

CCA - 101: FUNDAMENTALS OF IT & PROGRAMMING

ASSIGNMENT - 1

NAME : D. Abiram

Subject : DCA

Assignment : Assign (1)

DATE : 27.06.2024

CCA - 101 - FUNDAMENTAL OF IT & PROGRAMMING.

ASSIGNMENT - 1

1. What are The FOUR fundamental part of computer

CPU
Monitor
Key board
MOUSE

2. Classification of computers based on size and Capacity

A computer is a device that transforms unusable data into information.

I. computer according to size

- ⇒ Super computer
- ⇒ mainframe computer
- ⇒ personal computer
- ⇒ workstation
- ⇒ mini computer

II. computers according to their capacity to manage data:

- ⇒ Digital computer
- ⇒ Hybrid computer
- ⇒ Analog computer

Super computer

These computers are used for research and exploratory purposes

Features

- * They make use of AI (Artificial Intelligence)
- * They are employed by companies that manufacture goods.

⇒ Main Frame computer

To maintain information on their customers, student, and insurance policyholders, banks, colleges, companies utilize them.

Features

- * They have enormous amount of memory
- * Capable of running several different operating systems
- * A significant number of CPUs with powerful processing speeds.

Mini computers

They are used by small business and industries. They go by the term "midrange computers".

Features

- * It is smaller than mainframes or supercomputers in terms of size.
- * It is able to perform many jobs at once.

Based on capacity

According to fundamental operating principles, they are the different kinds of computers.

i) Analogous computers

These have an infinity range of values and are continuous quantities (temperature, pressure, weight).

ii) Digital computers

In digital computers, letter, number, and other special symbols are represented by digits. On-off inputs are used by digital computers.

iii) Hybrid computers

Computers that combine digital and analog components are called hybrid computers.

2) What is the meaning of computer generation?

Generation in computer terminology is a change in technology a computer is or was being used.

Five generation of computer

i) First generation - (1940-1956)

The First generation of computer used vacuum tubes as a major piece of technology Ex ENIAC

ii) Second generation (1956-1968)

The Second generation of computer used transistors instead of vacuum tubes

iii) Third generation (1964-1971)

The Third generation of computer introduced used IC (Integrated circuit) in computer

iv) Fourth generation (1971-2010)

Fourth generation of computer took advantage of the invention of the microprocessor, commonly known as a CPU.

lv) Fifth generation (2010 to present)

The fifth generation of computer is beginning to use AI (Artificial Intelligence) an exciting technology with many potential applications around the world.

Sixth generation (Future generation)

As of 2024, most still consider us to be the fifth generation as AI continues to develop

④ Difference between volatile - non volatile

* volatile memory is temporary and loses its data once the power is turned off

* non-volatile memory is permanent and retains its data even after power loss.

⑤ Distinguish among system software, application and open source software on the basic features

System software is a type of computer program that is designed to run a computer's hardware and application program

Features of System Software

(i) High Speed

(ii) Hard to manipulate

(iii) written in a low-level computer's language

(iv) close to the system

(v) variable

(ii) Application Software

When a user interacts with a piece of software directly, it is known as application software.

Features

One of the most important characteristics of software application is that there should be a regular procedure for fixing bugs.

Open source software

Moreover the users have the right to view, modify, and enhance this code further more, no license is required for the software.

Features

It is more secure

Long term use

Transparency

Affordable

b) create a file in MS-Word to insert a paragraph about yourself and save it with file name describe all steps involved in it

Create:

- i) click the Microsoft office button
- ii) search Microsoft Word
- iii) select new document
- iv) create document by insert the text
- v) Finally save document

SAVE :

- * Microsoft office button
 - * Save as word document
 - * desktop location
 - * Folder name
 - * File name
 - * Save
-

bb) write step regarding followings

(i) Font style

⇒ Select text

⇒ Click on font style box

⇒ Left click you want use the style

⇒ OK

⇒ Then font style change

(ii) Font size

⇒ select the text

⇒ Increase/decrease Font size
commands in home tab

⇒ The Font size change in document

Font color

- ⇒ select text
- ⇒ click on Font color box in home tab
- ⇒ left click you want use color
- ⇒ Then changed The color in document

Highlight

- ⇒ select text
- ⇒ click on the text Highlight color in home tab
- ⇒ choose the color
- ⇒ Then change the document

