

Volume 1
Issue 6
October- December 2022

The Mithibai Chronicles



The Mithibai Chronicles is a bimonthly newsletter of Mithibai College Jitendra Library. The main objective of this Newsletter is to provide information about New Arrivals and other library resources to library users. Additionally, it serves as a communication channel between a library and its users. Activities conducted in the library are communicated to the users via this Newsletter. The Mithibai Chronicles will surely quench the thirst of the young, vibrant minds of Mithibai College. We are sure that you will enjoy reading this Newsletter.

***Mithibai College
Jitendra Library Team***

Newsletter at a Glance

Newly Arrived Books

Book Reviews

Periodicals

Library Activities: October-December 2022

Forthcoming Events

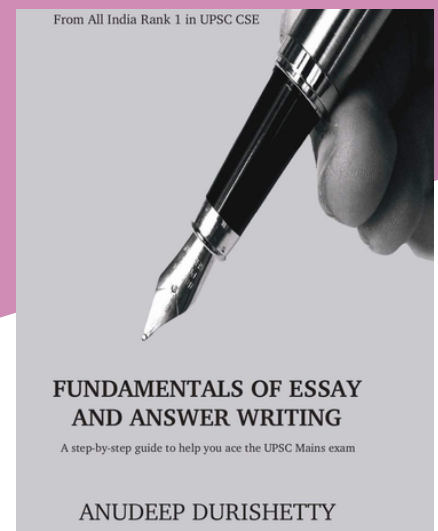
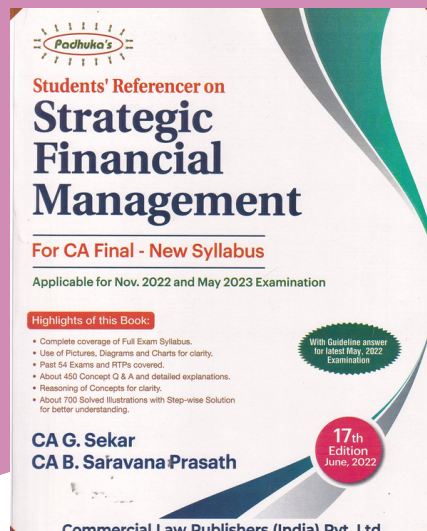
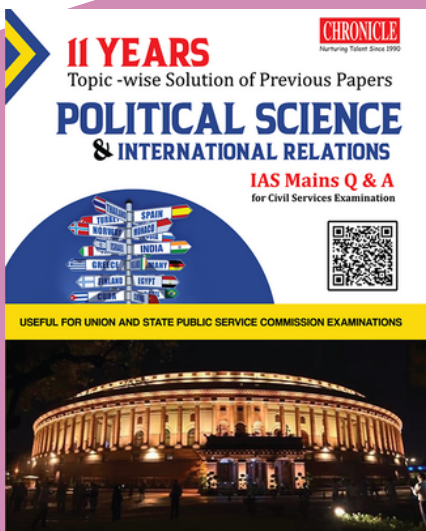
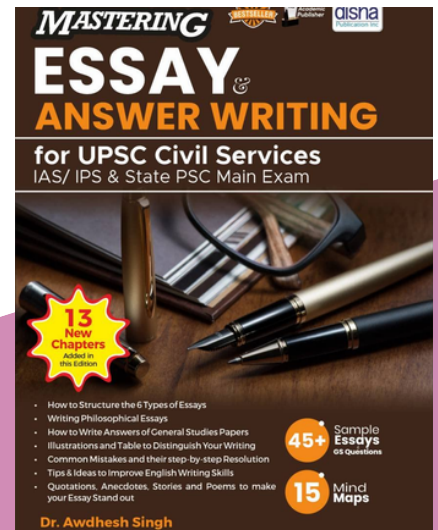
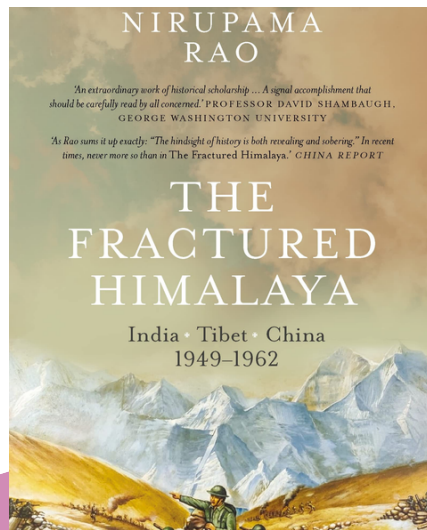
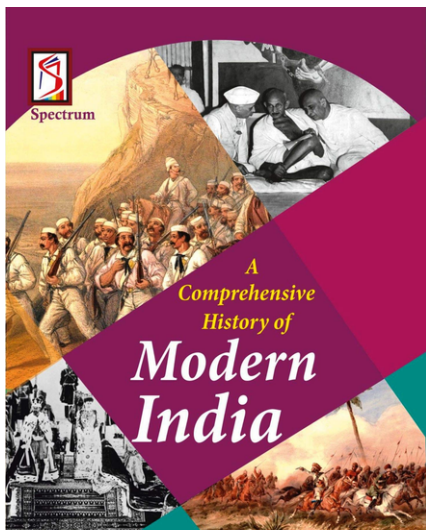
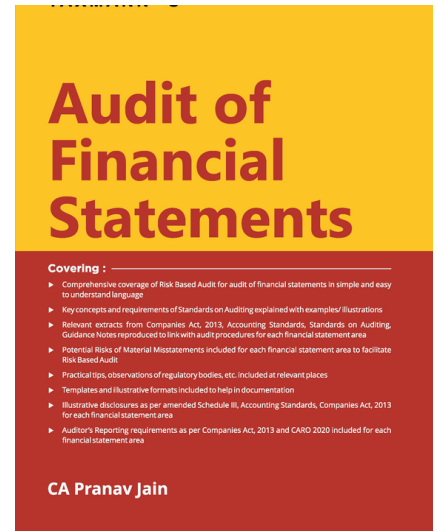
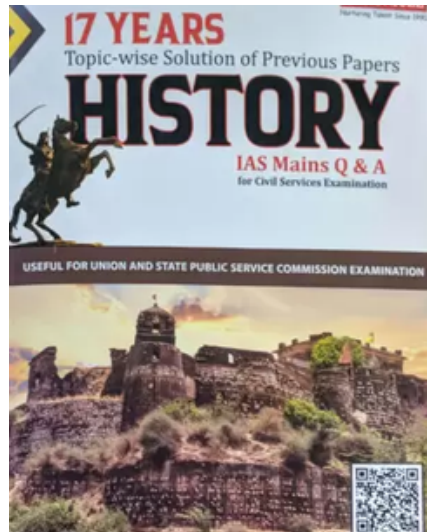
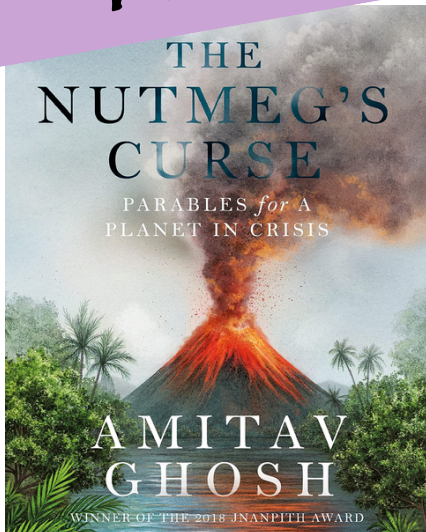
Library Activities: Few Glimpses

