

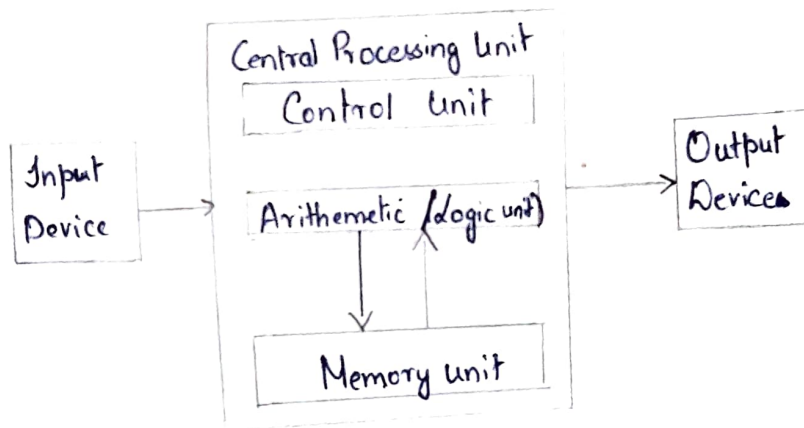
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Topic : CCA-101 : Fundamentals of IT and
programming

Assignment-1

Q.1: What are the four fundamental parts of computer?
Explain it with the help of diagram.

Ans: The four fundamental parts of computer are:
Input, processing unit, Memory unit and Output devices.



Q.2. Discuss about the classification of Computers based on size and capacity.

Ans: Based on size and capacity, computer are

as follows:

- Super Computers
- Mainframe Computer,
- Mini Computers
- Micro Computers.

Q3. What is the meaning of computer generation? How many computer generations are defined? what technologies were/are used?

Ans: The evolution of digital computing is often divided into generations. Each generation is characterized by dramatic improvements over the previous generation in the technology used to build computers, in terms of the internal organization of computers and programming languages.

There are five Generations of Computers:

- i) First Generation: Vacuum Tubes (1940-1956).
- ii) Second Generation: Transistors (1956-1963).
- iii) Third Generation: Integrated Circuits (1964-1971)
- iv) Fourth Generation: Microprocessors (1971-present)
- v) Fifth Generation: Artificial Intelligence (Present and Beyond).

Q4. Differentiate between Volatile and Non-Volatile memories.

Ans: Volatile memory stores data and information only until it gets a continuous power. Non-volatile memory is the type of memory in which data remain stored even if it is powered-off.

Q5. Distinguish among system software, application software and open source software on the basis of their features

Ans:

System Software	Application Software	Open-source Software
It is a type of software that is designed to run a computer's hardware and application programs. Software like operating systems, compilers, editors and drivers etc, come under this category. A computer cannot function without the presence of these.	It is a software created for a specific purpose, used by end users. It can be called an application or simply an app. Examples word processor, accounting application, a web browser, an email client, media player etc.	It is a type of computer software in which source code is released under a license in which the copyright holder grants users the rights to study, change, and distribute the software to anyone and for any purpose. The linux linux operating system (OS) is the best-known examples of open source software technology.

Q6. d) 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:

To create a file in MS-word:

- i) Click the Microsoft Office button / File tab.
- ii) Select New. The new Document dialog box appears.
- iii) Select Blank document. It will be highlighted by default.
- iv) Now we can create document by inserting text.
- v) Finally save document.

To save document using Save As command:

- i) Click the Microsoft Office button / File tab.
- ii) Select Save As - Word Document
- iii) Select the location where you want to save the

- v) Enter a name "yourself" for the document.
- vi) Click the Save button.

Q6. b) Write steps regarding followings

- 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: To change the font style

- i) Select the text you want to modify
- ii) Click on font style box on the Home tab. The font style drop-down menu appears.
- iii) Move cursor over the various font styles.
- iv) Left-click the font style you want to use.
- v) Then font style will change in the document.

To change the font size

- i) Select the text you want to modify
- ii) Click on font size box in the Font group on the Home tab. The font size drop-down menu appears.
- iii) Move your cursor over the various font size.

left-click on font size you want to use.

Then it will change font size in ~~the~~ document.

To change the font color

i) Select the text you want to modify.

ii) Click on the font color box on the Home tab.
The font color menu appears.

iii) Move your cursor over the various font colors.

iv) left-click the font color you want to use.

v) Then font color will change in the document.

To highlight (in yellow) the line that read "need to get INS's address."

i) Select the text that read "need to get INS's address."

ii) Click on the Text Highlight color in font group on the Home tab.

iii) Various colors will appear.

iv) Move the cursor over the various colors.

- v) Click on ~~the~~ yellow color
- vi) Then text highlight color will change in the document.

Q7. Create a file in MS-word for the following document and save it with file name 'ms-word'. Describe all steps involved in it.

MS Word

Ms word is a widely used commercial word processor developed by Microsoft.

Ans: To create a new document:

- i) Click the Microsoft Office button / File tab.
- ii) Select New. The New Document dialog box appears.
- iii) Select Blank document. It will be highlighted by default.
- iv) A new blank document appears in the Word window.
- v) Now create document by inserting text

MS word

Ms word is a widely used commercial word processor developed by Microsoft.

- vi) Finally save document.
- vi) Select Save As- Word Document
- vii) Select the location to save the document using the drop-down menu.

viii) Enter a name 'ms-word' for the document.

ix) Click the save button.