7) create a File in ms word for the following document and save it with File name "MS word" describe

creating :

- ⇒ search microsoft word
- ⇒ go to Page layout
- ⇒ Set up the orientation & size and back round and border
- ⇒ type the text
- ⇒ Then creating the document

Editing

Select The text

↓
Then Right click

↓
Select The font size, style and color

↓
Go to insert

↓
choose the Picture option

↓
Then File The Font

Saving

Go to Office Button

↓
Right click

↓
SAVE AS

↓
choose the location desktop

↓
select the folder name

↓
File name is Microsoft word

↓
Save the document

printing

Select the any document

Right click

choose Print option

select Print

Print preview

choose the Paper size, orientation
Printer

Then OK the print option

⑧ Create a File in MS word for the following document and save it name "equation" describe.

Equation

$$x_2 + y_5 = 30$$

Type the letter x

Right click

Font

Subscript

Type the number 2

Type the letter +, y

Subscript 5

Type the number = 30

⑨ Create a File MS-word insert a table document describe:-

Start The Micro soft word

click insert

choose table option

⇒ two type of table

i) insert table

ii) Draw table

⇒ Insert table select the row & column

⇒ Draw the table draw the row & column

⇒ Then create the table document
for MS word.

1) Create a following work sheet in MS excel.

ROLL	A	B	C	D	E	F	G
1	ROLL NO	NAME	MARK				
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							
13							
14							
15							

SAVE:

Go to Office button

Save as - excel document

location desktop

File name

save.

2] calculate the following things or range (C2:C11)
of data in the worksheet creating in question no 11

The sum of the marks using Auto sum in a
range of cells (C2:C11)

work sheet creating

search the MS excel

insert the table

Then enter the data

The sum of the marks using Auto sum

select the range of cell (C2:C11)

Go to Home tab

select the cell type

go to the sum option

Get the answer

Average of The marks in a range of cells (C2:C11)

select range of cell (C2:C11)

Go to home tab

select the cell type

Go to the Average option

Then get the answer

Highest mark in a range of cell (c2:c11)

Select the range of cell (c2:c11)

Go to home tab

Select the cell type

Next Maximum option

Get the answer.

Minimum mark in a range of cell (c2:c11)

Select the range of cell

Go to home tab

Select the cell type

Go to the minimum option

Get The answer. In minimum Mark.

18 a) Describe various step involved in the following

→ To modify column width of a worksheet

Search the MS excel

Create a table

Right click → Font → Bold set

convert the row & column

Select the column

Right click choose Insert

choose the modify place

Then OK.

TO MODIFY the row height of a worksheet

Search the MS excel

create the table

Right click → Font → Border set

convert the row & column

Select the row

Right click choose Insert

height row of the worksheet

Then OK.

TO MODIFY rows and column of a worksheet

Search the MS excel

create the Table

convert the row & column

Select the row & column

Right click

Delete option

Entire row & column

Then OK

13 (b)

Cell Address

Cell address is a scalar quantity that is used in a work sheet to identify a single cell.

EX C₁, D₁, E₁

14) a) what tools are available to customize our Power point presentation

- ⇒ Home
- ⇒ Insert
- ⇒ Design
- ⇒ Transition
- ⇒ Animation
- ⇒ Slide show
- ⇒ Review
- ⇒ View
- ⇒ File, Tool tabs.

b) write the step for the following action for creation of power point presentation

i) open a Blank presentation

search MS office power point
go to the layout command the home tab
choose the Blank option
get The Blank presentation

Save the presentation as lab1.pptx

click of office Button

click save option

location Desktop

Folder name

File Name lab1.pptx

Save.

Add a title to The First slide: Name of your college

Open the power point presentation

click the New slide command home tab

click the layout

Choose the title slide

Type the name of my college.

Type your first name and last name in the subtitle section

Then title slide name of collage

click the subtitle section

Then type the your data or text

Add a new slide which has a Title and content
Click the new slide command the home tab
click the layout
choose the title and content
Then add the new slide

15) write steps for creation of a set of power point slides that demonstrates your skill

Inserting Excel Sheet

- i) search the MS excel
- ii) enter the data
- iii) go to insert command the home tab
- iv) click the insert ok the inserting sheet.

Slide show effect.

open the power point
choose the layout
type the data
go to the desing option
choose the desing
next animation effect
slide show effect.