CCA-101: Fundamentals of IT & Programming

Assignment -1

Q1: What are the four fundamental parts of computer? Explain it with the help of diagram.

Block Diagram of Computer

by admin | Sep 20, 2019 | Computer Fundamentals | 0 comments

Computer Block Diagram

Mainly computer system consists of three parts, that are central processing unit (CPU), Input Devices, and Output Devices. The Central Processing Unit (CPU) is divided into two parts again: arithmetic logic unit (ALU) and the control unit (CU). The set of instruction is in the form of raw data.

A large amount of data is stored in the computer memory with the help of primary and secondary storage devices. The CPU is like the heart/brain of the computer. The user does not get the desired output, without the necessary option taken by the CPU. The Central processing unit (CPU) is responsible for the processing of all the instructions which are given by the user to the computer system.

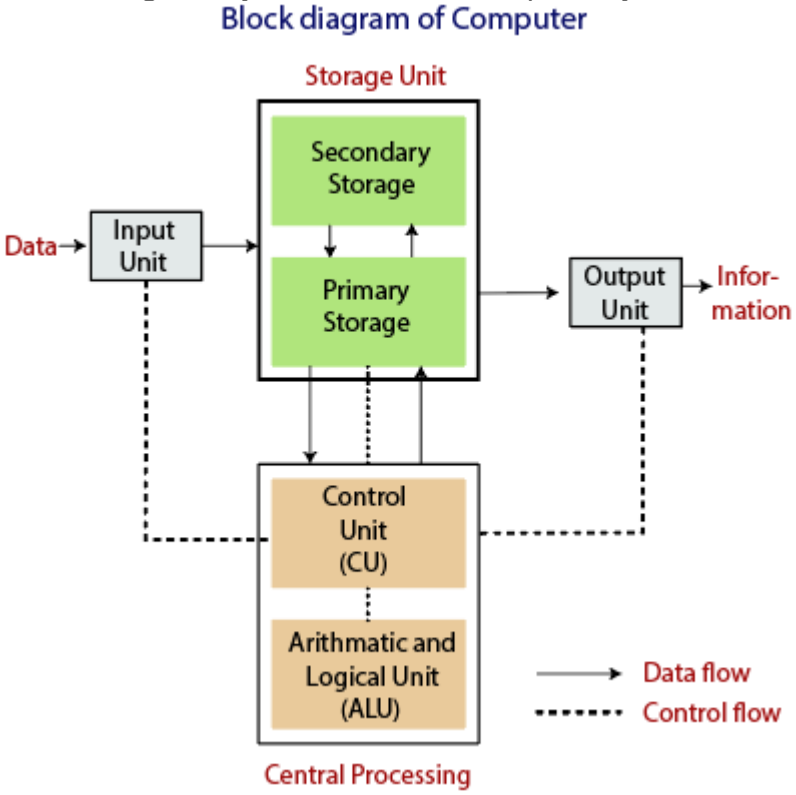


Fig: Block Diagram of the computer.

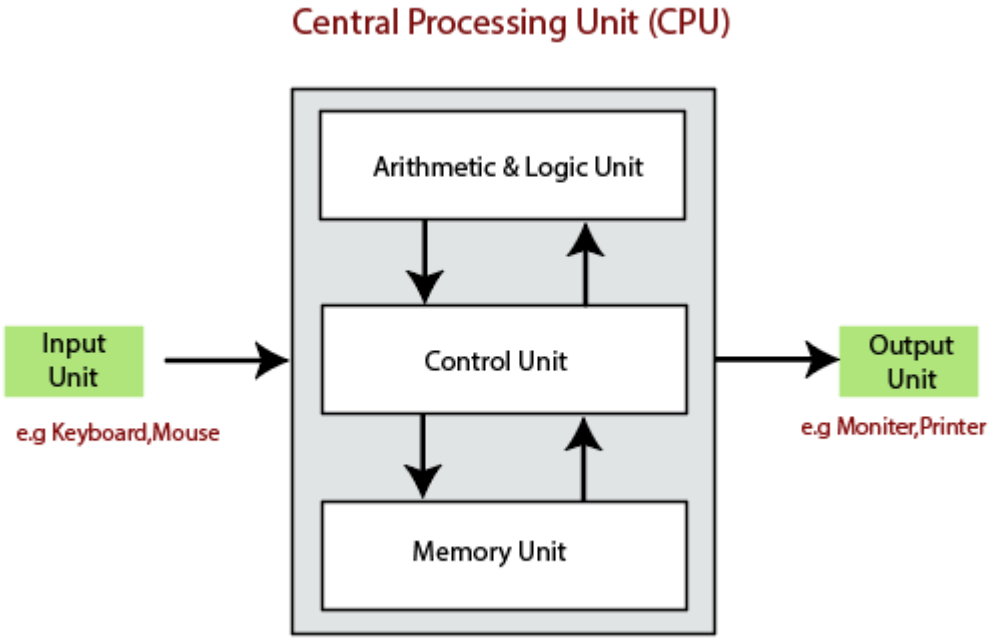
The data is entered through input devices such as the keyboard, mouse, etc. This set of instruction is processed by the CPU after getting the input by the user, and then the computer system produces the output. The computer can show the output with the help of output devices to the user, such as monitor, printer, etc.

- CPU (Central Processing Unit)

- Storage Unit
- ALU(Arithmetic Logic Unit)
- Control Unit

Central Processing Unit (CPU)

The computer system is nothing without the Central processing Unit so, it is also known as the brain or heat of computer. The CPU is an electronic hardware device which can perform different types of operations such as arithmetic and logical operation.



The CPU contains two parts: the arithmetic logic unit and control unit. We have discussed briefly the arithmetic unit, logical unit, and control unit which are given below:

Control Unit

The control unit (CU) controls all the activities or operations which are performed inside the computer system. It receives instructions or information directly from the main memory of the computer.

When the control unit receives an instruction set or information, it converts the instruction set to control signals then; these signals are sent to the central processor for further processing. The control unit understands which operation to execute, accurately, and in which order.

Arithmetic and Logical Unit

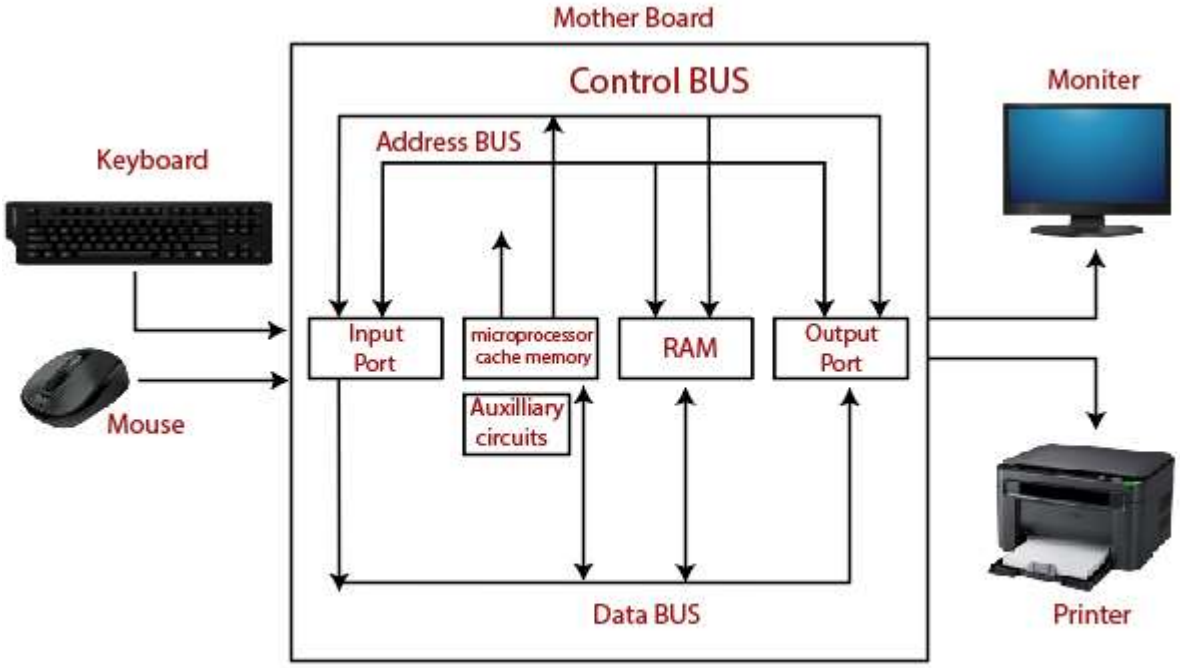
The arithmetic and logical unit is the combinational digital electronic circuit that can perform arithmetic operations on integer binary numbers.It presents the arithmetic and logical operation. The outputs of ALU will change asynchronously in response to the input. The basic arithmetic and bitwise logic functions are supported by ALU.

Storage Unit

The information or set of guidelines are stored in the storage unit of the computer system. The storage unit provides the space to store the data or instruction of processed data. The information or data is saved or hold in computer memory or storage device. The data storage is the core function and fundamental of the computer components.

Components of Computer System

The hardware and software exist on the computer. The information which is stored through the device is known as computer software. The hardware components of the computer system are related to electronic and mechanical parts, and the software component is related to data and computer programs. Many elements are connected to the main circuit board of the computer system called a “motherboard.”



Components of a Computer System

- Processor.
- Main Memory.
- Secondary Memory.
- Input Devices.
- Output Devices.

These are mainly five components of the computer system. The computer hardware, computer software, and liveware exist in the element of the computer system

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

Ans.

Ans. Classification of Computer Based on Size and Capability

Introduction

Classification of computers are based on their architecture, speed of executing commands or instructions, peripheral used and also their uses. Microcomputers are usually used in home and

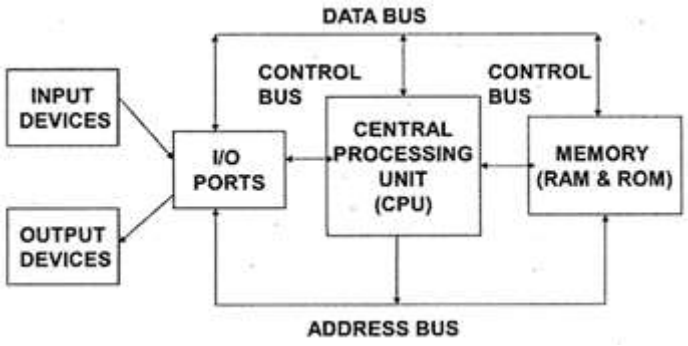
offices and only a single user can perform the task using a microcomputer. Its storage and data handling capacity are limited as per the requirement for home and office work. The another type of computer is called minicomputer which has usually larger storage and can handle multiuser at a time. This chapter includes the classification of computers.

Computer's Classification

Computers are classified on different parameters, such as, storage capacity, processing speed and component (CPU) used in computers. Depending upon the components used and features of different computers, they are classified into four groups, Microcomputers, Minicomputers, Mainframe computers and Supercomputers.

Micro Computers

Micro Computer is a computer whose 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. The microprocessor based computers are called third generation computers. They are the backbone of the modern computer era. The first and second generation computers are based on vacuum tubes and bipolar junction transistors.



Desktop Computers

Desktop computer is a type of microcomputer. A desktop computer has a keyboard for input data, a LCD or CRT monitor to display information and Central processing unit tower contains storage, memory, different types of drives, such as, CD drive, hard drive, etc. A desktop computer is mainly used at home and office applications.

Programmable Computers (PDA)

Personal digital assistance is a type of hand held programmable digital computer. It is used as notepads, address books and can connect to world web wave to share information. A PDA is equipped with mobile phone hence, called smallest computer.

Workstation

A workstation computer has greater memory capability and more extensive mathematical abilities. It is connected with other workstation computers or personal computer to exchange data and mostly used for scientific applications. It also supports multitasking applications.

Mini Computers

Minicomputers were introduced in early 1960s. They were faster than micro computers. 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. They had large instruction set and address field. These kinds of computers have efficient storage for handling of text, in comparison to lower bit machines. Due to more efficient processor, speed and memory size, minicomputer was used in variety of applications and could support business applications along with the scientific applications. Minicomputer was a multi-user system which means more than one user could use this system simultaneously.

