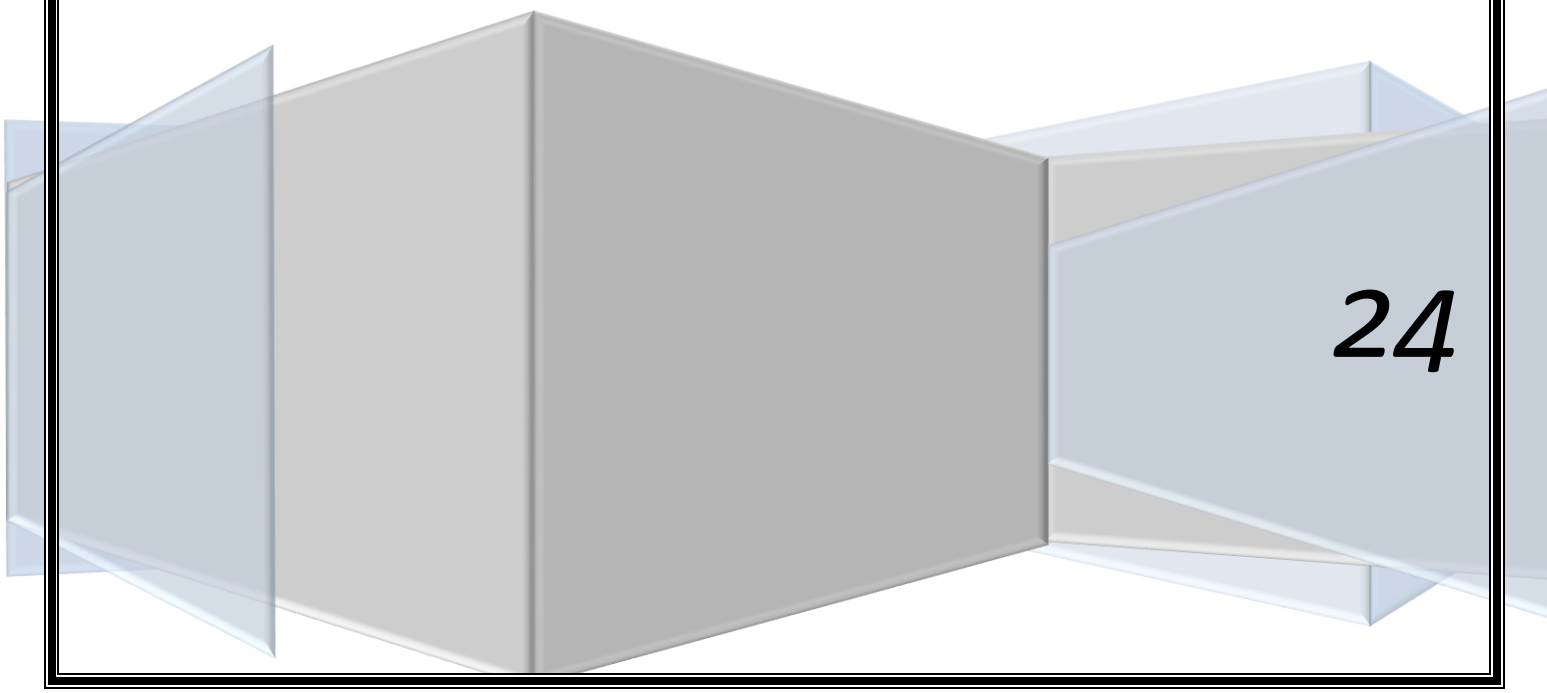
ASSIGNMENT 1

FUNDAMENTALS OF IT AND PROGRAMING

Keerthiga.k



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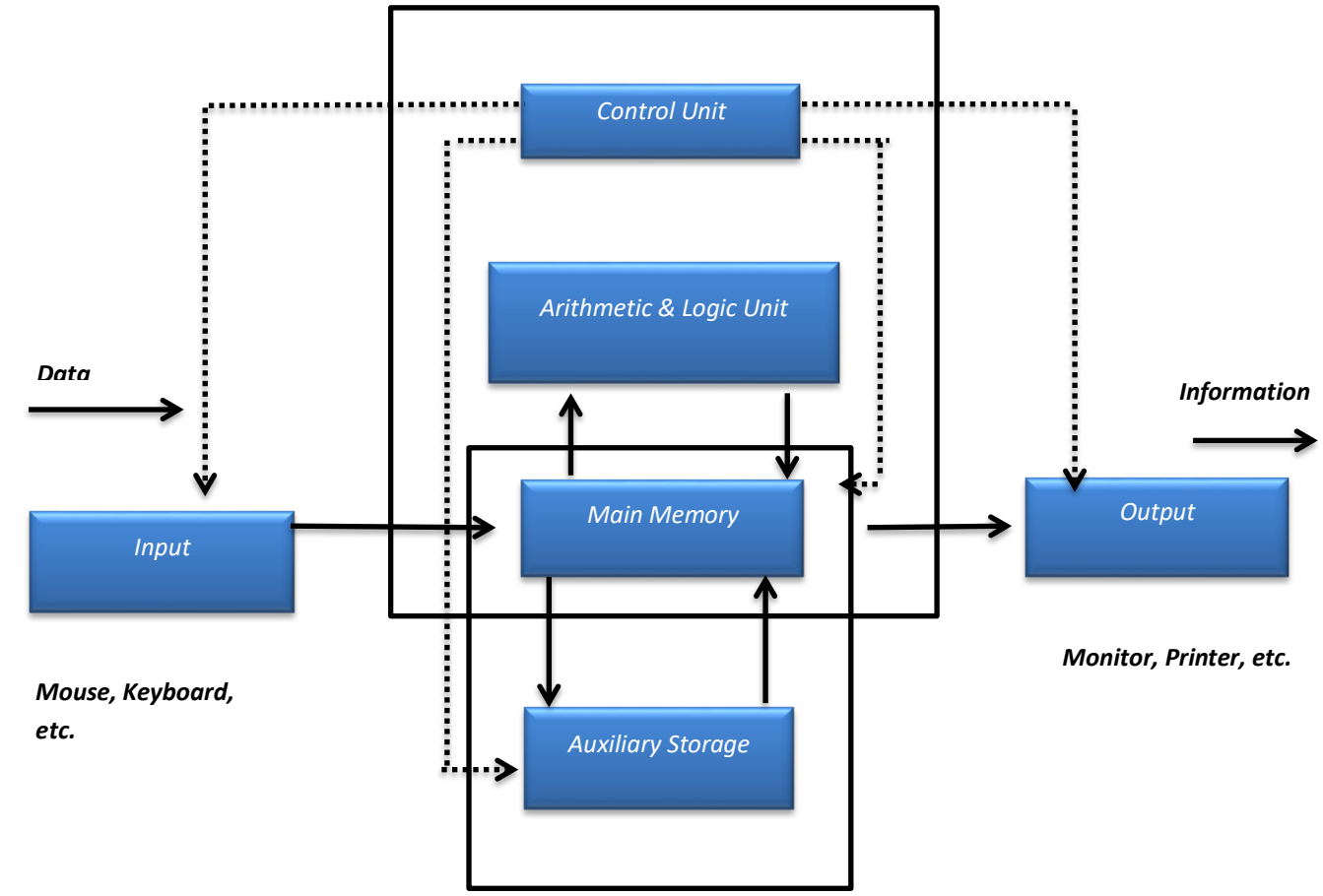
ASSIGNMENT 1

1. ***Fundamentals parts of the computer***

- *Central Processing Unit (CPU)*
- *Memory Unit.*
- *Control Unit.*
- *Arithmetic and Logical Unit.*

Central Processing Unit



Block Diagram of Computer

2. *CLASSIFICATION OF COMPUTERS*

Analogue, Digital and Hybrid are the three classes of computers based on the principle of work. Super, Mainframe, Mini and Micro are the different classes of computers based on the size.

