ASSIGNMENT 1
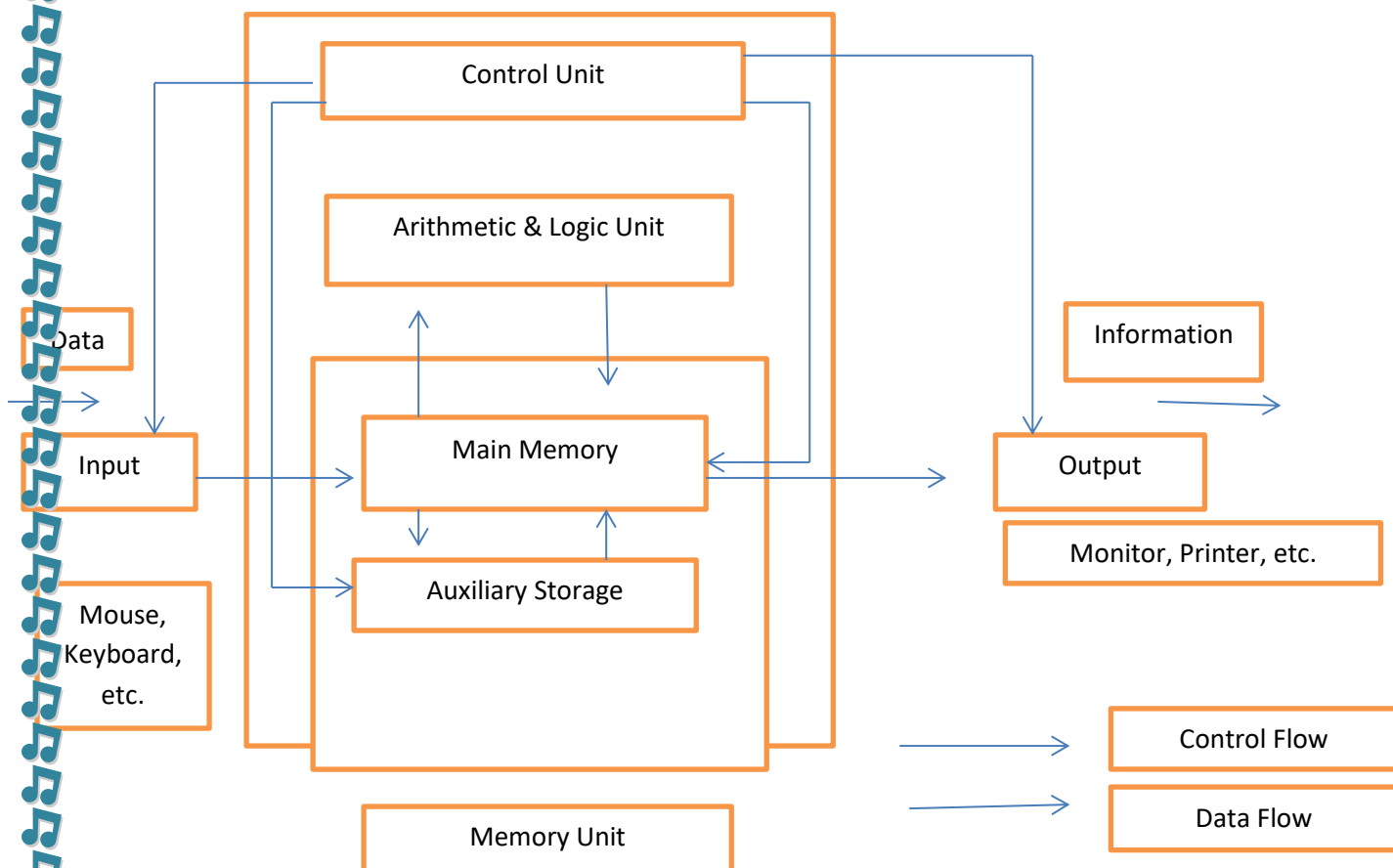
1. Fundamentals parts of the computer

- Central Processing Unit (CPU)
- Memory Unite.
- Control Unit.
- Arithmetic and Logical Unit.

