



SATYA EDUCATION

जहां सीखना है Easy, और फ्यूचर है Breezy!

MS OFFICE

Fundamental



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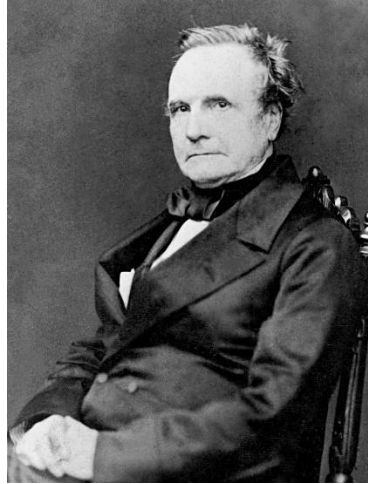
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Shortcut Key

Action	Windows Shortcut	Mac Shortcut
Copy	Ctrl + C	⌘ Command + C
Cut	Ctrl + X	⌘ Command + X
Paste	Ctrl + V	⌘ Command + V
Undo	Ctrl + Z	⌘ Command + Z
Redo	Ctrl + Y	⌘ Command + Shift + Z
Select All	Ctrl + A	⌘ Command + A
Save	Ctrl + S	⌘ Command + S
Open	Ctrl + O	⌘ Command + O
Print	Ctrl + P	⌘ Command + P
Find	Ctrl + F	⌘ Command + F
Replace	Ctrl + H	⌘ Command + Shift + H
New Document/Tab	Ctrl + N	⌘ Command + N
Close Window/Tab	Ctrl + W / Alt + F4	⌘ Command + W / ⌘ + Q
Switch Apps	Alt + Tab	⌘ Command + Tab
Minimize Window	Windows + Down Arrow	⌘ Command + M
Show Desktop	Windows + D	F11 or Fn + F11
Open Task Manager	Ctrl + Shift + Esc	⌘ + Option + Esc
Help	F1	⌘ Command + ? (Help menu)
Refresh Page	F5	⌘ Command + R

What is Computer?

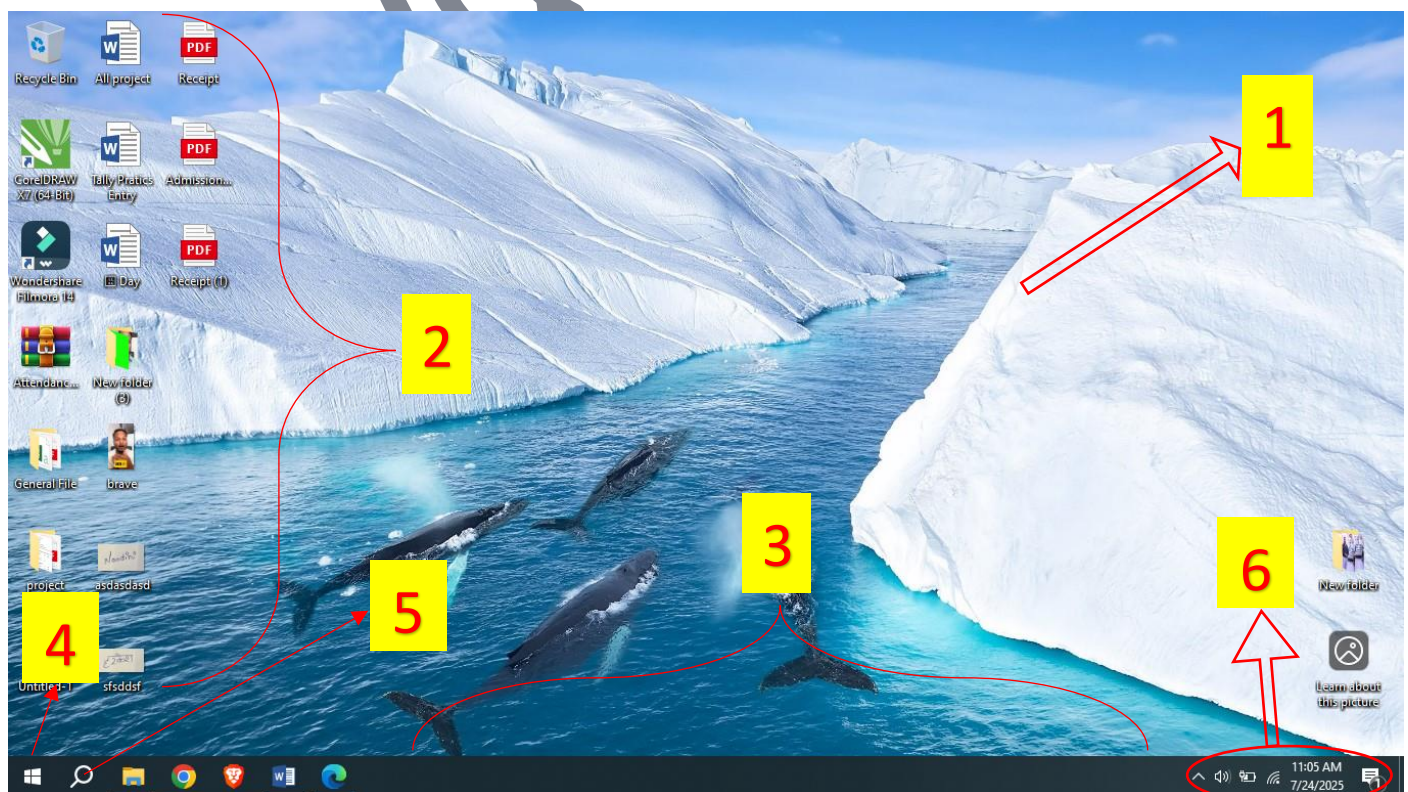
Computer is Electronic device that performs processes, calculations and operations based on instructions provided by a software or hardware program. That can used a computer to type documents, send email, play games, and browse the Web, storage Data and more.



