

আষাঢ় শুক্রবার ১৪২৭
১১/৬/১৪২৭
৫ Ashar 1942
১১ আহার ১৪২৭
৫.৫৫ A.M.

JUNE
26
FRIDAY

৫/৬ আষাঢ় শুক্রবার
১১/৬/১৪২৭
Hizri - 4 Zilkad 1442
২৬ জুন ২০২০
Sunset - ৫.২২ P.M.

NATARAJ

Assignment - 1

Q-1
Explanation:-

A computer has four main components:

Input Units, the central processing unit or CPU, the Primary memory, and Outputs units.

- Input Unit - The device to input information, such as a keyboard, and mouse.
- CPU - The CPU is further broken

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୭-୯ ଆଷାଢ଼ ଶୁକ୍ଳ ଶନି-ରବି ୨୦୭୭
 ଗଣେଶୀ ରାଃ ୨/୩୩/ଅଷ୍ଟମୀ ରାଃ ୧୨/୭
 Hirt - 5-6 Zilkad 1441
 ୨୭-୨୮ ଜୁନ ୨୦୨୦
 Sunrise - 4.55-4.56 A.M.

JUNE
27
 SATURDAY

Bipatarini Brata / 28th Kharchi Puja

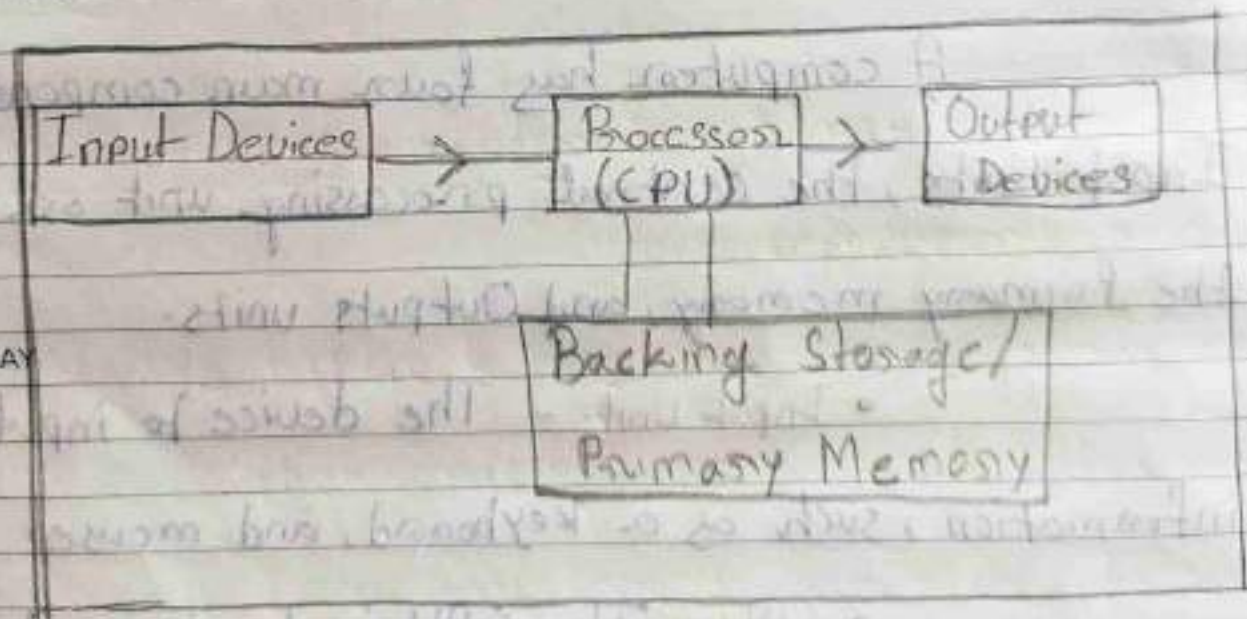
୧୨-୧୩ ଆଷାଢ଼ ଶନି-ରବି ୨୦୭୭
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 Saka - 6-7 Ashar 1962
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 Sunset - 6.22-6.22 P.M.

up into ALU, Control Unit, and Instruction Unit.

- Primary Memory - Computer

Program instruction converted into machine code are stored in Primary storage or memory.

- Output - Unit - The device to output information, such as a printer, monitor, and speaker.



Block Diagram of a Digital Computer

১৪ আষাঢ় সোমবার ১৪২৭
নবমী রাঃ ৯/৩৮
Saka - ৪ Ashar 1942
জহ্ম - ১৪ আহার ১৪২৭
Sunrise - 4.56 A.M.

JUNE
29
MONDAY

১ আষাঢ় শুক্ল সোমবার ২০২০
নবমী রাঃ ৯/৩৮
Hizri - 7 Zikad 1441
২৭ জুন ২০২০
Sunset - ৬.২২ P.M.

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

Ans. - Based on size and capacity, computers are classified as follows :-

① Super Computers

② Mainframe Computers

③ Mini Computers

④ Micro Computers

① Super Computers :- Supercomputers are the most powerful and physically the largest by size. These are systems designed to process huge amounts of data. The fastest supercomputers can perform over one

५०- अथर्ववेद शुक्लसंहिता खण्डः २७

[illegible]

page: 3 of 1441

३० जून २०२०

Sunrise - 4.57 A.M.

