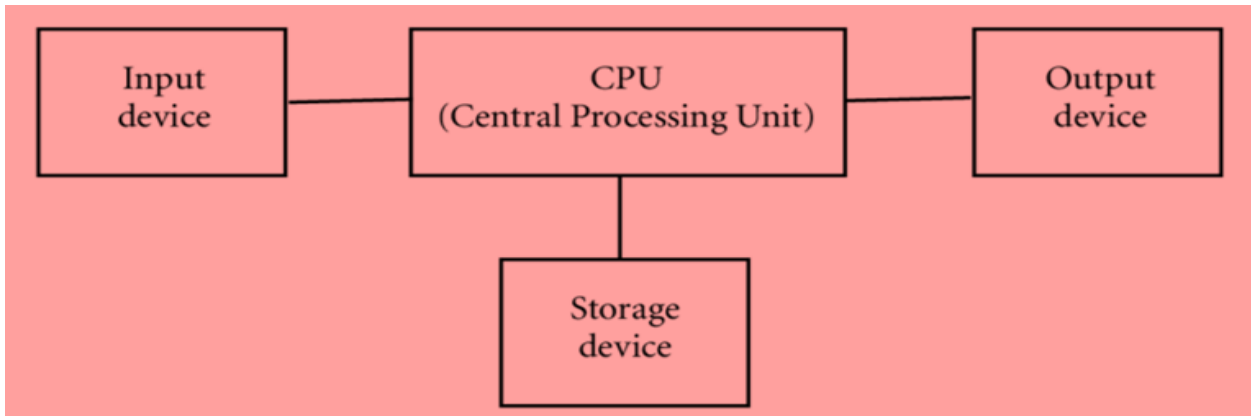


Ans – 1 - The four fundamental parts of computers are –

1. **Input Device** – are used to give instruction or data to system.
2. **Output device** – are display the result according to given input.
3. **CPU** – is process on the data or instruction given to computer.
4. **Storage** – Allow us to store data.

**Ans – 2 – Types of computer -****1. Micro Computers**

Very popular and mostly use computer. Desktop, Laptop, Smart Phones and Tablets are part of microcomputers.

2. Mini Computers

Generally mini computers are larger capacity than microcomputers. It is also more powerful than micro.

3. Mainframe Computers

These are bigger in size and mostly use for making a large server.

4. Super Computers

These are very expensive but most powerful computers. Basically used for scientific research.

Ans – 3 – Computer generations:

Generation of computers means change in technology is being used in computers. There are five generations according to used technology.

<i>Generation</i>	<i>Used technology</i>
1 st generation	Vacuum tubes
2 nd Generation	Transistor
3 rd generation	Integrated circuit
4 th generation	Microprocessor
5 th Generation	Artificial intelligence

Ans – 4 – Difference between volatile and non-volatile memory –

Volatile memory is also referred as temporary memory. It cannot store data permanently and when power goes or system being off the data within the volatile memory is automatically erase. E.g. RAM

Non-volatile memory hold the information permanently even power goes or computer being shut down. E.g. ROM

Ans – 5 – difference amount system, application and open source software –

System Software	Application Software	Open Source Software
System Software set the platform for application in computer. Without it computer can't run.	Application Software is the type of software that used to do some specific work.	Open source software is a computer software whose source code is available openly on internet.

Ans – 6 – MS word Formatting –

I am **Priya Negi** from Pauri Garhwal **Uttarakhand**. I am a student of B.A 1st Year. My father is doing private job. My mother is housewife. I am learning CCA program also. "Need to get IMS's Address".

Ans – 7 – 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

Ans – 8 – Equations –

Equations

$$X_2 + Y_5 = 30$$

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

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

Ans – 9 – Text to Table

Select the text you want to convert

Select the **insert** tab

Click on **table** command. A Dialog box will appears

Click on **Convert text to table**, a new dialog box appears

Here set number of columns

Click on OK finally. Select text Convert in a table.

