

→ open a Blank Presentation

- Ans
1. select the file tab to go to Backstage view. Clicking the file tab.
 2. Select New on the left side of the window, then click Blank Presentation or choose a theme. Creating a new Presentation
 - 3 A New Presentation will appear.

→ Save the Presentation as Lab1.pptx

Step:1 Click on the file tab to launch the backstage view and select save

2:1 In the save As dialog, type in the file name and click "save"

3:1 The default file format is pptx. If you want to save the file with a different name choose one of the file types from the "save as type" dropdown list

→ Add a title to the first slide: The name of your College?

Ans:1 open Power Point

2:1 At the Power Point window, click the file tab, then click

3:1 The Available Templates and Themes screen will appear. Click on a newly template or download template from the office.com online template

Q015 Write steps for creation of a set of Powerpoint slides that demonstrates your skill to use the tools of Powerpoint. (It should include the following things.)

- Title slide and bulleted list
- Inserting Excel sheet
- clip art and Text
- Slide show effects

Intro : How to create a Power Point Presentation

step 1 Launch the Powerpoint Program

step 2 Choosing A Design

step 3 Create title Page

step 4 ADD more slides

step 5 ADD Charts, Pictures, Crophs, ETC.

step 6 ADD TRANSITION

step 7 Changing the order

step 8 Play The Presentation

Part 2

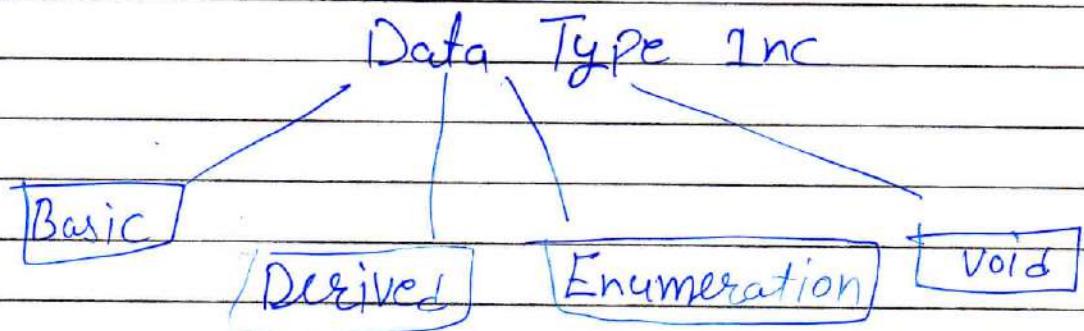
Q016 What is the difference between Machine Language and High Level Language?

Ans Machine language → Machine code consists of binary code and is the only language that is directly understood by the computer. Both Machine code and assembly language are hardware specific. A High-level language is programming language that uses English and

Mathematical symbols in its instructions.

Q17 Discuss about different data types of C Programming Language.

Ans Main types The C language provides four basic arithmetic type specifiers char, int, float and double, and the modifiers signed, unsigned, short, and long. The following table lists the permissible combinations in specifying a range of storage size specific declaration



Q18 Describe the syntax of the following statements

(a) if-else statement:

If condition returns true then the statements inside the body of "if" are executed and statements inside body of "else" are skipped. If condition returns false then the statements inside the body of "if" are skipped and the statements in "else" are

Executed.

For loop: The initialization statements describe the starting point of the loop, where the loop variable is initialized with a starting value. The test expression is the condition until when the loop repeats updated statements. It is usually the number by which the loop variable is incremented.

While loop → The loop will first execute the body then check the condition and, while it's true, execute it ~~are~~ again and again.

Do while loop: A do-while loop is a kind of loop, which is a kind of control statement. It is a loop with the test at the bottom, rather than the more usual test at the top.

CCA - 101: Fundamentals of IT and Programming

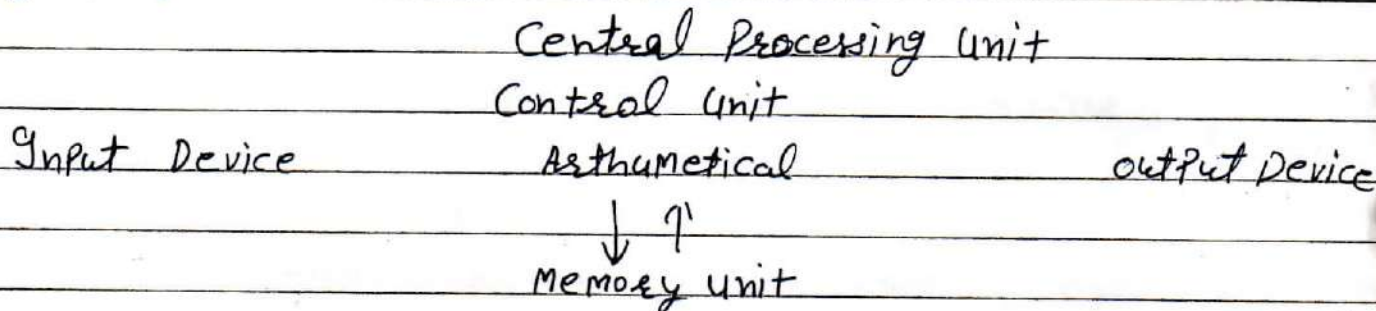
Q1 What are the Four Fundamentals Parts of computer?

