

Answer 1 - four fundamental parts of computer has –

1. CPU – It process all the given information to computer and store the save data
2. Monitor – It display the work you are doing on computer
3. Keyboard – Use for give information to computer
4. Mouse – use for control and access the function of program.

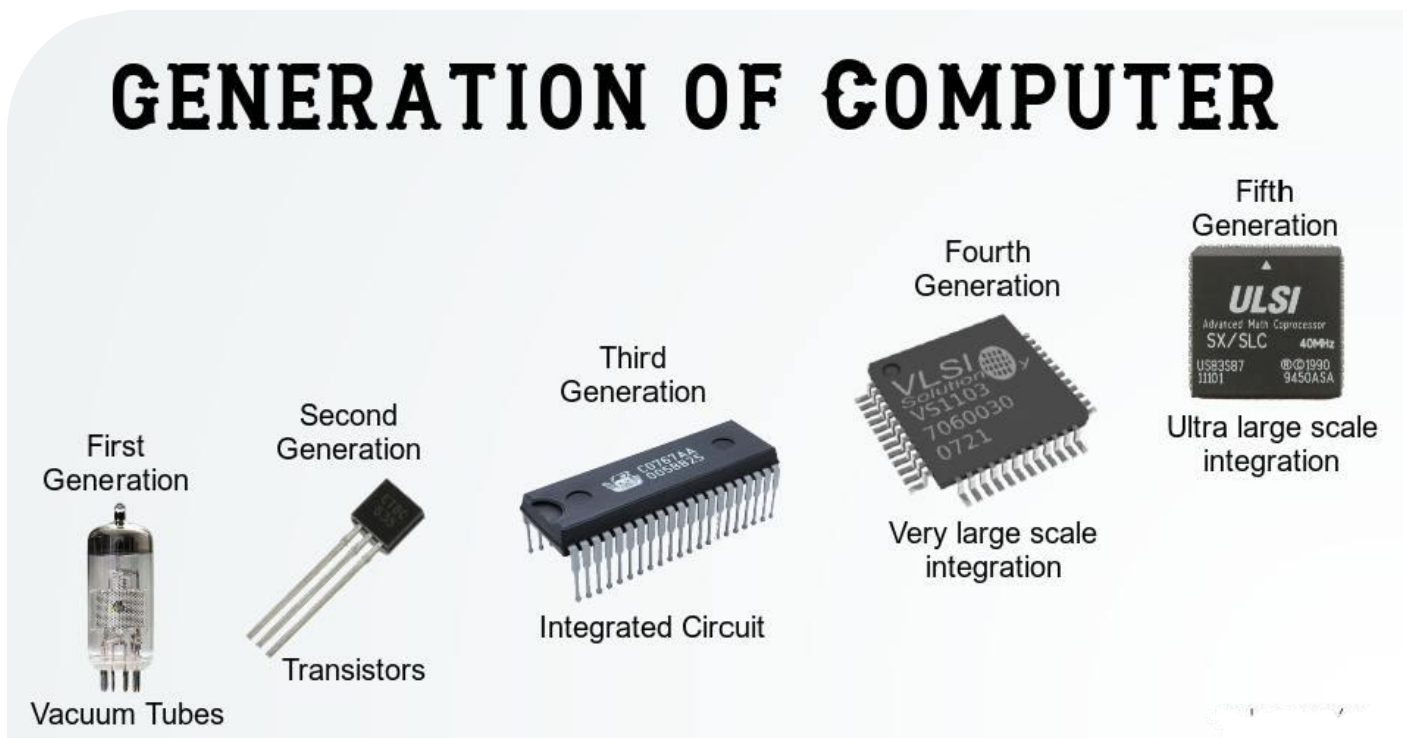


Answer 2 - Classification According to Size

1. Super - The most efficient computers in terms of processing data and performance are supercomputers. These computers are used for research and exploratory purposes. Supercomputers are exceedingly large and highly expensive.
2. Mainframe - Despite being less efficient than supercomputers, mainframe computers are nevertheless extremely expensive. Large corporations and governmental organizations frequently employ mainframe computers to run everyday operations. They have the ability to store and analyze a lot of data.
3. Mini - Minicomputers are used by small businesses and industries. They go by the term "Midrange Computers." These minicomputers frequently have several users, just as mainframe computers. They are a bit slower than mainframe computers.
4. Micro - A microcomputer, sometimes referred to as a personal computer (PC), is a type of computer that runs on a smaller scale than traditional computers (Personal Computer). A component that is commonly referred to as a motherboard houses the central processing unit (CPU), a microprocessor, memory in the form of ROM (Read Only Memory), RAM (Random Access Memory), I/O ports, and a bus system of connecting wires. They are the most affordable.

