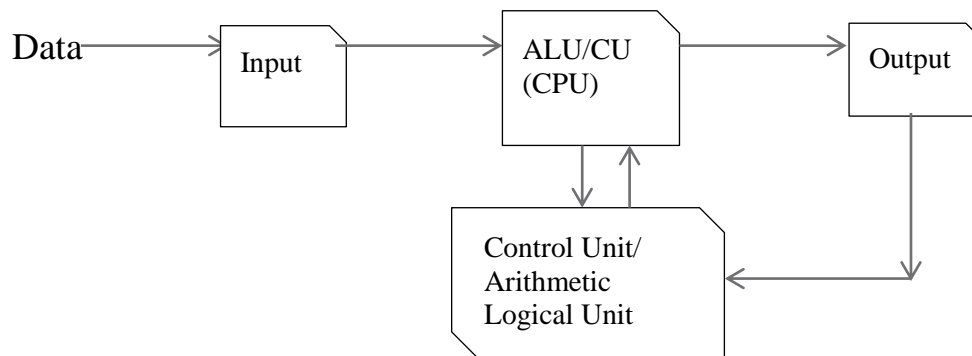


**Ans.1 –Fundamental parts of computer -**



**Ans 2- Computer types Based on size and capacity-**

- (i) **Super Computers-** These are very costly and very powerful and fastest computers which are used for scientific research.
- (ii) **Mainframe computers** – These are very large in size and basically used to make a server.
- (iii) **Mini computers** – These are midrange computer and basically used to perform graphics and animation work. These computers also used to make small server in office.
- (iv) **Micro Computers** – These are very popular computers and almost used everywhere.

**Ans 3- Generations of computer-**

We can divide computers in five generations. –

- (i) **First generation - 1940-1956** –This generation computers are very large in size and perform very slowly. Vacuum tubes are used in this generation.
- (ii) **Second Generation - 1956-1963** – This generation computers are also like first generation computers but transistor replaced vacuum tube.
- (iii) **Third generation 1964-1971** – Mainly computers changed from this generation. Integrated circuit introduced in this generation.
- (iv) **Forth Generations - 1971 onwards** – Microprocessor introduced in this generation and computers can perform very faster than previous.
- (v) **Fifth generation -Artificial intelligence** – We can say the fifth generation are future generation because computers can work on feed data and instruction without any human interfere.

**Ans 4- Difference between volatile memories and non-volatile memory -**

RAM is an example of volatile memory and ROM is example of nonvolatile memory. Volatile memory does not store data permanently and nonvolatile memory store data permanently.

**Ans 5- Difference among system software, application software and open-source software -**

**Application Software's** – Application software's are basically used to perform a specific task and other than that these software not perform any other task.

**System Software's** – System software's are help a computer to run and it also set platform for run the applications.

**Open Source Software's** – Open source software's are free available for work to everyone.

**Ans 6 – About Myself -**

My name is Nisha and I am a student of B.Sc. I am also learning CCA course from CSC academy. I 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,
- **Saving**, and
- Printing any type of document.

**Ans 8 – Equations -**

$$X_2 + Y_5 - 30$$

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

$$A_3 + B^8 - X_3 + Y^8$$

**Ans -9- Describe all steps related to convert text to table –**

Select the text you want to convert

Select the **insert** tab than table command.

A Dialog box will appears - Click on **Convert text to table**, a new dialog box appears

Here set number of columns

Click on OK finally. Select text Convert in a table.

Select the text you want to convert	Select the <b>insert</b> tab
Click on <b>table</b> command. A Dialog box will appears	Click on <b>Convert text to table</b> , a new dialog box appears
Here set number of columns	Click on OK finally. Select text Convert in a table.

**Ans 10 – Insert a table into word –**

- 1- Click on Insert Tab than click on - choose number of columns and rows there.
- 2- Use can click on table function under Insert tab and then click on draw table. You can freely draw a table as per your requirement.
- 3- You can also use excel program for make table in MS word under the table option in insert Tab.