Q8. Create a file in Ms-word for the following document and save it with file name 'equation'. Describe all steps involved in it.

Equations

$$X_2 + Y_5 = 30$$

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

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

- Ans:
- i) Click the Microsoft Office button / File tab.
 - ii) Select New. The New Document dialog box appears.
 - iii) Select Blank document. It will be highlighted by default.
 - iv) A new blank document appears in the Word window.
 - v) Now create document by inserting text

Equations

$$X_2 + Y_5 = 30$$

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

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

- vi) Select Save As - Word Document
- vii) Select the location to save the document using the drop-down menu.
- viii) Enter a name 'equation' for the document.
- ix) Click the Save button.

Q.9. Create a file in MS word that convert - existing highlight text to table show below and save it as file name 'text-to-table'. Describe all step involved in it.

Ans: To convert existing text to a table:

- i) Select the text that want to convert.
- ii) Select the Insert tab.
- iii) Click on Table command. A dialog box appears.
- iv) Click on Convert Text to Table, a new dialog box appears
- v) here set number of columns.
- vi) Click on Ok
- vii) Finally selected text convert in a table.
- viii) Select Save As - Word Document
- ix) Choose Save Selection To Quick Tables
- x) Enter a name "text-to-table" for the document
- xi) Click the Save button.

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

Ans:

- i) Place the insertion point in the document to insert ~~the~~ table
- ii) Select the Insert tab.
- iii) Click the Table command
- iv) Drag a mouse over the ~~table~~ diagram to select the number of columns and rows in the table.
- v) Left click the mouse, and the table appears in the document.
- vi) Enter text into the table.

Q.11. Create a following worksheet in MS-exel and save it with name 'book1'.

Ans: To create a new blank workbook:

- i) Left click the Microsoft Office button or File tab.
- ii) Select New. The New Workbook dialog box appears, and Blank Workbook is highlighted by default.
- iii) Click on this
- iv) A new blank workbook appears in the window.

To insert text:

- i) Left click a cell to select it. ~~As~~ select a cell, the cell address appears in the Name Box.
- ii) Enter text into the cell using your keyboard. The text appears in the cell and in the formula bar.



To move through a worksheet using the keyboard.

- i) Press the Tab key to move to the right of the selected cell.
- ii) Press the Shift key then the Tab key to move to the left of the selected cell.
- iii) Use the Page up and Page Down keys to navigate the worksheet.
- iv) Use the arrow keys.

Q.13 a) Describe various steps involved in the following

1) To modify column width of a worksheet.

Ans: i) Position the cursor over the column line in the column heading.

ii) and a double arrow will appear.

iii) Left click the mouse, then drag the cursor to the right to increase the column width or to the left to decrease the column width.

iv) Release the mouse button.

2) To modify the row height of a worksheet.

Ans: i) Position the cursor over the row line to modify, and a double arrow will appear.

ii) Left click the mouse, then drag the cursor upward to decrease the row height or downward to increase the row height.

iii) Release the mouse button.

3) To delete rows and columns of a worksheet.

Ans: i) Select the row or column ~~row~~ that want to delete

ii) Click the Delete command in the Cells group on the Home tab.

iii) Selected column or row deleted.

To Save workbook using Save As Command:

- i) Click the Microsoft Office button or File tab.
- ii) Select Save As
- iii) Select the location
- iv) Enter a name 'book1' for the workbook.
- v) Click the Save button.

Q.13 b) Describe the following terms in the worksheet
1) Absolute reference and relative reference in formula.

Ans: Absolute reference

An absolute reference is designated in the formula by the addition of a dollar sign (\$). It can precede the column reference or the row reference or both.

Examples of absolute referencing include:

\$A\$2:	The column and the row do not change when copied.
A\$2:	The row does not change when copied.
\$A2:	The column does not change when copied.

Absolute relative reference:

- i). Relative reference: Cell references in formula automatically adjust to new locations when the formula is pasted into different cells. This is called a relative reference.
- ii) Sometimes when ~~we~~ copy and paste a formula, we don't want one or more cell references to change.
- iii) An absolute reference solves this problem

Q.14

2) Cell address

Ans: Each ~~very~~ rectangle in the worksheet is called a cell.

Each cell has a name, or a cell address, based on the column and row where it is located.

Q. 14. a) What tools are available to customize our Power Point Presentation?

Ans:

Q. 14. b) Write the steps for the following action for creation of power point presentation

1) Open a Blank presentation

Ans: i) Select office button $\rightarrow$ New. The New Presentation window appears.

ii) In the left side of the New Presentation window, click Installed Templates.

iii) Click a template to select it...

iv) Click Create.

2) Save the presentation as Lab1.pptx

Ans: i) Locate and select the Save command on the Quick Access Toolbar.

ii) If saving the file for the first time, the Save As pane will appear in backstage view.

iii) Then need to choose where to save the file.

iv) Enter a name 'Lab1.pptx' for the presentation.

v) The Save As dialog box will appear.

Ans:

- i) ~~Click~~ Click on the subtitle
- ii) Type the text as 'Banti Marwein'.

5). Add a New slide which has a Title and Content.

Ans:

- i) Click the "Home" tab in the Ribbon.
- ii) Then click the "New slide" button in the slide button group.
- iii) Insert a new slide and choose the slide layout.
- iv) Click the drop-down part of this button.