

# ASSIGNMENT 1

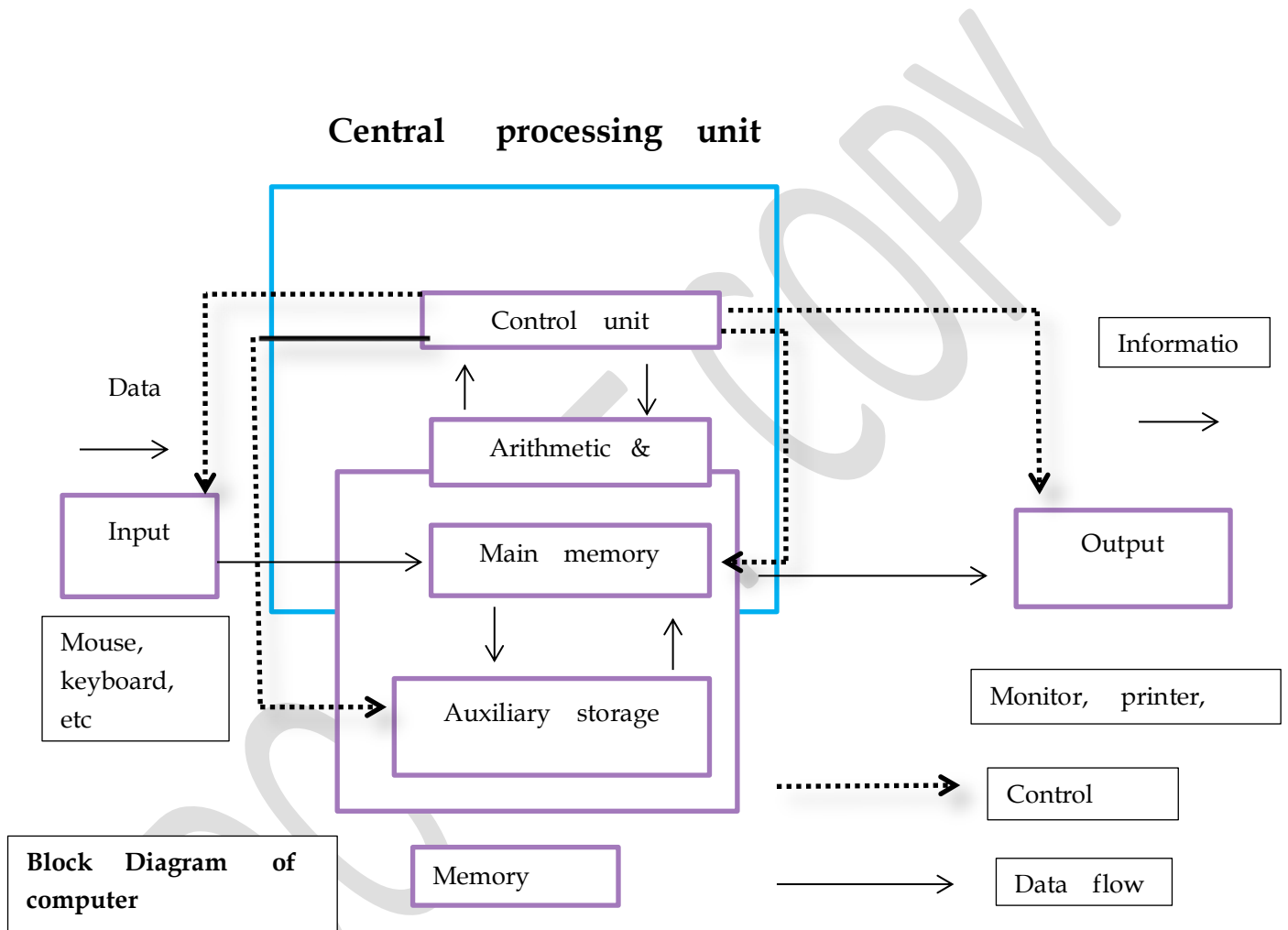


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**FUNDAMANTALS  
OF I.T AND  
PROGRAMMING**

# 1. FUNDAMENTALS PARTS OF THE COMPUTER.

- ∞ Central processing unit (CPU)
- ∞ Memory unit.
- ∞ Control unit.
- ∞ Arithmetic and logical unit.



## 2. CLASSIFICATION OF COMPUTERS.

- Analog. Digital and Hybrid are the three classes of computers based on the principle of work. Super, mainframe, mini and micro are the different of computers based on the size.