Computer shortcut keys

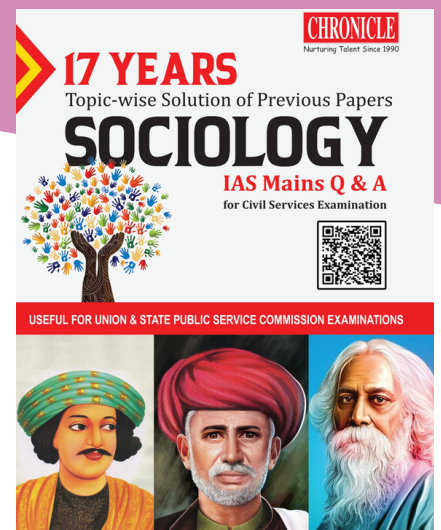
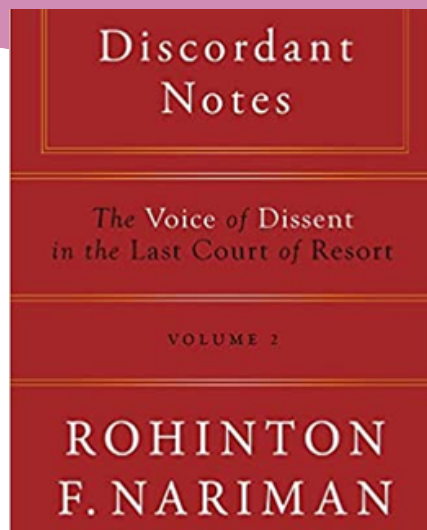
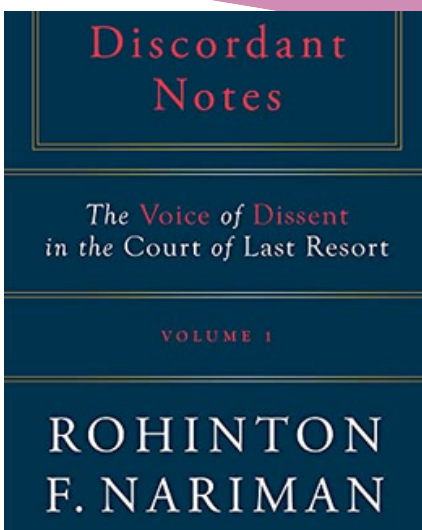
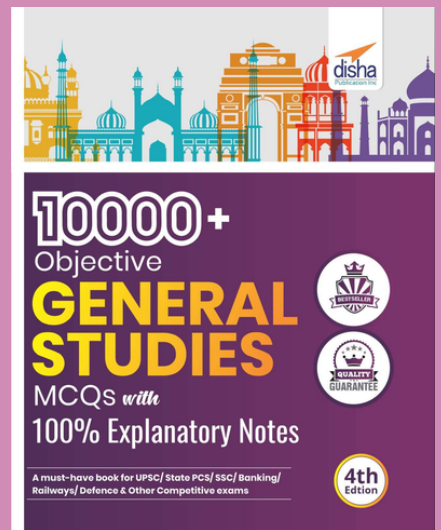
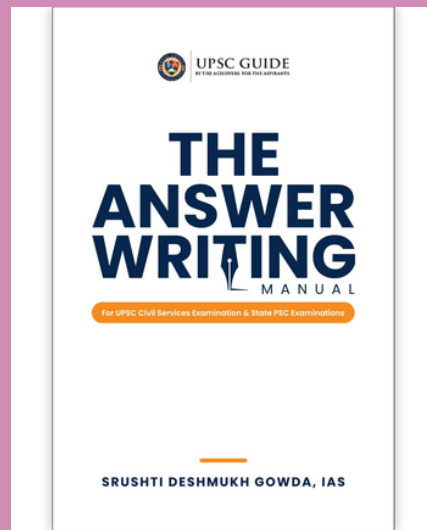
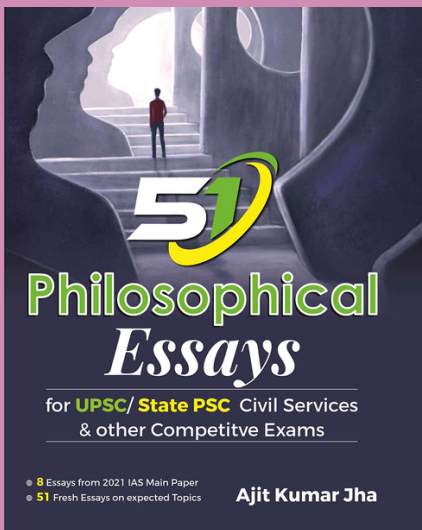
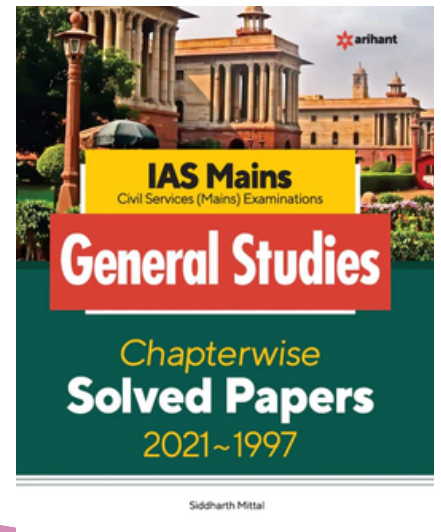
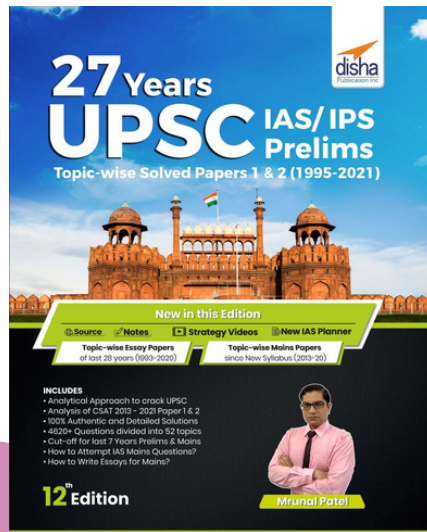
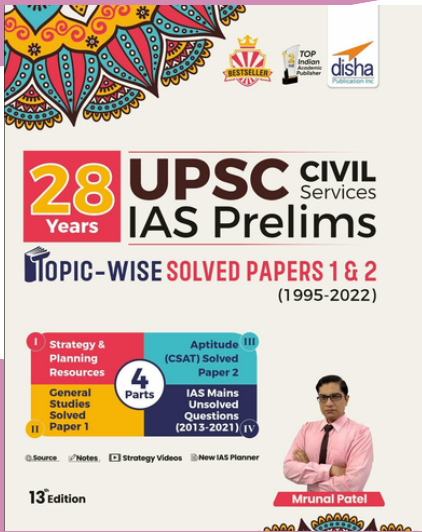


***HAPPY
READING!***

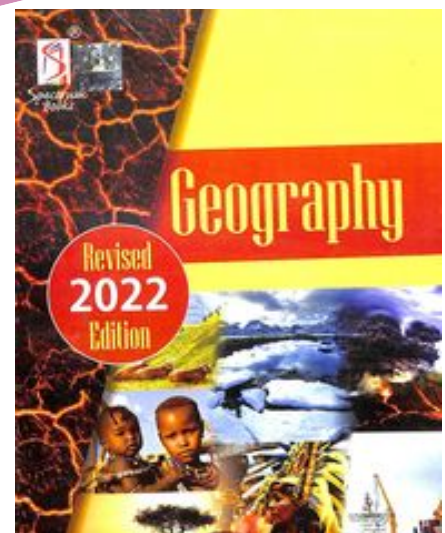
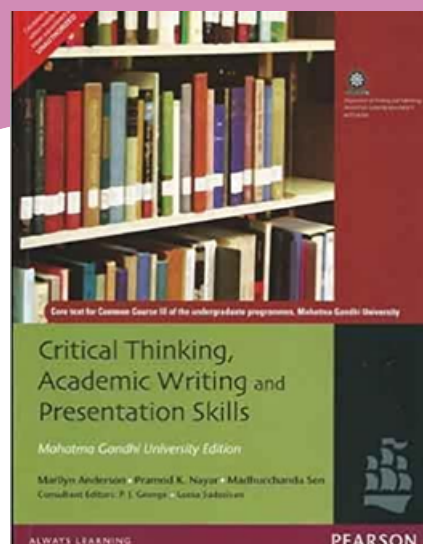
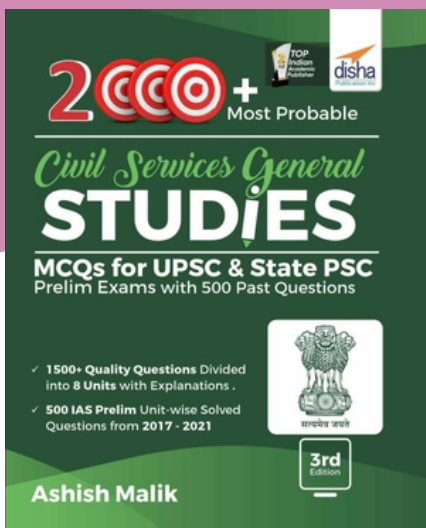
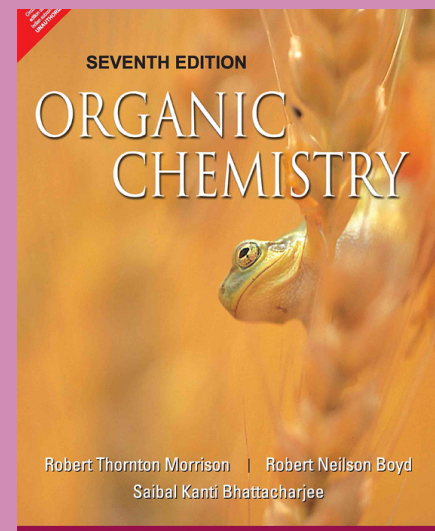
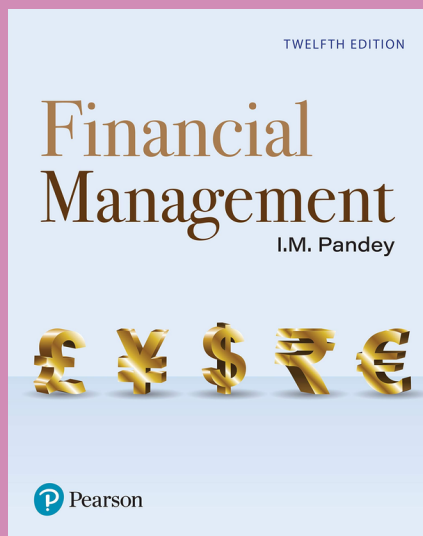
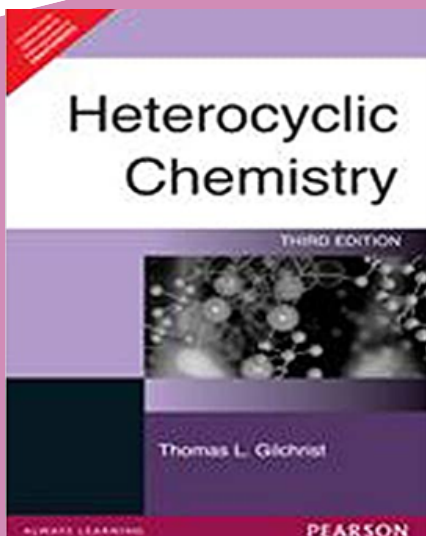
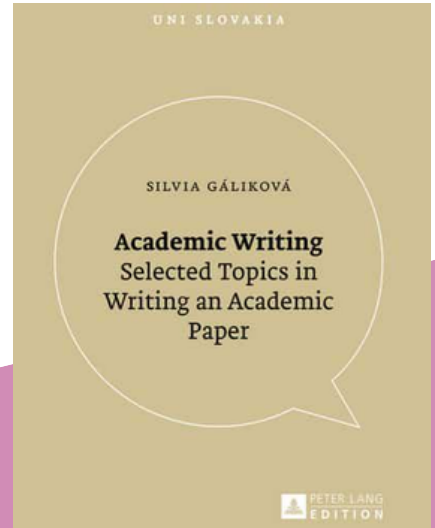
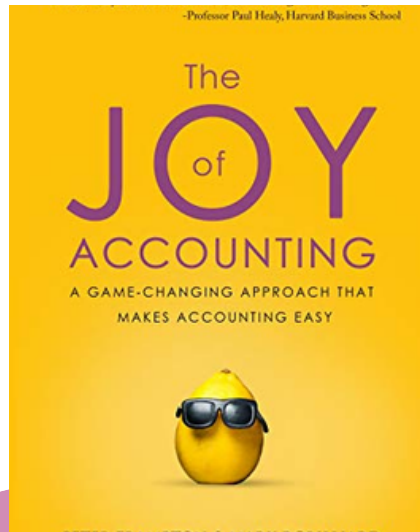
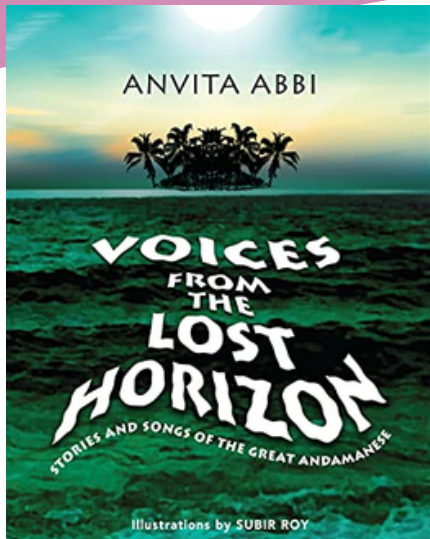
NEW ARRIVALS



