बेसिक
कम्प्यूटर कॉन्सेप्ट

Microsoft Office 2019

छठा संस्करण

हिन्दी माध्यम

लेखक
राकेश सांगवान

एसेन्ट प्राइम पब्लिकेशंस
17-ए, जेम्स बगीची, विद्याधर नगर, जयपुर (राजस्थान)

Published by:

ASCENT PRIME PUBLICATIONS

17-A, Jems Bagichi Vidhyadhar Nagar Jaipur-302023
Phone Lines: 9829890411, 9785204211
E-mail: ascentpublication@gmail.com

© All Right Reversed

Copyright©2025 by the Ascent Prime Publications No part of this publication may be reproduced, stored in a retrieval system, used in a spreadsheet, or transmitted in any form or by any means electronic, mechanical, photocopying or otherwise-without prior permission in written permission of the publisher.

Sixth Edition: 2025

ISBN: 978-81-970988-6-4

SKU ID : 220BCC109H368C6

MRP: ₹ 220/- (Two Hundred Twenty Only)

For any clarification regarding this book, the student may please write to Ascent Prime Publications giving the above reference number for this including chapter number and page number. While every possible care has been taken in typesetting and printing this book, publisher welcomes suggestions from students for improvement in future editions.

Registered Office: B-45, Ganesh Colony, Pilani-333031 (Rajasthan)

प्राक्कथन

आज का युग सूचना प्रौद्योगिकी डिजिटल युग है। आज के समय में अधिकांश कार्य कम्प्यूटर, इन्टरनेट, मोबाइल एप्प और डिजिटल सर्विसेज की सहायता से किए जाते हैं। इसके लिए कम्प्यूटर का बेसिक ज्ञान, इन्टरनेट, डिजिटल सर्विसेज, डिजिटल भुगतान और प्लेटफॉर्म, ऑनलाइन पोर्टल की जानकारी होनी चाहिए। इसके लिए हमने बेसिक कम्प्यूटर कॉन्सेप्ट 2019 के नाम से पुस्तक का प्रकाशन किया है। इस पुस्तक में बेसिक कम्प्यूटर से सम्बंधित अधिकांश विषयों को शामिल किया गया है।

इस पुस्तक को अलग–अलग भागों में विभाजित किया गया है। इसका प्रत्येक भाग किसी एक विशेष विषय को वर्णित करता है। इस पुस्तक को 10 अध्यायों में तैयार किया गया है जिसमें कम्प्यूटर की बेसिक जानकारी, विण्डोज 11 ऑपरेटिंग सिस्टम, माइक्रोसॉफ्ट ऑफिस 2019, इन्टरनेट का उपयोग, इंटरनेट एप्लिकेशंस, डिजिटल भुगतान और प्लेटफॉर्म, सामान्य नागरिक सेवाएँ, मोबाइल व स्मार्टफोन के साथ कार्य करना आदि को वर्णित किया गया है। इसके अलावा विद्यार्थियों को इंटरनेट मार्केटिंग का बेसिक ज्ञान देने के लिए Digital Marketing को भी वर्णित किया गया है। इस पुस्तक को मुख्यतः हिंदी भाषा में तैयार किया गया है और बीच–बीच में अंग्रेजी भाषा का उपयोग भी किया गया है।

प्रिय पाठकों मैं आशा करती हूँ कि यह पुस्तक आपको पसन्द आएगी और इसमें दिए गए विषयों से आपका ज्ञान विकसित होगा। इसके अलावा मैं पाठकों से भी अनुरोध करती हूँ कि वे इस पुस्तक को पढ़कर अपने सुझाव दें।

लेखक

विषय-सूची

1. कम्प्यूटर का परिचय..1-28
(Introduction to Computer)

2. माइक्रोसॉफ्ट विण्डोज 11...29-46
(Microsoft Windows11)

3. माइक्रोसॉफ्ट वर्ड 2019...47-112
(Microsoft Word 2019)

4. माइक्रोसॉफ्ट एक्सेल 2019..113-183
(Microsoft Excel 2019)

5. माइक्रोसॉफ्ट पॉवर प्वॉइंट 2019..184-233
(Microsoft PowerPoint 2019)

