

CCA-101 : Fundamental of IT & programming

Assignment – 1

Q.1 What are the four fundamental part of computer ? Explain it with the help of diagram

Ans. The 4 main parts of a computer which ensure that users can access a wide variety of tools and services include the central processing unit, or CPU, the motherboard, the hard drive and random access memory, or RAM.

Q.2. Discuss about the classification of computer based on size and capacity.

Ans Computers are classified on different parameters, such as, storage capacity, processing speed and component (CPU) used in computers. Depending upon the components used and features of different computers, they are classified into four groups, Microcomputers, **Minicomputers**, **Mainframe** computers and **Supercomputers**.

Q.3 what's the meaning of computer generation ? How many computer generation are defined ?

Ans. Generation in computer terminology is a change in technology a computer is/was being used. Initially, the generation term was used to distinguish between varying hardware technologies. Nowadays, generation includes both hardware and software, which together make up an entire computer system.

There are five computer generations known till date. Each generation has been discussed in detail along with their time period and characteristics. In the following table, approximate dates against each generation has been mentioned, which are normally accepted. Following are the main five generations of computers.

Q.4 differentiate between volatile and non volatile memory.

Ans. **Volatile Memory** is used to store computer programs and data that CPU needs in real time and is erased once computer is switched off. **RAM** and Cache **memory** are **volatile memory**. Where as **Non-volatile memory** is static and remains in the computer even if computer is switched off. ROM and HDD are **non-volatile memory**.

Q.5 distinguished among system software, application software and open source software on the basis of their features.

Ans.

System Software:

System Software is the type of software which is the interface between application software and system. Low level languages are used to write the system software. System Software maintain the system resources and give the path for application software to run. An important thing is that without system software, system can not run. It is a general purpose software.

Application Software:

Application Software is the type of software which runs as per user request. It runs on the platform which is provided by system software. High level languages are used to write the application software. It is a specific purpose software.

Q.6 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.

Ans. To open Microsoft Word, click on the Word icon ("W") on the toolbar or desktop. ...

An open (and blank) Word document will open on the screen.

Enter document data.

When document is finished, click on "File" on the standard toolbar at the top of screen.

Click on "Save As."

Then save file with " yourself " file name

Q.7 describe various steps involved in the following

Ans. 1. To modify column width of a worksheet

Select the column or columns that you want to change.

On the Home tab, in the Cells group, click Format.

Under Cell Size, click Column Width.

In the Column width box, type the value that you want.

Click OK.

2. To modify the row height of a worksheet

Select the **rows** you want to **modify**.

1. Click the Format command on the Home tab. The format drop-down menu appears.
2. Select **Row Height**. Increasing the column width.
3. The **Row Height** dialog box appears. Enter a specific measurement. ...
4. Click OK.

3. To delete row and column of a worksheet

Select the cells, rows, or columns that you want to delete.

On the Home tab, click the arrow under Delete, and then click the appropriate delete option.

Q.8 Describe the following terms in the worksheet

Ans.

1. Absolute reference and relative reference in formula

There are two types of cell references: relative and absolute. Relative and absolute references behave differently when copied and filled to other cells. Relative references change when a formula is copied to another cell. Absolute references, on the other hand, remain constant no matter where they are copied.

2. Cell address

A **cell reference**, or **cell address**, is an alphanumeric value used to identify a specific **cell** in a spreadsheet. Each **cell reference** contains one or more letters followed by a number. The letter or letters identify the column and the number represents the row

Q.9 what tools are available to customize our PowerPoint presentation?

Visme. Visme is a cloud-based presentation tool that allows you to create highly visual presentations to engage viewers and communicate your ideas. ...

Haiku Deck. Haiku Deck is a platform that prioritizes simplicity.

Pitcherific.

Canva.

SlideCamp.

Powtoon.

VideoScribe.

Prezi.

Q.10 write the step for the following action for Creation of PowerPoint

1. Open a blank presentation

Select the File tab to go to Backstage view.

Select New on the left side of the window, then click Blank Presentation.

A new presentation will appear.

2. Save the presentation as lab1.ppt

On the File tab, select Save As.

Under Save As, do one of the following:

Under Recent Folders, select Browse, pick a path and file folder, and then name the file.

In the Save as type list, pick the file format that you want.

Save file name as Lab1 and Select Save.

Q.11 write steps for creation of a set of PowerPoint slides that Demonstrate your skill to use the tool of PowerPoint. It should include the following things

Ans. 1 Title slide & bullet list

Definition. A title slide in PowerPoint can take on many different definitions, but in most cases, it is the first slide in the slide deck and appears in the PowerPoint workspace when that presentation is opened. By default in PowerPoint, the title slide offers two text boxes for a title and subtitle.

On the View tab, click Normal.

Click in the text box or placeholder where you want to add **bulleted** or **numbered** text.

On the Home tab, in the Paragraph group, click **Bullets** or Numbering. , and begin typing your **list**. Press Return to create a new **list** item.

2. Inserting excel sheet

In PowerPoint, on the Insert tab, click or tap Object. In the Insert Object dialog box, select Create from file. Click or tap Browse, and in the Browse box, find the Excel workbook with the data you want to insert and link to. Before you close the Insert Object box, select Link, and click OK.

3. clip art and Text

Click in the slide where you want to insert a clip art file.

On the Insert tab, in the Images group, click Online Pictures .

In the Insert Pictures dialog box (Clip Art task pane in PowerPoint 2007/2010), enter your search terms in the Bing.com field and press Enter .

Your search results load in the task pane.

4. Slide show effects

To start your slide show, on the Slide Show tab, select Play From Beginning. ...

To manage your slide show, go to the controls in the bottom-left corner and do any of the following: ...

To skip to any slide in the presentation, right-click the screen and select Go to Slide.