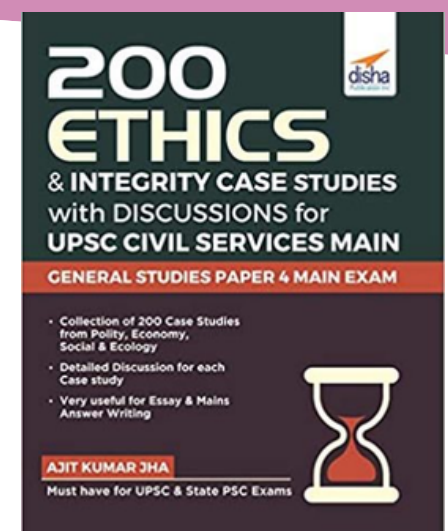
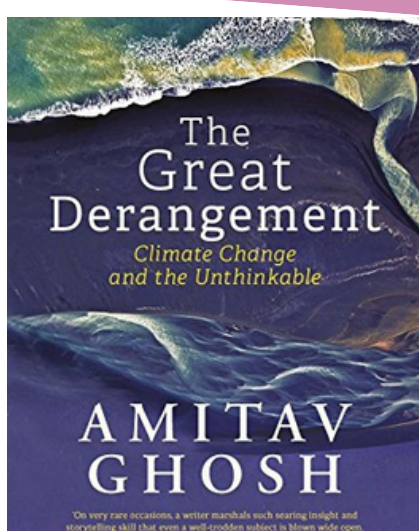
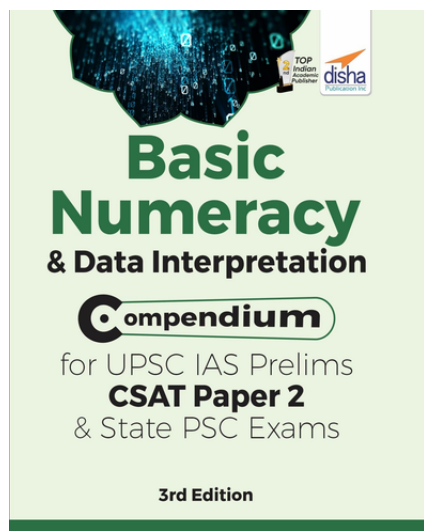
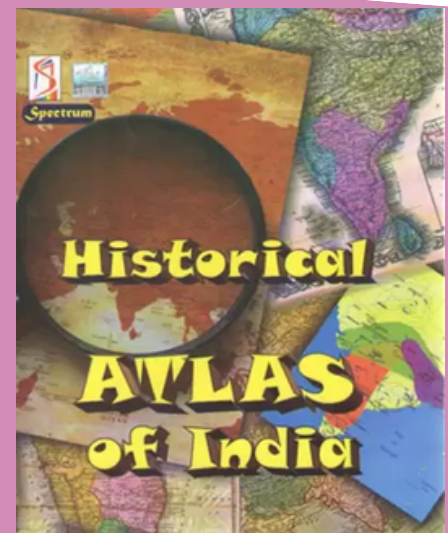
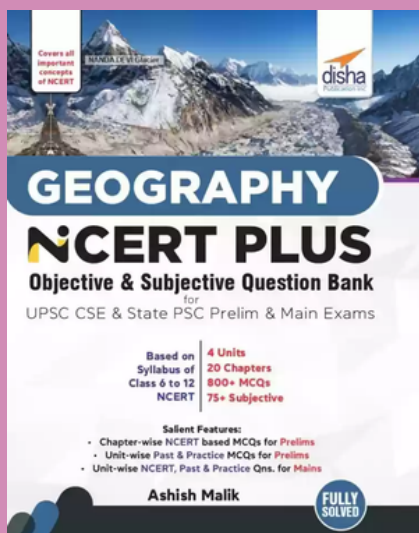
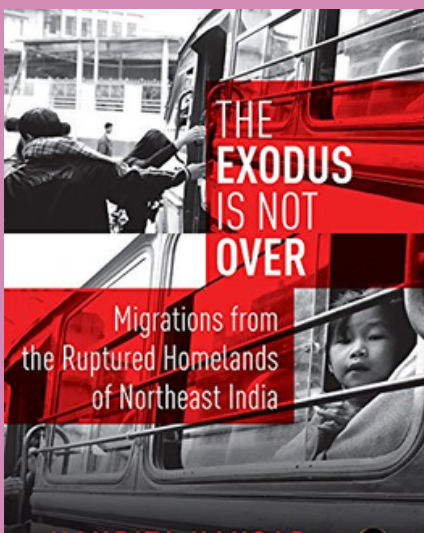
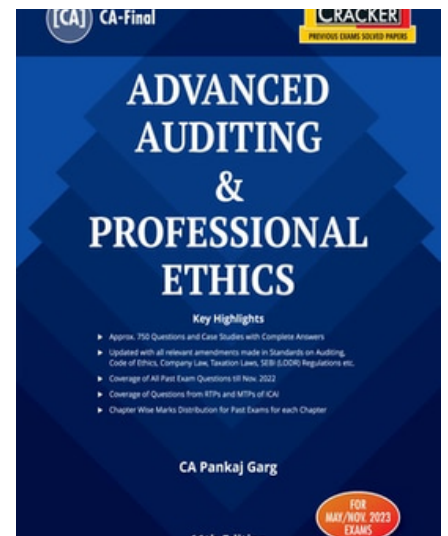
NEW ARRIVALS



NEW ARRIVALS



NEW ARRIVALS



BOOK REVIEW

THINK AND GROW RICH THE SECRETS OF 40 MILLIONAIRES WEALTH, REVEALED

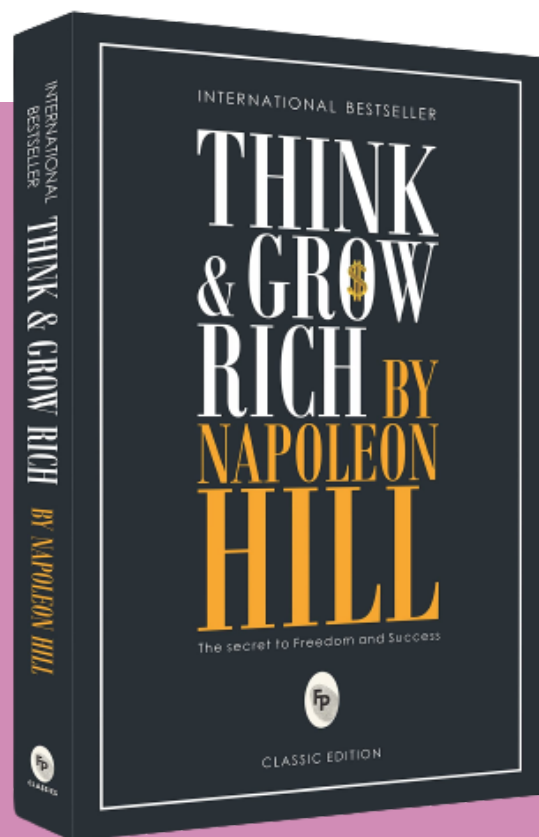
BY NAPOLEON HILL

IN THINK AND GROW RICH (1937), NAPOLEON HILL INVESTIGATES THE METHODS OF THE 500 MOST SUCCESSFUL PEOPLE OF HIS TIME, INCLUDING THE WORLD'S RICHEST MEN, TOP POLITICIANS, FAMOUS INVENTORS, WRITERS AND CAPTAINS OF INDUSTRY.

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We can only accomplish our aims if a burning desire drives us. Many of us wish for wealth and financial independence, but wishing alone will not help us achieve our goals. If we want to get rich and realize our dreams, we need to recognize a burning desire within us. For instance, even after more than 10,000 failed experiments, Thomas Edison could not be shaken from his goal of inventing an electric light source. He was, plain and simple, driven by the desire to make his dream come true. Moreover, after years of hard work, he did just that when he invented the light bulb.

Writer Fannie Hurst had a similar experience: she had to suffer over 36 rejections before a single one of her short stories was published in a newspaper. From then on, her career as a successful novelist and playwright took off. Her burning desire had proven stronger than the frustration she felt about being rejected, and she ultimately met with success.

So it is essential for those who want to be successful to examine our personal attitude towards setting our goals and dreams. How do we feel about our goals and dreams? Are they only castles in the sky? Or is our burning desire strong enough to make them come true one day? You will find answers to such questions in this book.

In a nutshell:

- We can only accomplish our aims if a burning desire drives us.
- Goal setting and detailed planning are the basis of every achievement.
- Successful people have unwavering faith in themselves.
- By using auto-suggestion, our subconscious can influence our behaviour.
- Knowledge is power – but it does not have to be what we learned in school.
- The workshop of the imagination – where we can turn our dreams into reality.
- Knowing our strengths and weaknesses increases our chances of professional success.
- Positive emotions are the key to a successful life and must be strengthened.
- Successful people are remarkable for their determination and steadfastness.
- Only the persistent will succeed.
- Achieving great things requires being smart and surrounding ourselves with smart people.

