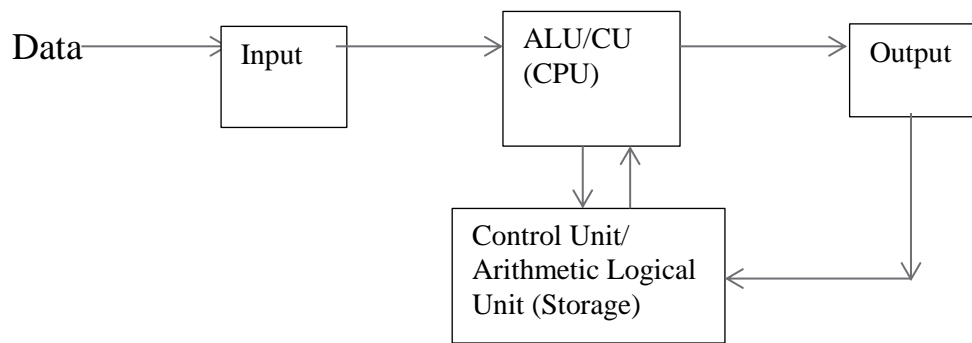**Ans.1 –Fundamental parts of computer -**



**Ans 2- Computer types Based on size and capacity-**
- **(i)** *Super Computers-* Super computers are very powerful and fastest computers which are used in scientific research.
- **(ii)** *Mainframe computers –* Mainframe computers are large computer in size and support hundreds to thousands user at a single time. Means it is use for make large server.
- **(iii)** *Mini computers –* Mini computers are used for make midrange server used by mid-size business and also used in video editing and graphics work.
- **(iv)** *Micro Computers –* These are used in office and homes, so that's why these are very popular computers. Laptops, desktops, smartphones and tablets etc. are types of micro computers.

**Ans 3- Generations of computer-**
Generation of computers means technology changed in time to time and according to it can classify into five categories. –
- (i) *First generation - 1940-1956 –*First generation computers are large in size and consume lots of electricity.
- (ii) *Second Generation - 1956-1963 –* This generation computers are faster than first generation computers and transistor replaced vacuum tubes.
- (iii) *Third generation 1964-1971 –* This generation changed computer entirely. Now computers are much smaller and faster than previous generations. Integrated circuit used in this generation.
- (iv) *Forth Generations - 1971 onwards –* In this generation of computer microprocessor are developed and in a single microprocessor contain thousands of IC, which make it very smaller and faster. GUI based operating systems are also developed in this generation.
- (v) *Fifth generation -Artificial intelligence –* At present there are some features of artificial intelligence also available in computers and some other features are still on progress. These are future computer.

**Ans 4- Difference between volatile memories and non-volatile memory -**
Volatile memory also known as temporary memory and does not store data permanently and when power goes it lose data on it while nonvolatile memory known as permanent memory and hold the information even power goes out.

**Ans 5- Difference among system software, application software and open-source software -**
**Application Software's –** perform some specific task
**System Software's –** run a computer system or device
**Open Source Software's –**are released with a kind of license that makes its source code legally available to end users.

**Ans 6 – About Myself -**
I am Menka Aswal and I am a college student and at present I am learning CCA course. 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
Click on **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 **insert** tab |
|---|---|
| Click on **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. |

## Ans 10 – Insert a table into word –

1- To create table click on Insert tab then click on table command. A dialog box will appear – choose number of columns and rows there.
2- Use can click on table function under Insert menu bar and then click on draw table,
3- You can also use excel program for make table in MS word under the table option in insert menu bar.

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## Ans – 11- and 12 –

| | Roll No | Name | Marks |
|---|---|---|---|
| 1 | Ans -11 | | |
| 2 | Roll No | Name | Marks |
| 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 | Ans-12 | 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 alphanumber ID called cell address

**Ans -14 –(a)**



**ANS -14 (b)**

**ANS 15 –**

# Insert an excel sheet

- INSERT TAB – TABLE – EXCEL SPREADSHEET

# Clip art and text

- INSERT TAB – CLIP ART

- INSERT TAB - WORDART

Menka aswal