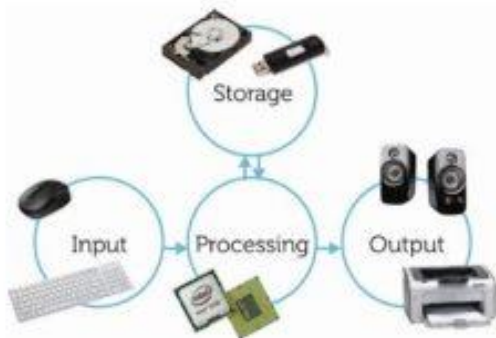


Ans – 1 – The four fundamental parts of computers are –

By definition, components of a computer system are the primary elements which make the functioning of an electronic device smooth and faster. There are five basic components which include:

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

### Elements of a computer system



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

1. Supercomputer
2. Mainframe computer
3. Minicomputer
4. Workstation
5. PC (Personal 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 Akash Gaur and I am from pauri garhwal **Uttarakhand**. I am a student of B.Sc 1<sup>st</sup> Year. My father name is Mr. Chandri Prasad gaur and he is a government employee. 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. 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 – 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	D	E	F
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 –

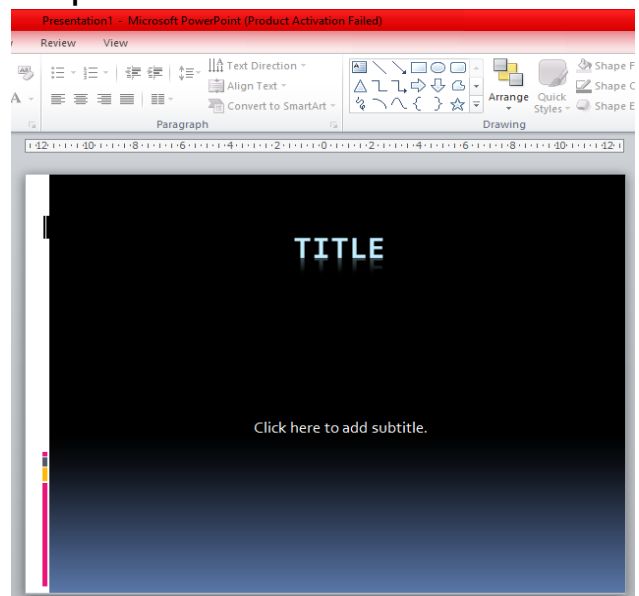
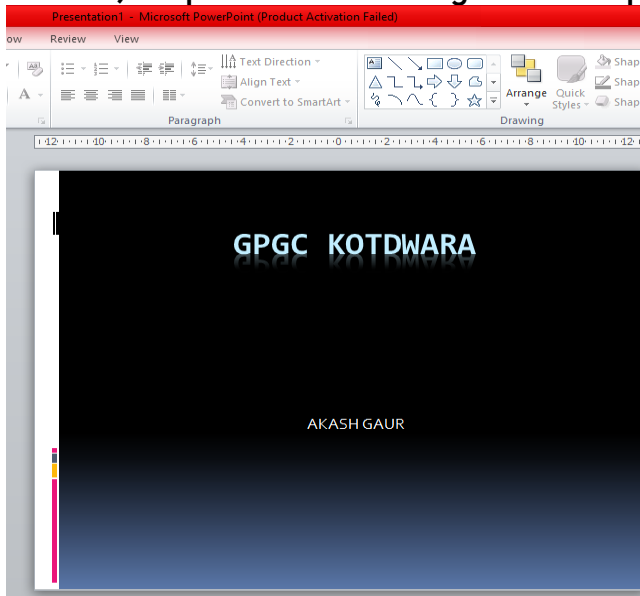
- i) Modify column width –  
By dragging using mouse button or FORMAT option under home tab we can change size of columns
- ii) Modify Row height –  
By dragging using mouse button or FORMAT option under home tab we can change size of columns
- iii) Delete rows and columns –  
Select rows and columns → Right click and chose Delete option or use format option under

