CCA - 101 - Fundamentals of IT & Programming

Assignment - 1

Q1 What are the four fundamental parts of computer? Explain in with the help - - -?

Ans Four fundament parts

1.) Input unit 2) output unit 3) Control processing unit (CPU) 4) Memory Unit / storage unit

Input Unit :- Input units are all the devices you to feed information to the computer, such as key board, mouse, a hard drive. these devices, in essence bring data from the "outside world" into your computer.

Output unit :- Output units are the devices is used to transmit a computer's data between devices or client. The bulk of computer output data designed for people. is in audio or video format such as monitors, printers, microphones, projectors and headphones.

CPU :- CPU is considered as the brain of the computer. It performs all types of data processing operations. It stores data, intermediate results are instructions it controls the operation of all parts of the computer. CPU itself has three components. (1) Control Unit 2) ALU (Arithmetic logic Unit)

Memory or storage unit :- Once the CPU converts a specific set of a computer program instructions into machine code it stores that machine code in primary storage or memory. The machine code will be treated as either data and instructions from memory. uses an instructions to manipulate the data and then sends the result and the next set of instructions back to memory.

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

Computer Classification

- Micro computer
- Mini computer
- Mainframe computer
- Super computer.

Micro computer :- you can see such computers at home like laptop, desktop, smartwatches tablets. All computer's components of a microprocessor are on a single integrated circuit chip. the microprocessor based computer are called third generation computer. they were invented in the 1970's.

Mini Computer :- Mini computer were introduced in the 1960's. they were faster than micro computer. basically these computers were mainly multi, user systems where many users work on the systems generally these types of computers had larger memories and greater storage capacity you can.

can see son computers at the billing counter of mcs or large institutions minicomputer was a multi user system which means more than one user could use this system simultaneously

Mainframe :- mainframe computers are large and expensive machines. The word length of mainframe computers may be 48, 60 or 64 bits. memory capacity being in some megabytes and storage capacity in some terabytes. Generally they handle huge volumes of information and data. In terms of speed, they are having significant processing capacity. they are used in research organizations large industrial airlines reservation where a large database has to be maintained.

Super Computer :- super computer is biggest fastest computer. The processing capabilities of super computer lies in the range of mips. Word length 64-128 or may be in 256 or so. The memory capacity of super computer is in some gigabytes or in terabytes. these computers are specifically designed for scientific applications, weather forecasting, encryption decryption of passwords, testing for nuclear weapons, scientific research of earth.

The modern computer took its shape with the arrival of new time. It had been around 16th century when the evolution of the computer started. The intial computer faced many changes. Obvisously for the betterment. It continuously improved itself in terms of speed, accuracy, size, and price to urge the form of the rastionalie day computer. This long period is oftem conveniently divided into the subsequent phases called computer generations.

There are five generations of the Computer:-

1) First generation (1940 - 1959)
2) Second generation (1959 - 1965)
3) Third generation (1965 - 1971)
4) Fourth generation (1971 - 1980)
5) Fifth generation (1980)

There are Five generations of the Computer.

1. First Generation (1940–1956)
2. Second Generation (1956–1963)
3. Third Generation (1964–1971)
4. Fourth Generation (1971 – 20
5. Fifth Generation

1. First Generation :-)

The First Generation of Computer used Vacums tubes as a major peice of teamology. Vacums Tubes Were widdy use in computers from 1940 through 1956. Some of the First generation Computers took up an Entire room The ENIAC is a great example of the first generations of the Computer.

2. Second Generation :-)

In the 1956s. trans. Sistors replaced tubes and used magnetic cores for memories (IBM 1620 Honeywell 800) Size was reduced and reliability was Significantly improved See IBM 140f Honeywell.

3. Third Generation :-)

Third Generation of Computers

Teacher Signature

used the first integrated circuits (IBM 360, CDC 6400) and the first operating system and database management systems.

4 Fourth generation :->

The Mid to late 1970s spawned the Microprocessor and personal Computer. Introducing distributed processing and office automation word processing query languages, report writers and spread sheets put large and numbers of people in touch with the Computers for the first time.

5. Fifth Generation :->

The 21st Century ushered in the fifth generation which includes. Singly delivers various forms of artificial intelligence (AI)

Q4 Differentiate between volatile and non volatile memories?

