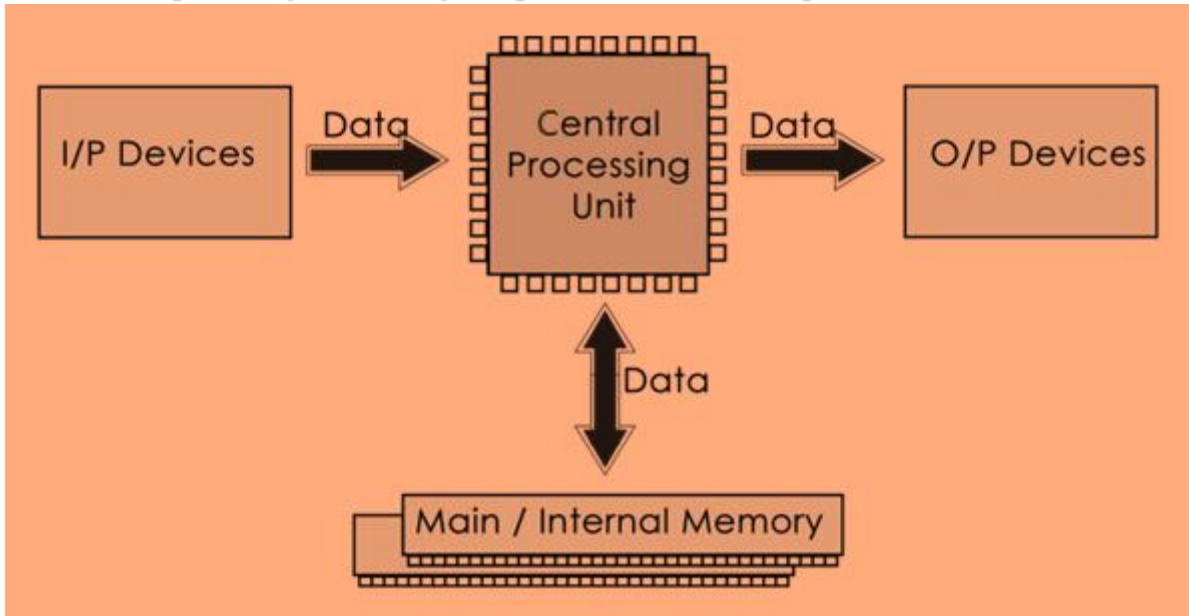


Ans (1). A computer has four main components: The central processing unit or CPU, the primary memory, input units and output units.



Ans (2). On the basis of size, there are four types of computer. They are minicomputer, microcomputer, mainframe computer and supercomputer. The supercomputer is the fastest, most expensive, big in size, and the most powerful computer that can perform multiple tasks within no second. Mini Computers are medium-sized computer. Computers which are used in offices and homes are basically types of Microcomputers. Large computer specially have huge storage capacity are Mainframe.

Ans (3). 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.

- The period of first generation: 1946-1959. Vacuum tube based.
- The period of second generation: 1959-1965. Transistor based.
- The period of third generation: 1965-1971. Integrated Circuit based.
- The period of fourth generation: 1971-1980. VLSI microprocessor based.
- The period of fifth generation: 1980-onwards. ULSI microprocessor based.

**Ans (4).** Volatile Memory is used to store real-time computer programs and data that the CPU requires, and it is wiped once the machine is turned off. Volatile memory is RAM and cache memory. Non-volatile memory, on the other hand, is permanent and stays in the computer even after it is turned off. ROM and hard disc drives (HDD) are two types of non-volatile memory.

**Ans (5).** A System Software acts as an interface between the system and the application software. The various Operating systems are the best example as it allows the user to download and work with various applications on their device.

On the other hand, Application Software is designed for users. The applications can be added to system software. For example, Notepad is an application of MS Windows, which is system software.

Open-source software (OSS) is computer software that is released under a license in which the copyright holder grants users the rights to use, study, change, and distribute the software and its source code to anyone and for any purpose.

**Ans (6).** (A)- My name is Nikita and I am from Pauri Garhwal Uttarakhand. I am a student of B.A from Uttarakhand Open University. At present I am learning CCA computer. "Need to get IMS's address".

