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CERTIFICATE IN FINANCIAL MANAGEMENT (CIFM)

TOPIC 1: BUSINESS COMPUTER APPLICATIONS

TOPIC 2: BASIC CONCEPT OF ACCOUNTING

TOPIC 3: BUSINESS ACCOUNTING

TOPIC 4: MAINTAIN ACCOUNT BOOKS

TOPIC 5: BUSINESS COMMUNICATIONS PRACTICAL LAB ASSIGNMENT & VIVA VOICE

COMPUTER FUNDAMENTALS

Computer:

Computer is an electronic device that is designed to work with Information. The term computer is derived from the Latin term 'compute', this means to calculate. Computer cannot do anything without a Program. It represents the decimal numbers through a string of binary digits. The Word 'Computer' usually refers to the Center Processor Unit plus Internal memory.

CHARLES BABBAGE

Charles Babbage, was an English polymath. He was a mathematician, philosopher, inventor and mechanical engineer, who is best remembered now for originating the concept of a programmable computer.

Considered a "father of the computer", Babbage is credited with inventing the first mechanical computer that eventually led to more complex designs. His varied work in other fields has led him to be described as "pre-eminent" among the many polymaths of his century.

FUNCTIONALITES OF COMPUTER:

Any digital computer carries out five functions in gross terms:

- Takes data as input.

- Stores the data/instructions in its memory and can use them when required.

- Process the data and convert it into useful information.

- Output the information.

- Control all the above four steps.
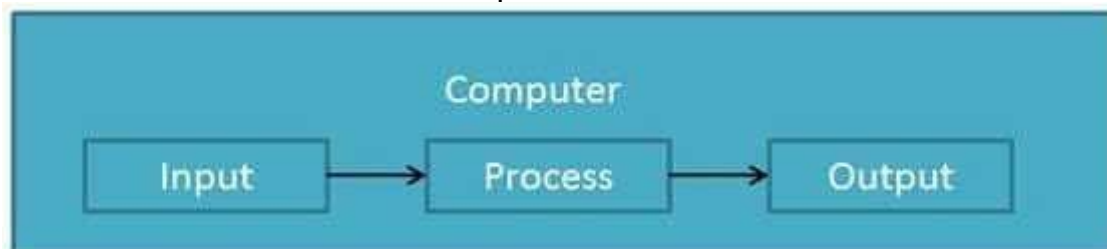
Definition

Computer System is an electronic data processing device which does the following:

- Accept and store an input data.

- Process the data input. ☐ And output the processed data in required format.

ADVANTAGES OF COMPUTER:

Following list demonstrates the advantages of Computers : **High Speed**

- Computer is a very fast device.

- It is capable of performing addition of very big data.

- The computer has units of speed in microsecond, nanosecond and even the picoseconds.

- It can perform millions of calculations in a few seconds as compared to man who can spend many months for doing the same task.

Accuracy

- In addition to being very fast, computer is very accurate. ☐ The computer can perform calculations 100% error free.

- Computers perform all jobs with 100% accuracy.

Storage Capability

- Memory is a very important characteristic of a computer.

- The computer has much more storage capacity than human beings.

- It can store large amount of data.

- It can store any type of data such as images, videos, text, audio and any other type.

Diligence

- Unlike human beings, a computer is free from monotony, tiredness and lack of concentration.

- It can work continuously without creating any error and boredom.

- It can do repeated work with same speed and accuracy.

Versatility

- A computer is a very versatile machine.

- A computer is very flexible in performing the jobs to be done.

- This machine can be used to solve the problems relating to various different fields.

- At one instant, it may be solving a complex scientific problem and the very next moment it may be playing a card game.

Reliability

- A computer is a reliable machine.

- Modern electronic components have failure free long lives.

- Computers are designed to make maintenance easy.

Automation

- Computer is an automatic machine.

- Automation means ability to perform the task automatically.

- Once a program is given to computer i.e stored in computer memory, the program and instruction can control the program execution without human interaction.

Reduction In Paper Work

- The use of computers for data processing in an organization leads to reduction in paper work and speeds up the process.

- As data in electronic files can be retrieved as and when required, the problem of maintenance of large number of files gets reduced.

Reduction In Cost

- Though the initial investment for installing a computer is high but it substantially reduces the cost of each of its transaction.

DISADVANTAGES OF COMPUTER:

Following list demonstrates the disadvantages of Computers in today's arena.

- A computer is a machine and has no intelligence of its own to perform any task.

- Each and every instruction has to be given to the computer.

- A computer cannot take any decision on its own.

Dependency

- It can perform function as instructed by the user, so it is fully dependent on human being.

Environment

- The operating environment of computer should be dust free and suitable to it. **No Feeling**
- Computer has no feeling or emotions.

- It cannot make Judgment based on feelings, tastes, experiences and knowledge unlike a human being.

APPLICATIONS OF COMPUTER

Banking

Today Banking is almost totally dependent on computer.

Banks provide following facilities:

- Banks on-line accounting facility, which include current balances, deposits, overdrafts, interest charges, shares and trustee records. □ ATM machines are making it even easier for customers to deal with banks.

Insurance

Insurance companies are keeping all records up to date with the help of computer. The Insurance Companies, Finance houses and Stock broking firms are widely using computers for their concerns.

Insurance Companies are maintaining a database of all clients with information showing

- how to continue with policies

- starting date of the policies

- next due installment of a policy

- maturity date

- interests due

- survival benefits

- bonus

Education

The computer has provided a lot of facilities in the Education System.

- The uses of computer provide a tool in the Education system is known as CBE (Computer Based Education).

- CBE involves Control, Delivery and Evaluation of learning.

- The computer education is very familiar and rapidly increasing the graph of computer students.
- There are number of methods in which educational institutions can use computer to educate the students.

- It is used for prepare a database about student performance and analysis are carried out.

Marketing

In Marketing uses of computer are following:
- **Advertising**: With computers, advertising professionals create art and graphics, write and revise copy and print and disseminate ads with the goal of selling more products.
- **At Home Shopping**: At home shopping has been made possible through use of computerized catalogues that provide access to product information and permit direct entry of orders to be filled by the customers.

Health Care

Computers have become important part in all Medical Systems.

The computers are being used in hospitals to keep the record of patients and medicines. It is also used in scanning and diagnosing different diseases. ECG, EEG, Ultrasounds and CT Scans etc. are also done by computerized machines.

Some of major fields of health care in which computer are used:
- **Diagnostic System**: Computers are used to collect data and identify cause of illness.
- **Lab-diagnostic System**: All tests can be done and reports are prepared by computer.
- **Patient Monitoring System**: These are used to check patient's signs for abnormality such as in Cardiac Arrest, ECG etc.
- **Pharma Information System**: Computer checks Drug-Labels, Expiry dates, harmful drug side effects etc.

- Nowadays, computers are also used in performing surgery.

Engineering Design

Computers are widely used in Engineering purposes.

One of major areas is CAD (Computer Aided Design). CAD provides creation, edition and modification of image. Some fields are:

- **Structural Engineering:** Requires stress and strain analysis required for design of Ships, Buildings, Budgets, and Airplanes etc.
- **Industrial Engineering:** Computers deals with design, implementation and improvement of integrated systems of people, materials and equipments.
- **Architectural Engineering:** Computers help in planning towns, designing buildings, determining a range of buildings on a site using both 2D and 3D drawings.

Military

Computers are largely used in defense. Modern tanks, missiles, weapons etc. employ computerized control systems. Some military areas where a computer has been used are:

- Missile Control

- Military Communication

- Military operation and planning

- Smart Weapons

Communication

Communication means to convey a message, an idea, a picture or speech that is received and understood clearly and correctly by the person for whom it is meant. Some main areas in this category are:

- E-mail

- Chatting

- Usenet

- FTP

- Telnet

- Video-conferencing

Government applications

Computers play an important role in government applications. Some major fields in this category are:

- Budgets

- Sales tax department

- Income tax department

- Male/Female ratio
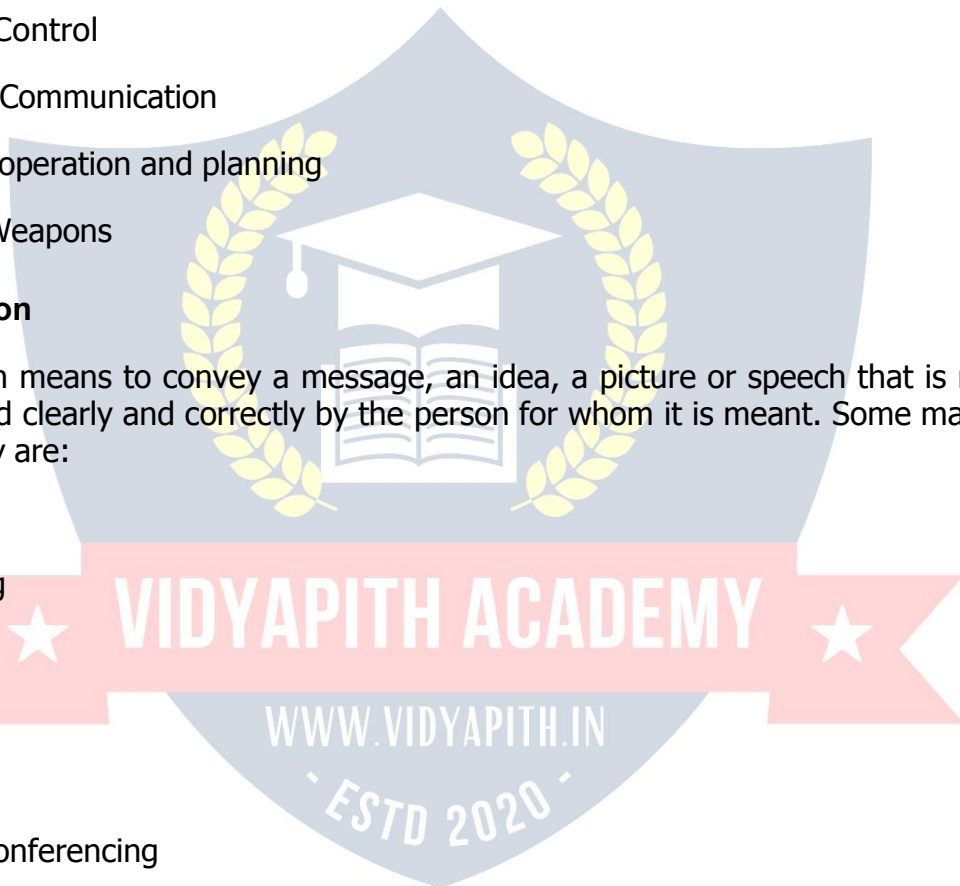
- Computerization of voters lists

- Computerization of Driving Licensing system

- Computerization of PAN card ▯ Weather Forecasting.

TYPES OF COMPUTER:

Computer can be broadly classified by their speed and computing power.

| Sr. No.	Type	Specifications
1	PC (Personal Computer)	Single user computer system. Moderately powerful microprocessor.
2	WorkStation	Single user computer system. Similar to Personal Computer but have more powerful microprocessor.
3	Mini Computer	Multi-user computer system. Capable of supporting hundreds of users simultaneously.
4	Main Frame	Multi-user computer system. Capable of supporting hundreds of users simultaneously. Software technology is different from minicomputer.
5	Supercomputer	An extremely fast computer which can perform hundreds of millions of instructions per second.

INPUT DEVICES

Following are few of the important input devices which are used in Computer Systems

- Keyboard

- Mouse

- Joy Stick

- Light pen

- Track Ball

- Scanner

- Graphic Tablet

- Microphone

- Magnetic Ink Card Reader(MICR)

- Optical Character Reader(OCR)

- Bar Code Reader

- Optical Mark Reader

OUTPUT DEVICES
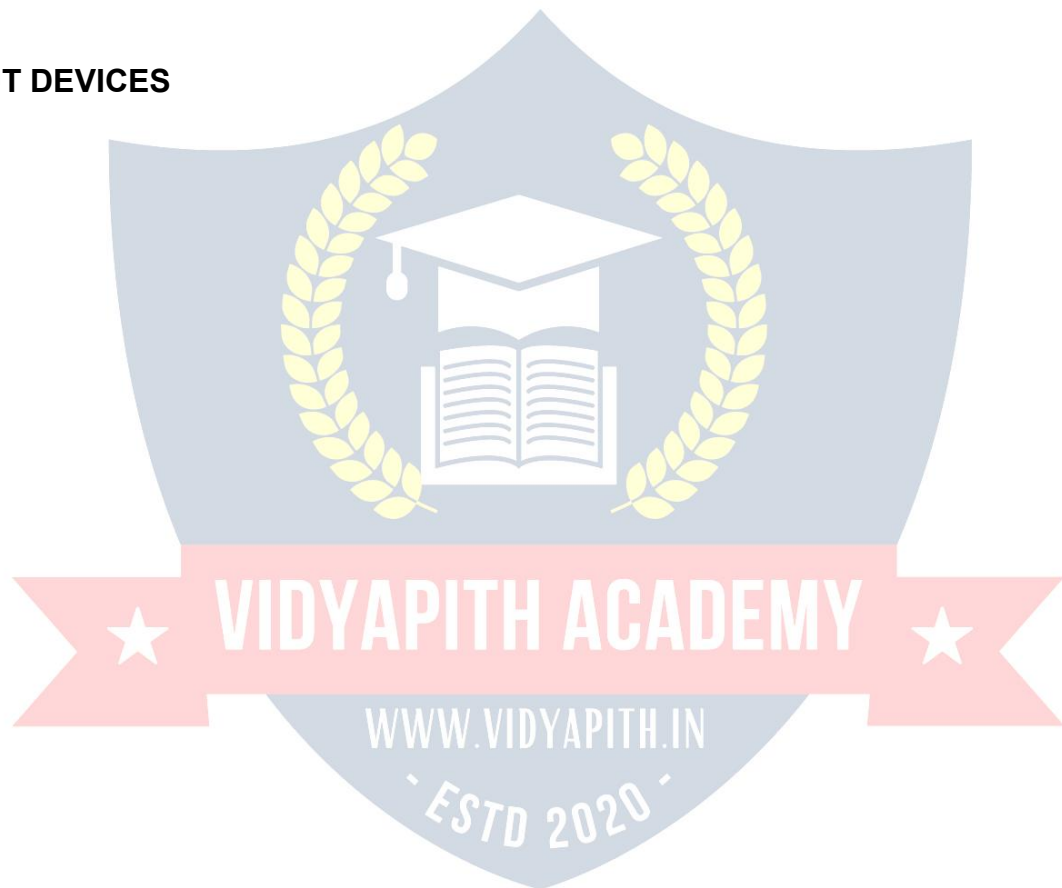
Following are few of the important output devices which are used in Computer Systems

- Monitors

- Graphic Plotter

- Printer

CPU (CENTRAL PROCESSING UNIT)

- CPU is considered as the brain of the computer.

- CPU performs all types of data processing operations.

- It stores data, intermediate results and instructions (program).

- It controls the operation of all parts of computer.

CPU itself has following three components.

- Memory Or Storage Unit:

- Control Unit

- ALU (Arithmetic Logic Unit)

Memory or Storage Unit:
This unit can store instruction, data and intermediate results. This unit supplies information to the other units of the computer when needed. It is also known as internal storage unit or main memory or primary storage or Random access memory (RAM).

Its size affects speed, power and capability. There are primary memory and secondary memory two types of memories in the computer.

Function of Memory Unit is:

It stores all the data to be processed and the instructions required for processing.

It stores intermediate results of processing.

It stores final results of processing before these results are released to an output device.

All inputs and outputs are transmitted through main memory.

Control Unit:
This unit controls the operations of all parts of computer. It does not carry out any actual data processing operations.

Functions of this unit are

It is responsible for controlling the transfer of data and instructions among other units of a computer.

It manages and coordinates all the units of the computer.

It obtains the instructions from the memory, interprets them and directs the operation of the computer.

It communicates with Input/output devices for transfer of data or results from storage.

It does not process or store data.

ALU (Arithmetic Logic Unit):

This unit consists of two sub-sections namely

- Arithmetic section

- Logic Section

ARITHMETIC SECTION
Function of Arithmetic section is to perform arithmetic operations like addition, subtraction, multiplication and division. All complex operations are done by making repetitive use of above operations.

LOGIC SECTION
Function of logic section is to perform logic operations such as comparing, selecting, matching and merging of data.

Units of Computer Memory Measurements

1 Bit = Binary Digit (Bits of Computer are 0 and 1)
8 Bits = 1 Byte
1024 Bytes = 1 KB (Kilo Byte)
1024 KB = 1 MB (Mega Byte)
1024 MB = 1 GB(Giga Byte)

Computer Memory

In computing, **memory** refers to the physical devices used to store programs (sequences of instructions) or data (e.g. program state information) on a temporary or permanent basis for use in a computer or other digital electronic device. The term primary memory is used for the information in physical systems which function at high-speed (i.e. RAM), as a distinction from secondary memory, which are physical devices for program and data storage which are slow to access but offer higher memory capacity. Primary memory stored on secondary memory is called "virtual memory". An archaic synonym for memory is **store**.

The term "memory", meaning primary memory is often (but not always) associated with addressable semiconductor memory, i.e. integrated circuits consisting of silicon-based transistors, used for example as primary memory but also other purposes in computers and other digital electronic devices. There are two main types of semiconductor memory: volatile and non-volatile. Examples of non-volatile memory are flash memory (sometimes used as secondary, sometimes primary computer memory) and ROM/PROM/EPROM/EEPROM memory (used for firmware such as boot programs). Examples of volatile memory are primary memory (typically dynamic RAM, DRAM), and fast CPU cache memory (typically static RAM, SRAM, which is fast but energy-consuming and offer lower memory capacity per area unit than DRAM) .

Volatile memory

Volatile memory is computer memory that requires power to maintain the stored information. Most modern semiconductor volatile memory is either Static RAM or dynamic RAM. SRAM retains its contents as long as the power is connected and is easy to interface to but uses six transistors per bit. Dynamic RAM is more complicated to interface to and control and needs regular refresh cycles to prevent its contents being lost. However, DRAM uses only one transistor and a capacitor per bit, allowing it to reach much higher densities and, with more bits on a memory chip, be much cheaper per bit. SRAM is not worthwhile for desktop system memory, where DRAM dominates, but is used for their cache memories. SRAM is commonplace in small embedded systems, which might only need tens of kilobytes or less. Forthcoming volatile memory technologies that hope to replace or compete with SRAM and DRAM include Z-RAM, TTRAM, A-RAM and ETA RAM.

Non-volatile memory

Non-volatile memory is computer memory that can retain the stored information even when not powered. Examples of non-volatile memory include read-only memory(ROM), flash memory, most types of magnetic computer storage devices (e.g. hard disks, floppy discs and magnetic tape), optical discs, and early computer storage methods such as paper tape and punched cards.

Operating System

An operating system is a program that acts as an interface between the software and the computer hardware.

- It is an integration set of specialized programs that are used to manage overall resources and operations of the computer.

- It is specialized software that controls and monitors the execution of all other programs that reside in the computer, including application programs and other system software.

Objectives of Operating System
- Making a computer system convenient to use in an efficient manner

- To hide the details of the hardware resources from the users

- To provide users a convenient interface to use the computer system.

- To act as an intermediary between the hardware and its users and making it easier for the users to access and use other resources.

- Manage the resources of a computer system.

- Keep track of who is using which resource, granting resource requests, according for resource using and mediating conflicting requests from different programs and users.

- The efficient and fair sharing of resources among users and programs

Characteristics of Operating System

- **Memory Management** -- It keeps tracks of primary memory i.e what part of it are in use by whom, what part are not in use etc. Allocates the memory when the process or program request it.

- **Processor Management** -- Allocate the processor(CPU) to a process. De-allocate processor when processor is no longer required.

- **Device Management** -- Keep tracks of all devices. This is also called I/O controller. Decides which process gets the device when and for how much time.

- **File Management** -- Allocates the resources. De-allocates the resources. Decides who gets the resources.

- **Security** -- By means of passwords & similar other techniques, preventing unauthorized access to programs & data.

- **Job accounting** -- Keeping track of time & resources used by various jobs and/or users.

- **Control over system performance** -- Recording delays between request for a service & from the system.

- **Interaction with the operators** -- The interaction may take place via the console of the computer in the form of instructions. Operating System acknowledges the same, do the corresponding action and inform the operation by a display screen.

- **Error-detecting aids** -- Production of dumps, traces, error messages and other debugging and error-detecting methods.

- **Coordination between other software and users** -- Coordination and assignment of compilers, interpreters, assemblers and other software to the various users of the computer systems.

WINDOWS 7

Windows 7 is an operating system produced by Microsoft for use on personal computers, including home and business desktops, laptops, net books, tablet PCs, and media center PCs. It was released to manufacturing on July 22, 2009, and became generally available retail worldwide on October 22, 2009, less than three years after the release of its

predecessor, Windows Vista. Windows 7's server counterpart, Windows Server 2008 R2, was released at the same time. Windows 7 is succeeded by Windows 8.

Unlike Windows Vista's many new features, Windows 7 was an incremental upgrade designed to work with Vista-compatible applications and hardware. Presentations given by Microsoft in 2008 focused on multi-touch support, an updated Windows shell with a new taskbar, referred to internally as the *Superbar*, a home networking system called Home Group, and performance improvements. Some standard applications that have been included with prior releases of Microsoft Windows, including Windows Calendar, Windows Mail, Windows Movie Maker, and Windows Photo Gallery, are not included in Windows 7; most are instead offered separately at no charge as part of the Windows Essentials suite.

Install Windows 7

Many people have computers that come with Windows 7 so they may never have to install it. However, you may need to install Windows 7 if:

- You replaced your hard disk drive with a new hard disk drive that does not have Windows 7 installed.
- You are reinstalling Windows 7 on a computer because you want to clean off your hard drive and remove any unwanted programs, such as spyware.
- You purchased a computer without an operating system.

Pre-installation checklist

Before you begin the installation process, use this checklist to make sure that you are prepared:

- You have the Windows 7 CD.
- You have the product key available. The product key is located on your Windows 7 CD case and is required to install and activate Windows 7.
- Your computer hardware is set up. At a minimum, you should connect your keyboard, mouse, monitor, and CD drive. If available, you should connect your computer to a wired network.
- You have Windows 7 drivers available. Drivers are software that Windows 7 uses to communicate with your computer's hardware. If you do not have drivers available, Windows 7 may already include drivers for your hardware. If not, you should be able to download them from your hardware manufacturer's website after you set up Windows 7.
- If you are reinstalling Windows 7 on an existing computer, you need a backup copy of your files and settings. The installation process will delete all of your files. You can use the File and Settings Transfer Wizard to store your files and settings on removable media and then restore them after installation is complete.

Installation process

Installing Windows 7 can take up to two hours. To make the process more manageable, it has been broken up into several sections.

To Begin Installation:

1. Insert the Windows 7 CD into your computer and restart your computer.

2. If prompted to start from the CD, press Spacebar. If you miss the prompt (it only appears for a few seconds), restart your computer to try again.
3. Windows 7 Setup begins. During this portion of setup, your mouse will not work, so you must use the keyboard. On the Welcome to Setup page, press Enter.
4. On the Windows 7 Licensing Agreement page, read the licensing agreement. Press the Page Down key to scroll to the bottom of the agreement. Then press F8.
5. This page enables you to select the hard disk drive on which Windows 7 will be installed. Once you complete this step, all data on your hard disk drive will be removed and cannot be recovered. It is extremely important that you have a recent backup copy of your files before continuing. When you have a backup copy, press D, and then press L when prompted. This deletes your existing data.
6. Press Enter to select unpartitioned space, which appears by default.
7. Press Enter again to select Format the partition using the NTFS file system, which appears by default.
8. Windows 7 erases your hard disk drive using a process called formatting and then copies the setup files. You can leave your computer and return in 20 to 30 minutes.

To Continue the Installation

1. Windows 7 restarts and then continues with the installation process. From this point forward, you can use your mouse. Eventually, the Regional and Language Options page appears. Click Next to accept the default settings. If you are multilingual or prefer a language other than English, you can change language settings after setup is complete.
2. On the Personalize Your Software page, type your name and your organization name. Some programs use this information to automatically fill in your name when required. Then, click next.
3. On the Your Product Key page, type your product key as it appears on your Windows 7 CD case. The product key is unique for every Windows 7 installation. Then, click Next.
4. On the Computer Name and Administrator Password page, in the Computer name box, type a name that uniquely identifies your computer in your house, such as FAMILYROOM or TOMS. You cannot use spaces or punctuation. If you connect your computer to a network, you will use this computer name to find shared files and printers. Type a strong password that you can remember in the Administrator password box, and then retype it in the Confirm password box. Write the password down and store it in a secure place. Click Next.
5. On the Date and Time Settings page, set your computer's clock. Then, click the Time Zone down arrow, and select your time zone. Click Next.
6. Windows 7 will spend about a minute configuring your computer. On the Networking Settings page, click next.
7. On the Workgroup or Computer Domain page, click Next.

To complete the installation

1. Windows 7 will spend 20 or 30 minutes configuring your computer and will automatically restart when finished. When the Display Settings dialog appears, click OK.
2. When the Monitor Settings dialog box appears, click OK.

3. The final stage of setup begins. On the Welcome to Microsoft Windows page, click Next.
4. On the Help protect your PC page, click Help protect my PC by turning on Automatic Updates now. Then, click Next.
5. Windows 7 will then check if you are connected to the Internet:
    - If you are connected to the Internet, select the choice that describes your network connection on the Will this computer connect to the Internet directly, or through a network page. If you're not sure, accept the default selection, and click Next. ○ If you use dial-up Internet access, or if Windows 7 cannot connect to the Internet, you can connect to the Internet after setup is complete. On the How will this computer connect to the Internet? page, click Skip.
6. Windows 7 Setup displays the Ready to activate Windows page. If you are connected to the Internet, click Yes, and then click Next. If you are not yet connected to the Internet, click No, click Next, and then skip to step 24. After setup is complete, Windows 7 will automatically remind you to activate and register your copy of Windows 7.
7. On the Ready to register with Microsoft page, click Yes, and then click Next.
8. On the Collecting Registration Information page, complete the form. Then, click Next.
9. On the Who will use this computer page, type the name of each person who will use the computer. You can use first names only, nicknames, or full names. Then click Next.
10. On the Thank you! Page, click Finish.

    Windows 7 setup is complete. You can log on by clicking your name on the logon screen. If you've installed Windows 7 on a new computer or new hard disk drive, you can now use the File and Settings Transfer Wizard to copy your important data to your computer or hard disk drive.

MS-DOS

Short for **Microsoft Disk operating system**, **MS-DOS** is a non-graphical command line operating system derived from 86-DOS that was created for IBM compatible computers. MS-DOS originally written by Tim Peterson and introduced by Microsoft in August 1981 and was last updated in 1994 when MS-DOS 6.22 was released. Today, MS-DOS is no longer used; however, the command shell, more commonly known as the **Windows command line** is still used by many users.

Today, most computer users are only familiar with how to navigate Microsoft Windows using the mouse Unlike Windows, MS-DOS is a command-line and is navigated by using MS-DOS commands. For example, if you wanted to see all the files in a folder in Windows you would double-click the folder to open the folder in Windows Explorer. In MS-DOS, to view that same folder you would navigate to the folder using the CD command and then list the files in that folder using the dir command.

DOS Commands

MS-DOS has a relatively small number of commands, and an even smaller number of commonly used ones. Moreover, these commands are generally inflexible because, in contrast to Linux and other Unix-like operating systems, they are designed to accommodate few options or *arguments* (i.e., values that can be passed to the commands).

Some of the most common commands are as follows (corresponding commands on Unixlike operating systems are shown in parenthesis):

CD - changes the current directory (cd)
COPY - copies a file (cp) DEL
- deletes a file (rm)
DIR - lists directory contents (ls)
EDIT - starts an editor to create or edit plain text files (vi, vim, ed, Joe)
FORMAT - formats a disk to accept DOS files (mformat)
HELP - displays information about a command (man, info)
MKDIR - creates a new directory (mkdir)
RD - removes a directory (rmdir)
REN - renames a file (mv)
TYPE - displays contents of a file on the screen (more, cat)

Other DOS Command commonly used are:

Append
The append command can be used by programs to open files in another directory as if they were located in the current directory.
Attrib
The attrib command is used to change the attributes of a single file or a directory.
Break
The break command sets or clears extended CTRL+C checking. **Call**
The call command is used to run a script or batch program from within another script or batch program.
The call command has no effect outside of a script or batch file. In other words, running the call command at the DOS prompt will do nothing. **Chcp**
The chcp command displays or configures the active code page number.
Chdir
The chdir command is used to display the drive letter and folder that you are currently in.
Chdir can also be used to change the drive and/or directory that you want to work in.
Chkdsk
The chkdsk command, often referred to as *check disk*, is used to identify and correct certain hard drive errors.
Choice
The choice command is used within a script or batch program to provide a list of choices and return the value of that choice to the program.
Cls
The cls command clears the screen of all previously entered commands and other text.
Dir
The dir command is used to display a list of files and folders contained inside the folder that you are currently working in.
The dir command also displays other important information like the hard drive's serial number, the total number of files listed, their combined size, the total amount of free space left on the drive, and more.
DIR [drive:][path][filename] [/P] [/W] [/A[[:]attributes]] [/O[[:]sort order]] [/S] [/B] [/L] [/V]

[drive:][path][filename] Specifies drive, directory, or files to list. (Could be enhanced file specification or multiple file specs)

/P	Pauses after each screenful of information.
/W	Uses wide list format.
/A	attributes: D Directories R Read-only files H Hidden files A Files ready for archiving S System files - Prefix meaning not
/O	List by files in sorted order, sort order: N By name (alphabetic) S By size (smallest first) E By extension (alphabetic) D By date and time (earliest first) G Group directories first - Prefix to reverse order A By Last Access Date (earliest first)
/S	Displays files in specified directory and all subdirectories.
/B	Uses bare format (no heading information or summary).
/L	Uses lowercase.
/V	Verbose mode.

