<u>GOVERNMENT OF TAMIL NADU</u>

<u>DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI - 600 025</u>

<u>"CERTIFICATE COURSE IN COMPUTER ON OFFICE AUTOMATION, DECEMBER 2015"</u>

<u>NOTIFICATION NO. 115688/Q3/2015</u>

Applications are invited for the" Certificate Course in Computer on Office Automation Examination, DECEMBER 2015" Institute candidates / private candidates have to fill the relevant data in the application form through on-line on or before 16.11.2015 and the same application form must be downloaded and taken a print out. This printed application duly signed and with the copies of necessary certificates duly attested must reach DOTE on or before 23.11.2015. Applications received after due date will be summarily rejected.

Sl. no	Particulars	Date
1	Last date for Submitting on-line application	16.11.2015
2	Last date for submitting at DOTE office, the Downloaded and Printed application along with attested copy of SSLC mark sheet, typewriting certificate and Demand Draft for Rs 530/-	23.11.2015

Sd/- Director of Technical Education

GOVERNMENT OF TAMIL NADU
DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI-600 025

CERTIFICATE COURSE IN COMPUTER ON OFFICE AUTOMATION, "DECEMBER 2015"

NOTIFICATION No 115688 /Q3/2015

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A. EDUCATIONAL QUALIFICATION:

I.   A pass in SSLC of Tamilnadu State or Equivalent Examination thereof.
                    and

A pass in Junior Grade or Senior Grade Typewriting Examination in English / Tamil   of   the Department of Technical Education, Tamil Nadu or the Equivale Examination thereof.

(or)

II.   A pass in Higher Grade Typewriting English / Tamil of the Department of Technical Education, Tamilnadu or equivalent Examination on thereof.

B. TRAINING QUALIFICATION:

I.   Candidate should have undergone a minimum of 120 hours of training in a recognized Typewriting   Institute or Government / Government Aided / Self-financing Polytechnic Colleges.

II.   Private candidates who have qualified and undergone a minimum of 120 hours of training in a private institute may also appear for the Examination as Private candidate.

III. All the candidates including Private Candidates should maintain a record note-book for the Practical Classes attended by them as per the syllabus and submit the same at the time of their Practical Examination

C. **CONDUCT OF EXAMINATION:**

Examination will be conducted only at the selected Government / Government Aided/ Self- financing Polytechnic Colleges in Tamil Nadu. The Examination will consist of the following Two papers.

PAPERS	EXAM	DATE OF EXAM
(i) Paper I	Theory Examination (2 Hours Duration)	26.12.2015 (Saturday)
(ii) Paper II	Practical Examination (2 Hours Duration)	27.12.2015 (Sunday)

Required Examination Stationery and Computer for the Conduct of   Examination will be provided in   the Examination Centers.

D. APPLICATION FORMS AND EXAMINATION FEE :

Cost of Application	Rs, 30/- (DD in favour of "The Additional Director of Technical Education" (Exams) Chennai 25.) (To be uploaded in website and the copy to be downloaded and taken a print out.)
Date from which the application form be uploaded in the website	26.10.2015 to 16.11.2015 uploaded in the website. (www.tndte.com)
Last date of Submission of duly filled Application (downloaded) at DOTE office	23.11.2015
Examination Fee	Rs. 500 /-
Mode of Payment	Application and Examination fees should be paid by Demand Draft Drawn in favour of "The Additional Director of Technical Education "(Exam), Chennai -25.totally for Rs 530/- (Rupees five hundred and thirty only)

Examination fees once paid cannot be refunded or adjusted for future examination under any circumstances

Sd/- Director of Technical Education

Chennai : 600 025
Dated : 23.10.2015

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INSTRUCTIONS

(Read the following Instructions carefully before filling up the Application)

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1. The candidate should possess the qualification on the date of this Notification.

    REQUIRED QUALIFICATION

    I. A Pass is SSLC of Tamil Nadu State or Equivalent Examination thereof.
    <div align="center">And</div>
    A Pass in Junior Grade or Senior Grade Typewriting Examination in English / Tamil of the Department of Technical Education, Tamil Nadu or the Equivalent Examination thereof.
    <div align="center">(or)</div>
    II. A Pass in Higher Grade Typewriting English / Tamil of the Department of Technical Education, Tamil Nadu or equivalent Examination on thereof.