Ans 13- B) Description

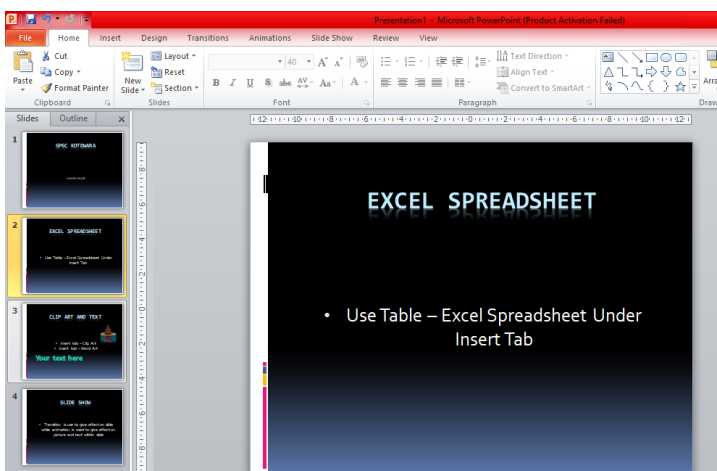
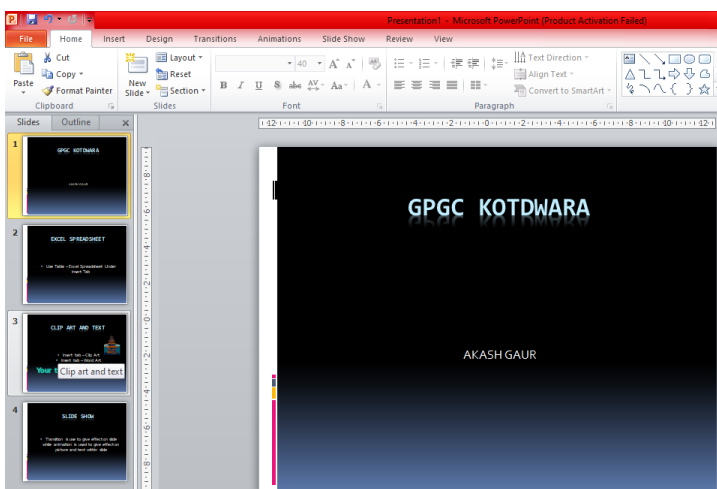
- i) Absolute and relative cell reference –  
Relative references change while a formula is copied to another place while absolute reference can't change, no matter where they are copied.
- ii) Cell address –  
A cell address indicate the location of active cell.

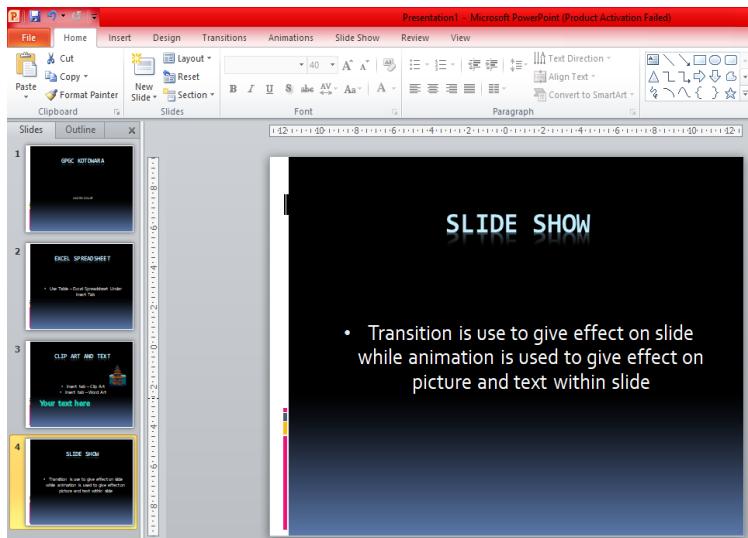
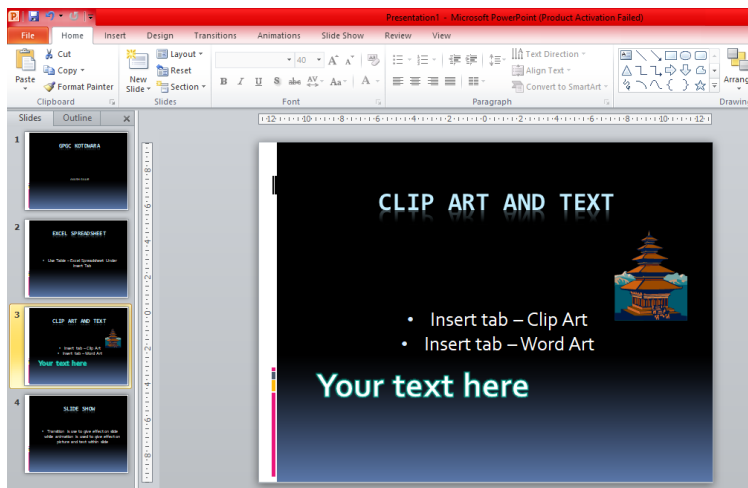
Ans -14- a) Tools available in Power-point customization –  
There are many tools available to customize the power-point presentation like Animations, Transitions, slide design.

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



Ans -15 – Steps for following in power point –





## 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.