Developed by **Charles Babbage**

User Interface of Window Desktop

No.	Element	Description
1	Desktop Background	The wallpaper or background image on your screen
2	Icons	Small pictures representing files, folders, or programs (e.g., This PC, Recycle Bin)
3	Taskbar	A horizontal bar at the bottom of the screen that shows open apps and shortcuts
4	Start Menu	Accessed by clicking the Windows icon; used to open apps, settings, shut down
5	Search Bar	Allows you to search apps, files, and settings quickly
6	Notification Area	Located on the right side of the taskbar; shows clock, internet, volume, battery status
7	Quick Launch Area	Part of the taskbar; contains pinned apps for easy access (e.g., File Explorer, Edge)
8	Recycle Bin	A special folder where deleted files go temporarily until you empty it
9	Windows Button	On keyboard or screen – opens the Start menu



A Short History of Computers

- **Charles Babbage** is called the *Father of the Computer*.
- He designed the first mechanical computer in **1822**.
- In **1945**, the **ENIAC** became the first fully electronic computer.
- India's first computer was installed in **1956** at the Indian Statistical Institute, Kolkata.
- India's first supercomputer **PARAM 8000** was made by **Dr. Vijay Bhatkar** in **1991**.

Types of Computers

Type	Used For
Supercomputer	Weather forecast, space research, science
Mainframe	Big companies like banks and railways
Minicomputer	Medium-sized businesses
Microcomputer	Personal use – desktops, laptops

Computer Languages

Computers understand only **binary language** – made of **0** and **1**.

Common Language Types:

- **Machine Language** – only 0s and 1s
- **Assembly Language** – low-level but readable by humans
- **High-Level Languages** – like Python, Java, C++

Types of Memory (Short Notes)

1. Primary Memory

RAM (Random Access Memory): **Temporary, volatile, fast, stores running programs.**

ROM (Read Only Memory): **Permanent, non-volatile, stores boot instructions.**

2. Secondary Memory

Used for long-term data storage.

Examples: Hard Disk, SSD, Pen Drive, CD/DVD.

3. Cache Memory

Small, very fast memory between CPU & RAM.

Stores frequently used data.

4. Virtual Memory

Part of hard disk used as RAM when RAM is full.

Slower than actual RAM.

5. Register Memory

Smallest and fastest memory inside the CPU.

Stores temporary data during processing.

