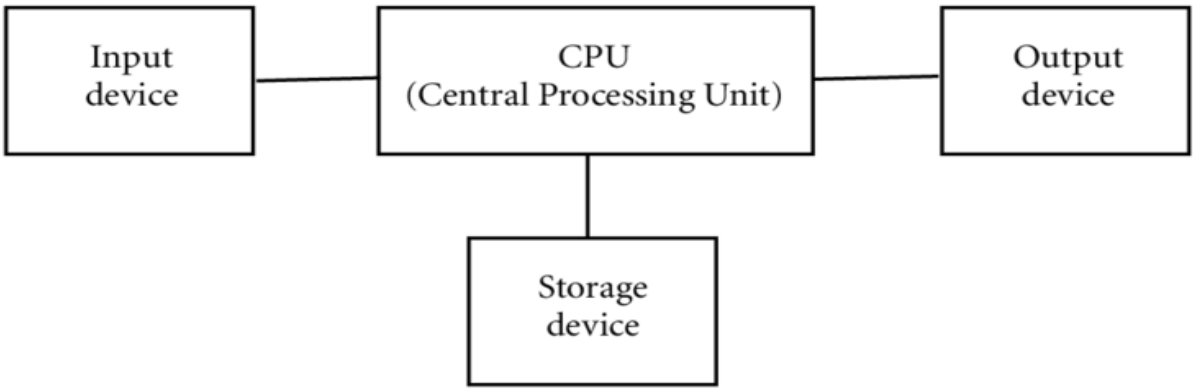
Ans – 1 - The four fundamental parts of computers are –

1. **Input Device** - Input devices like your keyboard, mouse, trackball and touch pad feed information and instructions to the applications running on your computer.
2. **Output device** - Output devices are needed to temporarily or permanently display, broadcast or record the work done by your computer.
3. **CPU** - The central processing unit receives instructions from various computer programs in use and executes them as needed.
4. **Storage** – A storage device is any type of computing hardware that is used for storing, porting or extracting data files and objects. Storage devices can hold and store information both temporarily and permanently.



Ans – 2 – Computer based on size and capacity -

1. Micro Computers

Micro Computer is a computer who's CPU (Central Processing Unit) is a microprocessor. All the components of a microprocessor are on a single integrated circuit chip. Micro computer can be categorized as the desktop, programmable and workstation.

2. *Mini Computers*

Minicomputers were introduced in early 1960s. They were faster than microcomputers. Basically these computers were mainly multi-user systems, where many users work on the systems. Generally these types of computers had larger memories and greater storage capacity.

3. Mainframe Computers

Mainframe computers are large and expensive machines. Generally they handle huge volumes of information and data. In terms of speed, they are having significant processing capacity. Basically used to make server.

4. Super Computers

Super Computers are the fastest computer in current era. Basically used for scientific research or large calculations. These are very expensive computers.

Ans – 3 – Means of computer generations:

Generation of computers means change in technology is being used in computers. Following Technology used in these computers.

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

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

Volatile Memory:

It is the memory hardware that fetches/stores data at a high-speed. It is also referred as temporary memory. The data within the volatile memory is stored till the system is capable of, but once the system is turned off the data within the volatile memory is deleted automatically. RAM (Random Access Memory) is common examples of volatile memory.

Non-Volatile Memory:

It is the type of memory in which data or information is not lost within the memory even power is shut-down. ROM (Read Only Memory) is the most common example of non-volatile memory.

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

System Software	Application Software	Open Source 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. An important thing is that without system software, system can not run.	Application Software is the type of software that 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. Its a specific purpose software.	Open source software is a computer software whose source code is available openly in internet and programmers can modify it to add new features and capabilities without any cost.

