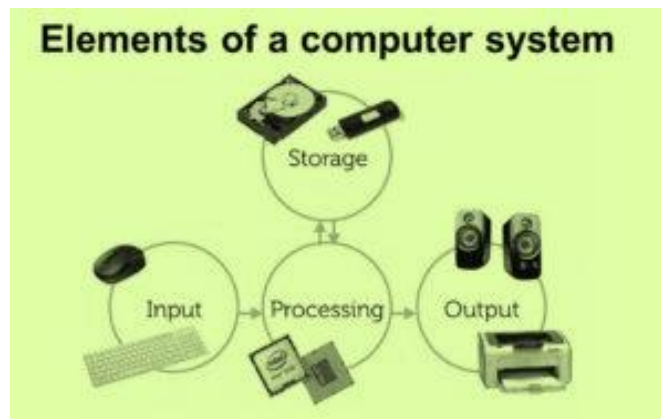


**Ans – 1 - The four fundamental parts of computers are –**

Components of a computer system are the primary elements which make the functioning of an electronic device smooth and faster. There are four basic components which include:

1. Input Unit
2. process Unit
3. output unit
4. Storage/Memory unit



**Ans – 2 – On the basis of size, there are four types of computers:**

1. Supercomputer – Fastest computer
2. Mainframe computer – Largest in Size
3. Minicomputer – Bigger and powerful than Micro
4. Micro Computer – Popular and cheaper

**Ans – 3 – Computer generations:**

Generation of computers means change in technology is being used in computers. There are five generations according to used technology.

Generation	Technology Use
1 <sup>st</sup> gen	Vacuum tubes
2 <sup>nd</sup> Gen	Transistor
3 <sup>rd</sup> Gen	Integrated circuit
4 <sup>th</sup> Gen	Microprocessor
5 <sup>th</sup> Gen	Artificial Intelligence

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

Volatile memory can't store data permanently and non-volatile memory store data permanently. Volatile memory remove all the data in it when power goes or computer shut down while non-volatile memory hold the data in it whether power goes or computer shut down. RAM is an example of volatile and ROM is an example of non-volatile memory.

**Ans - 5 - difference between system, application and open source software -**

**System Software** is the type of software that is the interface between application software and system.

**Application Software** is the type of software that runs as per user request. It runs on the platform which is provided by system software.

**Open source software** is computer software whose source code is available openly on the internet and programmers can modify it to add new features and capabilities without any cost.

**Ans - 6 - MS word Formatting -**

I am **Prince Goswami** and I am from **pauri garhwal Uttarakhand**. I have completed intermediate and now I am learning CCA. **"Need to get IMS's Address"**.

**Ans - 7 - MS Word**

MS word is application software which is used to create documents. It is used in offices for creating something. Word is known as word processor.

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

**Ans - 8 - 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 <b>insert</b> tab
Click on <b>table</b> command. A Dialog box will appears	Click on <b>Convert text to table</b> , 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-**

Use table option under Insert Tab to create table -

[illegible]

### Ans - 11 - Book1

Roll No	Name	Marks	
1	n1	60	
2	n2	70	
3	n3	80	
4	n4	90	
5	n5	40	
6	n6	50	
7	n7	77	
8	n8	44	
9	n9	88	
10	n10	55	

### Ans - 12 - Calculation

A	B	C	
Roll No	Name	Marks	
1	n1	60	
2	n2	70	
3	n3	80	
4	n4	90	
5	n5	40	
6	n6	50	
7	n7	77	
8	n8	44	
9	n9	88	
10	n10	55	
	Sum	654	
	Average	65.4	
	Highest	90	
	Lowest	40	

**Ans 13- A) Description about steps involving for followings -**

**i) Modify column width -**

By dragging using mouse button or FORMAT option under home tab we can change size of columns

**ii) Modify Row height -**

By dragging using mouse button or FORMAT option under home tab we can change size of columns

**iii) Delete rows and columns -**

Select rows and columns → Right click and chose Delete option or use format option under

**Ans 13- B) Description**

**i) Absolute and relative cell reference -**

Relative references change while a formula is copied to another place while absolute reference can't change, no matter where they are copied.