Ans

Volatile memory	Non volatile memory
1) V/m is the type of memory in which data is lost as it is power off.	1) Non V/m is the type of memory in which data remains stored even it is powered off.
2) This memory are stored temporarily.	2) This memory are stored Permanently.
3) It is fasten than non-volatile memory.	3) It is slower than volatile memory.
4) Example - RAM	4) Example -> ROM
5) In V/m process can read and write..	5) A Non V/m memory process can only read
6) Volatile memory is more costly per unit size	6) Non-Volatile memory is less costly per unit size

Dated.....

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

Ans Software is a set of Programs. which is desighed to perform a well - defined Function. A Programs is a sequence of instounctions written to save a Particular Problem.

1. System Soft ware :-

The System Software is a computer of Programs desighed to operate, control and extend the processing capabilities of the computer it ~~Soft~~. Self. system software is generally prepared by the computer manufacturers. which interad with the hard ware at a very basic level system Software serves as the interface between the hard ware and the end users.

Some examples of System Software ~~are~~ are opeading system computer, Interpreter, Assemblers etc.

Here is a list of some of the most Prominent Features of a System Software :-

1. Close to the system.
2. Fast in Speed.

Teacher Signature

3. Difficult to design.
4. Difficult to understand.
5. Less interactive.
6. Smaller in size.
7. Difficult to manipulate.
8. Generally written in low-level language.

ii) Application Software :-

Application software products are designed to satisfy a particular need of particular environment. All software application prepared in the computer lab can come under the category of Application software may consist of a single program. such as microsoft's note pad for writing and editing a simple text. such as a spreadsheep package.

Examples of Application Software are the following :-

1. Payroll software.
2. Student Record software.
3. Inventory management software.
4. Income Tax software.
5. Railways Reservation software.
6. microsoft office suite software.
7. microsoft word.
8. microsoft Excel.
9. microsoft Power Point.

Teacher Signature

Features of Application Software are as follows:-

1. Close to the user.
2. Easy to design.
3. More interactive.
4. Slow in speed.
5. Generally written in high-level language.
6. Easy to understand.
7. Easy to manipulate and use.
8. Bigger in size and requires large storage space.

Teacher Signature

Q6 (A) Create a File in MS-word to insert a paragraph about yourself and save it with File name "yourself" Describle all staps involved in it.

Following Steps

Ans 1. Open word (1) Click the particular Paragraph
2. Select Blank document (2) then click ctrl+C (copy)
3. Click on the Blank page (3) Click the start button
4. then click Ctrl +S (4) Click all programmes
5. write the file name (5) find the microsoft office.
6. Click Enter. (6) Click Microsoft office word
V that you want to insert a page.

(B) Write steps regarding Followings:-

1. To Change the Fout style.
2. To Change the Fout Size.
3. To Change the Fout color.
4. To highlight (in yellow) the line that reads "Need to get Ms's address"

1. To Change the fout Style.
1. selcet the particular text / line / Paragraph you want to modify.
2. Click the droop down arrow to the font box on the Home tab.
3. Move the mouse pointer over the various fonts.
4. Click on partiwlar font you want to use.

Teacher Signature

(2) To Chang the font Size.

1) Select the text / line / Paragraph you want to modify
2) Click the drop down arrow next to font size box on the Home tab.
3) Click the desired font size from the menu.

(3) To Chang the font Color.

1) Select the text / line / paragraph you want to modify.
2) Click the drop down arrow next to font color.
3) Click the particular colour you want to use.

4) To Highligt in yellow the line that reads need to get address.

1) Select the line you want to highlight.
2) Click drop down arrow to display the Highlight Color menu.
3) Click on the yellow colour.

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 Processon developed by Microsoft MS word is an application software which is capable of

- creating
- saving
- editing
- printing any type of document

Teacher Signature

Ans <Creating>

1. Open Ms word
2. Write down the following document.

Editing

1) Select particular text / line that you want to modify
2. Click drop down arrow next to font size box on the Home tab.
3. Click the particular size.