Ans – 6 – MS word Formatting –

I am **Manisha shah from Pauri Garhwal** Uttarakhand. I have completed senior secondary and at present I am a student of B.A 1st Year. My father name is Mr. Ram singh and he is doing private job. My mother is housewife. I like to play badminton and to watch TV programs. "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 into word –

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

Ans – 11 – Book1

	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

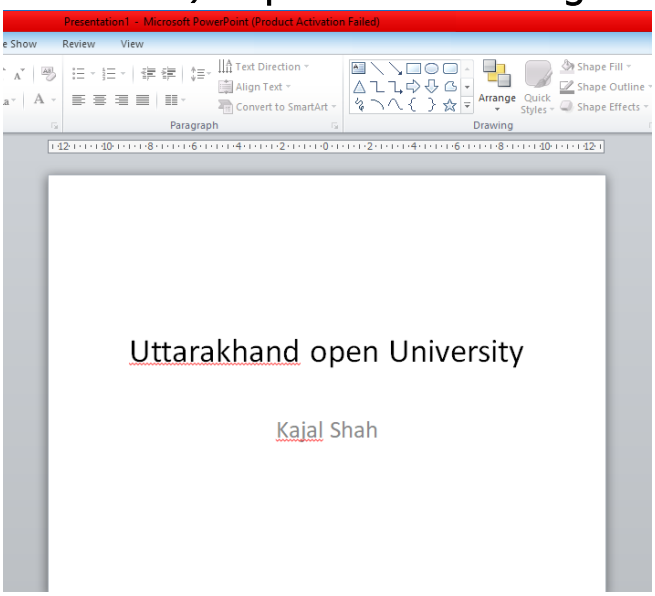
i) Absolute and relative cell reference –
Relative references change while a formula is copied to another place while absolute reference remains constant, no matter where they are copied.

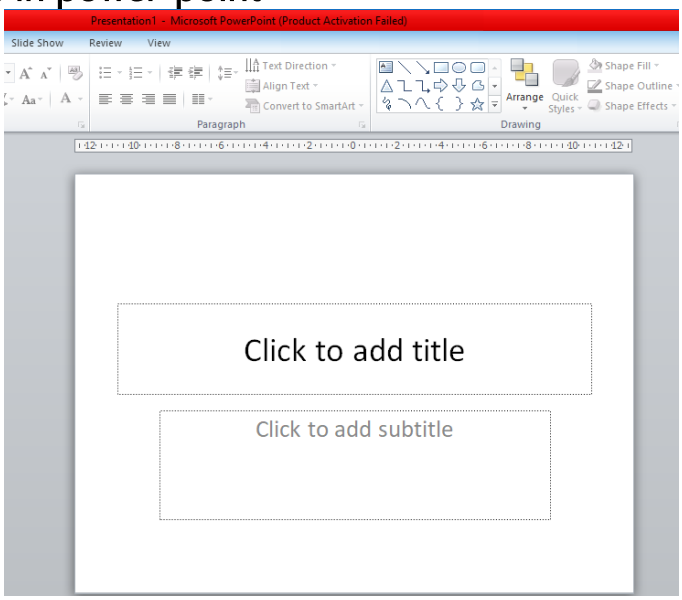
ii) **Cell address –**
A cell reference refers to cells on a worksheet and can be used in formula.

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

Shapes, Tables, 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 –

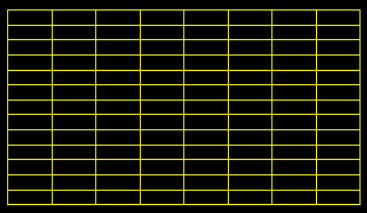
TITLE SLIDE AND BULLETS

Click on Home Menu – Layout – Then click Title Slide

Click on Home Menu – Go to paragraph section – Click on Bullet and choose bullet

INSERT A EXCEL SHEET

Click on Insert Menu – Table – Excel Spreadsheet



CLIP ART AND TEXT

Click on Insert Menu – click on Clip art

Click on Insert Menu – click on Word art

Write text

SLIDE SHOW EFFECT

Animations are used to set motion on images and text within a slide

Transition used for set motion effect on slide

PART 2

Ans 16- Difference between machine langulage 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.