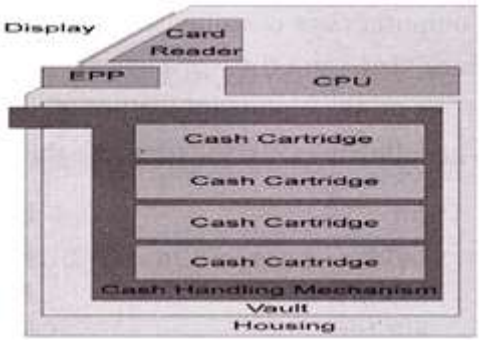
Comparison of Micro and Mini computers

Features	Microcomputer	Minicomputer
Primary memory	Shall memory	Larger memory
Word length	Small word length	Larger word length
Cost low	Low	High
Processor	Low	High

Mainframe Computers

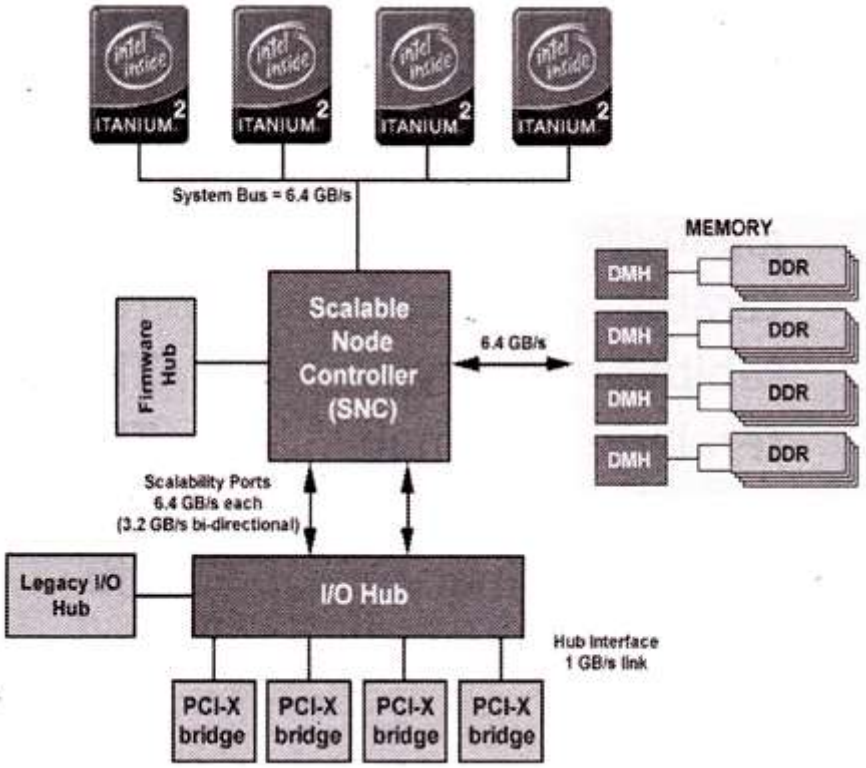
Mainframe computers are large and expensive machines. The word length of mainframe computers may be 48, 60 or 64 bits, memory capacity being in some megabytes and storage

capacity in some terabytes. Generally they handle huge volumes of information and data. In terms of speed, they are having significant processing capacity. They are used in research organizations, large industries, airlines reservation where a large database has to be maintained.



Super Computers

Super Computers are the fastest computer in current era. The processing capabilities of super computer lies in the range of GIPS2, word length 64-128 or may be in 256 or so. The memory capacity of super computer is in some gigabytes or in terabytes. The storage capacity of this type of computer is in exabytes.



The parallel processing of a super computer makes it very fast because it contains number of CPU that operates parallel. They are used at some research centers and government agencies involving sophisticated scientific and engineering tasks.

Super computers are used for the followings:

- ❖ Weapons research and development
- ❖ Nuclear and plasma physics
- ❖ Rocket research and development
- ❖ Atomic research
- ❖ Aerodynamics

Q3: What is the meaning of computer generation? How many Computer Generations are defined? What technologies were/are used?

Ans. Generation in computer terminology is a change in technology a computer is/was being used. Initially, the generation term was used to distinguish between varying hardware technologies. Nowadays, generation includes both hardware and software, which together make up an entire computer system.

There are five computer generations known till date. Each generation has been discussed in detail along with their time period and characteristics. In the following table, approximate dates against each generation has been mentioned, which are normally accepted.

Following are the main five generations of computers.

S.No	Generation & Description
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.

In modern life, we are surrounded by technology. It's integral to everything we do, big or small. We can find examples of technology in our homes and personal spaces, in industry, in business, and in the medical profession. Most people know technology when they see it, but what exactly is technology?

Technology is the way we apply scientific knowledge for practical purposes. It includes machines (like computers) but also techniques and processes (like the way we produce computer chips). It might seem like all technology is only electronic, but that's just most modern technology. In fact, a hammer and the wheel are two examples of early human technology.

Q4: Differentiate between Volatile & Non- Volatile memories.

Ans. Volatile and Non-Volatile Memory are both types of computer memory. Volatile Memory is used to store computer programs and data that CPU needs in real time and is erased once computer is switched off. RAM and Cache memory are volatile memory. Where as Non-volatile memory is static and remains in the computer even if computer is switched off. ROM and HDD are non-volatile memory.

Following are the important differences between Volatile and Non-Volatile Memory.

Sr. No.	Key	Volatile Memory	Non-Volatile Memory
1	Data Retention	Data is present till power supply is present.	Data remains even after power supply is not present.
2	Persistence	Volatile memory data is not permanent.	Non-volatile memory data is permanent.
3	Speed	Volatile memory is faster than non-volatile memory.	Non-volatile memory access is slower.
4	Example	RAM is an example of Volatile Memory.	ROM is an example of Non-Volatile Memory.
5	Data	Data Transfer is easy in	Data Transfer is difficult in Non-

Sr. No.	Key	Volatile Memory	Non-Volatile Memory
	Transfer	Volatile Memory.	Volatile Memory.
6	CPU Access	CPU can access data stored on Volatile memory.	Data to be copied from Non-Volatile memory to Volatile memory so that CPU can access its data.
7	Storage	Volatile memory less storage capacity.	Non-Volatile memory like HDD has very high storage capacity.
8	Impact	Volatile memory such as RAM is high impact on system's performance.	Non-volatile memory has no impact on system's performance.
9	Cost	Volatile memory is costly per unit size.	Non-volatile memory is cheap per unit size.

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

Ans. **System 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. System Software maintain the system resources and give the path for application software to run. An important thing is that without system software, system can not run. It is a general purpose software.

Application Software:

Application Software is he type of software which runs as per user request. It runs on the platform which is provide by system software. High level languages are used to write the application software. Its a specific purpose software.

The main difference between System Software and Application Software is that without system software, system can not run on the other hand without application software, system always runs.

S.NO	SYSTEM SOFTWARE	APPLICATION SOFTWARE
1.	System Software maintain the	Application software is built for

	system resources and give the path for application software to run.	specific tasks.
2.	Low level languages are used to write the system software.	While high level languages are used to write the application software.
3.	Its a general purpose software.	While its a specific purpose software.
4.	Without system software, system can’t run.	While without application software system always runs.
5.	System software runs when system is turned on and stop when system is turned off.	While application software runs as per the user’s request.
6.	Example of system software are operating system, etc.	Example of application software are Photoshop, VLC player etc.
7.	System Software programming is complex than application software.	Application software programming is simpler as comparison to system software.

Open-source software

Open-source software shares similarities with free software and is part of the broader term free and open-source software.

For broader coverage of this topic, see Open-source-software movement.

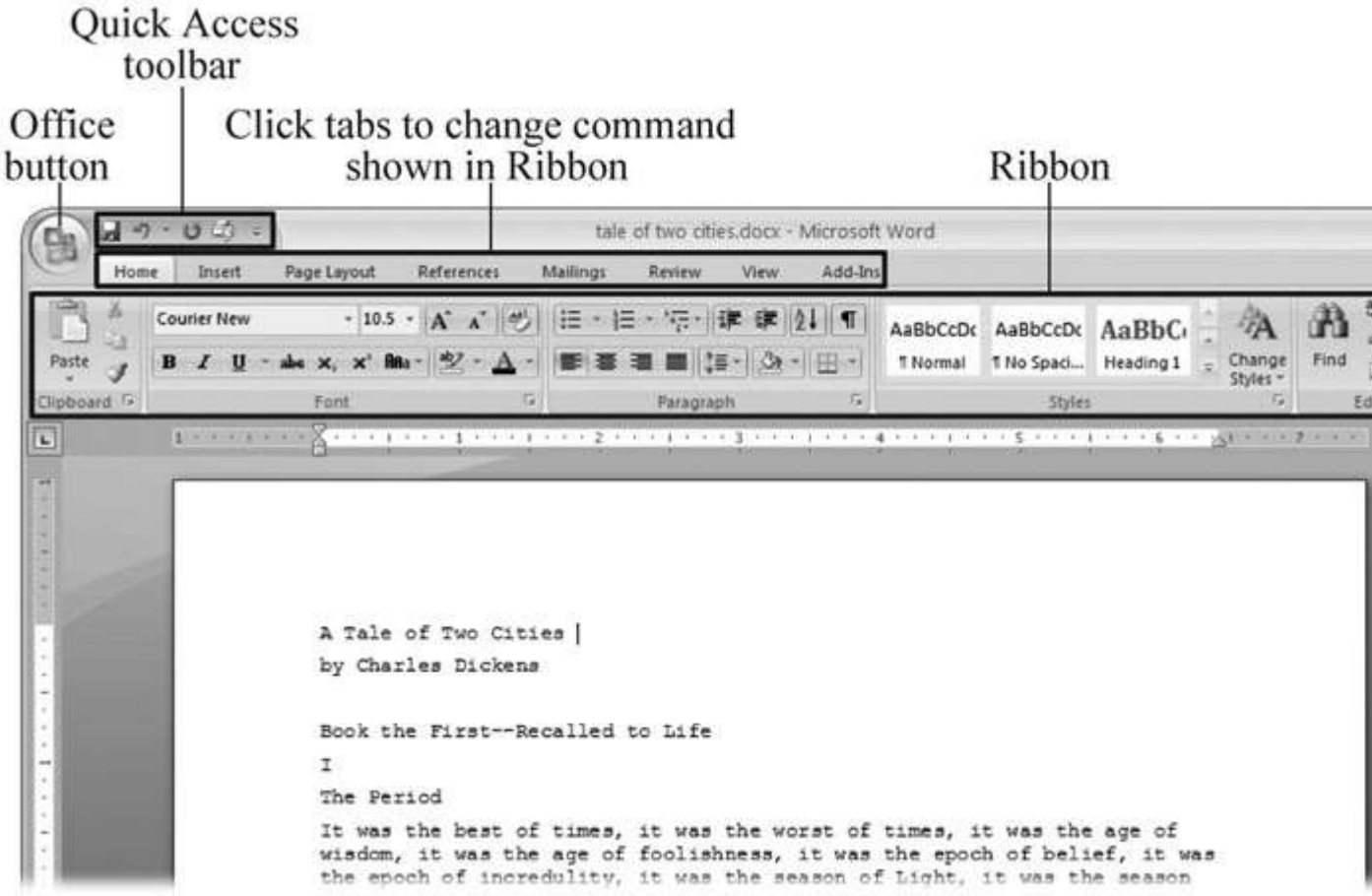
sOpen-source software (**OSS**) is a type of computer software in which source code is released under a license in which the copyright holder grants users the rights to use, study, change, and distribute the software to anyone and for any purpose.[1] Open-source software may be developed in a collaborative public manner. Open-source software is a prominent example of open collaboration.[2]

Open-source software development can bring in diverse perspectives beyond those of a single company. A 2008 report by the Standish Group stated that adoption of open-source software models has resulted in savings of about $60 billion (£48 billion) per year for consumers.[3][4]

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.

Ans. ***Creating a New Document***

When you start Word without opening an existing document, the program gives you an empty one to work in. If you're eager to put words to page, then type away. Sooner or later, though, you'll want to start *another* new document. Word gives you three ways to do so:



Opening an Existing Document

If you've mastered creating a document from an existing document and creating a document from a template, you'll find that opening an existing document is a snap. The steps are nearly identical.

1. **Choose Office button → Open (Alt+F, O). In the Open window (Figure 1-6), navigate to the folder and file you want to open**.

