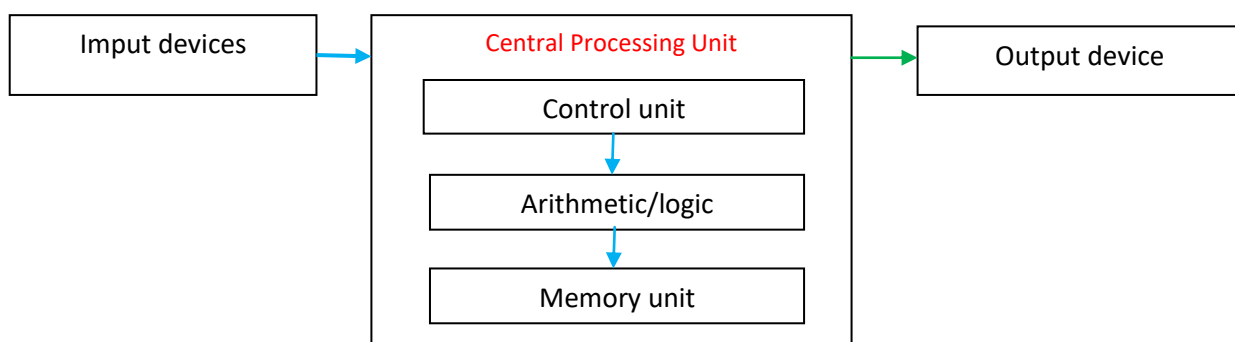


Q1: what is the four fundament part of computer? Explain it with the help of diagram.

Ans: The four fundamental part of computer are:

1. Input device
2. Processor (CPU)
3. Output device
4. Backing storage.

1. **Input Device**: An input device is any hardware device that sends data to a computer, allowing you to interact it and control it.
2. **Output device**: An output device allowed data to transmit in a human friendly form.
3. **Processor**: It is the portion of the computer that retrieves and execute instruction.
4. **Memory unit**: It is a component of a computer system. It is used to store data, instruction and information .



Q2: Discuss about the classification of computers based on size and capacity?

Ans: Based on size and capacity, computers are classified as follows:

- 1: **Super Computers**
- 2: **Mainframe Computer,**
- 3: **Mini Computers**
- 4: **Micro Computers**

- **Super Computers:** Super computers are the most powerful and physically the largest by size. These are systems designed to process huge amount of data and the fastest super computers can perform over one trillion calculations in a second. Super computers have thousands of processors. Because of their extraordinary speed, accuracy and processing power, super computers are well suited for solving highly complex problems and performing tasks that demand huge amounts of calculations.

- **Mainframe Computer:** Mainframe Computers are very large often filling an entire room and can process thousands of millions of instructions per seconds. In a mainframe environment, users connect to the mainframe through the many terminals wired to the mainframe. Mainframes are capable of supporting hundreds to thousands of users simultaneously. Some of the functions performed by a mainframe include: flight scheduling, reservations and ticketing for an airline etc.

- **Mini Computers:** Mini computers are much smaller than mainframes. These computers are also less expensive. Sometimes referred to as Midrange Server or Midrange Computer, they are typically larger, more powerful and more expensive than desktop computers. Midrange computers are usually used by small and medium-size businesses as their servers. Users connect to the server through a network by using desktop computers

- **Micro Computer:** Micro computers are the most frequently used type of computer. Also, known as Personal Computer (PC), a microcomputers is a small computers system designed to be used by one person at a time.

Q3. What is the meaning of computer generation ? How many computer generation are defined? What technologies/are used?

Ans: Generation in computer technololgy is a changes in computer technology that is used.

There are Generation computer ;

1. Vacuum tube are used in the first computer system.
2. Transistor are used in the Second Generation.
3. Integrate circuit technology were used in the third generation.
4. Microprocessor are used in the forth generatio

Q4. Different between votatile and non-volatile memories.

Ans: **Votatile Momeries:**

- ❖ It is a computer storage that maintain its data while data in powered.
Example: RAM3, primary memory has limited storage capacity and its votatile.

Non-volatile

- ❖ It is a type of computer memory that has the capacity to hold save data if the power is turn of.
Example: hard- disk etc , secondary memory provide permanent storage of data and in bulk capacity.