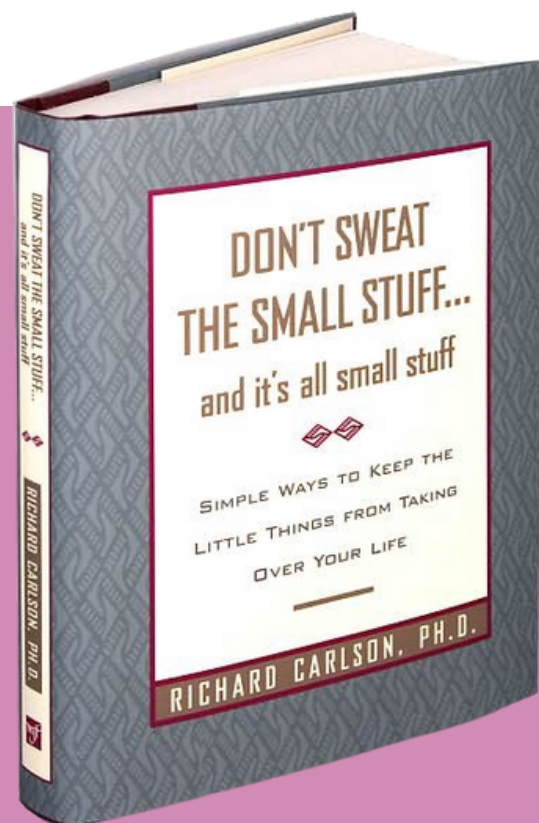
BOOK REVIEW

DON'T SWEAT THE SMALL STUFF AND IT'S ALL SMALL STUFF

BY RICHARD CARLSON

DON'T SWEAT THE SMALL STUFF (1997) IS ABOUT FINDING HAPPINESS AND PEACE OF MIND. IT TEACHES HOW TO TURN PROBLEMS INTO OPPORTUNITIES, STAY CALM IN STRESSFUL SITUATIONS AND FULLY LIVE IN THE MOMENT TO APPRECIATE WHAT WE HAVE AND GET THE MOST OUT OF LIFE.

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To reach our goals, stay relaxed and be true to ourselves. What attitude is needed to get the most out of life? Most people think we have to give up relaxation and happiness if we want to achieve our goals. We need to concentrate, have a competitive attitude and live a disciplined life of hard work. However, constantly working in a stressed-out state will only make us feel low-energized and unhappy. We will not get any closer to our goals – we will just run ourselves into the ground. If you want to truly realize your dreams, then having a relaxed and contemplative approach to life is much better.

Start by relaxing whenever you can. You might think you should only relax on holidays or at the weekend, but that is not true. You should always be able to take a break after you have been working too hard. Another way to enjoy a relaxing, contemplative outlook is to act bored. It might be frustrating initially, but you will eventually enjoy the freedom and peace it brings.

If you want to lead a more relaxed life, you must stop living for other people and follow your own will. It is impossible to please everyone all the time. It is much healthier to be true to yourself and your own goals. So take a step back. Remind yourself that your life isn't an emergency.

More ways described in this book will definitely help you to remain energized and happy.

In a nutshell:

- Stay relaxed and be true to yourself if you want to reach your goals.
- You will destroy your relationships and happiness if you are always determined to be right.
- Be kind to others – even when you think they do not deserve it.
- Think positively and view your problems as learning opportunities.
- Live in the present moment.
- Make peace with yourself and your life.

BOOK REVIEW

FOCUS

THE HIDDEN DRIVER OF EXCELLENCE

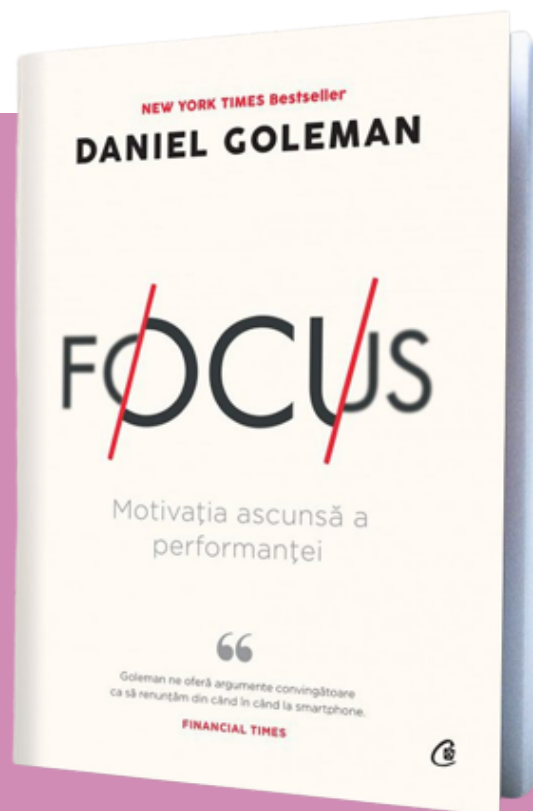
BY DANIEL GOLEMAN

FOCUS (2013) IS A GUIDEBOOK FOR NURTURING TODAY'S SCARCEST RESOURCE: ATTENTION. THE BOOK USES CUTTING-EDGE RESEARCH TO REVEAL THAT SHARPENING OUR FOCUS IN A WORLD OF ENDLESS DISTRACTIONS IS THE KEY TO PROFESSIONAL SUCCESS AND PERSONAL FULFILMENT. WHAT MAKES GOLEMAN'S CONTRIBUTION SPECIAL IS THAT THE BOOK EXPANDS THE DEFINITION OF "FOCUS" BEYOND MERE CONCENTRATION AND CALLS FOR A MINDFUL LIFE IN WHICH ATTENTION IS PAID TO THE SELF, OTHERS, AND THE PLANET.

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Author Daniel Goleman goes beyond the narrow definition of “focus” to present a guidebook for living a focused life, according to which we can gain a richer, fuller existence by paying attention to ourselves, others, and larger contexts, like our planet and the future. Drawing from a well of countless real-life examples, Focus provides many ways for the reader to enhance their level of attention, including practicing mindfulness, positive thinking and engaging in focused preparation.

In this book, you will learn why letting your mind wander can lead you to great insights and hinder you from accomplishing your goals. The best quality for a leader is not the ability to keep their eyes on the prize but the self-awareness or empathy. You will discover how to train willpower like a muscle and how if you do something you love, seeing it through to completion requires much less effort.

Finally, you will learn why having a positive attitude will make a massive difference when you are stressed and need help to think straight.

In a nutshell:

- Attention is the key to high performance in a world of endless distractions.
- Life “on automatic” diminishes our experience of the present moment.
- All types of attention are valuable; open awareness is vital for creative breakthroughs.
- Focus on improving your willpower – one of the key factors in achieving “inner focus.”
- Focus on building your empathy – it will help you navigate within any social context.
- Outer Focus – pay attention to the larger context and manage your impact.
- Great leadership hinges on effectively capturing and directing the attention of a collective.
- Inspiring leaders look beyond their comfort and are motivated to help others become successful.
- Successful leaders are aware of the larger context in which they operate.
- Meditation will help you focus on one thing and keep track of your attention span.
- Think happy thoughts: positive thinking is vital for sustaining motivation and achieving goals.

BOOK REVIEW

HAPPIER

CAN YOU LEARN TO BE HAPPY?

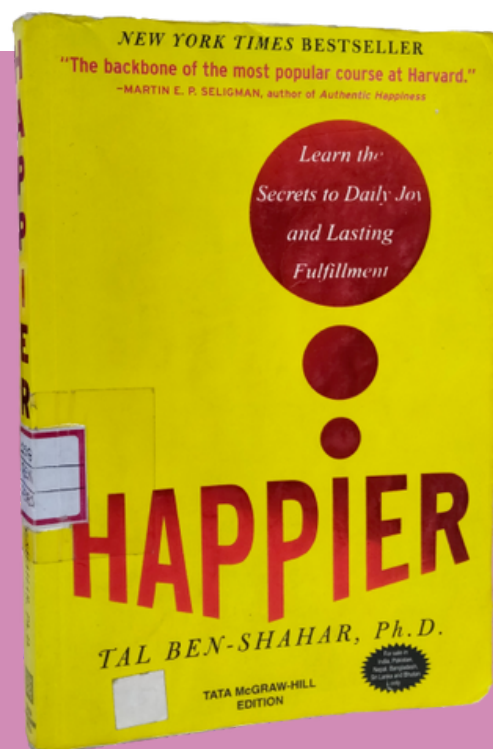
BY TAL BEN-SHAHAR

HAPPIER (2008) GUIDES LIVING A MORE MEANINGFUL AND PLEASURABLE EXISTENCE. THIS BOOK TEACHES YOU TO IDENTIFY WHAT MATTERS MOST AND REFLECT ON HOW YOU CAN MAKE THAT A BIGGER PART OF YOUR LIFE.

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Happiness is the utmost human goal and a strong contributor to success. Most people have heard the classic mantra coined by the reggae sensation Bobby McFerrin: “Don’t worry, be happy.” But have you ever considered why people hold happiness in such high esteem?

Most people consider happiness a good life goal. If someone asks you why you are doing something, and you answer that it makes you happy, your answer is valid in and of itself and cannot be challenged. All other responses, whether related to fame, money, power, respect or any other things, are secondary to happiness, which is the ultimate goal. In other words, regardless of whether people are working towards money or any other external goal, in the end, these aims are merely steps on the path to happiness.

There is nothing new about viewing happiness as the ultimate goal for humans. It has been the focus of philosophers throughout the centuries. David Hume, the eighteenth-century British philosopher, said that all human pursuits, from the arts to science to law, exist solely to enable people to achieve happiness. Not just that, but happiness and success are also deeply intertwined. Research on well-being conducted so far has even found that happy people do better in different areas of life and work, like relationships, health and finance.

How come? People with a positive outlook see the world as an inherently positive place, making them open to good things. So, whether you see happiness as an end in itself or a step along the path to success, there is no doubt it is worth pursuing.

In a nutshell:

- Happiness is the utmost human goal and a strong contributor to success.
- Pleasure and meaning are central to living a happy and fulfilled life.
- Happiness requires a balanced approach to the present and future.
- Happiness comes from a specific purpose and appropriate goals.
- Enjoy school by focusing on what you love.
- Finding a career that matches your passions will make you happy.
- The more effort you put into cultivating meaningful relationships, the happier you will be.

