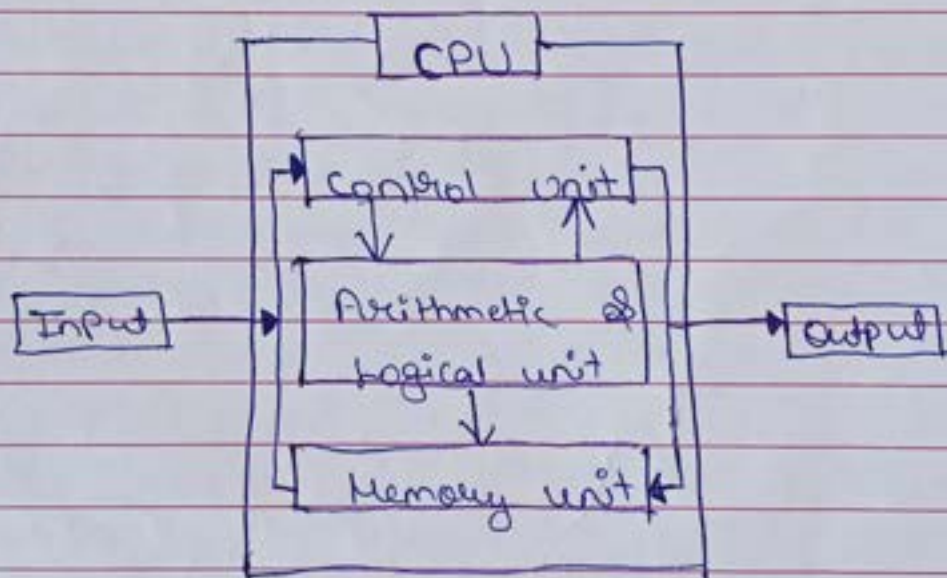


CCA - 101 fundamentals of IT & programming

Assignment - 1

Q.1 What are the four fundamental parts of computer? Explain it with the help of diagram?

- A computer consists of four main components: The Central Processing Unit or CPU, the primary memory, input units and output unit. A system bus connects all four components passing and relaying information among them.



Block Diagram of computer

Q-2 Discuss about the classification of computer based on size and capacity.

There are five main kinds of computer on size:

PC (Personal computer), minicomputer, micro-computer, supercomputers and mainframe.

Additionally, there are three different kinds of computers based on their capacity to manage data: A computer can be digital, hybrid or analog.

Q-3 What is the meaning of computer generation? How many computer generation are defined? what technologies were / are 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. There are five computer generation known till date.

Q.4 Differentiate Between volatile and Non-volatile memories?

- In a volatile memory, the process can both read and write. It means that the process would have direct access to the data and information within it.
- In a Non-volatile memory, the process can only read. It means that the processor won't have direct access to the data and information within.

Q.5 Distinguish among system software, application software and open source software on the basis of these features.

1. A System software act as an interface between the system and the application software.

2. Application Software (App) is a kind of software that performs specific functions for the end user by interacting directly with it.

Q.6.a) Create a file in MS-word to insert a paragraph about yourself and save it with file name "yourself". Describe all steps involved in it.

Step 1 - Open Msword on your system.

Step 2 - Click on the New file when you open the word file when the dialog box appears.

Step 3 - Once this click on Blank doc under the recent section, it will get in bold or highlighted by default.

Step 4 - click on the create a new blank doc will open.

Step 5 - Once it is opened you can write anything you want in the doc (b) yourself.

Step 6 - you can also edit the text you have written as you can change the background color, or the text and many other things in the docs.

Q-6 b. Write step regarding followings.

★ change the font style

1. Click format > Text styles

2. In the item to change list, click all, then select the font, size or color you want for all text in the current view.

3. Repeat this process for other views.

★ change Display Size text -

1. On your device, open the setting app.

2. Search and select font size.

3. To change your or preferred font size move the slider left or right.

★ On the Home tab, in the font group choose the arrow next to font color. and then select color. you can also use the formatting options on the next toolbar to quickly format text.

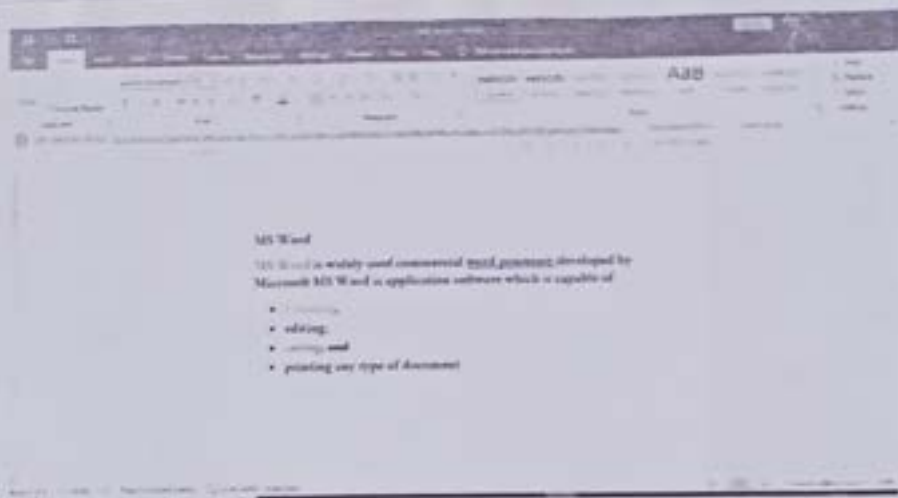
Q.7 To highlight (in yellow) the line that reads "needs to get Mr's address".