Select the text you want to convert	Select the insert tab
Click on table command. A Dialog box will appears	Click on Convert text to table , a new dialog box appears
Here set number of columns	Click on OK finally. Select text

	Convert in a table.
--	---------------------

Ans 10 – Insert a table–

- 1- Click on Insert tab then click on table command.
- 2- A dialog box will appear –
- 3- Set here number of columns and rows (as per your requirement)
- 4- Then Click Ok

You can also draw table as per your requirement using DRAW table option under Table or use excel program to make table.

Ans – 11 – Book1

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			

Ans – 12 – Calculation

	A	B	C	D	E	F
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		Sum	654			
13		Average	65.4			
14		Highest	90			
15		Lowest	40			

Ans 13- A) Description about steps involving for followings –

i) Modify column width –

Select columns → On the home tab click on FORMAT option → Type width as per your requirement → OK

ii) Modify Row height –

Select Rows → On the home tab click on FORMAT option → Type height as per your requirement → OK

iii) Delete rows and columns -

Select rows and columns → on the home tab click on Delete option

Ans 13- B) Description

i) Absolute and relative cell reference –

Relative references change while a formula is copied to another place while absolute reference remains constant, no matter where they are copied.

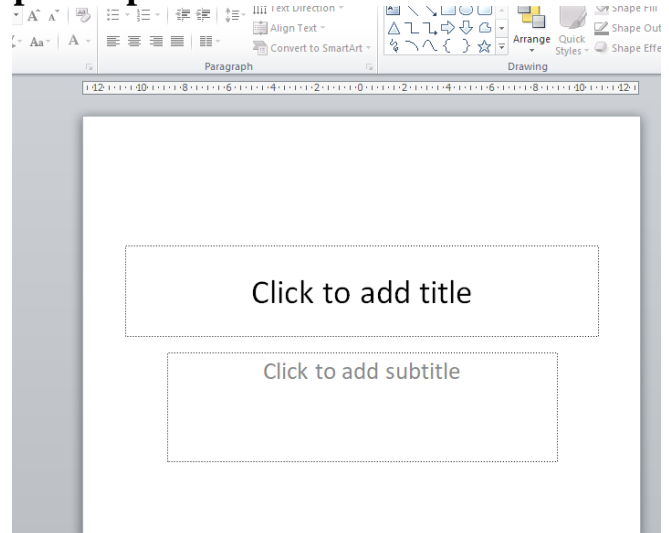
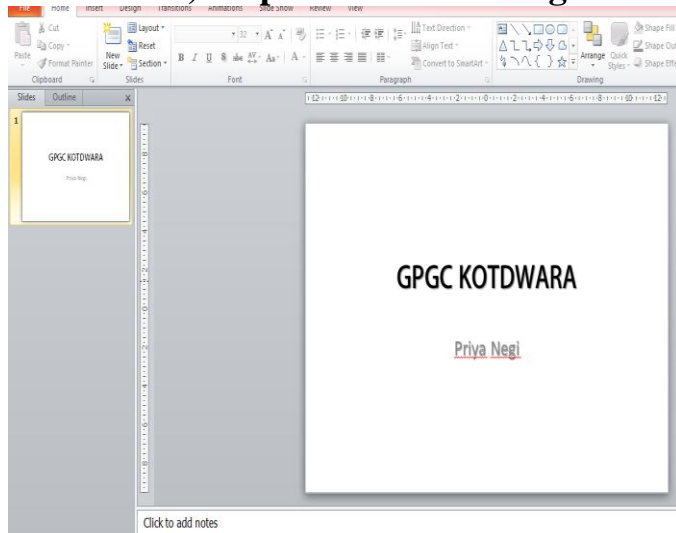
ii) Cell address –

A cell reference refers to cells on a worksheet and can be used in formula.