- *Supercomputer,*
- *Mainframe computer,*
- *Minicomputer*
- *Micro Computer.*

2. Computer Generation

1	***First Generation:*** *The period of first generation: 1946-1959. Vacuum tube based.*
2	***Second Generation:*** *The period of second generation: 1959-1965. Transistor based.*
3	***Third Generation:*** *The period of third generation: 1965-1971. Integrated Circuit based.*
4	***Fourth Generation:*** *The period of fourth generation: 1971-1980. VLSI*

	microprocessor based.
5	***Fifth Generation**:* *The period of fifth generation: 1980-onwards. ULSI microprocessor based.*

3. *DIFFERENTIATE BETWEEN VOLATILE & NON-VOLATILE MEMORIES*:

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.

4. *DISTINGUISH AMONG SYSTEM SOFTWARE AND APPLICATION SOFTWARE*

System software	***Application software***
System software maintains the system resources and gives the path for application software to run.	*Application software is built for specific tasks.*
Low-level languages are used to write the system software.	*While high-level languages are used to write the application software.*
It is general-purpose software.	*While it's a specific purpose software.*

Without system software, the system stops and can't run.	*While Without application software system always runs.*

5. a.) *Click FILE > save, pick or browse to a folder, type a name for your document in the File name box, and click Save. Save your work as you go – hit Ctrl+S often. To print, click the FILE tap, and then print.*

6. b)

Step 2: Click File in the top left-hand corner of the screen.

Step 3: From the menu, chose Save.

Step 4: A 'Save 'dialogue box will come up.

Step 6: Once you have typed in the name of your document, click Save.

7. Save your document

- *Click FILE > Save, pick or browse to a folder, type a "ms_word" for document in the File name box, and click Save.*
- *If word is already open, select File > New> Blank document. Open word. Or, if word is already open, select File>New. Double-click a template to open it.*

6. ***Select the text you want to modify.***

1. *Click on font size box in the font group on the Home tap. The font size drop-down menu appears. Move your cursor over the various font sizes. Left –click on font size you want to use. Then it will change font size in your document.*
2. *Select the text you want to modify. Click on increase/decrease font size commands in the Font group on the Home tap. Then font size will change (increase /decrease) in the document.*
3. *Select the text you want to modify. Click on font style box on the Home tap. The font style drop-down menu appears. Move your cursor over the various font styles. Left-click the font style you want to use. Then font style will change in the document.*
4. *Select the text you want to modify. Click on the font colour box on the Home tap. The font colour menu appears. Move your cursor over he various font colours. Left-click the font colour you want to use. Then font colour will change in the document.*

SAVING DOCUMENT

- *Launch Word 2007 and click the Office button. ...*
- *Scroll to the first section to edit. ...*
- *Scroll to another section to edit, this time at a place where you would like to leave a comment for the document designer. ...*
- *Press the "Ctrl-F" keys to open the "Find and Replace" window.*

PRINT DOCUMENT

- *Click the OFFICE BUTTON. …*
- *From the OFFICE BUTTON menu, click the next to PRINT. …*
- *In the Preview and print the document submenu, click PRINT PREVIEW.*
- *To return to your document without printing, on the Print Preview command tap, click CLOSE PRINT PREVIEW.*

8.

Click FILE > Save, pick or browse to a folder, type a "equations" for document in the File name box, and click Save. Select keyboard shortcuts to apply superscript select the text or number that you want. For superscript, press Ctrl, Shift, and the Plus sign

(+) at the same time. For subscript, press Ctrl and the Equal sign (=) at the same time. Select the text or number that you want. For superscript, press Ctrl, Shift, and the plus sign (+) at the same time. For subscript, press Ctrl and the Equal sign (=) at the same time.

9. Select the text that you want to convert, and then click Insert>Table >Convert Text to Table. In the Convert Text to Table box, choose the options you want. Under Table size, make sure the numbers match the numbers of columns and rows you want. In the Fixed column width box, type or select a value.

10. *For a basic table, click Insert > Table and move the cursor over the grid until you highlight the number of columns and rows you want. For a larger table, or to customize a table, select Insert > Table > Insert Table.*

11.