JUNE

30

TUESDAY

১৫ আষাঢ় মঙ্গলবার ১৪১৭

पृष्ठ संख्या: ५/२२

Saka - 9 Ashar 1942

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Sunset - 6.22 P.M.

trillion calculation in a second. Supercomputers have thousands of processors. Because of their extraordinary speed, accuracy and processing power, supercomputers are well suited for solving highly complex problems and huge amounts of calculations.

Example:- For JAGUAR, ROADRUNNER etc.

② Mainframe Computer :- Mainframe

Computers are very large often filling an entire room and can process thousands of millions of instructions per second. In a mainframe environment, users connect to the mainframe through the many

-tions

१२ आषाढ शुक्ल गुरुवार २०८१

द्वादशी ३० २/४२

Hizri - 10 Zikad 1441

२ जुलाई २०२०

Sunrise - 4.58 A.M.

JULY

02

THURSDAY

११ आषाढ बुध्नपडिवार १४२१

बानशी ३० ३/४३

Saka - 11 Ashar 1942

अहम - ११ आशर १४२१

Sunset - 6.22 P.M.

They are typically larger, more powerful

and more expensive than desktop computers.

Mid-range computers are usually used by

small and medium-sized businesses as their

servers. Users connect to the server through a network by using desktop computers.

Example: Apple iPod, CDC 160A

④ Micro Computers: -

Microcomputers are the

most frequently used type of computer. It is

also known as Personal Computer (PC).

A microcomputer is a small computer system designed to be used by one person at a time.

১৮ আষাঢ় শুক্রবার ১৪২৭
ত্রয়োদশী ঘণ্টা ১২/৪৮
Saka - 12 Ashar 1942
আহম - ১৮ আহার ১৪২৭
Sunrise - 4.58 A.M.

JULY
03
FRIDAY

১৩ আষাঢ় শুক্রবার ১৪২৭
ত্রয়োদশী ঘণ্টা ১২/৪৮
Hizri - 11 Zilkad 1441
৩ জুলাই ২০২০
Sunset - 6.22 P.M.

Example :- Desktop computers, Laptops.

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

Ans. Each generation is characterized by dramatic
improvements over the previous generations in the
technology used to build computers, in terms of
the internal organization of computer and
programming languages.

Mainly Computer generation
are defined five generations. Following are their-
① First Generation

DATE:

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৭৪-৭৫ আষাঢ় শুক্ল শুনি-রবি ২০৭৭
চতুর্দশী ঘণ্টা ৭৭/৭৪/পূর্ণিমা ঘণ্টা ৭০/৪
Hizri - 12-13 Zilkad 1441
৪-৫ জুলাই ২০২০
Sunrise - 4.58-4.59 A.M.

JULY
04

SATURDAY
5th Guru Purnima

১৯-২০ আষাঢ় শুনি-রবি ১৪২৭
চতুর্দশী ঘণ্টা ১১/১৪/পূর্ণিমা ঘণ্টা ১০/৪
Saka - 13-14 Ashar 1942
অহম - ১৯-২০ আহার ১৪২৭
Sunset - 6.22-6.22 P.M.

(ii) Second Generation (Transistor

based).

(iii) Third Generation (Integrated

Circuit based)

(iv) Fourth Generation (VLSI

microprocessor).

(v) Fifth Generation (ULSI

microprocessor based).

Technologies used are -

In 1981, IBM introduced its first computer for

05 SUNDAY the home user. In 1984, Apple introduced

the Macintosh. Microprocessors also moved out

to the desktop computing. Fourth generations

computers also covered the development of

২১ আষাঢ় সোমবার ১৪২৭
প্রতিপদ ঘণ্টা ৯/২০
Saka - 15 Ashar 1942
মহম - ২১ আহার ১৪২৭
Sunrise - 4.59 A.M.

JULY
06
MONDAY

৭ আদন কৃষ্ণা সোমবার ২০৭৯
প্রতিপদ ঘণ্টা ৯/২০
Hijri - 14 Zilkad 1441
৬ জুলাই ২০২০
Sunset - 5.22 P.M.

Graphical User Interface (GUIs), mouse and handheld devices.

4. Differentiate between Volatile and Non-Volatile memories.

Ans -

Primary memory / Volatile memory:

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

Example: RAM (Random access memory) is volatile. When we are working on a document, it is kept in Ram, and if the computer ~~loss~~ loses power, your work will be lost.

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२ श्रावण कृष्ण मंगलवार २०७९
द्वितीया घ० ९/७
Hizri - 15 Zilkad 1441
७ जुलाई २०२०
Sunrise - 5.00 A.M.

JULY
07
TUESDAY

२२ आश्विन मङ्गलवार १८२९
द्वितीया घ० ९/९
Saka - 16 Ashar 1942
अहम - २२ आश्विन १८२९
Sunset - 6.22 P.M.

