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.

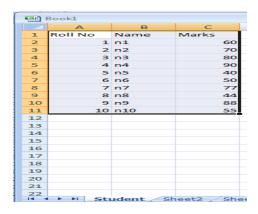
Equations $X_2 + Y_5 = 30$ $Z^3 + Q^4 = 50$ $A_2 + B^8 = X_2 + Y^8$ Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.

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

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	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'.



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