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

Ans:

- **System software:**
It is a types of software that is designed to run a computer's hardware and application programs. Software like operating systems, compilers, editors and drivers etc. come under this category. A computer cannot function without the presence of system software.
- **Application software:**
It is a software created for specific purpose used by end users. It can be called an application or simply an app.
Example: Word processors, accounting app etc.
- **Open source software:**
It is a type of computer software in which source code is released under a license in which the copyright holder grants users right to study, change and distribute the software to anyone and for any purpose.

E.g. the Linux operating system

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 step regarding followings

- To change the font style
- To change the font size
- To change the font colour
- To highlight (in yellow) the line that reads “need to get IMS’s address”.

Ans a): “Yourself”

My name is Rimsnao shaiza. I am 22 years old. My hobby is reading . I am an arts student currently in my MA{ sociology hon} in “DHANAMANJURI UNIVERSITY MANIPUR” And Currently I am learning computer CCA course at RGI TRAINING INSTITUTION.

The steps involved are:

1. We click the Microsoft office button.
2. We select the new. The new document dialog box appears.
3. We select blank document under the blank and recent section. It will be highlighted by default.
4. We click create. A new blank documents appear in the word window.
5. To save the document, we click again the Microsoft office button.
6. We select save as word document. The save as dialog box appears.

Volatile	Non- Volatile
2. E.g. RAM 3. Primary memory ha limited storage capacity and is volatile.	2. E. g. ROM, hard disk, floppy disk, etc. 3. Secondary memory provides permanent storage of data and in bulk quantity.

7. We select location where we want to save the document using the drop down menu.
8. We enter file name “yourself” for the document.
9. We click save button.

b) Ans: Steps to change the font style:

1. We select the text we want to modify.
2. Left click the drop-down arrow next to the font size box on the home tap. The font size dropdown menu appear.
3. We move cursor over the various font sizes. A live preview of the font size will appear on the document.
4. Left click the font size we want to use. The font style will change in the document.

Steps to change the colour:

1. We select the text we want to modify.
2. Left click the drop-down arrow next to the font colour box on the home tap. The font colour menu appears.

3. We move cursor on various font colours. A live preview of the colour will appear in the document.
4. Left click the font colour we want to use. The font colour will change in the document.

Steps to highlight the line:

1. We select the line that reads “needs to get IMS’s address”.
2. We click the highlight command and select yellow colour in the font group on the home tap.

Q7. Create a file in MS-Word for the following document and save it with the 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 an application software, which is capable of

- creating,
- editing,
- saving and
- printing any type of document

Ans: **MS WORD**

MS Word is a widely used commercial word processor developed by microsoft.

MS word is an application software, which is capable of

- creating,
- editing,
- saving and
- printing any type of document

This steps involved are:

1. We click the microsoft office button.
2. We select the new. The new document dialog box appears.
3. We select blank document under the blank and the recent section. It will be highlighted by default.
4. We click create. a new blank document appeared in the word window.
5. We create given documents from the question .
6. We select the “ MS-WORD” and changes the font size by clicking the font box on the home tap.
7. We select the “ MS-WORD” and changes the font color by clicking the font box on the colour menu.
8. We select the word processor and the underline command in the font group on the home tap.

9. We select the " MS-WORD" and changes the front size into Italy by clicking the command.
10. We select the we want to format as a list and click on the bullet command on the home tap.
11. We change the front colour of the text " **creating**", " **saving**" into blue and red resp. by clicking the front colour command, again we select the text "and" and click on the strike through command.
12. We changes the front colour of the text " **printing any type of document**" and changes the front style into the bold by clicking on the front command.
13. We save the file name as " MS-WORD" by clicking the Microsoft offices button and select save as.
14. We select the location where we want to save the document using drop-down menu.
15. We click the save button.

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

Equations

$$X_2 + Y_5 = 30$$

$$Z_3 + Q_4 = 50$$

$$A_2 + B_8 = X_2 + Y_8$$

Ans: Equations

$$X_2 + Y_5 = 30$$

$$Z_3 + Q_4 = 50$$

$$A_2 + B_8 = X_2 + Y_8$$

The steps are:

- . We create the given documents in MS-word
- . We select the text where we want to format and click on the subscript and superscripts command on the home tap
- . We save the file name as "equation" by clicking the Microsoft office button and select save as
- . We select the location where we want to save the document using the drop-down menu
- . We click the save button.