2. The candidate should have undergone a minimum of 120 hours of training at the recognized Institute / Government / Government Aided / Self financing Polytechnics / Privately.

3. The candidate sponsored by recognized Institutes' Principal / Proprietor has to fill up the details and to sign the certificate in the application.

4. The Private candidates need not fill up the certificate intended for Institute candidates.

5. The Theory Examination and Practical Examination will be conducted only in the selected Polytechnics. The allotted centre will be mentioned in the Hall Ticket.

6. The Candidates need not bring Computer for Practical Examination and the arrangement are made by the Department.

7. Examination Fee of Rs.530/- should be drawn in favour of "Additional Director of Technical Education (Examination)" payable at Chennai Only, and be enclosed along with the application.(filled application downloaded and taken a print out.)

8. The name, address of the recognized Institute / Polytechnic and address of the candidates in the case of private appearance, should be written on the reverse of the Demand Draft, Payment either by cash / Indian Postal Order / Cheque will not be accepted.

9. The relevant data in the Application form must be uploaded through on-line and the same application form must be downloaded and taken a print out. This printed application duly signed and with relevant copies of certificates duly attested must reach DOTE on or before the due date.

10. On-line application must be uploaded on or before 16.11.2015. The same application form must be downloaded and taken a print out. This printed application duly signed and with relevant copies of certificates duly attested must reach DOTE office on or before 23.11.2015. Incomplete application or applications received belated will be summarily rejected.

11. The following certificates should accompany the completed application :
    Xerox Copy of S.S.L.C., OR +2 Certificate as a proof of date of Birth, and Junior Grade or Senior Grade Typewriting Examination in English / Tamil Certificate this should be duly attested by A or B Grade Officer of the State OR Central Government.

    NOTE: Photos taken wearing Cap or Cooling Glass should not be uploaded.

12. Application which do not fulfill the conditions will be summarily rejected without giving any notice.

13. The Examinations Time-Table will be displayed in website.

14. The decision of the Chairman, Board Examinations, Chennai – 25 shall be final in respect of admission of candidates to the Examination.

Sd/- Director of Technical Education

GOVERNMENT OF TAMIL NADU

DIRECTORATE OF TECHNICAL EDUCATION

GOVERNMENT TECHNICAL EXAMINATIONS

CERTIFICATE COURSE

IN

COMPUTER ON OFFICE AUTOMATION

SYLLABUS

CERTIFICATE COURSE IN COMPUTER ON OFFICE AUTOMATION

SYLLABUS

UNIT 1:   **BASICS OF COMPUTER**

UNIT 2:   **OPERATING SYSTEMS**
                 MS-WINDOWS & LINUX

UNIT 3:   **OFFICE APPLICATIONS – I**
                 MS OFFICE: MS-WORD
                 OPEN OFFICE: WRITER

UNIT 4:   **OFFICE APPLICATIONS - II**
                 MS OFFICE: MS-EXCEL
                 OPEN OFFICE: CALC & MATH

UNIT 5:   **OFFICE APPLICATIONS - III**
                 MS OFFICE: MS-ACCESS
                 OPEN OFFICE: BASE

UNIT 6:   **OFFICE APPLICATIONS - IV**
                 MS OFFICE: MS-POWER POINT
                 OPEN OFFICE: IMPRESS

UNIT 7:   **INTERNET & ADVANCED COMMUNICATION**

Note:
1. A candidate has to complete a minimum of 120 hrs. of training.
2. MS-OFFICE 2007, Linux EduBoss-3.0 and OPEN OFFICE 3.2 to be followed for Theory and Practical Examinations.
3. No Course Material will be prepared and supplied by DOTE
4. The weightage for Theory and Practical Examinations as follows.
    a. MS WINDOWS and MS OFFICE   - 70%
    b. LINUX and OPEN OFFICE   - 30%

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DETAILED SYLLABUS – THEORY

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UNIT 1:   BASICS OF COMPUTER