✓ **Primary Memory = RAM + ROM**

✓ **Secondary Memory = HDD, SSD, etc.**

Memory Type	Volatile?	Speed	Storage	Location
RAM	Yes	Fast	Temporary	Motherboard
ROM	No	Fast	Permanent (Read-only)	Motherboard
Cache	Yes	Very Fast	Very Small	CPU
Register	Yes	Fastest	Few Bytes	Inside CPU
Virtual Memory	Yes	Slow	Used when RAM full	Hard Drive
Secondary Storage	No	Slowest	Large	External/Internal Drives

What is Hardware?

Hardware is the collection of physical parts of a computer. This includes the computer case, monitor, keyboard, and mouse.

What is Software?

Software is set of instructions or compiler. Use to perform some specific task by computer. Types of software - System software are Operating system, compilers, utility programs, device drivers etc.

What is Input Devices?

An **Input Device** is a hardware component that allows a user to **enter data, commands, or instructions** into a computer system.

What is Output Devices?

An **Output Device** is a hardware component that receives data from a computer and **displays, prints, or produces** the result in a human-understandable form.

What are Both Input–Output Devices?

Input–Output devices are those that can function as both input and output depending on the task or operation.

Input Devices	Output Devices	Input–Output Devices
Keyboard	Monitor	Touch Screen
Mouse	Printer	Modem
Scanner	Speaker	Network Card
Microphone	Headphones	Headset (with mic)
Webcam	Projector	External Hard Drive / USB Drive
Light Pen	Plotter	Fax Machine
Joystick		
Graphics Tablet		
Trackball		

Term	Full Form
COMPUTER	Commonly Operated Machine Particularly Used for Technical and Educational Research
CPU	Central Processing Unit
GPU	Graphics Processing Unit
RAM	Random Access Memory
ROM	Read Only Memory
USB	Universal Serial Bus
LAN	Local Area Network
WAN	Wide Area Network
HTML	HyperText Markup Language
HTTP	HyperText Transfer Protocol
HTTPS	HyperText Transfer Protocol Secure
IP	Internet Protocol
URL	Uniform Resource Locator
Wi-Fi	Wireless Fidelity
ISP	Internet Service Provider
OS	Operating System
GUI	Graphical User Interface
DOS	Disk Operating System
CD	Compact Disc
DVD	Digital Versatile Disc
PDF	Portable Document Format
DSL	Digital Subscriber Line
SMS	Short Message Service
EMAIL	Electronic Mail
BLOG	Web Log
VIRUS	Vital Information Resources Under Seize
BASIC	Beginner's All-purpose Symbolic Instruction Code
POST	Power-On Self-Test
BIOS	Basic Input Output System
FTP	File Transfer Protocol
ISP	Internet Service Provider
SEO	Search Engine Optimization
IP Address	Internet Protocol Address
MAC Address	Media Access Control Address
SQL	Structured Query Language
URL	Uniform Resource Locator
LED	Light Emitting Diode
LCD	Liquid Crystal Display
CRT	Cathode Ray Tube
DNS	Domain Name System
VPN	Virtual Private Network
PAN	Personal Area Network
MAN	Metropolitan Area Network
SSID	Service Set Identifier
IPTV	Internet Protocol Television
AI	Artificial Intelligence
IoT	Internet of Things

What is Window?

Windows is a series of operating systems developed by Microsoft and Father Name Dave Cutler. Each version of Windows includes a graphical user interface, Windows has been the most widely used operating system for personal computers PCs.

Versions of Microsoft Windows (Highlights):

Version	Year Released	Notes
Windows 95	1995	First with Start Menu & Taskbar
Windows XP	2001	Most popular version, very stable
Windows 7	2009	Improved performance, widely used
Windows 8	2012	Touchscreen support added
Windows 10	2015	Modern design, regular updates
Windows 11	2021	New interface, better for productivity

Question and Answer of Basic Computer.