Secondary memory / non-volatile memory :-

Non-volatile memory is a type of computer memory that has the capability to hold saved data even if the power is turned off.

Example:- Read-only memory (ROM), Hard disk, floppy disk, etc.

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

Ans- System Software :- It is a type of software that is designed to run a computer system.

২৫ আশাঢ় শুক্রবার ১৪২৭
পঞ্জমী ১১/২৬
Saka - 19 Ashar 1942
আহম - ২৫ আশাঢ় ১৪২৭
Sunrise - 5:01 A.M.

JULY
10
FRIDAY

Nag Panchami / Mansha Puja

১৫ আশাঢ় কৃষ্ণ শুক্রবার ২০৭৭
পঞ্জমী ১০/১৭/২৬
Masi - 15 Zakad 1441
১০ জুলাই ২০২০
Sunset - 5:21 P.M.

software is a prominent example of open collaboration.

6. a) 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 - ① Choose the Home tab.

② Click the show/Hide button  in the Paragraph group. The Show/Hide button appears in a contrasting colour, when it is selected.

Create Sample Data and Select Text -

If you type =rand() in your Word document and then press Enter, Word creates three paragraphs. You can use these

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৭ শ্রাবণ শুক্ল মঙ্গলবার ২০৭৭
প্রতিপদ সাং ৯/৫৩
Hizri - 29 Zilkad 1441
২৭ জুলাই ২০২০
Sunrise - 5.04 A.M.

JULY
21
TUESDAY

৫ শ্রাবণ মঙ্গলবার ১৪২৭
প্রতিপদ সাং ৯/৫৩
Saka - 30 Ashar 1942
অহম - ৫ শ্রাবণ ১৪২৭
Sunset - 6.20 P.M.

paragraph to practice what you learn.

To insert text:- Move your mouse to the location where you want

text to appear in the document. Left-click the mouse. The insertion point appears. Type the text you want to appear.

To delete Text:- Place your cursor next to the text you want to delete.

Press the ~~Backspace~~ Backspace key on your keyboard to delete text to the left of the cursor. Press the Delete key on your keyboard to delete text to the right of the cursor.

To select text:- Place the insertion point

६ ज्येष्ठ शुक्ल १८२९
विजया सा ८/२७
Saka - 31 Ashar 1942
अहम - ६ सावन १८२९
Sunrise - 5.05 A.M.

JULY
22
WEDNESDAY

२ आषाढ शुक्ल बुधवार २०१९
द्वितीया सा ८/२७
Hizri - 30 Zilkad 1441
२२ जुलाई २०२०
Sunset - 6.20 P.M.

next to the text you want to select. Left click your mouse. While holding it down, drag your mouse over the text to select it. Release the mouse button. You have selected the text. A highlighted box will appear over the selected text. When you select text or images in Word, a hover toolbar with formatting options appears. This makes formatting commands easily accessible, which can save you time.

To copy and paste text :- Select the text you want to copy. Click the copy command on the Home tab. Place the insertion point where you want text to appear. Click the paste command on the Home tab. The text will

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To use the Save As command:- Click the Microsoft

Office button. Select Save As → Word Document. The Save As dialog box appears.

Select the location where you want to save the document using the drop-down menu.

Enter a 'yourself' name for the document.
Click the Save button.

- 6. Write steps regarding followings

① To change the font style

⑩ To change the font size

⑪ To change the font colour

⑩ To highlight (in yellow) the line that

୮ ଶ୍ରାବଣ ଗୁରୁବାର ୧୪୨୭
 ଚତୁର୍ଥୀ ଅଃ ୮/୩୫
 Saka - 2 Sraavan 1942
 ଅହମ୍ - ୮ ଶାବ୍ଦନ ୧୪୨୭
 Sunrise - 5.05 A.M.

JULY
24
FRIDAY

४ आचार्य शुक्ल शुभ
चतुर्थी
Hizi - 2 Zilharz
२४ जुलाई
Sunset - 6.19 p

needs "need to get IMS's address!"

Ans.

① To change font style:-

- Select the text you want to modify.
 - Left click the drop down arrow next to the font style box on the Home tab. The font style drop down menu appears.
 - Move your cursor over the various font styles. A live preview of the font will appear in the document.
 - Left click the font style you want to use. The font style will change in the document.
- ⑪ To change the font size :- Select the text you want to modify.

⑪ To change the font size :- Select the text you want to modify.

S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	AUG
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	2020

५-६. आवाण शुक्ल शनि-रवि २०७९
पंचमी घ० २/१८/घडी घ० ११/५३
Hizat - 3-4 Zilhazra 1441
२५-२६ जुलाई २०२०
Sunrise - 5.06-5.06 A.M.

JULY
25
SATURDAY

୧-୧୦ ଶ୍ରାବଣ ଅମି-ବୁଧି ୧୫୨୩
 ଅମଳାସୀ ସଂ ୧/୧୮/୧୯୯୧
 Saka - 3-4 Shravan 1942
 ଅହମ - ୧-୧୦ ଶ୍ରାବଣ ୧୫୨୩
 Sunset - 6.19-6.18 PM

- Left click the drop down arrow next to the font size box on the Home tab. The font size drop-down menu appears.
- Move your cursor over the various font sizes. A live preview of the font size will appear in the document.
- Left-click the font size you want to use. The font size will change in the document.



