VIDYABHARTI TRUST COLLEGE OF BUSINESS, COMPUTER-SCIENCE AND RESEARCH

Department of Computer Application's Newsletter

digital+

Get to know more about IT

What is SQL ?

- SQL stands for Structured Query Language .
- SQL lets you access and manipulate databases .
- SQL became a standard of the American National Standards Institute (ANSI) in 1986, and of the International Organization for Standardization (ISO) in 1987 .

What can SQL do ?

- SQL can execute queries against a database
- SQL can retrieve data from a database
- SQL can insert records in a database
- SQL can update records in a database
- SQL can delete records from a database
- SQL can create new databases
- SQL can create new tables in a database
- SQL can create stored procedures in a database
- SQL can create views in a database
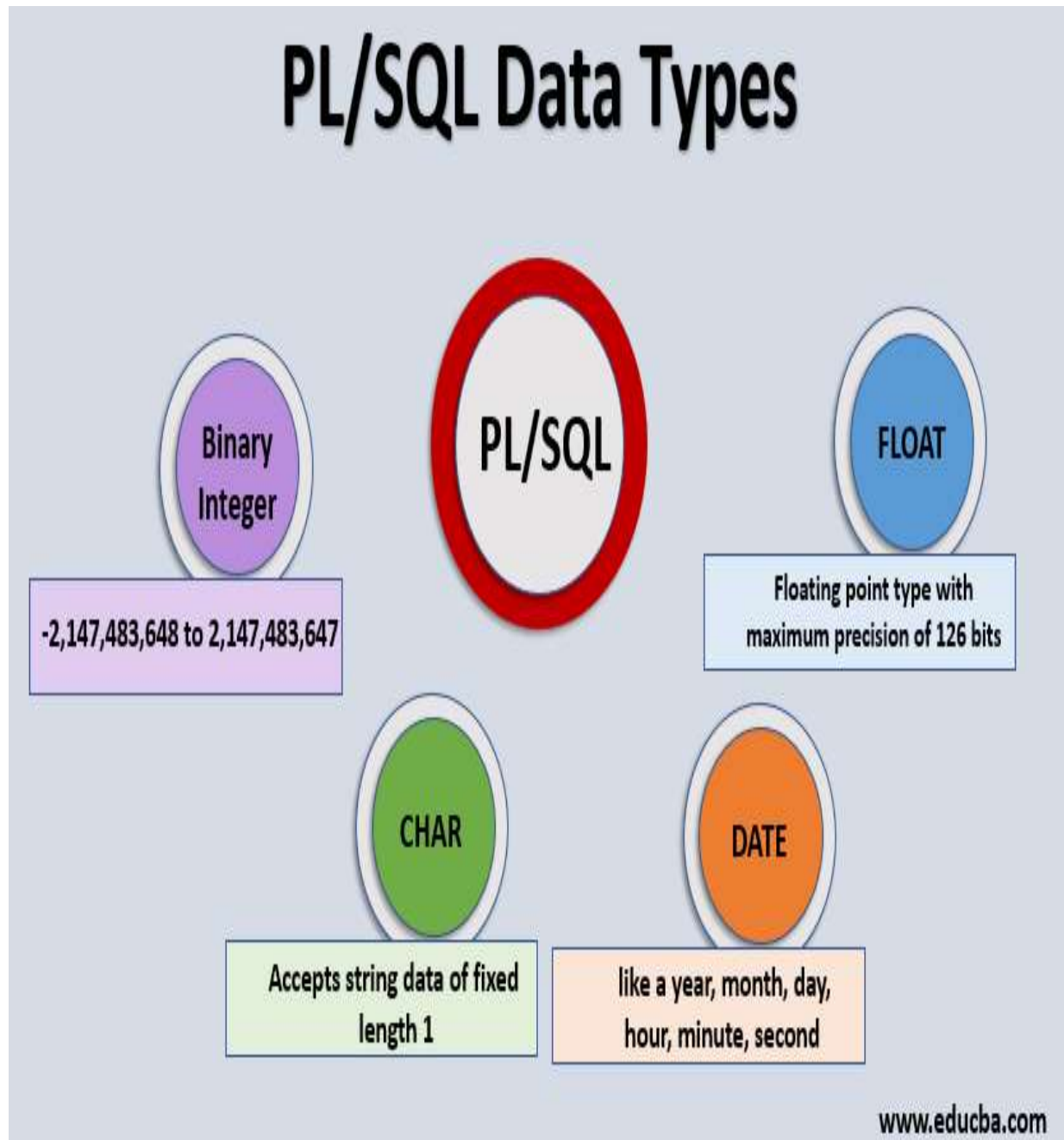- SQL can set permissions on tables, procedures, and views