- *Click the File tab.*
- *Click New.*
- *Under Available Templates, double-click Blank Workbook. Keyboard shortcut to quickly create a new, blank workbook, you can also press CTRL+N.*

12.

- *If you need to sum a column or row of numbers, let Excel do the math for you. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.*
- *The AVERAGE function in Excel is used to find the arithmetic mean of specified numbers. The syntax is as follows: AVERAGE (number 1, [number 2], ...) where number 1, number 2, etc.*
- *The MAX functions in Excel, which finds the highest number in a range. The function ignores cells with text. It will only work for cells with numbers. Note: There is another function called MIN, which finds the lowest value in a range, the opposite of MAX.*
- *Select a cell below or to the right of the numbers for which you want to find the smallest number. On the*

Home tab, in the Editing group, click the arrow next to AutoSum. , click Min (calculates the smallest) or Max (calculates the largest), and then press ENTER.

13.

Resize columns

1. *Select a column or a range of columns.*
2. *On the Home tab, select Format >Column Width (or Column Height)*
3. *Type the column width and select OK.*

- *Select the rows that you want to change. On the Home tab, in the Cells group, click Format. Under Cell Size, click Row Height. In the Row height box, type the value that you want.*
- *Delete cells, rows, or columns Righto-click, and then select the appropriate delete option, for example, Delete Cells & Shift Up, Delete cells & Shift Left, Delete Rows, or Delete Columns.*
- *There are two types of cell reference: relative and absolute. Relative and absolute references change when a formula is copied to another cell. Absolute references, on the other hand, remain constant no matter where they are copied.*

14. Presentation Tools for Beautiful presentations

- *Tool#1: Templates and Themes.*
- *Tool#2: Slide Layouts.*
- *Tool#3: Fonts.*
- *Tool#4: Colour Themes.*
- *Tool#5: Icons.*
- *Tool#6: Shapes.*
- *Tool#7: Stock Photos.*
- *Tool#8: Charts and Graphs.*

B. Open PowerPoint. In the left pane, select New. Select an option: To create a presentation from scratch, select Blank Presentation. Click FILE> Save, pick or browse to a folder, type a name for your presentation in the File name box, and click Save. Save your work as you go. Hit Ctrl+S often. There are multiple ways to add titles to your slides in PowerPoint. Use the Layout option to create a standalone title slide or to add a title to a slide …

Outline view to title a slide

- *Click View >Outline View. A slide without a title will have no text to the right of the slide number. …*
- *Click to the right of the slide number.*
- *Type your new title here, or update an existing slide title. Your text will appear on the slide as your enter it.*

Use the Layout option to title a slide

- *Select the slide whose layout you will change so that it can have a title.*

- *Click Home > Layout.*
- *Select Title Slide for a standalone title page or select Title and Content for a slide that contains a title and a full slide text box. …*
- *Select the Click to add title text box.*

15. ***Insert a bulleted or numbered list***

- *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.*

Insert and update Excel data in PowerPoint

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

PART-2

16. Low-level languages are machine-friendly. They are, thus, very difficult to understand and learn by any human. High-level languages do not depend on machines. Low-level languages are machine-dependent and thus very difficult to understand by a normal user.

17.

Date Type	Format Specifier	Typical Bit Size
Unsigned char	%c	8
Char	%c	8
Signed char	%c	8
Int	%d, %i	16 or 32
unsigned int	%u	16 or 32
Signed int	%d, %i	Same as int 16 or 32
Short int	% hd	16
unsigned short int	% hu	16
signed short int	% hd	16
long int	%ld, %li	32

18.

a. 27 b. 17.5 c. 16

19. Syntax

A. if (condition)

{

True

}

B. for (initiation statement expression; update statement)

```
{
Body of the loop
}
```

C. while (condition)

```
{
Statement(s);
}
```

D.

```
Do
{
Statement(s);
} while (condition);
```

20. Output:

a. IMS Ghaziabad

B.

IMS Ghaziabad
IMS Ghaziabad

c. Largest Number is 100