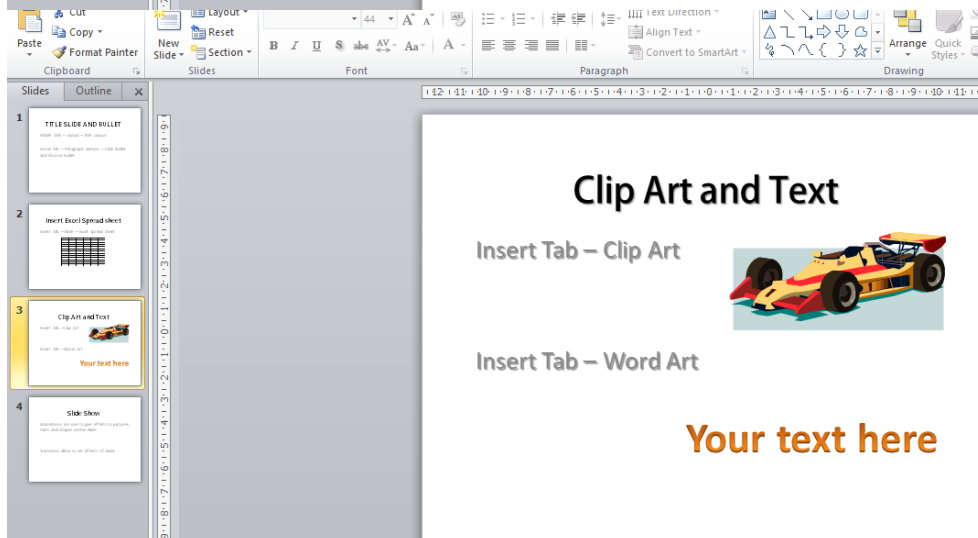
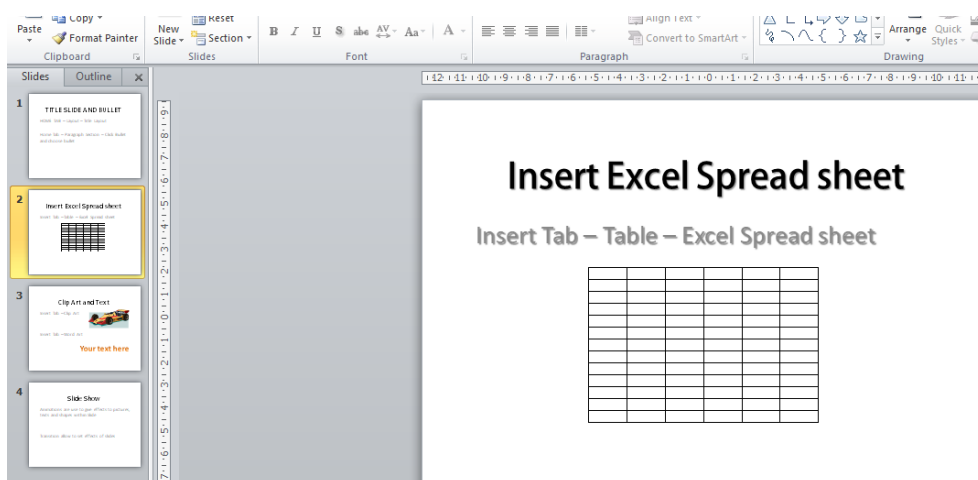
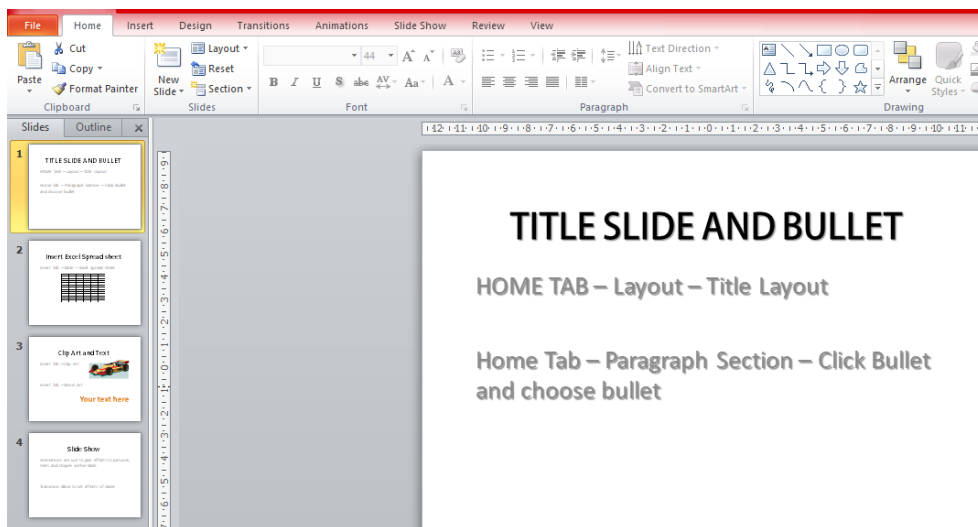
Ans -14- a) Tools available in Power-point customization –