MS- PAINT

Paint is a drawing tool you can use to create simple or elaborate drawings. These drawings can be either black-and-white or color, and can be saved as bitmap files. You can print your drawing, use it for your desktop background, or paste it into another document. You can even use Paint to view and edit scanned photos.

You can also use Paint to work with pictures, such as .jpg, .gif, or .bmp files. You can paste a Paint picture into another document you've created, or use it as your desktop background.

To draw a straight line
1. In the toolbox, click **Line** .
2. Below the toolbox, click a line width.
3. Drag the pointer to draw the line.

To draw a freeform line
1. In the toolbox, click **Line** .
2. Drag the pointer to draw the line.

To draw a curved line
1. In the toolbox, click **Curve** ⟨.
2. Below the toolbox, click a line width.
3. Draw a straight line by dragging the pointer.
4. Click where you want one arc of the curve to be, and then drag the pointer to adjust the curve. Repeat this step for a second arc. You can only create two curves for each line.

To send an image using e-mail
After you are done working on an image, you can send it to anyone who has an e-mail account (as long as you also have access to an e-mail account).
1. On the **File** menu, click **Send**.
2. Your e-mail program will display, with your image included either as an attachment or as part of the message section of your e-mail.
3. Specify your recipient's e-mail address, a subject, and a message; then send the email as you normally would.

To draw a rectangle or square
1. In the toolbox, click **Rectangle** □ to create a square-cornered shape, or click **Rounded Rectangle** ▢ to create a round-cornered shape.
2. Below the toolbox, click a fill style.
3. To draw a rectangle, drag the pointer diagonally in the direction you want.
4. To draw a square, hold down SHIFT while dragging the pointer.

To acquire an image from a scanner or a digital camera 1.
On the **File** menu, click **From Scanner or Camera**.
2. In the **Get Pictures** dialog box, click the image you want, and then click **Get Picture**.
NOTEPAD

Notepad overview
Notepad is a basic text editor you can use for simple documents or for creating Web pages. The most common use for Notepad is to view or edit text (.txt) files, but many users find Notepad a simple tool for creating Web pages.
Because Notepad supports only very basic formatting, you cannot accidentally save special formatting in documents that need to remain pure text. This is especially useful when creating HTML documents for a Web page because special characters or other formatting may not appear in your published Web page or may even cause errors. You can save your Notepad files as Unicode, ANSI, UTF-8, or big-endian Unicode. These formats provide you greater flexibility when working with documents that use different character sets.
WORDPAD
WordPad is a basic word processor that is included with almost all versions of Microsoft Windows from Windows 95 onwards. It is more advanced than Notepad but simpler than Microsoft Works Word Processor and Microsoft Word. It replaced Microsoft Write.

Using WordPad

WordPad is a basic word processor that is included in Windows. A word processor is a computer program that you can use to create, edit, view, and print text documents. With WordPad, you can type letters, book reports, and other simple documents. You can also change how the text looks, quickly move sentences and paragraphs around, and copy and paste text within and between documents.

The WordPad window

To open WordPad, click the **Start** button 🌐, click **All Programs**, click **Accessories**, and then click **WordPad**.
There are four main parts of the WordPad window:

The toolbar: The toolbar contains buttons for basic commands, including saving and printing. To find out what a button does, rest your mouse pointer on it. A box pops up showing the function of the button.

The format bar: The format bar contains buttons that you can use to format the text in your document. For example, you can choose the font, color, and alignment of your text.

The ruler: Use the ruler to check the layout and placement of text in your document.

The document area: This is where you type your document, make changes to the text, and apply your formatting.

Typing text: When you're ready to get started, type in the document area of WordPad. A flashing vertical line called the cursor | indicates where the next text that you type will appear. To move the cursor within text, click where you want the cursor to appear.

Unlike using a typewriter, when you type in WordPad you don't have to press ENTER to start a new line. WordPad will take care of that for you by automatically starting a new line when you reach the end of the one you're working on. When you want to start a new paragraph, press ENTER.
Selecting text

Whenever you want to do something to text in your document, such as copy it or format it, you need to select it first. To select text, position the mouse pointer to the left of where you want to begin your selection. With the pointer positioned, click and hold the left mouse button while you drag the pointer over the text that you want to select. The selected text will be highlighted. Once you've completed your selection, release the mouse button.

Copying and moving text

If you have text in one part of your document that you want to appear in another part, there are two ways to move the text around without having to retype it: You can copy and paste it to another location, or you can move it to another location.

When you copy text, it is placed in the Clipboard. You can then paste it in a different location. The original text is preserved.

When you move text to another location, the original text is not preserved. You might find this method useful when you want to rearrange the sentences and paragraphs in your document.

To copy text and paste it in another location

1. Select the text that you want to copy.

2. On the **Edit** menu, click **Copy**.

3. Move the cursor to the location where you want to insert the copied text.

4. On the **Edit** menu, click **Paste**.

Tip

•   To quickly copy text that you've selected, press CTRL+C. To paste it, press CTRL+V.

Inserting and deleting text

WordPad makes it easy to insert and delete text wherever you want. To insert text, click where you want to insert the text and then just start typing. To delete text, select the text that you want to delete, and then press DELETE.

Formatting your document

Formatting refers to the how the text in your document looks as well as how it is arranged. WordPad lets you easily change the formatting in your document. For example, you can choose from many different fonts and font sizes, and you can make your text almost any color you want. You can also easily change how your document is aligned.

To change the font, font style, or font size:

1.   Select the text whose formatting you want to change.

2.   On the **Format** menu, click **Font**.
3.   In the **Font** box, type or select the font you want to use.

4.   In the **Font Style** box, type or select the font style you want.

5.   In the **Size** box, type or select the size you want to use.

To change the color

1.   Select the text whose color you want to change.

2.   On the **Format** menu, click **Font**.

3.   Under **Color**, click the color that you want.

To change the alignment

You can align the text in your document to either the left margin, the center, or the right margin.

1.   Select the paragraph whose alignment you want to change.

2.   On the **Format** menu, click **Paragraph**.

3.   In the **Alignment** box, click the alignment you want.

Saving your document

It's a good idea to save your document periodically while you are working on it so that in case your computer stops working for some reason, you won't lose any of your work. Saving the document will also allow you to come back to it later if you want to work on it again.

To save the document

- On the **File** menu, click **Save**.

  If you haven't saved the document yet, you'll be asked to provide a name for the document and location on your computer to save it to:

  1. In the **Save in** box, click the location where you want to save the document.

  2. In the **File name** box, type a name for your document.

  3. Click **Save**.

Printing your document

On the **File** menu, click **Print**. In the **Print** dialog box, use the **Page Range** box and the **Number of copies** box to specify which pages you want to print as well as how many copies. When you're done, click **Print**.

MS-OFFICE

(Ms Word, Ms excel, Ms PowerPoint)

Microsoft Office is an office suite of desktop applications, servers and services for the Microsoft Windows and OS X operating systems, introduced by Microsoft on August 1, 1989. Initially a marketing term for a bundled set of applications, the first version of Office contained Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Over the years, Office applications have grown substantially closer with shared features such as a common spell checker, OLE data integration and Microsoft Visual Basic for Applications scripting language. Microsoft also positions Office as a development platform for line-of-business software under the Office Business Applications brand. Office is reported to now be used by over a billion people worldwide.

The current versions are Office 2013 for Windows, released on October 11, 2012 and Office 2011 for OS X, released October 26, 2010. On 24 October 2012, the RTM final code of Office 2013 Professional Plus has been released to TechNet and MSDN subscribers for download. On 15 November 2012, the 60-day trial version of Office 2013 Professional Plus was released for download.

MS- WORD

Microsoft →ord is an example of a program called a "word processor." The key benefit to using a word processor is that you can make changes easily, including correcting spelling; adding, deleting, formatting, and relocating text; and inserting images. Once you create a document, you can effortlessly print it (as many copies as you want!), save it for later modifications, or send it to a friend via e-mail. Microsoft Word is a very powerful word processor—this handout was created using just a small number of its features!

Microsoft Word is available on both PCs and Macs, so what you learn in class today should be applicable to any computer you use. The program may look slightly different depending on the version and computer that you're using, but Microsoft →ord will function in the same basic ways. There are other word processors out there, including OpenOffice.org Writer, WordPerfect, Apple Pages, and WordPad. They have many features in common with Microsoft Word, and you should feel free to choose any program you prefer.

Opening Microsoft Word

To get started with Microsoft →ord (sometimes called "MS →ord"), you will need to locate and open the program on your computer. To open the program, point to →ord's icon on the desktop with your mouse and double-click on it with the left mouse button. If you don't see the MS Word icon on your desktop, you'll have to access the program from the Start Menu. Click on the button in the bottom left corner to pull up the Start Menu. You should see the MS →ord icon here, so click on it once with your left button. If you still don't see it, click on "All Programs" and scroll through the list of programs until you find it. Click once with your left button to open the program. Occasionally, Microsoft Word will be in a folder called "Microsoft Office" or something similar—this will make one more step between "All Programs" and "Microsoft →ord."

MS →ord will then open a blank page called "Document 1."

This is an image of the upper-left corner of MS Word. This box features two important pieces of information: the name of the file that you are currently working on (in this case, "Document 1" since we have not yet renamed it) and which program you are using ("Microsoft →ord").There should now be a blinking line in the top left corner of the part of the screen that looks like a sheet of paper. This means you will be able to type in this space!

Microsoft Word Features

The Title Bar

This is a close-up view of the Title Bar, where file information is located. It shows the name of the file (here, "Microsoft →ord") and the name of the program ("Microsoft →ord"). Notice the three buttons on the right side, controlling the size and closing of the program. **Minimize**: Left click this button to shrink the window down to a small button that will appear in the task bar

Maximize: Left click this button to make the window as large as it can be—it should take up your entire screen.

Close: Left-click this button to close the window. The program will close and stop running. Make sure you save your work first!

Restore Down:

Left-click this button to make the window smaller without minimizing it. The tabbed Ribbon menu system is how you navigate through Word and access various Word commands. If you have used previous versions of Word, the Ribbon system replaces the traditional menus.

The File Menu

In Microsoft Office 2007, there was something called the Microsoft Office Button ( ) in the top left-hand corner. In Microsoft Office 2010, this has been replaced with a tab in the Ribbon called "File."

When you left-click on this tab, a drop-down menu appears. From this menu, you can perform the same functions as were found under the Microsoft Office Button menu, such as: Create a new document, open files, save files in a variety of ways, and print. **Quick Access Toolbar** On the top left-hand side of the Title Bar, you will see several little icons above the File menu. These let you perform common tasks, such as saving and undoing, without having to find them in a menu. →e'll go over the meanings of the icons a little later.

The Home Tab

The most commonly used commands in MS Word are also the most accessible. Some of these commands available in the Home Tab are: The Home Tab Toolbar offers options that can change the font, size, color, alignment, organization and style of the text in the document. For example, the "Times New Roman" Indicates the FONT of your text, the "12" indicates the SIZE of your text; etc. We will go over how to use all of these options to format your text in a little while. Each of these options expands into a menu if you left-click on the tiny down-arrow in the bottom right corner of the window. The ruler is found below the Ribbon. The ruler tells you where you are on the page, along with the dimensions of the overall document. Just like a real piece of paper, the default setting is 8.5 x 11 inches, and the margins have been incorporated for you. Similar to most options in MS Word, this is entirely customizable and the user can create a document of any dimensions.

Keyboard Review

In order to use MS Word effectively, you must input commands using both the mouse and the keyboard. The above image of a keyboard should look similar to the keyboard in front of you; learning just a few certain keys will help to improve your efficiency in typing, as well as present you with more options within the program. The following is a list of commonly used keys that have special functions in MS Word (key functions can change depending on which program you are using) :

1. Backspace: This key deletes letters backward.

2. Delete: This key deletes letters forward.

3. Shift: This key, when pressed WITH another key, will perform a secondary

Function.

4. Spacebar: This key enters a space between words or letters.

5. Tab: This key will indent what you type, or move the text to the right. The default

Indent distance is usually ½ inch.
6. Caps Lock: Pressing this key will make every letter you type capitalized.

7. Control (Ctrl): This key, when pressed WITH another key, performs a shortcut.

8. Enter: This key either gives you a new line, or executes a command (pressed in MS Word,

it begins a new line).

9. Number Keypad: These are exactly the same as the numbers at the top of the

Keyboard; some people just find them easier to use in this position.

10. Arrow Keys: Like the mouse, these keys are used to navigate through a document.

MICROSOFT WORD BASICS

Typing Text

To enter text, type just as you would if you were using a typewriter. To capitalize a letter, hold down the SHIFT key while typing the letter. Or, press the CAPS LOCK key on the lefthand side of your keyboard. You will have to press the CAPS LOCK key again—once you are done capitalizing—to remove the lock. You do not need to press ENTER to start a new line—Microsoft Word will automatically wrap your sentence at the end of the line. To move the cursor from its position at the end of your sentence to anywhere else on the page, use the mouse or the arrow keys to move the cursor where you want the letters or spaces to be (left-click the mouse to place the cursor) and then type what you want to add—the text will automatically adjust to include it. Press ENTER to start a new paragraph (this is sometimes called a "carriage return").

Deleting Text

While typing a document, sometimes you will make a mistake. Unlike a typewriter, MS Word can delete text on the screen and leave no trace—it is as if you never typed on the page in the first place. There are two different buttons on the keyboard that will allow you to erase text. They are the "Delete" key and the "Backspace" key (#s 1 and 2 on the keyboard map on page. The "Backspace" key deletes words to the LEFT of the cursor, and the "Delete" key deletes words to the RIGHT of the cursor.

BACKSPACE ↔ DELETE

Let's assume that the vertical line dissecting the word "creative" in the example above is

Our cursor. Pressing the "Backspace" key will erase "a," "e," "r," "c," and so on, moving LEFT.

The "Delete" key will erase "t," "i," "v," "e," and so on, moving RIGHT.

To delete a whole chunk of text at once, left-click with your mouse and drag to highlight a

section of text. Then simply press "Backspace" or "Delete" and all of the highlighted Text

will disappear.

Undoing and Redoing

The UNDO and REDO features of Microsoft Windows applications are great tools to rely on. The program will keep a list of the last 25 commands that you have performed, and it allows for taking "one step" backwards in order to erase what you have just done. Click on the UNDO button in the Quick Access Toolbar to go back one step. Click on the REDO button in the Quick Access Toolbar to go forward one step.

Formatting Text

Changing the look of what you've written is called "formatting." This can include changing the text style, size, color, and more. This is a sentence that features many different fonts. This is a sentence that features many different sizes. From the Home Tab, the "B" will make your text BOLD, the "I" will put it in italics, and the "←" will add an underline to your text. These features do not have to be used independently of each other—in other words, you can bold, underline, and italicize a single piece of text. The alignment of the text can be altered using the buttons with the horizontal lines on them. You can align text To the LEFT, To the CENTER and to the RIGHT.

In order to apply certain stylistic or formatting changes to text, you must first HIGHLIGHT the text. This is a common procedure in Microsoft Windows applications, And because it is so useful, it is a skill worth practicing. You can also change the font color by clicking on the appropriate buttons in the

Formatting Toolbar. Experiment and remember—you can always start over with a fresh, new document, so don't worry about making mistakes! If you do, however, there is always the incredible "←NDO" tool. Cutting, Copying, and Pasting Text in MS Word, you can CUT or COPY text from one area of the document and save that text to be PASTED elsewhere (these commands are found on the Home Tab). When you CUT text, you actually delete it from where you took it, as opposed to COPYING it, which makes a copy of your selection.

When you CUT or COPY text, it is stored on the CLIPBOARD. The Clipboard is a tool in MS Word that stores cuts and copies of your work, to be pasted in other places in the document. Once your selection is on the CLIPBOARD, you can PASTE it as many times as you want! CUTTING a selection will place it on the clipboard, just in case you want to PASTE it

elsewhere. To CUT a selection, first highlight it. Then, click on the CUT icon from the Home Tab. The highlighted text will disappear, as you have just cut it out, but a copy is now on your clipboard, and MS Word is waiting for you to paste it somewhere else.

To PASTE this cut selection, place your cursor where you want the selection to go. Click on the PASTE icon from the Home Tab toolbar, and it will pop the text into place, right where you have your cursor. To COPY, simply follow those same steps, replacing the CUT command with COPY. The COPY command will not alter your original selection at all, as it simply makes a copy of the selection without changing or deleting it in any way.

DOING MORE WITH MICROSOFT WORD
Inserting Images and Clip Art

With Microsoft Word, you can insert pictures in your document using the Insert Tab toolbar. ↔ou can insert pictures from the "Clip Art" album that comes with the program, or you can insert pictures from a file that you have previously saved on a disk or elsewhere on the computer (e.g., the My Pictures folder).Clip Art is a collection of cartoon and computer-generated images that cover a broad array of commonly needed icons and pictures. These include business, holiday, nature, entertainment, academic and other themes, along with standard bullets and symbols.

To insert a clip art picture into a Microsoft Word document, you will first need to place your cursor (left-click) where you wish to insert you picture in your document. Then, from the Insert tab on the Ribbon, click on **"Clip Art."** A Clip Art search box will appear on the right side of your screen. From here, you can enter a search word for the picture you would like to find. Then click "Go." This will show all the options of pictures you can insert. When you see a piece of clip art that you like, click on it, and it will automatically insert into your document, in the exact place where you left the cursor. To resize your image, grab one of the corners of the image by left-clicking and holding—drag it to your desired size and fine-tune the placement. The cursor will change from a typing icon to a double arrow when it can be used to resize an image.

Drag the corner toward the upper-left corner of the screen, and the image will grow. Drag toward the bottom-right, and it will shrink. You can move the image to another place in the document by left-clicking and holding on the center of it; drag it to its desired location. More options, such as aligning the image with text (or special effects like wrapping text around or through an image) can be found by clicking on the picture, and then choosing the Picture Tools Tab. You can also insert a photograph or other images from your files using this same process. On the Insert Tab, click on Picture and locate the files that you want to include.

Modifying Line Spacing

Line spacing in Word refers to the amount of space between lines of text. The default in Word 2010 is 1.15 spacing, which leaves a little bit more space than single-spacing, or what you would find in a normal book. Single spacing is generally easy for the eye to read. There may be times, however, when you want to change this spacing. One common option is to double-space text: This text is double-spaced. Double-spacing is especially useful if someone else is proof reading your document. It allows for more room to write comments on the page.

To change the line spacing:

1. Select text you want to format by highlighting it.

2. On the Home Tab, click on the Line Spacing button in the Paragraph group.

3. Choose the spacing you want from the menu that appears. For more options, select Line Spacing Options. In the dialog box that appears, you can choose other spacing options, including spacing between paragraphs. This can be done by changing the values in the Before and After boxes.

Creating Bulleted and Numbered Lists

Word allows you to create lists within your document that can be organized with bullets or numbers. Lists are useful for presenting text that wouldn't make the most sense in paragraph form (for example, step-by-step instructions) or for emphasizing key points Bullets are usually small circles at the beginning of item in a list, and numbers are used for lists that are arranged in sequential order. Here's an example of a bulleted list:

- Bananas
- Milk
- Eggs
- Ice Cream

To create a list:

1. On the Home tab, select either the Bullets or Numbering buttons from the Paragraph group. If you want to choose a particular style for your bullets or numbers, click on the triangle next to the button and choose a style from the menu that appears.

2. You will see the first bullet or number appear on your document. Type your first line of text and then hit Enter.

3. Another bullet or number will appear automatically. Type your next line of text and hit Enter.

4. When you have finished your list, hit Enter twice to end the bullets or numbering.

Changing Views and Overall Look

There will be times when you need to create documents that don't fit on a standard piece of paper (8.5" by 11").

Click on the Page Layout Tab.

From this menu, you can alter the margins, width, height, and orientation (portrait = 11"14long; landscape = 11" wide) of the document, as well as choose from a variety of templates, different types of paper, and document styles that come with the program. To change the orientation of your page, click on the Orientation button.

Click on Landscape from the drop-down box that appears. Your document should now be in landscape position. If you wish to return to portrait orientation, go through the same steps, clicking on the Landscape option instead of Portrait. If you would like to change the display of your document or zoom in and out without affecting the way your document will print, you

can do that from the View Tab. Anything you change from the View Tab will not change the way your document prints out. So if you want your text to be bigger when you print out the document, make sure to change the size of the font instead of the zoom.

Spelling and Grammar Check

One benefit of using a computerized word processor is its ability to recognize, change, and give advice about your writing. MS Word has utilities that can check your spelling and grammar against a master database, and can offer advice on a variety of different grammatical styles. **MS Word** automatically underlines any words that it does not recognize in red, assuming that they are not spelled correctly, and underlines in green if it does not recognize the grammatical pattern, assuming that the sentence does not make sense.

For example: In this case, "jumping" should read "jump" and "laziy" should be "lazy." If you right click on the word, a menu with pop up with options, including "Ignore" if you do not want help on this specific phrase or agree with the suggestion. You can also choose to add words to the MS →ord spelling database, if you are going to use them often and don't want them to be flagged as misspelled every time—this is especially useful for names, as MS Word often interprets these as misspellings. The spelling and grammar tools can be found in the Review Tab

USING MICROSOFT WORD

Microsoft →ord is an example of a program called a "word processor." →ord processors are used to create and print text documents in much the same way that you would use a typewriter. The key benefit to using a word processor is that you can make changes easily, including correcting spelling; adding, deleting, formatting, and relocating text; and inserting images. Once you create a document, you can effortlessly print it (as many copies as you want!), save it for later modifications, or send it to a friend via e-mail. Microsoft Word is a very powerful word processor—This handout was created using just a small number of its features! Microsoft Word is available on both PCs and Macs, so what you learn in class today should be applicable to any computer you use. The program may look slightly different depending on the version and computer that you're using, but Microsoft →ord will function in the same basic ways. There are other word processors out there, including OpenOffice.org Writer, WordPerfect, Apple Pages, and WordPad. They have many features in common with Microsoft Word, and you should feel free to choose any program you prefer.

Opening Microsoft Word

To get started with Microsoft →ord (sometimes called "MS →ord"), you will need to locate and open the program on your computer. To open the program, point to →ord's icon on the desktop with your mouse and double-click on it with the left mouse button. If you don't see the MS →ord icon on your desktop, you'll have to access the program from the Start Menu. Click on the button in the bottom left corner to pull up the Start Menu. You should see the MS →ord icon here, so click on it once with your left button. If you still don't see it, click on "All Programs" and scroll through the list of programs until you find it. Click once with your left button to open the program.

Occasionally, Microsoft Word will be in a folder called "Microsoft Office" or something similar—this will make one more step between "All Programs" and "Microsoft →ord."MS →ord will then open a blank page called "Document 1."This is an image of the upper-left

corner of MS Word. This box features two important pieces of information: the name of the file that you are currently working on (in this case, "Document 1" since we have not yet renamed it) and which program you are using ("Microsoft →ord").There should now be a blinking line in the top left corner of the part of the screen that looks like a sheet of paper. This means you will be able to type in this space!

MICROSOFT WORD BASICS

Typing Text

To enter text, type just as you would if you were using a typewriter. To capitalize a letter, hold down the SHIFT key while typing the letter. Or, press the CAPS LOCK key on the lefthand side of your keyboard. You will have to press the CAPS LOCK key again—once you are done capitalizing—to remove the lock. You do not need to press ENTER to start a new line— Microsoft Word will automatically wrap your sentence at the end of the line. To move the cursor from its position at the end of your sentence to anywhere else on the page, use the mouse or the arrow keys to move the cursor where you want the letters or spaces to be (left-click the mouse to place the cursor) and then type what you want to add—the text will automatically adjust to include it. Press ENTER to start a new paragraph (this is sometimes called a "carriage return").

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The "Backspace" key deletes words to the LEFT of the cursor, and the "Delete" key deletes words to the RIGHT of the cursor.

Microsoft Word Features

The Title Bar

This is a close-up view of the Title Bar, where file information is located. It shows the name of the file (here, "Microsoft →ord") and the name of the program ("Microsoft →ord"). Notice the three buttons on the right side, controlling the size and closing of the program.

Minimize: Left click this button to shrink the window down to a small button that will appear in the task bar

Maximize: Left click this button to make the window as large as it can be—it should take up your entire screen.
Close: Left-click this button to close the window. The program will close and stop running. Make sure you save your work first!

Restore Down: Left-click this button to make the window smaller without minimizing it.

The File Menu

In Microsoft Office 2007, there was something called the Microsoft Office Button ( ) in the top left-hand corner. In Microsoft Office 2010, this has been replaced with a tab in the Ribbon called "File." →hen you left-click on this tab, a drop-down menu appears. From this menu, you can perform the same functions as were found under the Microsoft Office Button menu, such as: Create a new document, open existing files, save files in a variety of ways, and print.

The Home Tab

The most commonly used commands in MS Word are also the most accessible. Some of these commands available in the Home Tab are: The Home Tab Toolbar offers options that can change the font, size, color, alignment, organization and style of the text in the document. For example, the "Times New Roman" indicates the FONT of your text, the "12" indicates the SIZE of your text; etc. We will go over how to use all of these options to format your text in a little while. Each of these options expands into a menu if you left-click on the tiny down-arrow in the bottom right corner of the window.

The Ruler

The ruler is found below the Ribbon. The ruler tells you where you are on the page, along with the dimensions of the overall document. Just like a real piece of paper, the default setting is 8.5 x 11 inches, and the margins have been incorporated for you. Similar to most options in MS Word, this is entirely customizable and the user can create a document of any dimensions.

Keyboard Review

In order to use MS Word effectively, you must input commands using both the mouse and the keyboard. The above image of a keyboard should look similar to the keyboard in front of you; learning just a few certain keys will help to improve your efficiency in typing, as well as present you with more options within the program. The following is a list of commonly used keys that have special functions in MS Word (key functions can change depending on which program you are using)

1. Backspace: This key deletes letters backward.

2. Delete: This key deletes letters forward.

3. Shift: This key, when pressed WITH another key, will perform a secondary function.

4. Spacebar: This key enters a space between words or letters.
5. Tab: This key will indent what you type, or move the text to the right. The default indent distance is usually ½ inch. 6. Caps Lock: Pressing this key will make every letter you type capitalized.

7. Control (Ctrl): This key, when pressed WITH another key, performs a shortcut.

8. Enter: This key either gives you a new line, or executes a command (pressed in MS Word, it begins a new line).

9. Number Keypad: These are exactly the same as the numbers at the top of the keyboard; some people just find them easier to use in this position.

10. Arrow Keys: Like the mouse, these keys are used to navigate through a document or page.

MICROSOFT EXCEL

Microsoft Excel is an example of a program called a "spreadsheet." Spreadsheets are used to organize real world data, such as a check register or a rolodex. Data can be numerical or alphanumeric (involving letters or numbers). The key benefit to using a spreadsheet program is that you can make changes easily, including correcting spelling or values, adding, deleting, formatting, and relocating data. You can also program the spreadsheet to perform certain functions automatically (such as addition and subtraction), and a spreadsheet can hold almost limitless amounts of data—a whole filing cabinet's worth of information can be included in a single spreadsheet. Once you create a spreadsheet, you can effortlessly print it (as many copies as you want!), save it for later modifications, or send it to a colleague via e-mail. Microsoft Excel is a very powerful.

Opening Microsoft Excel

To get started with Microsoft Excel (often called "Excel"), you will need to locate and open the program on your computer. To open the program, point to Excel's icon on the desktop with your mouse and double-click on it with the left mouse button. If you don't see the Excel icon on your desktop, you'll have to access the program from the Start Menu. Click on the button in the bottom left corner to pull up the Start Menu. You may see the Excel icon here, so click on it once with your left button. If you still don't see it, click on "All Programs" and scroll through the list of programs until you find it. It may also be located in a folder called "Microsoft Office" or something similar—it will depend on your specific machine. Click once with your left button to open the program. Excel will then open a blank page called "Book1."