6. इंटरनेट और वर्ल्ड वाइड वेब...234-258
(Internet and World Wide Web)

7. इंटरनेट एप्लिकेशंस और ई-गवर्नेंस सेवाएं...............................259-285
(Internet Applications and e-Gov. Services)

8. डिजिटल वित्तिय टूल्स और साइबर सुरक्षा..............................286-303
(Digital Financial Tools)

9. डिजिटल वित्तिय टूल्स और साइबर सुरक्षा..............................304-326
(Futureskills and Artificial Intelligence)

10. डिजिटल मार्केटिंग का परिचय...327-340
(Introduction to Digital Marketing)

असाइनमेंट कार्य, शॉर्टकट कुंजियां और कम्प्यूटर कम्पोनेन्ट्स...................341-356
(Assignment Work, Shortcut Keys and Computer Components)

DETAILED SYLLABUS

1. Introduction to Computer

- 1.1 What is Computer?
  - 1.1.1 Characteristics of Computer
  - 1.1.2 Limitations of Computer
  - 1.1.3 History of computer
  - 1.1.4 Generation of computer
- 1.2 Types of Computer
- 1.3 Functions of a Computer System
- 1.4 Central Processing Unit (CPU)
  - 1.4.1 Types of Processor
  - 1.4.2 Motherboard
- 1.5 Applications of Computer
- 1.6 Input and Output Devices
  - 1.6.1 Input Devices
  - 1.6.2 Output Devices
    - 1.6.2.1 Monitor
    - 1.6.2.2 Printers
    - 1.6.2.3 Projector
    - 1.6.2.4 Audio Output Devices
- 1.7 Computer Memory
  - 1.7.1 Cache Memory
  - 1.7.2 Primary Memory
  - 1.7.3 Secondary Memory
- 1.8 Hardware and Software
  - 1.8.1 Hardware
  - 1.8.2 Software
    - 1.8.2.1 Systems Software
    - 1.8.2.2 Application Software
- 1.9 Representation of Data/Information

2. Microsoft Windows 11

- 2.1 Operating System
  - 2.1.1 Functions of Operating System
- 2.2 Microsoft Windows 11
- 2.3 Getting Start Windows 11
- 2.4 Windows Applications
- 2.5 Windows Admin Tools
- 2.6 Security Features in Windows 11
- 2.7 Icon and Shortcut
- 2.8 Working with Files and Folders
  - 2.8.1 Open and Delete a File
  - 2.8.2 Create a new Directory
  - 2.8.3 Rename a File and Directory
  - 2.8.4 Copy or Move a File and Folder
  - 2.8.5 Hide or Unhide a File & Folder
  - 2.8.6 Sharing a File and Folder
- 2.9 File Extension

3. Microsoft Word 2019

- 3.1 Introduction
- 3.2 Microsoft World Basic
  - 3.2.1 Starting Microsoft Word
  - 3.2.2 Menu bar
  - 3.2.3 Using Help
- 3.3 Creating a Document
- 3.4 Opening and Closing Document
  - 3.4.1 Opening a Document
  - 3.4.2 Compatibility Mode
  - 3.4.3 Closing a Document
  - 3.4.4 Exit from Word