(B)-

- To change the font style – Select text then in the home Tab choose font style or press Ctrl + Shift + F
- To change the font size – Select text then click on grow font for increase size and shrink font for decrease size.
- To change the font color – Select text then click font color

## 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 –

$$X_2 + Y_5 - 30$$

$$Z^3 + Q^4 \cdot 50$$

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

## 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.

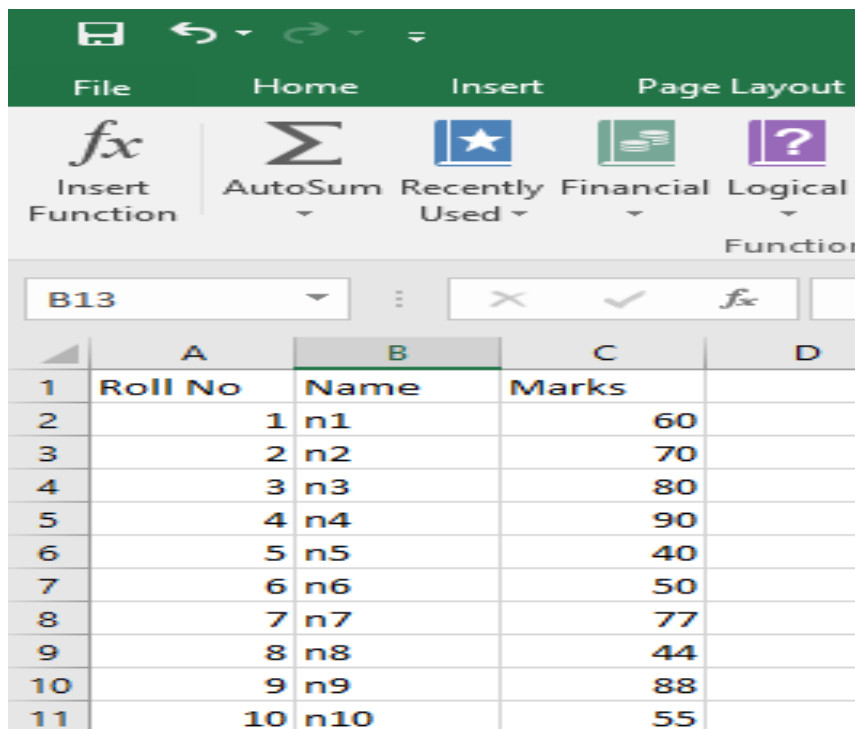
Here set the number of columns.

Click on OK finally selected 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 appears.	Click on <b>Convert Text to Table, a new</b> dialog box appears
Here set number of columns.	Click on OK Finally Selected text convert in a table

Ans (10). For a basic table, click 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.


Ans (11).



The screenshot shows the Microsoft Excel interface. The 'Insert' tab is selected in the ribbon. Under the 'Table' group, the 'Table' button (represented by a grid icon) is highlighted. Below the ribbon, a sample table is displayed with the following data:

	A	B	C	D
1	Roll No	Name	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	

Ans (12).

	A	B	C	D
1	Roll No	Name	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	65.4	
14		heighest	90	
15		Minimum	40	
16				

Ans (13). (a)

1. Modify column width –

By dragging using mouse button or FORMAT option under home tab we can change size of columns

2. Modify Row height – By dragging using mouse button or FORMAT option under home tab we can change size of columns

3. Delete rows and columns - Select rows and columns - Right click and chose Delete option or use format option under

(b)

1. Absolute and relative cell reference –

Relative references change while a formula is copied to another place while absolute reference can't change, no matter where they are copied.

2. Cell address – A cell address indicate the location of active cell.

Ans (14). (a) There are many tools available to customize the power-point presentation like Animations, Transitions, slide design, shapes, audio and video etc.

(1) Open a blank presentation

Click – start – all programs – Microsoft office – Power-point

Or press win key + R together – type POWERPNT – OK

(2) To save a presentation

Click on file button – Choose Save

Uttarakhand open University

Nikita

## My Introduction

I am Nikita and I am from Pauri Garhwal District of Uttarakhand. My father is a farmer and my mother is a housewife. I am pursuing BA from uttarakhand open university and as well as I am learning CCA. I Like to play badminton.



## CLIP ART

Insert – Clip art



## TEXT

Insert – Word art

Your text here

## SLIDE SHOW

Animation used for set motion effects of content while transition set motion in slides