To change the font colour:-

26 SUNDAY

- 26 SUNDAY • Select the font you want to modify
- Left click the drop down arrow next to the font colour box on the Home tab. The font colour menu appears.

১১ শ্রাবণ সোমবার ১৪২৭
সপ্তমী ঘা ৯/২৫
Saka - 5 Sraban 1942
যহ্ম - ১১ শাওন ১৪২৭
Sunrise - 5.07 A.M.

27

MONDAY

શ્રાવણ શુક્લ સોમવાર
સપ્તમી ઘંટ
Hizri - 5 Zilhajja 1444
૨૭ જુલાઈ ૨૦૨૨
Sunset - 6.18 P.M

- Move ~~the~~ your cursor over the various font colors. A live preview of the color will appear in the document.
 - Left-click the font color you want to use. The font color will change in the document.
- Your color choices aren't limited to the drop down menu that appears. Select More Colors at the bottom of the list to access the colours dialog box. Choose the color you want, then click OK.

⑫ To highlight (in yellow) the line that reads "need to get IMS's address".

Ans. - • Select the text you want to modify.

- Click to underline button on Click to highlight

• Click to underline button or Click to highlight

८/९ श्रावण शुक्ल मंगलवार २०७७
अष्टमी घ० ६/५/नवमी श० ४/३७
Hizri - 6 Zilhazza 1441
२८ जुलाई २०२०
Sunrise - 5.07 A.M.

JULY
28
TUESDAY

१२ आषाढ मङ्गलवार १४२९
अष्टमी घ० ६/५/नवमी श० ४/३७
Saka - 6 Sraban 1942
अहम - १२ शरदिन १४२९
Sunset - 6.17 P.M.

button.

- Choose the highlight color (yellow) line that reads need to get 'MS's address.
- 7. 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. MS word is application software, which is capable of -

- Creating, • editing • saving, • printing any type of document.

Ans - Creating a new document:-

१३-१४ श्रावण शुक्ल शनि-रवि २०७९
अयोदशी रा० ९/४६/चतुर्दशी रा० ९/१
Hizri - 10-11 Zilhazza 1441
१-२ अगस्त २०२०
Sunrise - 5.09-5.10 A.M.

AUGUST
01
SATURDAY

Id-Ud-Zoha / Id-Uz-Zuha

१७-१९ श्रावण शनि-राव १८१९
त्रयोदशी रा० २/४७/चतुर्दशी रा० २/१
Saka - 10-11 Sraban 1942
अहम - १७-१९ श्रावण १८१९
Sunset - 6.15-6.16 P.M.

As dialog box appears,

- Select the location where you want to save the document using the drop down menu.
- Enter a name (MS. Word) for the document.
- Click the Save button.

To use the Save command :- • Click the Microsoft Office button.

- Select Save from the menu. Using the Save Command saves the document in its current location using the same file name.

02 SUNDAY

To Save As a Word 97 - 2003 document :-

- Click the Microsoft Office button.
- Select Save As → Word 97 - 2003 Document.
- Select the location where you want to

AUG	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							
2020	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

১৮ শ্রাবণ
পূর্ণিমা রাত ৮/৪৫
Saka - 12 Sraban 1942
১৮ শ্রাবণ ১৪২৭
Sunrise - 5.10 A.M.

03

MONDAY

Rakhi Purnima / Raksha Bandhani

১৭ শ্রাবণ শুকল সোমবার ২০১৯
পূর্ণিমা রাত ৮/৪৫
Hizi - 12 Zilhazza 1441
৩ আগস্ট ২০২০
Sunset - 6.14 P.M.

save the document using the drop down menu.

- Enter a name for the document.
- Click the Save button.

To save as a PDF :-

- Click the Microsoft Office button.
- Select Save As → PDF. The Save As dialog box will appear.

- Select the location where you want to save the document using the drop down menu.
- Enter a name for the document.

Printing Documents :-

Click → File → Print from the Menu

Bar and a Print window will pop up on the screen.

Click → OK for your document to start printing

Click → OK for your document to start printing																												SEP			
T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	2020	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	•	

(25)

१ भाद्रपद कृष्ण मंगलवार २०७९
प्रतिपद रा० ९/०
Hizri - 13 Zilhazza 1441
४ अगस्त २०२०
Sunrise - 5.10 A.M.

AUGUST
04
TUESDAY

१९ आश्विन भाद्रपदा १४०९
प्रतिपद रा० ९/०
Saka - 13 Shraavan 1942
अहम - १३ शावण १९४२
Sunset - 6.13 P.M.

8. Create a file in MS-Word for the following document and save it with file name 'equations'. Describe all steps involved in it.

Ans - Equations

$$X_2 + Y_5 = 30$$

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

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

Ans - • Select the text you want to convert.

• Select the Insert tab.