Ans – 11- and 12 –

1	<b>Ans -11</b>			
2	<b>Roll No</b>	<b>Name</b>	<b>Marks</b>	
3	1	n1	60	
4	2	n2	70	
5	3	n3	80	
6	4	n4	90	
7	5	n5	40	
8	6	n6	50	
9	7	n7	77	
10	8	n8	44	
11	9	n9	88	
12	10	n10	55	
13	<b>Ans-12</b>	Sum	654	
14		Average	65.4	
15		Highest	90	
16		Minimum	40	
17				

**Ans -13 (a) –**

E	F	G	H	I	J	K	L
---	---	---	---	---	---	---	---

**Q-13- a    Modify column width**

Go to Format option under Home Menu - Click on Column Width

Or

Hold the left mouse button on heading of column and then drag

**Modify row height**

Go to format option under home menu - click on row height

or

Hold left mouse button on heading of row and then drag

**Delete Rows and Columns**

Select Rows and columns - press Right mouse button - Click on delete

or

Select rows and columns- go to delete option under home menu

**Ans -13 – (B)**

E	F	G	H	I	J	K	L	M	N	O
---	---	---	---	---	---	---	---	---	---	---

**Q-13- b    Relative and absolute cell reference**

Relative cell reference based on relative position of rows and columns when copy and paste formula.

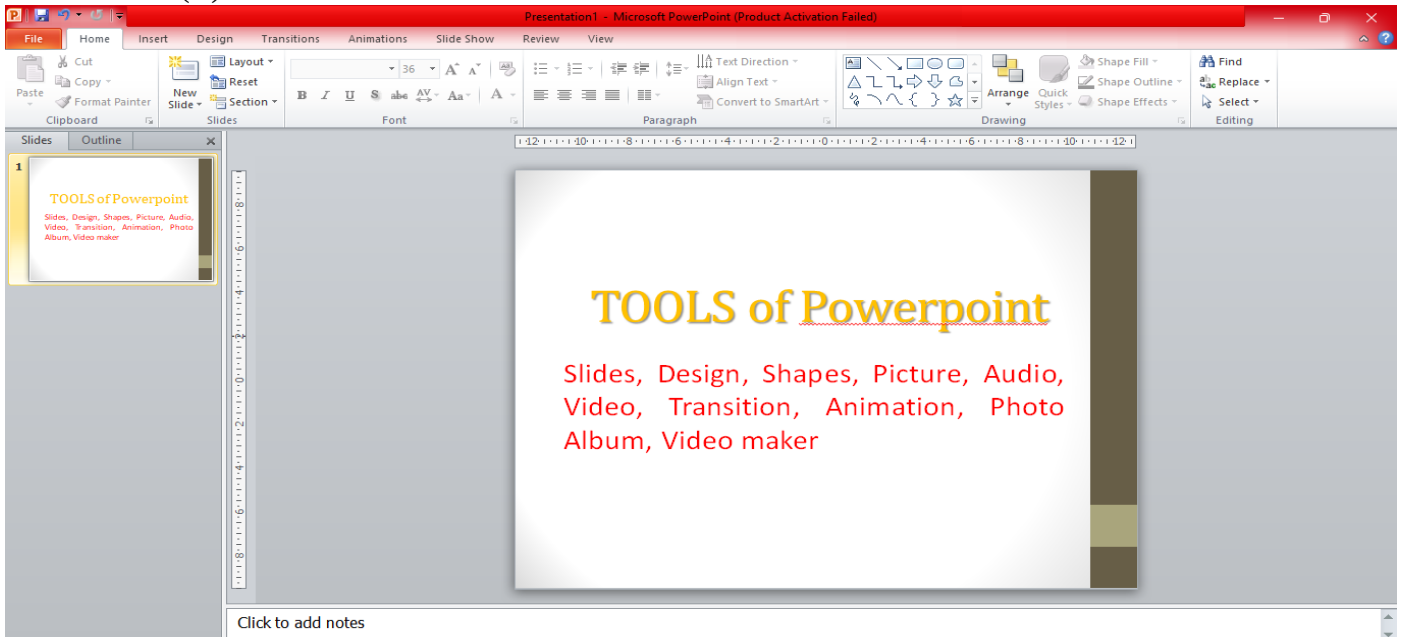
In Absolute cell reference formula does not change when copy and paste