1. Select the particular text / line that you to modify
2. Click on the drop down arrow.
3. Click the Red Color

1. Select the particular line / text that you want to modify
2. press Ctrl + U
3. Select the particular line / text that you want to modify
4. press Ctrl + I

Saving

1. Press Ctrl + S
2) write Ms word file name -> Click enter Painting any type of document

Teacher Signature

3) Press Ctrl + P.

Q8 Create a file in MS-Word for the following document and save in with file name equations 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 Following steps

1) Open a MS word.
2) Write the particular word / line / paragraph.
3) Select a particular word.
4) Press Ctrl + U

$x_2 + y_5 = 30$

1) Type X
2) Press Ctrl + = Sign. key
3) 2 Press (Numerical key)
4) Press Shift + +
5) type y
6) Press Ctrl + =
7) type 5
8) Press = Sign key
9) type = 30

Teacher Signature

$z_3^3 + Q_4 = 50$

1) Press z
2) Press Ctrl + Shift + +
3) Press 3 (Numaic key)
4) Press shift + sign key
5) Press (2)
6) Press Ctrl + Shift + +
7) Press = sign key
8) Press 50 (Numaic keys)

$A_2 + B_x = X_2 + y^8$

1) Type A
2) Press Ctrl + +
3) Press 2 (Numeric key)
4) ~~Press B key~~
4) than Press Shift + + =
5) Press 12 key
6) than Press Ctrl + Shift + +
7) type 8
8) Press = sign key
9) type x
10) than press Ctrl + +
11) press shift + = sign key
12) type y
13) Press Ctrl + Shift + +

Teacher Signature

Q9 :- Create a File in MS-word that convert existing highligh text to table as shown below and save it as file name text-to-table. Describe all steps involved in it.

1) Open a MS. word.
2) type a particular paragraph.
3) select the particular words in the paragraph.
4) than press ctol +B
5) select whole paragraph you want to convet.
6) select the Insert tab.
7) Click on Table Command.
8) Click Dialog box appears here set Number of Columns.
9) than Click ok.

Teacher Signature

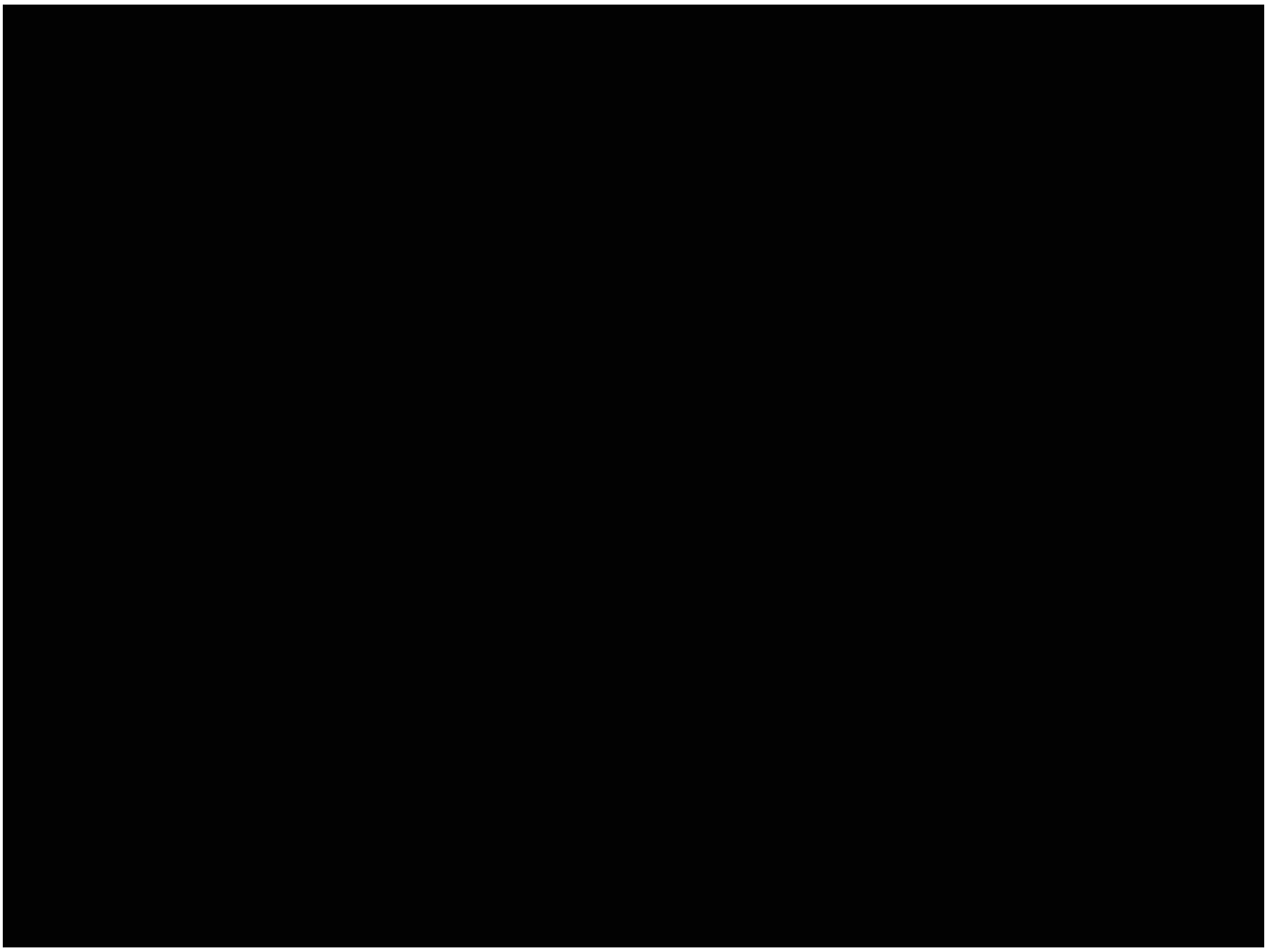
→ Open a blank
→ In the top ribbon, Press Insert
→ Click on the table button
→ Either use the diggram to select the number of columns and rows you need, or click Insert table and a dialoog box will appear where you can specify the number of columns and rows.