Introduction to Computer: Definition - History & Generation of Computer (From First to 5th) - Applications of Computer – Advantages of Computer – Terms related to Computer - Characteristics of Computer: Speed, Storage, Versatility and Diligence – Hardware & Software. Block Diagram and Working Principle of Computer - Types of Computer: On the Basis of Working - Analog, Digital & Hybrid, On the Basis of Size - Main frame, Mini Computer, Super Computer, Work station, Micro Computer, Desktop Computer, Laptop Computer, Palmtop Computer; On the basis of Processor – XT, AT & Pentium(i3, i5, i7); **Memory:** Units, Representation, Types - Primary memory: RAM, ROM, PROM, EPROM, EEPROM, DDR Secondary memory: Hard disk, CD, DVD, Blue ray Disc, Pen Drive Magnetic tape & Zip disk – **CPU:** Components of CPU - Mother board, Hard disk, RAM, ROM, Processor, SMPS & Connecting wire - Graphics Card, Sound Card, Network Card – Modem; **Input, Output devices**: Keyboard, Mouse, Scanner, Digital Camera, Joystick, Pen drive, Monitor, Printer, Plotter – Connecting port – Serial, parallel – USB port.

Computer Networks: Data Communications –Types of Computer Networks – Local Area Networks & Wide Area Networks.

UNIT 2   OPERATING SYSTEMS

Windows:

Definition of Operating System - Functions of OS - Types of OS: Single user, Multi-User, multi-task, RTOS, Single-user, Multi-tasking – **Windows Desk top** - **GUI:** Definition, Standards, Cursors/Pointers, Icons, GUI Menus, GUI-Share Data – **Desktop icons and their functions:** My computer, My documents, Network neighbourhood, Recycle Bin, Quick launch tool bar, System tray, Start menu, Task bar – **Dialog Boxes**: List Box, Spin Control Box, Slide, Drop-down list, Radio button, Check box, Text box, **Task Bar -** System Tray - Quick launch tool bar - Start button **- Parts of Windows** -Title bar-Menu bar - Scroll bar- Status bar, Maximize, Minimize, close and Resize & Moving a Window – **Windows** - Start Menu –Help Menu- Preview Menu; **Logoff & Shutdown – Keyboard Accelerators**: Key board short keys or hotkeys **– Working with Notepad & Wordpad**: Opening & Saving files, Formatting, Printing, Inserting objects, Finding & replacing text, Creating & Editing Images with Microsoft paint, using the Calculator – Personalising Windows.

Linux:

Linux Programming & Administration: Introduction to Linux – Features of Linux – Components of Linux – Linux process and Thread Management – File Management System; **Linux Commands and Utilities** – cat, tail, cmp, diff, wc, sort, mkdir, cd, rmdir, pwd, cp, more, passwd, who, whoami, mv, chmod, kill, write, wall, merge, mail, news – pipes, filters and redirection utilities; **System Administration:** Installing Linux – Booting the system – Maintaining user accounts – File systems and special files – Backups and restoration.

UNIT 3	OFFICE APPLICATIONS - I

Introduction to MS Office - **MS Word and Open Office – Writer:**

MS Word - Working with Documents -Opening & Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page & setting Margins, Converting files to different formats, Importing & Exporting documents, Sending files to others, Using Tool bars, Ruler, Using Icons, using help, **Formatting Documents** - Setting Font styles, Font selection- style, size, colour etc, Type face - Bold, Italic, Underline, Case settings, Highlighting, Special symbols, Setting Paragraph style, Alignments, Indents, Line Space, Margins, Bullets & Numbering. **Setting Page style -** Formatting Page, Page tab, Margins, Layout settings, Paper tray, Border & Shading, Columns, Header & footer, Setting Footnotes & end notes – Shortcut Keys; Inserting manual page break, Column break and line break, Creating sections & frames, Anchoring & Wrapping, Setting Document styles, Table of Contents, Index, Page Numbering, date & Time, Author etc., Creating Master Documents, Web page. **Creating Tables**- Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting, Sorting, and Formula, **Drawing -** Inserting ClipArts, Pictures/Files etc., **Tools –** Word Completion, Spell Checks, Mail merge, Templates, Creating contents for books, Creating Letter/Faxes, Creating Web pages, Using Wizards, Tracking Changes, Security, Digital Signature. **Printing Documents –** Shortcut keys.

Free Open Source Software:

OPEN OFFICE - WRITER: Introduction to Open Office Suite - Selecting the application package, Working with Documents- Formatting Documents - Setting Page style- Creating Tables - Drawing- Tools - Printing Documents - Operating with MS Word documents.