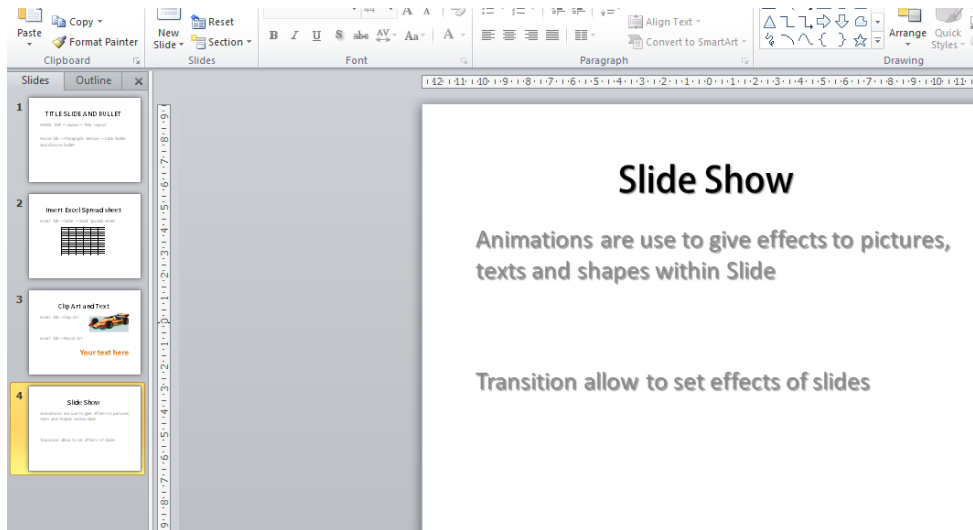
Shapes, Tables, Recording, Charts, Audio, Video, Animations, Transitions, slide design and many other tools are available to customization power-point presentation.

Ans -14 – b) Steps for the following actions in power-point –



Ans -15 – Steps for following in power point –





PART 2

Ans 16- Difference between machine language and high level language –

Machine language considered a machine friendly language and it is not portable while high level language considered as a programmer friendly language and it require to complier or interpreter to be translate into machine language. It can be ported from one computer to another.

Ans 17- Different Data Types in C programming –

- 1. Integer** – We use these for storing various whole numbers, such as 5, 8, 67, 2390, etc.
- 2. Character** – It refers to all ASCII character sets as well as the single alphabets, such as 'x', 'Y', etc.
- 3. Double** – These include all large types of numeric values that do not come under either floating-point data type or integer data type.
- 4. Floating-point** – These refer to all the real number values or decimal points, such as 40.1, 820.673, 5.9, etc.
- 5. Void** – This term refers to no values at all. We mostly use this data type when defining the functions in a program.