• Select Convert Text to Table from the menu.

• Choose one of the options in the Separate text at : section.

• Click OK. The text appears in a table.

AUG 2020 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

২০ শ্রাবণ বুধবার ১৪২৭
বিহীয়া সাং ৯/৪৬
Saka - 14 Sraban 1942
অহম - ২০ শ্রাবণ ১৪২৭
Sunrise - 5.11 A.M.

AUGUST
05
WEDNESDAY

২ মাঘপদ কৃষ্ণ বুধবার ২০৭৭
বিহীয়া সাং ৭/৪৬
Hizi - 14 Zilhazza 1441
৭ আগস্ট ২০২০
Sunset - 6.13 P.M.

- Type this Equations $\rightarrow X_2 + Y_5 = 30$

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

$$A_2 + B^8 = Y_2 + Y^8$$

- Click the Microsoft Office button.

- Select Save As $\rightarrow$ PDF.

- Select the location where you want to save the document using the drop down menu.

- Enter a name (Equations) for the document.

- Click the Publish button.

- 9. 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 steps involved in it.

SEP 2020																														
T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	*

३ भाद्रपद कृष्ण वसुवार् २०७९
शुक्रिया रा० ११/०
Haza - 15 Zilhazza 1441
६ अगस्त २०२०
Sunrise - 5:11 A.M.

AUGUST
06
THURSDAY

२१ भाद्रपद शुक्लपक्षिना १४२९
शुक्रिया रा० ११/०
Saka - 15 Shrabana 1942
शहर - २१ भाद्रपद १४२९
Sunset - 5:12 P.M.

- Select the text ~~you~~ want to convert.
- Select the Insert tab.
- Click the Table command.
- Select Convert Text to Table from the menu.
- Choose one of the options in the Separate text at: Section.
- Click on OK.

Then Click the Microsoft Office button.

- Select Save As → Word Document → Select the location → Enter a name 'Text to Table'.

AUG 2020 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

২২ শ্রাবণ শুক্রবার ১৪২৭
চতুর্থী রাঃ ১২/৩৬
Saka - 18 Sraban 1942
জন্ম - ২২ শ্রাবণ ১৪২৭
Sunrise - 5.12 A.M.

AUGUST
07
FRIDAY

৪ মাঘপদ কৃষ্ণ শুক্রবার ২০৩৯
চতুর্থী রাঃ ১২/৩৬
Hizri - 16 Zilhazza 1441
১৯ আগস্ট ২০২০
Sunset - 6.12 P.M.

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

Ans. • At first select the text I want to convert.

• Select the Insert tab.

• Click the Table Command.

• Select Convert Text to Table from the menu.

• Choose one of the option in the Separate text at: Section

• Click on 'OK'

* To add a row above an existing row:-

• Place the insertion point in a row below the location where I want to add a row.

T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	SEP							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	•	2020

DATE:

...tions

५-६ माघ २०७७
 मंगला रा० २/३०/१४० ४/३२
 Hizri - 17-18 Zilhazza 1441
 ८-९ अगस्त २०२०
 Sunrise - 5.12-5.12 A.M.

AUGUST
08
 SATURDAY

२७-२८ श्रावण शनि-रवि १८७१
 पक्षमी रा० २/३०/मर्ती शे० ४/३२
 Saka - 17-18 Sraban 1942
 अहम - २७-२८ शावन १८७१
 Sunset - 6.11-6.10 P.M.

- Right - click the mouse. A menu appears.
- Select Insert → Insert Rows Above.

To add a column:

- Place the insertion point in a column adjacent to the location where you want the new column to appear.
 - Right - click the mouse. A menu appears.
 - Select Insert → Insert Columns to the left or Insert Columns to the Right.
- 08 SUNDAY A new column appears.

To delete a row or column:

- Select the row or column.
- Right click the mouse, and

AUG	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
2020	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

২৫ শ্রাবণ সোমবার ১৪২৭

সপ্তমী অহোরাত্র

Saka - 19 Shrabān 1942

আহম - ২৫ শ্রাবণ ১৪২৭

Sunrise - 5.13 A.M.

AUGUST

10

MONDAY

১০ মাঘপদ শুক্লা সোমবার ১৪২৭

সপ্তমী অহোরাত্র

Hijri - 19 Zilhajja 1441

10 August 2020

Sunset - 6.10 P.M.

menu appears.

- Select 'Delete Columns on Delete Rows.'

Modifying a table using the layout tab:-

- Adding and deleting columns

- Adding and deleting rows

- Changing the cell size

- Aligning Cell text

- Changing text direction

- Merging and splitting cells.

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

Ans- When I first open Excel, the software opens to a new blank workbook looks as is

T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	SEP							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	•	2020

७ भाद्रपद कृष्ण मंगलवार २०७३
सप्तमी घ० ६/३१
Hizri - 20 Zilhazze 1441
११ अगस्त २०२०
Sunrise - 5.13 A.M.

AUGUST
11
TUESDAY
Janmashtami

२७ श्रावण मङ्गलवार १४२१
सप्तमी द० ७/७१
Saka - 20 Sraban 1942
अहम - २७ शावन १४२१
Sunset - 6.08 P.M.

