

**SAT SAHEB PUBLIC SCHOOL**  
**RECOGNISED**



**SAT SAHEB**  
**PUBLIC SCHOOL**  
**RECOGNISED**





FRUITS OF EDUCATION  
ARE BITTER BUT  
THE FRUIT IS SWEET

FOR THE BEST  
EDUCATION  
PLEASE VISIT  
WWW.SATSAHEE.PK

**SAT SAHEE  
PUBLIC SCHOOL.**  
(RECOGNISED)

EDUCATION  
WISDOM  
KNOWLEDGE  
SKILLS  
ATTITUDE  
VALUES  
CHARACTER













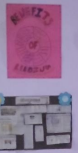
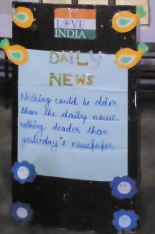


























Luck Is FINDING THE PERFECT Book



COMPUTER LAB RULES

- 1. Do not use the computer for any other purpose.
- 2. Do not use the computer for any other purpose.
- 3. Do not use the computer for any other purpose.
- 4. Do not use the computer for any other purpose.
- 5. Do not use the computer for any other purpose.

FUNCTION KEY

- 1. F1 - Help
- 2. F2 - Edit the contents of the active window
- 3. F3 - Find files and folders
- 4. F4 - Open the Run dialog box
- 5. F5 - Refresh
- 6. F6 - Move the selection to the next object
- 7. F7 - Print
- 8. F8 - Lock the taskbar
- 9. F9 - Open the Start menu
- 10. F10 - Activate the menu bar
- 11. F11 - Toggle the display of the taskbar
- 12. F12 - Save the active window

Types of Computer Memory

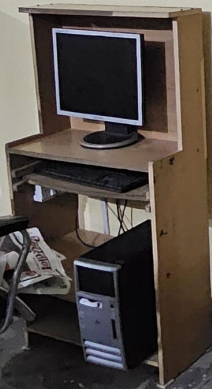
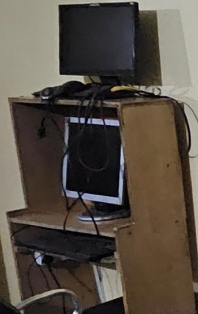
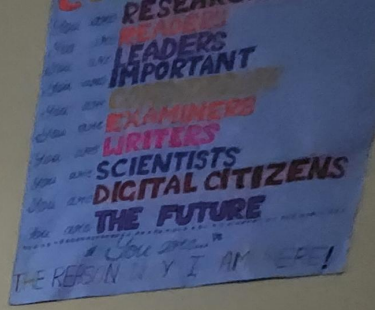
Internal Memory	External Memory
RAM	Hard Disk
ROM	CD-ROM
Cache	Zip Drive
Cache	External Hard Drive
Cache	External Floppy Drive
Cache	External CD-ROM Drive
Cache	External Zip Drive
Cache	External SuperDisk Drive

SHORTCUTS

- Undo - Ctrl + Z
- Redo - Ctrl + Y
- Cut - Ctrl + X
- Copy - Ctrl + C
- Paste - Ctrl + V
- Print - Ctrl + P
- Close - Ctrl + W
- Home - Ctrl + H
- End - Ctrl + E
- Find - Ctrl + F
- Find Next - Ctrl + G
- Find Previous - Ctrl + Shift + G
- Find All - Ctrl + Shift + F
- Find in Files - Ctrl + Shift + H
- Find in Web - Ctrl + Shift + J
- Find in Favorites - Ctrl + Shift + O
- Find in Recent Places - Ctrl + Shift + R
- Find in History - Ctrl + Shift + B
- Find in Desktop - Ctrl + Shift + D
- Find in My Computer - Ctrl + Shift + C
- Find in My Recent Places - Ctrl + Shift + R
- Find in My Places - Ctrl + Shift + P
- Find in My Computer - Ctrl + Shift + C
- Find in My Recent Places - Ctrl + Shift + R
- Find in My Places - Ctrl + Shift + P
- Find in My Computer - Ctrl + Shift + C
- Find in My Recent Places - Ctrl + Shift + R
- Find in My Places - Ctrl + Shift + P









**Important Full Forms**  
COMPUTER - Commonly Operated Machine  
Particularly Used For Technical And  
Educational Research  
LAPTOP - Lightweight Analytical  
Platform Total Optimized Power  
WWW - World Wide Web  
SIM - Subscriber Identification  
VIRUS - Vital Information  
Resource Under Siege  
HTTP - Hyper Text Transfer Protocol  
HTML - Hyper Text Markup Language

CAD - Computer Aided Design  
HTML - Hyper Text Markup Language  
WAN - Wide Area Network  
WWW - World Wide Web  
LAN - Local Area Network  
CD - Compact Disc  
DOS - Disk Operating System  
MODEM - Modulator Demodulator