Q11 Create a Following worksheet in MS-Excel and save it with name 'book1'

Ans Following Steps :-

1. Open a MS excel
2. Click on a A1 cell and type Roll No.
3. Press Enter.
4. type All data in a Range of cells C2 : C11 (1,2,3,4,5,6,7,8,9,10)
5. Click on a B1 cell and type Name.
6. Press Enter.
7. type All data In a Range of cell B2 : B11 (h1, h2, ... h10)
8. Click on a C1 cell
9. Press Enter
10. type All data In a Range of cell C2 : C11 (35, 34, 95, 65, 75, 67,)
11. Press ctrl + S
12. type book1
13. than Click Enter.

→ Open a blank
→ In the top ribbon, Press Insert
→ Click on the table button
→ Either use the diggram to select the number of columns and rows you need, or click Insert table and a dialoog box will appear where you can specify the number of columns and rows.



Q13a) 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.

Following steps :-

A) Steps :-

1) Open a MS excel.
2) Select a Column that you want of modify.
3. Click on a home tab.
4. Click on a Cell group
5. Select Form at > Column.
6. Type the column width.
7. Click enter.

B) Steps :-

1) Open a MS excel.
2) Select a row that you want to modify.
3) Click on a Home tab.
4) Click on a Cell group.
5) Select Format > Row.
6) type the Row hagnt.
7) Click OK.

C) Steps :-

1) Open a MS excel.
2) Right Click on a row and colums that you want to delete.
3) then press Delete key.
4) Click OK.

Q13 B Describe Following terms in the worksheet.

→ Absolute reference and relative reference in Formula.

→ Cell address.

Following Steps :-

Absolute reference.

A) 1) Open a MS excel.

2) Select the cell that will contain the Formula.

3) Enter the Formula to calculate the desired value.

4) Press enter on your key boood.

5) the Formula will, calculate and the Result will display in the Cell.

6) locate the Fill handle in the lower Right corner of the desired cell.

7) Click, Hold, and drag the Fill hemdle over the cell you want to Fill

8) Release the mouse.

9) The formula be copied to the select cell with an Obsolute reference.

10) The values will be calculated in each cell.

Relative reference :-

1) Open a ms excel.

2) Select the cell that you want to contain the formules.