• Left click the Microsoft Office button on File Tab

• Select New. The New Workbook dialog box appears, and Blank Workbook is highlighted by default.

• Click on this

• A new blank workbook appears in the window

• Each 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. Then Selected cell C3

AUG	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							
2020	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

୧୭ ଆଶ୍ୱିନ କୁସାବାର ୧୪୨୭
ଅଷ୍ଟମୀ ସଂ ୮/୧୮
Saka - 21 Sraban 1942
ଅହମ୍ - ୨୭ ଶାବନ ୧୪୨୭
Sunrise - 5.14 A.M.

AUGUST
12
WEDNESDAY

୮ ଗାନ୍ଧୀ କୃଷ୍ଣା କୁସାବାର ୨୦୨୦
ଅଷ୍ଟମୀ ସଂ ୮/୧୮
Hizri - 21 Zilhajja 1441
୧୨ ଅଗଷ୍ଟ ୨୦୨୦
Sunset - 6.05 P.M.

To insert text:

- Left click a cell to select it
As I select a cell the cell address appears in the Name Box.
- Enter text into the cell using my keyboard. The text appears in the cell and in the formula bar.
- Then click the Microsoft Office button on File tab
- Select Save As.
- Select the location where I want to save.
- Enter a name 'book1' for the work book
- click the Save button.

T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	SEP						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	• 2020

६ भाद्रपद कृष्ण गुरुवार २०७७
नवमी च ९/४३
Hizn - 22 Zihazza 1441
१३ अगस्त २०२०
Sunrise - 5.14 A.M.

AUGUST
13
THURSDAY

२४ भाद्रपद शुद्ध प्रतिपदा १४४१
नवमी च ३/४३
Saka - 22 Srahan 1942
हरि - २४ भाद्रपद १४४१
Sunset - 6.08 P.M.

Q12.) The Sum of the marks using Auto

Ans. Sum in a range of cells (C2:C11)

Ans - Select the cell where I want to appear. function. In this example, select C2.

- Select the drop down arrow next to the Auto Sum command on home tab.
- Select sum. A formula will appear in the selected cell C2.
- This formula, $=SUM(C2:C11)$, is called a function. The Auto Sum command automatically selects the range of cells from C2 to C11 based on where I have inserted the function. I can alter the

AUG	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M								
2020	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

২৯ শ্রাবণ শুক্রবার ১৪২৭
শ্রাবণ ১০/৪৪
Saka - 23 Shrabon 1942
জহুম - ২৯ শ্রাবণ ১৪২৭
Sunrise - 5.14 A.M.

AUGUST
14
FRIDAY

১০ মাঘাব্দ বুধবা শুক্রবার ১৪৪৪
শ্রাবণ ১০/৪৪
Hizri - 23 Zilhajja 1441
১৪ আগস্ট ২০২০
Sunset - 6.07 P.M.

cell range is necessary.

- Press the Enter Key. The total will appear.

* Average of the marks in a range of cells
(C2:C11)

- Click on the first cell C in this example, ^{C2}~~C1~~
to be included in the formula.

- Left Click and drag the mouse to define a
cell range ~~C1~~ C2 through cell C11, in this
example)

- Click the drop down arrow next to the
AutoSum command.

- Select Average.

* MAX:- Identifies the largest number in

																												SEP			
T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	SEP
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	•	2020

११-१२ भाद्रपद कृष्ण शनि-रवि २०८०
 एकादशी घ० ११/१५/द्वादशी घ० ११/१५
 Hizi - 24-25 Zilhazze 1441
 १५-१६ अगस्त २०२०
 Sunrise - 5:15-5:15 AM

AUGUST
15
 SATURDAY
 Independence Day

३०-३१ आषाढ शनि-रवि १४२९
 एकादशी घ० ११/१५/द्वादशी घ० ११/१५
 Saka - 24-25 Shaban 1942
 ३०-३१ शरद १४२९
 Sunset - 6:06-6:06 PM

a range of cells.

* **MIN**:- Identifies the smallest number in a range of cells.

13/3

② To modify column width of a worksheet

Ans - 'Position the cursor over the column line in the column heading.

- and a double arrow will appear.

- Left click the mouse then drag the

cursor to the right to increase the column width.

- Release the mouse button

AUG	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2020	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

36

৩২ শ্রাবণ সোমবার ১৪২৭
 বঙ্গাব্দ ১০/৪৪
 Saka - 26 Sraban 1942
 অহম - ৩২ শ্রাবণ ১৪২৭
 Sunrise - 5.15 A.M.

AUGUST

17

MONDAY

१३ भाद्रपद शुक्ल सोमवार २००९

प्रयोगशील दिनांक: १०/४/८४

95m - 26 Zilharza 1441

[illegible]

Sunset = 6.05 P.M.

To modify the row height of a worksheet:-

- Position the cursor over the row line you want to modify, and a double arrow will appear.

- Left click the mouse, then drag the cursor upward to decrease the row height
- Release the mouse button

* To delete rows and columns.