Explain it with the help of Diagram

Ans

Four Parts of computer:

Computer system consist of Four parts that are -
 Central Processing Unit (CPU) Input Device and
 Output Device and Graphic Processing Unit
 (GPU)



Q2 Discuss about the Classification of computer Based on size and capacity?

Ans Classification of computer Based on size and capacity
 its →

Classification of computer

By Type	By Size	By Purpose
Analog	Micro	General Purpose
Digital	Mini	
Hybrid	Mainframe	Special Purpose
	Super	

Signature.....

Q3 What is the Meaning of computer generation?
How many computer generations are defined what technologies were / are used?

Ans Generation in computer terminology is a change in technology a computer is / was being used computers occurred like the use of vacuum tubes, transistors, and the microprocessor

Computer generations are defined

There are five generations of the computers

- i) First Generation (1940 - 1956)
- ii) Second Generation (1956 - 1963)
- iii) Third Generation (1964 - 1971)
- iv) Fourth Generation (1971 - 2010)
- v) Fifth Generation (2010 - Present)

Technology were / are used →

First Generation (1940 - 1956) →

Vacuum tubes → The computer of first generation used vacuum tubes as the basic components for memory and circuitry for CPU (Central Processing unit). These tubes, like electric bulbs, produced a lot of heat and the installations used to freeze frigs.

Second Generation (1956 - 1963)

Transistors : A transistor computer, now often called a second generation computer, is a computer which uses discrete transistors instead of vacuum tubes. The first generation of electronic computer

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used Vacuum tubes, which generated large amount amounts of heat, were bulky and unreliable

Third Generation (1964 - 1971)

Integrated Circuits → The computers of third generation used integrated circuits (ICs) in place of transistors. A single IC has many transistors, resistors, and capacitors along with associated circuitry. The IC was invented by Jack Kilby.

Fourth Generation 1972 - 2010

Microprocessor → The basis of the fourth generation is the microprocessor, a computer processor contained on a single large scale integration (VLSI) circuits technology.

Fifth Generation 2010 -

Fifth Generation languages are used mainly in artificial intelligence research. OPS5 and Mercury are examples of fifth generation languages. In this generation the VLSI technology has advanced and become ULSI technology, stands for ultra large scale integrations.

Q4 Differential between Volatile and Non Volatile memories.

Ans Volatile memory → Volatile Memory is used to ~~some~~ store computer programs and data that CPU needs in real time and is ~~erased~~ once computer is off. RAM and cache memory are volatile memory.

Non Volatile → Non Volatile memory is static and remains in the even computer even if computer is switched off. ROM and HDD are Non Volatile memory.

Q5 Distinguish among System Software, application Software and open source Software on the basis of their features.

Ans System Software → It is a type of software that is designed to run a computer's hardware and application programs. Software like operating systems, compilers, editors, and drivers etc. come under this category. The system is the interface between the hardware and user applications.

Q6 a) ~~Write steps regarding following~~ Create a file in MS Word to ~~insert~~ insert a Paragraph about yourself and save it with file name "yourself". Describe all steps involved in it.

Ans (i) open a blank word Document

(ii) in the top ribbon, Press insert.

- (ii) Click on the table button.
- (iv) Either use the Diagram to select the number of columns and rows you need. or click Insert, Table, and a Dialog box will appear. Where you can specify the Number of columns and rows.
- (vi) The blank table will now appear on the page.

Q7 Create a file in MS Word for the following documents and save it with file name 'MS Word'. Describe all steps involved in it.

Ans Save a word document in open document text format.

1→ Click the file tab

2→ Click Save as

3→ Click Browser and then select the location where you want to save your file.

4→ In the Save as type list, click open Document text

5→ Give your file a name and then save it.

MS WORD

MS WORD is a widely used commercial word processor developed by Microsoft.

Microsoft Word is a widely used commercial



Select the text you want to convert.
Click on Table command. A dialog box appears.

here set number of columns.

Select the Insert tab.
Click on Convert Text to table, a new dialog box appears.

Click on OK. Finally select -> text convert into table.

Ans Convert text to table

Start by clicking the Show/Hide paragraph mark on the Home tab so you can see how the text is spreaded in your Document.



Convert text to a table.

Insert separator characters: Such as commas or tabs to indicate where to divide the text into table columns.