Desktop & Personalization

1. How to Change Desktop Wallpaper

- Right-click on the desktop and select "**Personalize**"
- Choose **Background** from the left panel
- Select one of the following: **Picture**, **Solid Color**, or **Slideshow**
- To use a custom image, click **Browse** and select a picture from your PC
- Your chosen wallpaper will immediately apply to the background

2. How to Change Screen Resolution

- Right-click anywhere on the desktop and click "**Display settings**"
- Scroll to the **Display resolution** dropdown
- Choose a resolution supported by your monitor (e.g., 1920 x 1080)
- Click **Apply**, then select "**Keep changes**" if the screen looks good

3. How to Adjust Screen Brightness

- Go to **Settings > System > Display**
- Use the **Brightness and color** slider to adjust brightness level
- If the slider doesn't appear, ensure your display driver is up to date

4. How to Set Up a Screen Saver

- Right-click on the desktop and choose **Personalize**
- Go to **Lock screen > Screen saver settings** (bottom of page)
- In the window that appears, choose a screen saver (e.g., Bubbles, Text)
- Set wait time and click **OK** to save

5. How to Arrange Desktop Icons

- Right-click on the desktop and hover over **View**
- Use **Auto arrange icons** or **Align icons to grid** for alignment
- Alternatively, drag and drop icons manually to desired positions

6. How to Hide or Show Desktop Icons

- Right-click on the desktop
- Hover over **View** and click on "**Show desktop icons**" to toggle visibility

7. How to Change Theme (Dark/Light Mode)

- Go to **Settings > Personalization > Colors**
- Choose from **Light**, **Dark**, or **Custom** themes
- Custom allows you to select light for apps and dark for taskbar (or vice versa)

8. How to Change Mouse Pointer Style and Speed

- Go to **Settings > Devices > Mouse**
- Click on **Additional mouse options** on the right
- Under the **Pointers** tab, choose a different scheme
- Go to the **Pointer Options** tab to change speed using the slider

9. How to Change Display Scaling

- Open **Settings > System > Display**
- Under "Scale and layout," use the dropdown to select scale (100%, 125%, 150%)
- Scaling enlarges or reduces the size of text, apps, and icons

10. How to Rotate Screen Orientation

- Right-click on the desktop > **Display settings**
- Under "Display orientation," choose **Landscape, Portrait**, etc.
- You can also press **Ctrl + Alt + Arrow Keys** to rotate the screen quickly

File Management & Storage

11. How to Create a New Folder

- Right-click in any folder or on the desktop
- Choose **New > Folder**
- Or press **Ctrl + Shift + N** for a shortcut
- Type a name for the folder and press **Enter**

12. How to Rename a File or Folder

- Right-click the item and select **Rename**
- Or click once to select, then press **F2**
- Type the new name and press **Enter**

13. How to Delete a File or Folder

- Right-click the file or folder and click **Delete**
- Or select it and press the **Delete** key on your keyboard
- The item will go to the Recycle Bin unless deleted permanently

14. How to Permanently Delete a File

- Select the file or folder
- Press **Shift + Delete** together
- Confirm the prompt to delete the item permanently

15. How to Recover Files from Recycle Bin

- Double-click the **Recycle Bin** icon
- Locate the file or folder
- Right-click on it and choose **Restore**
- The item will return to its original location

16. How to Empty Recycle Bin

- Right-click on the **Recycle Bin** icon
- Select **Empty Recycle Bin**
- Confirm deletion to permanently remove all items

17. How to Check File Properties

- Right-click the file or folder and select **Properties**
- View details like size, type, date modified, and attributes

18. How to Compress (Zip) Files

- Select the files or folders you want to compress
- Right-click and choose **Send to > Compressed (zipped) folder**
- A .zip file will be created in the same location

19. How to Extract Zip Files

- Right-click the .zip file and select **Extract All**
- Choose a destination folder
- Click **Extract** to unzip the files

20. How to Move or Copy Files

- Select the file(s)
- Press **Ctrl + C** to copy or **Ctrl + X** to cut
- Go to the destination folder and press **Ctrl + V** to paste
- You can also drag and drop with your mouse

User Accounts & Security

21. How to Create a New User Account

- Open **Settings > Accounts > Family & other users**
- Click **Add someone else to this PC**
- Choose to create a Microsoft or local account
- Enter username and password details

22. How to Change Account Password

- Go to **Settings > Accounts > Sign-in options**
- Click **Password > Change**
- Enter current password, then new password and confirm

23. How to Enable or Disable Guest Account

- Open **Control Panel > User Accounts > Manage another account**
- Select **Guest** and choose to enable or disable it

24. How to Switch Users

- Press **Ctrl + Alt + Delete** and click **Switch user**
- Or click Start > User icon > choose another user