3.5 Saving and Sharing Document
3.5.1 Saving a Document
3.5.2 Auto Recover
3.5.3 Exporting a Document
3.5.4 Sharing a Document
3.6 Document Setup and Printing
3.6.1 Page Layout
3.6.2 Printing a Document
3.7 Working with Text
3.7.1 Editing Text
3.7.2 Selecting Text
3.7.3 Cut, Copy and Paste of Text
3.7.4 Font, color and size selection
3.7.5 Alignment of Text
3.7.6 Changing the Case of Text
3.7.7 Inserting Symbol
3.7.8 Using Undo and Redo
3.7.9 Autocorrect and Spell Checking
3.7.10 Thesaurus
3.7.11 Find and Replace
3.7.12 Formatting the text
3.8 Working with Document
3.8.1 Using Paragraph Indent
3.8.2 Using Tabs
3.8.3 Line and Paragraph Spacing
3.8.4 Bullets and Numbering
3.8.5 Using Header and Footer
3.8.6 Using Multi Column
3.8.7 Inserting Page Number
3.8.8 Using Rulers and Gridlines
3.8.9 Using hyperlinks
3.8.10 Using Page Break
3.9 Working with Objects
3.9.1 Picture and Text Wrapping
3.9.2 Formatting a Picture
3.9.3 Using Shapes
3.9.4 Arranging Objects
3.9.5 Using SmartArt, WordArt
3.9.6 Using Drop Cap and Equation
3.9.7 Using Text Box
3.9.8 Chart
3.10 Table Manipulation
3.10.1 Insert a Table
3.10.2 Draw a Table
3.10.3 Changing cell width and height
3.10.4 Alignment of Text in cell
3.10.5 Delete/Insert Row & Column
3.10.6 Border and Shading
3.10.7 Page Border and Watermark
3.11 Mail Merge
3.12 Macro
3.13 Track Changes and Comments
3.13.1 Track Changes
3.13.2 Comments
3.13.3 Comparing Documents
3.14 Inspecting and Protecting Document
3.14.1 Document Inspector
3.14.2 Protecting Your Document
3.15 Alternatives to Microsoft Office

4. Microsoft Excel 2019
4.1 Introduction
4.2 Starting Microsoft Excel
4.3 Elements of Excel Window
4.3.1 Worksheet and Cells
4.3.2 Cell Addressing

4.4 Working with Workbook
4.4.1 Creating a new Workbook
4.4.2 Opening & Closing a Workbook
4.4.3 Saving and Sharing a Workbook
4.4.4 Printing a Workbook
4.4.5 Page Layout
4.5 Manipulation of Cells
4.5.1 Cell Contents
4.5.2 Formatting Cells
4.6 Manipulation of Worksheet
4.6.1 Insert or Delete a worksheet
4.6.2 Insert and Delete Row/Column
4.6.3 Modify Row and Column
4.6.4 Text Wrapping & Merging Cells
4.7 Working with Data
4.7.1 Sorting of Data
4.7.2 Filtering of data
4.7.3 Use Advance Filter
4.7.4 Using Freeze Panes
4.7.5 Other viewing Options
4.7.6 Using Fill Tool
4.8 Group and Subtotals
4.8.1 Using Subtotals
4.9 Formula and Functions
4.9.1 Using Formulas
4.9.2 Function
4.10 Charts
4.10.1 Spark Lines
4.10.2 Editing Chart and Graph
4.11 Pivot Table
4.11.1 Pivot Charts
4.12 What-if Analysis

5. Microsoft PowerPoint 2019

5.1 Introduction
5.2 Starting Microsoft PowerPoint
5.3 Elements of PowerPoint Window
5.4 Creating and Opening Presentation
5.4.1 Create a Blank Presentation
5.4.2 Presentation using Template
5.4.3 Open a Presentation
5.5 Saving and Sharing Presentation
5.6 Slides
5.6.1 Slide Layout
5.6.2 Inserting and Deleting Slides
5.6.3 Organizing Slides
5.6.4 Entering Text in a slide
5.6.5 Using Find and Replace
5.6.6 Applying Themes in Slides
5.6.7 Applying Animation in Slides
5.6.8 Applying Transition in Slides
5.7 Manage Presentation and Slides
5.7.1 Viewing the Presentation
5.7.2 Slide Master View
5.7.3 Choose setup for Presentation
5.7.4 Adding Header and Footer
5.7.5 Using Ruler, Gridlines, Guides
5.7.6 Printing Slides and Handouts
5.8 Slide Show
5.8.1 Presenting Slide Show
5.8.2 Presentation Tools and Features
5.8.3 Presenter View
5.8.4 Slide Show setup options
5.8.5 Customize your Slide Show
5.8.6 Rehearsing Slide Show Timing

5.8.7 Recording your Slide Show
5.8.8 Sharing Presentation
5.9 Working with Objects
5.9.1 Inserting Audio and Video
5.9.2 Listing of Text
5.9.3 Inserting Pictures and Objects
5.9.4 Formatting Picture and Objects
5.9.5 Animating Text and Objects
5.10 Hyperlinks and Action Buttons
5.10.1 Hyperlinks
5.10.2 Action Buttons