Microsoft Excel Features
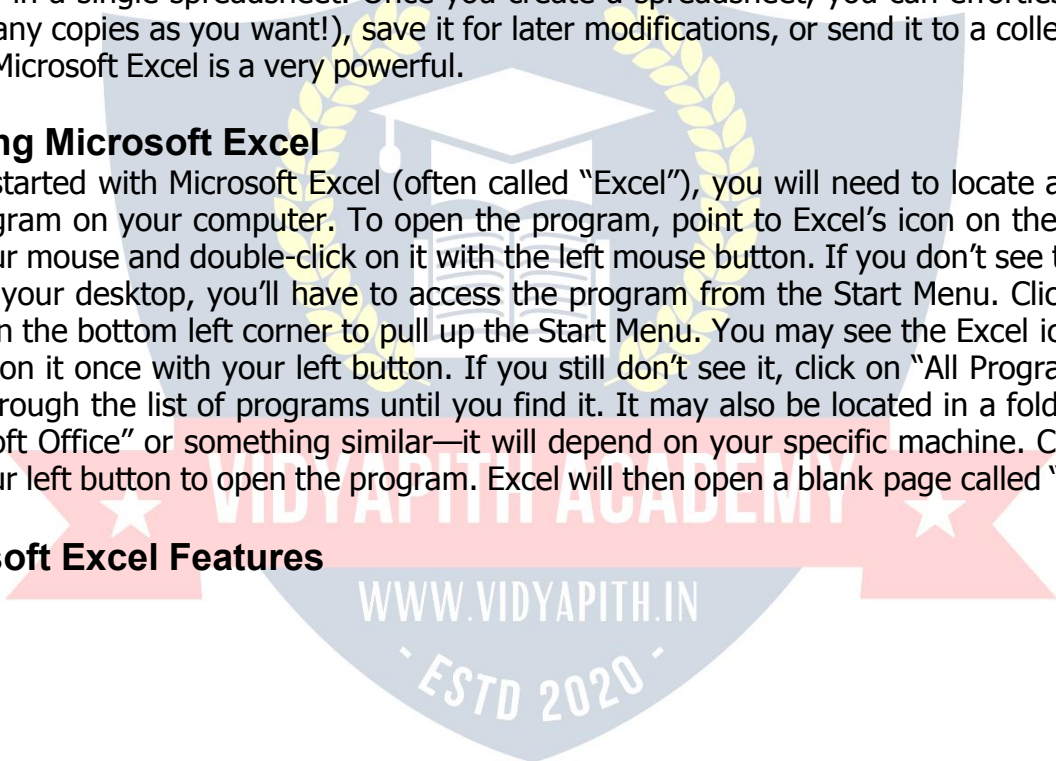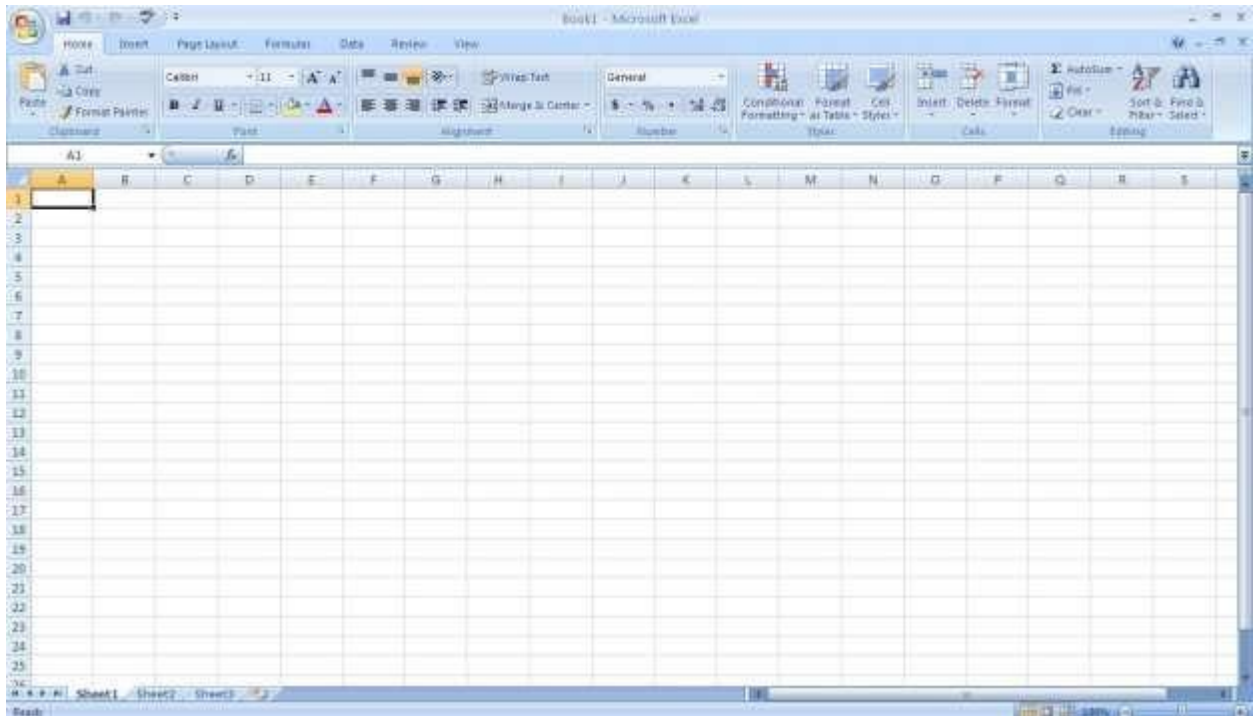
The Title Bar

This is a close-up view of the Title Bar, where file information is located. It shows the name of the file (here, "Book1," the default title) and the name of the program ("Microsoft Excel"). You will be able to name your file something new the first time that you save it. Notice the three buttons on the right side of the Title Bar, controlling the size and closing of the program.

The Ribbon Menu System

The tabbed Ribbon menu system is how you navigate through Excel and access various Excel commands. If you have used previous versions of Excel, the Ribbon system replaces the traditional menus. At the bottom, left area of the spreadsheet, you will find worksheet tabs. By default, three worksheet tabs appear each time you create a new workbook. On the bottom, right area of the spreadsheet you will find page view commands, the zoom tool, and the horizontal scrolling bar.

The File Menu

In Microsoft Office 2007, there was something called the Microsoft Office Button ( ) in the top left-hand corner. In Microsoft Office 2010, this has been replaced with a tab in the Ribbon called "File."→hen you left-click on this tab, a drop-down menu appears. From this menu, you can perform the same functions as were found under the Microsoft Office Button menu, such as: Create a new worksheet, open existing files, save files in a variety of ways, and print.6

Quick Access Toolbar On the top left-hand side of the Title Bar, you will see several little icons above the File menu. These let you perform common tasks, such as saving and undoing, without having to find them in a menu. →e'll go over the meanings of the icons a little later.

The Home Tab

The most commonly used commands in Excel are also the most accessible. Some of these commands available in the Home Tab are: The Home Tab Toolbar offers options that can change the font, size, color, alignment, organization and style of the text in the spreadsheet and individual cells. For example, the "Calibri" indicates the FONT of your text, the "11" indicates the SIZE of your text; etc. →e will go over how to use all of these options to format your text in a little while. Each of these options expands into a menu if you left-click on the tiny down-arrow in the bottom right corner of the window. This tab works the exact same way as the MS Word Formatting Toolbar. The main difference is that the format changes will only affect the selected cell or cells, all unselected cells remain in the default setting ("Calibri" font, size "11").

Equation Editor

The Equation Editor is generally found below the ribbon menu. The left side denotes which cell is selected ("C5") and the right side allows you to input equations or text into the selected cell.

There are two ways to input information into a cell. You may either select an individual cell and type the equation or text into the equation editor or type the equation or text directly into the selected cell. Equations (for example, =SUM(D5+E5)) will automatically be hidden inside the cell and can only be viewed using the equation editor; the result of the equation will display in the cell. If any written text is longer than the cell width, then the spreadsheet will cover up any portion longer than the cell width. The information will still be in the cell, you just won't be able to see it at all times.

Keyboard Review

In order to use Excel effectively, you must input commands using both the mouse and the keyboard. The above image of a keyboard should look similar to the keyboard in front of you; learning just a few certain keys will help to improve your efficiency in typing as well as present you with more options within the program. The following is a list of commonly used keys that you may already be familiar with:

1. Backspace: This key deletes letters backwards.
2. Delete: This key deletes letters forward.
3. Shift: This key, when pressed WITH another key, will perform a secondary function.
4. Spacebar: This key enters a space between words or letters.
5. Tab: This key will indent what you type, or move the text to the right. The default indent distance is usually ½ inch.
6. Caps Lock: Pressing this key will make every letter you type capitalized.
7. Control (Ctrl): This key, when pressed WITH another key, performs a shortcut.
8. Enter: This key either gives you a new line, or executes a command.
9. Number Keypad: These are exactly the same as the numbers at the top of the keyboard; some people just find them easier to use in this position.
10. Arrow Keys: Like the mouse, these keys are used to navigate through a document or page.

Pointer Shapes

As with other Microsoft programs, the pointer often changes its shape as you work in Excel. Each pointer shape indicates a different mode of operation. This table shows the various pointer shapes you may see while working in Excel.

MICROSOFT EXCEL BASICS

Formatting Cells

Cells are the small rectangular boxes that make up the spreadsheet. All the information entered into an Excel spreadsheet is entered into cells. The cell width and height will usually need to be adjusted to view all the information entered into a cell.

To adjust the cell width, move the mouse pointer in between two cell columns in the column header. Hold down the left mouse button and drag the mouse left to shorten the width or right to expand the width. Notice that all cells within the column are automatically adjusted. Adjust the cell height using the same method. Move the mouse cursor between two rows, hold down the left mouse button and move the mouse up to decrease the height and down to increase the height. Before you begin entering data into a spreadsheet, you may already know the width and height you want your cells to have. In this case, you can adjust all the widths and heights by doing the following: Select the "square" between Column A and Row 1.

This will select ALL the cells in the spreadsheet. From the "Home" tab of the Ribbon Menu, within the "Cells" box, click on "Format," and select Row Height. ↔ou will now be asked to enter a numerical value for height. The default value is 15, but you can enter your own height value (10, 20, 25, etc.).

Repeat the same steps for Column width. From the "Home" tab of the Ribbon Menu, within the "Cells" box, click on "Format," and select Column →idth. Note that the default value for the width is 8.43. Enter your own width value (5, 10, 15, 20, etc.).

For any given cell or selected cells, you can also format the way your data is represented within the cell(s). Select a single cell or multiple cells.
Again, from the "Home" tab of the Ribbon Menu, within the "Cells" box, click on Format."
Select "Format Cells."The format window will now appear, giving you a wide variety of options on how to format your cell.

Number – This allows you to choose how to represent the numbers that are entered into a cell (number, currency, time, etc.).
Alignment – This determines how the data will be aligned within the cell (left-side, centered, or right-side).
Font – Select the type of font to be used within the cells.
Border – This option lets you choose what type of border, if any, you would like around the cells or some of the cells.
Fill – This allows you to change the background color of the cell.
Protection – This option allows you to "lock" cell information so that other users cannot make changes. **Typing in Cells**
Click on a cell to begin typing in it. It is that easy! When you are finished typing in the cell, press the Enter key and you will be taken to the next cell down. You can then begin typing in that cell. You can easily navigate around the cells using your arrow keys. Keep in mind that the Formatting toolbar in Microsoft Excel 2010 is exactly the same as the one used for Microsoft Word 2010. The biggest difference between the two programs is that, in Excel, the format is set for each individual cell.

So if you change the font and applied the bold option in cell C5, then this format will only be applied to cell C5. All remaining cells will remain in default mode until they have been

changed. Sometimes you may only wish to adjust the format of one particular cell. In this case, simply select the cell by clicking the mouse on it and make any necessary adjustments to the font, size, style, and alignment. Those changes will not carry over when you begin typing in a new cell. Other times, you may wish to adjust the text format of a group of cells, entire rows, or entire columns.

In Excel, you can choose groups of cells in rectangular units—all the cells you select must form a rectangle of some kind. To select a group of cells, begin by clicking on the cell that would be in the upper-left hand corner of your rectangle. Hold down the Shift key on your keyboard and use the arrows (, , ,) on the keyboard to expand the selection of cells, or click and drag your mouse. Once the group of cells has been selected, you can make adjustments to the font, size, style, and alignment and they will be applied to all selected cells.

To select an entire row, click on the Row Number with your mouse—note how the entire row becomes highlighted. All formatting changes will now be applied to the whole row. To select an entire column, click on the Column Number with your mouse—again, the entire column will become highlighted. All formatting changes will be applied to the whole column.

Inserting Rows and Columns.
When you are working on a spreadsheet, you may realize that you left out a row or column of data and need to add it in. To insert a row, click on the row below where you want your new row to be (remember to click on the row number to highlight the entire row). From the "Home" tab, within the "Cells" box, click "Insert." Select

"Insert Sheet Rows." A new row will automatically be inserted and the row numbers automatically adjusted. To insert a column, click on the column to the right of where you want your new column to be (remember to click on the column letter to highlight the entire column). From the "Home" tab, within the "Cells" box, click "Insert." Select "Insert sheet Columns." A new column will automatically be inserted and the column letters automatically adjusted.

Sorting Data
Once you have created your spreadsheet and entered in some data, you may want to organize the data in a certain way. This could be alphabetically, numerically, or another way. Let's look at the following spreadsheet as an example. This information can be sorted by check number, date, alphabetically by description, or using any of the other columns.

First, select all the cells that represent the data to be sorted, including the header descriptions (Check No., Date, Description, etc.). Then, select the first cell in Row 1 (Check No.) Click and drag to select all the cells that you want to sort. Using the mouse, select Sort & Filter from the Editing panel. Select Custom Sort…
Select the column you wish to sort by. Do you want to sort by alphabetical order, reverse alphabetical order, date, or amount? →hen you press "OK," your spreadsheet will be sorted in the order that you specified.

AutoSum and Excel Equations
One of the most powerful features of Excel is its ability to perform basic math functions on data. Excel can add, subtract, multiply, divide, find the average, and perform general

counting functions on the numerical data that you enter. To enable this feature, highlight all of the cells in a column, plus one additional empty cell in which to display the result.

Select the AutoSum icon from the ribbon menu:
If you click directly on the ∑, Excel will automatically add up the numbers you have selected. If you click on the little dropdown arrow next to it (▼), you will get the full choice of mathematical functions. If you double-click on the cell in which the answer appears, you will see an equation that looks something like this (you will also see this equation in the Equation Editor):
Let's break down what exactly the equation means:
= indicates that you are starting an equation in this cell.
SUM tells the function to be performed. In this case, all the cells will be added together.
( ) The parentheses contain the cells that the function will be performed on.
D2 This is the first cell to be included in the addition formula.
D8 This is the last cell to be included in the addition formula indicates that all cells between the first and the last should be included in the formula.
The spreadsheet will often "select" the cells that it thinks you wish to include. But you can manually change the cell range by typing into the Equation Editor. When you are ready to execute the formula, just press the "Enter" key. Other mathematical functions you can perform from the AutoSum button include:
Average – This function will calculate the average of the selected cells.
Count Numbers – This function simply counts the number of cells selected.
Max – This function will return the highest value of the selected cells.
Min – This function will return the lowest value of the selected cells.
Remember Excel equations are similar to programming languages, so have some patience and if at first you don't succeed, try again. Even Excel professionals create incorrect formulas on their first try.
Once you get an equation to work, you will technically be a computer programmer!
Creating Charts and Graphs:
In Excel, there are also ways to represent your data in chart or graphical forms.
To create a chart or graph, select the Insert tab from the Ribbon Menu bar. In the middle of this new menu, you will see a "Charts" box.
1. Select the range of data to be represented in the chart or graph. Click on your spreadsheet and select the data to be represented using the same method that you used to select data in the sorting exercise. For this example, we want to see a visual comparison of how much money we spent on each item in the list. Select rows 1 through 8 in rows B, C, and D.
2. Select the type of chart or graph you wish to create (for our example, we'll choose a bar graph).
3. Once you have created your graph, you can now "customize" it by giving it a title and labeling different parts. You can also make certain design decisions regarding the appearance of your graph or chart by choosing the different elements under the Design tab that appears on the Ribbon Menu bar.
4. Finally, you will need to decide if your chart should be pasted on to the existing spreadsheet or if it should be pasted on to a brand new sheet. On the very right side of the Ribbon Menu bar, select Move Chart. Once the chart or graph has been created and you realize a mistake has been made or it did not turn out the way you wanted it to, simply click on the chart or graph and hit the Backspace key on your keyboard to delete it from your spreadsheet. Don't be afraid to go back and try again!

Multiple Sheets

Sometimes you may find it useful to have multiple spreadsheets for related data. For example, personal finances are usually tracked on a monthly calendar and it's generally good idea to keep records of the past transactions. Excel can create multiple spreadsheets attached to the same Excel file, one for each month. Tabs for the different sheets are located in the lower-left corner of the spreadsheet. The spreadsheet that is currently being worked on is on the top tab. To access another spreadsheet, select the appropriate tab, such as Sheet 2. The default names for the sheets are usually Sheet1, Sheet2, and Sheet3. To rename a sheet or to create a new sheet, simply move the mouse pointer over the sheet name and right-click. Select "Rename" to rename the sheet or select "Insert" to create a new sheet.

You can transfer cell information between two or more sheets by creating a simple formula. For example, most people who keep track of their personal finances don't begin every month with a balance of $0. Instead, the balance at the beginning of the month is transferred over from the previous month. So if you have a March 2012 finance spreadsheet and an April 2012 finance spreadsheet, you can select a cell in the April 2012 sheet and write in the formula

='March 2012'!D11
The equals sign (=) tells Excel that the value for this cell is to be derived from somewhere in the spreadsheet (such as a formula or another cell location).
'Sheet name' tells Excel what sheet to refer to when it retrieves the value. The single quotation marks (' ') are important. ! D11 tells Excel that it is to copy the value that is located in cell D11 (or whatever cells you wish to copy the value from).
If you want to transfer cell information from one cell to another on the same sheet, you can use the exact same formula; just exclude 'Sheet name.'

DOING MORE WITH MICROSOFT EXCEL

Cutting, Copying, and Pasting Data
When you are typing in your spreadsheet, it can be very helpful to cut or copy information from one cell and paste it into another. This can help reduce the amount of typing you have to do, as well as limit the number of typographical errors. Cutting, copying, and pasting the contents of cells in Excel is very similar to the way you do it in Microsoft Word.
These commands are all accessible from the Home tab on the Ribbon Menu bar.
To CUT the contents of a cell, click on the cell to select it, then click on the Cut button on the Home tab. ↔ou will see the border of the cell turn into little "marching ants." The contents are now on the Clipboard, ready for you to paste them somewhere else.

To PASTE the cut selection somewhere else, click on the cell where you want the selection to go. Then click on the Paste button on the Home tab. The selection will now appear in the new cell and be removed from the original cell.

To COPY the contents of a cell, simply follow the directions above but replace the CUT command with COPY. This will leave the contents of the original cell in place and make an exact copy of them in another cell.

Filling Data across Columns and Rows

Another way to copy text from one cell to another is to drag it or "fill" it across a range of cells (a row or a column). This is a great method if you want all the text (or numbers) in column or row to be the same. For example, if you have a spreadsheet for your yearly budget with a column for rent, you could use this method to fill in all the cells in the rent column with the same number without re-typing.

To fill the contents of cells in a column:
1. Click on the cell with the information you want to copy to the other cells.
2. Hover your mouse over the little square (called a "fill handle") in the bottom right corner of the highlighted cell border. Your mouse will turn into a cross.
3. Click on the fill handle and drag your mouse (while still holding the button down) down the column until you've highlighted all the cells where you want the text to go. 4. Let go of the mouse button. The text will now appear in all the cells you highlighted.
5. You can follow these same steps to fill the contents of a row rather than a column— simply drag your mouse across the row instead of down the column.
You can also use this technique to copy formulas across columns and rows in the spreadsheet.

CLOSING MICROSOFT EXCEL

Saving Spreadsheets

When you finish your spreadsheet and want to leave the computer, it is important to save your work, even if you are printing a hard copy. To save your work in Excel, it is essential to know WHAT you are trying to save and WHERE you are trying to save it.
Click on the File Tab, then click **"Save As"** to get started. You can change the filename that Excel has chosen just by typing a new one in the "File name" box at the bottom of the window that appears. The My Documents folder on your computer's hard drive is a good place to store your documents. A blank CD or a USB jump drive are great portable storage options and can contain a LOT of data. Excel will automatically save your document with the suffix ".xlsx"–this is simply a tag that lets Excel know that your work is specific to this program and what version it is in. You do not have to type it–just highlight what is there
(default is "Book1") and write a new file name. ↔ou may also chose to save it in an older format so that it can be opened with older versions of Excel. After the first save, you can just click "Save" to preserve your work.

However, it is important to note that every following command of SAVE will overwrite your original file, creating the most up-to-date version. If you would like to keep saving different versions of your worksheet, be sure to use the "Save As" function each time you save, using a slightly different name for each version.

Printing Spreadsheets

To print your Excel document, click on the File Tab, then click "Print" from the left-side column. A Print Preview and printing options will appear in your Excel window.
Click the large "Print" button to send your worksheet to the printer. ↔ou can change the number of copies you would like to print, change the paper orientation, choose which printer you want to use, and more.

Finding More Help
You can get help with Excel by clicking on the Question Mark symbol in the upper-right hand corner of the main menu bar or by pressing the "F1" button. This will take you to help from Office.com, Microsoft's help website. There are also many other resources and tutorials available online. ↔ou might try a Google search with the words "Excel 2010" and the function you are trying to perform. Ask your instructor for help finding these resources if you have any trouble.

Closing the Program
Click on the File Tab, then click "Exit." OR
Click on the X in the top right corner of the Excel screen.

MICROSOFT POWERPOINT

Microsoft PowerPoint is a professional presentation program that allows the user to create "presentation slides" that can be displayed on the computer screen or through a projector that is plugged in to the computer. A PowerPoint presentation is a good way to convey pieces of information, usually in the form of an outline, to a large audience. Generally, PowerPoint presentations are appealing to users because they are easy to create and edit and generally small enough to fit onto a CD or a USB Jump Drive. Therefore, a user does not have to carry around any slides or a slide project, and, if necessary, can make lastminute changes to the presentation.

Microsoft PowerPoint Components:
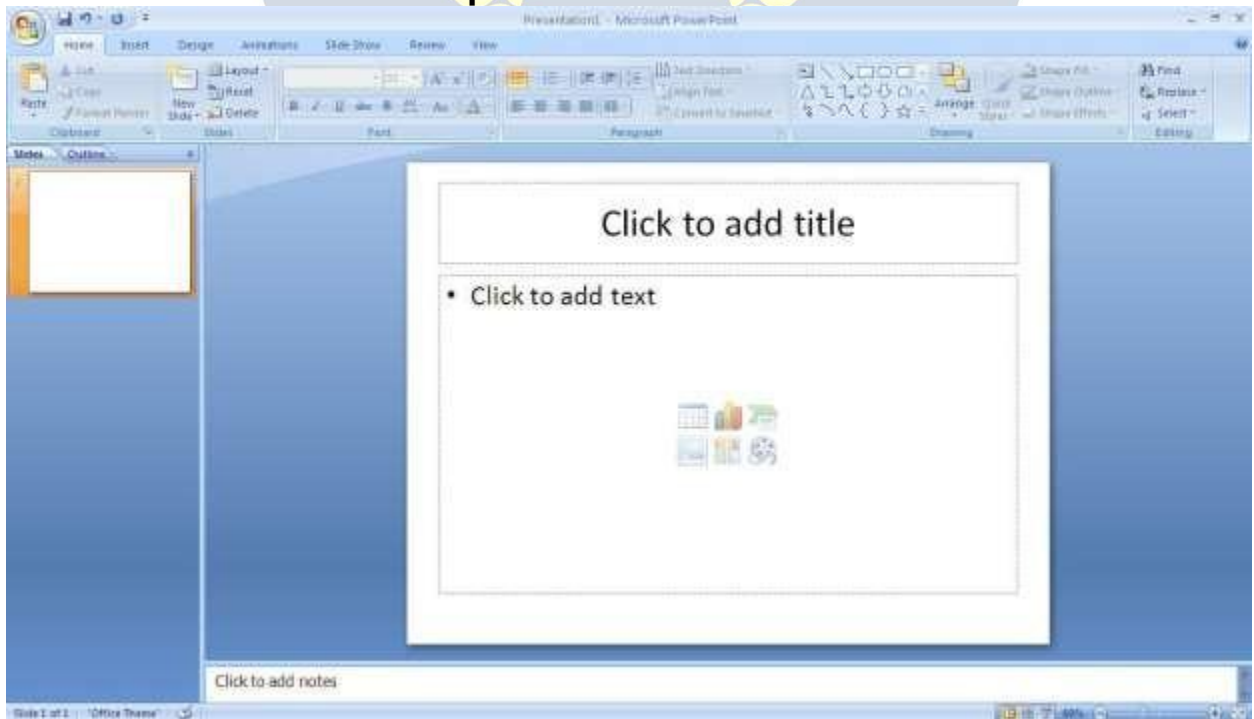
Before you get started with Microsoft PowerPoint (commonly referred to as PowerPoint), you will need to locate and open it on the computer. It may be on your desktop.

On the computer desktop:
1. Double-click on the MS PowerPoint icon
If the MS PowerPoint icon is not on the desktop, go to the Start menu:
1. Click ►Start ► Programs ►Microsoft PowerPoint*
MS PowerPoint will open a blank page called "Presentation1."

The Title Bar

This is a close-up view of the Title Bar, where file information is located. Notice the default title "Presentation1." You will get a chance to rename your presentation slides the first time you choose to save it.

The Menu Bar

The Menu Bar is a common sight in almost all Microsoft Windows programs. It features text based menus, on which virtually every option available to the user in the entire program is listed.
Each menu expands when clicked (with the left mouse button), offering many options categorized by specific tasks.

Standard Toolbar

Toolbars provide "shortcuts" to commands also found in the Menu Bar. Toolbars are usually located just below the Menu Bar and exist to offer another way to perform the same task.
The most commonly used commands in MS PowerPoint are also the most accessible.
Some of these commands are:
New | Open | Save | Print | Preview | Spell-check | Copy | Paste | Undo | Insert Formatting Toolbar
The Formatting Toolbar offers options that can change the font, size, color, alignment, organization, and style of the text in the presentation slides. For example, (starting from the left side of the Toolbar) the "Arial" indicates the FONT of your text; the "32" indicates the SIZE of your text; and so on. This toolbar works the exact same way as the MS Word Formatting Toolbar. The main difference is that the format changes will only affect the text box in which you are currently working.
All other text boxes will remain in the default setting ("Arial" font, size "32"). Design/New Slide Icons additional shortcut icons appear on the MS PowerPoint toolbar: the Design icon and the New Slide icon. Both commands are frequently used, and it is good to be familiar with their location on the toolbar.
The Design icon is a shortcut to the slide design page. Here you will be able to create and edit the appearance of your slide(s). The New Slide icon automatically adds a new, blank slide for you to work on. You can keep track of the slides you have already worked on in the Slide Outline box on the left-hand side of the screen. You can access a slide at any time by clicking on it with your mouse through this screen.

SIMPLE TASKS IN MICROSOFT POWERPOINT
Text Boxes:

Text Boxes are "designated" areas that allow you to type words, sentences, and bullet points into the slide. You can adjust the size and placement of the text box within any given slide. It is also possible to have multiple text boxes per slide.

When you first open MS PowerPoint, there will automatically be two text boxes on the slide:

"Click to add title" and "Click to add subtitle." These text boxes already have a preset format applied to them. The "title" box has a font size of "44" while the "subtitle" box has a font size of "32." You can change the text format of any box at anytime by adjusting the format settings on the Formatting Toolbar. To adjust the size of the text box, first click on the text box. Notice the change in border. Once you have clicked on a text box, the border of the box becomes thicker and little circles appear on the corners and at the midpoints of the box. Move the mouse pointer over any one of the circles. Notice that the mouse pointer will change to either or . Click and hold down the left mouse button. To adjust the height, move the mouse up or down; to adjust the width, move the mouse left or right. Note that the corner circles can adjust both height and width, while the mid-point circles can only adjust either height or width.

To move the text box to a different location on the slide, move your mouse pointer over any part of the thick, gray box outline. Notice the change in your mouse pointer (it will look something like a "plus" sign (+) with arrows). Click and hold down the left button on your mouse. You can now drag the text box to any position on the slide by simply moving your mouse. To write in a text box, simply click inside the box with your mouse. When a cursor is flashing, you are ready to type.

Slide Design:

One of the more popular features of MS PowerPoint is that it gives the use a wide variety of design choices. At some point, you may wish to change the design and color of the background of your slides. To do so, simply click on the Design icon. On the right-hand side of your screen, the "Slide Design" pane will appear. Here, you are given three design options to apply to your slides.

Design Templates: Here is a list of over 20 templates that you can choose from to apply to the background of your slides. For each template, you have the option of applying the design to all slides or to only the selected slide. You can view these options by clicking on the arrow on the right side of the template. If you are connected to the Internet, you can also choose to view hundreds of additional templates by choosing "Design Templates on Microsoft Office Online" on the bottom of the template screen.

Color Schemes: This option gives you a variety of color schemes to choose from to apply to your selected design template.

Animation Schemes: This option will allow you to select different types of animation that can be applied to either all the slides or selected slides. The animation schemes are different ways the slides are "introduced" to your audience, such as "faded wipe" or "pinwheel."

Designing your own background:

Sometimes you may wish to design your own background.

To do this, select Format ► Background… from the Menu Bar. Select the Color Bar on the bottom of the Background window and choose the appropriate color and or/effects that you desire. There is no right or wrong way to design your own background, so if you choose this option, have some patience and don't be afraid to experiment.

Slide Layout:

The default in PowerPoint for each new slide is to have a Title text box and a Text box. As discussed earlier, you do have the option of rearranging the text boxes to fit any layout you have in mind. However, sometimes it will be easier simply to select a layout that fits your needs rather than reformatting the default layout for each slide. To choose a slide layout, select Format ▶ Slide Layout from the Menu Bar. On the right-hand side of your screen, the "Slide Layout" pane will appear. From here, you have the option of applying a slide layout either to a selected slide or to a new slide that has yet to be inserted. You can view these options by clicking on the arrow on the right side of the template.

Note the four different types of layout categories.