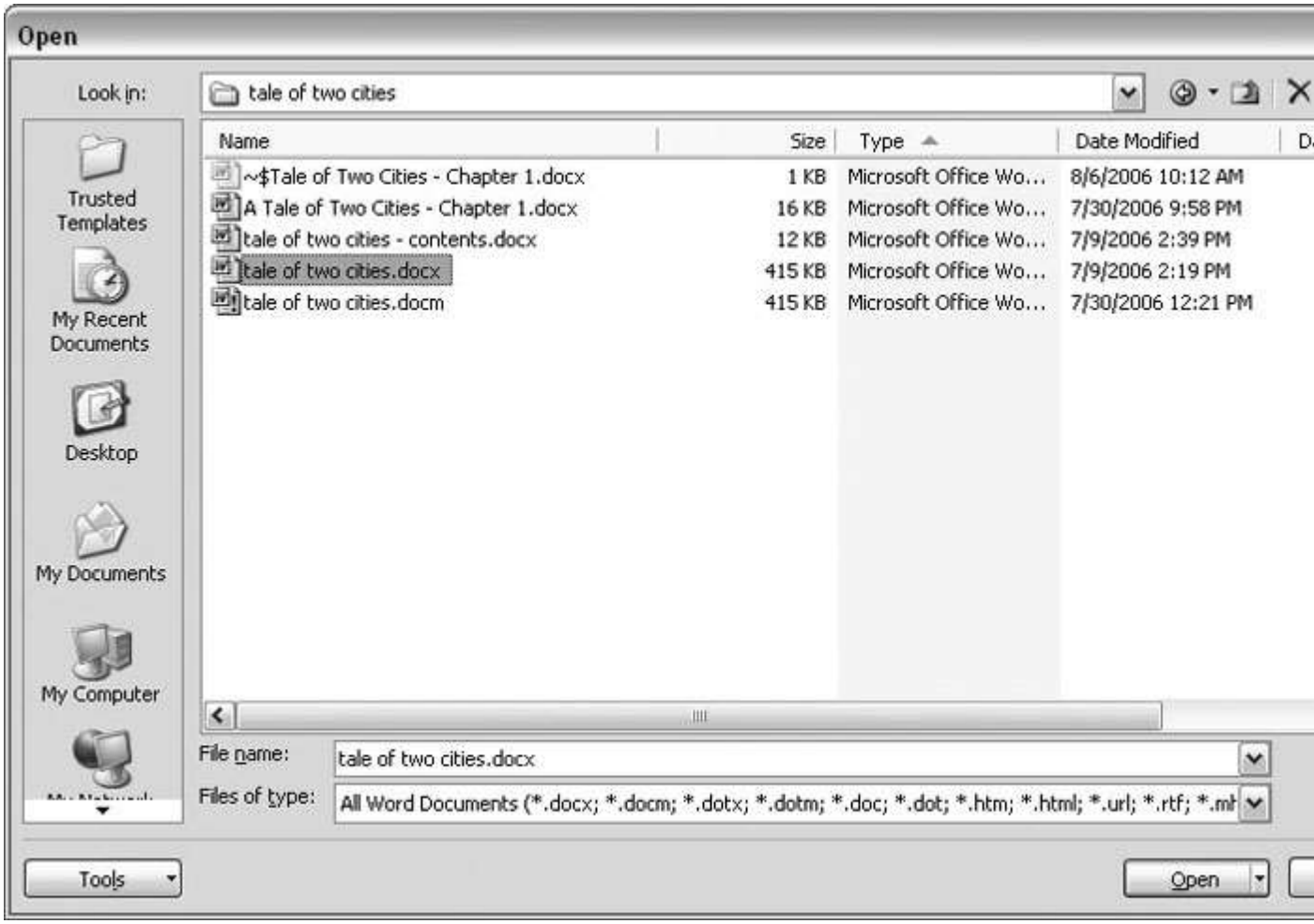
The Open window starts out showing your My Documents folder, since that's where Word suggests you save your files. When your document's in a more exotic location, click the My Computer icon, and then navigate to the proper folder from there.

TIP

When you open a document you've used recently, you may see its name right on the Office button → Recent Documents menu. If so, simply click to open it without a trip to the Open dialog box.

2. **With the file selected, click Open in the lower-right corner**.

The Open box goes away and your document opens in Word. You're all set to get to work. Just remember, when you save this document (Alt+F, S or Ctrl+S), you write over the previous file. Essentially, you create a new, improved, and only copy of the file you just opened. If you don't want to write over the existing document, use the Save As command (Alt+F, A), and then type a new name in the File Name text box.



Saving and Closing Documents

From the earliest days of personal computing, the watchword has been “save early, save often.” There’s nothing more frustrating than working half the day and then having the Great American Novel evaporate into the digital ether because your power goes out. So, here are some tips to protect your work from disasters human-made and natural:

- Name and save your document shortly after you first create it. You’ll see the steps to do so later in this section.
- Get in the habit of doing a quick save with Alt+F, S (think *F*ile *S*ave) when you pause to think or get up to go to the kitchen for a snack. (Note for old-timers: Ctrl+S still works for a quick save too.)

- If you're leaving your computer for an extended period of time, save and close your document with Alt+F, C (think *F*ile *C*lose).

Q6 b) Write steps regarding followings

 To change the font style

 To change the font size

 To change the font color

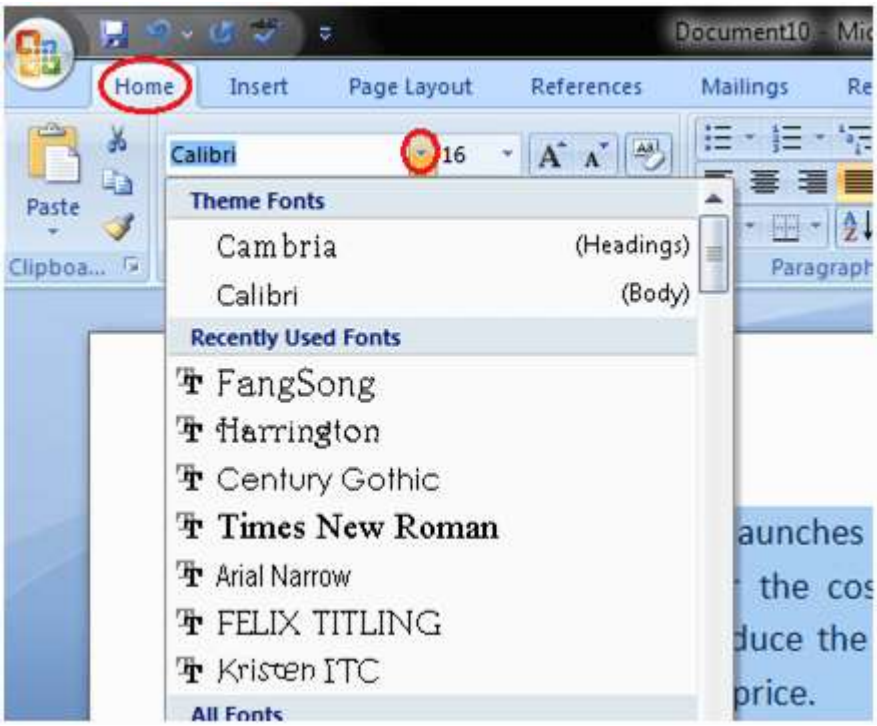
 To highlight (in yellow) the line that reads "need to get IMS's address".

Ans. **change the font style**

The basic steps to change the font of a text in a document are given below;

- Select the text you want to modify
- Select the Home tab and locate the Font group
- Click the drop-down arrow next to font style box
- Font style menu appears
- With a left click select the desired font style
- If you want to change the font to bold or italic, click the 'B' or 'I' icons on the format bar.

See the image:

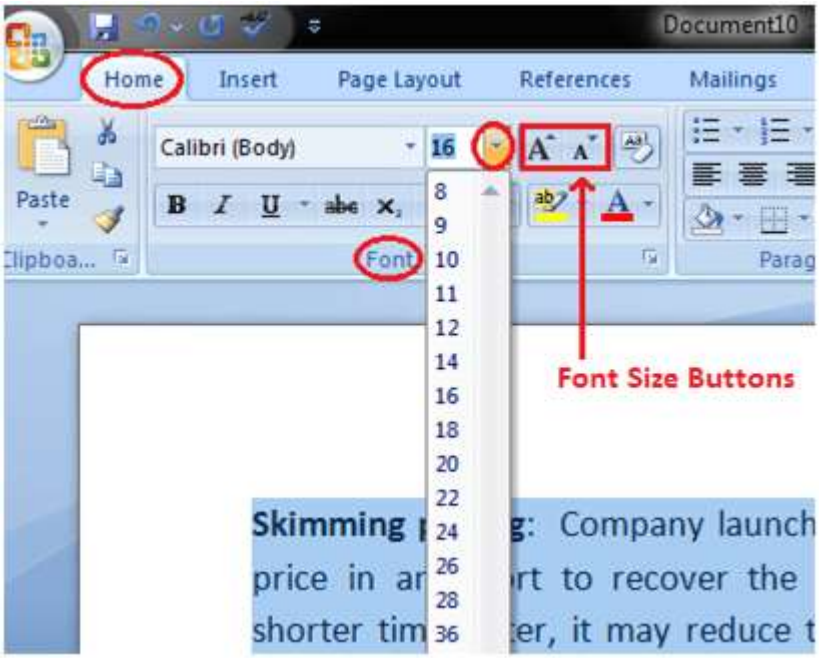


Change font size

You can easily change the font size of your text in the document. The basic steps to change the Font size are listed below;

- Select the text that you want to modify
- In Home tab locate the Font group
- In Font group click the drop-down arrow next to font size box
- Font size menu appears
- Select the desired font size with a left click
- Select the text and click the increase or decrease font size buttons

See the image:



Change the font colour

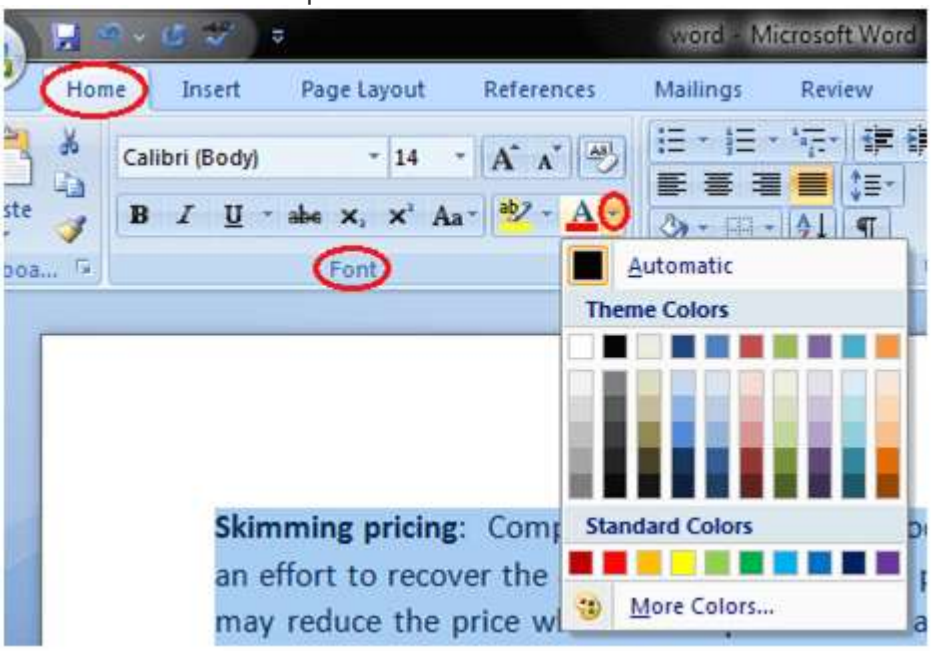
MS Word allows you to change the Font color of your text. If you want to emphasize a particular word or phrase, you can change its font color. The basic steps to change the Font color are given below;

- Select the text you want to modify
- In Home tab locate the Font group
- Click the drop-down arrow next to Font color button
- Font color menu appears
- Select the desired font color with a left click
- Word will change the Font color of the selected text.

See the image:

Q7. Create a file in MS-Word for the following document and save it with file name ‘ms_word’. Describe

all steps involved in it.



Q7. Create a file in MS-Word for the following document and save it with file name ‘ms_word’. Describe all steps involved in it.

Ans.

Create and Save a Document

To create and save a document as a .doc file:

(Microsoft Word is being used for this tutorial.)

1. To open Microsoft Word, click on the Word icon ("W") on the toolbar or desktop. If there is no Word icon, click on "START"; follow the menu to "Programs"; follow to Microsoft Office (or other Microsoft operating system used), and to "Microsoft Word." (Sometimes the menu is set up to go directly from "Programs" to "Microsoft Word.")

2. An open (and blank) Word document will open on the screen.

3. Enter document data.

4. When document is finished, click on "File" on the standard toolbar at the top of screen.

5. Click on "Save As."

A window will open that offers many options. Unless otherwise specified, your document will be saved as a . doc file to your "My Documents" file. The "File Name" will be whatever the first line (or partial line) of text reads.

You may click on the "Save" box, and your document will be saved as is. Performing this task repeatedly will cause your "My documents" file to be highly congested with documents that have odd names, each document noted by a "W" icon. To manage your files and documents capably, perform the following tasks:

6. If you wish to have the file titled with the title that is listed in the "File name" box, omit this step. As the file name is already highlighted, tap the delete key on the keyboard. The file name will disappear. Type in the desired file name.