6. Internet and World Wide Web

6.1 Introduction
6.2 Computer Network
6.2.1 Type of Networks
6.2.2 Network Topology
6.2.3 Communication Media
6.2.4 Network Devices
6.2.5 Network Protocol
6.3 Internet
6.3.1 Concept of Internet
6.3.2 World Wide Web (WWW)
6.3.3 Website and URL
6.3.4 Domain Name System (DNS)
6.3.5 IP Address
6.3.6 Internet Service Provider (ISP)
6.4 Applications of Internet
6.5 Web Browsing Software
6.5.1 Popular Web Browsers
6.6 Searching on Internet
6.6.1 Popular Search Engines
6.6.2 YouTube
6.7 Exploring the Web
6.7.1 Surfing the Web
6.7.2 Downloading the Web Pages
6.7.3 Printing the Web Pages
6.7.4 Using Favorite Folder
6.8 Net Etiquettes

7. Internet Applications and e-Governance Services

7.1 E-mail
7.1.1 Structure of Email
7.1.2 Creating an Email account
7.1.3 Creating and sending E-mail
7.1.4 Responding to Email
7.1.5 Managing E-Mails
7.2 Social Networking & Blogs
7.2.1 Social Networking Services (Facebook, Twitter, Instagram)
7.2.2 Instant Messaging (Whatsapp, Facebook Messenger, Skype)
7.2.3 Blogs
7.3 E-commerce
7.3.1 E-commerce Applications
7.3.2 Online Shopping Sites
7.4 Cloud Storage
7.5 e-Governance
7.6 UMANG APP
7.7 Digital Locker
7.8 Cyber Security
7.8.1 Need of Cyber Security
7.8.2 How protect against cyber attack
7.8.3 Securing your PC
7.8.4 Securing your Mobile
7.9 SSL Certificate
7.10 Digital Signature

8. Digital Financial Tools

8.1 Digital Financial Services
8.2 Indian Banking System
8.2.1 Type of Accounts and Deposits
8.2.2 Indian Currency
8.3 Digital Financial Tools
8.3.1 One Time Password (OTP)
8.3.2 QR Code
8.3.3 Unified Payment Interface (UPI)
8.3.4 Aadhaar Enabled Payment System (AEPS)
8.3.5 Unstructured Supplementary Service Data (USSD)
8.3.6 Bharat Interface for Money (BHIM)
8.3.7 National Payments Corporation of India (NPCI)
8.3.8 Card [Credit/Debit]
8.3.9 eWallet
8.3.10 Point of Sales (POS)
8.4 Internet Banking
8.4.1 National Electronic Fund Transfer
8.4.2 Real Time Gross Settlement
8.4.3 Immediate Payment Service
8.5 Mobile Banking
8.5.1 Virtual Banking
8.6 Online Bill Payment
8.6.1 Bharat Bill Pay

9. Futureskills & Artificial Intelligence

9.1 What is Futureskills?
9.1.1 Internet of Things (IoT)
9.1.2 Big Data Analytics
9.1.3 Mobile Social Network
9.1.4 Cloud Computing
9.1.5 Virtual Reality (VR)
9.1.6 Blockchain Technology
9.1.7 3D Printing
9.1.8 Robotics Process Automation
9.2 Artificial Intelligence (AI)
9.2.1 History of AI
9.2.2 Advantages of AI
9.2.3 Disadvantages of AI
9.2.4 Why Artificial Intelligence?
9.2.5 Goals of Artificial Intelligence
9.2.6 Ethics of Artificial Intelligence
9.3 Applications of Artificial Intelligence
9.4 Types of Artificial Intelligence
9.4.1 Rise of Generative Models
9.5 Subsets of Artificial Intelligence
9.6 Myths about Advanced AI
9.7 Future of Artificial Intelligence

10. Digital Marketing

10.1 What is digital marketing?
10.2 Types of Digital Marketing
10.3 Digital Marketing Tools
10.3.1 Social Media
10.3.2 Search Engine Optimization-SEO
10.3.3 Landing Page Tools
10.3.4 Email Automation Tools
10.3.5 Visual Design Tools
10.3.6 Content Curation Tools
10.3.7 Paid Search: AdWords
10.3.8 Marketing Automation Tools
10.4 Digital Marketing Skills