25. How to Lock the Computer

- Press **Windows + L** to lock instantly
- Or press **Ctrl + Alt + Delete** and click **Lock**

26. How to Set Login PIN or Password

- Open **Settings > Accounts > Sign-in options**
- Select **PIN (Windows Hello)** or **Password**
- Follow prompts to create or update login security

27. How to Auto-Lock After Inactivity

- Go to **Settings > Accounts > Sign-in options**
- Under "Require sign-in," choose "When PC wakes from sleep"

28. How to Use Windows Hello

- Go to **Settings > Accounts > Sign-in options**
- Choose **Facial recognition, Fingerprint, or PIN**
- Requires a compatible webcam or fingerprint scanner

29. How to Enable/Disable UAC

- Type **UAC** in Start menu and click **Change User Account Control settings**
- Use the slider to adjust notification level

30. How to Set Up Parental Controls

- Open **Settings > Accounts > Family & other users**
- Click **Add a family member**
- Choose child account and follow Microsoft Family Safety setup

System Settings & Performance

31. How to View System Specifications

- Go to **Settings > System > About**
- Find details like device name, processor, RAM, system type, and Windows version
- Useful for checking compatibility and troubleshooting system issues

32. How to Change Date and Time

- Open **Settings > Time & Language > Date & Time**
- Toggle **Set time automatically** ON or OFF
- To set manually, turn it OFF and click **Change** to set date and time manually

33. How to Adjust Power Settings

- Go to **Settings > System > Power & sleep**
- Set screen off and sleep timers for battery and plugged-in modes
- Helps in saving power and managing performance

34. How to Sleep or Hibernate

- Click **Start > Power > Sleep or Hibernate** (Hibernation may need to be enabled)
- Sleep keeps session in memory, Hibernate saves it to disk (useful for laptops)

35. How to Shut Down or Restart

- Click **Start > Power > Shut down or Restart**
- Or press **Alt + F4** on desktop with all apps closed to access shutdown dialog

36. How to Manage Startup Programs

- Press **Ctrl + Shift + Esc** to open **Task Manager**
- Go to **Startup** tab
- Right-click on unwanted programs and choose **Disable** to improve boot speed

37. How to Update Windows

- Go to **Settings > Update & Security > Windows Update**
- Click **Check for updates** and install available ones
- Keeps system secure and adds new features

38. How to Use System Restore

- Type **Create a restore point** in Start
- Go to **System Protection** tab > **System Restore**
- Select a previous restore point and follow instructions to roll back changes

39. How to Use Task Manager

- Press **Ctrl + Shift + Esc** to open it directly
- View active applications, performance, processes, services, and startup impact
- Useful for ending unresponsive programs

40. How to Increase Virtual Memory

- Go to **Settings > System > About > Advanced system settings**
- Under **Performance**, click **Settings > Advanced > Virtual memory**
- Uncheck auto-manage and set custom paging file size (usually 1.5x your RAM)

Devices & Connectivity

41. How to Connect to Wi-Fi

- Click Wi-Fi icon in taskbar system tray
- Choose available network > Enter password > Click **Connect**
- You can set it to connect automatically

42. How to Forget a Wi-Fi Network

- Open **Settings > Network & Internet > Wi-Fi**
- Click **Manage known networks** > Select the network > Click **Forget**

43. How to Enable/Disable Bluetooth

- Go to **Settings > Devices > Bluetooth & other devices**
- Toggle Bluetooth ON or OFF
- Useful for connecting wireless devices

44. How to Connect a Bluetooth Device

- Open **Bluetooth settings** > Click **Add Bluetooth or other device**
- Choose device type and pair by selecting your device from the list

45. How to Set Default Printer

- Open **Settings > Devices > Printers & scanners**
- Click on the desired printer > **Manage > Set as default**

46. How to Add a Printer

- Go to **Printers & scanners > Add a printer or scanner**

- Windows will search and detect printers (USB or network)
- Click on the one you want to install

47. How to Safely Remove USB Drive

- Click on the USB icon in system tray
- Choose **Eject [Drive Name]** and wait for safe removal notification
- Prevents data corruption

48. How to View Device Drivers

- Type **Device Manager** in Start menu
- Expand categories like Display, Sound, Network to view installed drivers

