

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

Ans: Explanation: A computer has four main components: Input Units, the central processing unit or CPU, the Primary memory, and Output units. Input Unit - The devices to input information, such as a keyboard, and mouse. CPU - The CPU is further broken up into ALU, Control Unit, and Instruction Unit.1-

Q2: Discuss about the classification of computers 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.

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

Ans:- 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.

Q4: Differentiate between Volatile & Non- Volatile memories.

Ans:- Volatile memory is the type of memory in which data is lost as it is powered-off. Non-volatile memory is the type of memory in which data remains stored even if it is powered-off. ... Contents of Volatile memory is stored temporarily. Contents of Non-volatile memory is stored permanently.

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

Ans:- System Software is the type of software which is the interface between application software and system.

Application Software is the type of software which runs as per user request. It runs on the platform which is provide by system software

Prime **examples** of **open-source** products are the Apache HTTP Server, the e-commerce platform osCommerce, internet browsers Mozilla Firefox and Chromium (the project where the vast majority of development of the freeware Google Chrome is done) and the full office suite LibreOffice.

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.

Ans:- Even if you've never used MS Word before, you'll find that it only takes ... How to Create, Open, and Save New Microsoft Word Document Files ... on Windows, the steps will be similar, albeit with different names for ... You could make a template yourself. ... Find the logo file in your computer, then click Insert.

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".**

Ans:- to change font style than go to home tab and use bold (ctrl +B) italic (ctrl +i) or regular

To change font size from home tab → grow font (ctrl +>) or shrink font (ctrl +<)

To change font color use home tap → font color

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.

Ans:- Creating, Opening, and Saving Documents Every Word project you ... The ribbon commands are organized into groups, with the name of each group listed at the ... With Office 2007, Microsoft took the drastic step of changing its file formats in hopes ... To follow the template's structure, replace all the words in square brackets ...

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

Ans:- How to Create, Open, and Save New Microsoft Word Document Files. by Alexis ... In the process, you'll learn the answers to the following: ... If you're on Windows, the steps will be similar, albeit with different names for different applications and interfaces. ... Go to the invoice page, then click Edit > Select All.

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

Ans:- To convert text to a table or a table to text, start by clicking the Show/Hide paragraph mark on the Home tab so you can see how text is separated in your document.

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

1. Ans:- Open a blank **Word document**.
2. In the top ribbon, press **Insert**.
3. Click on the **Table** button.
4. Either use the diagram to select the number of columns and rows you need, or click **Insert Table** and a dialog box will appear where you can specify the number of columns and rows.
5. The blank **table** will now appear on the page.

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.

Ans:- On the Layout tab, in the Data section, click Convert to Text. · In the Convert to Text box, under Separate text

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

Ans:- Creating Your First Spreadsheet Every Excel grandmaster needs to start somewhere. ... That happens later, when you save your workbook (Saving Files). ... Excel names columns using letters (A, B, C...), and labels rows using ... And if you create a ridiculously large worksheet, you'll find that column ZZ is followed by AAA,

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

Ans:- 17-Jan-2020 — For example, a formula that adds the contents of cell E5 and E6 could ... You could put together a spreadsheet like the one below, with the list of ... items and the number ordered), but you could let Excel calculate the ... in cell C2) multiplied by the number of items ordered (held in D2). ... Ask a Library Question.

Q13 a) Describe various steps involved in the following

Ans:- 1 answer · Top answer: Main steps involved in the process of organizing an Organisation are:

Q13 b) Describe following terms in the worksheet

Ans:- The main characteristics of **worksheets** can be summarized in the **following** list:.

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

1. Ans:- Figure 91- colour/grayscale options. On the View Ribbon, click on the option you want, Colour, Grayscale or Black and White. ...
2. Figure 92- grayscale options. ...
3. Figure 95- slide show icons. ...
4. Figure 96- Slide Sorter in presentation view. ...
5. Figure 97- end show and stay in presentation mode.

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

Ans:- Find out how to customize presentation options and views in your next ... Figure 91- colour/grayscale options. On the View Ribbon, click on the option you want, Colour, Grayscale or Black and White. ... Figure 96- Slide Sorter in presentation view ... Figure 97- end show and stay in presentation mode. We

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

Ans:- text and graphics. Select a template and PowerPoint will format the entire presentation according to that template. Steps to choosing a theme template

Part -2

Q16. What is the difference between Machine Language and High Level Language?

Ans:- Abstraction. That single word answers your question, but I'll elaborate. Abstr

Q17. Discuss about different data types of C programming Language.

- Ans:- char – Used to define characters. A single character occupy 1 byte.
- float – Used to define floating point numbers (single precision). ...
- double – Used for double precision floating point numbers(double precision).

Q18. Find the output of the following expressions

Ans:- 2 votes: 1) true2) true3) false4) true (it might be false)

Q19. Describe the syntax of the following statements

Ans:- [=]. D. 4) Choose correct C while loop syntax. A) while(condition) { //statements }. B) { //statements }

Q20. Find the output of the following program segments

- Ans:- Make sure that all words are spelled correctly.
- Try different keywords.
- Try more general keywords.
- Try fewer keywords.