

CCA-101: Fundamentals of IT & Programming

Assignment -1

Q1: What are the four fundamental parts of computer? Explain it with the help of diagram.

Q2: Discuss about the classification of computers based on size and capacity.

Q3: What is the meaning of computer generation? How many Computer Generations are defined? What technologies were/are used?

Q4: Differentiate between Volatile & Non- Volatile memories.

Q5: Distinguish among system software, application software and open source software on the basis of their features.

Q6. a) Create a file in MS-word to insert a paragraph about yourself and save it with file name “**yourself**”. Describe all steps involved in it.

Q6 b) Write steps regarding followings

- To change the font style
- To change the font size
- To change the font color
- To highlight (in yellow) the line that reads “need to get IMS’s address”.

Q7. Create a file in MS-Word for the following document and save it with file name ‘**ms_word**’. Describe all steps involved in it.

MS Word

MS Word is a widely used commercial word processor developed by Microsoft.

MS word is application software, which is capable of

- **creating,**
- **editing,**
- **saving, and**
- **printing any type of document**

Q8. Create a file in MS-word for the following document and save it with file name ‘**equations**’. Describe all steps involved in it.

Equations

$$X_2 + Y_5 = 30$$

$$Z^3 + Q^4 = 50$$

$$A_2 + B^8 = X_2 + Y^8$$

Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.

Select the text you want to convert.
 Select the **Insert** tab.
 Click on **Table** command. A dialog box appears.
 Click on **Convert Text to Table**, a new dialog box appears
 here set number of columns.
 Click on OK Finally Selected text convert in a table



Select the text you want to convert.	Select the Insert tab.
Click on Table command. A dialog box appears.	Click on Convert Text to Table , a new dialog box appears
here set number of columns.	Click on OK Finally Selected text convert in a table

Q10. Create a file in MS-Word to insert a table in the document. Describe all steps involved in it.

Q11. Create a following worksheet in MS-excel and save it with name 'book1'.

	A	B	C
1	Roll No	Name	Marks
2	1	n1	60
3	2	n2	70
4	3	n3	80
5	4	n4	90
6	5	n5	40
7	6	n6	50
8	7	n7	77
9	8	n8	44
10	9	n9	88
11	10	n10	55
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)
- average of the marks in a range of cells (C2:C11)
- highest marks in a range of cells (C2:C11)
- minimum marks in a range of cells (C2:C11)

Q13 a) Describe various steps involved in the following

- To modify column width of a worksheet
- To modify the row height of a worksheet
- To delete rows and columns of a worksheet

Q13 b) Describe following terms in the worksheet

- Absolute reference and relative reference in formula
- Cell address

Q14. a) What tools are available to customize our PowerPoint presentation?

Q14 b) Write the steps for the following action for creation of power point presentation

- Open a Blank presentation
- Save the presentation as Lab1.pptx

- Add a Title to the first slide: the name of your college
- Type your first name and last name in the Subtitle section
- Add a New Slide which has a Title and Content

Q15. Write steps for creation of a set of PowerPoint slides that demonstrates your skill to use the tools of PowerPoint. It should include the following things

- Title slide &bullet list
- Inserting Excel Sheet
- Clip art and Text
- Slide show effects