**CELL ADDRESS**

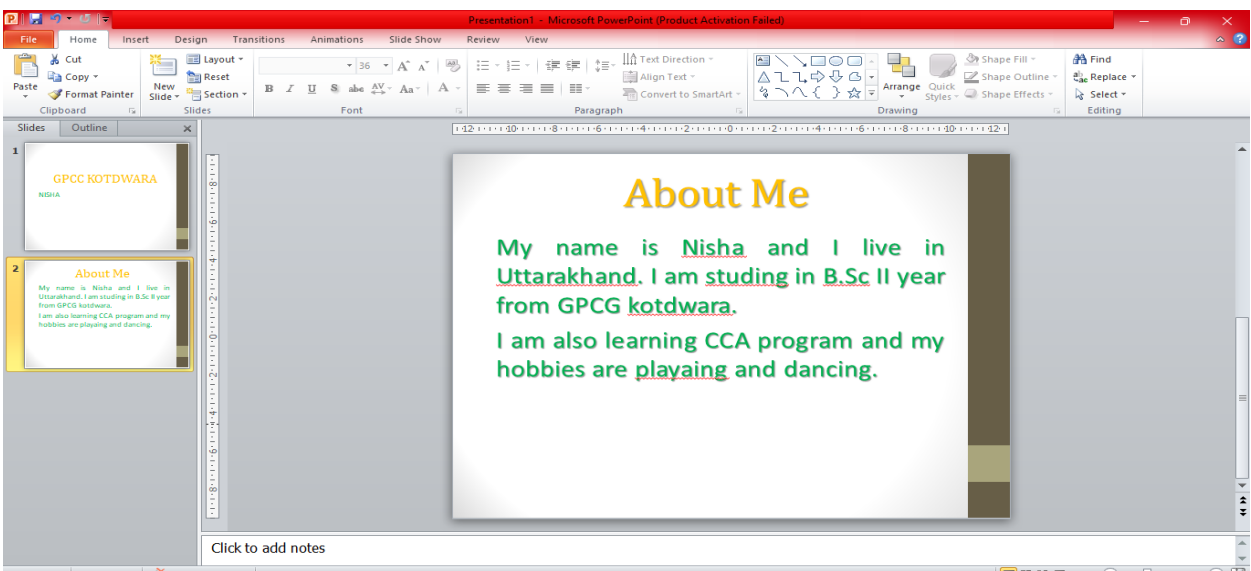
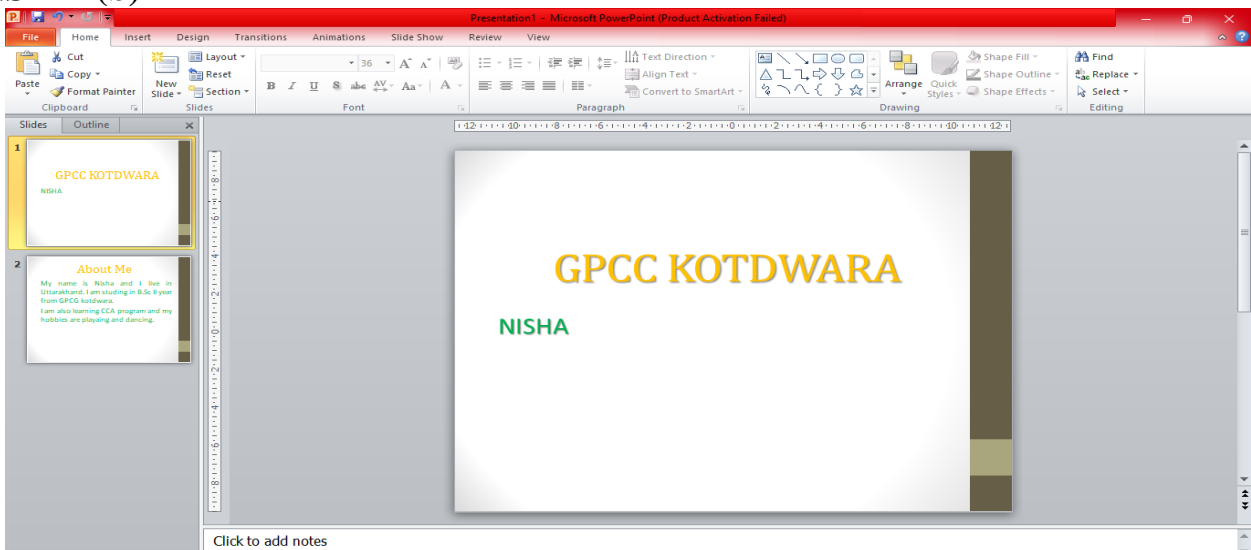
Each cell in sheet have a unique alphanumeric ID called cell address

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Ans -14 –(a)

