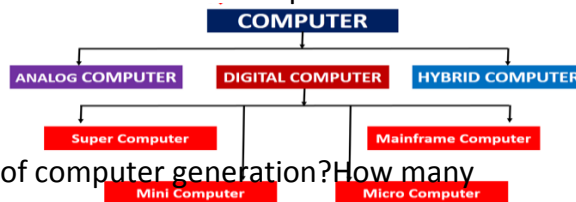Q1:What are the four fundamental parts of computar?Explain it with the help of diagram?

Ans- (1)Monitar   (2)Cpu   (3)Keyboard

(4)Mouse

Q2:Discuss about the classification of computers based on size and capicity?

Ans-

Q3:What is the meaning of computer generation?How many computer Generations are defiend? What technologies were/are used?

Ans-

S.No	Generation & Description
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

Q4: Differentiate between Volatile & Non- Volatile memories.

1.	Volatile memory is the type of memory in which data is lost as it is powered-off.	Non-volatile memory is the type of memory in which data remains stored even if it is powered-off.
2.	Contents of Volatile memory is stored temporarily.	Contents of Non-volatile memory is stored permanently.
3.	It is faster than non-volatile memory.	It is slower than volatile memory.

Q5: Distinguish among system software, application software and open source software on the basis of theair features

1	Definition	System Software is the type of software which is the interface between application software and system.	On other hand Application Software is the type of software which runs as per user request. It runs on the platform which is provide by system software.
2	Development Language	In general System software are developed in low level language which is more compatible with the system hardware in order to interact with.	While in case of Application software high level language is used for their development as they are developed as some specific purpose software.

Q6. 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.

- **Creating a new blank document**. When you're preparing a simple document—like a two-page essay, a note for the babysitter, or a press release—a plain, unadorned page is fine. Or, when you're just brainstorming and you're not sure what you want the final document to look like, you probably want to start with a blank slate or use one of Word's templates (more on that in a moment) to provide structure for your text.

- **Creating a document from an existing document**. For letters, resumes, and other documents that require more formatting, why reinvent the wheel? You can save time by using an existing document as a starting point (<u>Section 1.2.2</u>). When you have a letter format that you like, you can use it over and over by editing the contents.

- **Creating a document from a template (<u>Section 1.2.3</u>)**. Use a template when you need a professional design for a complex document, like a newsletter, a contract, or meeting minutes. Templates are a lot like forms—the margins, formatting, and graphics are already in place. All you do is fill in your text.

Q6 b) Write steps regarding following

<div align="center">

[RESUME](#)

</div>

<u>PERSONAL DOCUMENT</u>

1 NAME-	SONU KUMAR
2 FATHER S NAME -	NARAYAN SAH
3 THANA -	MIRJACHAUKI
4 DISTRICT-	SAHIBGANJ
4 CLASS-	B.A(SEMSTAR-1)
DATE-	SINGATURE
	Sonu kumar

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

1. Click the File tab.
2. Click Save As.
3. Click Browse, and then select the location where you want to save your file.
4. In the Save as type list, click OpenDocument Text.
5. Give your file a name, and then save it.

Q8. Create a file in MS-word for the following document and save it with file name 'equations'. Describe all steps involved in it.

Ans-$X_2+Y_5=30$

$Z^3+Q^4=50$

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

Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as

file name 'text_to_table'. Describe all steps involved in it.

Ans-

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 number of columns.	Click on OK Finally selected text convert in a table.

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

1. Ans- 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. Create a following worksheet in MS-excel and save it with name book
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 workbook opens with your moved worksheet. ...
5. Click File > Save in your new workbook.
   Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

78
45
78
58
45
58
52
87
89
45
635 auto sum
63.5   average
89   max
45 min

   Q13 a) Describe various steps involved in the following
   To modify column width of a worksheet
1. Ans- Select the column or columns that you want to change.
2. On the Home tab, in the Cells group, click Format.
3. Under Cell Size, click Column Width.
4. In the Column width box, type the value 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 group, 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, or Delete Columns.

Q13 b) Describe following terms in the worksheet
Absolute reference and relative reference in formula
Ans- Absolute reference in formula
$2.49   I=(B9*C9)*$E$1

Relative reference in formula
=SUM(B5:B8)

Q14. a) What tools are available to customize our PowerPoint presentation?
- 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
Open a Blank presentation
Ans-
1. Select the File tab to go to Backstage view.
2. Select New on the left side of the window, then click Blank Presentation.
3. A new presentation will appear.
Save the presentation as Lab1.pptx

1. Step 1 − Click on the File tab to launch the Backstage view and select Save.
2. Step 2 − In the Save As dialog, type in the file name and click "Save".
3. Step 3 − The default file format is . pptx.

Add a Title to the first slide: the name of your college
        Sahibganj college sahibganj
Type your first name and last name in the Subtitle section
        Sonu kumar sah
Add a New Slide which has a Title and Content
        Sahibganj college sahibganj
        Sonu kumar sah
Q15. 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
Ans-   Title slide &bullet list
To insert a bullet, place the cursor at the end of a bulleted line, press Enter, and start typing. To create a sub-bullet, **place the cursor in front of the text, and press Tab**. To delete a bullet, press Backspace, or select the line and press Delete.
        Inserting Excel Sheet
Hold down SHIFT, and then select the same number of existing sheet tabs of the worksheets that you want to insert in the open workbook. For example, if you want to add three new worksheets, select three sheet tabs of existing worksheets. On the Home tab, in the Cells group, click Insert, and then click Insert **Sheet**.
        Clip art and Text
Compose a text message as you normally do. Touch the Action Overflow or Menu icon, **and choose the Insert or Attach command**. You may also see a Paperclip icon on the message composition screen. Here, a Camera icon is used to attach images.

Slide show effects

Slide Effect is a **presentation tool providing enhanced transitions and effects**. Using a standard Presentation Software user interface, people can create slide presentation with movies and images in a simpler way than using a video editing software.

Q16. What is the difference between Machine Language and High Level Language?

A **machine language** is the only language that a computer directly understands, it is usually written in zeros (0) and ones (1). A program instruction in machine language may look something like this 111010110010001 whereas, a **high-level language** is a programming language that uses English and mathematical symbols, like +, -, % and many others, in its instructions.

Q17. Discuss about different data types of C programming Language.

Data Types	Bytes	Range
signed char	1	-128 to 127
unsigned char	1	0 to 255
float	4	1.2E-38 to 3.4E+38
double	8	2.3E-308 to 1.7E+308

Q18. Find the output of the following expressions

(a) X=20/5*2+30-5b) Y=30 – (40/10+6) +10   c)
Z= 40*2/10-2+10

    Ans-$x=33$ Ans- $y=30$

        Ans- $z=16$

Q19. Describe the syntax of the following statements

            (a)If – else statement

The if/else statement **executes a block of code if a specified condition is true**. If the condition is false, another block of code can be executed. The if/else statement is a part of JavaScript's "Conditional" Statements, which are used to perform different actions based on different conditions.

                (b) for loop

Statement 1 is executed (one time) before the execution of the code block.
Statement 2 defines the condition for executing the code block.
Statement 3 is executed (every time) after the code block has been executed.

            (c) while loop

The `while` loop loops through a block of code as long as a specified condition is true.

        (d) 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. ... This kind of loop is most often used **when the test doesn't make any sense until the statements have been performed at least once**.

Q20. Find the output of the following program segments