- 1) Select the text that you want to highlight
- 2) On the Home tab, select the arrow next to text highlight color.
- 3) Choose yellow color. The text you selected will be highlighted in the color you chose.

Q.77 What is the difference between Machine language and High level language?

Both Machine code and assembly language are hardware specific and not portable. This means that the Machine code used to run a program on one specific computer needs to be modified to run on another computer. Portable code in a high-level language can run on multiple computer systems without modification.

Q.78 Create a file in MS-Word to insert a table in the document. Describe all steps involved in it.



Q. 9 Create a following worksheet in MS-Excel and save it with name book1.

The screenshot shows the Microsoft Excel interface with a worksheet containing the following data:

	A	B
1	10	20
2	15	25
3	20	30
4	25	35
5	30	40
6	35	45
7	40	50
8	45	55
9	50	60
10	55	65

Q10} Discuss about different data types of C programming language.

- The basic data types are also known as the primary data types in C programming.

Types of data in C.

Data type	Ex. of data type
1) Basic Data type	floating-point integers
2) Basic	double, character.
2) Derived data type	union, structure, array etc.
3) Enumerated Data type	Enums
4) Void data type	Empty value

Q.11 Describe the syntax of the following statement?

1) IF - else statements.

→ The syntax of the if statement in C programming is :

```

if (test Expression)
{
    // code
}
    
```

2) For loop

→ The syntax of the for loop is :

```

for (initialisation statement ; test expression ;
    update statement)
{
    // Statement inside the body of loop
}
    
```

3) while loop

→ The syntax of the while loop is :

```
while (test expression) {
    // the body of the loop
}
```

4) do... while loop

→ The do...while loop is similar to the while loop with one important difference. The body of do...while loop is executed at least once. Only then, the test expression is evaluated.

The syntax of the do...while loop is :

```
do {
    // the body of the loop
}
while (test expression)
```

Q-12 a) what tools are available to customize our powerpoint presentation?

→ 18 ^{best} tools are available to customize our PPT are :-

- Tool # 1 : templates and themes
- Tool # 2 : Slide layouts
- Tool # 3 : Fonts
- Tool # 4 : Color themes
- Tool # 5 : Icons
- Tool # 6 : Shapes
- Tool # 7 : Show photos
- Tool # 8 : charts and graphs
- Tool # 9 : Maps
- Tool # 10 : Tables
- Tool # 11 : flowcharts
- Tool # 12 : Icon charts
- Tool # 13 : Radials
- Tool # 14 : Progress Bars
- Tool # 15 : Animation
- Tool # 16 : Transitions
- Tool # 17 : Interactivity
- Tool # 18 : Audio and video.

B.12 b) write the steps for the following action for creation of powerpoint presentation:

→ Step for create a presentation PPT.

A) create a Presentation.

1. open powerpoint.

2. in the left pane. Select New.

3. Select an option:

- To create a presentation from scratch select Blank presentation.
- To use a prepared design, select one of the templates.
- To see Hps for using powerpoint. select Take a Tour, and then select create.

b) Add a Slide

1. In the thumbnail on the left pane, select the slide you want your new slide to follow.
2. In the Home tab, in the slides section, select New Slide.
3. In the slides section, select layout and then select the layout you want from the menu.

c) Add and format text.

1. Place the cursor inside a text box, and then type something.
2. Select the text and then select one or more option from the font section of the Home tab, such as font, Increase Font size, Decrease font size, Bold, Italic, Underline etc.

Q.13 Create a file in MS-Word the convert existing highlight text to table as shown below and save it as file name 'text-to-table'. Describe all steps involved in it.

- Select the text you want to convert
- Select the Insert table..
- click on table command. A dialog box appears.
- click on convert text to table, a new dialog box appears.
- here set number of columns
- click on ok finally selected text convert in a table.



select the text you want to convert	select the insert tab.
click on table command. A dialog box appears.	click on convert text, a new dialog box appears.
here set number of columns.	click on ok finally selected text convert in a table

14. Create a file in MS-Word for the following document and save it with file name 'equation'. Describe all steps involved in it.

Equations

$$x_2 + y_5 = 30$$

$$z^3 + q^4 = 30$$

$$A_2 + B^8 = x_2 + y^8$$

- Select the text or the letter.
- And, click on subscript or superscript to make the text the letter subscript or super-script.

Q.15 find the output of the following program segments.

