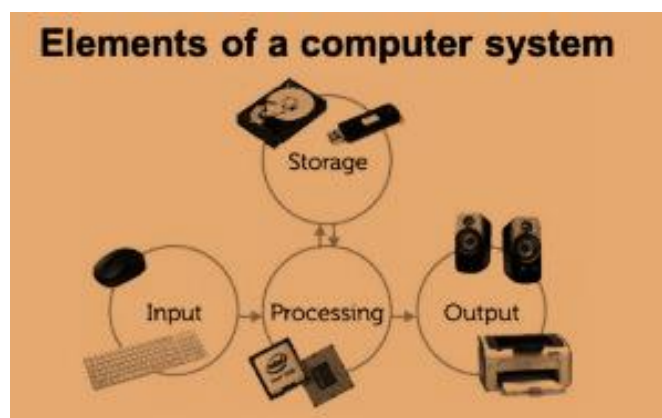


### Ans – 1 - The four fundamental parts of computers are –

Components of a computer system are the primary elements which make the functioning of an electronic device smooth and faster. There are four basic components which include:

1. Input Unit
2. process Unit
- 3.output unit
- 4.Storage/Memory device



Ans – 2 – On the basis of size, there are five types of computers:

1. Supercomputer - Fastest
2. Mainframe computer – Biggest / Server
3. Minicomputer – Small Server
4. Micro computer – Personal/ Office Use

### Ans – 3 – Computer generations:

Generation of computers means change in technology is being used in computers. There are five generations according to used technology.

Generation	Period	Technology Used
1st Gen.	1946-1959	Vacuum Tubes
2nd Gen.	1959-1965	Transistors
3rd Gen.	1965-1971	Integrated Circuits
4th Gen.	1971-1980	Microprocessors
5th Gen.	1980-present	AI & ULSI

### Ans – 4 – Difference between volatile and non-volatile memory –

Volatile memory can't store data permanently and non-volatile memory store data permanently. RAM is an example of volatile and ROM is an example of non-volatile memory.

### Ans – 5 – difference between system, application and open source software –

System Software	Application Software	Open Source Software
System Software is the type of software that is the interface between application software and system.	Application Software is the type of software that runs as per user request. It runs on the platform which is provided by system software.	Open source software is computer software whose source code is available openly on the internet and programmers can modify it to add new features and capabilities without any cost.

I am **ASHOK SINGH NEGI** and I am from **pauri garhwal Uttarakhand**. I am a student of B.A. of GPGC uttarakhand. My father name is Prem singh negi and he is doing a private job. My mother is housewife. I am learning CCA program. **"Need to get IMS's Address"**.

MS word is an application software which is used to create documents like official letters, Applications, List and Tables. Word is known as word processor.

- creating
- editing
- saving, and
- **printing any type of document**

$$X_2 + Y_5 = 30$$

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

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

Select the text you want to convert

Select the **insert** tab

Click on **table** command. A Dialog box will appears

Click on **Convert text to table**, a new dialog box appears

Here set number of columns

Click on OK finally. Select 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 will appears	Click on <b>Convert text to table</b> , a new dialog box appears
Here set number of columns	Click on OK finally. Select text Convert in a table.

Use table option under Insert Tab to create table -

[illegible]

**Ans – 11 – Data in Excel**

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

**Ans – 12 – Calculation in excel**

A	B	C	
Roll No	Name	Marks	
1	n1	60	
2	n2	70	
3	n3	80	
4	n4	90	
5	n5	40	
6	n6	50	
7	n7	77	
8	n8	44	
9	n9	88	
10	n10	55	
	Sum	654	
	Average	65.4	
	Highest	90	
	Lowest	40	

**Ans 13- A) Description about steps involving for followings –**

**i) Modify column width –**

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

**ii) Modify Row height –**

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

**iii) Delete rows and columns -**

Select rows and columns → Right click and chose Delete option or use format option under

**Ans 13- B) Description**

**i) 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.

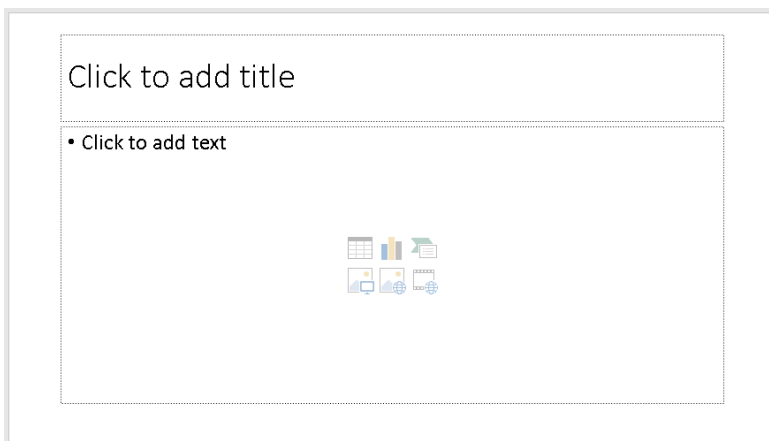
**ii) Cell address –**

A cell address indicate the location of active cell.

**Ans -14- a) Tools available in Power-point customization –**

There are many tools available to customize the power-point presentation like Animations, Transitions, slide design, Shapes, Audio, videos, Tables, Smart art and many others.

**Ans -14 – b) Steps for the following actions in power-point –**



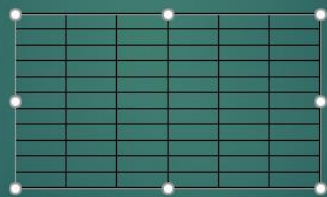
Ans -15 – Steps for following in power point –

# GPGC KOTDWARA

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## Excel Spreadsheet

- ▶ Click Insert – Table – Excel Spreadsheet



## CLIP ART AND TEXT

- ▶ Click Insert – Clip Art



- Click Insert – Word Art

Ashok singh negi



# SLIDE SHOW

WE CAN ADD TRANSITION ON SLIDE AND ANIMATION ON PICTURES  
AND TEXT TO MAKE EFFECTIVE SLIDE SHOW