- ❖ Supercomputer ,
- ❖ Mainframe computer ,
- ❖ Minicomputer
- ❖ Micro computer.

## 3. COMPUTER GENERATION.

1.	<u>FIRST GENERATION:</u>  The period of first generation : 1946 - 1959. Vacuum tube based.
2.	<u>SECOND GENERATION.</u>  The period of second generation: 1959 - 1965. Transistor based.
3.	<u>THIRD GENERATION:</u>  The period of third generation : 1965 - 1971. Integrated Circuitit based.
4.	<u>FOURTH GENERATION:</u>  The period of fourth generation: 1971 - 1980. VLSI microprocessor based.

5. FIFTH GENERATION:

The period of fifth generation: 1980 - onwards.  
ULSI microprocessor based.

4. DIFFERENTIATE BETWEEN VOLATILE & NON-VOLATILE MEMORIES:

Volatile memory is the type of memory in which data is lost as it is powered - off. Non-volatile memory is the type of memory in which data remains stored even if it is powered - off.

5. DISTINGUISH AMONG SYSTEM SOFTWARE AND APPLICATION SOFTWARE:

SYSTEM SOFTWARE	APPLICATION SOFTWARE
System software maintains the system resources and gives the path for application software to run.	Application software is built for specific tasks.
Low - level languages are used to write the system software.	While high - level languages are used to write the application software.
It is general - purpose software.	While it's a specific purpose software.
Without system software, the system stops and can't run.	While without application software system always runs.

6. [a.] Click FILE > Save, pick or browse to a folder, type a name for your document in the File name box, and click save. Save your work as you go - hit Ctrl+S often. To print, click the FILE tab, and then click print.

6. [b.] STEP2: Click File in the top left-hand corner of the screen.

STEP3: From the menu, choose save.

STEP4: A 'Save' dialogue box will come up.

STEP5: Once you have typed in the name of your document, click save.

7. SAVE YOUR DOCUMENT:

- ❖ Click FILE> save, pick or browse to a folder, type a "MS\_word" for document in the File name box, and click save.

If word is already open, select File > New.  
Double-click a template to open it.

7. SELECT THE TEXT YOU WANT TO MODIFY.

- ◆ Click on font size box in the font group on the Home tab. The font size drop-down menu appears. Move your cursor over the various font styles. Left-click on font size you want to use. Then it will change font size in your document.
- ◆ Select the text you want to modify. Click on increase/decrease font size commands in the font group on the Home tab. Then font size will change (increase/decrease) in the document.
- ◆ Select the text you want to modify. Click on font style box on the Home tab. The font style drop-down menu appears. Move your cursor over the various font styles. Left-click the font style you want use. Then font style will change in the document.

- ◆ Select the text you want to modify. Click on the font color box on the

the Home tab. The font color menu appears. Move your cursor over the various font colors. Left-click the font color you want to use. Then font color will change in the document.

### SAVING DOCUMENT:

- ◆ Launch word 2007 and click the office button. ...
- ◆ Scroll to the first section to edit. ...
- ◆ Scroll to another section to edit, this time at a place where you would like to leave a comment for the document designer. ...
- ◆ Press the "Ctrl-F" keys to open the "Find and Replace" window.

### PRINT DOCUMENT:

- ★ Click the OFFICE BUTTON. ...
  - ★ From the OFFICE BUTTON menu, click the next to PRINT. ...
  - ★ In the preview and print the document submenu, click PRINT PREVIEW.
  - ★ To return to your document without printing, on the print preview command tab, click CLOSE PRINT PREVIEW.
  -
- 8.

Click FILE> save, pick or browse to a type a "equations" for document in the file name box, and

click save. Select keyboard shortcuts to apply superscript or subscript select the text or number that you want you want. For superscript, press Ctrl, Shift, and the plus sign (+) at the same time. For subscript, press Ctrl and the Equal sign (=) at the same time.

Select the text or number that you want. For superscript, press Ctrl, Shift, and the plus sing (+) at the same time. For subscript, press Ctrl and the Equal sing (=) at the same time.

9. Select the text that you want to conver, and then click insert > Table > convert Text to Table. In the convert Text to Table box, choose the options you want. Under Table size, make sure the numbers match the numbers of columns and rows you want. In the fixed columns width box, type or select a value.
10. 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.

11.
  - ☞ Click the File tab.
  - ☞ Click New.

Under Available Templatates, double-click Blank Workbook. Keyboard shortcut To quickly create a new, blank workbook, you can also press CTRL+N.

12.