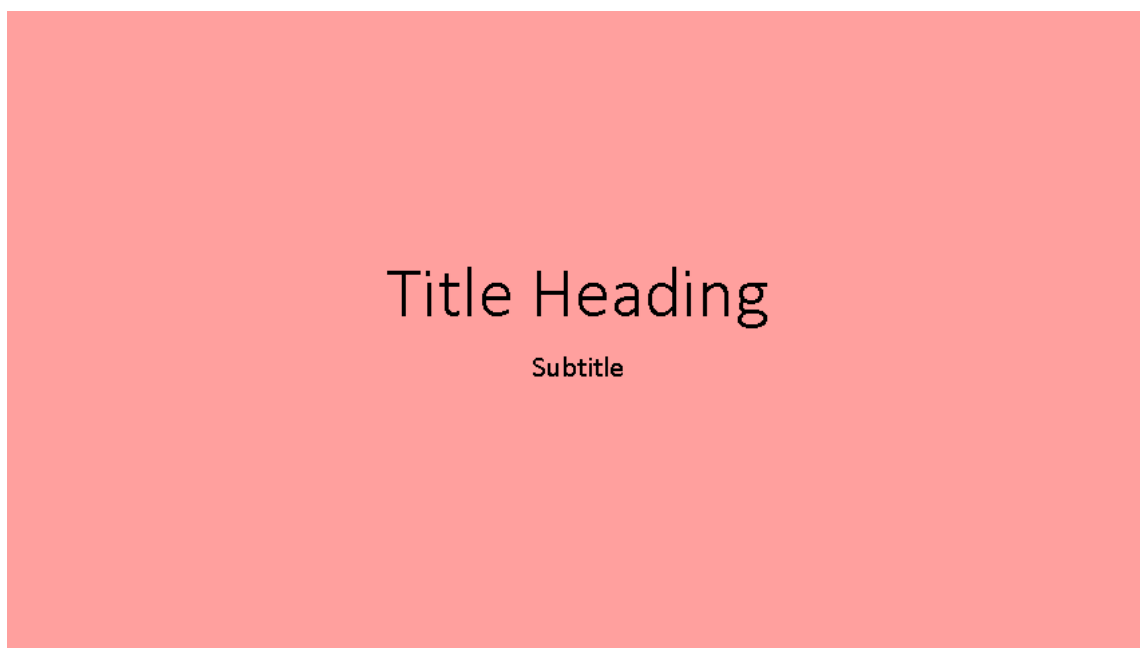
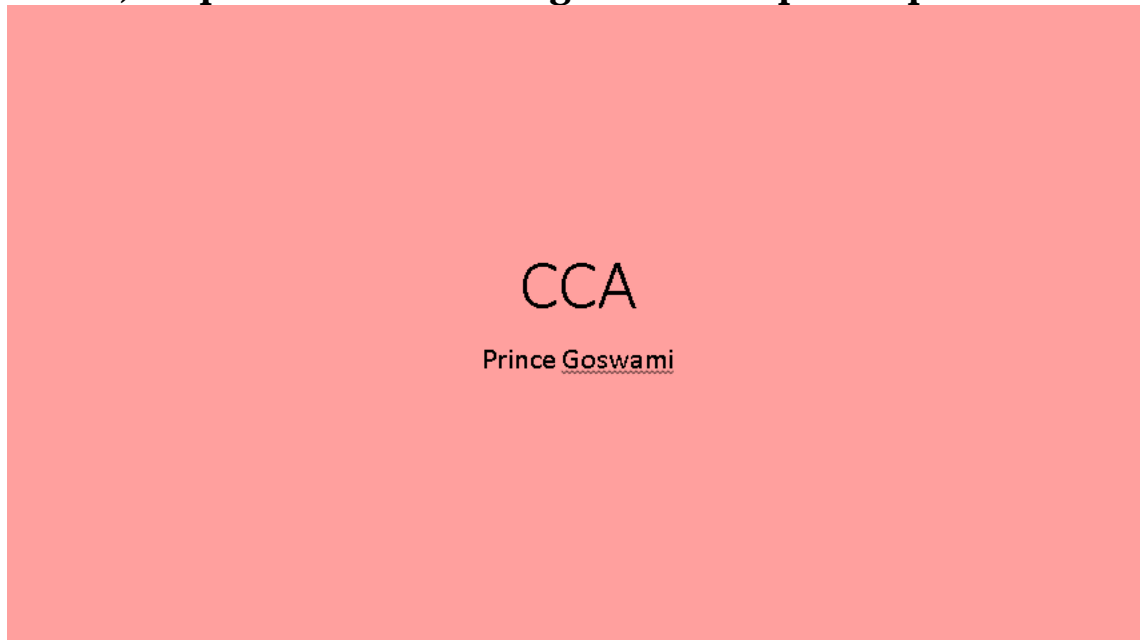
**ii) Cell address -**

A cell address indicates the location of active cell.

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

There are many tools available to customize the power-point presentation like Animations, Transitions, slide design.

**Ans -14 – b) Steps for the following actions in power-point –**



# CAREER DEVELOPMENT ACADEMY

Prince Goswami

## Prince Goswami

## INSERT – Excel – Spreadsheet

[illegible]

## Clip art and text

INSERT – Clip art / Word Art



**Prince Goswami**

## Slide Show

Transition – are used to set motion on slides

Motion – are used to set motion on pictures and text within slide



## PART 2

**Ans 16- Difference between machine language 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 of C programming Language -**

Types	Data Types
Basic Data Type	int, char, float, double
Derived Data Type	array, pointer, structure, union
Enumeration Data Type	enum
Void Data Type	void