Ideally, this name should be a few descriptive words that identify the document clearly.

7. If you have already set up folders (noted by folder-shaped icons in the large textbox below the "Save in" box. If you wish to save this document in one of the previously created folders, double-click the desired folder. That file name should now appear in the "Save in" text box. Click the "Save" button, and your document will automatically be saved in that folder.

8. If you do not wish to place the document in a file created on the "My documents" folder, click on the "Save in" box (that currently reads: "My Documents.") A drop-down menu will suggest several other places to save your document. Depending on the status of your document, you may store it in one of a number of places.

Suggestions:
a. If you would like to continue working on this document in the near future, you may save it to your desktop, by clicking on "Desktop" on the drop down menu. "Desktop" will appear in the "Save in" box. Click "Save" and the document will appear on your desktop screen, with a "W" icon.

b. If you wish to temporarily save your document, or wish to work on it on another computer, you may save it to your "3 ½ Floppy"; the "Removable Disk," which is the Zip drive; or the drive marked with a CD-ROM disk (saving to CD-ROM). (Before saving to a CD-ROM remember: most CDs are re-write-able and whatever is saved to a disk will be written over, when material is saved to the disk again.

Decide on your location, click it, and click the "Save" box on the screen. You have now saved your document as a .doc file (i.e. "project_document.doc").

TIP:
If you re-open a file and edit it, you may save it by just clicking on the "Save" icon (appears as a floppy disk near the left side of the standard toolbar). You may also pull down the menu from "File" on the Menu bar, and click on "Save."

Most documents may be easily saved by using this technique. Another tutorial will illustrate how to save documents in other types.

To print a document, your computer needs to be connected to a printer. Being able to print is not necessary in order to use Word, but if you want to send a letter in the post or print out a poster, you'll need to have access to a printer.

You'll need:

- A computer with Microsoft Word installed
- A printer set up and connected to your computer (wireless or connected by cable)

Follow these step-by-step instructions to print a document from Microsoft Office 365.

Step 1: Open an existing Microsoft Word document or start a new document, if you have Windows 10 you can use Cortana to search for it. Before you print, type your text in the blank document or insert an image.

Step 2: When you are ready, click on **File** in the top left-hand corner of your document. Then, click on Print.

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

Ans. Insert Equations in Word: Overview

This lesson shows you how to insert equations in Word within a document. This lesson covers inserting a preset equation and also manually entering an equation.

To insert equations in Word from one of the preset equations, first place your cursor at the insertion point in your document where you want the equation to appear. Then click the

"Insert" tab in the Ribbon. At the right end of the tab is the "Symbols" button group. Click the drop-down arrow on the "Equation" button in this button group to then open the menu of

Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.

Ans.

Convert text to a table or a table to text

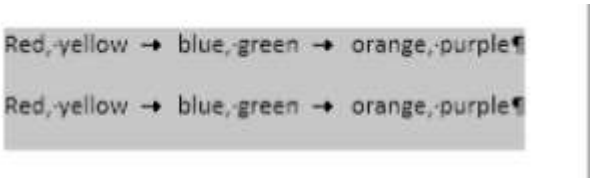
To convert text to a table or a table to text, start by clicking the Show/Hide paragraph mark on the Home tab so you can see how text is separated in your document.

Convert text to a table

1. Insert separator characters—such as commas or tabs—to indicate where to divide the text into table columns.

2. Use paragraph marks to indicate where you want to begin a new table row.

3. In this example, the tabs and paragraph marks will produce a table with 3 columns and 2 rows:



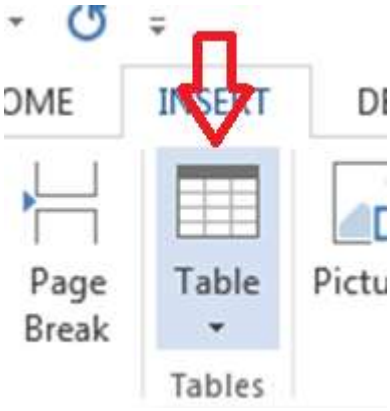
10. Create a file in MS-Word to insert a table in the document. Describe all steps involved in it.

Ans. The basic steps for creating a standard table in Microsoft Word (2013) are:

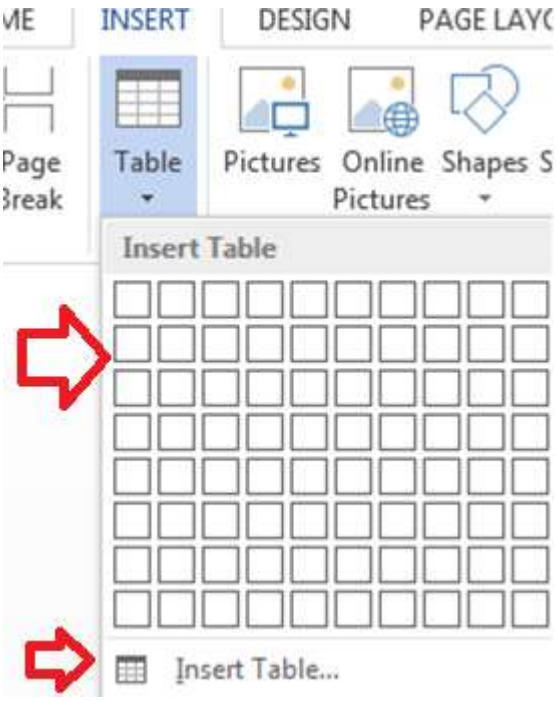
1. Open a blank Word document

2. In the top ribbon, press *Insert*

3. Click on the *Table* button



4. Either use the diagram to select the number of columns and rows you need, or click *Insert Table* and a dialog box will appear where you can specify the number of columns and rows.



5. The blank table will now appear on the page. Alter it as necessary. Standard features like **bold**, *italics*, and underline are still available! These items may be helpful for creating headings or calling out certain items in the table.

6. Follow these instructions for ensuring your table meets APA formatting guidelines

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

Ans. Save a worksheet

When you have multiple worksheets in an Excel workbook, you might want to

save only one worksheet as its own workbook. Use the Move or Copy function

to save one worksheet in Excel 2013 or Excel 2016.

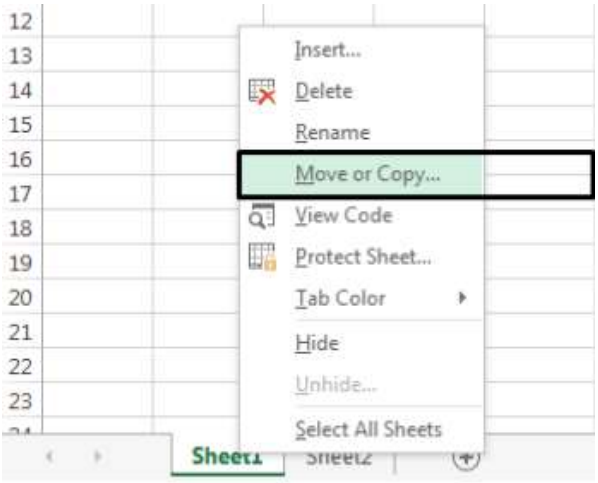
Save a single worksheet

1. Right-click the worksheet name tab

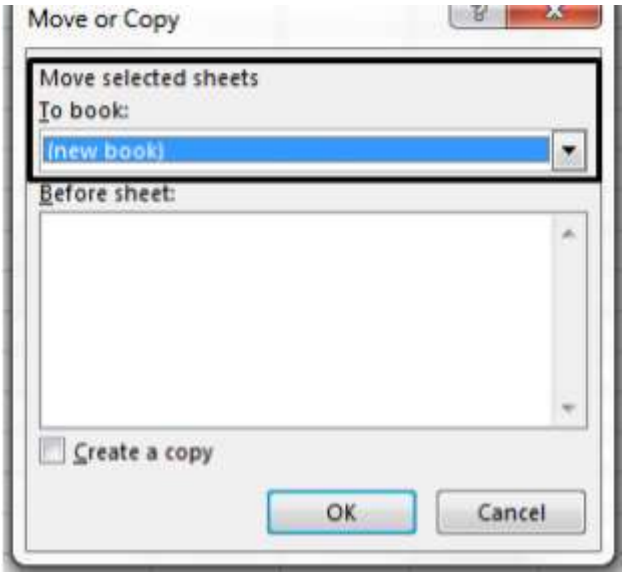
Save a single worksheet

1. Right-click the worksheet name tab.

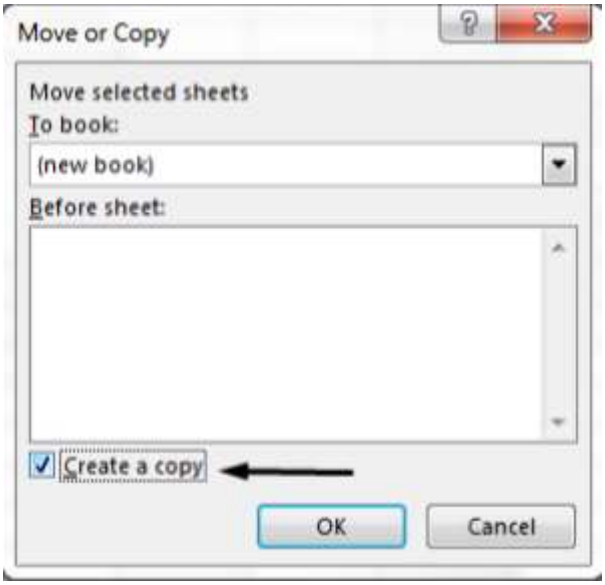
2. Click select Move or Copy.



3. Click on the Move selected sheets to Book drop-down menu. Select (new book).

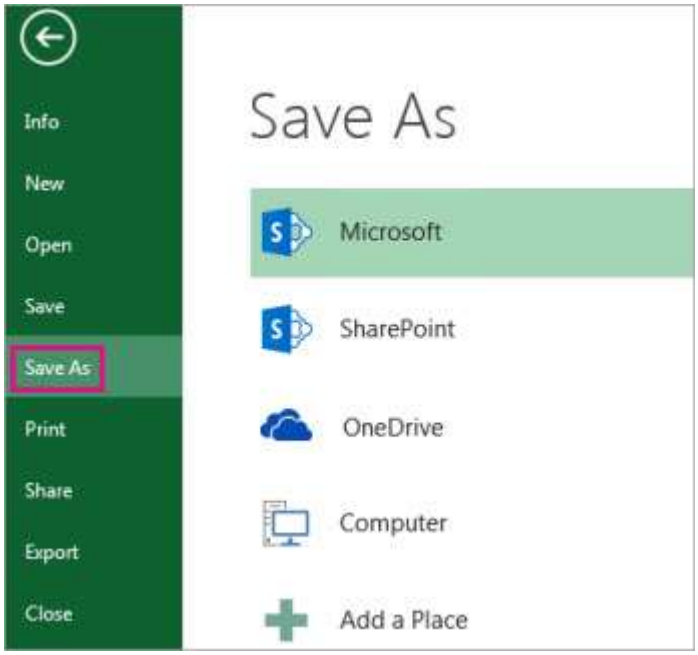


4. Click OK. Your new workbook opens with your moved worksheet.



5. Click File > Save in your new workbook.

Click **File** > **Save As**.



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

10.

□ 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.

1. **the sum of the marks using AutoSum in a range of cells (C2:C11)**

The SUM **function adds values. You can add individual values, cell references or ranges or a mix of all three.**

=SUM(A2:A10) Adds the values in cells A2:10

2. **average of the marks in a range of cells (C2:C11)**

Returns the average (arithmetic mean) of the arguments. For example, if the range A1:A20 contains numbers, the
formula **=AVERAGE(A1:A20)** returns the average of those numbers

3. **highest marks in a range of cells (C2:C11)**

MAX will return the largest value in a given list of arguments. From a given set of numeric values, it will return the highest value. Unlike MAXA function, the MAX function will count numbers but ignore empty cells, text, the logical values TRUE and FALSE, and text values.

=MAX(number1, [number2], …)

4. **minimum marks in a range of cells (C2:C11)**

The Microsoft Excel MIN function returns the smallest value from the numbers provided.

```
=MIN(A2, A3)
```

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 rows and columns of a worksheet

Ans.

1. To modify column width of a worksheet

If you find yourself needing to expand or reduce Excel's row widths and column heights, there are several ways to adjust them. The table below shows the minimum, maximum and default sizes for each based on a point scale.

2. To modify the row height of a worksheet

If you find yourself needing to expand or reduce Excel's row widths and column heights, there are several ways to adjust them. The table below shows the minimum, maximum and default sizes for each based on a point scale.