49. How to Enable Airplane Mode

- Go to **Settings > Network & Internet > Airplane mode**
- Toggle ON to disable all wireless connections (Wi-Fi, Bluetooth, Mobile)

50. How to Troubleshoot Network

- Go to **Settings > Network & Internet > Status**
- Click **Network troubleshooter** to let Windows diagnose issues

Display, Accessibility & Input

51. How to Enable Night Light for Eye Comfort

- Go to **Settings > System > Display**
- Toggle **Night light** ON and set schedule
- Filters blue light and helps reduce eye strain

52. How to Use the Magnifier Tool

- Press **Windows + Plus (+)** key to launch Magnifier
- Use **Windows + Esc** to close
- Useful for users with visual impairments

53. How to Enable High Contrast Mode

- Go to **Settings > Ease of Access > High contrast**
- Choose a contrast theme and apply
- Improves readability for low-vision users

54. How to Use On-Screen Keyboard

- Go to **Settings > Ease of Access > Keyboard**
- Toggle ON the **On-Screen Keyboard**
- Useful for touchscreen or when physical keyboard fails

55. How to Enable Sticky Keys / Filter Keys

- Press **Shift key five times** to enable Sticky Keys
- Or go to **Ease of Access > Keyboard** for more options
- Helps users who have difficulty pressing multiple keys at once

56. How to Change System Font Size

- Go to **Settings > Ease of Access > Display**
- Adjust slider under **Make text bigger**
- Applies across system apps and menus

57. How to Enable Speech Recognition

- Open **Settings > Ease of Access > Speech**
- Turn on **Speech Recognition** and follow setup wizard
- Allows controlling PC using voice commands

58. How to Change Language and Keyboard Layout

- Go to **Settings > Time & Language > Language**
- Add preferred language > Set keyboard layout
- Use **Alt + Shift** to switch layouts

59. How to Add Another Display / Monitor

- Right-click desktop > Display settings
- Scroll to **Multiple displays** > Click **Detect** or **Extend these displays**

60. How to Project Screen (Duplicate, Extend, Second screen only)

- Press **Windows + P**
- Choose one: **PC screen only, Duplicate, Extend, Second screen only**

Storage & Disk Management

61. How to Check Disk Space Usage

- Open **Settings > System > Storage**
- View how much space each folder or drive is using

62. How to Clean Up Disk Using Disk Cleanup

- Type **Disk Cleanup** in Start menu > Select a drive
- Check categories (e.g., temp files) > Click **OK**

63. How to Use Storage Sense

- Go to **Settings > System > Storage**
- Toggle **Storage Sense** ON to automatically clear temporary files

64. How to Format a USB Drive or Hard Disk

- Insert drive > Open **This PC** > Right-click the drive > **Format**
- Choose file system and click **Start**

65. How to Partition a Hard Drive

- Type **Disk Management** in Start
- Right-click unallocated space > **New Simple Volume** > Follow wizard

66. How to Change Drive Letter

- Open **Disk Management**
- Right-click the drive > **Change Drive Letter and Paths**
- Assign a new letter from the list

67. How to Enable BitLocker Encryption

- Go to **Control Panel > BitLocker Drive Encryption**
- Turn on BitLocker and follow the steps to encrypt your drive

68. How to Defragment a Hard Drive

- Type **Defragment and Optimize Drives** in Start
- Select HDD and click **Optimize**
- SSDs don't need defragmentation

Network Advanced Settings

69. How to View IP and MAC Address

- Open **Command Prompt**, type `ipconfig /all`
- Find **IPv4 Address** and **Physical Address (MAC)** under network adapter

70. How to Change from Public to Private Network

- Go to **Settings > Network & Internet > Wi-Fi or Ethernet**
- Click on the connected network > Select **Private** under Network profile

Question & Answer of Computer History?