Q9. Create a file in ms word that convert existing highlight the 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 tap

Click on table command .A dialog box appears.

Here set number of columns.

Click on OK finally selected text convert in a table

Select the text you want to convert.	Select the insert tap.
Click on the 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 select text convert in the table

Ans: To convert existing text of table:

1. We select the existing highlight text that we want to convert.
2. We select the insert tap.
3. We click the table command.
4. We select the convert text , to table from the menu. A dialog box appears.
5. We click OK then the text appears in a table.

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

Ans:

This steps are:

1. We place our insertion in our document where we want our document to appear
2. We select the insert tap
3. We click the table command
4. We drag our mouse over the diagram squares to select the number of column and row in the tables.

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

Ans:

Roll No	Name	Marks
1	n1	86
2	n2	70
3	n3	60
4	n4	65
5	n5	88
6	n6	80
7	n7	75
8	n8	60
9	n9	85
10	n10	77

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

- 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)

Ans:

Roll no	Name	Marks	Sum	Average	Maximum	Minimum
1	n1	65	730	73	85	60
2	n2	75				
3	n3	70				
4	n4	60				
5	n5	80				
6	n6	75				
7	n7	85				
8	n8	60				
9	n9	75				
10	n10	85				

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 the row and columns of a worksheet

Q13.B)

Describes the following terms in the worksheet

- Absolute references and relative reference in the formula.
- Cell address.

Ans: (A)

- To modify column width of a worksheet
 - I. Select a column or a range of columns.
 - II. Select a **Home** tap and in a **cells** group, select **format**.
 - III. Click on the **column width** and the types the width for column.
 - IV. Select **ok**.
- To modify the row height of a worksheet
 - I. Select row or ranges of rows.
 - II. Select a **Home** tap and in a **cells** group, select **format**.
 - III. Click on the **row height** and the types the height for row.
 - IV. Select **ok**.

- To delete the row and columns of a worksheet
 - I. Select the cell you want to delete within the column or row
 - II. Select **Home** tab. And in cell group click on **Delete Sheet Column** or row.

OR

- I. Select the desire row and columns.

(B):

➤ **Absolute references:**

Absolute references in excel means that there is a fixed point in references applies to a cells or a formula . this is so the return values will always stays the same no metre were the cells or formula moves to – within the same sheet or across the diferents sheet.

This refers to a fixed point of reference is a constant, and involves the use of dollar sign \$ in the formula (i.e., everyone is to receive the same bonus payout, so the amount \$1500 is constant in this.

➤ **Relative Reference:**

It is the default cell reference in Excel. It is simply the combination of column name and roe number without any dollar (\$) sign. When you copy the formula from one cell to another the relative cell address changes depending on the relative position of column and row. C1, D2, E4, etc.

Example of relative cell references. Relative references are used when we want to perform a similar operation on multiple cells and the formula must change according to the relative address of column and row.

This refers to a relative point of reference, is constantly changing and dollar sign (\$) is absent in the formula (i.e., when each unit price and quantity are difference variables, there's no constant in the calculation).

➤ **Cell Address:**

A cell address is a combination of column letter and a row number that identifies a cell on a worksheet.

For example, A1 refers to the cell at the intersection of column A and row 1; B2 refers to the second cell in column B, and so on.

When used in formula, cell references help Excel find the values formula should calculate. For instance,

- To pull the value of A1 to another cell, you use this simple formula:

=A1

- To add up the values in cells A1 and A2, you use this one:
=A1+A2

Q14. A): What tools are available in customize our PowerPoint presentation?

Q14.B): Write the steps for the following action for creating of powerpoint 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

Ans a):

Tools available to customize our PowerPoint presentation are:

- a) Perspector
- b) Pivot Viewer
- c) Autodesk 3DS Max
- d) VisualBee PowerPoint Add-in
- e) SmartArt
- f) Animations and Transition
- g) Wordle
- h) CA coo
- i) Oomfo
- j) Clip champ

Ans b):

- To open blank presentation:
 - I. Open PowerPoint presentation using 'Run' command (window key + R).
 - II. Select the 'Blank Presentation'. It is opened.
- Save the presentation as Lab1.pptx.:
 - I. Select the 'File' on the Tab bar.
 - II. Click on 'Save As' option.