- Select the row or column you want to delete.

- Click the Delete command in the cells group on the Home tab.

- Selected column is now deleted

Selected calendar																																SEP
T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	SEP	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	•	2020	

32

१४ भाद्रपद कृष्ण मंगलवार २०७७
 चतुर्दशी घं १/४६
 Hizi - 27 Zilhazze 1441
 १८ अगस्त २०२०
 Sunrise - 5:16 A.M.

AUGUST

18

TUESDAY

3. साहित्य मण्डलान्तर्गत 2022-23
 5. अनुसंधान या 3/6/6
 Baka - 27 Station 1442
 कस्तूर - 3 300 2500
 Bunsat - 6 300 2500

136135

13/3/19
⑥ Absolute reference and relative reference in formula:-

Ans - Relative Retention:- Cell reference
in formula

automatically adjust to new locations when the formula is pasted into different cells.

This is called a relative sentence.

- Sometimes when I copy and paste a formula, you don't want one or more cell reference to change.

- An absolute reference solve this problem.

Absolute Reference; Cell references

AUG	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2020	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

- Options

9/2 भाद्रपद शुक्ल गुरुवार २०७७
प्रतिपद घ० ६/३६/द्वितीया शै० ४/३३
Hizri - 29 Zilhazza 1441
२० अगस्त २०२०
Sunrise - 5.16 A.M.

AUGUST
20
THURSDAY

৩ ভাদ্র বৃহস্পতিবার ১৪২৭
 প্রতিপদ ঘ: ৬/৩৬/দ্বিতীয়াংশ: ৪/৩৬
 Saka - 29 Sraban 1942
 অহম - ৩ ভাদ্র ১৪২৭
 Sunset - 6.03 PM

in a formula always refers to the same cell or cell range. If a formula always refers to the same cell or cell range. If a formula is copied to a different location, the absolute reference remains the same. 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.

Q314)

13/10/19

② A template defines the background, font style, colors and size for the placeholders, as well as selected bullets that match the template.

AUG	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
2020	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

৪ ভাদ্র শুক্রবার ১৪২৭
ভূতীয়া বার: ২/১৮
Saka - 30 Sraban 1942
অহম - ৪ ভাদ্র ১৪২৭
Sunrise - 5.16 A.M.

AUGUST
21
FRIDAY

৪ ভাদ্র শুক্রবার ১৪২৭
ভূতীয়া বার: ২/১৮
Hijri - 1 Muharram 1442
21 August 2020
Sunset - 6.02 P.M.

PowerPoint comes with a number of built in stylish templates. It can be used ~~more~~ immediately.

Q14)

① Open a blank Presentation

- Click on Start
- Select Ms Office Power Point option
- Double click on it
- In the new Presentation dialog box, do one of the following: Under Templates
- Click ~~on~~ Blank Templates
- Click the built in templates
- That we want, and then click Create

AUG							SEP						
1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28
29	30	31											

४-५ भाद्रपद शुक्ल शनि-रवि २०७७
चतुर्थी रा० ११/५४/पंचमी रा० १/२५
Hizri - 2-3 Muharram 1442
२२-२३ अगस्त २०२०
Sunrise - 5:17-5:17 A.M.

AUGUST
22
SATURDAY
Ganesh Chaturthi

६-७ भाद्रपद शनि-रवि १४२५
चतुर्थी रा० ११/५४/पंचमी रा० १/२५
Saka - 31-1 Sraban-Bhadra 1942
अहम - ६-७ भाद्र १४२५
Sunset - 6:01-6:00 P.M.

Saving Power Point Presentation:-

- Locate and select the Save command on the Quick Access Tool bar.
- If I saving the file for the first time the Save As pane will appear in back-stage view.
- Then I need to choose where to save the file and give it a file name (Lab1 P.P.T.X)
- The Save As dialog box will appear.

23 SUNDAY

Click on title and type in my collage name, and click subtitle and type my first and last name. Then

AUG	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							
2020	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

৭ ভাদ্র সোমবার ১৪২৭
যষ্ঠী রাঃ ৬/৫৯
Saka - 2 Bhadra 1942
অহম - ৭ ভাদ্র ১৪২৭
Sunrise - 5.17 A.M.

AUGUST

24

MONDAY

Chapra Sasti

৬ মাঘপদ শুক্ল সোমবার ২০৪৩
যষ্ঠী রাঃ ৬/৫৯
Hizri - 4 Muharram 1442
২৪ আগস্ট ২০২০
Sunset - 6.00 P.M.

add a new slide

15)

Title slide & bullet list

- Start Microsoft PowerPoint
- Open arbitrary existing PowerPoint presentation
- Click the new slide button on the Formatting toolbar.
- Click the Bulleted List layout, as shown in the above figure.
- Click the title placeholder.
- Type some text
- Click the bulleted list placeholder and type something and press <Enter> PowerPoint adds another bullet to the list when I press

T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	SEP							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	•	2020

19 भाद्रपद शुक्ल मंगलवार २०७९
सप्तमी अ० ४/३९
Hizri - 5 Muharram 1442
२५ अगस्त २०२०
Sunrise - 5:17 A.M.