Text Layout: These options are for choosing a layout in which you are only organizing different text boxes. There is no room for pictures, charts, or graphs.

Content Layout: These options are for choosing a layout that will only contain pictures, charts, or graphs. There is no room for text boxes.

Text and Content Layout: These options have room for both text boxes and pictures, charts, or graphs.
Other Layouts: These layouts are designed for other media content such as video clips or audio tracks.

Inserting a Picture:

Inserting a picture into MS PowerPoint is very similar to inserting a picture into MS Word.

1. Select the slide that you wish to add a picture to.

2. From the Menu Bar, select Insert ▶ Picture▶ From File (or Clip Art).

3. Choose the picture you wish to insert and select "Insert."

Note: The picture will be inserted in its original size, so you will probably have to re-size it. You can re-size a picture the same way you re-sized a text box. Click on the picture and note the circles at the corners and at the midpoints of the length and width. Move your mouse pointer over the circles, left-click the mouse and hold the button down. Move the mouse vertically or horizontally to re-size.

Rotating a picture: It is possible to rotate pictures in MS PowerPoint. Once a picture has been inserted onto a slide and you have clicked on the picture so it is "outlined," notice the green circle above the center of the picture.

Move the mouse pointer over the green circle, and left-click and hold the button down. Now move the mouse either clockwise or counter-clockwise and the picture will rotate in the same direction.

Inserting a Graph or Table:

There are two ways to insert a graph or table into a PowerPoint slide.

1. The graph or table may already exist in another document or file. If this is the case, then you can simply insert the graph or table as you would a picture. Follow the instructions under

Inserting a Picture.

Or you could Cut and Paste a graph or chart from another document or file into your slide presentation.

2. MS PowerPoint can create graphs or tables directly in the slide. From the Menu Bar, select

Insert ► Chart (or Table).

For the Chart option, PowerPoint will present a very simple bar graph.
You will need to go in and edit the information in the bar graph to conform to the information you wish to represent in a chart. From the Datasheet, you can enter in the appropriate values for the columns and re-name the entities.

The Table option will present you with the following window:

Select the appropriate number of rows and columns you wish to have in your table. Click **"OK"** to insert the table. Once the table has been inserted you will be able to put information into the table cells.

Slide Management:

Once you have completed a slide, you can create a new slide by clicking on the New Slide icon. Notice that your previous slides still appear on the left-side frame. You can still access your previous slides by simply clicking on them from this location.

Once all your slides have been completed, you can present your slides in a "slideshow." From the Menu Bar select Slide Show► ↑iew Show. Notice that the slide takes over our entire screen. To navigate through the slides, use the arrow

keys on your keyboard (, or ,). ↔ou can also navigate through your slides by clicking on the left or right arrows in the lower left corner of your slide. To end your slide show, click on the square box on the lower left side of your slide show (this is difficult to see at first because it is designed to blend into you slide show so it won't be noticeable to your audience). Select End Show from the pop-up window.

CLOSING MICROSOFT POWERPOINT Saving

Slide Shows:

When you come to a stopping point and want to leave the computer, it is important to save your work (even if you are printing a hard copy — saving should be a reflex). To save your work in MS PowerPoint, it is essential to know WHAT you are trying to save as well as WHERE you are trying to save it.

Click ►File ►Save from the Menu Bar to get started.

You can change the filename that PowerPoint has chosen just by typing a new one in the File name box at the bottom of the window that appears.

MS PowerPoint will automatically save your document with the suffix ".ppt" – this is simply a tag that lets PowerPoint know that your work is specific to this program. You do not have to type it – just highlight what is there (default is "Presentation1") and write a new file name.

The My Documents folder on your computer's hard drive is a good place to store your documents. A blank CD (compact disc) or a USB Jump Drive are great portable storage devices and can contain a LOT of data. It is important to note that every consequent command of SAVE will overwrite your original file, creating the most up-to-date version. If you want to save any changes to your PowerPoint slides without destroying the original one:

In the Menu Bar, click ►File ►Save As from the menu bar and give your document a new filename (unique from the original). To bring a saved document back up on the screen from MS PowerPoint:

Click ►File ►Open from the Menu Bar. Locate where the file is located (which folder, that is) and click on the filename of the document you want.

Click ►Open.

Printing Slides:

To print your MS PowerPoint slides:

Click ►File ►Print from the Menu Bar and a Print window will pop up on the screen.

Click ►OK for your document to start printing.

As with all commands in MS PowerPoint, you can make changes along the way. From the Print menu, you can alter how many copies will be made, in what order the pages will be, and much more. Other useful tools are the Print Preview function found alongside the Print command and the

Page Setup function. Print Preview will allow you to look over an exact copy of what will come out of the printer before actually executing the print command.

Closing the Program:

When you are finished,

Click ►File ►Exit from the menu bar OR

Click on the X in the top right corner of the computer screen.

Introduction:
The internet in simple terms is a network of the interlinked computer networking worldwide, which is accessible to the general public. These interconnected computers work by

transmitting data through a special type of packet switching which is known as the IP or the internet protocol.

Internet is such a huge network of several different interlinked networks relating to the business, government, academic, and even smaller domestic networks, therefore internet is known as the network of all the other networks. These networks enable the internet to be used for various important functions which include the several means of communications like the file transfer, the online chat and even the sharing of the documents and web sites on the WWW, or the World Wide Web.

It is always mistaken said that the internet and the World Wide Web are both the same terms, or are synonymous. Actually there is a very significant difference between the two which has to be clear to understand both the terms. The internet and World Wide Web are both the networks yet; the internet is the network of the several different computers which are connected through the linkage of the accessories like the copper wires, the fiber optics and even the latest wireless connections. However, the World Wide Web consists of the interlinked collection of the information and documents which are taken as the resource by the general public. These are then linked by the website URLs and the hyperlinks. Therefore World Wide Web is one of the services offered by the whole complicated and huge network of the internet. The use of IP in the Internet is the integral part of the network, as they provide the services of the internet, through different layers organization through the IP data packets. There are other protocols that are the sub-classes of the IP itself, like the TCP, and the HTTP.

By the turn of the century, information, including access to the Internet, will be the basis for personal, economic, and political advancement. The popular name for the Internet is the information superhighway. Whether you want to find the latest financial news, browse through library catalogs, exchange information with colleagues, or join in a lively political debate, the Internet is the tool that will take you beyond telephones, faxes, and isolated computers to a burgeoning networked information frontier.
The Internet supplements the traditional tools you use to gather information, Data Graphics, News and correspond with other people. Used skillfully, the Internet shrinks the world and brings information, expertise, and knowledge on nearly every subject imaginable straight to your computer.

What is the Internet?

The Internet links are computer networks all over the world so that users can share resources and communicate with each other. Some computers have direct access to all the facilities on the Internet such as the universities. And other computers, example privately-owned ones, have indirect links through a commercial service provider, who offers some or all of the Internet facilities. In order to be connected to Internet, you must
go through service suppliers. Many options are offered with monthly rates. Depending on the option chosen, access time may vary. The Internet is what we call a Meta network, that is, a network of networks that spans the globe. It's impossible to give an exact count of the number of networks or users that comprise the Internet, but it is easily in the thousands and millions respectively. The Internet employs a set of standardized protocols which allow for the sharing of resources among different kinds of computers that communicate with each other on the network. These standards, sometimes referred to as the Internet Protocol Suite, are the rules that developers adhere to when creating new functions for the Internet.

The Internet is also what we call a distributed system; there are no central archives. Technically, no one runs the Internet. Rather, the Internet is made up of thousands of smaller networks. The Internet thrives and develops as its many users find new ways to create, display and retrieve the information that constitutes the Internet.

Who Owns the Internet?
No one actually owns the Internet, and no single person or organization controls the Internet in its entirety. The Internet is more of a concept than an actual tangible entity, and it relies on a physical infrastructure that connects networks to other networks.

Is Web and Internet the Same?
The Internet is not synonymous with World Wide Web. The Internet is a massive network of networks, a networking infrastructure. It connects millions of computers together globally, forming a network in which any computer can communicate with any other computer as long as they are both connected to the Internet. The World Wide Web, or simply Web, is a way of accessing information over the medium of the Internet. It is an information-sharing model that is built on top of the Internet.

WEB BROWSER:

A **web browser** (commonly referred to as a **browser**) is a software application for retrieving, presenting, and traversing information resources on the World Wide Web. An information resource is identified by a Uniform Resource Identifier (URI/URL) and may be a web page, image, video or other piece of content. Hyperlinks present in resources enable users easily to navigate their browsers to related resources.

Although browsers are primarily intended to use the World Wide Web, they can also be used to access information provided by web servers in private networks or files in file systems.

Uses of Internet

Internet is today one of the most important part of our daily life. There are large numbers of things that can be done using the internet and so it is very important. You can say that with the progress in the internet we are progressing in every sphere of life as it not only makes our tasks easier but also saves a lot of time. Today internet is used for different purposes depending upon the requirement. Here in this very article we have mentioned then ten best uses of the internet. Here goes the list.

1) Email:

By using internet now we can communicate in a fraction of seconds with a person who is sitting in the other part of the world. Today for better communication, we can avail the facilities of Email. We can chat for hours with our loved ones. There are plenty messenger services and email services offering this service for free. With help of such services, it has become very easy to establish a kind of global friendship where you can share your thoughts, can explore other cultures of different ethnicity.

2) Information:

The biggest advantage that internet offering is information. The internet and the World Wide Web has made it easy for anyone to access information and it can be of any type, as the internet is flooded with information. The internet and the World Wide Web has made it easy for anyone to access information and it can be of any type. Any kind of information on any topic is available on the Internet.

3) Business:

World trade has seen a big boom with the help of the internet, as it has become easier for buyers and sellers to communicate and also to advertise their sites. Now a day's most of the people are using online classified sites to buy or sell or advertising their products or services. Classified sites save a lot of money and time so this is chosen as medium by most of people to advertise their products. We have many classified sites on the web like craigslist, Adsglobe.com, Kijiji etc.

4) Social Networking:

Today social networking sites have become an important part of the online community. Almost all users are members use it for personal and business purposes. It's an awesome place to network with many entrepreneurs who come here to begin building their own personal and business brand.

5) Shopping:

In today's busy life most of us are interested to shop online. Now a day's almost anything can be bought with the use of the internet. In countries like US most of consumers prefer to shop from home. We have many shopping sites on internet like amazon.com, Dealsglobe.com etc. People also use the internet to auction goods. There are many auction sites online, where anything can be sold.

6) Entertainment:

On internet we can find all forms of entertainment from watching films to playing games online. Almost anyone can find the right kind of entertainment for themselves. When people surf the Web, there are numerous things that can be found. Music, hobbies, news and more can be found and shared on the Internet. There are numerous games that may be downloaded from the Internet for free.

7) E-Commerce:

Ecommerce is the concept used for any type of commercial maneuvering, or business deals that involves the transfer of information across the globe via internet. It has become a phenomenon associated with any kind of shopping, almost anything. It has got a real amazing and range of products from household needs, technology to entertainment.

8) Services:

Many services are now provided on the internet such as online banking, job seeking, purchasing tickets for your favorite movies, and guidance services on array of topics in the every aspect of life, and hotel reservations and bills paying. Often these services are not available off-line and can cost you more.

9) Job Search:

Internet makes life easy for both employers and job seekers as there are plenty of job sites which connect employers and job seekers.

10) Dating/Personals:

People are connecting with others though internet and finding their life partners. Internet not only helps to find the right person but also to continue the relationship.

E-mailing

Short for **electronic mail**, **e-mail** or **email** is text messages that may contain files, images, or other attachments sent through a network to a specified individual or group of individuals. The first e-mail was sent by Ray Tomlinson in 1971. By 1996, more electronic mail was being sent than postal mail.
"Email, e-mail or electronic mail is the transmission of messages (emails or email messages) over electronic networks like the internet."

Email, sometimes written as e-mail, is simply the shortened form of "electronic mail," a system for receiving, sending, and storing electronic messages. It has gained nearly

universal popularity around the world with the spread of the Internet. In many cases, email has become the preferred method for both personal and business communication.

How It Is Used

Messages sent by electronic mail normally reach a recipient's account within seconds. They frequently include more than just text; images and numerous types of formatted documents are now easily included as attached files. Moreover, it is no longer necessary to be sitting in front of a PC to send or receive an email. A variety of mobile devices, such as tablet computers and smart phones, make it possible manage correspondence on the go.

Most e-mail systems include a rudimentary text editor for composing messages, but many allow you to edit your messages using any editor you want. You then send the message to the recipient by specifying the recipient's address. You can also send the same message to several users at once. This is called **broadcasting**.

Sent messages are stored in electronic mailboxes until the recipient fetches them. To see if you have any mail, you may have to check your electronic mailbox periodically, although many systems alert you when mail is received. After reading your mail, you can store it in a text file, forward it to other users, or delete it. Copies of memos can be printed out on a printer if you want a paper copy. E-mail can be distributed to lists of people as well as to individuals. A shared distribution list can be managed by using an e-mail reflector. Some mailing lists allow you to subscribe by sending a request to the mailing list administrator. A mailing list that is administered automatically is called a list server.

To get a grasp of what email is it's best — the terminology indicates it — to think in equivalents of "traditional" postal mail.

- **The email message** - Instead of using a pen to write a letter on paper, you're using your keyboard to type an email message in an email program on your computer.
- **Sending the email** - When the email is finished and has been addressed to the recipient's email address, you don't put a stamp on it and post it but press the *Send* button in the email program. This makes the email message go on its journey.
- **Email transport** - Like postal services transport letters and parcel, email servers transmit email messages from sender to recipient. Usually, emails are not delivered to the recipient directly, though, but waiting at the "nearest" mail server to be picked up by them.
- **Fetching new mail** - If you've got new mail in your mailbox, you go and fetch it. Similarly, your email program can check for new email messages at your mail server and download them for you

<u>ACCOUNTING</u>

Financial Accounts

Purpose of keeping Accounts or Need For Proper Accounts

Systematic recording of business and professional transactions in money terms is a necessity to estimate, ascertain and forecast the business results. A business enterprise must keep a systematic record of its daily transactions. So that it can know where it stands and adjudge its performance. This systematic recording of transactions is termed as accounting or book-keeping.

The basic purpose of accounting is to present a complete financial picture of the business enterprise with the help of two financial statements. The Profit and Loss Account showing how much profit has been earned or loss suffered and the Balance Sheet showing the assets and liabilities of the Business and Proprietor's interest in the enterprise. The account books are the financial records which are of interest for the owners and numerous other parties a such as Creditors, Employees, Government, Banks, Financial, Institutions etc. The uses of the account/ financial statement, to the various groups of person are as follows:

To Owners

Ascertainment of true profits.
Ascertainment of liabilities to out siders.
Ascertainment of growth in capital.
Planning for business.
Cost determination and cost control with price fixation.
Optimum utilization of source, resources to keep the fixed assets intact and in workable position.
Control over assets and properties.
Legal requirements as regards taxation etc.

Utility To Others

To government :
Whether the taxes have been duly paid by the enterprise or not.
Whether the enterprise has complied with all the legal requirements.

To Bank / Financial Institutions:
Whether or not the enterprise to which they have lent money is running successfully and maintaining its capital intact.
Whether the enterprise is earning adequate to pay back its loan and interest in time .
Whether the enterprise are sufficient to secure and repay the loan given by them to the enterprise.

To Labour :
To ascertain the profits earned by the enterprise, so that they can get bonus or wages revision fixed on that basis.
Whether in view of present financial health of the enterprise their job is secured and permanent.

To Creditors :
Whether they will be paid in time.
Whether their money is secured in such enterprise.
Whether to continue supplying goods on credit and allow higher credit.

To Public :
Whether it is worth while to invest in the enterprise or withdraw their investment, as debenture holder or other persons who have given loans to the enterprise.

What Is Accounts ?

Accounting: is the art of recording, classifying and summarizing in a significant manner and in term of money transactions and events which are in part at least, of a financial character, and interpreting the results there of "Book keeping is the art of recording business dealing in a set of books." **Object of Book- Keeping are :**

∟ To record correctly all business transactions, which involve transfer of money or goods.

∟ To indicate the effect of each transaction and combined effect of all transactions upon the financial position of the party entering into the transaction.

Legal Requirements For Maintaining Books Of Accounts

Cash book, journal and ledger are the basic account books which are supported by vouchers , purchase and sale bills memos.

Apart from being a business necessity, maintenance of proper books of accounts is necessary under section 44 - AA of the income -tax Act 1961. It provides for compulsory maintenance of account by persons carrying on business as well as profession.

Every person carrying on legal, medical, engineering or architectural profession, or the profession accountancy or technical consultancy or interior decoration or authorized representative or film artist or company secretary whose gross receipts (not income) from such profession exceeds Rs. 1,50,000/-. In any of the three years immediately proceeding the current year is required to maintain proscribed books of accounts.

Penalty Under Income Tax Act :

If a person fails to keep and maintain accounts books or retain them for the prescribed period of 8 years (16 year for cash book and ledgers) he is liable to penalty Rs. 25000/- under section 271A of the Income Tax Act.

Accounting Terminology

⊔⊔**Business**   : Business is a generic term including any activity undertaken for the purpose of making profit. It refers to any establishment or organization setup for the conduct of trade, commerce or industry.

□□**Profession :**   Profession is practice of intellectual skill by a person in a particular field requiring specialized training on the part of the person engaged in it , for example a doctor, a lawyer, an   accountant, an architect ,a chartered accountant etc.

□□**Owner / Proprietor / Partner**

One who owns the business is called the owner or proprietors. He provides the necessary capital, attends to business activities, undertakes the risk of running the business, is entitled to receive the profits and is liable for the losses resulting there from. An owner is different from the business, in the accounting terminology. He is called a Sole proprietor in one man business, partner in a partnership firm.

Accounting Equation : It means that in mathematical terms total assets of a business are always equal to the aggregate of its liabilities and capital. i.e.

Total Assets =   Liabilities   +   Capital

Capital : Capital means the amount invested by the proprietor in the business. Suppose "Sudeep" starts a business with Rs. 1,00,000/-. The amount of Rs. 1,00,000/- invested by Sudeep in the business is called the **capital of the business**. For the business, capital is a liability towards the owner.

Drawing : Drawing refer to the amount of cash or value of goods withdrawn by the proprietor out of business for his personal use. Suppose "Ramesh" withdraws Rs.20,000/- from his business for purchase of "scooter" for his domestic use. The amount of Rs. 20,000/- withdrawn by the proprietor for his personal use is called drawings.

Goods : The things or items in which a business deals are called as "Goods" for the business example in a stationary shop goods means "Stationary Items ". In a Furniture Shop/ Business goods means "Furniture Items".

Debtors : The term "debtor" represents the persons who have purchased goods on credit from the business and have not paid for the goods sold to them. For example if goods worth Rs. 10,000/- have been sold to "Mahesh", he will continue to remain the debtor of the business, so far, he does not make the full payment. Thus "debtor" is a person from whom the business have to receive some money on account of goods supplied /sold (on credit).

Creditor : Creditor is a person to whom a business owes money for the goods purchased from such person on credit. Suppose a firm purchased some goods on credit from Mahajan Traders for Rs. 30,000/- . In such a case Mahajan Traders will continue to remain the creditors of the firm so far the full payment of Rs 30,000/- is not made to it.

Income/ Revenue : It is the monetary gain resulting from the sale of goods or services during a given period and is measured by the price charged from customer, clients or tenants for goods and service furnished to them. It also includes interest and dividends earned on investments and rent received from letting out property.

Expenses : Expense refers to an expenditure whose benefit is enjoyed and finished immediately. Examples of expenses are : Rent of Building, Salary Paid to Employees, Wages paid to Labour, payment of Taxi charges etc. Expense is the cost of use of things or services For the purpose of generating revenue. Expenses are voluntarily in curved to generate income.

Losses : Losses are unwanted burden which the business is forced to bear. Loss of goods due to theft or fire, or flood or accident are termed as "loss" in accounting. Losses are different from expenses in the sense that expenses are voluntarily incurred to generate income, where as losses are forced to be borne. Losses are outcome of the activity. They are beyond control.

Assets : Assets mean right of ownership over anything valuable. This refers to properties that can be expressed in terms of money like plant and machinery, vehicles, stocks, cash etc. It also includes money due to the business from debtors For goods and services or for money lent. Rights available to a business such as patent or copy rights goodwill, trademark etc. are also included in assets.

Net Worth : Net worth of a business is the excess of its total assets over its total liabilities to outsiders. Net worth is the amount payable or recoverable from the owners of the business.

Profit (Income) : Excess of all revenues over all costs and expenses is called profits (income).

Purchases : Purchases means purchase of goods. Goods purchased on cash are called "cash purchases" and those purchased without payment at the time of purchase are called "credit purchases".

Purchase Returns : Goods returned to the seller, being in excess of the quantity ordered or found to be defective, or for any other dispute, are called purchase return.

Sales : Sales refer to sales of goods to customers. Sales for cash are called "cash sales" and when payment is not received at the same time it is called Credit Sale.

Sales Returns : Goods returned by the costumer due to some defects, or excess quantity etc. are called as sales returns.

Voucher : A voucher is a written documentary proof originating and supporting a business transaction. It is the basis of recording a transaction in the books of account. For example cash-memos, pay-in-slips, invoices etc.

Meaning of Book Keeping

'Book-Keeping' is a composite term made of 'book' and 'keeping' The word 'book' refers to books of account and 'keeping' refer to maintenance in a systematic manner. Book keeping is the systematic record of business transactions in a set of books.

Business involves a number of transactions such as buying, selling, receiving, paying etc. which cannot be remembered for a long period. As such , it becomes necessary to write or record the transactions in book of account in a scientific manner. Book-keeping is, therefore the art of applying the principles of accounting, in keeping books of account.

According to **Mr. J.R. BATLIBOI** , " Book-Keeping is the art of recording business transactions in a set of books."

Recording of Business Transactions Is To Be Done In A Proper Set Of Books

By proper set of books, we mean the various books of account or registers maintained by a businessman from which he wants to ascertain the necessary information regarding the affairs of his business.

The two most impotent books of accounts maintained by a business are:

☐☐ **Journal Cum Cash Book**

☐☐ **Ledger**

Instead of above, the following subsidiary books all or some, according to requirements may be prepared:

☐☐**Cash Book**

☐☐**Purchase Book / Purchase Day Book**
☐☐**Sales Book / Sales Day Book**
☐☐**Purchase Return Book**

☐☐**Sales Return Book**

☐☐**Bill Receivable Book**

☐☐**Bill Payable Book**
☐☐**Journal Proper**

Book Keeping involves the following steps:

All business transactions which are financial in nature desirably having documentary proof are accounting transactions.

☐☐ **Identifying Accounting Transactions**

☐☐ **Preparation of Cash Book**
☐☐ **Preparation of Ledger Book**

☐☐ **Balancing of Ledger Accounts**

☐☐ **Preparation of Trail Balance**

☐☐ **Preparation of Final Accounts**

Accounting: Accounting may be defined as the art of recording, classifying and summarizing the day to day transactions of the business and interpreting the results there off.

Difference between Book Keeping and Accounting:

Book Keeping is a narrow term, concerned with the art of recording the day to day transactions of the business in proper books of account.

The term Accounting is wider in meaning and is concerned with recording, classifying and summarizing the daily business transactions and interpreting the results there of. Book Keeping is infect the part of Accounting.

Advantages of Book-Keeping & Accountancy

☐ **Avoidance of the Limitation of Memorizing Power** : Due to limited memorizing power, a   businessman may not remember all his business transactions for a long period. Accounting helps him in keeping a permanent record of his business transactions.

☐ **Ascertainment of Profit and Loss of the Business**   : It helps the businessman in ascertaining the profit or loss made by his business, over a period of time (By preparing Profit & Loss Account).

☐ **To know the Financial Position of Business** :   By preparing **Balance Sheet**, the business man comes to know about the asset, liabilities, capital etc. of the business at a point of time.

☐ **Assessment of Tax** : Nowadays a businessman is required to pay a number of taxes that is Income Tax, Sales Tax, Excise-duty etc. Fair assessment of these taxes is possible only if proper and systematic records of income, sales and production of the business have been maintained.

☐ **Knowledge of Debtors/ Creditors** : A businessman can daily know the amount due from his debtors and amount due to his creditors if he has maintained proper records of his transactions with debtors and creditors.

Objective of Accounting

Accountings :

- Trading A/C
- Profit & loss A/C
- Balance sheet

Book Keeping : To maintain Account books

- Journal
- Cash Book
- Ledger
- Return Books
    - Sales Return Book
    - Purchase Return Book
    - Bill Receivable Book
    - Bill Payable Book
- Sales Day Book
- Purchase Day Book
- Petty cash book
- Stock Register

Objective Of Financial Accounting

Financial Accounting is the art of recording, closing and summarizing in a sufficient manner and in forms of money transaction and events which are in part at least of a financial character and interpreting the result there off.

The objective of financial A/C is

- **To keep systematic record of business**

- **To protect business properties : This is only possible on A/C of supplying the following information to the manager etc.** The amount of proprietor's funds invested.
    - How much the business has to pay.
    - How much the business is recover from others.
    - How much the business has in the form of fixed assets :
- "Cash" in hand
- "Cash" at bank
- Stock of Raw material
- Work in progress
- Finished goods.
- **To ascertain the operational loss or profit.**

To ascertain the financial position of the business that is where it stands, what it owes and what its wons.

Golden Rules of Accounting

There are basically three types of accounts :

⊔⊔**Real**

⊔⊔**Personal**

⊔⊔**Nominal**

Basic Principle :

☐☐**Personal Account :**

The transactions of a business which relate to individuals, business enterprises or other organizations are classified as transactions relating to personal account under personal account a person either receives something from the business or gives something to the business like any person RAM, VIJAY, SUNITA, LAL &CO, BANK, HOSPITAL, SHOPS,CLUB,HOTAL,CINEMAHALL, whose capacity is of receiver/ giver.

Personal Account Is A Operator

☐☐**Rule Of Personal Account**

DEBIT THE RECEIVER

CREDIT THE GIVER

Example : Cash paid to SH. K.L.SHARMA Rs 10000/-   Sh.K.L .Sharma   --->

Receiver   --->   Dr.

cash received from Mann Rs 5000/-Cr.   Mann ---> Giver ---> 5000/-

Cr.

☐☐**Real Account :**

Remaining transactions of a business have been grouped under
"Real Account" These include all transactions which represent receipts by the business, whether of properties, goods or services and all out goings from business like all sale, purchase , cash, assets, land and building, machinery vehicle, means assets and liabilities which has money value other than Personal Account.

Real Account Is A Source Of Operation

☐☐**Rules of Real Account**

DEBIT WHAT COMES IN
CREDIT WHAT GOES OUT

Example : CASH ---> COMES IN ---> DR   CASH ---> GOES OUT --->

CR.

☐☐**Nominal Account :**

The transactions of a business relating to incurring of an
expenditure or loss and earning of income or gain are classified by Nominal Account like : discount, rent, loss due to fire, insurance, traveling, salary, wages, rent, commission, freight, octroi, bank charges, donation etc.

Nominal Account Is A Result Of Operation

☐☐Rules of Nominal Account   **DEBIT ALL**

EXPENSE &LOSS   **CREDIT ALL**
INCOME &GAINS.

    Example : Rent Paid Rs 3000/-

          Rent --->   Exp. --->   Dr.

          Interest recieved Rs. 300/-

          Interest   --->   Income   --->

 Cr.

BUSINESS COMMUNICATIONS

A Bird's Eye View

In Today's competitive world, academic excellence is not enough. A good personality is equally important. And, unlike academic subjects, personality development cannot be achieved through heavy books, long lectures and tedious exams. We at SoftBrain have therefore evolved an enjoyable and interactive work shop on personality & career development. To develop in students confidence along with communication and interpersonal skills. English speaking is a very important aspect of personality development. SoftBrain's English Speaking Course improve your English , so that you speak English fluently and develop your

   personality and give you confidence for communicating in a better way. Personality traits that will not just help them in competitive exams, group discussions and interviews. But will also go along way in preparing them for a successful career of their choice. The SoftBrain's English speaking with personality development course groom your personality and impart knowledge to you. Which will establish you as a solid pillar in this competitive world.

BASIC GRAMMAR

THE NOUN

(Naming Word)

A Noun is a word, which is used as the name of a Person, a place or a thing; Like

    Name of Person :   Sudeep, Sonia

    Name of Place   :   Chandigarh, School

    Name of Thing   :   Table, Telephone

Name of Action	:	Choice, Work
Name of Quality	:	Honesty, Simplicity
Name of Situation	:	Sleep, Enjoy
Name of Animals	:	Lion, Dog
Name of Birds	:	Parrot, Sparrow
Name of Group	:	Class, Crowd
Name of Books	:	Ramayana, Bible
Name of Rivers	:	Ganga, Jamuna
Name of Sea	:	Indian Ocean
Name of Mountains	:	Himalayas, Aravali

There are five kinds of Noun:

1. **Proper Noun**

2. **Common Noun**

3. **Collective Noun**

4. **Material Noun**

5. **Abstract Noun**

Proper Noun

 The Name given to a particular Person, place or thing is a Proper Noun. Proper Noun always starts with Capital letter. E.g.

1.   Chandigarh   is   a   city   beautiful.
   (Here C in Chandigarh in Capital letter and Chandigarh is Proper Noun)

2.   Yesterday I visited Chandigarh.

    (In second sentence Chandigarh is coming in last of sentence but C of Chandigarh is in Capital Letter.)

Common Noun

 A Noun, which doesn't point to any particular person, place and thing but common to all person, place or things of the same class or group, is called Common Noun. E.g.