1. **Q:** Who is called the father of the computer?
A: Charles Babbage
2. **Q:** What machine did Babbage design in 1822?
A: Difference Engine
3. **Q:** What was the first general-purpose computer?
A: Analytical Engine
4. **Q:** Who invented the Analytical Engine?
A: Charles Babbage
5. **Q:** Who is known as the first computer programmer?
A: Ada Lovelace
6. **Q:** What was the first electronic digital computer?
A: ABC (Atanasoff-Berry Computer)
7. **Q:** Who developed the ABC computer?
A: John Atanasoff and Clifford Berry
8. **Q:** What does ENIAC stand for?
A: Electronic Numerical Integrator and Computer
9. **Q:** When was ENIAC completed?
A: 1945
10. **Q:** Who invented ENIAC?
A: J. Presper Eckert and John Mauchly
11. **Q:** What was the first commercial computer?
A: UNIVAC I
12. **Q:** What does UNIVAC stand for?
A: Universal Automatic Computer
13. **Q:** When was UNIVAC I released?
A: 1951
14. **Q:** What does CPU stand for?
A: Central Processing Unit
15. **Q:** When was the first computer introduced in India?
A: 1956
16. **Q:** Where was India's first computer installed?
A: Indian Statistical Institute, Kolkata
17. **Q:** What is ISIJU?
A: First Indian-made computer (1966)
18. **Q:** Who invented the transistor?
A: John Bardeen, Walter Brattain, William Shockley
19. **Q:** What is the function of a transistor in computers?
A: To switch and amplify electronic signals
20. **Q:** What does IC stand for in electronics?
A: Integrated Circuit

21. **Q:** What generation used ICs?
A: 3rd Generation
22. **Q:** Which generation uses microprocessors?
A: 4th Generation
23. **Q:** What generation of computers are we in now?
A: 5th Generation
24. **Q:** What is the 5th generation of computers based on?
A: Artificial Intelligence (AI)
25. **Q:** What is the full form of ROM?
A: Read Only Memory
26. **Q:** Who built PARAM 8000?
A: Dr. Vijay Bhatkar
27. **Q:** What was India's first supercomputer?
A: PARAM 8000
28. **Q:** When was PARAM 8000 launched?
A: 1991
29. **Q:** What does RAM stand for?
A: Random Access Memory
30. **Q:** What is the full form of BIOS?
A: Basic Input Output System
31. **Q:** What does VDU stand for?
A: Visual Display Unit
32. **Q:** What is a byte?
A: A group of 8 bits
33. **Q:** What is the smallest unit of data in a computer?
A: Bit
34. **Q:** What is a microprocessor?
A: A single chip that functions as the CPU
35. **Q:** Which company launched the first microprocessor?
A: Intel
36. **Q:** Name Intel's first microprocessor.
A: Intel 4004
37. **Q:** When was the first microprocessor launched?
A: 1971
38. **Q:** What is a vacuum tube used for?
A: Amplifying signals in 1st generation computers
39. **Q:** What is a punch card?
A: Early data storage/input method
40. **Q:** Which computer used punch cards first?
A: Analytical Engine
41. **Q:** What was the function of the Control Unit?
A: Direct operations of the processor

42. **Q:** What was the first PC introduced by IBM?
A: IBM 5150
43. **Q:** When did IBM release its first PC?
A: 1981
44. **Q:** Who founded Microsoft?
A: Bill Gates and Paul Allen
45. **Q:** What is binary code made of?
A: 0 and 1
46. **Q:** Which computer used binary for the first time?
A: Z3 (by Konrad Zuse)
47. **Q:** What is the full form of ALU?
A: Arithmetic Logic Unit
48. **Q:** What is the role of ALU?
A: Performs arithmetic and logic operations
49. **Q:** What is firmware?
A: Pre-installed software stored in ROM
50. **Q:** What is machine language?
A: Lowest level language in binary
51. **Q:** What is a compiler?
A: Translates high-level code to machine code
52. **Q:** What is a register in CPU?
A: Temporary memory location
53. **Q:** What is a workstation?
A: A high-performance personal computer
54. **Q:** What is the use of cache memory?
A: To speed up CPU access to data
55. **Q:** Who invented the mouse?
A: Douglas Engelbart
56. **Q:** What is GUI?
A: Graphical User Interface
57. **Q:** What was the first GUI-based OS?
A: Xerox Alto
58. **Q:** Which OS made GUI popular?
A: Windows
59. **Q:** What is the full form of USB?
A: Universal Serial Bus
60. **Q:** What is the full form of URL?
A: Uniform Resource Locator