UNIT 4	OFFICE APPLICATIONS - II

Introduction to MS Office – MS Excel and Open Office – Calc:

MS Excel: Spread Sheet & its Applications, Opening Spreadsheet, Menus - main menu, Formula Editing, Formatting, Toolbars, Using Icons, Using help, Shortcuts, Spreadsheet types. Working with Spreadsheets- opening, Saving files, setting Margins, Converting files to different formats (importing, exporting, sending files to others), Spread sheet addressing - Rows, Columns & Cells, Referring Cells & Selecting Cells – Shortcut Keys. **Entering & Deleting Data-** Entering data, Cut, Copy, Paste, Undo, Redo, Filling Continuous rows, columns, Highlighting values, Find, Search & replace, Inserting Data, Insert Cells, Column, rows & sheets, Symbols, Data from external files, Frames, Clipart, Pictures, Files etc, Inserting Functions, Manual breaks, **Setting Formula -** finding total in a column or row, Mathematical operations (Addition, Subtraction, Multiplication, Division, Exponentiation), Using other Formulae. **Formatting Spreadsheets-** Labelling columns & rows, Formatting- Cell, row, column & Sheet, Category - Alignment, Font, Border & Shading, Hiding/ Locking Cells, Anchoring objects, Formatting layout for Graphics, Clipart etc., Worksheet Row & Column Headers, Sheet Name, Row height & Column width, Visibility - Row, Column, Sheet, Security, Sheet Formatting & style, Sheet background, Colour etc, Borders & Shading – Shortcut keys. **Working with sheets** – Sorting, Filtering, Validation, Consolidation, and Subtotal**. Creating Charts -** Drawing. **Printing. Using Tools –** Error checking, Spell Checks, Formula Auditing, Creating & Using Templates, Pivot Tables, Tracking Changes, Security, Customization.

OpenOffice-Calc - **Introduction –** Introduction to Spreadsheets, Overview of a Worksheet, Creating Worksheet & Workbooks, Organizing files, Managing files & workbooks, Functions & Formulas, Working with Multiple sheets, Creating Charts & Printing Charts – Operating with MS Excel documents, which are already created and saved in MS Excel.

UNIT 5	OFFICE APPLICATIONS - III

Introduction to MS Office-MS Access and Open Office-Base:

MS Access: Introduction, Planning a Database, Starting Access, Access Screen, Creating a New Database, Creating Tables, Working with Forms, Creating queries, Finding Information in Databases, Creating Reports, Types of Reports, Printing & Print Preview – Importing data from other databases viz**.** MS Excel etc.

OpenOffice-Base – Introduction- Database Concepts – Creating a New Database, Creating Tables, Working with Forms, Creating queries, Finding Information in Databases, Creating Reports, Types of Reports, Printing and Printing preview – Operating with other databases i.e. MS Access etc.

UNIT 6	OFFICE APPLICATIONS - IV

Introduction to MS Office-MS Power Point and Open Office-Impress:

MS Power point: Introduction to presentation – Opening new presentation, Different presentation templates, Setting backgrounds, Selecting presentation layouts. **Creating a presentation** - Setting Presentation style, Adding text to the Presentation. **Formatting a Presentation** - Adding style, Colour, gradient fills, Arranging objects, Adding Header & Footer, Slide Background, Slide layout. Adding Graphics to the Presentation- Inserting pictures, movies, tables etc into presentation, Drawing Pictures using Draw. **Adding Effects to the Presentation-** Setting Animation & transition effect**. Printing Handouts,** Generating Standalone Presentation viewer.

OpenOffice-Impress - **Introduction –** Creating Presentation, Saving Presentation Files, Master Templates & Re-usability, Slide Transition, Making Presentation CDs, Printing Handouts – Operating with MS Power Point files / slides.

UNIT 7	INTERNET & ADVANCED COMMUNICATION

Internet and Web Browsers: Definition & History of Internet - Uses of Internet - Definition of Web-Addressing-URL-Different types of Internet Connections; Dial up connection, Broad band (ISDN, DSL, Cable), Wireless (Wi-Fi, WiMax, Satellite, Mobile) naming convention, browsers and its types, internet browsing, searching - Search Engines - Portals - Social Networking sites- Blogs - viewing a webpage, downloading and uploading the website; Creating an email-ID, e-mail reading, saving, printing, forwarding and deleting the mails, checking the mails, viewing and running file attachments, addressing with cc and bcc.