3. To delete rows and columns of a worksheet

Insert or delete a column

1. Select any cell within the column, then go to Home > Insert > Insert
Sheet Columns or Delete Sheet Columns.
2. Alternatively, right-click the top of the column, and then
select Insert or Delete.

Insert or delete a row

1. Select any cell within the row, then go to Home > Insert > Insert
Sheet Rows or Delete Sheet Rows.
2. Alternatively, right-click the row number, and then
select Insert or Delete.

Q13 b) Describe following terms in the worksheet

- **Absolute reference and relative reference in formula**
- **Cell address**

Ans.

1. Absolute reference and relative reference in formula

Relative references

By default, all cell references are relative references. When copied across multiple cells, they change based on the relative position of rows and columns. For example, if you copy the formula =A1+B1 from row 1 to row 2, the formula will become =A2+B2. Relative references are especially convenient whenever you need to repeat the same calculation across multiple rows or columns.

2. Cell address

What is the Cell ADDRESS Function?

The cell ADDRESS function is categorized under Excel Lookup and Reference functions. It will provide a cell reference (its “address”) by taking the row number and column letter. The cell reference will be provided as a string of text. The function can return an address in a relative or absolute format and can be used to construct a cell reference inside a formula.

As a financial analyst, cell ADDRESS can be used to convert a column number to a

letter, or vice versa. We can use the function to address the first cell or last cell in a range.

Formula

=ADDRESS(row_num, column_num, [abs_num], [a1], [sheet_text]

Q14. a) What tools are available to customize our PowerPoint presentation?

Ans.

Customize presentation options and views

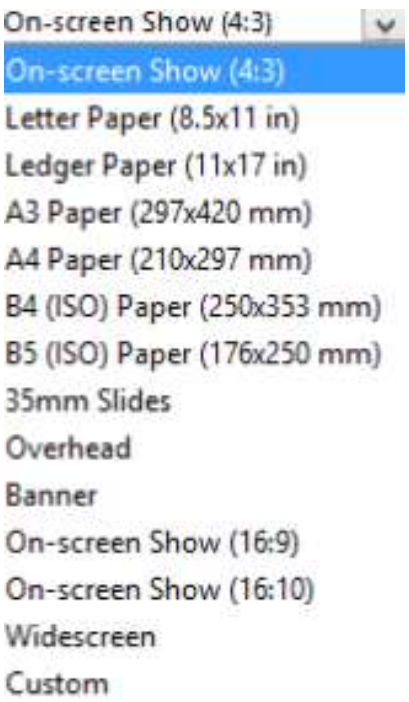
Changing page setup options

Presentations are created mainly to project either on a projector or more and more

frequently to a plasma or TV screen. There are times when a presentation can be

created for delivery in different formats.

- **On-screen show (4:3)**
- **Letter Paper (8.5 x 11 in)**
- **Ledger Paper (11 x 17 in)**
- **A3 Paper (297 x 420 mm)**
- **A4 Paper (210 x 297 mm)**
- **B4 (ISO) Paper (250 x 353 mm)**
- **B5 (ISO) Paper (176 x 250 mm)**
- **35mm Slides**
- **Overhead**
- **Banner**
- **On-screen Show (16:9)**
- **On-screen Show (16:10)**
- **Widescreen**
- **Custom**



To select a slide size other than the standard one:

1. In Slide Master View

2. Click on Slide Size

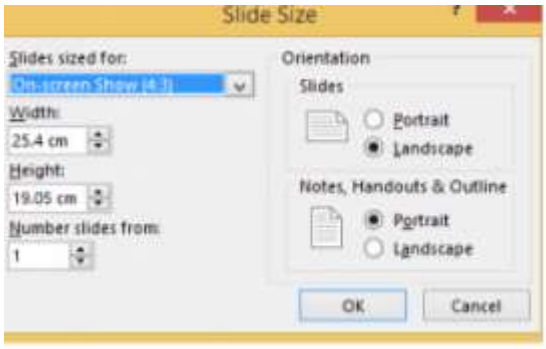
3. Select from one of the two options

4. For more choices, click Custom

5. Select one of the options

Slide Size

Figure 89- standard or widescreen



Slide Size box

Figure 90 – other options

If you change the orientation to Portrait for the presentation it will apply to all the slides.

Changing to view in color/grayscale

Why change to view the presentation in grayscale? You might want to print the

presentation and to print in colour is more expensive than printing to greyscale, so

you need to see what the presentation looks like in grayscale before you print.

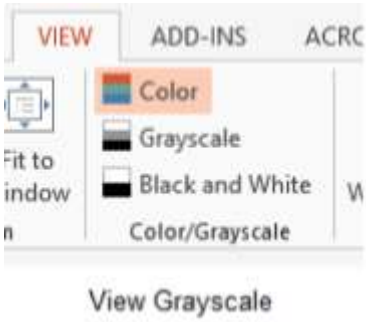


Figure 91- colour/grayscale options

On the View Ribbon, click on the option you want, Colour, Grayscale or Black and

White.

Then from the Grayscale Ribbon select the option you want to see:

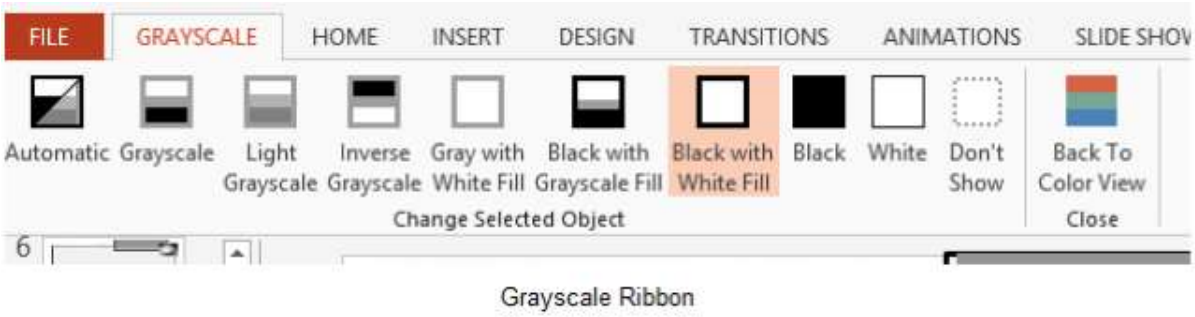


Figure 92- grayscale options

To get back to the colour view, click Back to Colour View.

Navigating using presentation views

There are several different views in PowerPoint as we saw earlier and you can

navigate through the presentation in each in different ways.

In Normal View

 Click on the thumbnail of the slide you want to see

 Use the Vertical Scrollbar to move between slides

 Use the up and down arrow keys on the keyboard to move one slide backwards or forwards

In Slide Sorter View

 Click on the slide you want to select

 Use the arrow keys to move up, down, left and right

In Reading View

Use the next and back icons in the status bar to move back or forwards or use the

menu which is accessed from the icon in the middle

Figure 94 – icons

Back and Next icons move between slides

.

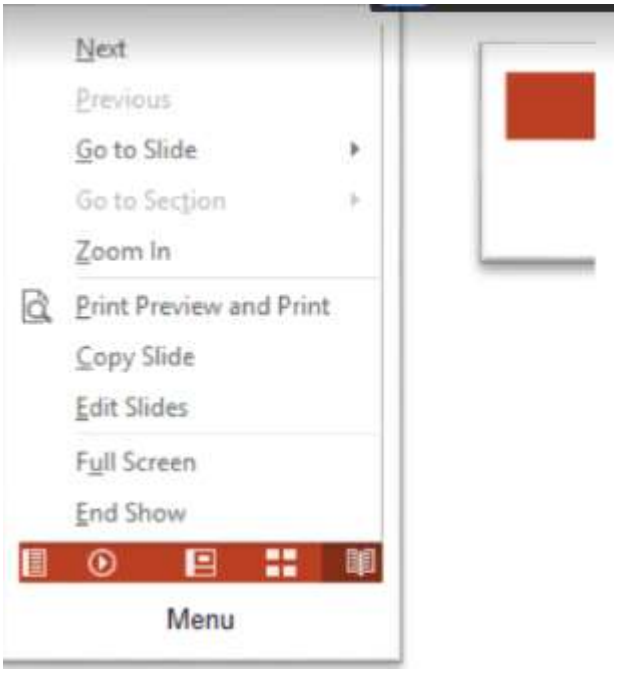


Figure 93- reading view

Pick from the menu – you can use Go to

Slide to pick the slide number

In Slide Show view

When presenting you can use the mouse or the arrows on the keyboard to move

through the presentation one slide at a time.

You can also type the number of the slide you want to see and press Enter.

When you hover the mouse over the bottom left corner of the slide on display you

will notice some faint icons, there is a back arrow and forward arrow which move you

through one slide at a time.

Slide show icons

Figure 95- slide show icons

Use the fourth icon along to show the slides in a presentation view of Slide Sorter
View. This lays the slides on the screen and you can click on the one you want to
see

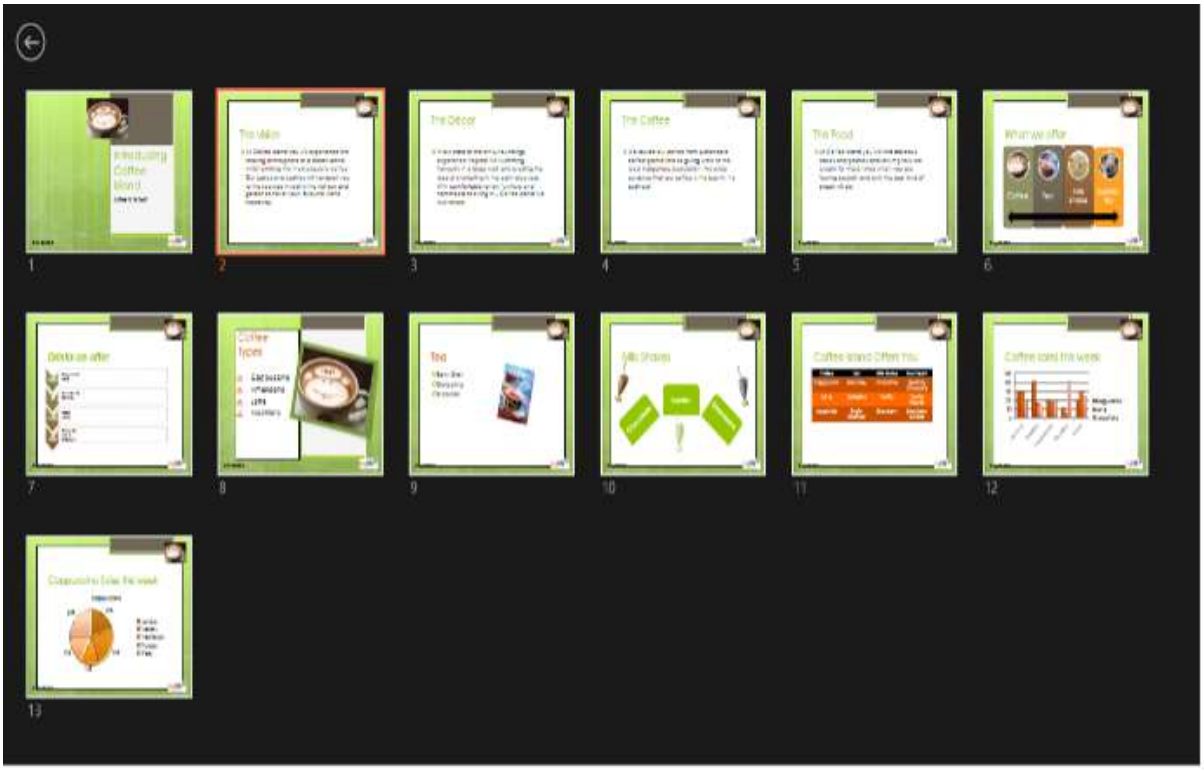


Figure 96- Slide Sorter in presentation view

Use the back arrow at the top left to get back to the slide you started from.

To end the slide show, press the Escape Key on the keyboard – this takes you back

to PowerPoint in the edit mode which means that your audience will see the back end of your presentation.

You can also use the End Presentation option which is on the small ellipse icon on

the bottom left of the slide when you hover the mouse.

Q14 b) Write the steps for the following action for creation of power point 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**

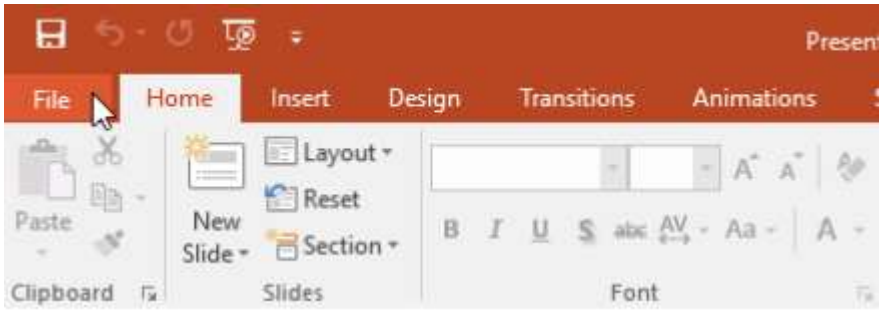
Ans.