BOOK REVIEW

LATERAL THINKING CREATIVITY STEP BY STEP

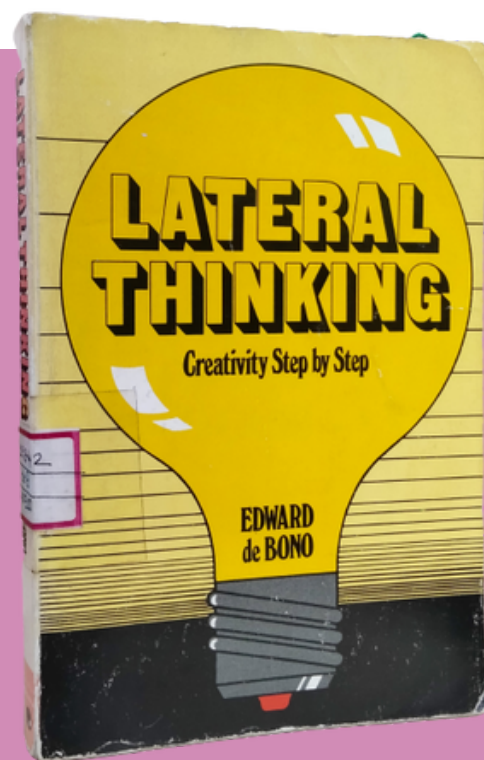
BY EDWARD DE BONO

LATERAL THINKING (1970) EXPLAINS THE IMPORTANT DIFFERENCES BETWEEN VERTICAL AND LATERAL THINKING. IT OFFERS TECHNIQUES TO STRENGTHEN THE ABILITY TO THINK CREATIVELY – AND SPARK IMPORTANT CHANGES AND INNOVATIONS ALONG THE WAY. IT ALSO PROVIDES LESSONS TEACHERS CAN USE TO HELP YOUNG STUDENTS DEVELOP A TALENT FOR LATERAL THINKING.

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Lateral thinking helps the mind rethink and update its entrenched patterns. There are two modes of thinking: vertical thinking and lateral thinking. For the most part, we are used to vertical thinking. This process takes an idea, solidifies it, and backs it up with data and facts – almost like planting the idea firmly and deeply into the ground. If vertical thinking is like digging a hole to plant the idea, lateral thinking is about finding other places to start digging.

Lateral Thinking helps the mind rethink and update its entrenched patterns. Lateral thinking is not antithetical to vertical thinking – they are not at odds with each other. Vertical thinking is necessary and useful because it aligns with the mind's workings. Among other things, the mind is a powerful system for identifying patterns and organizing information. It does this through what is known as a self-maximizing memory system. We base our ideas on the experiences we remember, the patterns we have identified, and the evidence we gleaned from them.

Lateral thinking is challenging the patterns – testing them, prodding them, and seeing if they can be updated or improved. Creative and innovative ideas are hard to come by if we do not challenge the patterns and assumptions our mind unconsciously makes. So both vertical and lateral thinking are important. It is necessary to label and categorize things in subjects like science and mathematics. Moreover, the brain is the perfect tool for doing this. But other times, we must purposely go against our systematic nature and rethink those categories and what is in them. This is where lateral thinking comes into play.

In a nutshell:

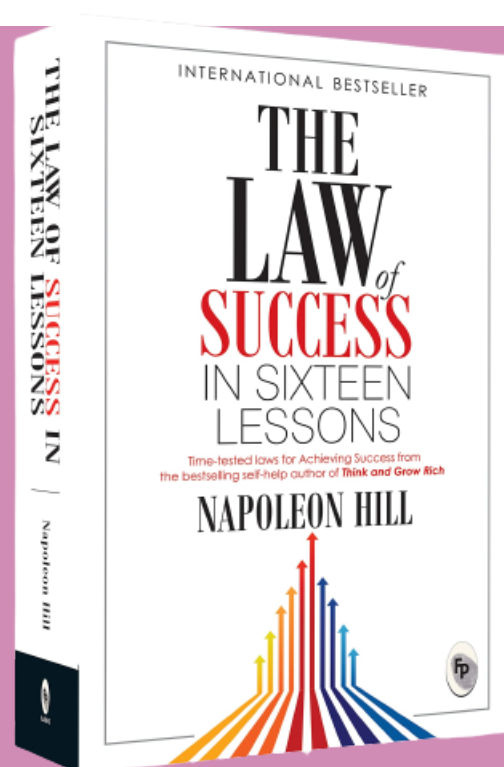
- Lateral thinking helps the mind rethink and update its entrenched patterns.
- With time and practice, anyone can benefit from lateral thinking.
- Lateral thinking requires reserving judgment and identifying dominant ideas.
- Use the reversal method and analogies to switch up your thinking.
- Attention areas and entry points can help you achieve unexpected insights.
- There are two ways of sparking random stimulation: exposure and formal generation.

BOOK REVIEW

THE LAW OF SUCCESS IN SIXTEEN LESSONS BY NEPOLEON HILL

THE LAW OF SUCCESS (1928) COVERS 16 VALUABLE LESSONS THAT YOU CAN USE TO GET MOTIVATED ABOUT TURNING YOUR PLANS AND DREAMS INTO REALITY. YOU CAN PUT THESE PRACTICAL LESSONS INTO PRACTICE TODAY. THEY'RE DESIGNED TO HELP YOU TURN WORDS INTO ACTION, GAIN SELF-CONFIDENCE, AND THRIVE IN ANY ENVIRONMENT.

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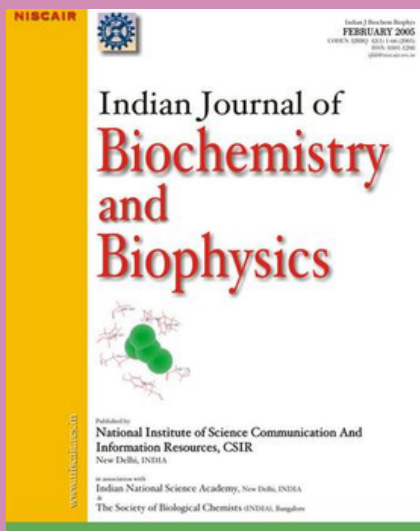
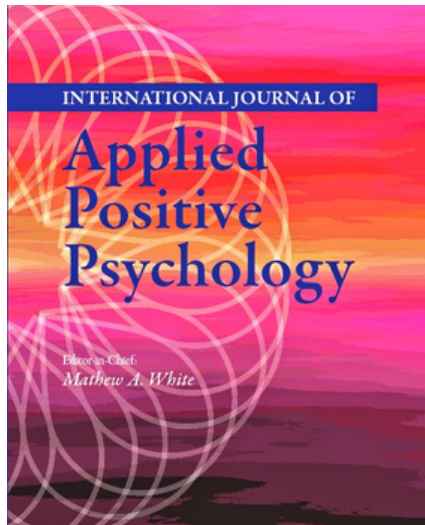
The foundational concept underpinning success is known as the Master Mind. When you have a team of people with the right minds and personalities, you can collectively harmonize and form a Master Mind, which can go on to create truly amazing things that would otherwise be out of reach to a mere individual. Success should not remain limited to a select few. You may think a wide gap separates you from industry titans – like the steel magnate Andrew Carnegie, or the automobile innovator Henry Ford, but you would be mistaken. These were not men born with the advantages of wealth or family connections. They went from having next to nothing to accomplishing things few people had even dreamed possible.

As we will see in the 16 lessons covered in this book, what made their achievements possible are the principles that any able-minded person can learn and master. Before diving into the lessons, though, we must come to grips with the foundational concept on which all 16 lessons are built. That concept is called Master Mind.

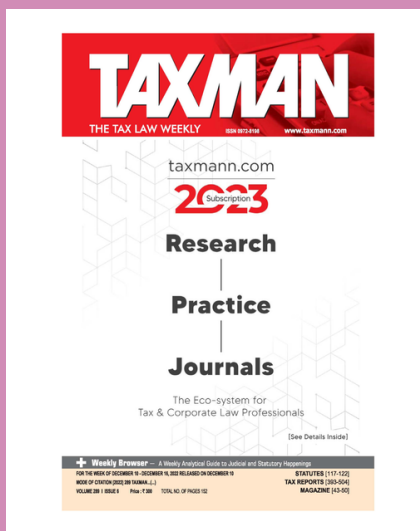
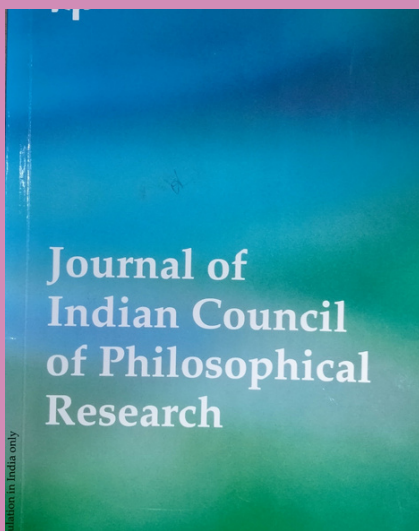
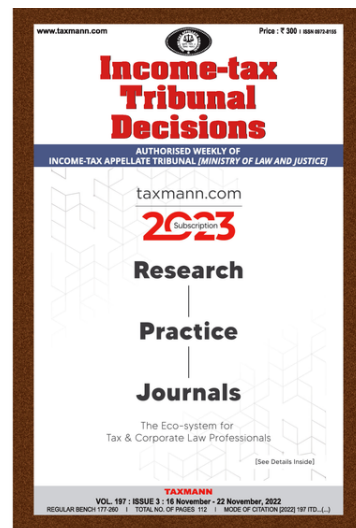
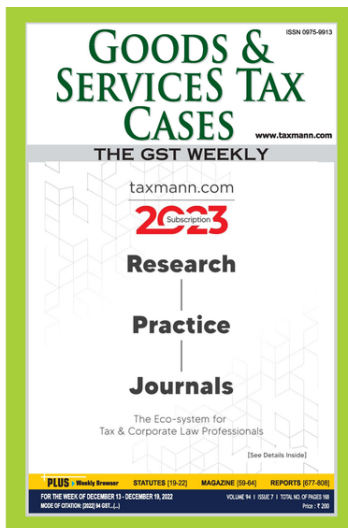
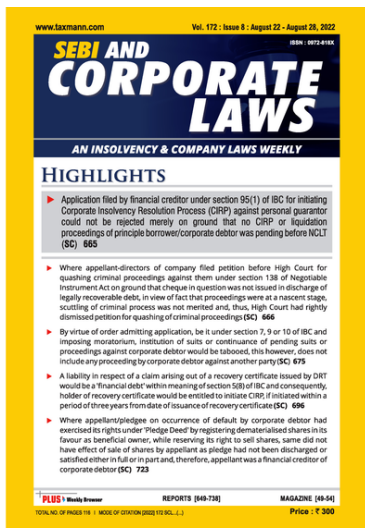
In a nutshell:

- The foundational concept underpinning success is known as the Master Mind.
- Success requires a definite chief aim and self-confidence.
- Success requires the habit of saving, as well as initiative and leadership.
- Success requires both imagination and enthusiasm.
- It would be best to learn the importance of self-control and doing more than what you have paid.
- Make sure you have a pleasing personality and always do your best to think correctly.
- Concentration and cooperation are two more keys to success.
- Think of any failure as merely temporary and embrace a more tolerant outlook.
- By following the Golden Rule, you can stay on the right path to success.