Central Processing Unit

```
                    ┌─────────────────────────────┐
                    │        Control Unit         │
                    └─────────────────────────────┘

                    ┌─────────────────────────────┐
                    │    Arithmetic & Logic Unit  │
                    └─────────────────────────────┘

  ┌──────────┐                                              ┌──────────────┐
  │   Data   │                                              │ Information  │
  └──────────┘                                              └──────────────┘

  ┌──────────┐      ┌─────────────────────────────┐         ┌──────────────┐
  │  Input   │      │        Main Memory          │         │    Output    │
  └──────────┘      └─────────────────────────────┘         └──────────────┘
                                                            ┌──────────────────────┐
  ┌──────────┐      ┌─────────────────────────────┐         │ Monitor, Printer, etc.│
  │  Mouse,  │      │     Auxiliary Storage       │         └──────────────────────┘
  │ Keyboard,│      └─────────────────────────────┘
  │   etc.   │                                              ┌──────────────┐
  └──────────┘                                              │ Control Flow │
                    ┌─────────────────────────────┐         └──────────────┘
                    │        Memory Unit          │         ┌──────────────┐
                    └─────────────────────────────┘         │  Data Flow   │
                                                            └──────────────┘
```

2. CLASSIFICATION OF COMPUTERS

Analogy, Digital and Hybrid are the three classes of computers based on the principle of work. Super, Mainframe, Mini and the different classes of computers based on the size.

- Supercomputer,
- Mainframe computer,
- Minicomputer
- Micro Computer.

3. Computer Generation

1.	**First Generation**: The period of first generation: 1946-1959. Vacuum tube based.
2.	**Second Generation:** The period of second generation: 1959-1965. Transistor based.
3.	**Third Generation:** The period of third generation: 1965-1971. Integrated Circuit based.
4.	**Fourth Generation**: The period of fourth generation: 1971-1980. VLSI microprocessor based.
5.	**Fifth Generation**: The period of fifth generation: 1980-onwards. ULSI microprocessor based.

4. Differentiate between Volatile & Non- Volatile memories:

Volatile memory is the type of memory in which date is lost as is powered-off. Non-volatile memory is the type memory in which date remains stored even if it is powered-off.

5. Distinguish among System Software and Application Software

System Software   **Application Software**

System Software maintains the

Resources and gives the path for

Application software to run.

Application software is built for

specific tasks.

Low-level languages are used

To write the system software.

while high-level languages are used

To write the application software.

It is general-purpose software.

While it's a specific purpose

Software.

Without system software, the

System stops and and can't run.

While Without application software

System always runs.

6. a.) Click FILE.>Save, pick or browse to a folder, type a name for your document in the File name box, and click save. Save your work as you go – hit Curls often. To print, click the FILE tab, and then click print.

7. b)

Step 2: Click File in the top left-hand corner of the screen.

Step 3: From the menu, choose save.

Step 4: A 'Save' dialogue box will come up.

Step 6: Once you have typed in name of your document, click Save.

7. Save your document

𝓔 Click FILE>Save, pick or browse to a folder. Type a "misword" for document in the file name box, and click Save.

ℰ If Word is already open, select File>New>Blank document. .open word. Or, if Word is already open, select File>New. Double-click a template to open it.

7. Select the text want to modify.

1. Click on font size box in the Font group on the Home tab.The font size

Drop-down menu appears. Move your cursor over the various font sizes.

You want to use. Then it will change fount size in your document.

2. Select the text you want to modify. Click on increase decrease font size

Commands in the font group on Home tab.Then font size change (increase

Decrease) in the document.

3. Select the text you want to modify. Click on font style box on the Home tab.

The font style drop-down menu appears. Move your cursor over the various

Font styles. Left-click the font style you want to use. Then font style will

Change in the document.

4. Select the text you want to modify. Click on the font colour on the font colour

Box on the Home tab. The font colour menu appears. Move your cursor over

The various font colours. Left-click the font colour you want to use. The font

Colour you want to use. Then font colour will change in the document.

SAVING DOCUMENT

✓ Launch Word 2007 and click the office button…
✓ Scroll to the first section to edit…

- ✓ Scroll to another section to edit, this time at a place where you would like to leave a comment for the document designer….
- ✓ Press the "Ctrl-F" keys to open the "Find and Replace" window.

PRINT DOCUMENT

- ✓ Click the OFFICE BUTTTON…
- ✓ From the OFFFICE BUTTON menu, click the next next to PRINT…
- ✓ In the preview and print the document submenu, click PRINT PREVIEW
- ✓ To return to your document without printing, on the print preview
- ✓ Command tab, click CLOSE PRINT PREVIEW.

8.

Click FILE>Save, pick or browse to a folder, type an "equation" for document in the file name box, and click save. Select keyboard shortcuts to apply superscript or subscript select the text or number that you want. For superscript, press Ctrl, shift, and the plus sign (+) at the same time. For subscript, press Ctrl and the Equal sing (=) at the same time. Select the text or number that want. For superscript, press Ctrl, Shift, and the plus sing (+) at the same time. For subscript, press Ctrl and Equal sing (=) at the same time.

9. Select the text that you want to convert, and then click Insert>Table>Convert Text to table. In the numbers match the number of columns and rows you want. In the Fixed column width box, type or select a value.