1. Give prizes to boys.

2. Birds fly in the air.

3. He has written many books.

(In these sentences Boys, Birds and Books are Common Nouns.)

Collective Noun

A Collective Noun is a name given to a number of things regarded as a whole, group or collection. E.g.

1. Our team won the match.
2. Indian army fought bravely.
3. These boys of our class are absent today.

In these sentences team, army and class are Collective Nouns. **Material Noun**

A Material Noun is the word used for the substance of which things are made.

1. This chair is made of wood.
2. This key is made of iron.
3. My ring is made of gold.

In these sentences the words Wood, Iron and Gold show the material or substance of which things are made. They are called Material Noun.

Abstract Noun

Some things which can not be seen or found but we can only feel or think of.

Like: Air, painful, hope, death, honesty, poverty and joy. For example:

1. He burst into laughter.
2. Honesty is the best policy.

(Here laughter, honesty are abstract nouns.)

The Noun: Number

Number is that property of Nouns and Pronouns which signifies whether only one person or thing or more than one is meant.

Singular Number	Plural Number
The word book, watch, man express one thing. They are in Singular Number.	The word books, watches, men express more Than one thing. They are the Plural Number.

Rules of forming the plurals

1.

Singular Number	Plural Number
Actor	Actors
Servant	Servants
Indian	Indians
Girl	Girls

2.

Singular Number	Plural Number
Gas	Gases
Glass	Glasses
Brush	Brushes
Bunch	Bunches
Box	Boxes
Quiz	Quizes
Dash	Dashes

3.

Singular Number	Plural Number
Baby	Babies
City	Cities
Family	Families
Boy	Boys
Day	Days
Joy	Joys

4.

Singular Number	Plural Number
Hero	Heroes

Mango	Mangoes
Mosquito	Mosquitoes
Zoo	Zoos
Radio	Radios
Tree	Trees

5.

Singular Number	Plural Number
Half	Halves
Knife	Knives
Leaf	Leaves
Wife	Wives
Wolf	Wolves

6.

Singular Number	Plural Number
Man	Men
Foot	Feet
Tooth	Teeth

7.

Singular Number	Plural Number
Gentleman	Gentlemen
Postman	Postmen
Woman	Women

8.

Singular Number	Plural Number
Brother-in-law	Brothers-in-law
Brother-in-law	Brothers-in-law
Father-in-law	Fathers-in-law
Son-in-Law	Sons-in-law

Step-Mother   Step-Mothers

9. Some Nouns are always used in Singular form, Like: Fruit/Furniture/ Hair/Information/Mathematics/News/Politics/Machinery.

THE PRONOUN

(Substituting word)

A Pronoun is a word which is used in place of a Noun.

    1. Sudeep is a good boy. He is a healthy boy.

(In this sentence Sudeep is Noun and He is Pronoun, because he is used for Sudeep (Noun)).

There are eight types of Pronoun:

1. **Personal Pronoun**

2. **Interrogative Pronoun**

3. **Relative Pronoun**

4. **Demonstrative Pronoun**

5. **Distributive Pronoun**

6. **Indefinite Pronoun**

7. **Reflexive Pronoun**

8. **Reciprocal Pronoun**

Personal Pronoun

A Pronoun which tells about any person is called Personal Pronoun.

Personal Pronouns are used for three persons.

First person   : The Pronouns I, we denote the person or persons speaking.

Second person : The Pronoun You denotes the person or persons spoken to.

Third person : The Pronouns He, She, it and they denote the person or person spoken about.

Interrogative Pronoun

Pronouns used for asking question are called Interrogative Pronoun, Like: what, who, where, whom, which.

1. Who broke the glass?
2. What is your name?

3. Which is your pen?

4. Where are you going?

5. Whom do you want?

Relative Pronoun

The Pronoun who, which, whom, whose that which join two sentences and refers back to noun going before them are called Relative Pronoun.

1. Sudeep is my friend, who is going to school.

2. This is my chair which is made of wood.

3. God help those who help themselves.

(In these sentences who, which, who are Relative Pronouns.

Distributive Pronoun

Pronoun that refers to a number of things, one at a time is called Distributive Pronoun such as each/either, neither etc.

1. Each of you can go home.

2. Neither of the two brothers came.

3. Either of you can go.

Demonstrative Pronoun

A Pronoun generally used to point out any Noun or something are called Demonstrative Pronoun. Like: This, that, these, those etc. And a verb always comes after demonstrative Pronoun.

1. This is my house.

2. Those are your books.

3. That is your pen.

4. These are our toys.

Indefinite Pronoun

A Pronoun which not clears about any person or thing in general are called Indefinite Pronoun. Like: one, none, all, some, many, few, and other, somebody, anybody, nobody etc.

1. Some people are very intelligent.

2. All knew him

3. Anybody can do this.

4.   None of my friends having any bad habits.

5.   One day our Institute will be best Institute. **Reflexive Pronoun**

Pronoun that behave like objects to the verb but they refer to same person as subject of the verb are called Reflexive Pronoun. Like myself/himself/herself etc.

1. He hanged himself.

2. I hurt myself.

3. Mohini deceived herself.

Reciprocal Pronoun

That Pronoun which made with two Pronouns and show relation between them, like each other (used for two persons) one an other (used for more then two)

1. The two brothers loved each other.

2. The boys helped one another.

THE ADJECTIVE

(Qualifying Word)

An Adjective is a word which adds something to the meaning of a Noun.

1. Anu is a beautiful girl.

2. The dog is black.

3. Sudeep is a good boy.

4. We use warm clothes in winter.

(In these sentences beautiful, black, good and warm are adjectives because they tell us about quality of girl, dog, boy, clothes.

There are eight type of Adjectives:

1. Adjective of Quality

2. Proper Adjective
3. Adjective of Quantity

4. Adjective of Number

5. Demonstrative Adjective

6. Distributive Adjective

7. Interrogative Adjective

8. Possessive Adjective

Adjective of Quality

A Adjective that tells about Quality of Noun is called Adjective of Quality.

1. A red rose.

2. A best friend.

3. A Novel King.

4. An honest man.

Proper Adjective

A Adjective made with Proper Noun is called Proper Adjective.

1. The Indian book.

2. The Assam tea.

3. The American lady.

Adjective of Quantity

That Adjective which tells about Quantity of things is called adjective of Quantity.

1. Enough water.

2. Sufficient money.

3. Some water.

4. Little bread.

Adjective of Number

That word which tells about Number of things is called adjective of Number. It's of two types:

Definite: When they express exact number like: Ten dogs, Second House, fifth row.
Indefinite: →hen they don't express an exact number like: All boys, few girls, several passengers.

Demonstrative Adjective

A Adjective indicates about Noun, which is immediately used after it, is called Demonstrative Adjective. Like; this house, that book, these bags, those girls.

1. This pen leaks.

2. That man did not speak to me.

3. These mangoes are ripe.

4. Those people will go to the fair.

Distributive Adjective

A adjective that show a particular person or thing is called distributive Adjective Like: Each boy, Everybody, Either book, Neither statement.

Interrogative Adjective

Adjective used for asking question are called Interrogative Adjective. Like :

1.   What time is it now?

2.   Which shirt is yours?

3.   Whose phone is this? **Possessive Adjective**

That Adjective which tells about relation with any person or thing are called Possessive Adjective. Like: My Sister, Our shop, her book, etc.

1. This is my shirt.

2. Sham is his brother.

3. I don't know her name.

Some Sentences We Often Use

With Common Errors

Please Read It Carefully And Always Remember It.

S.No.	Incorrect	Correct
1.	Her hairs are curtly.	Her hair is curly.
2.	He gave me many advices.	He gave me much advice.
3.	I have sold all my furnitures.	I have sold all my furniture.
4.	This book is full of informations.	This book is full of information.
5.	The sceneries of Kullu are very charming.	The scenery of Kullu is very charming.
6.	The peoples of my country are hard working.	The people of my country are hard working.
7.	Your sister wants a paper.	Your sister wants a piece of paper.

8. I like fruits and vegetable.   I like fruit and vegetables.

9. I must continue my study.   I must continue my studies.

10. These news are true.   These news is true.

11. Politics are a dirty game.   Politics is a dirty game.

12. I have a five-rupees note.   I have a five-rupee note.

13. She got only passing marks.   She got only pass marks.

14. All his family members are out of station. All the members of his family are out of station.

15. "Gulliver's Travels" are an interesting book. "Gulliver's Travels" is an interesting book.

16. I, he and You are friends.   You, he and I are friends.

17. You, he and I are in the wrong.   I, he and You are in the wrong.

18. I and he work together.   He and I work together.

19. ↔our's sincerely.   Yours sincerely.

20. You are taller than me.   You are taller than I.

21. This is mine bag.   This is my bag.

22. Between you and I, Rajiv is a thief.   Between you and me, Rajiv is a thief.

23. Let me take your leave.   Let me take leave of you.

24. She cannot bear my separation.   She cannot bear separation from me.

25. You and I have done my duty.   You and I have done our duty.

26. One should do his duty.   One should do one's duty.

27. Every teacher and every student should do their duty. Every teacher and every student should do his duty.

28. The climate of Chandigarh is that hotter than Jaipur   The climate of Chandigarh is hotter than of Jaipur.

29. I have no any pen.   I have no pen.

30. Anyone can not do this work.   No one can do this work.

31. I have not some money.   I have no money.

32. I want little sugar for tea.   I want a little sugar for tea.

33. He is more stronger than you.   He is stronger than you.

34. This is comparatively cheaper cloth.   This is comparatively cheap cloth.

35. He is richer than wise.   He is more rich than wise.
36. You are Senior than me by two years. You are Senior to me by two years.

37. I prefer walking than riding.   I prefer walking to riding.

38. My all friends are well off.   All my friends are well off.

39. These all mangoes are ripe.   All these mangoes are ripe.

40. The two first chapters of this book are   The first two chapters of this book are

very interesting.   very interesting.

41. What is the fresh news?   What is the latest news?

42. He spent whole the day in play.   He spent the whole day in play.

43. He is in class tenth.   He is in the class tenth.
44.   He is a most perfect Gentleman. He is a perfect Gentleman.

THE VERB

(Saying Words)

A Verb is a word which expresses action, feeling or existence. It tells us something about the subject. E.g.

    1.   Sudeep writes.   (action)
    2.   They feel sad.   (feeling)

    3.   Ashoka was a great king. (existence) There are four types of verb :

    1.   **Intransitive Verb**

    2.   **Transitive Verb**

    3.   **Linking Verb**

    4.   **Helping Verb Intransitive Verb**

The verb, which are not followed by objects such verbs are called Intransitive verb.
An Intransitive verb is one which doesn't require an object to complete its sense. For E.g.

    1. The child laughs.

    2. She gets up at six o'clock.

3. Sudeep writes.

4. Sunita plays.

5. Akshi sings.

6. Vibha Loves.

In these sentences none of the object is used with verb laughs, writes, plays, sings, loves but the meaning of sentence is completely clear.

Transitive Verb

Any object is used with verb is called Transitive Verb. For e.g.

1. Sudeep writes a letter.

2. Akanksha sings a song.

3. Sonu plays hockey.

4. Akshi loves her mother.

In these sentences words letter, song, hockey or mother are used like object with verb writes, sings, plays and loves.

Linking Verb

The verb that makes the link between word and verb to make it meaningful is called linking verb for e.g.

1. Honey   tastes sweet.

2. The sun is hot. 3. She looks sad.

4. Sudeep was absent.

In these sentences tastes, looks is and was are Linking verbs because it's used for complete the meaning of words sweet, hot, sad and absent.

Helping Verb

Helping verbs are so called because they help the main verb. For example.

1. Sudeep is writing an essay.

2. He was taking tea.

3. I shall help you.

4. She will obey you.

5. He can help me.

6. Did you see the park?

7. May I come in?

8. →e don't read.

In these sentences is, was, shall, will, can, did, may, do are helping verbs, which used with main verb.

SOME IMPORTANT FORMS OF VERB

Present	Past	Past Participle	Present Participle
(Ist Form)	(2nd Form)	(3rd Form)	.ing Form
Arise	arose	arisen	arising
Awake	awoke	awoke	awaking
Be	was/were	been	being
Bear	bore	born	bearing
Become	became	become	becoming
Begin	began	begun	beginning
Behold	beheld	beheld	beholding
Bend	bent	bent	bending
Bite	bit	bitten	biting
Blow	blew	blown	blowing
Bind	bound	bound	binding
Bid	bade	bidden	bidding
Break	broke	broken	breaking
Choose	Chose	Chosen	Choosing
Cling	Clung	Clung	Clinging
Come	Came	Come	Coming
Dig	Dug	Dug	Digging

Present (Ist Form)	Past (2nd Form)	Past Participle (3rd Form)	Present Participle .ing Form
Do	Did	Done	Doing
Draw	Drew	Drawn	Drawing
Eat	Ate	Eaten	Eating
Fall	Fell	Fallen	Falling
Find	Found	Found	Finding
Get	Got	Got	Getting
Give	Gave	Given	Giving
Freeze	Froze	Frozen	Freezing
Grow	Grew	Grown	Growing
Hide	Hid	Hidden	Hiding
Hold	Held	Held	Holding
Know	Knew	Known	Knowing
Ride	Rode	Ridden	Riding
Ring	Rang	Rung	Ringing
Rise	Rose	Risen	Rising
See	Saw	Seen	Seeing
Shake	Shool	Shaken	Shaking
Shine	Shone	Shone	Shining
Shoot	Shot	Shot	Shooting
Sing	Sang	Sung	Singing
Drink	Drank	Drunk	Drinking
Drive	Drove	Driven	Driving
Fly	Flew	Flown	Flying
Sit	Sat	Sat	Sitting

Present	Past	Past Participle	Present Participle
Slay	Slew	Slain	Slaying
Speak	Spoke	Spoken	Speaking
Spit	Spat	Spat	Spitting
Stand	Stood	Stood	Standing
Steal	Stole	Stolen	Stealing
Stick	Stuck	Stuck	Sticking
Abuse	Abused	Abused	Abusing
Act	Acted	Acted	Acting
Add	Added	Added	Adding
Ask	Asked	Asked	Asking
Appoint	Appointed	Appointed	Appointing
Answer	Answered	Answered	Answering
Bark	Barked	Barked	Barking
Bathe	Bathed	Bathed	Bathing
Behave	Behaved	Behaved	Behaving
Bless	Blessed	Blessed	Blessing
Bring	Brought	Brought	Bringing
Boil	Boiled	Boiled	Boiling
Borrow	Borrowed	Borrowed	Borrowing
Confuse	Confused	Confused	Confusing
Complain	Complained	Complained	Complaining
Cross	Crossed	Crossed	Crossing
Dance	Danced	Danced	Dancing
Divide	Divided	Divided	Dividing

Present   **Past**   **Past Participle**   **Present Participle**

(lst Form)	(2nd Form)	(3rd Form)	.ing Form
Earn	Earned	Earned	Earning
Explain	Explained	Explained	Explaining
Fell	Felled	Felled	Felling
Hang	Hanged	Hanged	Hanging
Look	Looked	Looked	Looking
Live	Lived	Lived	Living
Marry	Married	Married	Marrying
Mean	Meant	Meant	Meaning
Quarell	Quarelled	Quarelled	Quarelling
Shed	Shed	Shed	Shedding
Shut	Shut	Shut	Shutting
Bid	Bid	Bid	Bidding

THE ADVERB

(Exclamatory Word)

An Adverb is a word which adds something to the meaning of a verb, an adjective or another Adverb. E.g.

1. He writes English fluently.

2. Nidhi reads quite well.

3. Sudeep reads in a very loud voice.

4. Manju reads slowly.

There are three types of Adverb.

1. Simple Adverb

2. Relative Adverb

3. Interrogative Adverb

Simple Adverb

Simple Adverb only modify, Some words.

1. Like how (<+x) Manner.

- Sudeeep reads clearly.

- The soldiers fought bravely.

2. Like when (le;) time.

- She had done it before.

- Soon after you left he arrived.

3. Like where (LFkku) place.

- We shall move there.

- Please come in.

4. How often. (la[;k) Number - I

  have met him twice.

- I have warned him twice.

5. How much. (ifj.kke)   - He

  played very well.

- The game was rather dull.
6. Why. (dkj.k)

- He was therefore, unable to come.

- The school was closed on account of Diwali.

7. Affirmation. (LohdkjkRed) – I

  shall certainly go.

- You will definitely help me.

8. Negation. (fuÔsnkRed)   - I

  donot know her.

- I have never seen you.

Relative Adverb

Adverb which not only modify some word, but also join two clauses are called Relative Adverb.

    1.   Please tell me when he will come back.

2.	This is the place where we met yesterday.

3.	This is the reason why she did not come. **Interrogative Adverb**

Interrogative adverb used for asking question and the sentence start with Interrogative Adverb. Some main Interrogative Adverbs are: Why, when, where, how far, how many, how much, how long, how often etc.

1. Why are you late?

2. How are you now?

3. Where does Sudeep live?

4. When do you go to bed at night?

THE PREPOSITION

(Governing word)

A Preposition is a word, which is used before a Noun or Pronoun to show its relation to some other word in the sentence. For E.g.

1. She is sitting on the table.
2. The book is on the chair.

3. He is in the room.

4. They went to Delhi by train.

5. He laughed at me.

(In these sentences on, in, to, by and at are Preposition words.) Some main Preposition words are: in, into, on, upon, at, from, with, to, of, off, by, for, since, over, above, under, below, behind, down, through, against, between among etc.

Words followed by Appropriate Prepositions

1.	Abide by (iwjk djuk)

    Always abide by your promise.

2.	Abstain from (ijgst djuk)

    I abstain from meat and drink.

3.	Absorb in (eXu)

    He is absorbed in his studies.

4.	Admittted to (nkf[ky djuk)

He was admitted to the 10th class.

5. Agree with (lger gksuk)

    She did not agree with me.

6.   Agree to (lger gksuk)

    I cannot agree to your proposal.

7. Aim at (fu'kkuk yxkuk) The

    hunter aimed at the tiger.

8.   Angry with (ukjkt)

    The teacher is angry with me.

9.   Appeal to (vPNk yxuk)

    This colour does not appeal to me.

THE CONJUCTION
(Connecting Word)

A Conjuction is a word which is used to join two words, clauses or sentences. E.g.

1. Vanita and Rani came here.

2. Sudeep is wise and hardworking.

3. Do or die.

4. Vijay and Sonu cannot read English.

5. I like potato-chips and Samosas.

6. Upma and Vijayta went to the forest.

7. He tried many times but he did not succeed.

8. Pooja as well as Seema is absent.

9. Dimple is a singer and a dancer too.

10. You must study, otherwise you are sure to fail.

THE INTERJECTION

(Exclamatory Word)

 An Interjection is a word which expresses some sudden feelings or emotions of the mind and it has no grammatical relation with any other word. The mark of Interjection is [!
]

Joy (gÔZ)	:	Hurrah! Ha!
Sorrow (nq¢[k)	:	Alas! Ah! Ha!
Surprise (vk'p;↕)	:	Oh! What! Good God! Good Heavens!
Approval (vuqeksnu)	:	Bravo! Well done! Ok!
Contempt (Xykfu)	:	For shame! Fie!
Calling (lEcks/ku)	:	Halloo! Holla! Ho!
Attention (/;ku)	:	Lo! Listen! Look!

Some Sentences We Often Use

With Common Errors

Please Read It Carefully and Always Remember It

S.No.	Incorrect	Correct
1.	I love with my friend.	I love my friend.
2.	The boys entered into the hall one by one.	The boys entered the hall one by one.
3.	Rajesh married with Sonia.	Rajesh married Sonia.
4.	I reached at the station late.	I reached the station late.
5.	He ordered for two cups of tea.	He ordered two cups of tea.
6.	He is searching his lost pen.	He is searching for his lost pen.
7.	I prefer milk then tea.	I prefer milk to tea.
8.	The examination begins from Wednesday.	The examination begins on Wednesday.
9.	He jumped in the river.	He jumped into the river.
10.	I do not agree to you.	I don't agree with you.
11.	I have eaten nothing form yesterday.	I have eaten nothing since yesterday.
12.	He killed two birds by one shot.	He killed two birds with one shot.

13.	He has no house to live.	He has no house to live in.
14.	He needs a pen to write.	He needs a pen to write with.
15.	He is blind for one eye.	He is blind of one eye.
16.	He invited all his friends for tea.	He invited all his friends to tea.
17.	It is eight in my watch.	It is eight by my watch.
18.	I asked a ticket.	I asked for a ticket.
19.	Open your book on page 70.	Open your book at page 70.
20.	He is ill from fever.	He is ill with fever.
21.	The teacher is angry upon me.	The teacher is angry with me.
22.	Radha works hardly.	Radha works hard.
23.	The dog ran fastly.	The dog ran fast.
24.	The rose smells sweetly.	The rose smells sweet.
25.	I shall be very obliged to you.	I shall be much obliged to you.
26.	I am too pleased to meet you.	I am very pleased to meet you.
27.	She gave up her studies two year before.	She gave up her studies two year ago.
28.	I came directly from Delhi.	I came direct from Delhi.
29.	We are in need of sugar badly.	We are badly in need of sugar.
30.	This box is very heavy for you to lift.	This box is too heavy for you to lift.
31.	I only rest when I am tired.	I rest only when I am tired.
32.	This book is much interesting.	This book is very interesting.
33.	She will be very much glad to meet you.	She will be very glad to meet you.
34.	Supposing if you fail, What will you do?	Supposing you fail, What will you do?
35.	Please kindly do me a favour.	Please do me a favour.
36.	I don't know to ride a horse.	I don't know how to ride a horse.
37.	He is pass in English.	He passes in English.

S.No.   Incorrect   Correct

38. What make you laugh? What makes you laugh?

39. Our hen has given two eggs. Our hen has laid two eggs.

40. He is suffering from fever since He has been suffering from fever since

Tuesday. Tuesday.

41. The patient died before the The patient had died before the doctor arrived.

doctor arrived.

42. If he will work hard, he will pass. If he works hard, he will pass.
43. Stop to write. Stop writing.

44. He shook my hand. He shook hands with me.

45. How you know that? How do you know that?

46. He had come here yesterday. He came here yesterday.

47. I wish I was young again. I wish I were young again.

48. I don't know cycling. I don't know how to cycle.

49. Never tell lie. Never tell a lie.

50. Always speak truth. Always speak the truth.

51. It is a half past seven by my watch. It is half past seven by my watch.

52. It is quarter past five now. It is a quarter past five now.

53. You are in wrong. You are in the wrong.

54. I am in hurry. I am in a hurry.

55. I read Tribune daily. I read The Tribune daily.

56. Meghna is best girl in the class. Meghna is the best girl in the class.

57. He is a honest boy. He is an honest boy.

58. It is time to take the tea. It is time to take tea.

THE SENTENCE

A sentence is a group of words which conveys a sensible meaning. Like: Sudeep studies in first class. These words are in indefinite order and it gives a meaningful sense. Thus it is a sentence. Every sentence has two parts.

1. **Subject**

2. **Predicate**

1. Subject : Subject is a thing or a particular person about which we are talking.

2. Predicate : Predicate is a matter, what we are talking about the subject.

Read the following sentences:

Subject	Predicate
The boys make a noise	Sudeep is a good boy
The Post Office	is near my house
India	wants peace in the world
Dr. Rajendra Parshad	was the first President of India

Sentence is further divided in six types.

1. Assertive/Affirmative (fof/k lwpd)

2. Negative (ugha)

3. Interrogative (iz'uokpd)

4. Imperative (vkns'kkRed)

5. Exclamatory (foLe;kfn)

6. Optative (bPNkFkZd) **Assertive/Affirmative :**

A sentence which is very simple using Ist form of Verb is an assertive sentence.

Sudeep is a good boy.

The earth moves around the sun.

Negative :

A sentence, which always responds to negativeness of a thing including not with the helping verb.

Sudeep is not a good boy.

He will not help you.

Interrogative :

A sentence from which we can ask a question is an Interrogative sentence.

Is Sudeep a good boy?

Will you help me in this matter?

Imperative :

A group of words which always shows an order, request or advice is an Imperative sentence. E.g.

Stand up on the bench.

Always speak the truth.

Please do me a favour.

Exclamatory :

A sentence which always shows some type of exclamation. Like: Joy, Sorrow, Surprise,   excitement etc.

Hurrah! We have won the match.

Alas! I have failed.

How fat tun-tun is.

Optative :

A sentence that expresses a wish is called an Optative sentence.

May you live Long !

Would that I were rich !

May God grant you a son !

Note :

1. Every sentence begins with a capital letter.

2. A full stop(.) is placed at the end of every declarative or imperative sentence.

3. A question mark (?) is placed at the end of every Interrogative sentence.

4. An exclamatory mark (!) is placed at the end of every exclamatory or optative sentence.

TENSES

Tense is the form of a Verb which shows the time of an action and its degree of completeness.

There are three types of tenses.

1. **Present Tense (orZeku)**
2. **Past Tense (Hkqrdky)**

3. **Future Tense (HkfoÔ;dky)**

For clear the time of an action and its degree of completeness We divided every tense in four parts.

Indefinite

I play in the evening everyday.

This sentence does not indicate whether the action is complete or not. Hence the verb play is said to be in the Present Indefinite Tense.

Continuous

I am playing now.

This sentence indicates that the action is still going on. Hence the verb am playing is said to be in the Present Continuous Tense.

Perfect

I have played the match.

I am going home now.

These sentence indicates that the action is complete. Hence the verb have played is said to be in the Present Perfect Tense. **Perfect Continuous**

I have been playing since 4 o'clock.

This sentence indicates that the action began in the past and is still continuing. Hence the verb have been playing is said to be in the Present Perfect Continuous Tense.

Study the following table of Tenses of the Verb 'to go'.

Tense	Indefinite	Continuous	Perfect	Perfect Continuous
Present	I go	I am going	I have gone	I have been going
Past	I went	I was going	I had gone	I had been going
Future	I shall go	I shall be going	I shall have gone	I shall have been going

THE PRESENT TENSE

1. Present Indefinite Tense

It expresses what is actually taking place at the present moment. bu sentences ds vUr esa rk gS, rh gS rs gS vkfn vkrk gSA Rules of Present Indefinite Tense:

(i). With, I we, you, they and Plural Noun the first form of verb is used.

(ii) It has the base form of the verb but adds s/es for the third person Singular (he,She, it) and other Singular nouns.

(iii) Negative sentences esa I, we, you, they ds lkFk donot & Ist form of verb, rFkk he, She, it ds lkFk doesnot & Ist form of verb iz;ksx djrs gSA

The negative is formed with do/does + not +base form of verb.

(iv) go-goes, teach-teaches. When the base form of the verb ends in o, ch, sh, ss and x, es is added to the base form.

(v) When the base form ends in Y preceded by a consonant the y is changed to i and es is added.

(vi) In Interrogative sentence before I, we, you, they and after Do and he, She, it does is used and in the end of sentence Question mark (?) is placed. 1. eSa vius v/;kidks dk vknj djrh gwiA I respect my teacher.

2. os izfrfnu lSj ds fy, tkrs gSA

They go out for a walk everyday.

3. esjh ?kMh Bhd le; ugha nsrh gSA

My watch does not keep correct time.

4. D;k rqe jkstkuk lSj ds fy, tkrs gks ?

Do you always go for a walk daily.

5. ge rSjuk ugha tkurs gSA

We donot know how to swim.

Present Continuous Tense

It's denotes an action that is going on at the time of speaking.

1. bl Tense dk okD; jgk gwii] jgh gwi] jgk gS] jgh gS] jgs gS] jgs gks vkfn ls lekIr gksrk gSA 2. bl Tense dks cukus ds fy, verb dh 1st form+ ing vkSj mlls iwoZ Subject ds vuqlkj is/am/are yxk;k tkrk gSA

Affirmative : Subject + is/am/are/ + (Ist form + ing) + object **Negative**

: Subject + is/am/are/ + not + (Ist form + ing) + object

Interrogative :   is/am/are/ + Subject + (Ist form + ing) + object?

Rules   **Examples**

1. When the verb ends in a single e, the e is dropped Come - Coming before adding - ing. (Exceptions : ageing, dyeing, and love - loving

hoeing).   write - writing

2. When a verb of one syllable ends in a single consonant get - getting (expect w, x and y) preceded by one vowel, the consonant run - running

is doubled before adding ing.   stop - stopping

3. When a verb more than one syllable ends in a single admit - admitting consonant preceded by one vowel, the final consonant is begin - beginning doubled if the last syllable is stressed. forget - forgetting

The final consonant is not doubled of the last syllable is Enter - Entering not stressed. Lighten - lightening

4. A final/after a single vowel is always doubled.   signal - signaling travel - travelling

5. →hen a verb ends in ie, the ie is replaced by ` y ` before   die - dying adding - ing. lie - lying

Examples :

1. eS Ik= fy[k jgk gwiA

   I am writing a letter.

2. os pk; ih jgs gSA

   They are taking tea.

3. ge 'kksj ugha epk jgs gSA

   We are not making a noise.

4. D;k eS rqEgsa /kks[kk ns jgk gwi \   Am I cheating you?

5. og vkSÔf| ugha ih jgh gSA

    She is not taking medicine.

6. rqe dgka tk jgs gks \

    Where are you going ?

Present Perfect Tense

It's denotes and action that has just been completed.

