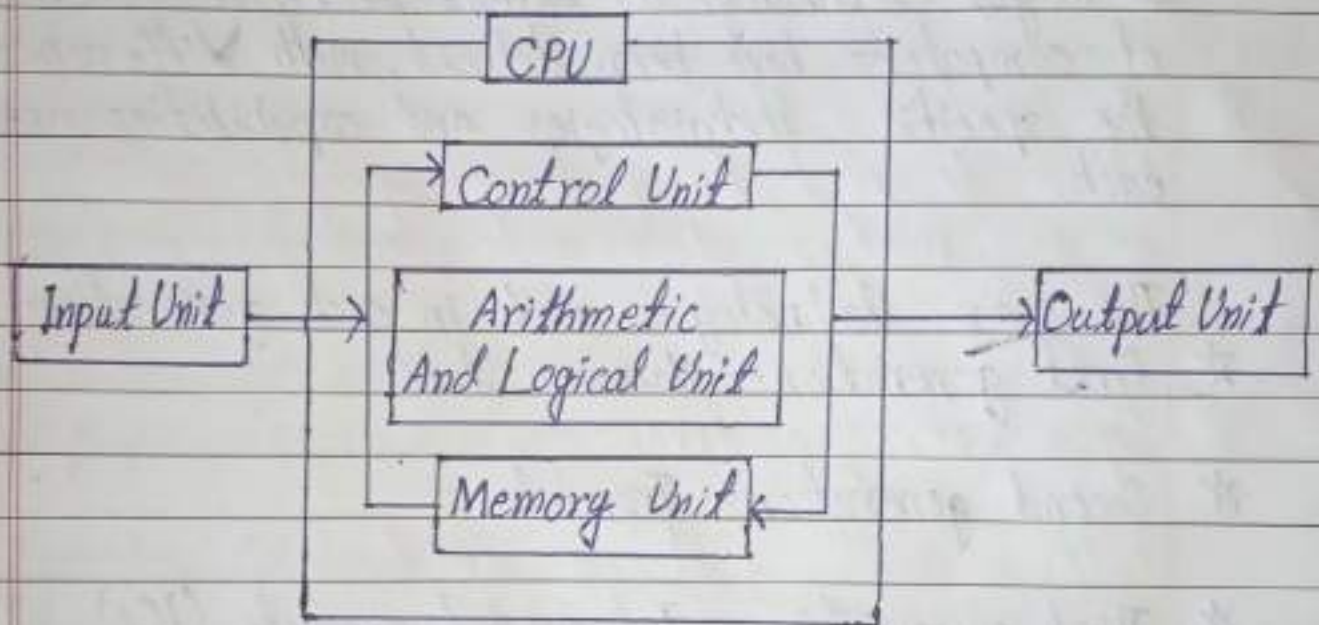


1) What are the four fundamental parts of computer?

Explain it with the help of diagram.

Ans $\Rightarrow$ The four fundamental parts of a computer are Input Unit, Output Unit, Central Processing Unit (CPU), and Memory.



2) Discuss about the classification of computers based on size and capacity.

Ans $\Rightarrow$ Computers can be classified based on size and capacity into four main categories: microcomputers, minicomputers, mainframe computers, and supercomputer. These categories differ in their processing power, storage capacity, and the types of tasks they are suited for.

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

Ans ⇒ Computer generations reflect the evolution of computer technology, with each generation marked by a major technological advancement. Five generations of computers have been defined, with differences in the specific technologies and capabilities used in each.

The main technologies used in each generation:

- ★ first generation - Vacuum tube.
- ★ Second generation - Transistor
- ★ Third generation - Integrated circuits (ICs)
- ★ Fourth generation - Microprocessor.
- ★ Fifth generation - Artificial Intelligence (AI) and Parallel Processing

4.) Differentiate between Volatile & Non-Volatile memories

Ans ⇒

Volatile memories —

- ★ It is a type of computer memory that requires a constant supply of power to store data.
- ★ When the power is turned off, data stored in volatile memory is erased.
- ★ Example — Random Access Memory (RAM).
- ★ It is mainly used to store temporary data (e.g. programs that are currently running).

Non-Volatile memories —

- ★ It is a type of computer memory that retains data even when the power is turned off.
- ★ It is used to store data permanently.
- ★ Examples — Solid-state drive (SSD), hard disk driver drives, flash memory.

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

Ans ⇒

★ System software—It acts as an interface between the computer's hardware and other software

★ Application software—

It is designed to perform specific tasks such as creating documents, sending emails, or browsing the web.

★ Open source software—

It is a type of application software whose source code is made publicly available.

6)(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 ⇒

- (i) Open MS Word ⇒ Launch the Microsoft Word application on your computer.
- (ii) Create a new document -
 - ★ Click on File (or the Office button in older versions).
 - ★ Select New.
 - ★ Choose Blank document.
- (iii) Write the paragraph ⇒ Type a paragraph about yourself directly into the document.
- (iv) Save the file -
 - ★ Click on File.
 - ★ Select Save As.
 - ★ In the "File name" field, type yourself.
 - ★ Click Save. The file will be saved as "yourself.docx" (or a similar Word format).

