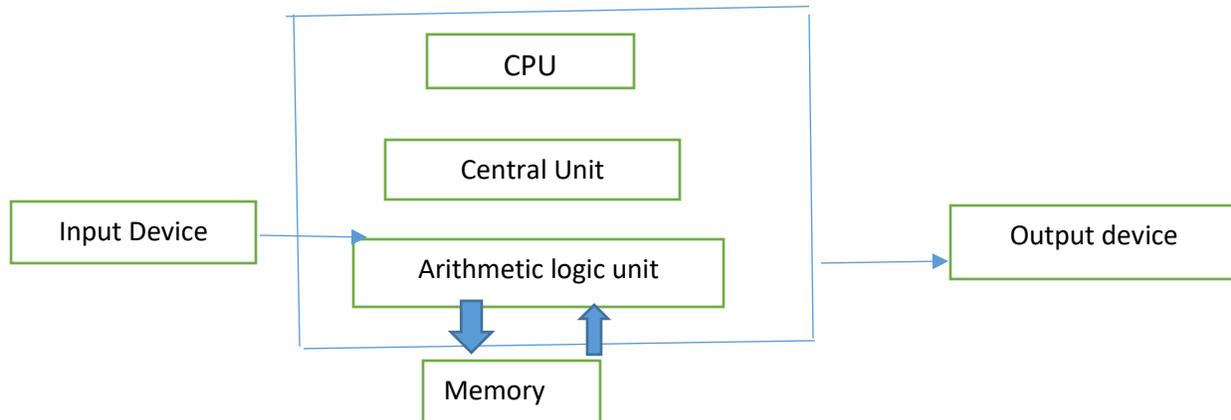


ASSIGNMENT 1

CCA-101: FUNDAMENTALS OF IT & PROGRAMMING

Q1. Ans: The four fundamental parts of computer are input units, the central processing unit/CPU, the Primary memory and output unit.



Q2. Discuss about classification of computer based on size and capacity.

Ans: The classification of computer based on size and capacity are as follow

- A. Super computer:
 - a. It have thousands of processer.
 - b. Because of their extraordinary speed, accuracy and process power, super computer are well suited for solving high complex problems and huge amount of calculation.
 - c. Example: JAGUAR, ROADRUNNER, etc.
- B. Mainframe computer:
 - a. They are very large often filling an entire room and can process thousands of millions of instructions per second.
 - b. In a mainframe environment, users connect to the mainframe through the many terminal wired to the mainframe.
 - c. Mainframe are capable of supporting hundreds to thousands of users simultaneously.
 - d. Some of the function performed by a mainframe include: flight, scheduling, reservation and ticketing for an airline etc.
- C. Minicomputer: Minicomputer are much smaller than mainframe.

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

Ans. The generation term was used to distinguish between varying hardware technologies. Nowadays, generation includes both hardware and software, which together make up an entire computer system.

As of 2020, there are five generation of computer

Vacuum tubes, transistor and the microprocessor were the technologies that are used.

Q4. Differentiate between volatile and nonvolatile memories.

Ans. Volatile memory: It is a computer storage that only maintains its data while the device is powered.

Example: RAM (Random Access Memory),

Nonvolatile memory: it is a type of computer memory that has capability to hold save data even if the power is turn off.

Example: ROM (Read Only Memory).

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

Ans: System software: It is the type of software that is designed to run the hardware and application of computers, software like operating systems, compilers, editors and drivers, etc. come under this category.

Application software: It is software created for a specific purpose, used by end users. It can be called sn application or simply an app.

Example: word processor, accounting application, a web browser, an email client, media player, etc.

Open Source Software: It is a type of computer software in which source code is released under a license in which the copyright holder grants user right to study, change and distribute the software to anyone for many purpose. The line operating system is the best known example of open source software.

Q6. A) Create a file in MS-word to insert a paragraph about yourself and save it with the file name yourself. Describe all the step involved in it.

Ans: The steps involved are: a) We click the Microsoft office button.

b) We select new. The new document box appears.

c) We select blank document under the blank page and recent section. It will be highlight by default.

c) We click create. A new blank document appears in the word window.

d) To save the document, we click again the Microsoft office button.

e) We click Ctrl+S. The save as dialog box appears.

f) We select the location where we went to save the document using the drop- down menu.

g) We enter the file name for the document.

h) We click the save button.