2. Use paragraph marks to indicate where you want to begin a new table row.
 In this example, the tabs and paragraph marks
 In this ~~case~~ produce a table with 3 columns and 4 rows

Red: Yellow → blue; green → orange; Purple
 Red; Yellow → blue; green → orange; Purple

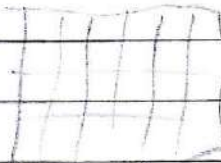
3. Select the text that you want to convert, and then click Insert > table > convert Text to table

Insert

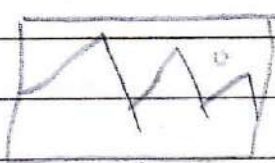
Develop

Design

Layout



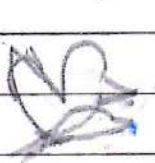
Table



Pictures



Shapes



Icons

Insertable



Quick Tables

Insert Table

Develop table

convert text to table

Excel Spreadsheet

4. In the Convert Text to table box. Choose the options you want.

Convert Text to table

Table Size

Number of Columns :

4



Number of Rows :

2



Autofit behavior

• Fixed Columns width :

Auto



• Autofit to contents

Autofit window

Separate text at

• Paragraphs

• Columns

[Tabs]

• Other :

[-]

[OK]

[Cancel]

⑤

Click ok the text converted to a table should look something like this :

Red, Yellow

blue green

orange, purple

Red, Yellow

blue green

orange, purple

Q.11

Create a following worksheets in MS-excel and save it with name 'Book1'.

BOOK A	B	C
1	N1	60
2	N2	70
3	N3	80
4	N4	90
5	N5	40
6	N6	60
7	N7	77
8	N8	44
9	N9	53

Save a worksheet.

1. Right click the worksheet name tab.
2. Click select move or copy.
3. Click on the move selected sheets to book Drop-down menu. Select (new book).
4. Click OK. Your new work book open with your moved worksheet.
5. Click file > Save in your new workbook.

Q12. Calculate the following things of range of in the worksheet created in question no 10

- The sum of the marks using Autosum in a range of cells.
- Average of the marks using Autosum in a range of cells
- highest marks in a range of cells
- Maximum marks in range of cells.

Sum: This functions adds the value of the cells in the argument.

Average: The function determines the average of the values included in argument.

Min : This function determines the lowest cell value include in the arguments

Q.18) Describe various steps involved in the following

→ To modify column width of a worksheet

- ① Select the column or columns that you want to change.
- ② On the Home tab, in the cells groups, click format.
- ③ Under cell size, click column width.
- ④ In the column width box, type two values that you want.
- ⑤ Click OK.

⇒ To modify the row height of a worksheet:-

- ① Select the row or rows that you want to change.
- ② On the Home tab, in the cells groups click format.
- ③ Under cell size, click Row Height.
- ④ In the Row height box, type the value that you want, and then click OK.

→ To Delete rows and columns of a worksheet.

1. Select the cells, rows or columns that you want to delete.

2. Right-click and then select the appropriate delete option. For example, Delete, Cells & Shift up, Delete cells & Shift left, Delete Rows

108 Delete Columns.

Q6b) Write steps regarding followings

→ To Change the font style

- Ans 1. Select the text you want to modify.
2. Select the Home tab and locate the Font group.
3. Click the drop-down arrow next to Font style box.
4. Font style menu appears.
5. With a left click select the desired Font style

→ To Change the Font size

- Ans 1. Open your device's settings app.
2. Tap Accessibility Text and display.
3. Tap Font size.
4. Use the slider to choose your Font size.

→ To Change the Font color

Ans Click the Home tab.

In the Font group, click the Font Color Command button.

To change the color, click the menu triangle to the button's left and choose a color from the menu displayed.

→ To highlight (in yellow) the line that reads "needs to get IMS address."

Ans Select the text that you want to highlight.
Then click on the highlighter tool in the font

Signature.....

group. The text is now highlighted in yellow color. Which is the default highlighting color.

Q10 Create a file in MS-Word to insert a table in the document. Describe all steps involved in it.

Ans 1 Open a blank word document.

2 In the top ribbon, press Insert.

3 Click on the Table button.

4. Either use the diagram to select the Number of columns and rows you need, or click Insert Table and a dialog box will appear. Where you can specify the Number of columns and rows.

5 The blank table will now appear on the page.

Q11 (b) Describe following terms in the worksheet
→ Absolute reference and relative reference in formula

Ans Relative and absolute references behave differently when copied and filled to other cells. 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.

absolute reference formula : An Absolute reference is designated in a formula by the addition of a dollar sign before

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the column and row. if it precedes the column or row (but not both), it's known as a mixed reference.

relative reference → An Address or pointer that changes when the target item is moved or the relationship to it has changed. in a spreadsheet, a cell with a relative reference changes its formula when copied elsewhere.

Cell address → A cell reference or cell address is an alphanumeric value used to identify a specific cell in a spreadsheet.

Each cell address contains one or more letters followed by a number. The letter or letters identify the column and the number represents the row.

Q14a) What tools are available to customize our Power Point Presentation?

Ans Customize Presentation options and views

- In slide Master view
- click on slide size
- Select from one of the two options
- for more choices, click Custom.
- Select one of the options

b) Write the steps for the following action for creation of Power Point Presentation

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