- ✎ If you need to sum a column or row of numbers, let Excel do the math for you. Select a cell next to the numbers you want to sum, click Autosum on the Home tab, press enter, and you're done. When you click Autosum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.
- ✎ The AVERAGE function in Excel is used to find the arithmetic mean of specified numbers. The syntax is as follows: AVERAGE (number 1,[number2], ...) Where number 1, number2, etc.
- ✎ The MAX function is a pre-made function in Excel, which finds the highest number in a range. The function ignores cells with text. It will only work for cells with numbers. Note: There is another function called MIN, which finds the lowest value in a range, the opposite of MAX.
- ✎ Select a cell below or to the right of the numbers for which you want to find the smallest number. On the Home tab, in the Editing group, click the arrow next to Autosum. , click min (calculates the smallest) or max (calculates the largest), and then press ENTER.

13.



### **RESIZR COLUMNS:**

1. Select a column or a raange of columns.
2. On the Home tab, select Format> column width (or column Height).
3. Type the column width and select OK.
4. Select the rows that you want to change. On the Home tab, in the cellls group, click Format. Under celll size, click Row Height. In the Row height box, type the value that you want.
5. Delete cells, rows, or columns Right-click, and then select the appropriate delete option, for example, Delect cells & shift Left, Delete Rows, or Delect columns.

There are two types of celll references: relative and absolute references behave differently when copied and filled to other cell. Rexlative references change when a formula is copied to another cell. Absolute references, on the other hand, remain constant no matter where they are copied.

### **14. PRESENTATION TOOLS FOR BEAUTIFUL PRESENTATIONS:**

- Tool # 1: Tenplates and Themes.
- Tool# 2: Slide Layouts.
- Tool# 3: Fonts.
- Tool# 4: Colour Teames.
- Tool# 5: Icons.
- Tool# 6: Shapes.
- Tool# 7: Stock photos.

➤ Tool# 8: Charts and Graphs.

B. Open powre point. In the left pane, select New. Select an opiton: To create a presentation from scratch, select Blank presentation. Click FILE> save, pick or browse to a folder, type a name for your presentation in the File name box, and click save. Save your work as you go. Hit Ctrl+S often. There are multiple ways to add titles to your slides in power point. Use the Layout option to create a standalone title slide or to add a title to slide ...

#### OUTLINE VIEW TO TITLE A SLIDE:

- ⌚ Click view > Outline view. A slide without a title will have no text to the right of the slide numbere. ...
- ⌚ Click to the right of the slide number.
- ⌚ Type your new title here, or updata an existing slide title. Your text will appear on the sild as you enter it

#### USE THE LAYOUT OPTION TO TITLE

##### A SLIDE:

- Select the slide whose layout you will change so that it can have a title.
- Click Home > Layout.

- Select Title Slide for a standalone title page or select Title and content for a slide that contains a title and a full slide text box. ...
- Select the Click to add title text box.

15. INSERT A BULLETED OR NUMBERED

LIST:

- ☞ On the View tab, click normal.
- ☞ Click in the text box or laceholder where you want to add bulleted or numbreed text.
- ☞ On the Home tab, in the paragraph group, click Bullets or Numbering. , and begin typing your list. Press Return to create a new list item.

INSERT AND UPDATA EXCEL DATA IN POWER  
POINT:

- ☹ In power point, on the Insert tab, click tab object.
- ☹ In the insert object dialog box, select creat from file.
- ☹ Click or tab Browse, and in the Browse box, find the Excel workbook with the data you want to insert and link to.

PART-2

16.

Low-level languages are machine-friendly. They are, thus, very difficult to understand and learn by any human. High-level languages do not depend on machines. Low-level languages are machine-dependent and thus very difficult to understand by a normal user.

17.

DATA TYPE	FORMAT SPECIFIER	TYPICAL BIT SIZE
Unsigned char	%c	8
Char	%c	8
Signed char	%c	8
Int	%d, %i	16 or 32
Unsigned int	%u	16 or 32
Signed int	%d, %i	Same as int 16 or 32
Short int	%hd	16
Unsigned short int	%hu	16
Signed short int	%hd	16
Long int	%ld, %li	32

18.

- a. 27                      b. 17.5                      c. 16

19. SYNTAX

- a. if (condition)

{ True }

b.

```
for (initiationstatement; expression; update)
{
    Body of the loop
}
```

c.

```
While (condition)
{
    Statement(S);
}
```

d.

```
do
{
    Statement (S);
}
```

20 .

OUTPUT:

a. IMS Ghaziabad

b.

IMS Ghaziabad

IMS Ghaziabad

c. Largest number is 100

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