3) Enter the formules to calculate the desired value ($cell_1 + cell_2$)

4) peress Enter on your kay boasd.

5) the Formule will be calculated. and the Result will be displaye in the Cell.

6) Locate the Fill handle in the lower, Right Corner of the desived cell.

7) Click, hold and drag the Fill handle over the cells you want to Fill.

8) Releese the Mouse.

9) the Formula will be cabied to the Selected Cells with Relative References.

10) the values will be cabileted in a each cell.

Q14A What tools are available to customize out PPTX.?

1) Changing Page Setup options.
2) Changing to view in color / grayscale.
3) Navigating using Presentation views.

In Normal view.
In Slide Sorter view.
In Reading view.
In Slide Show view.

Q14B Write the steps for the following action For creation of PPtx?

1. Open a Bank Presentation.

Following Steps:-

1. Open Power point
2. Press Ctrl + M.
3. then

2. Save the presentation as Lab1 pptx.

Following Steps:-

1. Press Ctrl + S
2. type Lab 1 pptx
3. then Ctr + C.

3. Add a Tite to the Fist Slide; the name of your College.

Following steps:-

1. Open a power point.
2. Click on the First Slide.
3. then Place your cursor in the Click to add title box on the slide.
4. type particular College Name that you want.

4. Type your First name and last name in the subtitle section

Following steps:-

1. Open a power point.
2. Click on First slide.
3. then place you cursor in the "Click to add subtitle" box on the Slide.
4. type First Name and last Name.

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

Following steps:-

1) Open a power point.
2) Go to the "Home" tab.
3) then Click New Slide.
4) Click on a title and Content.

3. Add a Tite to the Fist Slide; the name of your College.

Following steps:-

1. Open a power point.
2. Click on the First Slide.
3. then Place your cursor in the Click to add title box on the Slide.
4. type Particalar College Name that you want.

4. Type your First name and last name in the subtitle section

Following steps:-

1. Open a power point.
2. Click on First slide.
3. then place you cursor in the "Click to add subtitle" box on the Slide.
4. type First Name and Last Name.

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

Following Steps:-

1) Open a power point.
2) Go to the "Home" tab.
3) then Click New Slide.
4) Click on a title and Content.

Q.15 Write steps For Creation OF a set of Power Point Slides that demonstrates your skill to use the tools of Power Point. It should include the following things.

1. Title Slide & bullet list.

Following steps.:-

1. Go to the MS Power Point.
2. Click the New Slide list arrow.
3. Select the title Slide.

1. Title Slide & bullet list.

1. On the Slide select the line or text in a text placeholder that you want to add bullets.

2. Go to Home tab.
3. In the paragraph group Click Bullets.

2.

1. Go to MS power point.
2. Click on the Insert tab.
3. than Click Object.
4. Select create from file.
5. Click Browse.
6. Select you Excel file (link)
7. Before you close the Insert tab
8. than Select link and Click o/k.

3

1) Go to MS power point.
2) Click on the slide that you want to Insert a clip art file.
3) Go to Insert tab.
4) Select Clip art from the Image group.
5) type a word or phrase. that will describe the image. you search for.
6) press enter key.
7) select "clipart" if you want only Clip art result
8) select a picture you want to use.
9) then Click "Insert".