1. bl Tense ds okD; pqdk gS] pqdh gS] pqds gS] ;k fy;k gS] fy;s gS] yh gS vkfn esa lekIr gksrs gSA 2.bl Tense dk vuqokn djus ds fy, Verb dh IIIrd form ls iwoZ Subject ds vuqlkj has/have yxk;k tkrk gSA

   Affirmative   : Subject + has/have + IIIrd form + Object.

   Negative   : Subject + has/have + not + IIIrd form + Object.

   Interrogative   : Has/have + Subject + IIIrd form + Object ?

3. He/She/it ds lkFk has rFkk I /they ds lkFk have yxrk gSA

Example :

1. eSus ubZ iqLrdsa eksy ys yh gSA I
    have bought new books.

2. mlus ;g dfork ;kn dj yh gSA He has
    learnt this poem.

3. eqHks vHkh rd mldk lans'k ugha feyk
    gSA   I have not received her message
    as yet.

4. og dHkh nsgyh ugha xbZ gSA   She
    has never been to Delhi.

5. D;k rqeus viuk x`gdk;Z lekIr dj fy;k gS
    \Have you finished your home-work?

6. D;k rqeus fgUnh es viuh deh iwjh dj yh
   gS \

   Have you made up your deficiency in Hindi ?

7. eksgu vkSj lqnhi us ;g 'kjkjr dh gSA

   Mohan and Sudeep have made this mischief.

8. geus viuk ikB ;kn dBaLFk dj fy;k gSA

   We have learnt our lesson by heart.

9. mlus dksbZ buke izkIr ugh fd;k gSA

   He has not won any prize.

10. eSa mls nks oÔZ ls tkurk gwiA

    I have known him for two years.

Present Perfect Continuous Tense

It's indicate an action that began in the past and is still going on.

1. ;fn Present Continuous Tense ds lkFk dke ds vkjEHk gksus dk le; fn;k gks rks Present Perfect

Continuous Tense cu tkrk gSA

2. bl Tense dk vuqokn djus ds fy, Ist form of Verb + ing ls igys Third person Singular ds lkFk 'has been' vkSj 'ksÔ Subjects ds lkFk 'have been' yxk;k tkrk gSA

3. **Negative :** has/have + not been + Ist form of Verb + ing + object.

4. **Interrogative :** has/have + Subject + not been + Ist form of Verb + ing + object?

5. le; izd ↑ djus ds fy, 'since' or 'for' dk iz;ksx djrs gSA

Since is used when a point of time is given, that is, the starting point of an action. For is used when a period of time is given, that is, the time interval during which an action has gone.

Example :

1. eSa nks /kaVs ls rqEgkjh izfr{kk dj jgk gwiA I have been waiting for you for two hours.

2. izkr¢ dky ls cwankµckanh gks jgh gSA It has been drizzling since morning.

3. QOokjk vk/ks ?akVs ls py jgk gSA

The fountain has been playing for half an hour.

4. lq/kk nl cts ls [kkuk cuk jgh gSA

Sudha has been cooking food since 10'o'clock.

5. jksxh nl fnu ls vkSÔf| ugha [kk jgk gSA

The patient has not been taking medicine for the last ten days.

6. c<+bZ dy ls ;g est ugha cuk jgk gSA

The carpenter has not been making this table since yesterday.

7. D;k og 1998 ls bl uxj es jg jgh gSA

Has she been living in this city since 1998.

8. rqe dcls esjh izfr{kk dj jgs gks \

How long have you been waiting for me?

THE PAST TENSE

Past Indefinite Tense

It denotes a Single act in the past.

1. bl Tense ds okD; ds var es vk] ,] bZ vFkok rk Fkk] rs Fks] rh Fkh vkfn vkrs gSA

    1. Affirmative : Subject + IInd form of verb + object.

    2. Negative : Subject + did not + Ist form of verb + object.

    3. Interrogative : Did + Subject + Ist form of verb + object ?

Example :

1. geus ,d xhr xk;kA

   We sang a song.

2. eSus viuk ikB ;kn fd;kA   I learnt my

   lesson.

3. lqnhi us fHk[kkjh dks ,d iSlk fn;k A

   Sudeep gave a pice to the beggar.
4. og esjs lkFk lger gks xbZA   She

   agreed with me.

5. ek;k us viuh onhZ ugh /kks;hA

Maya did not wash her uniform.

6. yM+dks us dy irax ugh mMk;hA

The boys did not fly a kite yesterday.

7. D;k mlus viuk opu iwjk fd;k \   Did he

keep his promise ?

8. D;k rqeus esjh   ulhgr   dk ikyu fd;k \

Did you act upon my advice ?

Past Continuous Tense

It denotes an action on going on at some point in the past time.

1. ;g Tense fgUnh okD; esa jgk Fkk] jgh Fkh] jgs Fks vkkfn es lekIr gksrk gSA

   1. Affirmative : was/were + Ist form of verb + ing + object.

   2. Negative : was/were + not + Ist form of verb + ing + object.

   3. Interrogative : was/were + Subject + Ist form of verb + ing + object ?

I, he, She, it Singular Noun ds lkFk was rFkk we, you, they, Plural Noun ds lkFk Were yxkrs gSA   **Example :**

1. eS viuk ikB ;kn dj jgk FkkA   I was learning my lesson.

2. ge irax mM+k jgs FksA   We were flying kites.

3. yM+fd;k Ldwy tk jgh FkhA

The girls were going to school.

4. /kksch diM+s ugh /kks jgk FkkA

The washer man was not washing the clothes.

5. Ik{kh ugha mM+ jgs FksA
The birds were not flying.

6. D;k og esjh bUrtkj dj jgk Fkk \   Was he waiting for me?

7. D;k v/;kid gktjh ys jgs Fks \

Were the teachers calling the roll ?

8. yM+ds 'kksj epk jgs Fks \

Why were the boys making a noise ?

Past Perfect Tense

It denotes an action completed at some point in the past time before another action was begun.

1. ;g Tense fgUnh okD; es pqdk Fkk] pqdh Fkh] pqds Fks] ;k fy;k Fkk] fy;s Fks] yh Fkh]vkfn ij lekIr gksrk gSA

2. bl Tense dk iz;ksx izk;¢ mlh voLFkk es fd;k tkrk gS tc okD; esa nks dkeksa dk o.kZu gks ftues ,d dke lekIr gks pqdk gks vkSj nwljdk ckn es lekIr gks A tks dke igys lekIr gks pqdk gks mldk vuqokn had +3rd form of verb es fd;k tkrk gS vkSj tks dke ckn es gks mldk vuqokn verb dh 2nd form esa fd;k tkrk gSA

3. ;fn Simple sentences esa ("igys before") ("rd till") ("igys gh already") bR;kfn vk tk, rks Hkh had + IIIrd form dk iz;ksx djrs gSA

1. **Affirmative**   : had + IIIrd form of Verb.

2. **Negative** : had + not + IIIrd form of Verb.

3. **Interrogative**   : had + Subject + IIIrd form of Verb ?

Past Perfect Continuous Tense

It denotes an action that was finished at some definite time in the past but which had been going on before it was finished.

1. Past Continuous Tense esa dke ds 'kq+# gksus dk le; ns j[kk gks rks ;g Past Perfect Continuous tense cu tkrs gSA

2. bl Tense dk vuqokn Verb dh Ist form + ing yxk dj mlds igys had been yxk dj fd;k tkrk gSA

3. **Negative** : had not been + Ist form + ing.

4. **Interrogative** : had + Subject + been + Ist form + ing + Object ?
5. **Affirmative** : He had been reading.

6. **Negative:** He had not been reading.

7. **Interrogative** : Had he been reading ?

8. **Negative Interrogative** : Had he not (or Hadn't he) been reading ?

THE FUTURE TENSE

Future Indefinite Tense

Describes an action that is yet to happen.

1. ;g Tense fgUnh okD; esa ,],a]vks]Åa ds lkFk xk]xs]xh esa lekIr gksrk gSA

2. Future Indefinite Tense dk vuqokn Verb dh Ist form ls igys Shall/will yxkdj fd;k tkrk gSA

3. To express pure future, shall is used with pronouns of the first person (I, we) and will with all other subjects.

4. Simple future dks izdV djus ds fy, first person ds lkFk shall ijUrq second or Third person ds lkFk will yxk;k tkrk gSA

5. fdUrq tc bPNk] ladYi] vkKk] ok;nk ;k /kedh vkfn dk Hkko izdV djuk gks rks Ist person ds lkFk will]ijUrq 2nd & 3rd person ds lkFk shall yxkrs gSA

6. **Negative :** Will/Shall + not + Ist form

7. **Interrogative :** Will/Shall + Subject + Ist Form.

Example:

1. We shall go to Kufri tomorrow.

2. They will see the fair next week.

3. If I go to Ambala, I shall see your brother.

4. When he comes, we shall tell him.

5. I shall buy a new pen tomorrow.

6. The teacher will teach us a new lesson today.

7. They will study hard this month.

Future Continuous Tense

Denotes an action that will keep on going at some time in the future.
gUnh okD; es ;g Tense jgk gwaxk] jgs gksxsa] jgh gksaxh]avkfn ds lkFk lekIr gksrk gSAvkSj future es dk;Z dk tkjh jguk izdV djrk gSA

1. **Affirmative :** Will/Shall + be + Ist form + ing.

2. **Negative   :** Will/Shall + not be + Ist form + ing.

3. **Interrogative :** Will/Shall + Subject + be + Ist form + ing + ?

Example :

1. I shall be writing.

2. I shall not (or shan't) be writing.

3. Will he be writing?

4. →ill he not (won't he) be writing?

Future Perfect Tense

Denotes an action that will be completed at some point in the future.

1. ;g Tense fgUnh es pqdk gqaxk] pqds gksxas] pqdh gksxha] fy;k gksxk] fy;s gkasxs] yh gksxh] vkfn ij lekIr gksrk gSA

2. Affirmative : Subject + will have/shall have + IInd form + Object.

3. Negative : Subject + will not have/ shall not have + IIIrd form + object.

4. Interrogative : Will/Shall + Subject + have + IIIrd form of verb + Object ?

Example :

1. He will have read.

2. He will not have read.

3. Will he have read.?

4. Will he not have read.?

5. The train will have left before you reach the station.

6. I shall have taken my lunch by the time you come.

Future Perfect Continuous Tense

Denotes an action as going on continuously but not completed in the future.

1. Future Continuous Tense es tc dk;Z ds vkjEHk gksus dk le; ns j[kk gks rks og Future Perfect   Continuous Tense cu tkrk gSA

 The future Perfect Continuous Tense is used to express an action continuing beyond some given time in the future.

2. Affirmative : Will/Shall + have been + Ist form of Verb + ing.

For example : He will have been singing.

3. Negative : Will /Shall + not + have been + Ist form of Verb + ing.

For example : He will not have been singing.

4. Interrogative : Will/Shall + Subject+ have been + Ist form of Verb + ing + Object + ?

For example : Shall I have been singing?

2. **Negative Interrogative :** Shall I not have been singing?

THE ARTICLE

A, An and The are called Articles.

There are two types of articles:

1. Indefinite

2. Definite

1. 'A' and 'An' are called the **Indefinite Articles** because they do not refer to a particular person, animal or thing:

I saw a bird.

That is an apple.

2. The is called the **Definite Article** because it refers to a particular person, animal or thing:

The book which I bought yesterday was interesting.

Use of 'A', 'an'

'A' is used before nouns beginning with a consonant sound and 'an' is used before nouns beginning with a vowel sound.

Use of 'A'

1. ml Singular Noun ls igys tks Consonant ls vkjEHk gksrk gS vkSj Consonant dh /ofu ls cksyk tkrk gSA tSls ¢
A Cat, a book, a pen, a hat, a college.

2. ml Singular Noun ls igys tks E ;k U vkjEHk gksrk gS ijUrq ß;Þ dh /ofu ls cksyk tkrk gSA tSls ¢

A University player, A European leader, A Uniform.

3. ml **Singular Noun** ls igys tks o ls vkjEHk gksrk gS ijUrq ßoÞ dh /ofu ls cksyk tkrk gSA tSls¢

A one rupee note, A one eyed man.

Use of 'AN'

1. ml Singular Noun ls igys tks fdlh Vowel (a,e,i,o,u) ls vkjEHk gksrk

gSA tSls ¢ An apple, an egg, an inkpot, an orange, an umbrella.

2. ml Singular Noun ls igys tks Silent 'h' ls vkjEHk gksrk gSA tSls¢

An honest man, An hour.

Use of The

Stars, ships, trains, seas, oceans, canals, lakes, mountains, islands, dams, countries, Religious books, newspapers, magazines, Nations, communities, workshop, factory, bank, Historical Buildings, Public places, organisations, ranks, Date, Historical events vkfn bu lc ls igys The dk iz;ksx djrs gSA tSls¢

The sun, The moon, The earth, The stars, The Sky, The Vikrant, The frontier mail, The Arabian Sea, The Indian Ocean, The Panama Canal, The Dal Lake, The Himalayas, The Andamans, The Bhakra Dam, The U.S.A., The U.S.S.R., The Gita, The Indian Express, The Tribune, The English, The French, The Hindus, The Vijay Cloth Mills, The Punjab National Bank, The Congress, The Janta Party, The Taj Mahal, The Golden Temple, The Library, The Zoo, The Prime Minister of India, The President of India, The Battle of Panipat. The Mutiny of 1857, The 15th of August.

2. The is used before a common noun in the Singular number to indicate a whole class.

   The dog is a faithful animal.

DETERMINERS

(Fixing Words)

Words that modify in some manner the nouns with which they are used are called determiners.

1. He wants to be a teacher.

2. This apple is red.
3. He has little knowledge.

4. Have you read any play of Shakespeare.?

5. Every boy was given a packet of sweets.

6. There is not much hope of your recovery.

mijksDr okD;ks esa a, this, little, any, every, much, her ,sls 'kCn gS tks ;g ladsr nsrs gS fd fdlh Noun dk iz;ksx gksus okyk gSA D;ksfd ;s Noun dh fLFkfr dks fLFkkj djrs gS blfy, bUgsa Determiners vFkkZr fixing words dgrs gSA **Types of Determiners**

1. **Article Determiners**

2. **Demonstrative Determiners**

3. **Possessive Determiners**

4. **Numeral Determiners**

5. **Quantitative Determiners**

Article Determiners

A, An, the

A   An   The

(**Indefinite**)   (**Definite**)

1. A dk iz;ksx ml Singular Noun (pkgs og ↑owel ls 'kq# gks ;k consonant ls 'kq# gks) ls igysfd;k tkrk gS ftldk vkjEHk fdlh Consonant dh /ofu ls gksrk gSAtSls ¢

A book, a cow, a girl, a useful book, a unique building, A one-eyed man.

2. An dk iz;ksx ml Singular Noun ls igys fd;k tkrk gS ftldk vkjEHk Vowel dh /ofu ls gksrk gSAtSls¢ An apple, an egg, an inkpot, an hour, an M.A.

3. The dk iz;ksx fdlh O;fDr ;k oLrq dks fof'kÔ ↑ rk iznku djus ds fy, fd;k tkrk gSAtSls¢

The girl who came here yesterday is my cousin.

The apples in our gardens are very sweet.

Demonstrative Determiners

This, that, these, those ;g Demonstrative Adjectives gS vkSj Nouns ls igys use gksdj muds)kjk fufnÔV Objects dh vksj ladsr djrs gSA   .

This or that use with Singular Noun and these or those used with Plural Noun.

    1. This purse is mine.

    2. That purse is hers.

    3. These books are ours.

    4. Those books are yours.

Possessive Determiners

My, our, yours, his, her, its, their, one's ;s Possessive case ds Pronouns   gSA ;s Singular rFkk Plural Nouns ls igys use gksdj muls lEcU/k dk cks/k djkrs gSA tSls ¢

My Mother, our school, your sister, his books, her purse, its fail, their houses, One's duty.

Numeral Determiners

budk iz;ksx la[;k ds fy, fd;k tkrk gSA

These are three types of Numeral determiners.

1. Definite

bldk iz;ksx ,d fuf'pr la[;k ds fy, fd;k tkrk gSA tSls¢ One, two, three, first, second, third, both etc.

Like : She has two sons.

2. Indefinite

;s vfuf'pr la[;k dks O;Dr djrs gSA tSls¢ some, many, few, all, several etc.

Like : some books, few students.

3. Distributive

buls fdlh oxZ dh izR;sd oLrq ;k O;fDr dk cks/k gksrk gSA tSls ¢ Each, every, either, neither Like : Every man dies.

Quantitative Determiners :

Some, Any, No, Much, More, Little ;s Adjectives of Quantity crkrs gSSA buls oLrq dh ek=k dk cks/k gksrk gSA Like: There was not any water in the jug.

MODELS

Models are the verbs, which are used with other verbs is express possibility, permission, obligation etc. os Helping Verbs tks main Verb ds mode vFkkZr attitude dks O;Dr djrs gS Models dgykrs gSA

Main Models are : Shall, will, Should, would, can, could, may, might, must, need, ought to, used to.

1. It express imaginative action.

   like: ability, power, permission, request, Possibility, willingness.

   2. ;s dHkh vdsys ugha vkrsA ges'kk Main ↑ erb ds lkFk use gksrs gSA

   3. bu ij Subject ds number vFkok Person dks dksbZ izHkko ugha

iM+rkA **Uses of Models**

1. I shall see him tomorrow.

2. Shall we visit you.?

3. I say you shall do it.

4. He will leave for Bombay tomorrow.

5. The peon should ring the bell.

6. Would you take a cup of tea?

7. I can speak English fluently.

8. They can cheat you.

9. He could sing well when he was a child.

10. May I come in.

11. She wore good clothes so that she might look nice.

12. You must run fast to catch the train.

The Gerund

Gerund dks Verbal Noun dgrs gSADa;ksfd ;g okD; esa Noun dk dk;Z djrk gSA vkSj Verb dh Ist form es ing yxkus ls curk gSA tSls ¢ Smoking, walking, going etc.

Use of Gerund :

1. As a subject.

 - Walking is a good exercise.

 -Sleeping is necessary for life.

2. As an object.

- Stop writing.

- My shoes need polishing.

3. As the object of a Preposition.

- I am tired for waiting.

- She is very good at painting.

4. As complement of a verb.

- Seeing is believing.

- My chief pleasure is writing letter.

THE VOICE

Active and Passive Voice

Voice is that property of the Verb, which shows whether the Subject is performing or experiencing the action.

There are two types of voice:

1. Active Voice : dgh xbZ ckr dk foÔ; Subject gksA

The Verb is said to be in the Active Voice when the subject is the does of the action expressed by the verb.

2. Passive Voice : dgh xbZ ckr dk foÔ; Object gksA

A Verb is said to be in the Passive Voice when the subject of the Verb acted upon. For example

Active Voice :   Sudeep   hates   Raj.

                              | | |

                          (Subject)   (Verb)   (Object)

Pssive Voice :   Raj   is   hated   by   Sudeep.

                      | | |

                  (Object)   (Verb)   (Subject)

bu nksuks okD;ks dh fØ;k esa dksbZ varj ugha gSAijUrq igys okD; esa Subject Loa; dk;Z djrk gSA blfy, Active Voice rFkk Second Sentence esa Subject ds verb ds vuqlkj dk;Z fd;k x;k gSAblfy, ;g Passive Voice gSA **General Rules to change the Voice**

To change Active Voice sentences into Passive Voice:

1. Convert object into subject vkSj ;fn object esa objective case dk dksbZ Pronoun

   gks rks mls   fuEufyf[kr fu;e ls cnyks ¢ me :   I

   us   :   we You :   you   him   :   he   her :

   she   It   :   It   them :   they

   whom :   who

2. Subject dks Object cukvks vkSj Object ls igys by yxkvksA

   ;fn Subject es Nominative case dk dksbZ Pronoun ns j[kk gks rks mls fuEufyf[kr fu;e ls cnyks ¢

I	:	by me	we	:	by us
You	:	by you	He	:	by him
She	:	by her	It	:	by it
They	:	By them	Who	:	By Whom

3. u;s Subject ds vuqlkj Verb dk iz;ksx fd;k tkrk gSA

Present Indefinite Tense

Affirmative Sentence : is am, are + IIIrd form of Verb.

S.No.	Active Voice	Passive Voice
1.	Ist form + s/es	is, am, are + IIIrd form. 2.
	He loves me.	I am loved by him.

3. We help the poor. The poor are helped by us.

Negative Sentence : is, am, are + not + IIIrd form

S.No.	Active Voice	Passive Voice
1.	do not/does not + Ist form	is, am, are + not + IIIrd form.
2.	The boys do not make a noise.	A noise is not made by the boys.

3.	She does not abuse you.	You are not abused by her.

Interrogative Sentence : is, am, are + subject + IIIrd form + ?

S.No.	Active Voice	Passive Voice
1.	Do, does + Subject + Ist form	is, am, are +subject + IIIrd form.
2.	Do you eat meat?	Is meat eaten by you?
3.	Does she pluck flowers?	Are flowers plucked by her.?

;fn iz'u when, where, why, how ls cuk gks rks bls helping ↑erb ls igys yxkrs gSA

S.No.	Active Voice	Passive Voice
1.	When do you eat your breakfast?	When is your breakfast eaten by you?
2.	How do you prepare tea?	How is tea prepared by you?
3.	Where does she keep her money?	Where is her money kept by her?

 What, Active Voice esa Object dk dke djrk gS vkSj Passive Voice esa Subject dk dke djrk gSA blfy, Helping ↑erb dks 'what' ds ckn gh yxk;k tkrk gSA blh izdkj 'which'ds ckn tks Noun gksrk gS mlds ckn gh Helping ↑erb yxk;k tkrk gS vkSj ;fn iz'u 'who'
;k 'whom' ls cuk gks rks Passive ↑oice esa who dks By whom es rFkk whom dkswho es cny nsrs gSA

S.No.	Active Voice	Passive Voice
1.	What do you see?	What is seen by you?
2.	Which pen do you like?	Which pen is liked by you?
3.	Who abuses you?	By whom are you abused?
4.	Whom do you want?	Who is wanted by you?

Present Continuous Tense

Active Voice   Passive Voice

Affirmative Sentence : is am, are + Ist form + ing.   is, am, are + being + IIIrd form

Negative Sentence : is, am, are + not + Ist form + ing. is, am, are + not being + IIIrd form

Interrogative Sentence : is, am, are + subject + Ist form + ing. is, am, are + subject + being + IIIrd form

He is driving a car.   A car is being driven by him.

She is watering the plants.   The plants are being watered by her.

I am not running a race.   A race is not being run by me.

Who is singing a song?   By whom is a song being sung?

What are you doing?   What is being done by them?

Present Perfect Tense

Active Voice   **Passive Voice**

Affirmative Sentence : has/have + IIIrd form. has/have + been + IIIrd form.

Negative Sentence : has/have + not + IIIrd form.   has/have + not been + IIIrd form.

Interrogative Sentence : has/have + Subject + IIIrd form. has/have + subject + been + IIIrd form.

I have kept my promise.   My promise has been kept by you.

She has not stolen my book.   My book has not been stolen by her.

Have you taken medicine?   Has medicine been taken by you?

Who has torn this letter?   By whom has this letter been torn.?

What have you done?   What has been done by you?

Past Indefinite Tense

Active Voice   **Passive Voice**

Affirmative Sentence : IInd form of Verb.   was/were + IIIrd form

Negative Sentence : did not + Ist form.   was/were + not + IIIrd form

Edison invented the first gramophone.   The first gramophone was invented by Edison.

The cat drank all the milk.   All the milk was drunk by the cat.

They did not except me.   I was not excepted by them.

Did you make a noise?   Was a noise made by you?

Where did you find the diary?   Where was the diary found by you?

Past Continuous Tense

Active Voice   Passive Voice

Affirmative Sentence : was/were + Ist form + ing.   was/were + being + IIIrd form.

Negative Sentence : was/were + not + Ist form + ing   was/were + not being + IIIrd form.

The teacher was calling the rolls.   The rolls were being called by the teacher.

The masons were not building the house. the   The house was not being built by

masons.

Was he revising his books? him?   Were his books being revised by

Why were you wasting your time?   Why was your time being wasted?

What was Roma doing?   What was being done by Roma?

Past Perfect Tense

Active Voice   Passive Voice

Affirmative Sentence : had + IIIrd form   had + been + IIIrd form.

Negative Sentence : had not + IIIrd form   Had not + been + IIIrd form.
         They had bribed the clerk. them.   The clerk had been bribed by

She had already taken the medicine. taken   The medicine had already been

by her.

I had not tasted this dish before. me   The dish had not been tasted by
          before.

Had she posted the letter?   Had the letter been posted by her?

Why had you disturbed him? her?   Why had he been disturbed by

Future Indefinite Tense

Active Voice	Passive Voice
Affirmative Sentence : will/shall + Ist form.	will/shall + be + IIIrd form.
Negative Sentence : will/shall + not + Ist form.	will/shall + not be + IIIrd form.

Active Voice	Passive Voice
This little boy will post my letter.	My letter will be posted by this little boy.
These papers will not be signed by her.	She will not sign these papers.
I shall not speak a word to you.	Not a word will be spoken to you by me.
Will thirty rupees be spent on books?	Will you spend thirty rupees on books by you?
Why will she pay the bill?	Why will the bill be paid by her?

Future Perfect Tense

Active Voice	Passive Voice
Will/Shall have + IIIrd form	Will/Shall have + been + IIIrd form
The patient will have taken medicine.	Medicine will have been taken by the patient.
We shall have done our homework.	Our homework will have been done by us.
He will not have abused me.	I shall not have been abused by him.
Will you have revised your course by them?	Will your course have been revised by you by them?
Who will have broken the chair?	By whom will the chair have been boken?

Verbs followed by the Models

Can, may, could, should, would, must vkfn okys okD;ksa esa Passive Voice esa Model and Verb dh IIIrd form ds chp es be dk iz;ksx fd;k tkrk gSA

Active Voice	Passive Voice

I can do this work.	This work can be done by me.
He could not, help us.	We could not be helped by him.
You should obey your parents.	Your parents should be obeyed by you.
Would you take a cup of tea?	Would a cup of tea be taken by you?
May I help you?	May you helped by me?
Who will shut the door?	By whom will the door be shut?

Miscellaneous Sentences

Active Voice	Passive Voice
Shut the door.	Let the door be shut.
Post the letter at once.	Let the letter be posted at once.
Please do me a favour.	You are requested to do me a favour.
Get out of my sight.	You are ordered to get out of my sight.
I am to do this work.	This work is to be done by me.
He teaches us English.	We are taught English by him.
I shall give her ten rupees.	She will be given ten rupees by me.
He will look into the matter.	The matter will be looked into by him.
She knows me.	I am known to her.
Arjun married Nisha.	Nisha was married to Arjun.
Sit down.	Be seated.
His success surprised us.	We were surprised at his success.

GOOD MANNERS

Some valuable good words

Please	Kindly	Allow me
Welcome	Thanks	Sorry

After you   Excuse me   Pardon

No mention It's my pleasure

cksypky eas vfHkoknu ds okD;

Morning to 12 pm	:	Good Morning
12 pm to 5 pm	:	Good afternoon
After 5 pm	:	Good evening
jkr dks fonkbZ ds le;	:	Good night
		Sweet dreams
fnu es fdlh le;	:	Good day to you, Sir.
HksaV ds le;	:	Pleased to meet you.
fonkbZ ds le;	:	Good bye.
		Bye-bye.
		Hope to see you again.

InCorrect Sentences	**Correct Sentences**
Give me your pen.	May I have your pen, please?
Give me a glass of water.	A glass of water, Please.
What is the time.	Time please?
Yes, I will drink.	Yes, Please.
No, I will not drink.	No, thanks.

1. Even after getting a small job done by some one, say thanks to him. Like: Thank you, Thank   you very much or Many-Many thanks to you.

2. If some one thanks You than donot keep Silence please reply as such.

   No mention.

   It is all right.

   It is fine.

   My pleasure.

   Welcome, You are welcome.

3. If some one is asking you something and you want to give it to him then do not say-take it-say

   You are welcome.

   With great pleasure.

4. If you want to do a small help to someone then say :

   Allow me.

   May I help you.

5. While talking in telephone words mostly used are if you do not get the other person properly:

   Pardon, Sorry, excuse me, Pardon me, I beg your Pardon.

3. If you want to pass through two Persons or to speak in a meeting Please say - Excuse me.

7. To enter some one office/House - May I come in please.

   and you can allow him in by saying.
   Yes, Please come in.

   Of course.

Some good manners polite sentences

1. eaSus feyus dk le; fn;k Fkk] ijUrq eSa vk ugha ldk] eqHks {kek djsaA   I am sorry, I could not make it that day.

2. ekQ dhft,] eqHks nsj gks xbZ gSA I amsorry, I got little late.

3. esjh vksj ls {kek ekax yhft, A   Please beg my apologies.

4. ,slk xyrh ls gks x;kA {kek dhft,A

   It was all by mistake. Please excuse me.

5.   eqHks cM+k [ksn gSA   I am very sorry.

6.   {kek djs eSus vkids dke esa fo|u MkykA
           Sorry to have disturbed you.

7.   {kek dhft,s

   I beg your pardon.

8.   vkidh vuqefr ls dguk pkgrk gwiA   Allow
    me to say.

9.   d`i;k /;ku nhft,A

    May, I have your attention, Please?

10. bls viuh gh pht le>ksA   It is all yours.

11. D;k vki eqHks cksyus dh vkKk nsxsa\
          Will you please permit me to

    speak?