1. Open a Blank presentation

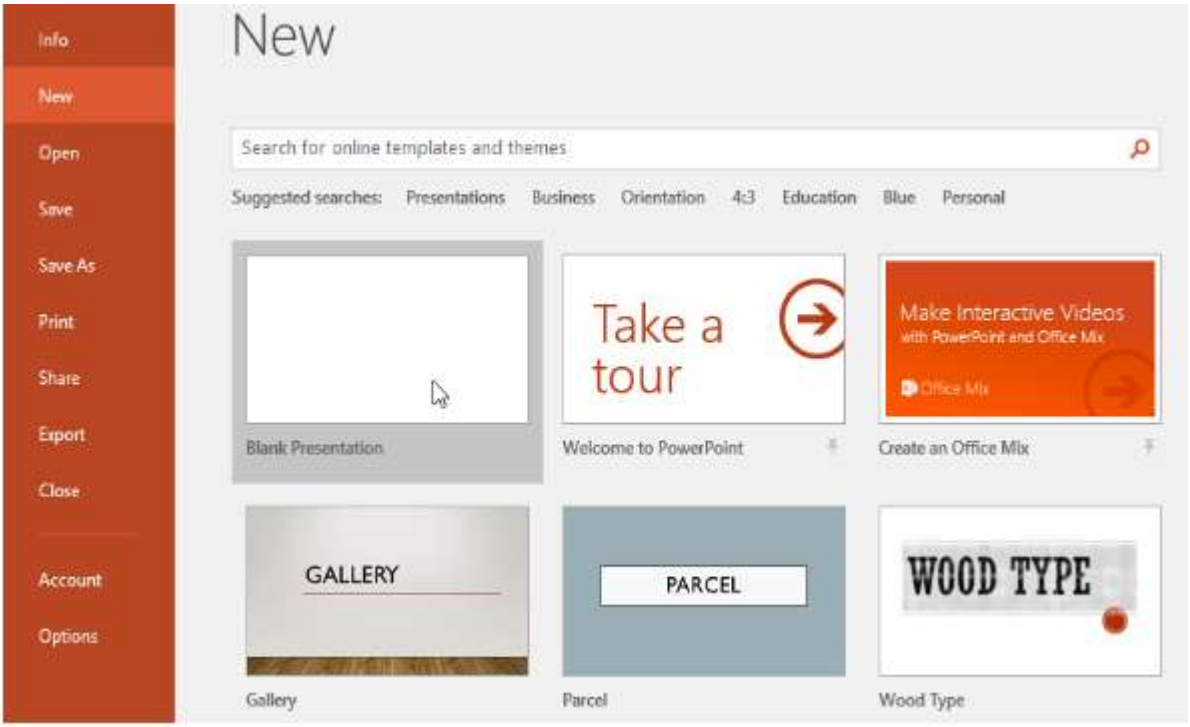
To create a new presentation:

When beginning a new project in PowerPoint, you'll often want to start with a new blank presentation.

1. Select the File tab to go to Backstage view.

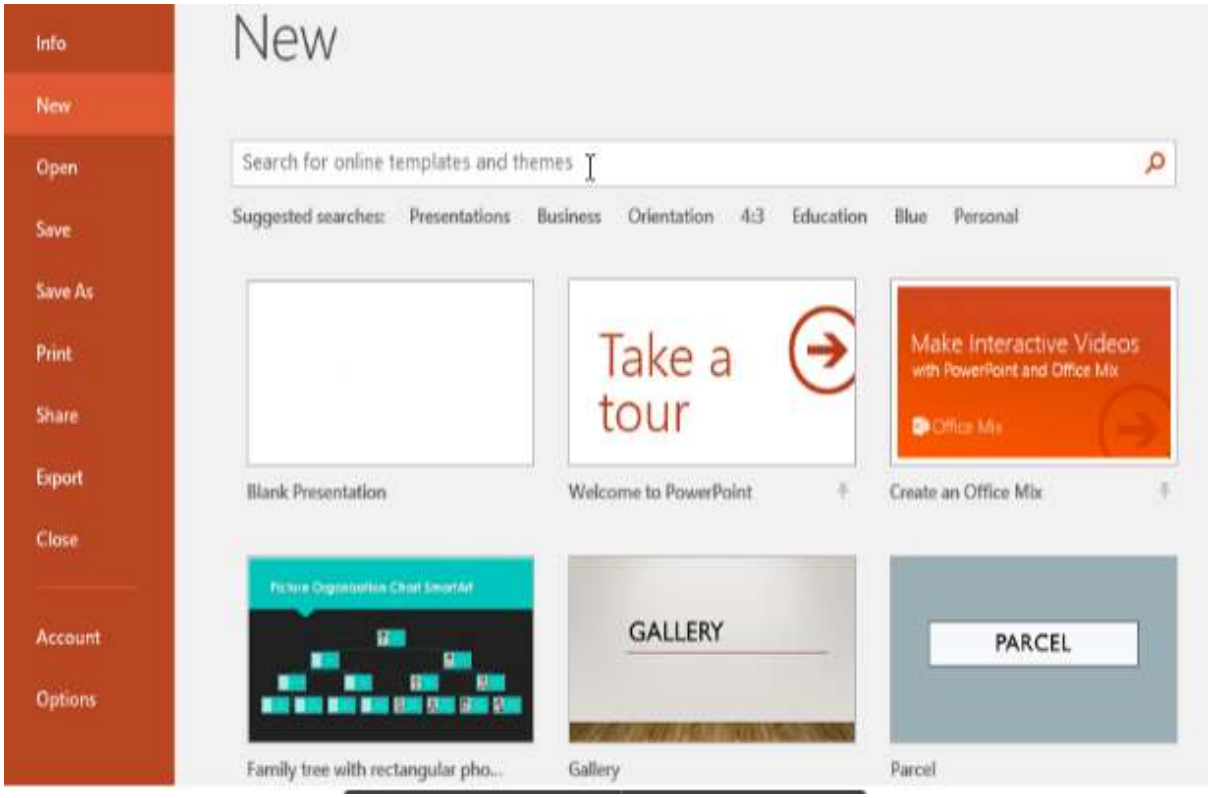


2. Select New on the left side of the window, then click Blank Presentation.

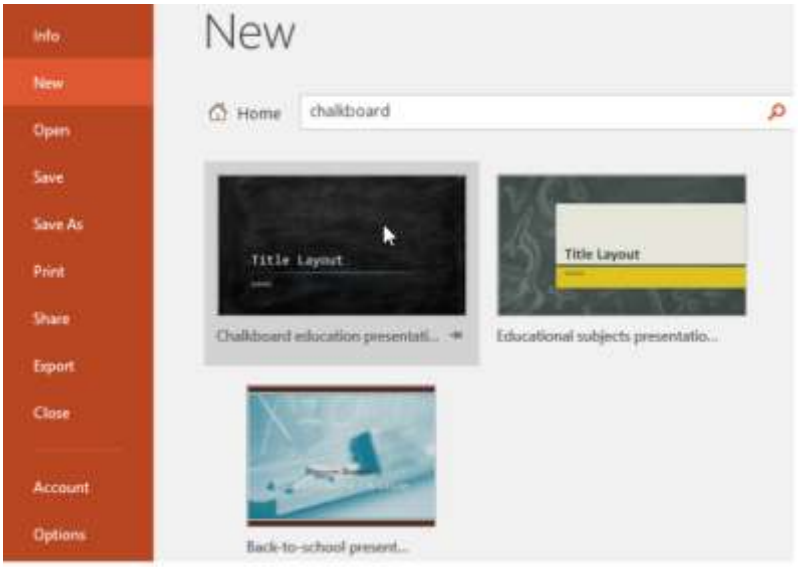


3. A new presentation will appear.

To create a new presentation from a template:
A template is a predesigned presentation you can use to create a new slide show quickly. Templates often include custom formatting and designs, so they can save you a lot of time and effort when starting a new project.
1. Click the File tab to access Backstage view, then select New.
2. You can click a suggested search to find templates or use the search bar to find something more specific. In our example, we'll search for the keyword chalkboard.



2. Select a template to review it.



1. A preview of the template will appear, along with additional information on how the template can be used.

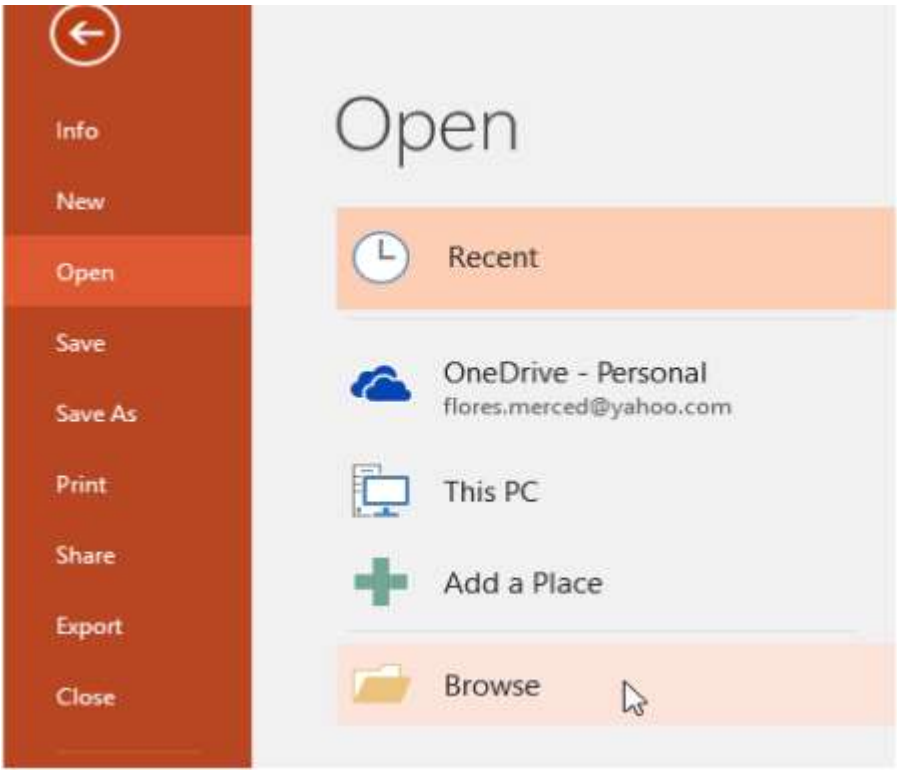
3. Click Create to use the selected template.

3. A new presentation will appear with the selected template.
It's important to note that not all templates are created by Microsoft.
Many are created by third-party providers and even individual users, so
some templates may work better than others.

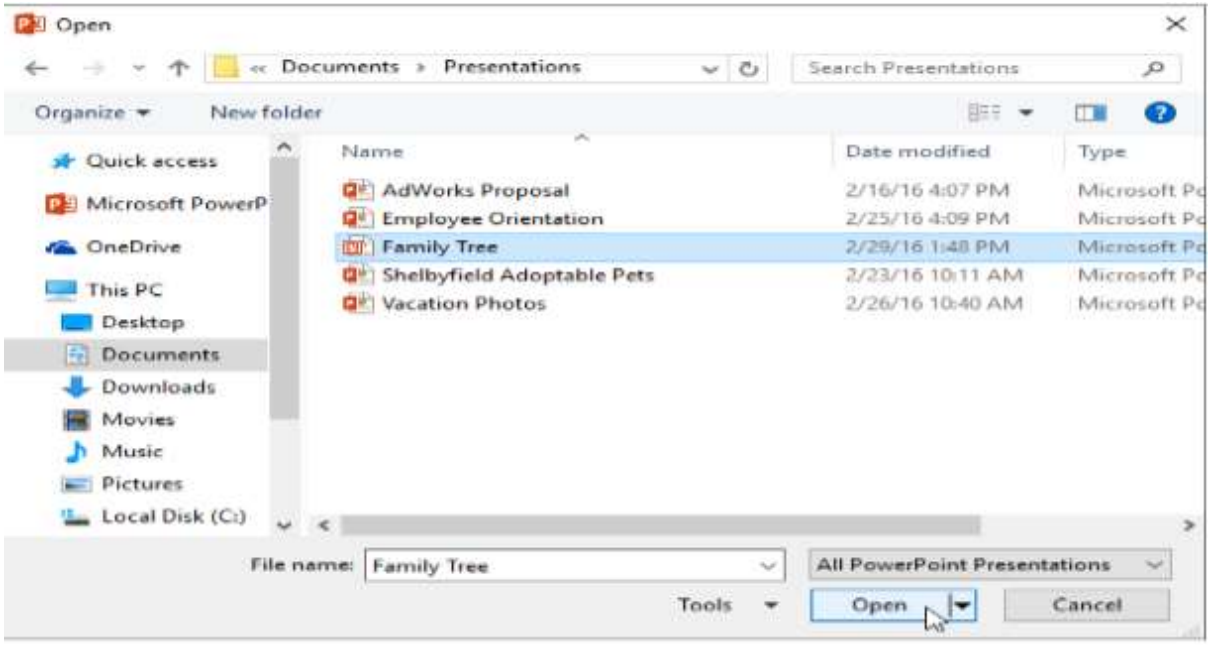
To open an existing presentation:
In addition to creating new presentations, you'll often need to open a
presentation that was previously saved. To learn more about saving presentations, visit our lesson on Saving Presentations.

