ASSIGNMENT – 1

Fundamentals Of IT & Programming

Q1 : What is a computer ?

Q2: Give the full-form of RAM & ROM ?

Q3: How many types of Software ?

Q4: How many generations of Computer?

Q5: Name the characteristics of Computer ?

Q6: Name the classification of computer ?

Q7: What is an Operating system ?

Q8: How to Copy and Paste Text ?

Q9: How to formatting document ?

Q10: How to exist from MS word ?

Q11: How to insert a blank table ?

SOLUTIONS:

Ans: 1

A Computer is a fast system that is organized to accept, store , and process data and produce output results under the direction of a stored program of instructions.

Ans: 2

RAM - Random Access Memory

ROM – Read Only Memory

Ans : 3

Types of Software are :

a) System software ,

b) Operating system ,

c) Utility Programs ,

d) Application Software,

e) Overview of proprietary software ,

f) Overview of open source technology.

Ans : 4

There are five Generations Of Computers :

1. **First Generation**
2. **Second Generation**
3. **Third Generation**
4. **Fourth Generation**
5. **Fifth Generation**

Ans : 5

Characteristics Of Computers are :

1. **Speed**
2. **Accuracy**
3. **Carefulness**
4. **Versatility**
5. **High Lower Of Memory**
6. **No Feeling**
7. **No IQ (Intelligence Quotient)**

Ans: 6

Classification of Computers are:

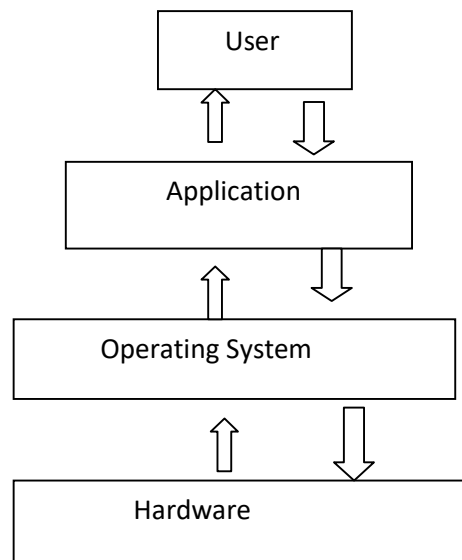**Based on size and capacity, Computers are classified as follows :**

1. **Super Computer s**
2. **Mainframe Computers**

3. Mini Computers
4. Micro Computers

Ans : 7

- **It is a system software that manages computer hardware and software resources and provide services**
- **Operating system acts as manager of all the resources of computer i.e *resource manager***

Thus, Operating system becomes an interface between user and machine

```
        ┌──────────────────┐
        │       User       │
        └──────────────────┘
            ⇑        ⇓
    ┌──────────────────────────┐
    │       Application        │
    └──────────────────────────┘
            ⇑        ⇓
┌──────────────────────────────────┐
│        Operating System          │
└──────────────────────────────────┘
            ⇑        ⇓
┌──────────────────────────────────┐
│           Hardware               │
└──────────────────────────────────┘
```

*Operating System Representation *

Ans : 8

<u>**To copy and paste text :**</u>

- **Select the text you want to copy**
- **Click the copy Command on the Home tab**
- **Place the insertion point where you want to copy that**
- **Click the Paste Command on the Home tab . The text will appear.**

Ans : 9

Formatting Documents

To format line spacing

- **Select the text you want to format**
- **Click on line spacing command in the Paragarph group on the Home tab**
- **Select a spacing option**

  Another way to format line spacing

  - **Click on paragraph group on home tab, dialog box appear then select line spacing options**
  - **Use the line spacing drop down menu to select a spacing options**
  - **Modify the before and after points to adjust line spacing as needed**
  - **Click OK.**

Ans : 10

To Exist from MS word

- **Click on ≥ File tab , a menu appears**
- **Then click on ≥ Exist**

OR

- **Click on the X tab in the top right corner of word window**

Ans : 11

To insert a blank table

- **Place your insertion point in the document where you want to insert table**
- **Select the Insert tab**
- **Click the Table command**
- **Drag your mouse over the diagram squares to select the number of columns and rows in the table**
- **Enter text into the table .**