- 6.) (b) Write steps regarding following
- 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 -

- ★ Select the text you want to change.
- ★ Go to the "Font" menu or toolbar.
- ★ Select the font style (e.g., bold, italic, etc).

Change the font size -

- ★ Select the text you want to change.
- ★ Go to the "Font Size" menu or toolbar.
- ★ Select the desired font size or enter a custom size.

Change the font color -

- ★ Select the text you want to change.
- ★ Go to the "Font Color" menu or toolbar.
- ★ Select the desired color.

Highlight text -

- ★ Select the text you want to highlight.
- ★ Go to the "Highlight" or "Text Highlight" toolbar.
- ★ Select the desired color.

To get the IMS address—

★ These specific instructions will depend on the Software or platform.

★ Generally, you'll need to look for a "Network" or "Internet" section in the "Setting" or "Options" menu.

★ There, you can find "IMS" or "Mobile Network" option where you can find your IMS address.

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

Ans ⇒ For a basic table, click Insert & Table and move the cursor over the grid until you highlight the number of columns and rows you want. For a larger table, or to customize a table, select Insert, Table, Insert Table. Tips: If you already have text separated by tabs, you can quickly convert it to a table.

12) 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 ⇒

→ the sum of the marks using AutoSum in a range of cells (C2:C11) —

★ Select the cell where you want the sum to appear, e.g., C12

★ Click the AutoSum button (usually found in the Home tab).

★ Ensure the selected range is C2:C11 and press Enter

★ The formula will be =SUM(C2:C11).

→ average of the marks in a range of cells (C2:C11)

★ Select a cell for the average, e.g., C13

- ★ Type the formula =AVERAGE (C2:C11) and press Enter.
- highest marks in a range of cells (C2:C11)
- ★ Select a cell for the minimum mark, e.g., C15
- ★ Type the formula =MIN (C2:C11) and press Enter

13(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 ⇒

→ To modify column width of a worksheet:—

- (i) Select the row ⇒ Click on the row number to the left of the desired row.
- (ii) Adjust visually ⇒ Hover your mouse over the row border between two rows until your cursor changes to a double-headed arrow. Drag the border up or down to adjust the row height.

→ To modify the row height of a worksheet:—

(i) ~~Set~~ Set a specific height ⇒ Select the row. Go to the "Home" tab, click "Format" in the "Cells" group, then select "Row Height". Enter the desired height in the dialog box and click "OK".

(ii) AutoFit ⇒ Select the row. Go to the "Home" tab, click "Format" in the "Cells" group, and select "AutoFit Row Height". This will automatically adjust the row height to fit the content within.

→ To delete rows and columns of a worksheet:—

(i) Select the row or column ⇒ Click on the row number or column letter to select the desired row or column.

(ii) Delete using the keyboard →

* Right-click ⇒ Right-click on the selected row or column and select "Delete".

* Shortcut ⇒ Press "Delete" on your keyboard.

- 13(b) Describe following terms in the worksheet
- Absolute reference and relative reference in formula
 - Cell address

Ans → Absolute reference and relative reference in formula:-

- ★ Definition → A cell reference that does not change when a formula is copied.
- ★ How to create → An absolute reference is created by placing a dollar sign (\$) before both the column letter and the row number (e.g., \$A\$1).
- ★ Example → If you copy the formula = \$A\$1 from cell B1 to cell B2, it will remain = \$A\$1.
- ★ Partial Absolute Reference → You can also use mixed references, where either the column or the row is absolute, and the other is relative (e.g., \$A1 or A\$1).

Cell address:—

- ★ Definition → The unique identifier for a cell on a worksheet, consisting of the column letter followed by the row number.

* Example $\Rightarrow$ B5 refers to the cell in the intersection of column B and row 5.

* Usage $\Rightarrow$ Cell addresses are used to refer to the values or data stored in specific cells within formulas and functions.

14. > Q) What tools are available to customize our PowerPoint presentation?

Ans $\Rightarrow$ PowerPoint offers a variety of tools and features to customize presentation, including slide masters, design feature for AI-Powered design ideas. Additionally, third-party tools like Canva, Prezi and Beautiful.ai can be used for more advanced customization and unique presentation styles.

14.)

(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 Title and Content

Ans →

- Open a Blank presentation:— Launch Microsoft Power Point and select "New"—"Blank presentation"
- Save the presentation:— Go to "File"—"Save As", type "Lab1.pptx" in the file name field, and select a save location.
- Add a title to the first slide:— On the first slide, click in the title box and type the name of your college
- Add your name and last name:— In the subtitle box below the college name, type your first and last name.
- Add a new slide:— Click the "New Slide" button on the "Home" tab, and select the "Title and Content" layout.

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

Max 90

Min 40

Equations

$$X_2+Y_5=30$$

$$Z^3+Q^4=50$$

$$A_2+B^8=X_2+Y^8$$