12. D;k vki FkksM+k f[kldsxs\
     Will you please move a bit?

13. D;k vki d`ik tjk /khes cksyus dh d`ik djsxsa
    \   Will you please speak slowly ?

14. D;k vki eqHks cSBus nsxs \   Will you

    please let me sit?

NARRATION

Direct and Indirect Speech

The art of reporting the words of a speaker is called Narration. vaxzstks HkkÔk es oDrk (Reporter) dh ckr dks o;Dr djus ds fy, nks <+x gksrs gSA Direct and Indirect Speech:

OkDrk ds 'kCnks dks T;ksa dk R;ksa dgukA tSls ¢

Nishi said to me, "I shall go to the picture today".

bls Direct Narration ;k Direct speech dgrs gSAbles Reporter ds 'kCnks dks inverted commas ("_____") esa j[kk tkrk gSA vkSj ;fn oDrk (Reporter) ds 'kCnks dk lkjka{k vius 'kCnksa esa dguk gks] tSls¢ Nishi told me that she would go to the picture that day.

bls Indirect Narration ;k Indirect Speech dgrs gSA

Example :   Nishi said to me, "I shall go to the picture today".

| | | |

Reporter   Reporting   Reported

Verb   Speech
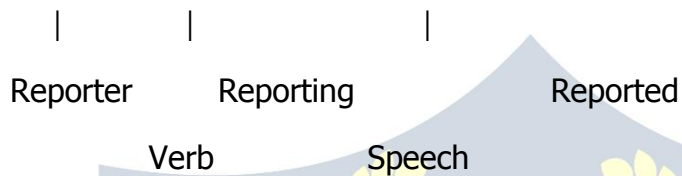
Reporter dh ckr dks ftl Verb ls vkjEHk fd;k tk, mls Reporting Verb vkSj oDrk fd ftl ckr dks nksgjk;k tk, mls Reported Speech dgrs gSAbl sentence esa speaker)kjk dgha xbZ ckr dks Indirect Speech es cnyus ds fy, fuEufyf[kr ifjorZu fd, x, gSA

1. **Reporting Verb :** said to dk told cuk;k x;kA

2. Inverted Commas dks gVk dj Conjuction – that yxk;k x;k gSA

3. Reported Speech ds Pronoun - I dks She es cny fn;k x;k gSA

4. Reported Speech ds Verb-shall go dks would go es cny fn;k A
5. Today dks that day es cnyk x;k gSA

Some rules to convert Direct Speech into Indirect Speech.

1. Reporting ⬆erb : 'said to' dks Reporting Speech ds sentence ds vuqlkj cnyk tkrkgSA

2. Inverted Commas dks gVk dj mlds LFkku ij dksbZ suitable conjuction yxkrs gSA
3. **Pronouns** dks cnyus dk **Chart :**

Nominative Pronouns	Possessive Pronouns	Objective Pronouns	Reflexive Pronouns
I	my	me	myself
We	our	us	ourselves
You	your	you	yourself
He	his	him	himself

She	her	her	herself
They	their	them	themselves

Remember : Pronouns dks Son ds fu;ekuqlkj cnyrs gSA

S	O	N
Subject	**Object**	**No change**

First Person   Second Person   Third Person

I, my, me, we, our, us changed   Reporting verb Subject esa

you, your   changed   Reporting verb Object

esa He, his, him, she,   no changed   No change her, they, their, them

Example :

Direct : She says, "I am in the right".
Indirect : She says that She is in the right.
Direct : He says, " I am in the right".

Indirect : He says that he is in the right.

Direct : ↔ou says, "I am in the right".

Indirect : You says that you are in the right.

Direct : I says, "I am in the right

Indirect : I says that I am in the right.

Direct : She says to me, "↔ou have done your duty".

Indirect : She tells me that I have done my duty.

Direct : He says to her, "↔ou have done your duty".

Indirect : He tells her that she has done her duty.

Direct : I say to them, "↔ou have done your duty".

Indirect : I tell them that they have done their duty".

Direct : She says, "He does not take tea".

Indirect : She says that he does not take tea.

;fn Reporting Verb Present vFkok Future Tense esa ns j[kk gks rks Reported Speech ds verb dk Tense cnyk ugha tkrkA Like:

Direct : The teacher says, "Bindia tells a lie".

Indirect : The teacher says that Bindia tells a lie.

Direct : The teacher will say, "Bindia is telling a lie".

Indirect : The teacher will say that Bindia is telling a lie.

;fn Reporting Verb Past Tense esa ns j[kk gks rks Reported Speech ds Verb dk Tense past esa cnyk tkrk gSA Like:

Direct : She said, "I am unwell".

Indirect : She said that She was unwell.

Direct : He said, " I am going to the market".

Indirect : He said that he was going to the market.

Direct : He said, " It has been raining since morning".
Indirect : He said that it had been raining since morning".

Direct : She said to me, "I saw a stranger in the street".

Indirect : She told me that she had seen a stranger in the street".

ge Indirect Speech esa /kVukvks dk o.kZu djrs gS tks Time of Reporting ls igys vkSj Place of Reporting ls dgh nwj gqbZ Fkh] blfy, Time vkSj Place esa nearness izdV djus okys 'kCnks dks distance izd ↑ djus okys 'kCnks es cny fn;k tkrk gSA

Here	there
Now	then
This	that
These	those
Today	that day
To-night	that night
Yesterday	the previous day
Last night	the previous night

Last week	the previous week
Tomorrow	the next day
Next week	the following week
Ago	before
Thus	so
Hence	Thence
Come	go

Example:

Direct : He said, "Rosa come here".

Indirect : He said that Rosa had gone there.

Direct : The stranger said, "Here I slept for five hours".

Indirect : The stranger said that here he had slept for five hours.

Assertive Sentence
Rules :

1. ;fn Reporting Verb ds ckn dksbZ Object u ns j[kk gks rks bles dksbZ ifjorZu u djsaA 2. ;fn Reporting ↑erb ds ckn dksb↕ Object ns j[kk gks rks 'say' dks 'tell' , 'says' dks 'tells' vkSj 'said' dks 'told' es cnyksA

3. Inverted commas ds LÉku ij conjunction that yxkvksA

Example :

Direct   : He said to me, "I cannot help you in this matter".

Indirect : He told me that he could not help me in that matter.

Direct : The servant said to his master, "I have done my best and can do no more for you."

Indirect : The servant told his master he had done his best and could do no more for him.

Direct   : The pilgrim said to Sudeep, "I am going away tomorrow."
In direct : The pilgrim informed Sudeep that he was going away the next day.

Direct   : The teacher said, "Boys, I shall not take your class today".

In direct : The teacher told the boys that he would not take their class that day.

Interrogative Sentence Rules

:

1.   Interrogative sentence iz'u iwNus dk dk;↕ djrk gS blfy, Reporting ↑erb-said or saidto dks 'asked' esa cnyksA Said to dks enquired ;k demanded es Hkh cny ldrs gSA

2.   ;fn Question fdlh helping Verb-is, am, are, was, were, do, does, did, has, have, had, will, would, can, could, shall, should, may, might, must vkfn ls cuk gks rks " " ds LÉku ij If ;k whether yxkvksA

3.   ;fn Question - who, whose, whom, when, where, which, what, why or how ls cuk gks rks " " dks gVkus ds fy, fdlh Conjunction dk iz;ksx u djsA

4.   iz'u dh form dks nwj dj ds v←r es full stop yxkvksA **Example:**

Direct : She said to her servant, "Is tea ready for me?"

In direct : She asked her servant if tea was ready for her.

Direct : He said to her, "Do you like my idea?"
In direct : He asked her if she liked his idea.

Direct : I said to him, "Have you finished your work?" In

direct : I asked him if he had finished his work.

Direct : The lady said to the porter, "→ill you take my luggage to the platform?"

In direct : The lady asked the porter if he would take her luggage to the platform.

Direct : "Are there any more files?" Said the officer. "↔es Sir, "said the peon".

In direct : The officer asked the peon if there were any more files. The peon replied respectfully that there were.

Direct : The teacher said to Anju, "Did you break the window-pane?" "No Sir," said Anju.

In direct : The teacher asked Anju is she had broken the window-pane. Anju replied respectfully that she had not.

Direct : She said to me, "→ho teaches you English?" In

direct : She asked me who taught me English.

Direct : Her mother said, "→hat will you have for breakfast, ↕enat?"

In direct : Her mother asked Zenat what She would have for breakfast.

Imperative Sentence Rules :

1. Imperative Sentences esa order, command, request or advice ds Hkko O;Dr fd, tkrs gSA blfy,   Reporting Verb - "said to" dks ordered, requested, advised vkfn ls cnyksA

2. Reported Speech ds Inverted commas dks gVkus ds fy, to dk iz;ksx djksA

3. Negative Imperative dh voLFkk esa do dks gVk nks vkSj not to dk iz;ksx djksA

   Example :

   Direct   : The teacher said to Monika, "Stand up on the bench".

   In direct : The teacher ordered Monika to stand up on the bench.

   Direct   : I said to my servant. "Do not sit in this room".

In direct : I ordered my servant not to sit in this room.

Direct : My mother said to me, "Do not tell a lie".
In direct : My mother advised me not to tell a lie.

Direct : Neha said to her teacher, "Please grant me leave for today only".

In direct : Neha requested her teacher to grant her leave for that day only.

Direct : The gardener said to the boys, "Do not pluck the flowers".

In direct : The gardener forbade the boys not to pluck the flowers.

Direct : She said to me, "Do not go father".

In direct : She asked me not to go father.

Exclamatory Sentences Rules

:

1. Exclamatory Sentences esa Reporting Verb dks fuEufyf[kr fof/k ls cnyks ¢

   Said = exclaimed with sorrow [Ah! Alas!]

exclaimed with joy [Ah! Ha! Hurrah!]

exclaimed with regret [Sorry!]   exclaimed

with Surprise [Oh! What! How!]   exclaimed

with Contempt [Pooh! Pshaw!]   applauded

saying [Bravo! Hear!]

2. What vkSj How dks gVk dj Very ;k great yxkvksA

3. Inverted Commas ds LÉku ij that yxkvksA **Example :**

Direct : They said, "Hurrah! →e have won the match".

In direct : They exclaimed with joy that they had won the match.

Direct : She said, "Alas! I have lost my bridal ring".

In direct : She exclaimed with sorrow that She had lost her bridal ring.

Direct : He said, "Sorry! I cannot lend you my book".

In direct : He exclaimed with regret that he could not lend her his book.

Direct : "Pooh! "Said he to me, "↔ou have again failed in the examination".
In direct : He exclaimed with contempt that I had again failed in the examination.

Direct : He said, "Good God! The fellow has come to life again".

In direct : He exclaimed with surprise that the fellow had come to life again.

Optative Sentences Rules:

1. Optative Sentences esa Reporting Verb dks fuEufyf[kr fof/k ls cnyks A said,

    said to = wished

    [Good morning, Good noon, Good afternoon, Good evening]

said, said to = bade

    (Good night, Good bye, farewell)

2. Inverted commas dks gVkus ds fy, dksbZ Conjunction er yxk,A

3. Wished vFkok bade ds vkxs vfHkoknuu okyk 'kCn yxk, A   **Example:**

Direct   : He said to me. "Good morning, Sir!" In

direct: He respectfully wished me good morning. Direct

: He said, "Good bye, friends!" In direct : He bade his

friends good bye.

Direct : The leader said, "Farewell, my friends and countrymen!" In

direct : The leader bade farewell to his friends and countrymen. **From Indirect**

to Direct

1. Indirect Speech dks Direct Speech es cnyus ds fy, Reverse the process v+FkkZr igys crk, x, fu;eks dks mYVk djks A

2. Reporting Verb - told, asked, ordered, advised, requested, proposed, suggested, exclaimed, wished, bade, prayed vkfn ds LÉku ij said ;k said to yxk,aA

3. Conjunctions - that, if, whether vkSj to dks gVk dj Inverted Commas yxkvksA Comma ds vUnj igyk v{kj capital fy[kksA

4. Reported Speech ds Pronouns ;fn Reporting Verb ds Subject ls esy [kkrs gks rks mUgs Ist Person esa cnyks vkSj ;fn Object ls esy [kkrs gks rks mUgsa IInd person esa cnyksA nksuks es ls fdlh ls esy uk [kkus ij mUgs oSlk gh jgus nksA

5. Reported Speech dk Tense of Verb ,d Step ihNs dj nks vFkkZr direct ls Indirect esa Tense cnyus okys fu;eks dh lgk;rk ls Direct esa vkus okys Tense ds vuqlkj cnyksA

6. ;fn Indirect es dksb↕ iz'uokpd 'kCn - When, where, which, what, why, how, who, whom vkfn vk, rks mlls igys Inverted Commas yxkvks vkSj bldk igyk v{kj Capital fy[kksAfQj Helping Verb + Subject + Main Verb – ds #Ik esa arrange djksA

7. nwjh izd↑ djus okys 'kCnksa dks lehirk izd↑ djus okys 'kCnksa esa cnyksA tSls μthat dks   this esa] then dks now esa, there dks here esa,that day dks today esaA

Example

Assertive Sentence

1.   He told me that he would not help me.

   He said to me. "I shall not help you".

2.   He told her that he would dine at hers the next day.

   He said to her, "I shall dine at yours tomorrow".

3.   I asked him if he could solve that sum.

   I asked to him, "Can you solve this sum ?".

4.   She asked me if I knew her brother.

She said to me, "Do you know my brother?".

5.   The teacher advised me to work properly if I wanted to get through.

The teacher said to me, "→ork properly if you want to get through".

6.   He ordered me not to go there.

He said to me, "Do not go there".

7.   I requested him to give his book.

I said to him, "Please give me your book."

8.   She exclaimed with sorrow that She had lost her bag.

She said, "Alas! I have lost my bag".

9.   He exclaimed with joy that he had won a prize.
He said, "Hurrah! I have won a prize".

10.   I respectfully wished my teacher good morning.

I said to my teacher, "Good morning, Madam".

METHOD OF ENGLISH WRITING

Alphabet/Punctuation and Capital Letters

Alphabet

Capital Letters

A	B	C	D	E	F	G	H	I	J	K	L
M	N	0	P	Q	R	S	T	U	V	W	X
Y	Z										

Small Letters

a	b	c	d	e	f	g	h	i	j	k	l
			p	q	r	s	t	u	v	w	x

m n o y z

PUNCTUATION

Marks of Punctuation

Full Stop	(.)
Comma	(,)
Semicolon	(;)
Colon	(:)
Mark of Interrogation	(?)
Mark of Exclamation	(!)
Apostrophe	(')
Hyphen	(-)
Inverted Commas	(" ")
The Dash	(_)
Brackets	( )

The use of full stop (.)

After every Assertive and Imperative Sentence like :

You are the weakest boy in the class.

Do not pluck the flowers.

The Comma (,)

The Comma indicates the shortest pause it is used.

1. **To separate words of the same part of speech.**

   I bought mangoes, oranges, peas and bananas.

2. **To mark off words of address:**

   Boys, do not waste your time.

3. **To mark of the words yes, no, please, well etc.:**

   Yes, you may have this book.

   No, I did not go there.

4. **To separate direct speech from the rest of the sentence:**

   The soldier said, "I shall die for my country".

5. **To mark of Question tags:**

   ↔ou can win the race, can't you.?

6. **Before and after a word or phrase in opposition:**

   Mr. Rajiv Gandhi, the Prime Minister of India, is known all over the country.

7. **After a nominative absolute:**

   The sun having come out, we went to the office.

8. **To indicate the omission of a word especially a verb:**

   He gave me much, you, nothing.

9. **To separate the date of the month from the year:**

   May 27,2002 etc.

10. **To separate short coordinate clause:**

    I came, I saw, I conquered. **The Semicolon (;)**

1. **To separate two complete statements closely connected in sense but not joined by a conjunction:**

   The boy is intelligent; you will like him.

2. **To separate the clauses of a compound sentence when they contain a comma;**

   He was a noble, generous man; and we all honoured him.

3. **To separate a series of loosely connected clauses:**

   Reading makes a full man; speaking a ready man; writing an exact man.

The Colon (:)

The colon indicates a longer pause than the semicolon, it is often used with a dash after it. It is chiefty used:

1. **To introduce a statement which explains or supports the preview statement:**

   I know him well: he has been my colleague.

2. **Before examples:**

   The following players came late:

Ramesh, Rajan and Gopal.

3. To introduce a quotation or a speech.

Gandhiji says: "Hate evil and not its doer."

Inverted Commas (" ")

Are used to enclose a quotation or the actual words of a speaker:

I said to my sister, " Don't worry about money".

The Apostrophe (')

The Apostrophe is used:

1. As a sign in the possessive case:
Sohan's bat, two day's leave., My sister's bike.

2. To indicate the omission of a letter or letters.

Can't   :   cannot

I've   :   I have

Hon'ble   :   Honourable
3. To form the plurals of figures and letters.

↔our 2's and 4's look alike.

The Dash (_)

The Dash is used:

1. To mark a break or sudden change of though if my father were alive today - but what is the good of lamenting over the inevitable.?

2. To Mark of a parenthesis:

We are-to tell you the truth-not happily married.

The Hyphen (-)

It is used to join the parts of a compound word brother-in-law, forget-me not.

Brackets ( )

Brackets are used to enclose a parenthesis.

Use of Capital Letters

☐☐ On the starting of new sentence.

The merchant asked the boy if he really wanted work. The boy respectfully replied that he really wanted, if he had any. The merchant, then ordered him to follow him and carry that packet to his house. ⬜⬜ Poem dh iz R;sd iafDr dk igyk v{kj

Lives of great men all remind us, We can make our lives subline.

⬜⬜Reported Speech ds igys 'kCn dk igyk v{kj

The doctor said, "Is the patient well ?."

⬜⬜Proper Noun vkSj Proper Adjectives dk igyk v{kj]bZ'oj ds uke dk igyk v{kj]Initials vkSj Abbreviation ds fy, use izR;sd word, Title ;k Heading ds eq[; 'kCnksa, ,sfrgkfld /kVuk,] jktuSfrd ny] lkoZtfud laLFkku] leqå] igkM+] tkfr;k] xzaFkksa]Newspapers, Days, Months, Language, Festivals vkfn lc dk igyk v{kj Capital gksrk gSA

Delhi, India, Sudeep, French, God, M.L.A., M.P., The capseller and the Monkeys, The first World War, Padma Bhushan, Congress Party, The Red Fort, The Himalayas, Hindus, The Gita, The Tribune, Monday, December, Hindi, English, Diwali, Holi etc.

Some Sentences in daily use

Marvellous!	vnHkqr
Well done! Bravo!	'kkck'k
Beautiful!	vfr lqanj
Very good!	cgqr vPNk
Hey!	vjs
My God, Oh God	gk; jke
Done wonderfully!	vkius rks deky dj fn;k
Of Course	cs'kd
Thanks God	Hkxoku dks /kU;okn
By God's grace	b↕'oj dh d`ik ls
May God bless you	Hkxoku vkidks rjDdh ns
Same to you	vkidks Hkh
Excellent	cgqr cf<+;k
How sad	cM+s nq¢[k dk lekpkj

How joyful	cM+h [kq'kh dk lekpkj
What a great victory	fdruh cM+h fot;
Listen	lqfu,
Hurry up, Please!	QVkQV dfj,
How horrible or terrible	fdruk Hk;kud
How disgraceful	fdrus vieku dh ckr gS
How dare he	mldh bruh fgEer
How sweet	D;k [kqc
How lovely	fdruk lqanj
How dare you say that	,sslk dgus dh rqEgsa fgEer dSls gqbZ
Oh dear	I;kj
Hurry up	tYnh djks
Quiet, please	
Or	
Please keep quiet	pqi jfg,
Yes, it is	gka],slk gh
Really	lpeqp
Thanks you	vkidk /kU;okn
Many-many happy returns of the day	;g fnu ckj ckj vk,
Congratulations	c/kkbZ
What nonsense	fdruh csgnqxkh gSA
What a shame	fdruh 'ke↕ dh ckr gSA
What a surprise	fdruk vk'p;↕
How disgusting	fN¢ fN¢

Welcome, Sir   Lokxr Jheku

Just coming eSa vHkh vk jgk gwiA

Some Sentences in daily use

Very well	cgqr vPNk
It is fine	vPNh ckr gSA
As you like	tSlh vkidh ethZ
Anything else?	vkSj dqN \
That is enough	cl cgqr gS
Thanks for this honour	bl lEeku ds fy, /kU;kokn
O.K.	vPNk
Why not?	D;ksa ugh \a
Ta – Ta	vPNk pys
See you tomorrow	dy feysxsa
Too much	cgqr gS
Yes, Sir!	gka tukc
No, not at all	ugha] dHkh ugha
Never mind	dksbZ ckr ugha
Nothing more	vkSj dqN ugha
Nothing special	dksbZ [kkl ckr ugha
Good bye	vPNk fonk
Please stop	d‘I;k #dks
Please speak	d‘I;k cksyks
Please Listen	d‘I;k lquks
Wait here	;gka Bgjks
Please, come here	d‘I;k ;gka vkvks
Look here	b/kj ns[kks

English	Transliteration
Take it	;g yks
Hello!	gSyks
Come near	ikl vkvks
Wait outside	ckgj izrh{kk djks
Be ready	rS;kj gks tkvks
Be careful	lko/kku jgks
Walk slowly	/khjs pyks
Go at once	rqjUr tkvks
Stop here	;gka #dks
Go straight	lh/ks tkvks
Get out	fudy tkvks
Clean properly	vPNh rjg lkQ djks
Do not go	er tkvks
Forget it	Hkwy tkvks
Do not break it	bls er rksM+ks
Try again	fQj dksf'k'k djks
Go ahead	vki 'kq# dhft,

Some Sentences in daily use

English	Transliteration
Do not move	fgyks er
Look ahead	lkeus ns[kks
Drive slowly	/khjs pykvks
Mind your own business	viuk dke djks
Come back	okfil vkvks
Just Listen	lqfu, rks
Come soon	tYnh vkuk
Let me see	eqq>s ns[kus nks

Let me work	eq>s dke djus nks
Let him pass	bls tkus nks
Let me go	eq>s tkus nks
Take care of him	mldk [k;ky j[kuk
Move aside	,d rjQ gks tkvks
Think before you speak	lksp le> dj cksyks
Move ahead	vkxs c<+ks
Inform about him	mldh [kcj djuk
Do not talk nonsense	csgwnk uk cksyks
Never mind	ijokg er djks
Do not delay	nsj er djks
Do not worry	fpUrk er djks
Please wait a bit	tjk Bgfj,
Please be seated	fojkft,
Please reply	d‘I;k mrj nhft,
Please allow me to go	d‘I;k eq>s tkus dh btktr nhft,
Please sign here	d‘I;k ;gka gLrk{kj dhft,
Please stay a little longer	d‘I;k tjk vkSj Bgfj,
Come to the point	vlyh ckr ij vkvks
Do not be silly	ikxy er cuks
Follow me	esjs ihNs vkvks
Vacate the place	txg [kkyh djks
Do not say anything to him	mls dqN er dgks
May I go?	D;k eSa tkaÅ \
What happened?	D;k gqvk \
May I accompany you?	D;k eS Hkh pywi \

Are you coming?	D;k rqe vk jgs gks \
What is your good name?	vkidk 'kqHk uke \
How are you?	vki dSls gS \
Understood?	le>s \
No, I did not understand	th] ugha le>k

Is the boss in ?　　D;k lkgc vUnj gS \

Some Sentences in daily use

Who is it?	;g dkSu gS \
What is the matter?	D;k ckr gS \
When did you come?	rqe dc vk, \
Is it holiday today.	D;k vkt NqVVh gS \
Do you know?	rqEgs ekywe gS \
What can I do for you?	eS vkidh D;k lsok dj ldrk gwi \
Who is coming?	dkSu vk jgk gS \
What is the menu for dinner?	jkf= Hkkstu es D;kµD;k gS \
Whose telephone number is this?	;g fdldk VsfyQksu uEcj gS \
When do you go to bed?	vki dc lksrs gS \
How is your sister now?	vc vkidh cgu dk D;k gky gS \
Who is this gentleman?	;g lTtu dkSu gS \
When shell we meet again?	vc fQj dc HksaV gksxh \
How old are you?	rqEgkjh mez D;k gS \
Go yourself.	rqEgh tkvks
Switch on the light.	fctyh tyk nks
Switch off the light.	fctyh cq>k nks
Let these people do their work.	bu yksxks dks viuk dke djus nksA
Wash your hands.	gkFk /kks;ks
Stop the car.	XkkM+h jksdks

English	Transliteration
Do not write with a pencil.	Ikasfly ls er fy[kks
Write with a pencil.	Ikasfly ls fy[kks
Do not copy others.	nwljks dh udy er djksA
Button up your shirt.	deht ds cVu can djks
Do not fail to inform me.	Eqk>s lwpuk nsus es pwduk er
Do not study at the cost of your health.	LokLFk; dks fcxkM+ dj er Ik<+ks
Be punctual.	le; dk ikyu djks
Give up bad habits.	[kjkc vknrs NksM+ nksA
Brush your teeth.	nkarks dks cz'k dj yksA
Keep everything in order.	IzkzR;sd oLrq dze ls j[kks
Attend to the guests.	esgekuks dh lsok djks
Hold with both hands.	nksuks gkFkksa ls idM+s jgks
Shame on you.	pqYywHkj ikuh es Mwc ejks
Do not laugh at others.	nwljks dh galh er mM+kvks
Do not quarrel with others.	nwljks ls >xM+k er djks
Do not lose your temper.	viuk larqyu er [kksvks
Do not disturb others.	nwljks ds dke es [kyy er M+kyks
Do not write anything on your books.	viuh iqLrd ij dqN uk fy[kks
Stamp collecting is my hobby.	f↑d↑s bD↑Bh djuk esjk 'kkSd gSA
Write as neatly as you can.	ftruk gks lds] lkQ fy[kks
Be hard working.	esgur djus dh vknr Mkyks

Some Sentences in daily use

English	Transliteration
Go out for a walk in the morning and evening.	lqcg vkSj 'kke lSj ds fy, tk;k djks
Please give change.	d'I;k jstxkjh nhft,
No parking here.	;gka xkM+h [kM+h er dhft,

Do not worry about me.   esjh fQdz er dhft,

Idioms

1. In this world everybody wants to grind his own axe.

lalkj es gj ,d viuk mYyw lh/kk djuk pkgrk gSA

2. Practice makes a man perfect.

dke dks dke fl[kkrk gSA

3. Now a days your bread is buttered. vktdy vkidh ikapks maxfy;k /kh es gSA

4. He is a jolly fellow.
 og gkL; dk dksÔ gSA

5. Pack up your bag and baggage.

 viuk cksfj;k fcLrj cka/k yksA

6. Take the time by the forelock and success is yours. volj dks gkFk ls u tkus nks fQj

   D;k] lQyrk rqEgkjh gSA 7. Opportunities never hesitate to workship the rising sun

   volj oknh mxrs gq, lwjt dh [kq'kken djus es ugha pqdrsA

8. The station is with in a stone's throw from my village.

L↑ s'ku esjs xkao ls cgqr djhc gSA

9. As you sow, so shall you reap.

tSlh djuh oSlh Hkjuh

10. While in Rome do as Romans do. tgka dk ihos ikuh ogka dh cksys ckuh 11. To
   the good the world appears good.

 vki Hkyk rks tx Hkyk

12. An empty vessel makes much noise.

 FkksFkk puk ckts /kuk

13. Health is wealth.   ,d rUn#Lrh gtkj fu;ker

14. No pain No gain.

 dk;k dks nq¢[k fn, fcuk dksbZ dke ugha lq/kjrk

15. Time once lost cannot be regained.

x;k oDr fQj ugha vkrk

16. Many heads many minds. viuh µ2 M+Qyh viuk µ2 jkx

17. Barking dogs seldom bite.
tks xjtrs gS oks cjlrs ugha A 18.

Penny wises pound foolish.

xaokj xUuk uk ns Hksyh ns

19. Birds of a feather flock together.

,d FkSyh ds pVVs cVVs

20. Where there is a will, there is a way.

tgka pkg ogka jkg

21. A bad carpenter quarrels with his tools.

ukp u tkus vikxu Vs<+k

22. A honey tongue, a heat of gall. eq[k es jkeµjke] cxy es Nqjh

23. A little knowledge is a dangerous thing.

uhe gdhe [krjk tku 24. All is

well that ends well.

var Hkys dk Hkyk

25. There is time for everything.

gj pht dk oDr gksrk gSA

26. A friend in need is a friend indeed.

fe= ogh tks eqlhcr es dke vk,

27. As bitter as gall.

,sls dM+ok tSls fiÙk

28. As black as coal. ,slk dkyk tSls dks;yk
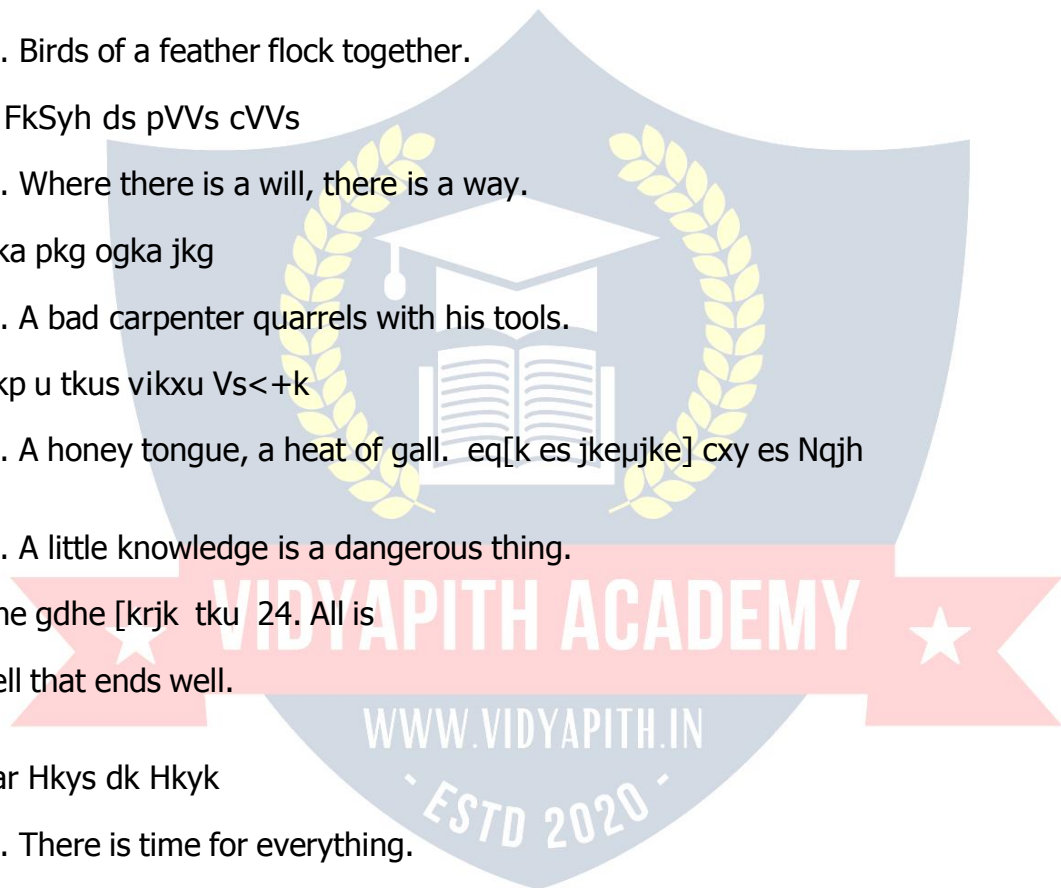
29. As brave as a lion.

,slk ohj tSls 'ksj

30. As attractive as a butterfly.
 bruh vkdÔZd ftruh frryh

31. As busy as a bee. bruk O;Lr ftruh eD[kh 32. As clear as crystal. bruk lkQ ftruk

    ekf.kd

33. As cold as ice. bruk

B.M+k ftruh cQZ 34. As

cunning as a fox. bruk

pkykd ftruh ykseM+h

35. As dark as midnight.

 ,slk dkyk tSls vk/kh jkr

36. As deep as well.   bruk xgjk ftruk dqvka

37. As fair as a lilly.

,slh lqUnj tSlh fyyh dk Qwy 38.