Q6. B) Write the 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: Steps to change the font style:

- a) We select the text on sentence we want to modified.
- b) Left- click the drop down arrow next to the font color box on the Home tab. The font color menu appears.
- c) We move cursor over the various font colours. A line preview of the colour will appear in the document.
- d) Left click the font color we want to use. The font will change in the document.

Step to change the font size

- a) We select the text or sentence we want to modify.
- b) Left click the drop down arrow next to the font size box on the home tab. The font size drop down menu appears.
- c) We move cursor over the various font size. A line preview of the font size will appear in the document.
- d) Left click the font size we want to use. The font size will change in the document.

Step to change the font color

- a) We select the text or sentence we want to modify.
- b) Left click the drop down arrow next to the font color box on the home tab. The font color menu appears.
- c) We move cursor over the various font colors. A line preview of the color will appear in the document.
- d) Left click the font color we want to use. The font color will change in the document.

To highlight the line that reads “need to get IMS’s address”.

- a) We select the line that reads “need to get IMS’s address”
- b) We click the highlight command and select yellow color in the font group on the home tab.

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

Ans: The step involved in it are:

- a) We click the Microsoft office button.
- b) We select new. The new document dialog box appears.

- c) We select blank document under the blank and recent section. It will be highlight by default.
- d) We create the given document from the question.
- e) We select the text “ MS word” to change the font size by clicking on the font size box home tab.
- f) We select the text “MS word” to change the font color inti red by clicking on the font color menu.
- g) We select the text “word processor” and underline it by clicking the underline command in the font group in the home tab.
- h) We select the text “MS WORD” to change the font style into italic by clicking italic command.
- i) We select the text we want to format as a list and click the bullet command on the home tab.

Q8. Create a file in MS word for the following document and save it with file name “equation”. Describe all the steps involved in it.

Equations

$$X_2 + Y_5 = 30$$

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

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

Ans: a) First we open the MS- word page then we should write X_2 by typing X and press (ctrl + +) then type 2. Just clicking Insert tab and then click on the equation tool then select subscript and filling it.

- c) As some process as X_2 we should write Y_5 .
- d) Then when we write Z^3 first we type Z then pressing (ctrl + shift + +) and type 3/ just clicking insert tab and then selecting subscript and filling it.
- e) Again as the same process of Z^3 we will type Q^4 .
- f) Like the above process we can write A_2, B^5, X_2 and Y^5 .
- g) After that we save this page by clicking (ctrl + S). Selecting “save” by clicking file then move it as “equation” and save it.

Q9. Create a file in MS- word that convert existing highlight text to table as shown below and save it as file name “text to table”. Describe all the step involved in it.

Select the text you want to convert

Select the insert tab

Click on Table command. A dialog box appears

Click on convert text to table. A new dialog box appears

Click on ok finally. Select text convert in a table

Ans: a) At first we should select the existing highlight words.

b) Then selecting the insert tab.

c) Then click on the table command, then a dialog box appears.

d) Then we click on convert text to table. Then again a dialog box appears.

e) We will set the color which we want to make for a table.

f) Then finally we selected Ok and the word we select will fills on a table automatically.

g) After this we will save it by pressing (ctrl + S)/ Selecting file tab then select “save” and name it as “text to table” then save it.

Q10. Create a file in MS- word to insert a table in the document. Describe all the steps involved in it.

Ans: The steps are:

a) We place our cursor point in the document where we want the table to appear.

b) We click the insert tab.

c) We drag our mouse over the diagram square to select the number of columns and rows in the table.

d) Left click the mouse, and the table appears in the document.

e) We enter the text into the table.

Q11.Ans.

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
----	-----	----

Q.12.Ans:

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
	Total	645
	average	65.4
	minimum	40

Q13. 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: a) To modify the column width of a worksheet

1. Identify the column width we want to resize.
2. However we move our mouse on the right boundary of the column so that we see across.
3. Hold down the mouse button and drag the right boundary until we reach the desire width.
4. And release the mouse button.

To modify the row height of a worksheet

1. Select the row we want to modify

2. On the home tab in the cell group click format.
3. Under cell size row height.
4. In the row height box type the value that we want and then ok.