Introduction to various devices & Applications: Other than the computers, (electronic gadgets), which are widely using by executives in the Offices – Tablet, Smart Phone – concept of mobile phone and Tablet and their uses – Various applications using by Tablets and Smart Phones such as UC browser, WhatsApp, Maps, Skype.

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SYLLABUS – PRACTICAL

| SUGGESTED HANDS ON EXERCISES | OPERATING SYSTEM |

1.   Starting the Windows
        Starting a program, running a program
        Running multiple programs and switching between windows
        Customizing the Task bar
        Recycle bin, restoring the deleted files

2.   Creating and removing folders
        Making the taskbar wider, arranging icons on the Desktop
        Displaying and hiding the taskbar clock
        Controlling the size of start menu options
        Creating Shortcuts.

3.   Installing a screen saver
        Assigning a wallpaper to Desktop
        Adding a program to the start menu
        Adding a program shortcut in the Desktop
        Customizing the mouse settings

4.   Expanding and collapsing a folder
        Recognizing File types using icons
        Running a program from explorer
        Renaming a file or folder
        Sorting a folder

5.   Displaying the properties for a file or folder
        Using cut and paste operations to move a file
        Using copy and paste operations to copy a file
        Moving and copying files with mouse
        Searching a file or folder by using search command

6.   Finding a file or folder, by name
        Defragmenting the disk, using disk defragmenter
        Controlling the speaker volume
        Recording and saving an audio file
        Connecting a printer to the PC

7.   Booting Linux, Maintaining User accounts
        Creating folders, renaming folders and files
        Copying, moving, deleting files
        Taking backups and restoration of files
        Practicing the commands like passwd, who, whoami, kill, write etc.

SUGGESTED HANDS ON EXERCISES   **OFFICE APPLICATIONS - I**

8.   Preparing a Govt. Order / Official Letter / Business Letter / Circular Letter
       Covering formatting commands - font size and styles - bold, underline, upper case, lower case, superscript, subscript, indenting paragraphs, spacing between lines and characters, tab settings etc.

9.   Preparing a news letter:
       To prepare a newsletter with borders, two columns text, header and footer and inserting a graphic image and page layout.

10.   Creating and using styles and templates
       To create a style and apply that style in a document
       To create a template for the styles created and assemble the styles for the template.

11.   Creating and editing the table
       To create a table using table menu
       To create a monthly calendar using cell editing operations like inserting, joining, deleting, splitting and merging cells
       To create a simple statement for math calculations viz. Totalling the column.

12.   Creating numbered lists and bulleted lists
       To create numbered list with different formats (with numbers, alphabets, roman letters)
       To create a bulleted list with different bullet characters.

13.   Printing envelopes and mail merge.
       To print envelopes with from addresses and to addresses
       To use mail merge facility for sending a circular letter to many persons
       To use mail merge facility for printing mailing labels.

14.   Using the special features of word
       To find and replace the text
       To spell check and correct.
       To generate table of contents for a document
       To prepare index for a document.

15.   Create an advertisement
       Prepare a resume.
       Prepare a Corporate Circular letter inviting the share holders to attend the Annual Meeting.

SUGGESTED HANDS ON EXERCISES   **OFFICE APPLICATIONS - II**

16.   Using formulas and functions:
       To prepare a Worksheet showing the monthly sales of a company in different branch offices (Showing Total Sales, Average Sales).
       Prepare a Statement for preparing Result of 10 students in 5 subjects (using formula to get Distinction, I Class, II Class and Fail under Result column against each student).

17.   Operating on the sheets:
       Finding, deleting and adding records, formatting columns, row height, merging, splitting columns etc. Connecting the Worksheets and enter the data.

18.   Creating a Chart:
       To create a chart for comparing the monthly sales of a company in different branch offices.

19. Using the data consolidate command:
    To use the data consolidate command to calculate the total amount budgeted for all departments (wages, travel and entertainment, office supplies and so on) or to calculate the average amount budgeted for – say, department office expenses.