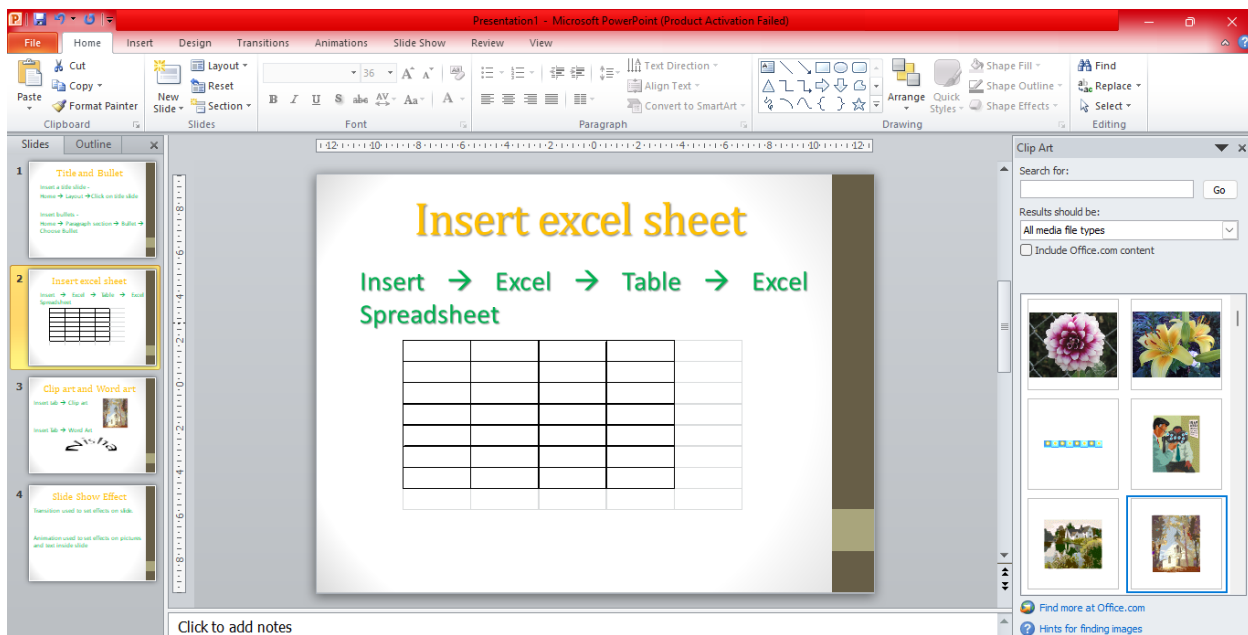
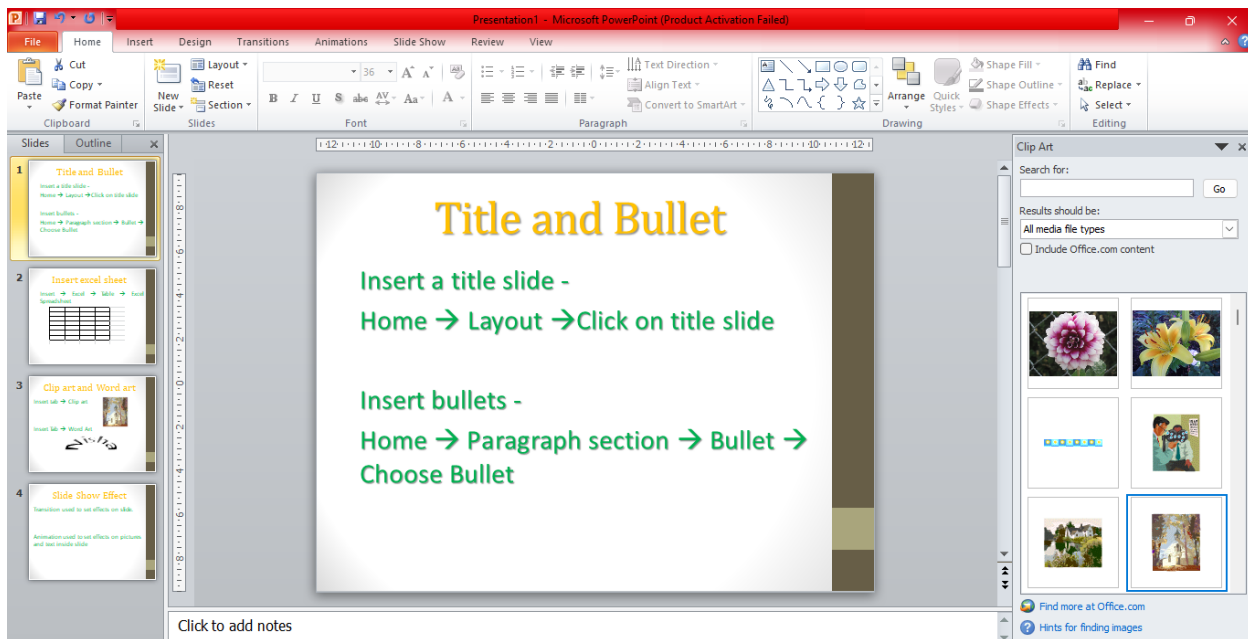


ANS -14 (b)



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ANS 15 –



# Fundamentals of IT and Programming