5. Select the File tab to go to Backstage view, then click Open.

2. Click Browse. Alternatively, you can choose OneDrive to open files stored on your OneDrive.



3. The Open dialog box will appear. Locate and select your presentation, then click Open.



2. Save the presentation as Lab1.pptx

Ans.

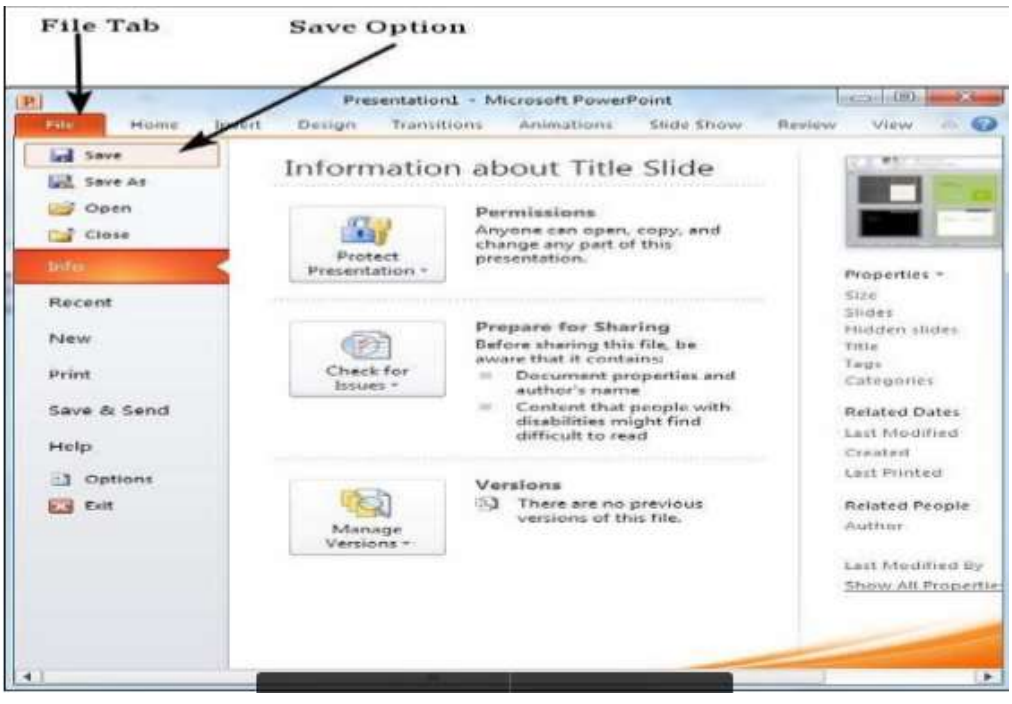
 One of the most basic tasks in PowerPoint is being able to save your work;

this is probably the most important task as well. There are many users who

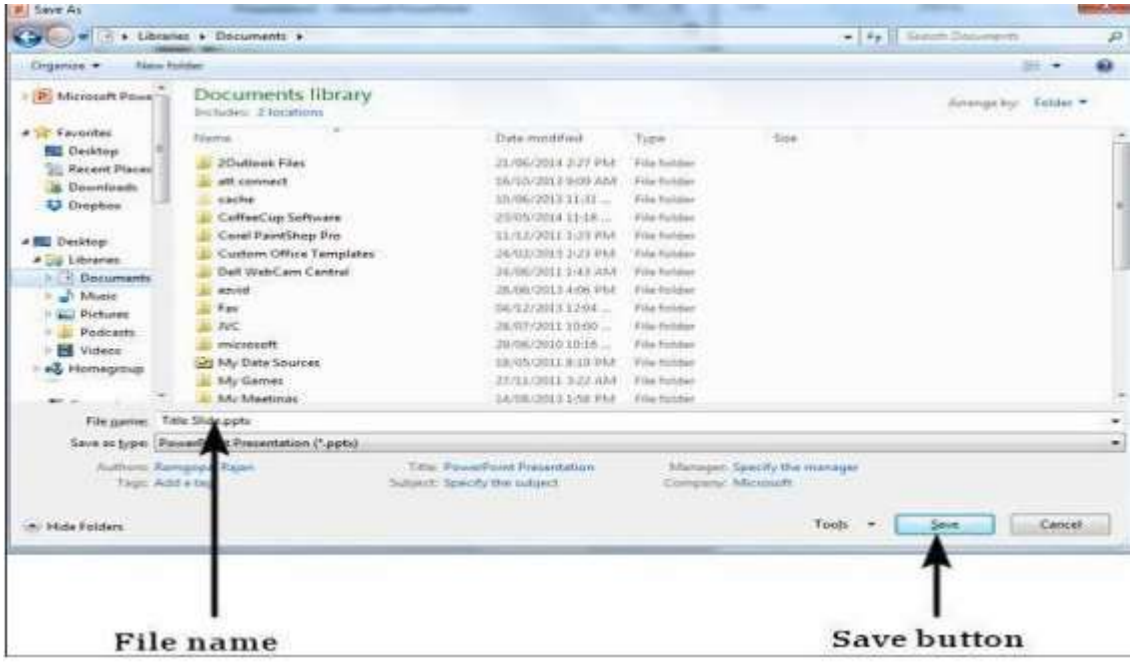
have burnt their fingers for not saving their work in time and losing hours of

hard work. The following are the basic steps to save a presentation.

 Step 1 − Click on the File tab to launch the Backstage view and select Save.

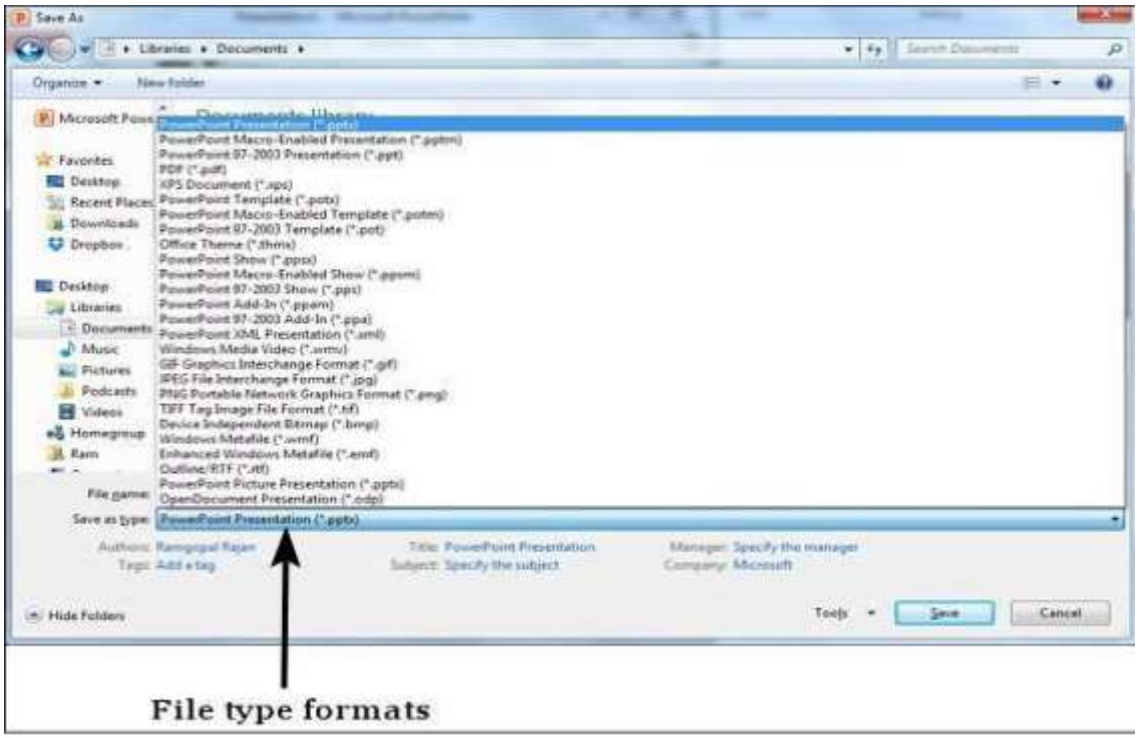


Step 2 − In the Save As dialog, type in the file name and click "Save"



Step 3 − The default file format is .pptx. If you want to save the file with a different name,

choose one of the file types from the "Save as type" dropdown list.



If you are working on an already saved file, the "Save" option in the Backstage view will

directly save the file in the existing format with the existing name. If you want to change the

format or filename of an existing file, use the Save As option instead.

3. Add a Title to the first slide: the name of your College

Ans.

1. Open a Blank presentation

2. Save the presentation as PowerPointLabOne.pptx

3. Add a Title to the first slide: the name of your college

4. Type your first name and last name in the Subtitle section

5. Add a New Slide which has a Title and Content

6. Add a title to the second slide “My Future Goals”

7. In the Content section of the second slide, add at least three Personal Goals

8. Right click on the second slide from the left panel, then choose Duplicate Slide

9. Highlight the text in the Content area of the third slide. Under the Home tab,

click Convert to SmartArt, then choose Basic Cycle

10. Change the SmartArt Colors to Colorful—Accent Colors

11. Change the SmartArt Styles to 3D Polished

12. From the left panel, drag the third slide between the first and second slide

13. Change the layout of the third slide, the slide that does not have the SmartArt,

to Comparison

14. Leave the title “My Future Goals”

15. In the head of the first column, type “Goals in College,” then center the heading

16. In the head of the second column, type “Goals after College,” then center the heading

17. Add at least three goals in each section

18. Make sure that slide #3 is selected from the left panel, then add a New Slide

19. Change the layout of the new slide to Blank

20. Insert a Graduation Online Picture from the Office ClipArt—Choose any image of your

choice

21. Change the ClipArt size to 3” X 3” and position it in the middle of the slide

22. Apply the Wisp Design Theme

23. Save and upload PowerPointLabOne.pptx to your instructor

5. Add a New Slide which has a Title and Content

Ans. Insert a New Slide in PowerPoint: Overview

In this tutorial, you will learn how to insert a new slide in PowerPoint. When you

create a new presentation, PowerPoint gives you one default slide that contains a “Title

Slide” layout. You can click into the placeholders shown in the title slide. Then type the text

you want to appear as the title and subtitle of your presentation.

To add another presentation slide, you must then insert a new slide and determine

which placeholders appear in it. The slide layout you apply determines which placeholders

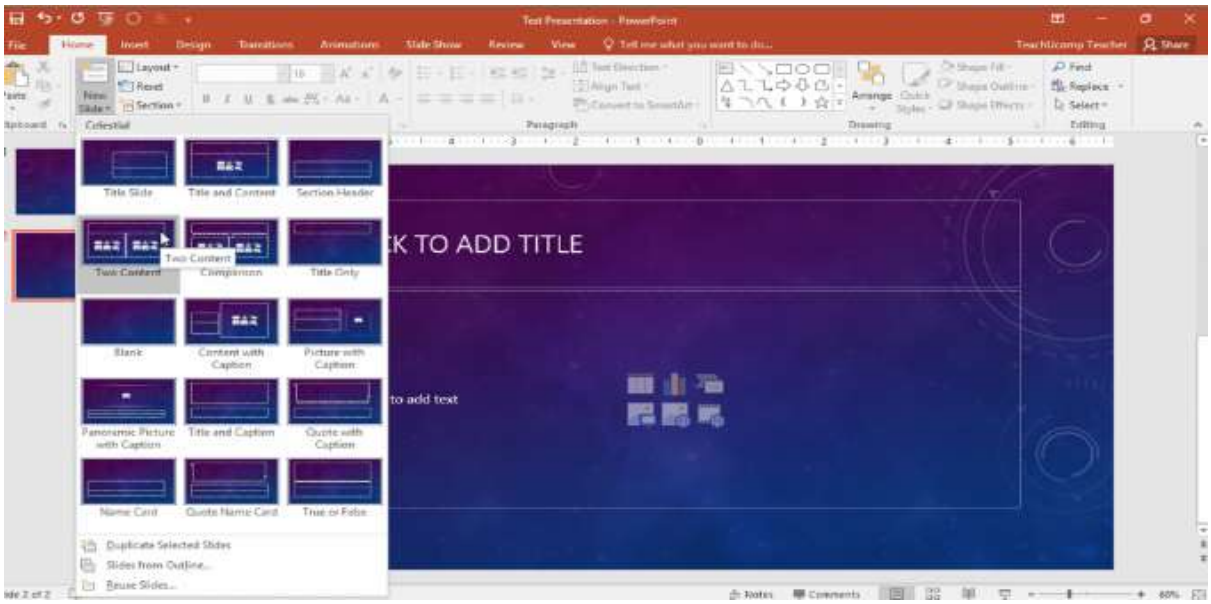
appear within the new slide. However, you can also change the slide layout to change the

placeholders after it is applied.