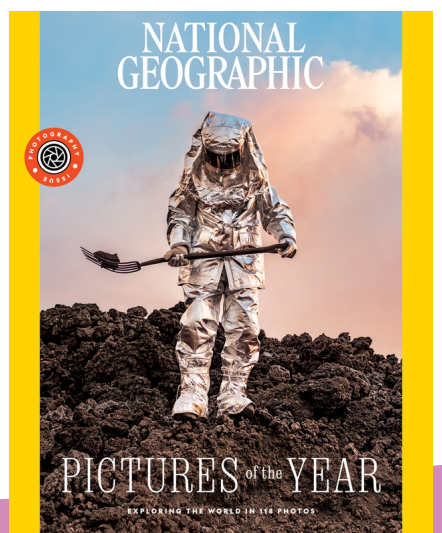
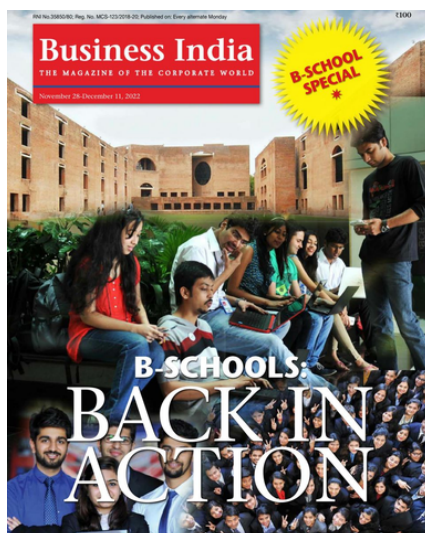
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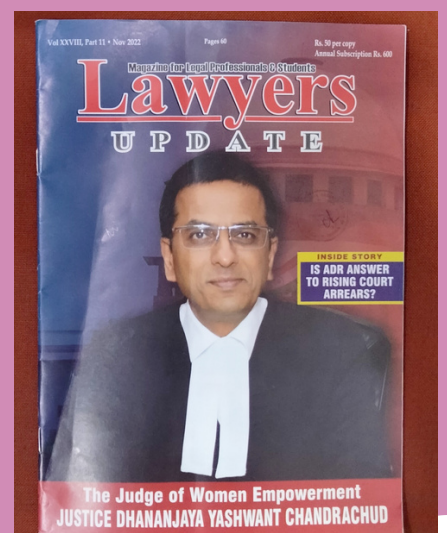
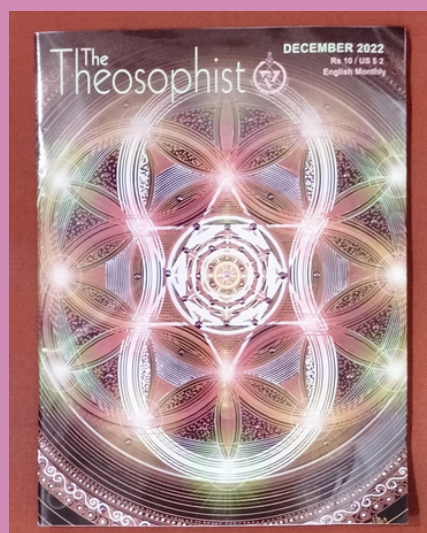
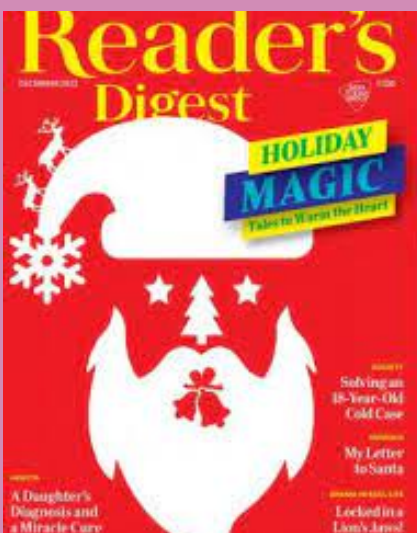
JOURNALS



MAGAZINES



MAGAZINES



Library Activities: October-December 2022

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वाचन प्रेरणा दिन

भारताचे माजी राष्ट्रपती डॉ. ए.पी.जे. अब्दुल कलाम यांचा जन्मदिन १५ ऑक्टोबर रोजी राज्यभरात "वाचन प्रेरणा दिन" म्हणून साजरा केला जातो. प्रबळ इच्छाशक्ती आणि प्रबळ आत्मविश्वास हे डॉ. कलाम यांच्या व्यक्तिमत्त्वाचे पैलू होते. त्यांनी देशातील तरुण पिढीला आपल्या विचारांनी आणि कृतीने भारावून टाकले होते. डॉ. कलाम नेहमी म्हणायचे की, चांगले पुस्तक हे शंभर मित्रांसारखे असते. म्हणून, मुलांनी पुस्तके वाचावीत, तसेच इतर साहित्य शक्य तितके वाचावे. विद्यार्थ्यांमध्ये वाचनाची आवड निर्माण व्हावी या दृष्टीने शाळा आणि महाविद्यालयांमध्ये वाचन प्रेरणा दिन आयोजित केला जातो. वाचन प्रेरणा दिवसाच्या माध्यमातून शाळा-महाविद्यालयीन विद्यार्थ्यांमध्ये अतिरिक्त वाचनाची आवड निर्माण करण्याचे ध्येय साध्य करण्यासाठी प्रयत्न केले जातात.

मिठीबाई महाविद्यालय जितेंद्र ग्रंथालयातर्फे या वर्षी विविध भाषांशी संबंधित निवडक प्रसिद्ध पुस्तकांचे प्रदर्शन भरवण्यात आले होते. यात मराठी भाषेतील २२ ग्रंथ, गुजराती भाषेतील २३ ग्रंथ, हिंदी भाषेतील १६ ग्रंथ, फ्रेंच भाषेतील १० ग्रंथ व इंग्रजी भाषेतील ३० ग्रंथ प्रदर्शित करण्यात आले होते.

महाविद्यालयातील विद्यार्थी आणि अध्यापकांनी या प्रदर्शनास भेट दिली, पुस्तके वाचावयास घेतली आणि पुस्तकांच्या वैविध्यपूर्ण संग्रहाचे कौतुक केले.

NATIONAL CONSTITUTION DAY

Mithibai College Jitendra Library organized a One-Day Book Display on "National Constitution Day" on 26th September 2022.

Constitution Day, also known as *Samvidhan Divas* or National Law Day, is celebrated in India on November 26 every year. On November 26, 1949, the Constituent Assembly of India formally adopted the Constitution of India. It came into force on January 26, 1950. Constitution Day aims to bring awareness about the importance of the Constitution and Dr. B. R. Ambedkar.

The Mithibai College Library has a vast collection of books on Constitution. Out of those, selected 50 books were displayed in the Library on National Constitution Day. College students and faculty members visited the display, issued books and appreciated the display.

GEETA JAYANTI

Mithibai College Jitendra Library organized a One-Day Book Display on "Geeta Jayanti" on 5th December 2022.

The *Bhagvad Gita* is a very sacred scripture which was narrated by Lord Krishna himself to Arjuna on the battlefield of Kurukshetra. Geeta Jayanti is celebrated every year on the Ekadashi of Shukla Paksha in the month of Margashirsha. Universally Bhagavad-Gita is renowned and truly claimed as the crown jewel of India's spiritual wisdom. Spoken by Lord Krishna the Supreme Personality of Godhead to his intimate disciple Arjuna, the Gita's seven hundred concise verses provides a definitive guide to the science of self-realization.

Students and faculty members visited the display and issued books.

Library Activities: October-December 2022

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WORLD COMPUTER LITERACY DAY

Mithibai College Jitendra Library organized a Chart Display on "World Computer Literacy Day" on 2nd December 2022.

World Computer Literacy Day was launched by the Indian computer company NIIT to mark its 20th anniversary in 2001. It is intended to encourage the development of technological skills and to "create awareness and drive digital literacy in underserved communities worldwide".

The Mithibai College Jitendra Library displayed various charts for shortcut keys used in day-to-day computer work. Library staff also displayed books on the related theme for users. College students and faculty members visited the Chart Display and appreciated the efforts taken by Library Staff. These shortcut keys helped users to make computer work easier and faster.

NATIONAL MATHEMATICS DAY

Mithibai College Jitendra Library organized a Book Display on "National Mathematics Day" on 22nd December 2022.

National Mathematics Day is celebrated to mark the birth anniversary of Srinivasa Ramanujan, a legendary Indian mathematician. He made substantial contributions to mathematical analysis, number theory, infinite series, and continued fractions, including solutions to mathematical problems considered unsolvable.

The Mithibai College Library has a vast collection of books on Mathematics. Out of those, selected 45 books were displayed in the Library on National Mathematics Day. College students and faculty visited the display and issued books.

Forthcoming Events of 2023

Sr. No.	Month	Book Display	Virtual Book Display	Workshop/ Activity
1	January	Exhibition cum Sale of Books (13/01/2023)	-	World Braille Day (04/01/2023)
2	February	World Thinking Day (22/02/2023)	Darwin Day (12/02/2023)	Abraham Lincoln Day (12/02/2023)

Library Activities: October-December 2022

USER'S FEEDBACK

I added a few to my "must read" list after going through the Book Display.



I came across some new books that I was not aware of. Really liked the Display



The Charts Displayed are extremely informative. Must read!



