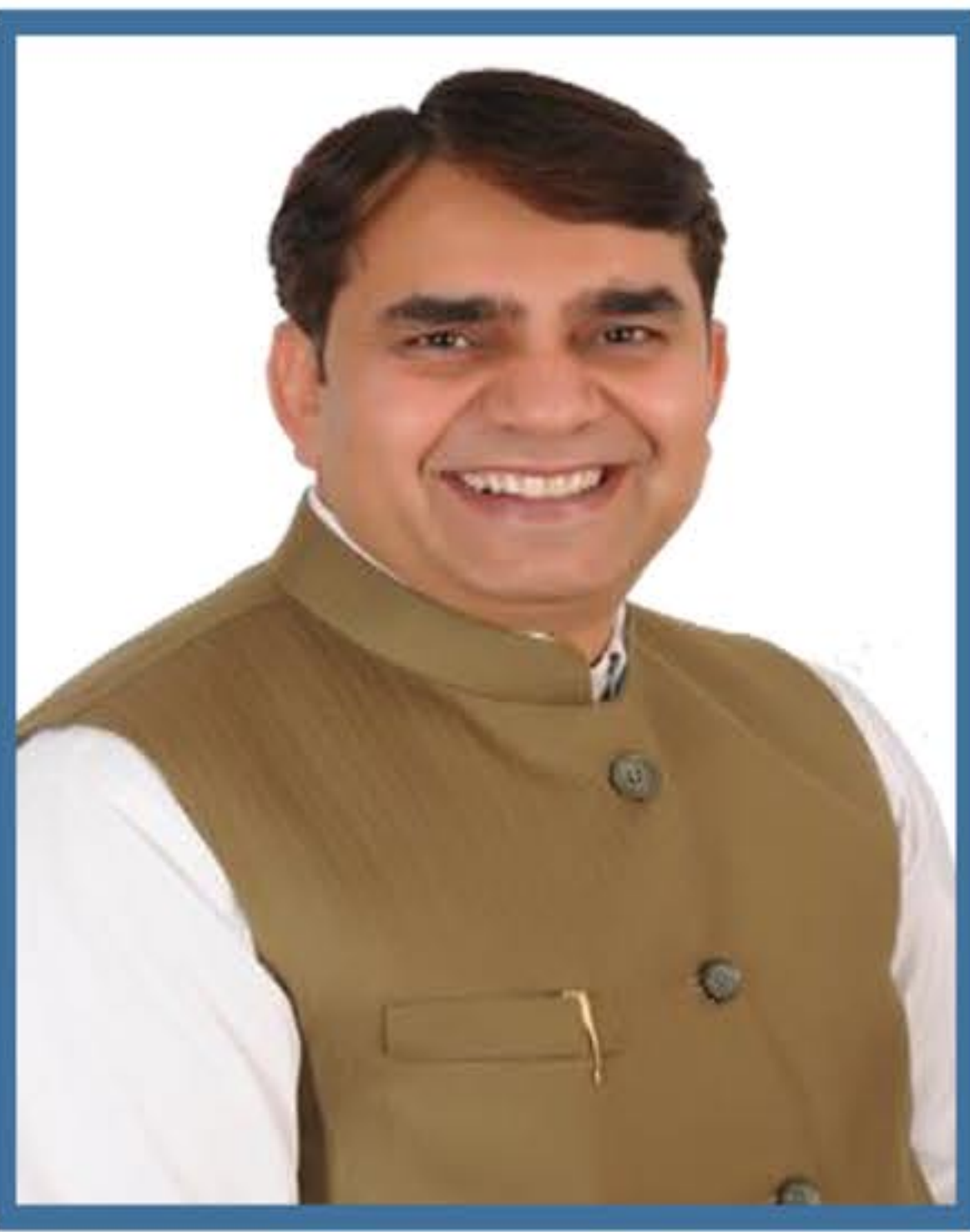
**Captain Varun Choudhary**  
Captain, Merchant Navy

## Message

I am a Merchant Navy Captain by profession. I sincerely believe that 100% education is the only tool to eradicate poverty and to address all the problems in India (gap between rich and poor, social issues, women/child abuse are a few to mention).

For those reading the message here, i suggest to go to the “Shabdshakti Educational & Social Welfare Trust” situated in Chirag Delhi, New Delhi and i am sure you will appreciate the work they are doing right now. My all-time blessings are with Shabdshakti.