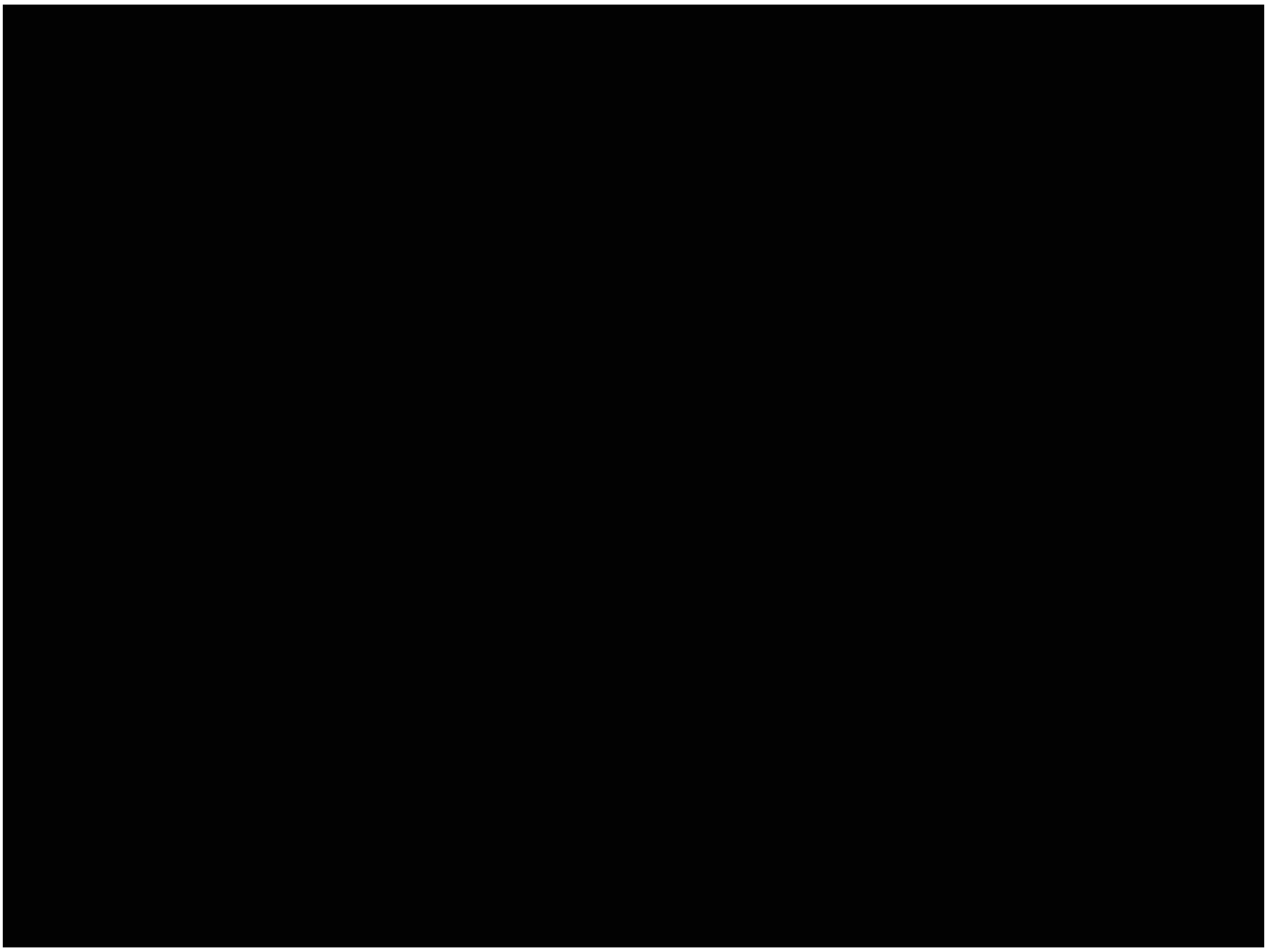
4)

1) open a MS power point
2) Click the slide that you want to animate.
3) Click the animation tab.
4) Click the more arrow in the animation box.
5) you can also add Entrance, Expressis, or exit animations.
6) select that animation you want to use.
7) Click OK.

Q.16 What is the difference between machine Language and High Level Language?

Ans

High Level Language	Low Level Language.
1) It is Programmer friendly language.	1) It is a machine friedly language.
2) High Level language is less memory efficient.	2) Low Level language is high memory efficient.
3) It is easy to understand.	3) It is tough to understand
4) It is simple to debug.	4) It is complex to debug comparatively.
5) It is simple to maintain.	5) It is complex to maintain comparatively.
6) It is portable.	6) It is non-portable.
7) It can run on any platform.	7) It is machine-dependent
8) It need Compiler or interprete for translation	8) It needs assembler for translation.
9) It is used widely for programming.	9) It is not commonly used now-a-days in programming.



d) DO while loop

```
do {
    statement;
}
while (condition);
```

(2) Find the output of the following program.

```
#include <stdio.h>
int main()
{
int i;
for (i=1; i<=; i++)
:
printf ("\n Ghaziabad\n")
}
}
```

IMS Ghaziabad