- III. Click on document /distop as your choice.
- IV. Type your name Lab1.pptx
- V. Click “ save” botton.
- Add a Tittle to the first slide: the name of your college.
 - I. Left click on the ‘Click to Add Title’ section on the first slide.
 - II. Type the name of your college.
- Type your first name and last name in the subtitle section:
 - I. Left click on the ‘Click to Add Title’ section.
 - II. Type your first name and last name.
- Add a New slide which has a Tittle and content.
 - I. Select the Home tab.
 - II. Click on the dropdown button of the ‘New Slide’ on toolbar
 - III. Select the slide having ‘Tittle and Content’. It is added

Q15. Write steps for creation of a set 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
- Clipart and Text
- Slide show effects.

Ans: Title slide & bullet list :

- I. Open power point presentation.
- II. Select the home tap.
- III. Click at dropdown button on ‘New Slicde’ at toolbar.
- IV. Select the slide having the title slide and bullet list.
- Inserting Excel sheet:
 - I. Open the slide where you want to insert the excel sheet.
 - II. Select the ‘ insert tap’ and click on the ‘object’ on tool bar.
 - III. Select the ‘ Microsoft excel worksheet’ object type.
 - IV. Click the ‘ok’ button.
- Clipart and Text:
 - I. Select the 'insert tap' .
 - II. Select the ‘picture’ or ‘online pipcture’ on the tool bar.
 - III. Choose the appropriate arts for the topic .

IV. Click on the 'insert' button.

➤ Slide shown effect:

- I. Select 'Design Tap' for themes, variants and slides size that you want.
- II. Select 'Transition Tap' for cut, pages, wipes, split, push, reveal, shape, flash, etc and for other slides effect.

Q16: What is the different between Machine Language and High Level Language?

Ans:

Machine Language	High Level Language
<ol style="list-style-type: none">1. A computer programming language consisting of binary instructions which a computer can respond to directly.2. It requires no translator to translate the code. It is directly understood by the computer.3. This language makes fast and efficient use of the computer.	<ol style="list-style-type: none">1. It is a programming language that enables development of a programme in a much more user friendly programming context.2. It takes additional translation time to translate the source code to machine code3. They are programmer friendl

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

Ans: The different types of C programming Language are:

Char: the most basic type in C. It store a single character and requires a single bite of memory in almost all compilers

Int: as the name suggests, an int variable is used to store an integer.

Float: it is used to store decimal numbers.

Double: it is used to store decimal numbers (number with floating point value but its range of values is high in comparison to float).

Q18: Find the output of the following expressions

a) $X=20/5*2+30-5$ b) $Y=30-(40/10+6)+10$ c) $Z=40*2/10-2+10$

Ans a):

$X = 33$

b): $Y = 30$

c): $Z = 16$.

Q19. Describes the syntax of the following statements.

a). if-else statement b). for loop c). while loop d). do while loop.

Ans: A) if- else statement :

If statement can be followed by optional else block of statement, which executes when the can be express its false.

Syntax

If (expression)

{

True block of statement ;

}

Else

{

Else block statement;

}

b). for loop is similar to while loop is as follows:

For (expression 1;expression2; expression 3)

{

Block of statement

}

In the above syntax

Expression 1 - initializes variables.

Expression 2 – conditional expression as long as the condition is true, loop will keep executing.

Expression 3- it is the modifier which will increase or decrease the values of the variable.

c). while loop.

Basic syntax of which loop is follows

While (condition)

Single statement .

Or while (condition)

{

Block of statement

}

D). do- while loop.

Do while loop is a while loop except that the test condition is checked at the end of the loop

Rather than the start . this has the effect that the body of the loop are always executed at least once.

Basis syntax of do- while loop is as follows

Do

{

Single statement

Or

Block of statement

}

While (condition);

Q20).

Ans: a) ;IMS Ghaziabad

b); IMS Ghaziabad

c); Largest number is 100