1) Output.

```
/tmp/010.π E3gAKA,0
IMS Gihazabad
```

2) Output

```
/tmp (YC3 132P x)g.0
IMS Gihazabad
IMS Gihazabad
```

3) Output

```
gcc /tmp / bIF9pm58aH.c - Im
/tmp / bIF9pm58aH.c : In function 'main'
/tmp / bIF9pm58aH.c:8:10: warning : missing
terminating ' character.
8 | Print (" Largest number is %d\n" b)
  | ^
/tmp / bIF9pm58aH.c:8:10 error : missing
terminating " character.
```

8 | Print ("largest number is %d\n", b);
1

1 tmp | b IF pm 58atH c: 9:2 error: expected
expression before '}' token

9 | 3 }

1 n

1 tmp | b IF 9pm 58atH c: 8:4 error: expected
';' before '}' token

8 | Print ("largest number is %d\n", b);

1

9 | 3 }

1

Q.16 find output of the following expression.

$$A) x = 20/5 * 2 + 30 - 5$$

$$\Rightarrow x = \frac{20^4}{5} \times 2 + 30 - 5$$

$$x = 8 + 30 - 5$$

$$x = 8 + 25$$

$$x = 33$$

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$$B) Y = 30 - \left(\frac{40}{10} + 6 \right) + 10$$

$$= Y = 30 - 4 + 6 + 10$$

$$= Y = 30 - 10 + 10$$

$$= Y = 20 + 10$$

$$Y = 30$$

$$C) Z = 40 \times \frac{2}{10} - 2 + 10$$

$$Z = 8 - 2 + 10$$

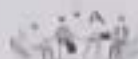
$$Z = 6 + 10$$

$$Z = 16$$

Q.17 write steps for creation of a set of powerpoint slides that demonstrates your skill to use the tool of powerpoint. it should include the following things.

- Title slide & Bulleted list
- Inserting Excel sheet
- clip art and text
- Slide show effects.

COMMUNICATION



- ❖ INFORMATION
- ❖ NON-VERBAL COMMUNICATION
- ❖ MATHEMATICS
- ❖ LEADERSHIP
- ❖ TECHNOLOGY

Communication is a process that involves sending and receiving messages through the verbal and non-verbal methods. Communication is a two-way means of communicating information in the form of thoughts, opinions, and ideas between two or more individuals with the purpose of building an understanding.



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18) calculate the following things of a range (C2:C11) of data in the worksheet created in question no. 11.

> the sum of the marks using Autosum in a range of cells (C2:C11).

> average of the marks in a range of cells (C2:C11)

> highest marks in a range of cells (C2:C11)

> minimum marks in a range of cells (C2:C11)

The screenshot shows an Excel spreadsheet with the following data and formulas:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	Roll No.	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125
2	Name	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125
3	Maths	75	80	85	90	95	100	105	110	115	120	125	130	135	140	145	150	155	160	165	170	175	180	185	190	195
4	Science	80	85	90	95	100	105	110	115	120	125	130	135	140	145	150	155	160	165	170	175	180	185	190	195	200
5	English	85	90	95	100	105	110	115	120	125	130	135	140	145	150	155	160	165	170	175	180	185	190	195	200	205
6	History	90	95	100	105	110	115	120	125	130	135	140	145	150	155	160	165	170	175	180	185	190	195	200	205	210
7	Art	95	100	105	110	115	120	125	130	135	140	145	150	155	160	165	170	175	180	185	190	195	200	205	210	215
8	Music	100	105	110	115	120	125	130	135	140	145	150	155	160	165	170	175	180	185	190	195	200	205	210	215	220
9	Physical Education	105	110	115	120	125	130	135	140	145	150	155	160	165	170	175	180	185	190	195	200	205	210	215	220	225
10	Other	110	115	120	125	130	135	140	145	150	155	160	165	170	175	180	185	190	195	200	205	210	215	220	225	230
11	Total	1150	1200	1250	1300	1350	1400	1450	1500	1550	1600	1650	1700	1750	1800	1850	1900	1950	2000	2050	2100	2150	2200	2250	2300	2350
12	Average	47.5	50	52.5	55	57.5	60	62.5	65	67.5	70	72.5	75	77.5	80	82.5	85	87.5	90	92.5	95	97.5	100	102.5	105	107.5
13	Max	100	105	110	115	120	125	130	135	140	145	150	155	160	165	170	175	180	185	190	195	200	205	210	215	220
14	Min	75	80	85	90	95	100	105	110	115	120	125	130	135	140	145	150	155	160	165	170	175	180	185	190	195

Q.14 a) Describe various step involved in the following.

→ To modify column width of a worksheet.

- 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.

→ To modify the row height of a worksheet

- 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, and then click ok.

→ To delete rows and columns of a worksheet

→ Select the cell, rows or columns that you want to delete.

- Right-click and then select the appropriate delete option, for example, Delete cells & shift up, Delete cells & shift left, Delete Rows or Delete columns.

19) b) Describe following terms in the worksheet.

- Absolute reference and Relative reference in formula.

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

→ Cell address

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

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2nd create a file in MS-Word to insert a table in the document. Describe all steps involved in it.

-> click Insert > Table and move the ^{CURSOR} ~~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 > Tables > insert table. Tips: If you already have text separated by tabs, you can quickly convert it to a table.