To delete rows and column of a worksheet

1. Right click in a table cell, row and column we want to delete.
2. On the menu, click delete cell.

Q13. b) Describe following terms in the worksheet

Absolute reference and relative reference in formula

Cell address

Ans: Absolute reference and relative reference in formula: Relative reference change when a formula is copied to another cell. Absolute reference on the cell address.

Cell address is a combination of a column letter and a row number that identifies a cell on a worksheet.

Q14. a) What tools are available to customize our Power point presentation?

Ans: They are a)Home b) Insert c) Design d)Transition e)Animation f) Slide show g) Review i) File j)Tools Tab.

Q14. b)Write the steps for the following action for creation of power point presentation.

Open a presentation

Save the presentation as Lab 1.pptx

Ans: Blank Presentation: a) Select file tab to go backstage view.

b) Select new on the left side of the screen and then click blank presentation.

c) A new presentation appears.

Save The Presentation As Lab 1.PPTx: Click the file tab to go to access backstage view. Locate and select the convert command. The save as dialog box appears. Select the location where we want to save the presentation enter a file name and click save.

Add A Title To The First Side: To add a title to the first slide to an existing to go to the home tab and click layout then the title only.

Q15. Ans: Title slide and bullet list:

- a) Open power point presentation.
- b) Select the home tab.
- c) Click at the dropdown button on “New Slide” at toolbar.
- d) Select the slide having Title slide and Bullet list.

Insert Excel sheet:

- a) Open the slide where we want to insert the Excel sheet.
- b) Select the “Insert tab”. And click on “Object” on the tool bar.
- c) Select the “Microsoft Excel Worksheet” object type.
- d) Click on the “Insert” button.

Clip Art and Text:

- a) Select the insert tab.
- b) Select the “Picture” or “Online picture” on the tool bar.
- c) Choose the appropriate art for the topic.
- d) Click on the “insert” button.

Slide show effects:

- a) Select “Design Tab” for Themes, Variants and Slide size.
- b) Select “Transition Tab” for cut, fade, push, wipe, split, reveal, shape, flash, etc. for slide effects.

Q16. Ans: A machine language is the only language that a computer directly understand, it is usually written in zeros and 1. A program instruction in machine language may look something like 1110001100 whereas a

high level language is a programming language that use English and mathematics symbol like %, & and many other in the instruction.

Q17. Ans: Basic data type:

Data Type	Range	Memory/storage
Short int(signed short int)	-32,768 to 32,767	size 2 bytes
unsigned short int	0 to 65,535	2bytes
long(signed short int)	-2,147,483,648 to 2,147,483,647	4bytes
unsigned long	0 to 4,294,967,295	4bytes

type	description
INT	zero, positive and negative values without decimal. The value can be signed or unsigned. The value assigned to int is considered positive by default if it is unsigned.
FLOAT	Stores decimals values with single precision
DOUBLE	it stores decimals values and double precision
CHAR	Stores a single character

Q18. Ans: a) $x=20/5*2+30=33$

b) $=30-(40/10+6)+10$

c) $z=40*2/10-2+10=16$

Q19. Describe the syntax of the following statements

a) if-else statement b) for loop c) while loop d) do-while loop

Ans. a) If-else statement: If statement can be followed by an optional else block of statements, which executes when the Boolean expression is false.

Syntax

If (expression)

```
{true Block of statement,  
}
```

Else

```
{else Block of statements,  
}
```

b)for loop for loop is similar to while.Basic syntax of for loop is as follows
for(expression1;expression2;expression3)

```
{  
Block of statements;  
}
```

In the above syntax:

- 1 expression1- Initializes variable.
- 2 expression2-Conditional expression,as long as this condition is true,loop will keep executing.
- 3 expression3-Expression3 is the modifies which will increase or decrease the value of the variable.

c)While loop:Basic syntax of while loop is as follows:

```
While(condition)  
Single statement;
```

d)Do –while loop:do-while is just like a while loop except that the test condition is checked at the end of the loop rather than the start.This has the effect that the body of the loop are always executed at least once.

Basic syntax of do –while loop is as follows;

```
do  
{single statements  
} while (condition);
```

Q20.

Ans.a)IMS Ghaziabad.

b)IMS Ghaziabad.

IMS Ghaziabad.

IMS Ghaziabad.

c)Laegest number is 100.