Answer 3 – Meaning of computer generation –

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



Answer 4 – Volatile and Non- Volatile Memory –

Volatile memory is a type of computer memory that requires power to maintain the stored data. When the power is removed, the data is erased. Non-volatile memory is computer storage that maintains its data even when the power is off. Non-volatile memory is used for long-term data storage, such as ROM, EPROM, and EEPROM.

Answer 5 – System, Application and Open Source Software's

System Software maintains the system resources and gives the path for application software to run. Without system software, the system stops and can't run.

Application software is built for specific tasks. Application software is dependent on system software because they need a set platform for its functioning.

Open-source software is computer software that allows anyone to use, study, change and distribute it for any purpose.

Answer 6 (a)– ABOUT MYSELF

My name is Kajal and I am from Lansdowne city. I am pursuing in BA and I am also learning CCA course from IMS. My father is doing private job and my mother is housewife. I want to become a government officer.

Answer 6 (b)– Steps for the followings -

- **Change the font style –**
Select subject – Click on font tab under Home Menu and change
- **To Change the font size –**
Select subject – click on font tab under the home menu and increase/decrease
- **To change the font color –**
Select subject – Click on font tab under home menu and change font color

➤ **“Need to get IMS’s address.”**

Answer 7 - MS Word

MS Word is widely used commercial word processor develop by Microsoft.

MS word is application software, which is capable of

- **Creating**
- Editing
- **Saving** and
- **Printing any type of documents.**

Answer 8 – Equations

$$X_2 + Y_5 = 30$$

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

$$A_2 + B^8 = X_2 + Y^8$$

Answer 9 – Convert text into table –

Select the text you want to convert.

Select the **Insert** tab.

Click on the **table** command. A dialog box will appear.

Click on the **convert text to table**. A new dialog box will appear.

Here set number of columns.

Click on OK. Finally selected text convert into a table.

Select the text you want to convert.	Select the Insert tab.
Click on the table command. A dialog box will appear.	Click on the convert text to table . A new dialog box will appear.
Here set number of columns.	Click on OK. Finally selected text convert into a table.

Answer 10 – Create a table in MS Word –

→Create table click on Insert Menu → Go to tables tab and choose insert table or draw table and set rows/ columns as per your requirement

Answer 11 – Excel file –

	A	B	C	D
1	Roll No	Names	Marks	
2	1	n1	60	
3	2	n2	70	
4	3	n3	80	
5	4	n4	90	
6	5	n5	40	
7	6	n6	50	
8	7	n7	77	
9	8	n8	44	
10	9	n9	88	
11	10	n10	55	

Answer 12 – Calculation –

	A	B	C	D
1	Roll No	Names	Marks	
2	1	n1	60	
3	2	n2	70	
4	3	n3	80	
5	4	n4	90	
6	5	n5	40	
7	6	n6	50	
8	7	n7	77	
9	8	n8	44	
10	9	n9	88	
11	10	n10	55	
12		Sum	654	
13		average	90	
14		Maximum	90	
15		Minimum	40	

Answer 13 (a) – Steps for following –

☐ *To modify column width of a worksheet*

Under home menu → Cells tab → Click on Format → Column Width

☐ *To modify the row height of a worksheet*

Under home menu → Cells tab → Click on Format → Row height

☐ *To delete rows and columns of a worksheet*

Select rows or columns (which you want to delete) → Right Click → Delete

Answer 13 (b) – Absolute and relative reference –

Relative references change when a formula is copied to another cell. Absolute references, on the other hand, remain constant no matter where they are copied.

Cell address - cell address is a combination of a column letter and a row number that identifies a cell on a worksheet.

Answer 14 – Tools for customize in power-point –

Themes, Slide design, Fonts, Shapes, Charts and graphics, Smart art, audio, video, animation and transitions etc are available for customization.

Answer 14 B – Steps for following action –

Open blank presentation –

Press Win+R Key together – (Run) – Type Powerpnt – Press Enter Key

Save a Presentation –

Click on File – Save – Choose location – type file name and click on save

Title to first slide and Name is subtitle section and step to insert new slide with title and content –

GPGC KOTDWARA

Kumari Kajal

To add a new slide which has title and content Click on NEW SLIDE under Slides tab in Home Menu → then click on Title and content slide

Answer 15 – Tools in Power Point –

Title slide and bullet list

- Click on New Slide (if you want to insert a new title slide) or
- change the layout of existing slide click on Layout under slides tab
- Click on Title slides.
- To insert bullets click on bullets under paragraph tab

INSERTING EXCEL SHEET

- Click on Insert Menu → Table - Excel spreadsheet

CLIP ART AND TEXT

- Click on Insert Menu → Clip art / Word Art of Stylish text



STAYLISH TEXT

SLIDE SHOW EFFECTS

- Use animation to set effect on text and pictures inside the slide
- Use transition to set effect on slide