In the memory of Hon. Dr. APJ Abdul Kalam there has been an amazing display to portray from linguistic learning to biographies available in English, Hindi, Marathi, Gujarati and French as well. The books are really helpful in an important way to give an extra knowledge with academic career. Display is impressive as Always!



Really Great initiative in encouraging reading, Thank You!



Such a varied collection of books!

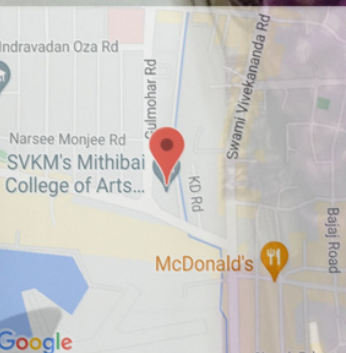


Library Activities: October-December 2022

FEW GLIMPSES



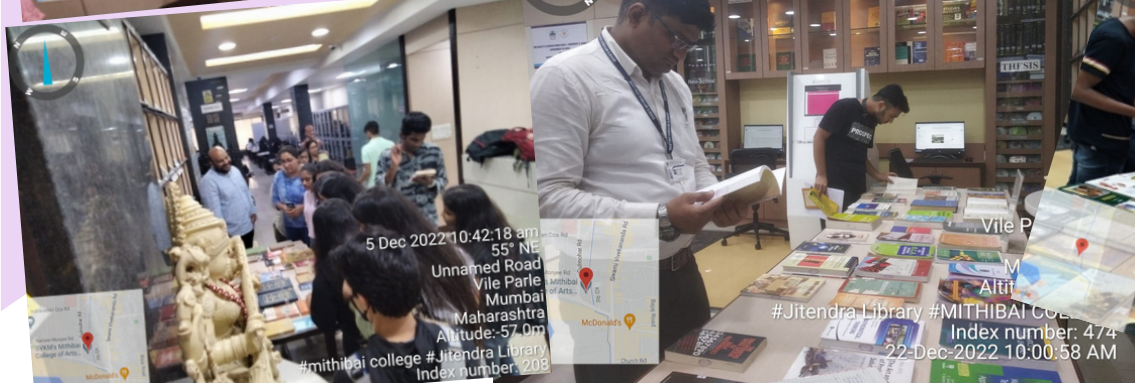
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 340° N
 Unnamed Road
 Vile Parle
 Mumbai
 Maharashtra
 Altitude:-60.6m
 #mithibai college #Jitendra Library
 Index number: 240



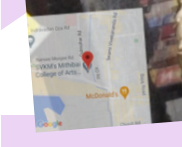
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 Mumbai
 Maharashtra
 #Jitendra Library #MITHIBAI COLLEGE
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 Maharashtra
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 #Jitendra Library #MITHIBAI COLLEGE
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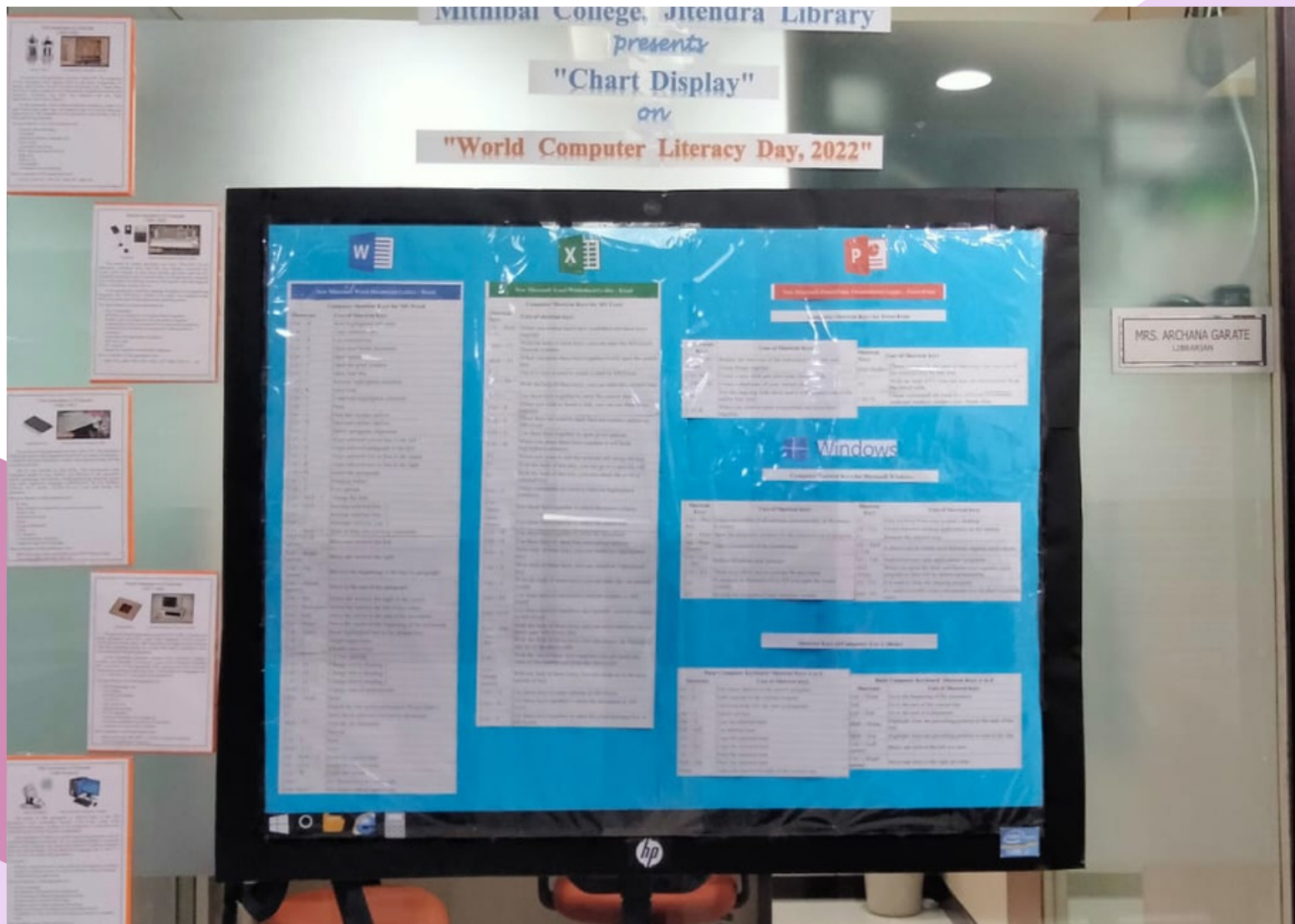
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 Index number: 208



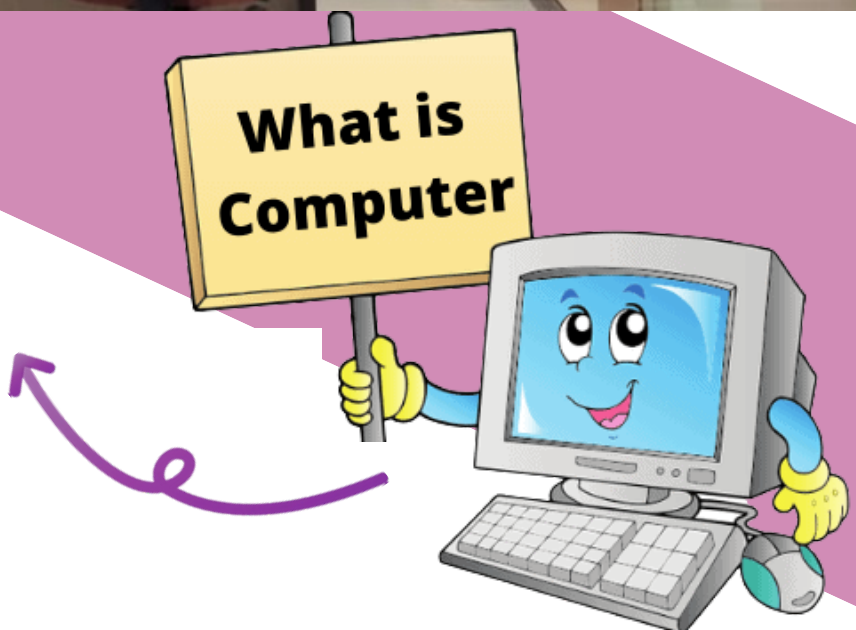
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 242° SW
 Vile Parle West
 Mumbai
 Maharashtra
 Altitude:-60.5m
 #Jitendra Library #MITHIBAI COLLEGE
 Index number: 18

Library Activities: October-December 2022

World Computer Literacy Day 2022: Chart Display



C = Commonly
O = Operated
M = Machine
P = Purposely
U = Used for
T = Technical &
E = Educational
R = Research



Computer Shortcut Keys- Microsoft Excel

Shortcut Key	Use of Shortcut key
Alt + Shift + F1	When you want to insert new worksheet use these keys together
Shift + F3	With the help of these keys, you can open the MS-Excel formula window
Shift + F5	When you press these keys together it will open the search box
F11	The F11 key is used to create a chart in MS-Excel
Ctrl + Shift + ;	With the help of these keys, you can enter the current time
Ctrl + ;	Use these keys together to enter the current date
Ctrl + K	When you want to Insert a link, you can use these keys together
Ctrl + F	These keys are used to open find and replace options in MS-Excel
Ctrl + G	Use these keys together to open go-to options
Ctrl + B	When you press these keys together it will bold highlighted selection.
F2	When you want to edit the selected cell using this key
F5	With the help of this key, you can go to a specific cell
F7	With the help of this key, you can check the spell of selected text
Ctrl + I	These commands are used to Italicize highlighted selection.
Ctrl + Space	Use these keys together to select the entire column
Shift + Space	Use these keys together to select the entire row
Ctrl + W	Use these keys together to close the document
Ctrl + H	Use these keys to open find and replace options
Ctrl + U	With help of these keys, you can underline highlighted text.
Ctrl + Y	With help of these keys, you can underline highlighted text.
Ctrl + Z	With the help of these keys, you can undo the last deleted action
Ctrl + F9	Use these keys to minimize a current window in MS-Excel
Ctrl + F10	Use these keys to maximize the currently selected window in MS-Excel
Ctrl + Tab	With the help of these keys, you can move between two or more open MS-Excel files
Alt + =	With the help of these keys, you can initiate the formula to add all of the above cells
Ctrl +	With the use of these keys together you can insert the value in the current cell from the above cell.
Ctrl + (Right arrow)	With the help of these keys, you can jump on to the next section of text
Ctrl + O	Use these keys to open options in MS-Excel
Ctrl + N	Use these keys together to open the document in MS-Excel
Ctrl + P	Use these keys together to open the print dialogue box in MS-Excel

Computer Shortcut Keys Microsoft PowerPoint

Shortcut Key	Use of Shortcut key
Ctrl+Shift+<	Reduce the font size of the selected text by one size.
CTRL + G	Group things together
Ctrl+M	Create a new slide just after your chosen slide.
CTRL + D	Create a duplicate of your current slide.
Esc	Exit the ongoing slide show and it will redirect you to the earlier live view.
Ctrl+K	When you want to enter a hyperlink use these keys together.
Ctrl+Shift+>	These commands are used to maximize the font size of the selected text by one size.
F5	With the help of F5, you can start the presentation from the initial slide.
Ctrl+N	These commands are used in a different Powerpoint software window, create a new, blank slide.

