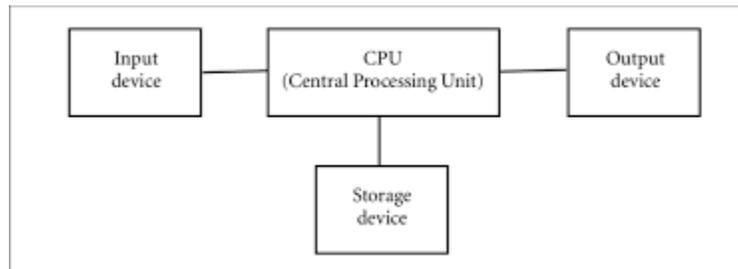


Assignment ~ 1

Ans1~

The four fundamental parts of computers are input, process, output and storage. Input is used to give information to computer and after that CPU process on it and then show result using output device. Finally we can store this data in storage device.



Ans2~

Depending upon size and capacity, computers are classified into four categories. **Microcomputers, Mini computers, Main frame computers and Super computers.**

- **Minicomputer** → Mini computers are used to make small types of server and it also used in field of video editing, heavy printing etc.
- **Microcomputer** → Microcomputers basically used in offices and homes. These are very cheapest in price and small in size also.
- **Mainframe Computer** → Mainframe computers basically used to make servers where you can store large amount of data.
- **Supercomputer** → Super computers are very powerful and fast computers. Its used in the filed of research and technologies by the scientist.

Ans3 –

Generation in computer terminology is **a change in technology a computer is/was being used.** Initially, 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.

There are **five** computer generations known till date.

1st → Vacuum tube – An electronic device that controls the flow of electrons in a vacuum. It used as a switch, amplifier, or display screen in many older model radios, televisions, computers, etc.

2nd → Transistor – an electronic component that can be used as an amplifier or as a switch. It is used to control the flow of electricity in radios, televisions, computers, etc.

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3rd → Integrated circuit (IC) – a small electronic circuit printed on a chip (usually made of silicon) that contains many its own circuit elements (e.g. transistors, diodes, resistors, etc.).

4th → Microprocessor – an electronic component held on an integrated circuit that contains a computer's central processing unit (CPU) and other associated circuits.

5th → Artificial intelligence (AI) – an area of computer science that deals with the simulation and creation of intelligent machines or intelligent behavior in computers (they think, learn, work, and react like humans).

ANS 4 –

The volatile memory stores data and computer programs that the CPU may need in real-time and it erases them once a user switches off the computer. Cache memory and RAM are types of Volatile memory. Non-volatile memory, on the other hand, is static. It remains in a computer even after a user switches it off.

Ans – 5 –

System software is used for run a computer system while application software used for performs a specific task. Open source software is code that can be seen, modified, and distributed by anyone

Ans 6 –

To change the font style –

- Select text → Click on Home menu → in the font tab there is drop down list of fonts. Choose any which you like

To change the font size –

- Select text → Click on home menu → in the font tab there is option given for change font size. We can use (Ctrl + Shift+ >) for increase font size and (Ctrl + Shift + <) for decrease font size.

To change the font color –

- Select text → click on home menu → in the font tab, click on font color – choose color
- Need to get IMS's address

ANS 7 –

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,

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- Saving and
- Printing any type of document

Ans 8 –
EQUATION

$$X_2 + Y_5 = 30$$
$$Z^3 + Q^4 = 50$$

$$A_2 + B^8 = x_2 + y^8$$

Ans 9 –
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.
Here set number of columns.
Click on the 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 appears.	Click on Convert text to Table, a new dialog box appears.
Here set number of columns.	Click on the ok finally select text convert in a table.

Ans 10~

1. Step 1: Open up your MS Word document.
2. Step 2: Go to Insert -> Table. You can locate the Insert button on the Ribbon. ...
3. Step 3: Insert the Table. Select the number of rows and columns by dragging over the grid. Left -clicking will insert the table in the document.

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Ans11 & 12 ~

	A	B	C	D	E	F
1	Roll no.	Name	Marks			
2	1	n1	60			
3	2	n2	70			
4	3	n3	80	Sum	698	
5	4	n4	90	Average	69.8	
6	5	n5	40	height	99	
7	6	n6	50	minimum	40	
8	7	n7	77			
9	8	n8	44			
10	9	n9	88			
11	10	n10	99			
12						

Ans13~(a)

- To modify column width of a worksheet

1. Select the column or columns that you want to change.
2. On the Home tab, in the Cells group, click Format.
3. Under Cell Size, click Column Width.
4. In the Column width box, type the value that you want.
5. Click OK.
(You can do this also drag the mouse)

- to modify row height of a worksheet

1. Select the row or rows that you want to change.
2. On the Home tab, in the Cells group, click Format.
3. Under Cell Size, click Row Height.
4. In the Row height box, type the value that you want, and then click OK.

- to delete row and column of a Worksheet

1. Select the cells, rows, or columns that you want to delete.
2. Right-click, and then select the appropriate delete option, for example, Delete Cells & Shift Up, Delete Cells & Shift Left, Delete Rows, or Delete Columns.

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Ans13~(B)

Relative cell reference

	A	B	C	D
1	Product	Sale (Kg)	Rate	Total
2	Apple	5	100	=C2*B2
3	Mango	10	50	=C3*B3
4	Orange	2	25	=C4*B4
5	Lemon	1	40	=C5*B5
6				

Absolute cell reference

	A	B	C
1	Per day wages	100	
2			
3	Worker	Work days	Net Pay
4	A	15	=B4*\$B\$1
5	v	2	=B5*\$B\$1
6	c	4	=B6*\$B\$1
7	d	6	=B7*\$B\$1

Ans14(a)~

Tools of power point

- Photos album
- Video
- Audio
- Desining of slides
- Transition
- Animation
- Voice and sound effect
- Trigger
- Motion effect

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Ans14(b)~

Power point presentaion