    As fast as a hare bruk rst

    ftruk [kjxks'k

39. As fat as a pig. ,slk eksVk tSlk lqvj

40. As free as air.

,slk LorU= tSlh gok

41. As fresh as Rose

,slk rktk tSlk xqykc 42.

As pure as gold. bruk

[kjk ftruk lksuk

43. As greedy as a wolf.

,slk yksHkh tSlk HksfM+;k

44. A hard as stone.

,slk la[r tSls iRFkj 45.

As light as feather.

bruk gydk ftruk ia[k

46. As poor as a church mouse. bruk

xjhc ftruk ppZ dk pwgk

45. As quick as thought.

bruk rst ftruk fopkj 46.

As red as blood. bruk

yky ftruk [kwu

47. As tricky as a monkey.

 ,slk pkykd tSlk canj

48. As vain as a peacock.

,slk /kaeM+h tSlk eksj 49.

As white as snow.

 bruk lQsn ftruh cQZ

Some Important Collective Phrases

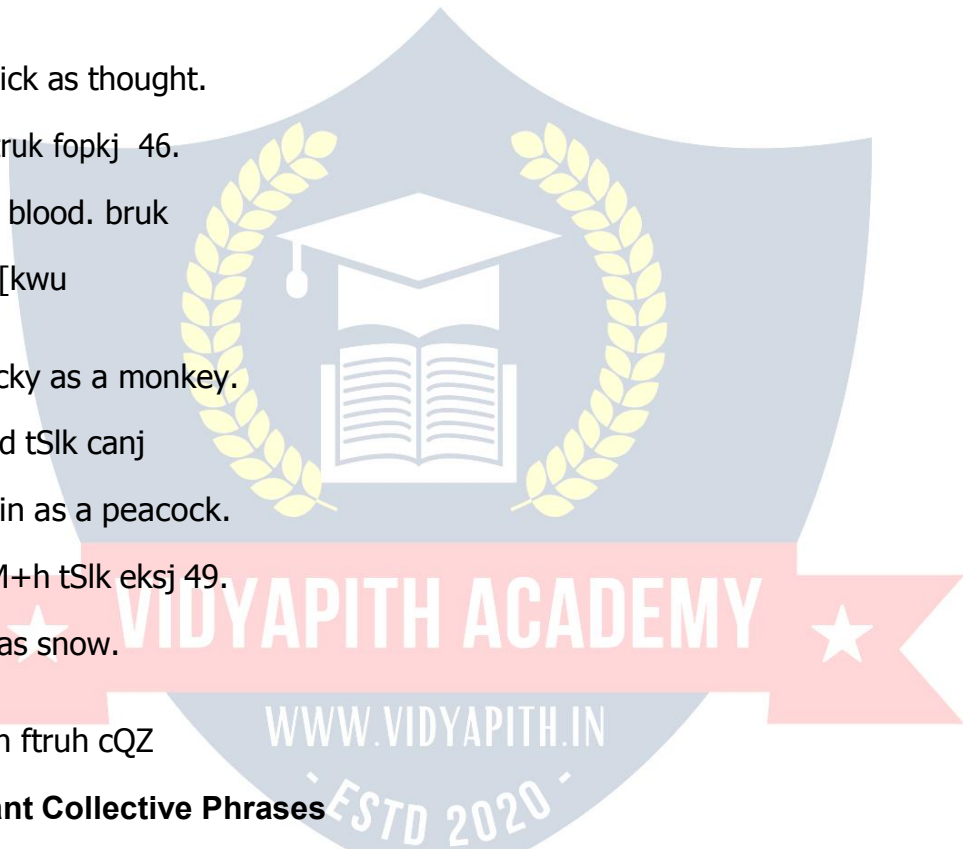|	
pkfc;ks dk xqPNk	A bunch of keys.
vaxwjks dk xqPNk	A bunch of grapes.
Qwyks dk xqynLrk	A bouquet of flowers.
ydfM+;ks dk xVBj	A bundle of sticks.
yksxks dh HkhM+	A crowd of people.
igkM+ks dh Ja[yk	A chain of mountain.

Ikf{k;ksa dk ny	A flight of birds.
rkjksa dk lewg	A galaxy of stars.
tkuojks dk >q.M+	A herd of cattle.
dw<+s dk <+sj	A heap of rubbish.
ctjh ;k jsrk dk <+sj	A heap of sand or stones.
twrks dk tksM+k	A pair of shoes.
?kVukvksa dh Ja[kyk	A series of events.

lSfudks dh VqdM+h A regiment of soldiers. **Words**

Which Commonly Confuse

1. Among : nks ls vf/kd O;fDr;ks ;k oLrqvks ds chp   between :   nks O;fDr;ks ;k oLrqvks ds chp 2. As :   tSlk ¢ ftlds ckn fdz;k yxrh gS

like :   tSlk ¢ iwoZ fofHkfDr ;k dkjd fpUg ds #Ik es iz;ksx gksrk gSA

3. audience :   vFkkZr Jksrkvks dk lewg   spectators :

vFkk↕r n'k↕dks dk lewg

4. better :   igys ls dqN LoLFk

well :   iwjh rjg LoLFk 5. Bring :

ykuk take :   ys vkuk

6. Climate :   ,d vkSlr eksle tksfd lkyks ls ,d fuf'pr le; ij jgrk gS

Weather : ekSle vFkkZr izfrfnu dh fLFkfr

7. Couple : O;fDr;ks dk tksM+k

Pair :   oLrqvks dk tksMk 8. leave :

NksM+uk let :   vuqefr nsuk

9. many : cgqr ls yksx much :   cgqr lk

ikuh

10. recruitment :   HkÙkhZ

employment :	ukSdjh
11. rob :	cyiwoZd dksbZ oLrq Nhuuk
Steal :	dksbZ oLrq pqjkuh
12. Stay :	Bgjuk
Stop :	lekIr djuk
13. accept :	Lohdkj djuk
except :	NksM+dj
14. access :	igqap
excess :	vf/kdrk
15. adapt :	vuqdwy cukuk ;k u;k #Ik nsuk
adopt :	viukuk
adept:	dq'ky
16. addition :	c<+ksrjh
edition :	iqLrd dk laLdj.k
17. affect :	izHkkfor djuk
effect :	izHkko
18. allready :	vFkkZr lHkh yksx vkSj lHkh oLrqa, rS;kj
already :	igys ls gh
19. alltogether :	lHkh yksx feydj
altogether :	iwjh rjg ls
20. allways :	lHkh rjg ls

always : lnk

21. altar :	iwtk dh osnh
alter :	cnyuk
22. alternate :	,d fnu NksMdj
alternative :	fodYi
23. berth :	lksus dh txg

birth :	tUe
24. beside :	lehi
besides :	ds vfrfjDr
25. boar :	taxyh lwvj
bore :	Nsn djuk
26. born :	mRiUu gksuk
borne :	mBkuk
27. breath :	lkal
breathe :	lkal ysuk
breadth :	pkSM+kbZ
28. canvas :	eksVk diMk
canvass :	oksV ekxauk
29. cease :	can djuk
seize :	cjken gksuk
30. cent :	,d flDdk
scent :	lqxfU/k
31. cite :	n'Ôvk←r nsuk
sight :	n'';
site :	LFkku
32. complement :	iwjd Hkkx
compliment :	iz'kalk djuk
33. conscience :	foosd
cautious :	lko/kku
conscious:	lpsr
34. Course :	ikB;dze
coarse :	/kfV;k

35. Consistently :

   n`<+rkiwo↕dconstantly :

   fujUrj

36. decease :   e`R;q

disease :   chekjh

37. deference :   lEeku

difference :   varj

38. dual :   nks rjg dk

duel :   nks O;fDr;ks dk ;q}

39. eligible :   pquk tkus ;ksX;

illegible :   vLiÔV

40. expand :   QSyuk

expend :   [kpZ djuk

41. fair :   esyk] mfpr] lkQ

fare :   fdjk;k] izxfr

42. farther :   nwj

further :   vkxs

43. floor :   Q'k↕

flour :   vkVk

44. formally :   vkSipkfjd #Ik ls

formerly :   igys le; dk

45. forth :   vkxs
fourth :   pkSFkk

46. hair :   cky

heir :   mrjkf/kdkjh

hare :   [kjxks'k

47. hang :   Qkalh

hung :	oLrq dks yVdkuk
48. holy :	ifo=
wholly :	lEiw.kZ
49. however :	rks Hkh
how ever :	dSlh Hkh
50. Lightening :	gYdk djuk
Lightning :	fctyh peduk
Lighting :	izdk'k O;oLFkk
51. moral :	vkpkjµO;ogkj
morale :	eukscy
52. Ordinance :	fo'ksÔ vkns'k
Ordnance :	;q} µ lkexzh
53. Peace :	'kkf←r
Piece :	VqdM+k
54. Personal :	O;fDrxr
Personnel :	deZpkjh oxZ
55. Physic :	nok
Physique :	'kjhj dh cukoV
56. Pore :	fNã
Pour :	Mkyuk
57. Portable :	gkFk ls mBkdj ys tkus ;ksX;
Potable :	ihus ;ksX;
58. Prescribe :	nok dk funs↕'k
nsuk Proscribe :	dkuwuh lja{k.k ls vYx djuk
59. President :	jkÔV^aifr

Precedent :	mnkgj.k ;k iwoZ /kVuk
60. Price :	nke
Prize :	buke
61. Principal :	iz|kukpk;Z
Principle :	fl}kar
62. Propose :	izLrkfor djuk
Purpose :	bjknk
63. Rain :	oÔkZ gksuk
rein :	yxke
64. root :	tM+
route :	;k=k dk jkLrk
65. rout :	ijkt;
riot :	>xM+k
right :	lgh
66. Sole :	twrs dk ryk
Soul :	vkRek
67. Stationary :	Bgjk gqvk
Stationery :	Ik<+us fy[kus dh oLrq
68. table :	est
table :	rkfydk
69. too :	bruk vf/kd
to :	dh vksj
two :	nks
70. whose :	fdldk
who's :	dkSu Gs

Excercise

Sudeep	Sonia
Hallo Sonia!	Hallo Sudeep! Good morning.
Good morning, how are you?	I am fine, How do you do?
Fine, thank you.	Where are you going?
I am going to station.	Why?
Rajan is coming from Delhi.	Is he coming alone?
No, Rashmi is also with him.	What does she do?
She is a teacher there.	Perhaps Rajan is also a teacher.
Yes, he is.	Come to our house with them.
Certainly, I shall try.	Please do come.
Well, bye-bye.	Ta-Ta.

Person I	**Person II**
May I come in Sir?	Yes, come in Madam.
I wish to see Mr. Raj.	I am sorry, he has gone out.
When will he come back?	He will be back by six in the evening.
Oh God! I had an urgent piece of work with him.	Can I do anything for you.?
No, It was some office work.	May I know your name please.?
My name is Surbhi Dass.	Where do you live?
I live in Vijay colony.	What do you do?
I am a typist in Maruti.	Will you take a cup of tea?
No, thank you very much.	
Where shall I get the bus?	Where will you go?
I shall go to Vijay Colony.	You will get the bus from the next crossing.
Many-Many thanks for your kindness.	Should I sent some body with you ?
No thanks, I shall go.	

Please Answer these Questions What

is this?

What is price of this pen?

What is your name?

Time please?

What is the matter?

What would you like to take?

→hat's wrong with this pen?

When are you coming?

When will the train come?

When will you reach Delhi?

When will he come here?

When will you see him?

When did we meet last?

When will the examinations begin?

Why have you come?

Why is he going to Nagpur ?

Why has the bus stopped?

Why did you not learn your lesson?

Why did he beat you?

Who are you?
Who has come?

Who is reading?

Who cannot go?

Who has written this letter?

Who was weeping?

How are you?

How are you feeling now?

How did it happen?

How far is Railway Station from here?

How nice you are?

In which class do you read?

Which is your book?

Which is the best shirt?

Which bus should we take?

Which is this book?

Which boy has failed?

Where do you live?

Where is your coat?

Where are you going?

Where shall we meet?

Where did he get this book?

Where is my pen?

Where is that shop?

How many books are there?

How many fingers have you?

How many days are there in a week?

For how many days will you stay here?

Simple Conversation

Person I	Person II
What is this?	This is a pen.
Whose pen is this?	This is my pen.
Where did you buy it from?	I bought it yesterday from market.
This is a good pen.	I also think so.

Do you want a pencil?	Yes, I want it for Sudeep.
Who is Sudeep?	He is my son.
Do you also have a daughter?	Yes, her name is Dimple.
So, dimple is the sister of Sudeep?	Yes, it is so.
I met Sudeep yesterday.	When did you meet him?
Yesterday evening at four-o'clock.	Now, what is the time by your watch?
It is half past seven.	Now I wish to go.
All right, when will you meet next.?	I shall come tomorrow.

Enquiry About Prospective Bridegroom

Person I   Person II

What is the age of the boy?	He is twenty five years old.
What is the date of his birth?	He was born on the 10th May 1978.
What is his educational qualification?	He has taken his B.Sc. degree.
What does the boy do?	He is a chemist in Sugar factory.
What is he drawing there?	Now a days he is getting ten thousand rupees per month.
What are his future prospects?	He can rise up to the post of Chemical Engineer.
Where has he settled?	He is settled at Delhi while his family lives at Patna.
Who are in his family? sister	There are his parents, one brother and one in his family.
What does his father do?	He is a retired Government servant.
What does his brother do?	His brother is an Engineer.
And what's about his sister?	The sister have been married in good family.
Has he some landed property?	His education is his property.
What is his caste and gotra?	He is Aggarwal, Jindal.
But the brides people are Gaur Brahmins.	We believe in intercast marriage.
I may send the boys horoscope, if you so desire.	I do not think, they will need it.

Any demand in the form of dowry. Please do not talk about this social curse.

This is a very nice Idea I think, nobody should have any objection to it.

Will they like to see the girl?

I agreed with you.

Enquiry about a would be Bridge

Person I   **Person II**

Tell me I am always at your service.

Mr. Sharma, I want to give you a little
trouble.

Why ? What is the matter?

Thank you, I wanted to know something
about your neighbour Mr. Verma.

They have a girl of marriageable age.   Yes, there is a girl.

I want to know something about that girl.   She is a medium sized girl of about twenty-four.

Is she pretty girl or so so?   She is of wheatish complexion and well built.

What's about her education?   She has taken her M.A. in English.

Then she is a highly educated girl.   Not only this, she is a self-made girl.

What do you mean by self-made girl?   After passing Higher Secondary Examination,
She
    became a teacher.
        And when did she take her M.A.? She took her B.A. and M.A. privately as a
teacher.

It is really a wonderful achievement.   Moreover, none of her brothers and sisters

                                              crossed the Higher Secondary

Examination.

How many brothers has she?   She has two brothers both are employed.

What is her father?   He is dead. He was a Government employee.

Is it a joint family?   There is no clear answer to this question

Why is it so? I could not understand.   They are separate, but live in the same house.

Is it a paternal house?	No, it is a rented house.
There is no doubt in it.	What ever it may be, the girl is a jewel.

An Interview for Service

Person I | **Person II**

What are your educational qualifications? I have passed the High School examination. In which division you have passed your   I have secured the Ist division in the High examination?   School examination.

Can you speak English fluently?   Yes, Sir ,I think, I can.

Can you do commercial correspondence Yes Sir, I do.
in English? concern.
Do you know type writing?   Yes, I am quite at home in typewriting.

What is your speed in typewriting?   I can type about fifty words p.m.
    I passed this examination in April 2000

When did you pass High School
examination?

What did you do in the mean time?   I worked with ORPAT Parkashan for six
months.

In what capacity you worked there?   I worked there as clerk-cum-typist.

What were you drawing there?   They were no paying much. It was a small
Any way, what were they paying you? They were paying me Rs. two thousand per month.

Why did you leave that job? Can you bring I have already taken the same. Here it is. a
testimonial from them?

Why do you want to join us?   I think, I shall have good prospects here.

We can pay you Rs. Three thousand   Will you give some allowances as well?

per month.

When you go out you will be paid T.A.

and D.A.

When can you join duties here?   From tomorrow, If you please.

All right! Please wait outside. Thank you Sir.

Letter Writing

Ik= ,d ,slk fyf[kr lans'k gS tks ge nwj cSBs O;fDr dks nsuk pkgrs gSA Ik= izk;¢ rhu izdkj ds gksrs gS ¢

1. Personal Letters : Including letters to relatives, friendly letters and notes of invitation.

2. Business Letters : Including letters of application,official letters and letters in news papers.

3. Official Letters : Letters for govt. officers like : Post-master, electricity, department, water supply department vkfn dks fy[ks tkrs gSA

There are six parts of a Letter :

1. The Heading : Ik= fy[kus okys dk irk dkxt fd nfgus dksus ij gksuk pkfg,A

                                                        B/2,113,

                                                        ROHINI.

                                        SECTOR-16,

                        Delhi.

                                                                16, Dec. 2001.

2. The Salutation or Greeting : Ik= fy[kus okys dk lEcksf/kr O;fDr ds lkFk /kfuÔVrk ds vuq#Ik gh vfuoknu gksrk gSA

Personal Letter

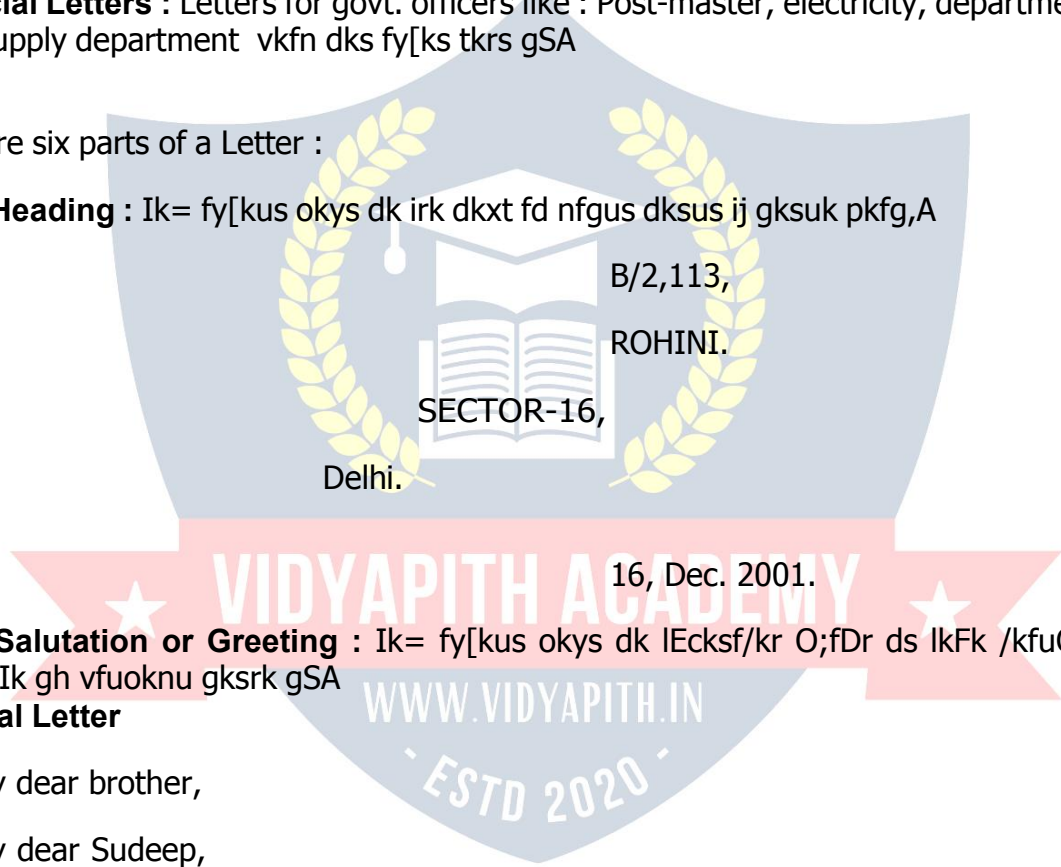   My dear brother,

      My dear Sudeep,

      My dear Mother

      Dear Amrita,

Business Letter

      Dear Sir,

      Dear Madam,

Official Letter

To Principal/Teacher/Head master,

Respected Sir/ Madam,

3. The Body : Subject and Material of Letter it contains message of the letter.

Personal Letter

1. I got your letter yesterday.

2. I am glad to receive your letter.

3. It gives me pleasure to inform you.

4. I cannot understand your long silence. It has made me very anxious.

5. I am sorry. I could not write to your earlier. **Business Letter**

1.   I shall be obliged, if you kindly

2.   I shall be glad, if you send me

3.   May I draw your kind attention to

Official Letters and Applications

1. I beg to submit

2. I beg to state

3. I have the honour to bring to your kind notice
4. Being given to understand that you require a few clerks for your office

5. With refrence to your advertisement in "The Tribune" of the 8th Jan

Ik= dh lekfIr ij fy[ks tkus okys okD;

Personal Letter

With Kind regards,

With Love and best wishes,

With love to your brother and sister.

Convey my best regards to your dear father and mother.

Hoping to hear from you soon.

With love from all of us.

Wishing you still better luck.

Please remember me to all at home.

Business & Official Letters

1. Thanking you.

2. Thanking you in anticipation.

3. Hoping to be favoured with an early reply.

The Subscription

=> Ik= dk vUr mlds vkjEHk ds vuq#Ik gh gksuk pkfg,A

To Blood relations : Yours affectionately. To

Friends : Yours Sincerely.

To Principal/ Teacher : Yours obediently

To Officials/ businessmen : Yours faithfully

To strangers : Yours truly

The Signature

Subscription ds uhps Ik= fy[kus okys ds Signature gksus pkfg,A

The Address
Envelop Ikj **Address** gksuk pkfg,

A letter to younger brother about the choice of a career.

1969, Rajindra Nagar,

Ambala City.

16th December, 2001.

My dear Sudeep,

  I have just received you letter. You have received asked me advice regarding the choice of career keeping in view your taste, I suggest that you should join the army.

  Since your early childhood you have been fond of brave deeds. I remember the day when you saved a drowning child at the risk of your own life. Moreover, you want to live an adventurous life. You can satisfy this usage if you join the army. A part from that you will get good pay.

I have talked to dear father. He, too, has approved of my proposal.

       With love and best wishes,

             Yours affectionately,

             Rajan

A letter to your principal requesting him to send your Provisional and character certificate by post.

To,

       The Principal,

       Vivekanand Higher, Sec. School,

       Sector-16,

       Chandigarh.

Sir,

  I beg to state that I have passed All India Secondary School Examination this year from your school. My roll number was 12345. I secured a high 1st division and was placed in the merit list. I thank you and my teachers who enabled me to win this distinction. I had been a member of the school cricket team. I took active part in activities of the school. I won prize in declamation contests.

 Since, I have to apply to the U.P.S.C. for a competitive examination, I need a provisional and character certificate Being unwell, I can not come to school personally. I hope you will oblige me by sending the certificate.

       Thanking You,

             Yours obediently,

Dated : July 15, 2001   Rajeev Kumar

             H.No. 212, Sector-10
             Chandigarh

INTERVIEW TECHNIQUES

RIGHT PREPARATION LEADS TO SUCCESS

After completing studies the most important thing for students is how to get a good job. After getting degrees when the student fails to find a job for himself, he gets frustrated. But inspite of having degrees and good marks, what holds a student from getting a good job. A survey done by SoftBrain shows that there is no shortage of jobs. Big Placement Agencies claim that they have lots of jobs but the problem is the shortage of the deserving candidates. So when we start searching a job, we should concentrate on the way we approach for it.

Under the interview topic, the SoftBrain Placement Division Experts have divided the interview into three parts. As job is a very necessary part of life today, the first step towards seeking a job is Interview, so much emphasis needs to be put on this topic.

The first part is searching a job, the second part is getting ready for an interview and the third part is doing your job after you get one. Lets discuss these topics in detail:

1. Newspaper is a very effective source for searching jobs. One should keep an eye over the jobs columns. Placement Agencies and your own contacts can also be helpful.

2. Today market demands for candidates who do not have only theoretical knowledge but practical knowledge too. Planning and preparing for an interview is a very important thing. When you get an interview call, it means that the time has come to present your capabilities with confidence. Interview is an exam to select the most appropriate person.
While preparing for an interview, few things should be always kept in mind. They are:

   1. An impressive Bio-data with photograph.

   2. Original copies of certificates.

   3. Paper and pen. **4.** A proper dress.

   5. An impressive presentation.

   6. Try to reach the venue before 15 minutes before the interview.

⌐⌐One should also prepare some questions which might be asked during an interview, such as:

   1. Tell us something about yourself.

   2. What are your strengths.

   3. What are your weakness.

   4. Why did you leave your earlier job.

   5. Tell us about your previous job.

   6. What is your major accomplishment in life.

7. →hy did you think that you'll get this job.

8. What do you want in life money, power or job satisfaction.

9. →hy don't you want to go for higher studies.

10. What is your career planning.

11. Where do you find yourself after 5 years.

12. Can you work overtime.

13. What do you think is the most important characteristic for a good employee.

14. Any General knowledge question.

15. Tell us about your family background.

16. What is the most appealing thing you find in our organization and why.

Some questions which you can ask from the interviewer are:
1. Tell about the job profile.

2. What is the promotion structure in your organisation.

3. What is limit of freedom of taking decision provided.

4. How would you assess my performance.

5. What is the salary package being offered.

6. What are the future plans of your organization.

7. What is the mission and vision of your organization.

Once you get a job, a lot of effort is required to maintain it. Some t ips which can help you do that are:

1. Cooperate with your seniors and help them get promotion so that you can share this responsibilities.

2. You should follow the smart technique.

   S **= Specific**

   M = Measurable

   A = Adjustable

   R = Realistic

   T **= Time Bond**

3. Your personality is also a unique asset. The way you present yourself, you talk, you walk, you dress up, all can be helpful in you career growth.

4. You should concentrate fully on your job.

5. If your job requires knowledge of some extra skills, you should learn them.

6. If your job is very demanding, you can work overtime.

7. Be punctual.

8. Try that no work gets postponed.

9. Respect and listen to not only your boss but your colleagues too.

10. Try not to make proposal phone calls from office and meet personal visitors during office timings.

11. Admit your mistakes and bear the responsibility for all the task given to you.

12. Employees are the backbone of any organization. You should work with full dedication and commitment and honesty.

13. If you take care of the interest of the organization, it will definitely take care of your interests.

14. Learn to work in team and achieve the goals. Develop learn spirit within yourself.

15. Don't leave or avoid the job which seems difficult, take help and guidance from your co-workers.

PART TIME JOB :

Sometimes one has to work due to financial problems also, but cannot opt for a full time job. Part time job is the answer for such a problem. A part time job solves your economical problem as well as adds to your knowledge, skills and experience. After doing a part time job one can accordingly do a full time job.