**Rakesh Gullaiya**

Leader, Bhartiya Janta Party

## Message

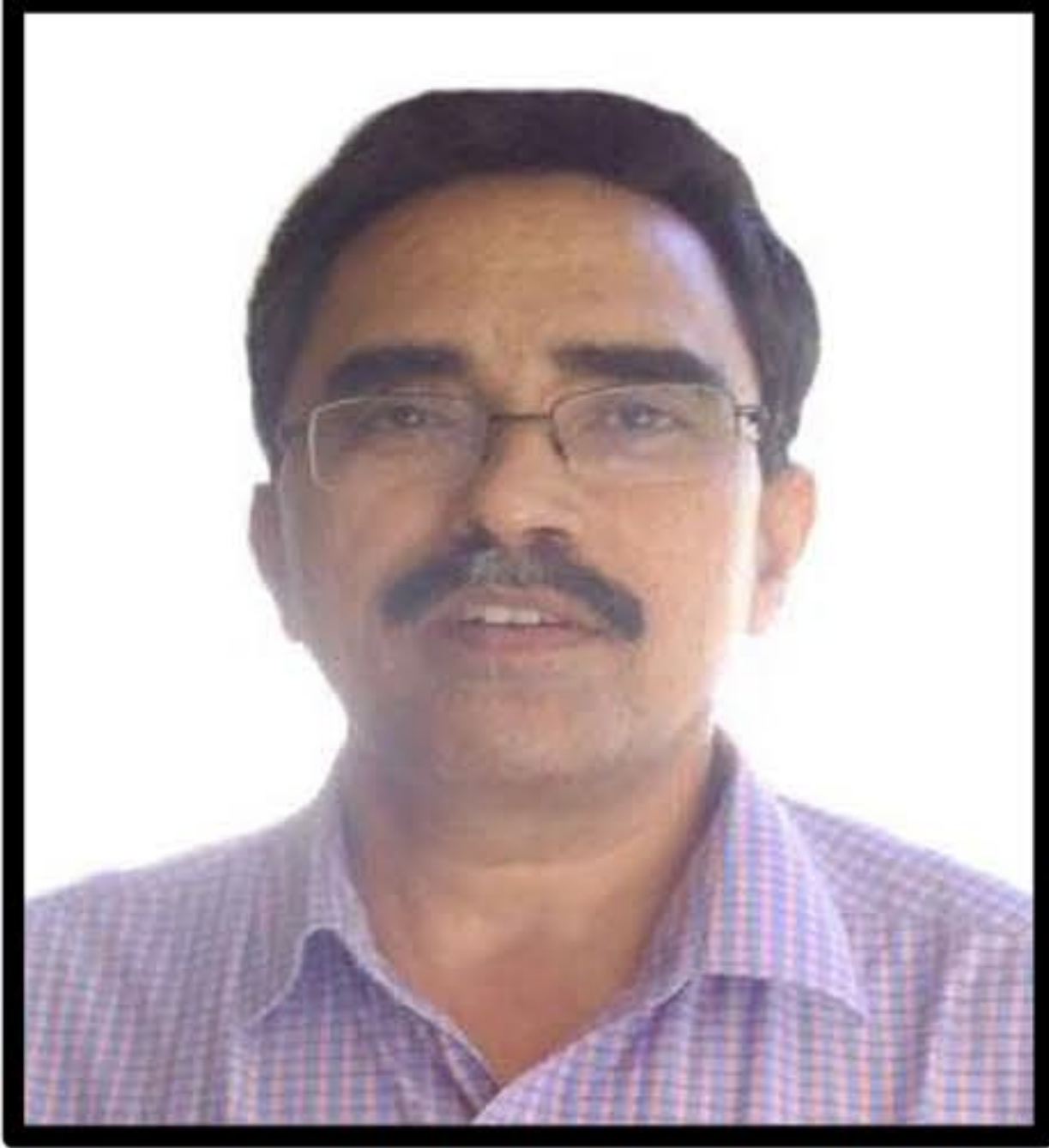
Congratulations to team Shabdshakti for the outstanding work done on the field of educating India and growth of child education as well as girl's education. We sincerely appreciate your team's role in the success and wish that you would keep up the good work in future too.

Shabdshakti educational and social welfare trust is an excellent place to learn. It has a great ambience and a feel-good factor that encourages the students to study well. The well-equipped computer laboratories and the book by the organization are apt. The teachers are very committed and I believe learning by examples is the best method to teach young minds. I hope it continues to brighten the future of many more kids over the years.

