Ans – 1 - The four fundamental parts of computers are –
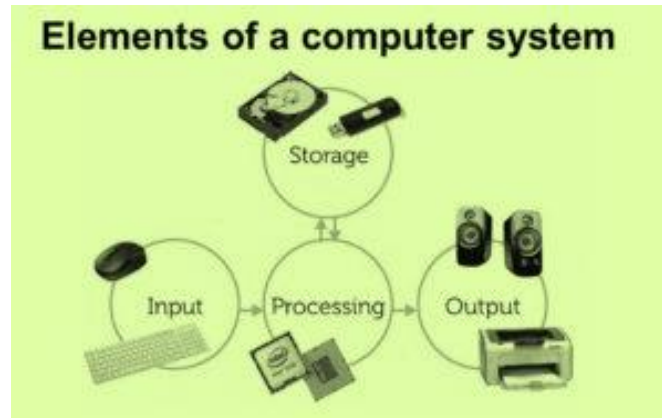Components of a computer system are the primary elements which make the functioning of an electronic device smooth and faster. There are four basic components which include:

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

Ans – 2 – On the basis of size, there are five types of computers:
1. Supercomputer
2. Mainframe computer
3. Minicomputer
4. Micro computer

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	Period	Technology Used
1st Gen.	1946–1959	Vacuum Tubes
2nd Gen.	1959–1965	Transistors
3rd Gen.	1965–1971	Integrated Circuits
4th Gen.	1971–1980	Microprocessors
5th Gen.	1980–present	AI & ULSI

Ans – 4 – Difference between volatile and non-volatile memory –
Volatile memory can't store data permanently and non-volatile memory store data permanently. 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	Application Software	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 **Ganesh Joshi and I am from pauri garhwal** Uttarakhand. I am a student of Polytechnic. My father name is Shiv Shankar joshi and he is doing a private job. My mother is housewife. I am learning CCA program. "Need to get IMS's Address".

Ans – 7 – MS Word

MS word is an application software which is used to create documents like official letters, Applications, List and Tables. 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 **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–

Use table option under Insert Tab to create table -

Ans – 11 – Data in Excel

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 in excel

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.
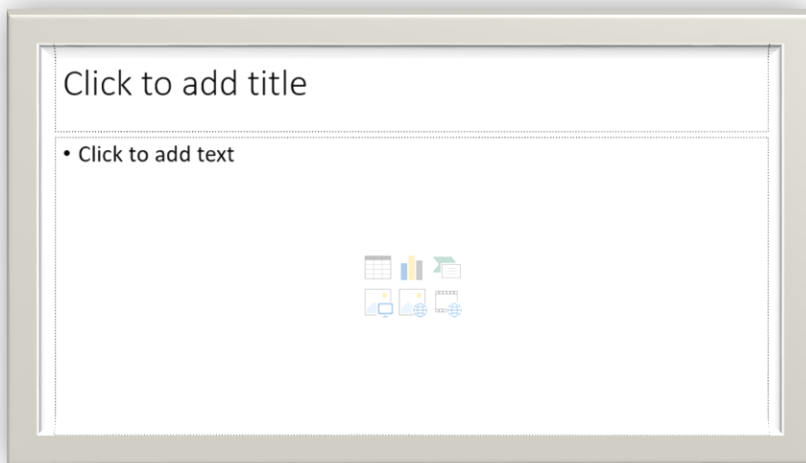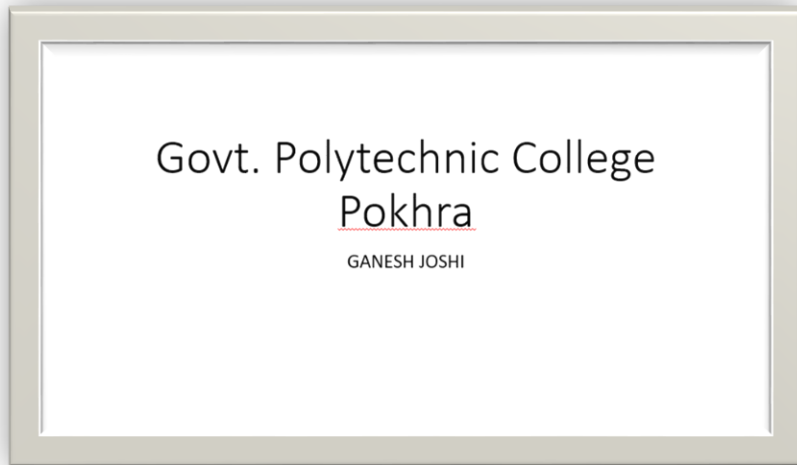
ii)   Cell address –
A cell address indicate the location of active cell.

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, Shapes, Audio, videos, Tables, Smart art and many others.

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

Ans -15 – Steps for following in power point –

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Excel Spreadsheet

- Click Insert → Table – Excel Spreadsheet

Clip art and text

- Insert tab- Clip Art
- Insert tab – Word Art

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SLIDE SHOW

- Transitions are use give effects on the slides and Animation are use to set effect on text and pictures