20. Sorting Data, Filtering Data and creation of Pivot tables.

SUGGESTED HANDS ON EXERCISES	OFFICE APPLICATIONS - III

21. Creating Student's address Database and then list the data on the screen in alphabetical order.

22. Performing various queries.

23. Generating Query in Access

24. Generating the Report from Database

25. Importing and exporting data.

SUGGESTED HANDS ON EXERCISES	OFFICE APPLICATIONS - IV

26. Creating a new Presentation based on a template – using Auto content wizard, design template and Plain blank presentation.

27. Creating a Presentation with Slide Transition – Automatic and Manual with different effects.

28. Creating a Presentation applying Custom Animation effects –
    Applying multiple effects to the same object and changing to a different effect and removing effects.

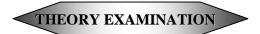29. Creating and Printing handouts.

SUGGESTED HANDS ON EXERCISES	OFFICE APPLICATIONS - V

30. Searching for a web site / application / text documents viewing and downloading.

31. Create an E-mail account, Retrieving messages from inbox, replying, attaching files filtering and forwarding

32. Operating on a Tablet / Smart Phone - browsing and practising on some important applications (UcBrowser, Skype) - operating on internet – creating and sending messages / mails using the applications like WhatsApp and WeChat - downloading text and media files and video conferencing using Skype.

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SCHEME OF VALUATION AND PATTERN OF QUESTION PAPER
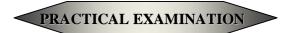
THEORY EXAMINATION

Time: 2 Hrs.   **Max. Marks: 100**   **Min. Marks to pass: 40**

Sl. No.	Type of the Questions	No of Questions	Marks per Question	Total marks for this division
1.	Fill in the blanks	10	1	10
2.	Matching the pairs	10	1	10
3	Multiple choice questions	10	1	10
4	True or False	10	1	10
5	One or Two line descriptive type questions	15	2	30
6	Short answer descriptive type questions (Each question will have two subdivisions out of which one has to be answered)	6	5	30
			Total	**100**

PRACTICAL EXAMINATION

Time: 2 Hrs.   **Max. Marks: 100**   **Min. Marks to pass: 50**

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Distribution of Marks: In the Practical Examination, Question Paper should be in two Parts
i.e. Part A comprising 3 questions and
Part B comprising 2 questions.

i.	Part A	:	30 Marks
ii.	Part B	:	60 Marks
iii.	Viva-voce	:	05 Marks
iv.	Record Note	:	05 Marks
	Total	:	**100** Marks

Note: Record Note should be hand written. Each exercise should state clearly the aim of the exercise, Procedure followed (how to do the exercise, sequence of steps) and its Output.

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Suggested reading and reference books:

1. Fundamentals of computers - V.Rajaraman - Prentice- Hall of india

2. Microsoft Office 2007 Bible - John Walkenbach,Herb Tyson,Faithe Wempen,cary N.Prague,Michael R.groh,Peter G.Aitken, and Lisa a.Bucki -Wiley India pvt.ltd.

3. The complete reference Linux - Richard petersen - Tata McGraw - Hill Edition

4. A Conceptual Guide to OpenOffice.org 3 - R. Gabriel Gurley- CreateSpace Independent Publishing Platform, 2008

5. Introduction to Information Technology - Alexis Leon, Mathews Leon, and Leena Leon, Vijay Nicole Imprints Pvt. Ltd., 2013.

6. Computer Fundamentals -   P. K. Sinha   Publisher: BPB Publications

7. Operating System Concepts - by Abraham Silberschatz, Greg Gagne, and Peter Baer Galvin Publisher: Wiley; 8 edition (July 29, 2008)

8. Computer Networking 6th ed. - J.F. Kurose and K.W. Ross - Pearson;

9. Data Communications and Networking - Behrouz A. Forouzan, 2nd Edition - McGraw Hill Education;

10. Discovering the Internet: Complete - Shelly Cashman 4th Edition - Course Technology

11. Computer & Internet Basics Step-by-Step - Etc-end the Clutter - Infinity Publishing

12. https://en.wikipedia.org

13. https://bosslinux.in/sites/default/files/BOSS4.0-Usermanual.pdf (For EduBOSS3.0)

14. https://wiki.openoffice.org/wiki/Documentation

15. http://windows.microsoft.com/en-in/windows/windows-basics-all-topics