Regards,

**Rakesh Gullaiya**





**Ram Kumar**

Chief Administrative Officer, Ministry of Agriculture, Government of India

## Message

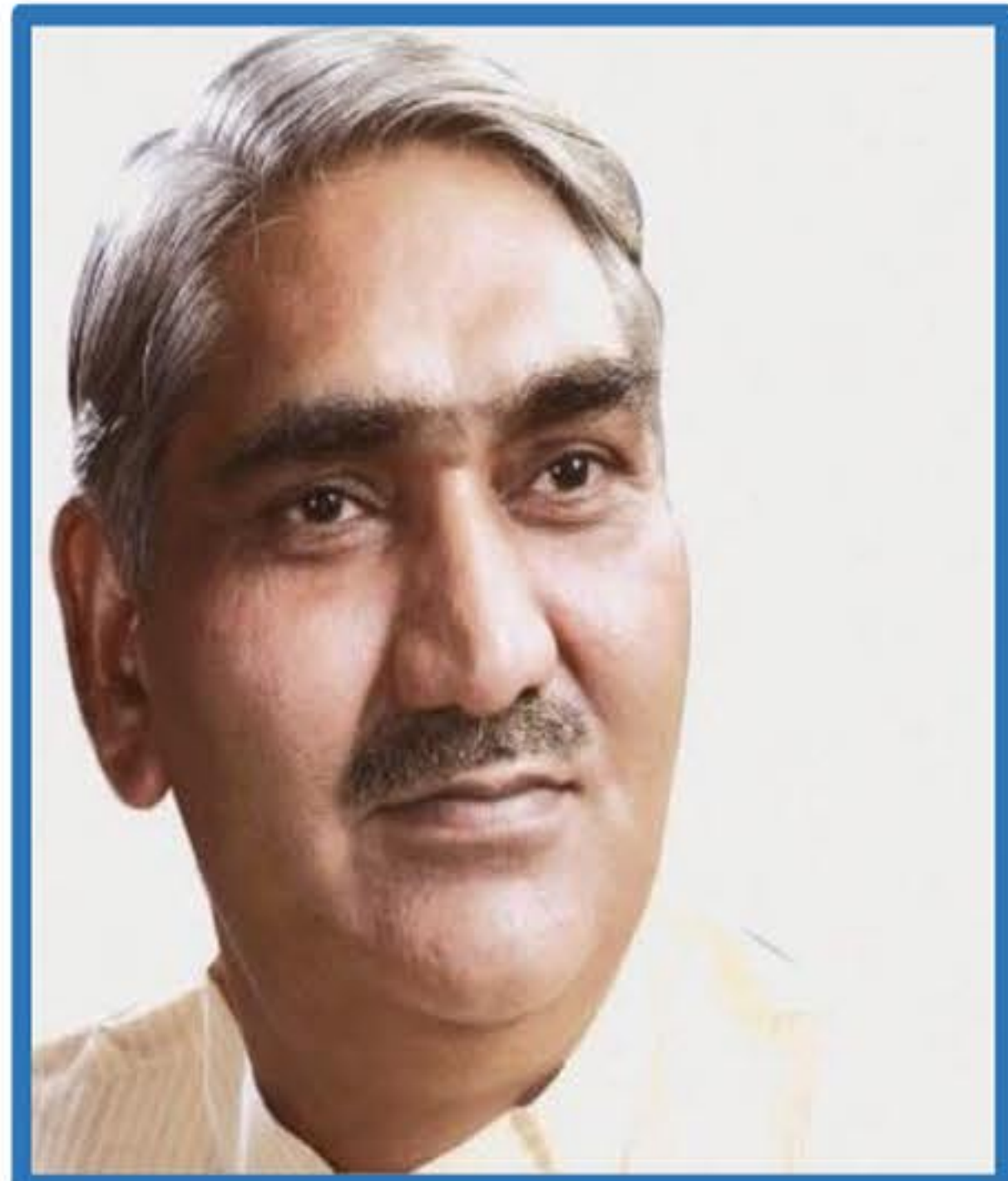
Education is light. Education is the way to a larger purpose. Education in my point of view, it should be justified. This means that all children have the right to benefit from a quality education.

I am very glad to know that Shabdshakti Educational & Social Welfare Trust is functioning on the same point to provide free digital education for underprivileged children and especially for girl education. God bless you team Shabdshakti. Keep up the good work.

Regards,

**Ram Kumar**





राजेश गहलोट

नेता, भारतीय जनता पार्टी

## सन्देश

शब्दशक्ति द्वारा किया गया उत्कृष्ट कार्य एवं डिजिटल शिक्षा के लिए किये गए सहयोग, निश्चित रूप से भारत में शिक्षा प्रणाली के विकास पर असर डालेगी। मुझे बहुत प्रसन्नता है कि मैं इस एनजीओ का हिस्सा हूँ।

शब्दशक्ति एजुकेशनल एंड सोशल वेलफेयर ट्रस्ट बहुत अच्छे मूल्यों के साथ जुड़ा हुआ है। जरूरतमंद बच्चों एवं विशेष रूप से लड़कियों की शिक्षा के लिए ऐसी सेवाओं से मैं बहुत प्रसन्न हूँ। मैं शब्दशक्ति का आभार करता हूँ। हमें लगता है कि आपका काम बहुत उपयोगी है जिससे कई एनजीओ संगठन अपने काम और नैतिकता में मजबूत हो जाते हैं।

मेरी शुभकामनाएं आपके साथ हैं।

धन्यवाद,

राजेश गहलोट



"Education is the only way we surprise God,".

We need support, suggestions & feedback from all the students, who are reader of this book.

### **FEEDBACK:**

For any suggestions and comments about this book, please feel free to send your feedback to **[help@shabdshakti.org](mailto:help@shabdshakti.org)** .

We hope you enjoy reading this book as much as we have enjoyed writing it.





**CONCEPTS OF  
SHABDSHAKTI BASIC COMPUTER ESSENTIALS**

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*The first duty is to educate the people.*

*- Swami Vivekananda*