Computer Shortcut Keys Microsoft Word

Shortcut Key	Use of Shortcut key
Ctrl + B	Bold highlighted selection
Ctrl + C	Copy selected text
Ctrl + X	Cut selected text
Ctrl + N	Open new/blank document
Ctrl + O	Open options
Ctrl + P	Open the print window
Ctrl + F	Open find box
Ctrl + I	Italicize highlighted selection
Ctrl + K	Insert link
Ctrl + U	Underline highlighted selection
Ctrl + V OR Shift + Insert	Paste
Ctrl + G	Find and replace options
Ctrl + H	Find and replace options
Ctrl + J	Justify paragraph alignment
Ctrl + L	Align selected text or line to the left
Ctrl + Q	Align selected paragraph to the left
Ctrl + E	Align selected text or line to the centre
Ctrl + R	Align selected text or line to the right
Ctrl + M	Indent the paragraph
Ctrl + T	Hanging indent
Ctrl + D	Font options
Ctrl + Shift + F	Change the font
Ctrl + Shift + > OR Ctrl +]	Increase selected font +1
Ctrl + [Decrease selected font -1
Ctrl + Shift + *	View or hide non printing characters
Ctrl + (Left arrow)	Move one word to the left
Ctrl + (Right arrow)	Move one word to the right
Ctrl + (Up arrow)	Move to the beginning of the line or paragraph
Ctrl + (Down arrow)	Move to the end of the paragraph
Ctrl + Del	Delete the word to the right of the cursor
Ctrl + Backspace	Delete the word to the left of the cursor
Ctrl + End	Move the cursor to the end of the document
Ctrl + Home	Move the cursor to the beginning of the document
Ctrl + Space	Reset highlighted text to the default font
Ctrl + 1	Single-space lines
Ctrl + 2	Double-space lines
Ctrl + Alt + 1	Change text to heading 1
Ctrl + Alt + 2	Change text to heading 2
Ctrl + Alt + 3	Change text to heading 3
Shift + F3	Change case of selected text
F4	Repeat the last action performed (Word 2000+)
F7	Spell check selected text and/or document
Shift + F7	Activate the thesaurus
Ctrl + S OR Shift + F12	Save
Alt + Shift + D	Insert the current date
Alt + Shift + T	Insert the current time
Ctrl + W	Close document
Ctrl +=	Set chosen text as a subscript.
Ctrl+Shift+=	Set chosen text as superscript.

Computer Shortcut Keys A to Z (Basic)

Shortcut	Use of Shortcut key
Alt + F	File menu options in the current program
Alt + E	Edits options in the current program
F1	Universal help (for any sort of program)
Ctrl + A	Selects all text
Ctrl + X	Cuts the selected item
Ctrl + Del	Cut selected item
Ctrl + C	Copy the selected item
Ctrl + Ins	Copy the selected item
Ctrl + V	Paste the selected item
Shift + Ins	Paste the selected item
Home	Takes the user to the start of the current line
Ctrl + Home	Go to the beginning of the document
End	Go to the end of the current line
Ctrl + End	Go to the end of a document
Shift + Home	Highlight from the prevailing position to the start of the line
Shift + End	Highlight from the prevailing position to end of the line
Ctrl + (Left arrow)	Move one term to the left at a time
Ctrl + (Right arrow)	Move one term to the right at a time

Computer Shortcut Keys Microsoft Windows

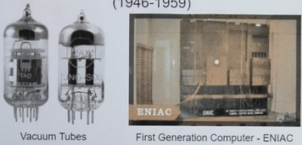
Shortcut Key	Use of Shortcut key
Ctrl + Plus Key	Adjust the widths of all columns automatically, in Windows Explorer
Alt + Enter	Open the properties window for the selected icon or program
Alt + Print Screen	Take a screenshot of the current page.
Ctrl + Alt + Del	Reboot/Windows task manager
Ctrl + Esc	These keys allow you to activate the start menu
F4	Its purpose in Windows 95 to XP is to open the locate window
F5	Refresh the contents of your windows system
F3	Find anything from your system's desktop
Alt + Esc	Switch between desktop applications on the taskbar
F2	Rename the selected icon
Alt + Shift + Tab	It allows you to switch back between ongoing applications
Alt + Tab	Switch between open applications/ programs.
Shift + Delete	It deletes the program or files permanently
Alt + F4	It is used to close the ongoing program
Ctrl + F4	It's used to swiftly close a document or a file that's currently open.

TYPEWRITER is the longest word that you can write using the letters only on one row of the keyboard of your computer



Five Generations of Computer

First Generation of Computer (1946-1959)



Vacuum Tubes First Generation Computer - ENIAC

The period of first generation was from 1946-1959. The computers of first generation used vacuum tubes as the basic components for memory and circuitry for CPU (Central Processing Unit). These tubes, like electric bulbs, produced a lot of heat and the installations used to fuse frequently. Therefore, they were very expensive and only large organizations were able to afford it.

In this generation, mainly batch processing operating system was used. Punch cards, paper tape, and magnetic tape was used as input and output devices. The computers in this generation used machine code as the programming language.

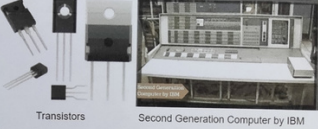
The main features of the first generation are –

- Vacuum tube technology
- Unreliable
- Supported machine language only
- Very costly
- Generated a lot of heat
- Slow input and output devices
- Huge size
- Need of AC
- Non-portable
- Consumed a lot of electricity

Some computers of this generation were –

- ENIAC, EDVAC, UNIVAC, IBM-701, IBM-650

Second Generation of Computer (1959-1965)



Transistors Second Generation Computer by IBM

The period of second generation was from 1959-1965. In this generation, transistors were used that were cheaper, consumed less power, more compact in size, more reliable and faster than the first generation machines made of vacuum tubes. In this generation, magnetic cores were used as the primary memory and magnetic tape and magnetic disks as secondary storage devices.

In this generation, assembly language and high-level programming languages like FORTRAN, COBOL were used. The computers used batch processing and multiprogramming operating system.

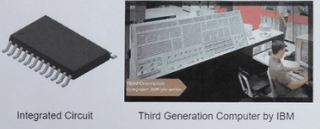
The main features of second generation are –

- Use of transistors
- Reliable in comparison to first generation computers
- Smaller size as compared to first generation computers
- Generated less heat as compared to first generation computers
- Consumed less electricity as compared to first generation computers
- Faster than first generation computers
- Still very costly
- AC required
- Supported machine and assembly languages

Some computers of this generation were –

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

Third Generation of Computer (1965-1971)



Integrated Circuit Third Generation Computer by IBM

The period of third generation was from 1965-1971. The computers of third generation used Integrated Circuits (ICs) in place of transistors. A single IC has many transistors, resistors, and capacitors along with the associated circuitry.

The IC was invented by Jack Kilby. This development made computers smaller in size, reliable, and efficient. In this generation remote processing, time-sharing, multiprogramming operating system were used. High-level languages (FORTRAN-II TO IV, COBOL, PASCAL PL/1, BASIC, ALGOL-68 etc.) were used during this generation.


The main features of third generation are –

- IC used
- More reliable in comparison to previous two generations
- Smaller size
- Generated less heat
- Faster
- Lesser maintenance
- Costly
- AC required
- Consumed lesser electricity
- Supported high-level language

Some computers of this generation were –

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

Fourth Generation of Computer (1971-1980)



Microprocessor Fourth Generation Computer by IBM

The period of fourth generation was from 1971-1980. Computers of fourth generation used Very Large Scale Integrated (VLSI) circuits. VLSI circuits having about 5000 transistors and other circuit elements with their associated circuits on a single chip made it possible to have microcomputers of fourth generation.

Fourth generation computers became more powerful, compact, reliable, and affordable. As a result, it gave rise to Personal Computer (PC) revolution. In this generation, time sharing, real time networks, distributed operating system were used. All the high-level languages like C, C++, DBASE etc., were used in this generation.


The main features of fourth generation are –

- VLSI technology used
- Very cheap
- Portable and reliable
- Use of PCs
- Very small size
- Pipeline processing
- No AC required
- Concept of internet was introduced
- Great developments in the fields of networks
- Computers became easily available

Some computers of this generation were –

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

Fifth Generation of Computer (1980-Present)



Artificial Intelligence Fifth Generation Computer - Desktop

The period of fifth generation is 1980-till date. In the fifth generation, VLSI technology became ULSI (Ultra Large Scale Integration) technology, resulting in the production of microprocessor chips having ten million electronic components.

This generation is based on parallel processing hardware and AI (Artificial Intelligence) software. AI is an emerging branch in computer science, which interprets the means and method of making computers think like human beings. All the high-level languages like C and C++, Java, .Net etc., are used in this generation.

AI includes –

- Robotics, Neural Networks, Game Playing, Development of expert systems to make decisions in real-life situations, Natural language understanding and generation

The main features of fifth generation are –

- ULSI technology
- Development of true artificial intelligence
- Development of Natural language processing
- Advancement in Parallel Processing
- Advancement in Superconductor technology
- More user-friendly interfaces with multimedia features
- Availability of very powerful and compact computers at cheaper rates

Some computer types of this generation are –

- Desktop, Laptop, Notebook, UltraBook, ChromeBook



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