10. For a basic table, Insert > Table and move the cursor over the grid until you highlight the number of columns and rows you want. For a larger table, or to customize a table, select Insert > Table > Insert Table.

11.

- Click the File tab.
- Click New.
- Under Available Templates, double-click Blank Workbook. Keyboard
- Shortcut To quickly create a new, blank workbook, you can also press
- CTRL+N

12.

- If you need to sum a column or row of numbers, let Excel do the math for you. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the number.
- The AVERAGE function in Excel is used to find arithmetic mean of specified numbers. The syntax is as follows: AVERAGE (nymber1, [number2],) Where number 1, number2, etc.
- The MAX function is a premade function Excel, which find the highest number in a range. The function ignores cells with text. It will only work for cells with numbers. Note: There is another function called MIN, which find the lowest value in a range the opposite of MAX.

Select a cell below or to the right of the numbers, for which you want to find the smallest number, On the Home tab, in the Editing group, click the arrow next to AutoSum. , click Min (calculates the smallest) or Max (calculates the largest), and then press ENTER.

13.

Resize columns

- Select a column or a range of columns.
- On the Home tab, select Format> Column Width (or Column Height).
- Type the column width and select OK.

- ➢ Select the row or rows that you want to change. On the Home tab, in the cells group, click Format. Under cell size, click Row Height. In the Row height box, type the value that you want.
- ➢ Delete cells, rows, or columns Right-click, and then select the appropriate delete option, for example, Delete Cells & Shift up, Delete cells &Shift Left, Delete Rows, or Delete Columns.
- ➢ There are two types of cell references: relative and absolute. Relative and absolute references behave differently when copied and filled to other cells. Relative references change when a formula is copied to copy to another cell. Absolute references, on the other hand, remain constant no matter where they are copied.

14. Presentation Tools for Beautiful Presentation

- ➢ Tool # 1: Templates and Themes.
- ➢ Tool # 2: Slide Layouts.
- ➢ Tool # 3: Fonts.
- ➢ Tool # 4: Colour Themes
- ➢ Tool # 5: Icons.
- ➢ Tool # 6: Shapes.
- ➢ Tool # 7: Stock Photos.
- ➢ Tool # 8: Charts and Graphs.

B. Open PowerPoint. In the left pane, select New. Select an option: To create a presentation from scratch, select Blank Presentation. Click FILE > Save, PICK or browse to a folder, type a name for our presentation in the File name box, and click Save. Save your work as you go. Hit Ctrl+S often. There are multiple ways

To add titles to your slides in PowerPoint. Use the Layout option to create a standalone title slide or to add a title to a slide….

Outline view to title a slide

- ➤ Click View > Outline View. A slide without a title will have no text to the right of the slide number. …
- ➤ Click to the right of the slide number.
- ➤ Type your new title here, or update an existing slide title. Your text will appear on the slide as you enter it.

Use the Layout option to title a slide

- ➤ Select the slide whose layout you will change so that it can have a title.
- ➤ Click Home > Layout.
- ➤ Select Title Slide for a standalone title page or sleet title and content for a slide that contains a title and a full slide text box…
- ➤ Select the Click to add title text box.

15. Insert a bulleted or numbered list

- ➤ On the view tab, click Normal.
- ➤ Click in the text box or placeholder where you want to add bucketed or numbered text.
- ➤ On the Home tab, in the paragraph group, click Bullets or Numbered. And begin typing your list. Press Return to create a new list item.

Insert and update Excel date in PowerPoint

- ➤ In PowerPoint, on the Insert tab, click or tab Object.
- ➤ In the Insert Object dialog box, select Create from file.
- ➤ Click or tap Browse, and in the Browse box, find the Excel workbook with the date you want to insert and link to.

16. Low – level languages are machine – friendly. They are, thus, very difficult to understand and learnt by any human. High – level languages do not depend on machines. Low- level languages are machine – dependent and thus very difficult to understand by a normal user.

17.

Date Type	Format specified	Typical Bit Size
Unsigned char	%c	8
char	%c	8
Signed char	%c	8
in	%die	16 or 32
Unsigned in	%u	16 or 32
Signed in	%die	Same as in
Short in	%had	16
Unsigned short in	%Hu	16
Signed abort in	%had	16
Long in	%ID, %LI	32

18.

a.27   b.17.5   c.16

19. Syntax

A. if (condition)

{

True

}

B.

For (intiationstantement; expression; updatestatement)

{

Body of the loop

}

While (condition)

{

Statement(s);

}

D.

Do

{

Statement(s);

} while (condition);

20. Output:

Aims Ghaziabad

B.

IMS Ghaziabad

IMS Ghaziabad

Largest Number is 100