Some of the most important SQL Commands

- SELECT - extracts data from a database
- UPDATE - updates data in a database
- DELETE - deletes data from a database
- INSERT INTO - inserts new data into a database
- CREATE DATABASE - creates a new database
- ALTER DATABASE - modifies a database
- CREATE TABLE - creates a new table
- ALTER TABLE - modifies a table
- DROP TABLE - deletes a table
- CREATE INDEX - creates an index (search key)
- DROP INDEX - deletes an index

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Data Types

PL/SQL Features

Highly Secured

Code Reusability

Error Handling

Looping Statement

Extremely Flexible

PL/SQL
FEATURES

Portable

Fast Code Execution

Extension of SQL

Better Performance

Procedural Language

Conditional Statement

Reduce Network Traffic
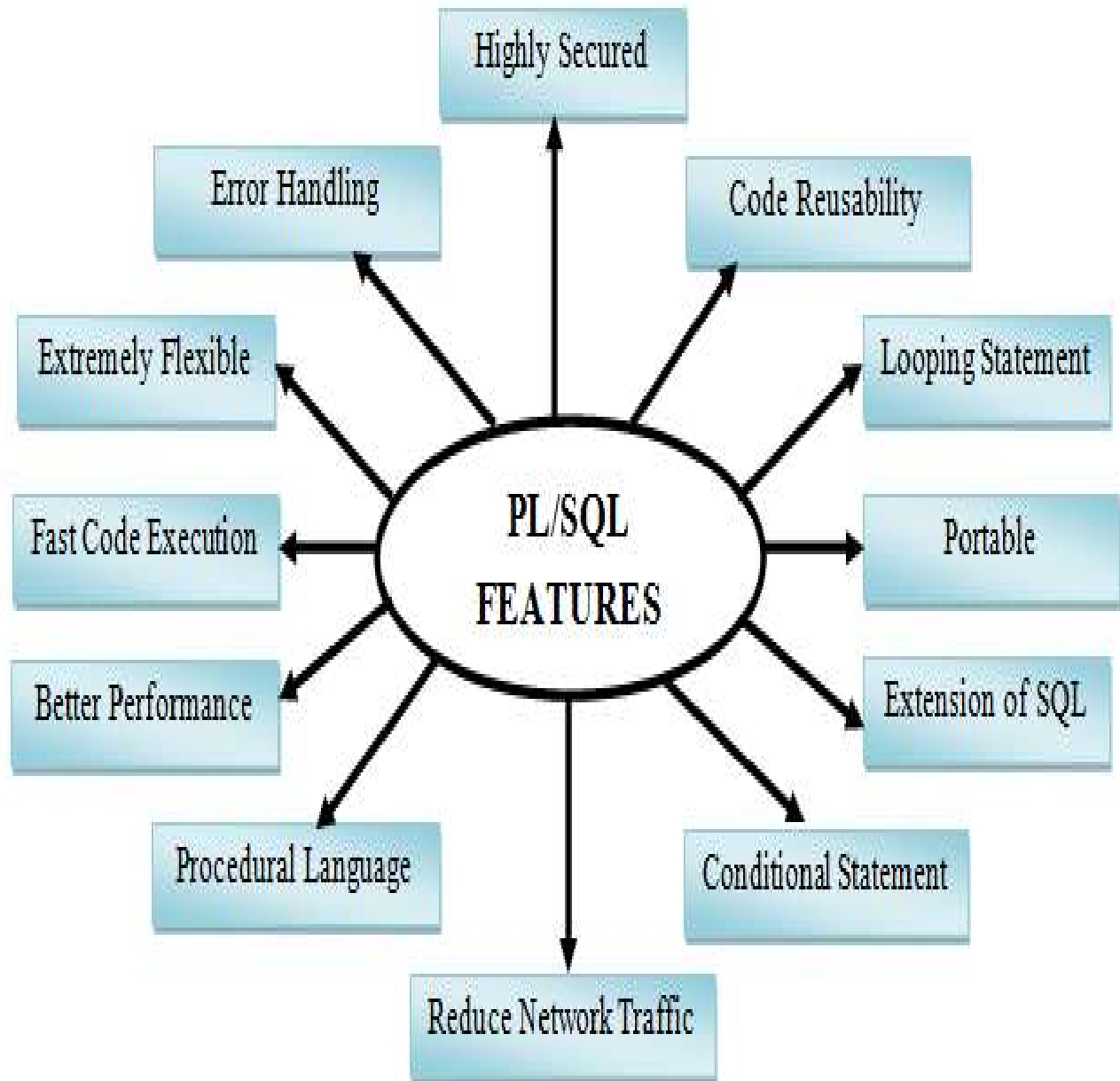
SQL Statements Vs SQL*Plus Commands

SQL

- It is based on ANSI standard SQL
- Keyword can't be abbreviated
- Statements manipulate data and table definitions in the database
- It does not have a continuation character
- Uses a termination character to execute command immediately
- Uses functions to perform some formatting

SQL Plus

- Oracle proprietary interface for executing SQL statements
- Keywords can be abbreviated
- Commands do not allow manipulation of values in the database
- Has a dash(-) as a continuation character if the command is longer than one line
- Does not require a termination characters. Commands are executed immediately
- Uses commands to format data

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A to Z Shortcut key in MS Word.