AUGUST
25
TUESDAY

४ भाद्र मंगलवार १४२५
सप्तमी अ० ४/३९
Saka - 3 Bhadra 1942
अह्न - ४ भाद्र १४२५
Sunset - 5:59 P.M.

The <Enter> key

- Repeat the following three times

Inserting Excel Sheet:-

- In the Power Point on the Insert tab, Click on top object
- In the Insert Object dialog box, Select Create from file
- Click on top Browse, and in the Browse box, find the Excel workbook with the data you want to insert and link to
- Before I close the Insert Object box select Link, and click OK.

Clip art and Text:- Click in the slide

AUG 2020 S M T W T F S S M T W T F S S M T W T F S S M
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

8:29
8/20
1942
8:29
P.M.

৯ ভাদ্র বুধবার ১৪২৭
অষ্টমী যাঃ ২/২৯
Saka - 4 Bhadra 1942
অহম - ৯ ভাদ্র ১৪২৭
Sunrise - 5.18 A.M.

AUGUST
26
WEDNESDAY

৯ ভাদ্রপদ শুকল বুধবার ১৪২৭
অষ্টমী যাঃ ২/২৭
Hizri - 6 Muharram 1442
২৬ আগস্ট ২০২০
Sunset - 5.58 P.M.

Where I want to insert a clip art file

- On the Insert tab, in the Images group, Click Online Pictures
- In the Insert Pictures dialog box
- I search result load in the task pane.
- Locate the clip art you want to insert in our slide and double click on it or click the item and select Insert.

9.16)

High-level Language: ① It can be considered as a programmer

friendly language.

② It is easy to debug

T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	SEP
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	•	2020

६ भाद्रपद शुक्ल गुरुवार २०७९
नवमी च० १२/३५
हि० - ७ Muharram 1442
२७ अगस्त २०२०
Sunrise - 5:18 A.M.

AUGUST
27
THURSDAY

१० भाद्र शुक्ल अष्टमि २०७९
नवमी च० २२/०९
Saka - 5-Bhadra 1942
अष्टम - १०/०९ २०२०
Sunset - 5:57 P.M.

- ⑩ It is easy to understand
- ⑪ It can be ported from one location to another

Low-level Language:- ⑫ It is considered as a machine friendly language.

- ⑬ It is difficult to debug.
- ⑭ It is difficult to understand.
- ⑮ It is not portable.

17) Discuss about different data types of C programming language.

Ans- Each variable in C has an associated data type. Each data type requires different amounts of memory and has some specific

AUG 2020 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

११ भाद्रपद शुक्रवार १८२९
दशमी च ११/०
Saka - 6 Bhadra 1942
अहम - ११ भाद्र १८२९
Sunrise - 5.18 A.M.

AUGUST
28
FRIDAY

१० भाद्रपद शुक्रवार २०८७
दशमी च ११/०
Hizri - 8 Muharram 1442
२८ अगस्त २०२०
Sunset - 5.56 P.M.

operations which can be performed over it.

Let us briefly describe them one by one :-

Char :- The most basic data type in C. It stores a single character and requires a single byte of memory in almost all compilers.

int :- As the name suggests, an int variable is used to store an integer.

float :- It is used to store decimal numbers.

double :- It is used to store decimal numbers.

Numbers with floating point value but its range of values is high in comparison to float.

T W T F S S							M T W T F S S							M T W T F S S							M T W T F S S							SEP			
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hons

११-१२ भाद्रपद शुक्ल शनि-रवि २०७७
एकादशी घ० ९/४८/द्वादशी घ० ९/३
Hizri - 9-10 Muharram 1442
२९-३० अगस्त २०२०
Sunrise - 5:19-5:19 A.M.

AUGUST
29
SATURDAY
30th Muharram

१२-१३ भाद्र शनि-रवि १४२९
एकादशी घ० ३/४८/द्वादशी घ० ३/३
Saka - 7-8 Bhadra 1947
अहम - १२-१३ भाद्र १४२९
Sunset - 5:55-5:54 P.M.

18) $a = 33$
 $b = 41$
 $c = 16$

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

30 SUNDAY

AUG	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							
2020	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

১৪ ভাদ্র সোমবার ১৪২৭

অমাবস্যা ৮/৪৭

Saka - 9 Bhadra 1942

অহম - ১৪ ভাদ্র ১৪২৭

Sunrise - 5.20 A.M.

AUGUST

31

MONDAY

১৩ মাঘপদ শুকল সোমবার ২০৭৯

অমাবস্যা ৮/২০

Hizi - 11 Muharram 1442

১৭ আগস্ট ২০২০

Sunset - 5.53 P.M.

⑥ 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:

- expression 1 - ~~Int~~ Initializer variables.
- expression 2 - Conditional expression as long as this condition is true, loop will keep executing.
- expression 3 - expression 3 is the modification which will increase or decrease the value of the variable.

T W T F S S M T W T F S S M T W T F S S M T W T SEP
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 • 2020