To insert a new slide in PowerPoint with a “Title and Content” slide layout, click the

“Home” tab in the Ribbon. Then click the “New Slide” button in the “Slides” button group.

To insert a new slide in PowerPoint with a different slide layout, click the drop-down



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

A) Title slide &bullet list

Ans.

Title a slide
There are multiple way 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 that contains other text. You can also use the Outline view to create and update the titles of your slides

Show each bullet point with a click

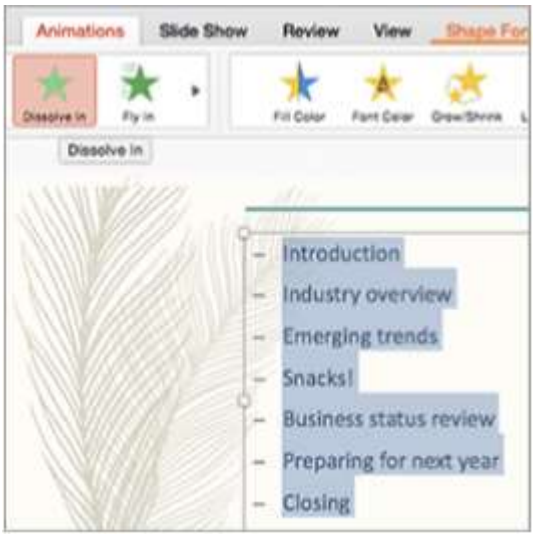
1. Select the text box that contains the slides you want to animate.

2. Click the **Animations** tab, and then choose a motion effect like Appear or Fly In.

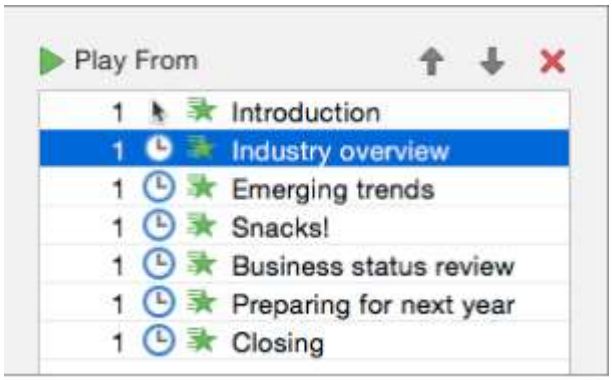
3. The slide displays the animation sequence in a box to the left of each point.

Show each bullet point after a delay

1. Select all the bullet points you want to animate, click the Animations tab, and then choose a motion effect like Appear or Dissolve In.



2. In the Animations pane, select the second animation in the list.

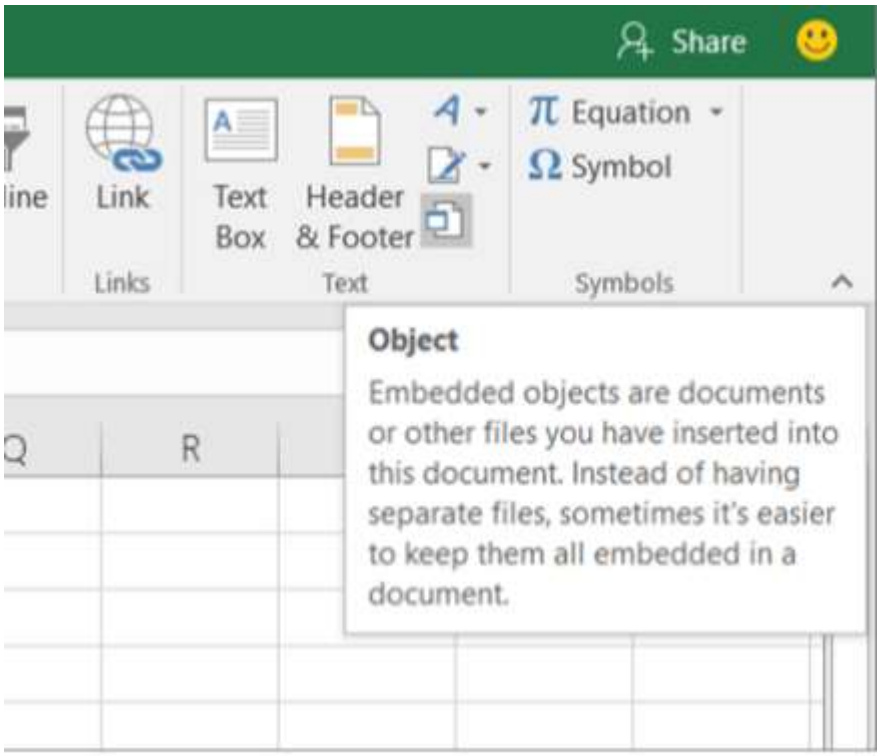


3. Under Timing, change the Start setting to After Previous, and then enter the amount of time you want to delay between each bullet point.

Ans. Insert an object in your Excel spreadsheet
You can use Object Linking and Embedding (OLE) to include content from other programs, such as Word or Excel.
OLE is supported by many different programs, and OLE is used to make content that is created in one program available in another program. For example, you can insert an Office Word document in an Office Excel workbook. To see what types of content that you can insert, click Object in the Text group on the Insert tab. Only programs that are installed on your computer and that support OLE objects appear in the Object type box.

Embed an object in a worksheet

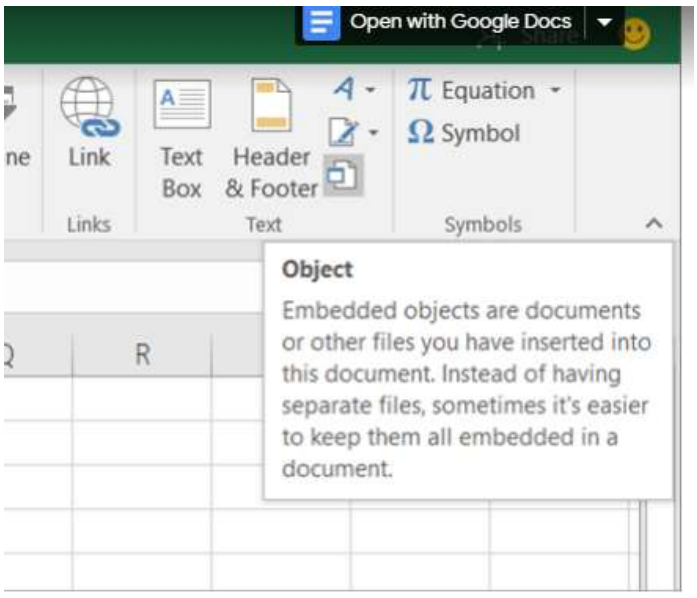
1. Click inside the cell of the spreadsheet where you want to insert the object.
2. On the Insert tab, in the Text group, click Object .



3. In the Object dialog box, click the Create from File tab.
4. Click Browse, and select the file you want to insert.
5. If you want to insert an icon into the spreadsheet instead of show the contents of the file, select the Display as icon check box. If you don't select any check boxes, Excel shows the first page of the file. In both cases, the complete file opens with a double click. Click OK.

Insert a link to a file

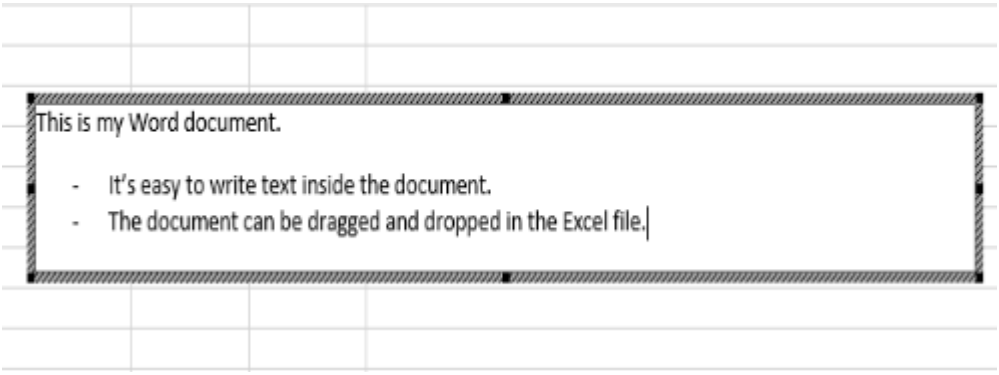
You might want to just add a link to the object rather than fully embedding it. You can do that if your workbook and the object you want to add are both stored on a SharePoint site, a shared network drive, or a similar location, and if the location of the files will remain the same. This is handy if the linked object undergoes changes because the link always opens the most up-to-date document.
1. Click inside the cell of the spreadsheet where you want to insert the object.
2. On the Insert tab, in the Text group, click Object .



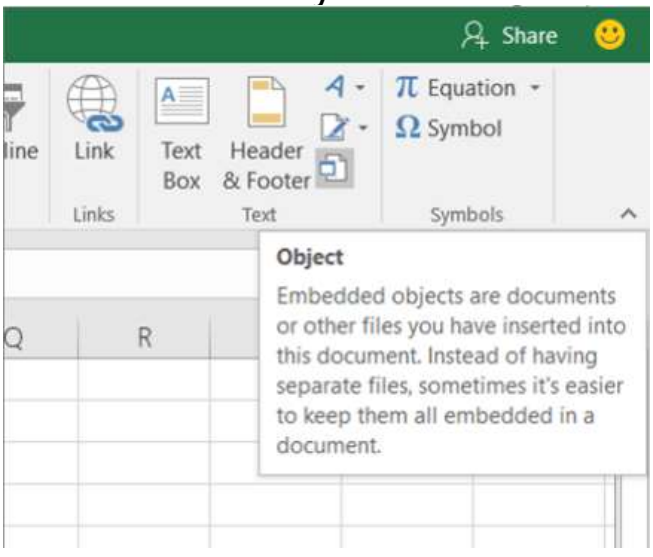
3. Click the Create from File tab.
4. Click Browse, and then select the file you want to link.
5. Select the Link to file check box, and click OK.

Create a new object from inside Excel

You can create an entirely new object based on another program without leaving your workbook. For example, if you want to add a more detailed explanation to your chart or table, you can create an embedded document, such as a Word or PowerPoint file, in Excel. You can either set your object to be displayed right in a worksheet or add an icon that opens the file.



1. Click inside the cell of the spreadsheet where you want to insert the object.



On the Insert tab, in the Text group, click Object
3. On the Create New tab, select the type of object you want to insert from the list presented. If you want to insert an icon into the spreadsheet instead of the object itself, select the Display as icon check box.
4. Click OK. Depending on the type of file you are inserting, either a new program window opens or an editing window appears within Excel.
5. Create the new object you want to insert.
When you're done, if Excel opened a new program window in which you created the object, you can work directly within it.

C) Clip art and Text

Ans. Clip art (also clipart, clip-art), in the graphic arts, is pre-made images used to illustrate
any medium. Today, clip art is used extensively. Clip art comes in many forms, both electronic
and printed. However, most clip art today is created, distributed, and used in an electronic form.
Since its inception, clip art has evolved to include a wide variety of content, file formats,
illustration styles, and licensing restrictions. Clip art is generally composed exclusively of
illustrations (created by hand or by computer software), and does not include
Text

the main body of matter in a manuscript, book, newspaper, etc., as

distinguished from notes, appendixes, headings, illustrations, etc.
the original words of an author or speaker, as opposed to a translation,
paraphrase, commentary, or the like: the actual wording of anything written
or printed:

D) Slide show effects

Ans. Slide Effect is a presentation tool providing enhanced transitions and effects. Using a standard Presentation Software user interface, people can create slide presentation with movies and images in a simpler way than using a video editing software.