Shortcuts for Microsoft Word	
Ctrl + A	Select all contents of the page
Ctrl + B	Bold highlighted selection
Ctrl + X	Cut selected text
Ctrl + C	Copy selected text
Ctrl + V	Paste selected text.
Ctrl + F	Open find box
Ctrl + H	Open replace box
Ctrl + G or F5	Go to
Ctrl + I	Italicize highlighted section
Ctrl + J	Justify paragraph
Ctrl + K	Insert hyperlink
Ctrl + U	Underline highlighted section
Ctrl + Shift + D	Double underline highlighted selection
Ctrl + Shift + W	Underline word
Ctrl + P	Open the print window
Ctrl + Y	Repeat the last action performed
Ctrl + Z	Undo last action
Ctrl + L	Aligns the line or selected text to the left of the screen
Ctrl + E	Aligns the line or selected text to the center of the screen
Ctrl + R	Aligns the line or selected text to the right of the screen
Ctrl + M	Indent the paragraph
Ctrl + N	New document
Ctrl + O	Open document
Ctrl + Shift + F	Change the font
Shift + F3	Underline words but not spaces
Ctrl + Shift + A	Format letters as all capitals
Ctrl + Shift + K	Format letters as small capitals
Ctrl + Shift + W	Underline words but not spaces
Ctrl + F3	Cut to the Spike
Ctrl + Shift + F3	Insert/Paste the contents of the Spike
Ctrl + Shift + F10	Activate the ruler
Ctrl + Shift + F10	Activate the ruler
Alt + Ctrl + S	Split the document window
Alt + Shift + C	Remove the document window split
Ctrl + Shift + >	Increase selected font + 1
Ctrl +]	Increase selected font + 1
Ctrl + Shift + <	Decrease selected font -1
Ctrl + [	Decrease selected font -1
Ctrl + Shift + *	View or hide non printing characters (¶ button)
Ctrl + left arrow	Moves one word to the left
Ctrl + right arrow	Moves one word to the right
Ctrl + up arrow	Moves to the beginning of the line or paragraph
Ctrl + down arrow	Moves to the end of the paragraph
Ctrl + Del	Deletes word to the right of cursor
Ctrl + Backspace	Deletes word to the left of cursor
Ctrl + End	Moves the cursor to the end of the document
Ctrl + Home	Moves the cursor to the beginning of the document
Ctrl + Spacebar	Reset highlighted text to the default font
Ctrl + Shift + Spacebar	Space (non-breaking)
Ctrl + Enter	Page break
Ctrl + 1	Single-space lines
Ctrl + 2	Double-space lines
Ctrl + 5	1.5-line spacing
Ctrl + Alt + 1	Changes text to heading 1
Ctrl + Alt + 2	Changes text to heading 2

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MS Excel Shortcut Keys

Keys	Controls
Alt + F4	**Close Program (Excel)**
Alt + F6	Switch between Visual Basic
Alt + F8	Macros dialog box
Alt + F11	Open Visual Basic Editor
Alt + D	Data Menu
Alt + E	Edit Menu
Alt + F	File Menu
Alt + I	Insert Menu
Alt + H	Help Menu
Alt + O	Format Menu
Alt + T	Tools Menu
Alt + W	Window Menu
Alt + '	Style dialog box
Alt + 9	Unhide Rows (Thanks Peter)
Alt + 0	Unhide Columns (Thanks Peter)
Alt + Page Up	Go left one screen
Alt + Page Down	Go right one screen
Alt + Tab	Next Program

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MS Excel Shortcut Keys for Formatting

MS Excel Shortcut Keys

Formatting	Back To Index
Format cells	Ctrl + 1
Display Format Cells with Font tab selected	Ctrl + Shift + F
Apply or remove bold	Ctrl + B
Apply or remove italics	Ctrl + I
Apply or remove underscore	Ctrl + U
Apply or remove strikethrough	Ctrl + 5
Align center	Alt + H , A C
Align left	Alt + H , A L
Align right	Alt + H , A R
Indent	Alt + H , 6
Remove indent	Alt + H , 5
Wrap text	Alt + H , W
Align top	Alt + H , A T
Align middle	Alt + H , A M
Align bottom	Alt + H , A B
Increase font size one step	Alt + H , F G
Decrease font size one step	Alt + H , F K

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